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Special Libraries

Official Journal of the Special Libraries Association

FEBRUARY

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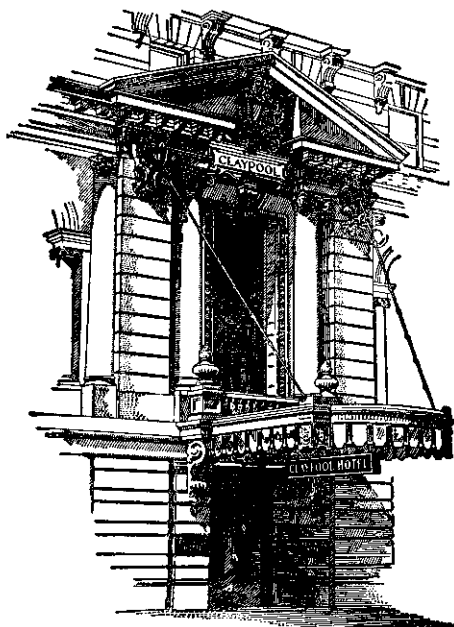


TECHNICAL BOOK REVIEW INDEX

- Sponsored by the Special Libraries Association.
- Edited by Granville Meixell, Engineering Librarian, Columbia University.
- Condensed quotations from authoritative reviews of books on science and technology, showing plus or minus trend.
- Arrangement is by author: date, publisher, and price, where possible, are included. Complete reference to review is given.
- Indexed: A subject index, under broad subject headings, cumulates monthly; and an author index appears semi-annually, February and July-August, cumulating at the end of the volume.
- Published monthly September to June, bi-monthly July-August, beginning with Vol. 5, No. 1, September, 1939.
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- Back numbers: Volumes 1 and 2 (ten issues each) and Volumes 3 and 4 (twelve issues each) are available at a special inclusive rate of \$7.50 (\$8.00 overseas).

The September to November, 1939, issues contained 673 reviews of 546 books.

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General Manager

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Hotel
INDIANAPOLIS

SPECIAL LIBRARIES

Established 1910

Volume 31

FEBRUARY 1940

Number 2

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Indexed in Industrial Arts Index and Public Affairs Information Service

The INDEX to SPECIAL LIBRARIES, Volume 30, will be mailed with the March issue.

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HARPER BOOKS for SPECIAL LIBRARIES

February 1940

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Letters of an Investment Counsel

—To Mr. and Mrs. John Smith

By H. G. CARPENTER. A book of practical investment aid, indispensable to every brokerage house or financial consultant's library. A simple, non-technical, popular treatment of investment problems faced by virtually every type of investor. A sequel to the popular volume, "A Successful Investor's Letters to His Son," which went through fifteen printings. \$2.50

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By MORRIS L. COOKE and PHILIP MURRAY. A book that fits equally well into the library of the business organization and that of the trade union. Provides practical guidance both for industrial managers and trade union officials on how to work together to build forward-looking programs which will increase production and raise the level of effective consumer purchasing power. Mr. Cooke is an expert in scientific management and Mr. Murray is Vice President of the United Mine Workers of America and the CIO. \$2.50

Industrial Organization and Management

By RALPH C. DAVIS. An indispensable reference manual for every executive and manager. Provides an encyclopedic, topical discussion of the over-all job of management, giving professional attention to trends in the design of industrial structure, production and inventory control, labor relations and morale-building. A complete rewriting of the widely used volume, "The Principles of Factory Organization and Management." \$5.00

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By JOHN W. HERRING. A book for the libraries of all social organizations, adult education groups, public discussion groups, etc. A popular presentation of our current economic problems which answers questions asked by puzzled citizens. With ten concrete proposals for a wise and fair distribution of America's income. Specially useful in group discussions, forums, classes in social studies, etc. \$2.00

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SPECIAL LIBRARIES

Vol. 31, No. 2

"Putting Knowledge to Work"

February, 1940

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Convention Theme

"Utilization of Resources"

"Putting Knowledge to Work" has been the fundamental purpose of special librarians since the possibilities of coöperation were realized some thirty years ago. This phrase simply and clearly sets forth the philosophy of special librarianship.

Last year it seemed fitting to re-examine ourselves in the light of newer concepts of training, standards and techniques; to do so it seemed quite logical to start at the beginning with "Mobilization of Knowledge" as the theme.

This year, we shall inventory all types of resources at our command so that we

may feel certain that we are cognizant of and that we are making accessible, this specialized knowledge. Group programs, general sessions, special conferences, S.L.A. exhibits and the annual banquet are being planned with this theme in mind.

"Utilization of Resources" expresses our desire to review the best that has been done in the past, to recognize the implication of shifting trends, to broaden our points of view and to adopt policies of mutual service, all for the purpose of using available resources to their fullest.

MRS. IRENE M. STRIEBY
Convention Chairman

Hoosier Welcome

INDIANAPOLIS is at the crossroads of America. Librarians north, south, east and west, coming by automobile, train, bus or airplane, will find it easy of access.

Indiana and Indianapolis hold a unique place in the nation's history and culture. Indiana was a part of the Old Northwest Territory and was admitted to statehood in 1816. In the conquest of Vincennes, George Rogers Clarke founded the first outpost of a new western empire for the United States. In New Harmony,

Robert Owen founded his coöperative colony. Muncie is the Lynds' Middletown, the typical American city. Johnny Appleseed, famed in story and legend, lived many years in Indiana. Lincoln spent his formative years here, and his mother, Nancy Hanks Lincoln, is buried in Spencer County. Indiana's literary sons include Lew Wallace, James Whitcomb Riley, Booth Tarkington, George Ade, Theodore Dreiser, and Meredith Nicholson.

Scenery of Indiana is very lovely in June, the Knobs and hills of Brown County in southern Indiana and the lakes and dunes in the northern part.

Indianapolis, to which the capital of the state was moved in 1825 from Corydon, is a typical midwestern city of wide streets and family-owned homes. It is in the geographical center of the state; has a population of approximately 400,000. It is sixty miles northeast of the center of population of the United States, and is in nearly the center of the corn and wheat belts. It is in the heart of the midwest manufacturing region which produces 30 per cent of the nation's output. It is a city of diversified industries—eight hundred altogether, producing twelve hundred different commodities.

The city of Indianapolis is built around a circle. . . . On the World War Memorial plaza which is five blocks long, is the American Legion building. This houses both the national and state organizations of the Legion and their auxiliaries. On the south side of the main Memorial building, is Henry Hering's "Pro Patria," the largest sculptural bronze casting ever made in America. The Scottish Rite Cathedral houses one of the finest carillons in the country.

The permanent collection of the John Herron Art Museum and Art School in-

cludes especially fine specimens of Eastern art, Persian pottery, and Chinese figures.

The restored home of Benjamin Harrison, former President of the United States, is now open to the public. Booth Tarkington's home and the former home of Meredith Nicholson may also be seen.

Fort Benjamin Harrison, a few miles to the northeast of the city, is the third ranking military post in the United States.

The Indiana School for the Blind has a Singing Tower.

Lockefield Gardens is a Negro housing project of the Federal Government and is built over several acres of what was formerly a slum area.

The James Whitcomb Riley Hospital for children is the largest unit of the Indiana University Medical Center. The Hospital, with its therapeutic pool, is a charitable institution for the treatment of physically handicapped children.

Largest among the colleges is Butler University; connected with it, is the Arthur Jordan Conservatory of Music.

S.L.A. convention headquarters are in the Claypool Hotel.

We will welcome you to Indianapolis.

HELEN ROGERS, *Office Librarian*
Division of General Administration
Indiana Department of Welfare
Indianapolis, Indiana

S.L.A. Pre-Convention Trip

June 1 and 2, Saturday and Sunday, will be the two days between the A.L.A. and S.L.A. conventions. The S.L.A. Convention Committee has made plans to have busses take S.L.A. members who are in Cincinnati at the time, to Spring Mill, Indiana on Saturday, June 1. S.L.A. members who are not attending the A.L.A. convention may also send in reservations.

Spring Mill Inn is located in Spring Mill, Indiana, near the town of Mitchell and can be reached by two railroads, the B. & O. and the C. I. & L. The daily rates are arranged according to the American plan:

Room without lavatory, single \$3.50 double \$6.50.

Room with lavatory, single \$3.75 double \$7.00.

Room with bath, single \$4.25 double \$8.00.

Cabin room with toilet, lavatory and twin beds \$7.50.

Due to the fact that June 1 and 2 occur on the Memorial Day week-end, reservations should be sent in as early as possible, preferably about April 1.

Reservations may be sent to Walter Rothman, Librarian, Hebrew Union College Library, Cincinnati, Ohio.

War, Scholarship and Documentation

By Dr. Richard H. Heindel

Director, War Documentation Service
Philadelphia, Pennsylvania

WE CAN expect no victorious *Blitzkrieg* in war documentation. Nor is the time yet ripe for penning a literary nosology of such documentation. Rule of thumb approaches to the problem, such as the mythical librarian who disposed of propaganda material by defining it as anything from Germany or in German or in paper covers, cannot guide us forever. Even isolationists who dislike our almost morbid interest in European and Asiatic tensions are ready to admit the need for current information and future research. All special libraries, even those which have struggled through the threadbare thirties, are concerned in this problem and under some obligation, perhaps by regional coöperation which will allow us to retain for a time the principle that for the specialist no material should be considered ephemeral, to gear their libraries to the conditions brought on by war.¹ The following general remarks I am basing on the supposition that civilizations are not headed for limbo. (Anyway, librarians would probably be the last to go.)

We may gain some help by observing the World War, and the changes both in war and scholarship since 1918 which affect libraries. Abundant material confused historians and demonstrated the need of organized libraries and research: manuscripts, diaries, letters, broadsides, pamphlets, posters, books, documents, films, general and special periodicals, trench papers, official literature supplied to soldiers, government digests of the foreign press, and war as reflected in regular society publications, etc. Perhaps the uneasiness among librarians and historians over the complexity and bulk of

modern source material is itself a danger sign which indicates a cultural crisis. It has been estimated that the valuable documents of the World War would fill two hundred miles of shelves. Lange and Berry in England noted in a casual way 2,000 books during the first year of that struggle; Hinrichs at Leipzig, in a bibliography of German war literature, had 5,000 to 6,000 entries of books and pamphlets for the first ten months. A committee of the American Historical Association in 1916 contemplated a *complete* bibliography. The Carnegie Endowment for International Peace, in inaugurating its monumental *Economic and Social History of the World War*, faced many archival problems. The Hoover Library on War, Revolution, and Peace made the most of war and chaotic peace opportunities and soon became a famous center of research.

War material is conditioned by actual and potential censorship, and the public (and, often unfortunately, officials) are not in a position to secure all documentation necessary for sound judgments. The reliability of this material might lead us to wish for a moratorium on records while the war is in progress, yet there is some value in knowing lies and fiction which often move mountains. And we must admit the possibility that many belligerents are about as balanced as Americans.

The official material during the World War was greater than ever before, and students soon after its close were told many diplomatic secrets. But totalitarian obscurantism was already at work before

¹ *War Documentation Service Bulletin Two*, on libraries and research activities. See publication notice, p. 69.

the present war, the governments were less liberal than the pre-1914 regimes; this may affect the quantity and nature of publications and may mean that unofficial material, almost by habit, will bulk less during this war. Documentation depends slightly upon victory because winners are more reticent. Germany, if successful, would probably not print another *Die Grosse Politik*. Further, since Asia is now more involved and distracting, new demands fall upon students. During the final quarter of the nineteenth century, Europe was remarkably orderly and peaceful, but since the World War Europe has enjoyed permanent revolution, and we may expect more internal disturbances. Revolutions disturb documentation. The existence of thousands of articulate refugees before this war does not clear the atmosphere. The patterns of history since 1918 and the postulates of European culture have been confusing. Greater and more subtle cross-currents have been generated since the World War; historians will therefore make more demands upon archivists.

To be sure, revolutions may enrich documentation because incoming regimes may wish to discredit their predecessors. Diplomatic and political studies gained by the Bolshevik Revolution; the same might happen in a second Russian disturbance. But Russia remains a great enigma. (One might expect fewer memoirs because of the extensive purges.) Germany ultimately gained by the frankness of *Die Grosse Politik*, but one can predict that the feeling of nationality would prevent wholesale revelations on the part of any non-Nazi regime. Foreign and war offices are less inclined than ever to open archives. If heads of states continue to meet, as at Berchtesgaden, dangerous gaps will multiply in our documentation. Yet public awareness to war was greater in 1939 than in 1914, and this means that more forces played upon international relations. The student will

wish to treat this, and to account for such new factors as the radio, motion pictures, and other changes in communication. Now, more than in 1914, civilizations are at stake. The background of the struggle and the leaders' verbiage make this so. This will mean that intellectual and cultural history, with its many requirements as to sources, will creep into diplomatic history.

Certain tendencies in the concepts and techniques of the social sciences since the World War will affect those who are to write an account of the current struggle, and those who assist students, the librarians. We now realize more sharply the role of war and conflict in social life, and the complete mobilization of all energies and talents for carrying on modern warfare. Scholars have a broader social interest, and "air raids" will more than ever direct attention to the "home front." The improved methods of conducting field trips will be extremely important if extensive bombing continues. Historians in this generation have chatted with sociologists, anthropologists, geographers, scientists, and business men. Advances have been made in public opinion measurement, abnormal and social psychology studies, and in political, regional, and human geography. Increased analysis has been given to the factors which govern international relations. The "debunking" mood of the post-war period may continue. The World War nourished the idea that scholarship must concern itself with practical problems. Historians had played as paid propagandists. Great events, however, have happened much faster than students can apply their historical method, and, in spite of much motion, one feels there has been a lag in scholarship. Thorough accounts in English of some post-war national histories are missing — the Scandinavian countries, even France and England — but we know more about nationalism. The last twenty years of the social sciences

give some impression of disorganization and confusion probably due to over-excitement. This may happen again. Present academic departmental barriers (and those between archivists and other human beings) are obstacles to research concentration on significant topics. World War II may weaken such barriers.

The traces of this war will continue to appear for the next hundred years, in the memoirs of prisoners as in historiography. But there is absolute need, recognized as much by librarians as historians, of applying historical analysis to events of just yesterday. There will probably be more observers of this war, and more potential historians. Time is moving more rapidly than historians who need not fear that immediate concerns will hurt their objectivity more than usual. The careers of the younger men who cut their historical eye teeth in research seminars on the origins of the World War established soon after that conflict should make us more daring. American scholars and research men are better prepared to discuss international relations. I need cite only the Council on Foreign Relations, the Foreign Policy Association, the Carnegie Endowment for International Peace, the American Coordinating Committee for International Studies, the Hoover Library, and the numerous graduate research seminars and institutes devoted to international relations.²

We can expect some help in documentation and research from the European neutrals, but the total results of their scholarship as applied to the origins of the last war should not make us too optimistic; there are distorting psychoses working in all neutral countries. Latin American publications may be more numerous respecting this war. Because of revolu-

tions and airplanes, European scholarship and libraries are more disorganized and distorted than ever before, and can give us little assistance for some time to come. Spain is a good example which proves how confusing issues may become in this country because of pressure groups, and in spite of, or because of, inadequate documentation.

Our total picture of events since September 1938 is obviously inadequate, but enough material exists for instruction in historical methods. Definitive studies cannot be expected, but it is important that as much as possible be done immediately, particularly in documentation. Immediate documentation is difficult. Efforts are being made by the Hoover Library, the Yale University Library, by the A.L.A. committee on the importation of books, and many others to assure adequate documentation. The War Documentation Service at Philadelphia is about to issue a check list.³ Proposals have been made for a national war documentation service which would assist all libraries. Several committees have suggested the purchase or micro-filming of *all* European holdings. (This last suggestion should persuade Europe to make peace.)

The flood of news and radio reports and motion pictures present new problems to many libraries. Many commercial services and private news letters have sprung up, sometimes with little to offer. The Princeton Listening Center is checking on short-wave broadcasts to determine their content and influence. Librarians, sharing America's almost psychopathic interest in propaganda, are troubled by propaganda material which is likely to be more bulky (and more cultivated) than in 1914-1919. Cultural attachés, various ministries and bureaus, highly organized before the war began, both at home and in the United States, may confuse as much as improve our

² Cf. Savord, Ruth, *Directory of American Agencies Concerned with the Study of International Affairs*, 1931. (Later and more complete information is available in the Council on Foreign Relations Library); also, Ware, Edith E., *Study of International Relations in the United States; Survey for 1937, 1938.*

³ See publication notice, p. 69.

documentation. One sometimes finds that the bureaus of information are not very well informed about their own documents. In an extensive collection, one should not worry immediately about duplications which often have an exchange value. Blanket requests from many libraries are not the best approach. The Hoover Library demonstrates the value of personal contact in securing foreign material; it is at work on the current situation, but one fears it may

need another American Relief Commission as a wedge. I might also suggest, for reasons stated above, that the Social Science Research Council should make more provisions for "field fellowships."

Because of the repercussions of modern war on all aspects of life, if America goes to war, or if it is to participate in any peace settlement, or finally, because of the greater responsibilities falling upon American scholarship, all libraries must face the problem of war documentation.

Library Service in International Relations

By Ruth Savord, Librarian
Council on Foreign Relations
New York City

THE Council on Foreign Relations, which was organized at the Peace Conference, is a non-partisan and non-commercial organization studying the international aspects of America's political, economic and financial problems. Its membership, which is by invitation only, is composed of men of many professions, with a variety of interests and views.

Much of its work is carried on through the medium of study groups made up of members with an interest and knowledge of the particular field which the group is studying. This year there are groups devoted to (1) the Far East, considering whether or not the Trade Treaty should be renewed; (2) the impact of the war on American economy; (3) air transport and national policy; (4) defense of the Western Hemisphere.

The Council also carries on a program of research and publication, issuing the quarterly review, *Foreign Affairs*, an annual survey of the foreign relations of the United States, an annual political handbook of the world, and individual volumes on special international questions.

In 1930, the Council organized a reference library as part of its plan to estab-

lish a working center for the study of international affairs. It is situated in the Council House at 45 East 65th Street, New York City.

In a large general library, the material dealing with the diverse problems which enter into the study of international questions must necessarily be widely scattered. This is a disadvantage which the Council has sought to overcome by restricting its collection to indispensable volumes and documents and by making it compact and easily accessible.

The collection aims to cover the political, economic and legal aspects of international affairs since 1918. This, of course, includes material on the internal situation of the various countries of the world as it affects their foreign policy, as well as reference and source material necessary to an understanding of the pre-war diplomatic and economic background. The collection includes:

1. Official publications of the United States and other governments, such as treaty texts, diplomatic correspondence, hearings before Congressional committees, statistics, etc.;

2. Publications of the League of Nations, the Permanent Court of International Justice, the International Labour Office, etc.;

3. A collection of selected American and foreign books;

4. Periodicals and newspapers;

5. Vertical file material.

For the most part, the arrangement of the Library is along geographic lines, thus bringing together all material dealing with a specific country. In order to do this, we use Dewey in reverse — that is, instead of using 327 for foreign relations divided by country, we use the country number subdivided by specific subject. Thus "U. S. — Foreign relations" becomes 973.0327 with a capital letter added for relations with a section of the world or a specific country. Hence, 973.0327 F represents our relations with the Far East, while 973.0327 C represents our relations with China. This same scheme is used for all subjects. We have had to make an expansion for international law to care for such material as books about the League, mandates, minorities, collective security, disarmament, etc. Publications of the League, the World Court, and the I.L.O. are kept as separate collections and have a separate catalogue.

About 250 periodicals, issued in various parts of the world, are received regularly. The most important of these are bound for permanent reference, others are kept for one year, some for only three months. The latter two categories are clipped at the end of that period and the articles filed in the vertical files. In addition we receive English, French, German, and four American newspapers. In the near future, we hope to add at least one Swiss and one Belgian newspaper.

In 1931, the Library prepared for publication by the Council the *Directory of American Organizations Concerned with the Study of International Affairs*. Using the questionnaires on which that com-

pilation was based as a foundation, a file of material on associations has been built up to supplement and keep up-to-date the information contained in the "Directory." It has been greatly expanded and covers many more organizations than those listed in 1931 as well as data on similar organizations in other countries. We are now in process of securing all information on the propaganda, relief, and other organizations which spring up in the wake of war.

This now fills five file drawers made up of individual folders for each organization arranged alphabetically. We also maintain an alphabetical card file showing what material is in the organization file and also giving references to books in which the work of the organization is described. In addition, we maintain a subject index which lists all organizations in a specific field — that is, peace organizations, propaganda organizations, relief organizations, etc. Someday we hope to have a personnel index showing in which organizations various people are active.

In order to keep such a file up-to-date, constant vigilance and at least annual circularization are necessary. We watch the newspapers daily for notices of meetings which give clues to the formation of new organizations and send a request for information immediately. Incidentally, we found the last "Bulletin" of the War Documentation Service¹ extremely valuable in its listing of new organizations or new activities of old organizations. We followed these up and thereby secured more detailed information. Such a file may seem to require a great deal of labor but its constant use more than justifies its maintenance.

The vertical files include pamphlets, releases, news services, periodical and newspaper clippings arranged in an alphabetical subject file. Here again, while material is concentrated under country

¹ "Bulletin Two." See publication notice, p. 69.

with such subdivisions as are needed, such subjects as Armaments, Foreign investments, Gold, Mandates, Refugees, War debts, etc., are kept together and subdivided by country. This may seem inconsistent but can be justified from the standpoint of the material's use.

So much for the general set-up. When the situation which led up to the Munich crisis began to develop, we came to the conclusion that we would need all pertinent material in one chronological file and so without realizing it at the time we began our so-called war file under the heading "Czechoslovakia — 1938 crisis," followed by "Czechoslovakia — 1939 crisis," which covered the period up to the annexation of Bohemia and Moravia and the break-up of Czechoslovakia.

Immediately thereafter, we again concentrated all material under the heading "Europe — War threat," bringing together the economic aspects under that subdivision and putting all political aspects under the country subdivision. We feel that these two collections present a fairly complete picture of the immediate causes of the present conflict. Of course, for a complete story one needs a survey of the past twenty years.

So the situation stood in August of last year. I was to leave on my vacation on September 9 but about the middle of August, we felt that the trend was undoubtedly toward war and that it would be wise to make provision for handling material if war came during my absence. Consequently, we drew up a very tentative skeleton-like list of headings to serve until my return on October 1. Needless to say immediate revision was necessary and since that time there have been four or five further revisions with constant subdivision going on every day.

The last revision was made after we received the splendid list prepared by the War Documentation Service. In discussing the two lists two factors stand out — first, our headings are for use in a

vertical file; second, our headings are made with material in hand and with a specific knowledge of the use to which the file is to be put.

We checked and re-checked our headings against that list. We found in it many suggestions of phases for which we had no material as yet, but for which we would have to make provision. This was done. We also came to the conclusion that, in a vertical file and keeping constantly in mind the demands of our own organization, we must bring together under a general heading with appropriate subdivisions much of the material that in the War Documentation Service is put under a specific heading. For instance, we use "Conduct" for general surveys of the progress of the war with subdivisions for Allies and Germany; in addition, we use subdivisions here for specific factors that enter into the conduct of the war, such as the use of airplanes, of animals and of tanks, technical discussions of chemical and submarine warfare, of strategy and of mechanization. Likewise we have concentrated much more material under "Economic aspects," with many more subdivisions. So too, we have brought together the neutral countries under the general heading "Neutrals," with separate folders for each neutral.

While we should like to make the headings in our catalogue and our vertical file agree, the material in the two differs to such an extent that such a practice is impossible. We shall probably follow quite closely the War Documentation Service² headings in our catalogue.

Now a word as to just what we are collecting. We clip daily the *New York Times*, *New York Herald Tribune*, *London Times*, *Manchester Guardian*, *Christian Science Monitor*, *Chicago Daily News*, and weekly *The Economist*, *Journal des Nations*, *Le Temps*, weekly edition, *The Nation*, *The New Republic*, *Spectator*, *New*

² "Bulletin One." See publication notice, p. 69.

Statesman and Nation, *Saturday Evening Post*, and *United States News*. We also are adding immediately material from any periodical of which we have a duplicate available for cutting, news service, press releases, and pamphlets.

Aside from the files we are making scrapbooks of all cartoons that we can find, pasting them chronologically. We also have a few posters.

In the book collection, we are seeking texts of laws, official documents such as the color books, pacifist and propaganda literature. We have made an expansion of 940.5 based on the 940.3 scheme for the World War.

For the color books, we have departed from traditional catalogue rules in order to bring them together. For those dealing with causes and pre-war diplomatic history a main entry is made under "Documents relating to the outbreak of the European war of 1939," assigning one volume to each country. The contents are listed on the main entry card and appropriate subject cards made for each part. For those relating to the conduct of the war, the treatment will be the same except that the entry will read "Documents relating to the conduct of the European war of 1939."

Propaganda literature is classified with subject — that is, Russian in 947, European war in 940.5381. It is then placed in a pamphlet box which stands on the shelf at the beginning of the class number. The main entry is "Propaganda," for the entire contents of the box and individual items are listed on the main entry card. For items with interest in addition to propaganda, we make an added subject and occasionally an author entry.

I have been told that we deserve a medal for having the courage to classify some of this material as propaganda. In fact, the suggestion has been made that we have interchangeable labels so that when a national of any particular country

visits the library we can change the label on that country's propaganda box so that it will read "Eternal Truth."

The collection of material in time of war is of course much more difficult than in normal times. For instance, in the case of the color books, sharp watch must be kept to put in your bid for these as soon as any notice is seen. We have found that an approach direct to the Washington Embassy of the country in question usually brings you the document. The foreign information bureaus are also anxious to be helpful — again, it is good propaganda. The German Information Bureau is particularly obliging in this respect. Of course, the ambassadors of countries such as Poland and Finland, which are so disrupted by actual annihilation and conflict, are at almost as much of a loss to supply material as we are to find other sources. We have not yet succeeded in getting the Polish "Green Book" or the Finnish "White Book," although both embassies assure us that they will be forthcoming eventually. The French "Yellow Book" is being distributed through booksellers and the British Government has contracted with Farrar & Rinehart to issue American editions of their "Blue Books." However, we have placed a standing order with the British Library of Information for these in order to maintain our official file.

Of course, the problem of supplying these documents in quantity for American libraries is apt to become a difficult one. Various plans have been considered, such as a central depository which would be assured one copy at least of the official publications of every country and which would guarantee to supply copies in photostat or other duplicating mediums to all other libraries. So far as I know no one plan has been adopted.

The Libraries which have announced their intention of trying to assemble complete war collections of both official and non-official material are Yale University

and the Hoover Library on War, Revolution and Peace. This, of course, presupposes almost unlimited funds and unlimited space.

The Yale University Library announced on November 4 that it aimed "to secure documents of all sorts, printed and manuscript, official and unofficial, relating directly and indirectly to the present conflict, but above all to obtain ephemeral publications such as proclamations, posters, propagandist literature and pamphlets which are issued by civil governments, military authorities, societies or individuals." To achieve this aim, specific requests have been sent to every American Ambassador, to many Yale alumni who are traveling abroad, and to members of the Yale faculty. Yale is particularly fortunate in the exceptional interest of its faculty in international history and in its rich collections of material relating to the World War, notably the great House collection and its famous color book collection which was recently exhibited. In spite of its extensive storage facilities, I fear that even Yale is going to find a housing problem on its hands. I heard that in the first few months twenty-seven cases had been sent from the Library of Congress and seven cases in response to a request to Senator Taft for all the correspondence he received from his constituents relating to the embargo.

The Hoover Library on War, Revolution and Peace (commonly called the Hoover War Library) is unsurpassed on the American continent and is paralleled only by the Bibliothèque et Musée de la Guerre in Vincennes and the Weltkriegsbücherei in Stuttgart, in materials on the causes, the conduct, and the results of the World War. In 1919, Mr. Herbert Hoover made available an endowment for an historical collection at Stanford University on the World War; but from the beginning of the War, when he organized the Commission for Relief in Belgium, to the completion of his work as a

member of the Supreme Economic Council and Director General of Relief in Europe, Mr. Hoover had in mind a library on the World War and collected materials to that end. The Library's materials, from both belligerent and neutral countries, include government documents, files of newspapers and serials, archives of World War organizations, manuscript memoirs and diaries of men and women important in world affairs during the war and post-war periods, publications of national and international bodies, books, pamphlets, maps, posters and films. The Library is especially rich in archive materials of food and relief organizations of the war and post-war periods and materials on the Russian Revolution, the German Revolution and the Peace Conference.

Dr. Lutz, Chairman of the Board of Directors, has just returned from a six months' trip to Europe. He visited most of the continental countries and made arrangements with at least one agent in every country to collect similar material on the present conflict, so probably their collections will be as complete on this war as on the World War.

However, all this, as I said, presupposes unlimited funds and unlimited space, with which most of us are not blessed. Therefore such libraries as the Council's, that of the Woodrow Wilson Foundation, Foreign Policy Association, Library of International Relations, Chicago, and Carnegie Endowment for International Peace cannot offer the historian such a wealth of research material. We can only hope to provide the skeleton which must be filled out by recourse to other sources.

To be sure, I have mentioned only those libraries which might be classed as special, with the exception of Yale. I know the New York Public Library in its usual efficient manner, has set machinery in motion to secure as much as possible and I have no doubt that many

other public and college libraries will assemble a certain amount of material.

I feel that this present situation offers an opportunity for coöperative effort and suggests that there is too much duplication in our collecting. The Bibliographical Planning Committee³ in Philadelphia may be able to set the pattern by which such a plan of coöperation can be developed. It would be most timely.

Here are a few of the questions that our war files have answered in the last few weeks:

1. Prospective 1940 cost of armaments.
2. The push by Russia into Afghanistan, Iran, etc., especially, note on the trade delegation Russia sent to Iran.
3. The text of the Final Act of the

³ Cf. SPECIAL LIBRARIES, December 1939, p. 328.

Panama Conference setting up the safety zone around the Americas.

4. Personnel of the Financial and Economic Advisory Committee set up by the Panama Conference.

5. Gandhi's and Nehru's attitude in the present conflict.

6. Mr. Roosevelt's statement on the extent of our territorial waters.

7. Gallup Polls on war attitude of the U. S.

8. Text and statements on the Pan American countries' protest on the "Graf Spee" incident.

9. Events from September 3 to date.

10. On what international legal grounds did Germany defend herself against the British charge that Germany sank the "Athenia"?

Wages and Hours and Librarians

What Special Library Positions Are Classed as Professional Under the FLSA?

By Linda H. Morley, *Librarian*

Industrial Relations Counselors, Inc., New York City

THE recently enacted Fair Labor Standards Act has personal significance for special librarians. There is one provision that may mean the granting of professional status within the organization to members of the librarian's staff who are really doing work of professional grade, or of withholding such recognition.

The Act exempts those employed in an executive, administrative or professional capacity¹ from its wage and hour provisions. The regulations issued by the Wage and Hour Administrator define "professional capacity" as follows:

Section 541.2 — Professional.

The term "employee employed in a bona fide . . . professional . . . capacity" in section 13 (a) (1) of the Act shall mean any employee —

¹ Public Act No. 718, 75th Congress, Section 13 (a) (1).

(a) who is customarily and regularly engaged in work —

(i) predominantly intellectual and varied in character as opposed to routine mental, manual, mechanical or physical work, and

(ii) requiring the consistent exercise of discretion and judgment both as to the manner and time of performance, as opposed to work subject to active direction and supervision, and

(iii) of such a character that the output produced or the result accomplished cannot be standardized in relation to a given period of time, and

(iv) based upon educational training in a specially organized body of knowledge as distinguished from a general academic education and from an apprenticeship and from training in the performance of routine mental, manual, mechanical, or physical processes in accordance with a previously indicated or standardized formula, plan or procedure, and

(b) who does no substantial amount of work

of the same nature as that performed by non-exempt employees of the employer.²

The only amplification of these rules is found in a few statements made by officials mostly in response to particular questions. In an address before the American Newspaper Guild, the Administrator stated that "every one of these conditions must be met before an employee can be classified as a professional."³ At the Wage-Hour Clinic held by the National Association of Manufacturers in December, 1938, the General Council of the Wage and Hour Administration answered several questions regarding chemists and draftsmen in the course of which two additional points applicable to special librarians were brought out by the following statements: "The statute does not say that they exempt professionals. We exempt men engaged in a professional capacity."⁴ And later he said, "An academic education does not make a man a professional, nor does the lack of academic education exempt a man from being a professional."⁴

The head of a special library is exempt in his capacity of executive, but the above definition certainly applies to others on the staffs of many special libraries. The American Library Association Board on Salaries, Staff and Tenure has adopted the three positional grades of "Professional," "Sub-professional" and "Clerical" in reporting statistical data on personnel and salaries for public, college and school libraries. Because the average number on the staffs of special libraries is so much smaller, it has seldom seemed necessary in the past to set up formal classification schemes in all special libraries.

The Fair Labor Standards Act applies

² United States Department of Labor, Wage and Hour Division, *Regulations Defining and Delimiting the Terms "Any Employee Employed in a Bona Fide Executive, Administrative, Professional or Local Retailing Capacity . . ."*, Government Printing Office, Washington, D. C. 1938, p. 2.

³ Bureau of National Affairs, *Wage and Hour Reporter*, August 7, 1939, p. 369. ⁴ *Ibid.*, January 1, 1939, p. 13.

not only to business corporations, but also to many nonprofit organizations, such as associations, research organizations, etc., which issue and sell publications of any kind outside their own state. The Act provides that employees covered shall be paid at least thirty cents an hour (forty cents in 1945), which for the maximum number of hours permitted (forty-two now and forty after next October) would mean a minimum salary of \$12.60 a week, and \$16 a week by 1945. If overtime work is required, one and one-half times the regular rate shall be paid.

It seems doubtful if anyone in a special library performing work of professional character is receiving a salary below these minimums, and probably few organizations would permit frequent overtime at this additional cost. These limited economic advantages seem, therefore, to be outweighed by the greater opportunities for accomplishing a worthwhile job which professional status would afford, and the probability that in the long run professional recognition would itself bring greater economic advantage.

Now that many organizations with special libraries must classify all their employees under the Fair Labor Standards Act, librarians would do well to consider which positions are definitely professional and which are clerical, since a proper classification is more likely to result if the librarian works out a logical program and presents it to the proper executive instead of leaving the decision to others who obviously would not have as full a knowledge of the types of work performed.

The Professional Standards Committee of the Special Libraries Association, in response to requests for information from several members, has gathered all the official rulings in regard to this question and will make the facts available to anyone interested.

Digested Information

By Dr. Donald E. Cable

Librarian, Development Department
United States Rubber Company
Passaic, New Jersey

MOST of us engaged in library work go about our daily tasks little realizing the complex chemical and mechanical operations normally used in the making of that form of refined and fabricated cellulose with which the custodians of books and magazines are so intimately associated, namely, paper. Of all the paper used during recent years by publishers in this country, probably 95 per cent was derived originally from wood.

The conversion of wood chips into usable, strong white paper is brought about by a "digestion process." During this process, all extraneous materials — lignin, hemicelluloses, pentosans, resins, etc., must be pushed by chemical and mechanical means into the discard. There is an analogy between that chemical process and the digestion process in an industrial library.

The point I hope to emphasize by this analogy is that a technically alert industrial library or information department has both an opportunity and an obligation to serve its company in an aggressive manner; to serve it as the primary agency for assimilating and utilizing to best advantage the large, but cumulatively important, stream of scientific and technical facts and ideas made available for public consumption. For the flow or supply of such information, we owe our thanks to the medium of publications and to the general spirit of coöperation of writers, institutions, and companies willing to share at least a part of their ideas, observations and discoveries with the world at large.

Many functions demand the attention of the average special librarian in industry: circulation of current periodicals, care and lending of books, preparation of translations, construction of special bibli-

ographies as requested by staff members. Further mention of these usual industrial library functions will be avoided in this paper, not because they are undeserving of attention or are of secondary importance, but because it is hoped to emphasize herein, the theme of aggressive digestion of current literature.

In choosing the first word of my title for this paper, I had particularly in mind one definition of the verb "digest" which reads: "To distribute or arrange methodically; to work over and classify; to reduce to portions for ready use or application; as to digest the laws, etc." Another definition, the physiological one, reads: "To convert (food) into absorbable form." This last interpretation seems quite apt if we allow our imagination to regard published information as "food for thought." The noun "digest" carries the definition: "A body of information or written matter that is digested, or classified and arranged under proper heads or titles; esp., Law."

The high degree to which published information is culled in order to separate the "wheat" from the "chaff," is little realized by library users. Similar to the process of making chemical pulp from wood we, in this Library of the United States Rubber Company, find it necessary to discard and abandon not just half of the published references that reach us from the field of rubber technology, but probably more nearly three-quarters of such references.

Information Sources Used by the Library

Our Library at Passaic (in the General Laboratories) subscribes to approxi-

mately 100 periodicals, including such abstract journals as: *Summary of Current Literature* (English); *Chemical Abstracts*; *British Chemical Abstracts*; and *Chemisches Zentral-Blatt*. Our patent literature journals are restricted to those published by U. S. A., Canada, and England. However we lean heavily on *Summary of Current Literature* for abstracts of patent and non-patent references emanating from England.

Entries for the Library Bulletin

The selection of references appropriate for readers of our Library Bulletin is governed by the scope of our company's manufacturing activity, from the plantations in Sumatra to the various factories in U. S. A. and Canada. Such references are augmented by any other scientific and technical items of current interest to our Development Department.

During the past few years the Library's procedure has been to send each incoming magazine first to the designated chemist (or physicist) of our staff who acts as a committee of one (for that particular publication) to indicate which, if any, of the articles are appropriate for citation in the Library Bulletin.

On being returned to the Library, the author cards are prepared. For the past eighteen years, it has been our practice to prepare typewritten reference cards (3" x 5" size) with the authors' names in the dominant position and having, in most cases, an abstract, important excerpt or simply a list of sub-titles.

Next, the editor of the Library Bulletin classifies the reference according to major and minor subject class groups. For our work this year, about 120 appropriate subject headings are available. Articles which fail to fit into any of these selected classifications are disqualified because of being subject matter unsuited for readers of our Library Bulletin. Most of these class headings are found in the 1935, 1936, and 1937 *Annual*

Bibliography of Rubber Literature as published by *Rubber Age* (N. Y.). Each subject classification is represented by a simple number which we will call the class number. Some references may be of such a nature as to fall into two or more class groups and in such cases those references will bear two or more class numbers.

Preparation of the Library Bulletin

As soon as one hundred new reference cards have been accumulated, these cards are arranged into some twelve to fifteen major subject divisions and stencils for our mimeographing machine are cut in such a manner that the overall length of all lines is not in excess of 4 $\frac{7}{8}$ ". References to patents are clearly distinguished from the others by having a dotted line extending down the right edge. All references have the corresponding class numbers adjacent to them and in the right hand margin. The purpose of including these class numbers or key numbers with each reference is to enable the reader to skip through a fifteen to twenty page Library Bulletin in double quick time, looking first for only those key numbers which he knows from previous examination of the hundred and more subject groups (and accompanying numbers) will fully encompass the scope of his present interest in the rubber literature. These interests naturally vary from man to man, from department to department, and from factory to factory.

About 140 copies of each issue of our Library Bulletin are run off. In the course of a year, an aggregate of six hundred to over seven hundred letter-size pages are prepared in this Bulletin form. By resorting to the key number short cut very few of our readers are obliged to examine more than a third to a fifth of these pages in order to meet their limited requirements and to meet them fully. About half of these 140 copies are distributed to members of our technical



General Laboratory of United States Rubber Company at Passaic, N. J. In this five-story building is carried on research of a fundamental nature for the 27 manufacturing plants, 4 cotton mills, and largest American-owned rubber plantations in the Far East comprising 132,000 acres

staff at Passaic. The others are mailed to various executives or technical workers at the New York office or at our factories on this continent and abroad.

Author and Subject Card Indexes

Once a new Library Bulletin number is issued, the cards from which it was copied are added to our author file. A set of subject cards is then made from the mimeographed Bulletin by reduction to clippings and the pasting of those clippings on blank cards. The full classification title corresponding to one of the class numbers is typewritten at the top of the subject card. As many subject cards are prepared from a given reference

as there are class numbers opposite that reference.

Annual Bibliographies

Starting with our 1935 collection of references, arrangements have been made with *Rubber Age* (N. Y.) to publish in biennial installments all our non-patent references to the rubber literature as selected by our joint efforts. This serves to preserve our collection of references from loss or disarrangement of some cards and, in a small measure, perhaps restores some of the debt we owe the rest of the world for having provided many branches of our company with a constantly flowing wealth of information.

“Music Isn’t Books”

By **Barbara Duncan**

Librarian, Sibley Music Library
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WHEN in 1918 George Eastman gave the School of Music which bears his name to the University of Rochester, and provided a generous endowment for its maintenance, the Sibley Music Library was already a part of the University library. It was founded in 1902 “for the use of all music lovers in Rochester” by the late Hiram W. Sibley. January 1, 1922 found the collection of over 7,000 volumes housed in a room on the first floor of the School building where it remained until January 1, 1937. Since its removal from the main University library to the Eastman School of Music, it has been maintained by funds from the School endowment which includes an appropriation for the purchase of current books and music. Mr. Sibley continued to give generously for the purchase of rare books and manuscripts until his death in 1932, and the collection has grown rapidly during the years from 1922 to the present time. It contains nearly forty-two thousand volumes of books and musical scores, there being more than twice as many scores as books about music.

The musical scores comprise music for orchestra (in score), chamber music, instrumental music (piano, violin, violoncello, etc.), vocal music, consisting of songs, vocal scores of operas, cantatas, oratorios, and part songs.

The literature of music includes dictionaries, encyclopedias, history and criticism, biography, theoretical works, opera librettos, and methods for various instruments and voice.

The most important musical periodicals from England, Germany, France and Italy, as well as the United States, and programs of the leading symphony orchestras of this country are kept on a magazine rack in the reading room.

January 1, 1937 found the collection installed in what is, so far as we know, the first building to be built in this country especially for a music library. It is a simple two-story fireproof structure of brick, tile and concrete with four levels of stack, each level with a capacity of twenty-five thousand volumes. On the first floor is a large reading room, circulation department, offices and catalogue department. On the second, three seminar rooms, two phonograph rooms, two piano rooms, treasure room and staff room. The back wall of the stack is of glass brick, and against this wall are thirty cubicles for the use of graduate students writing theses who need to consult historical material which cannot be taken from the Library.

A variety of color schemes has been used for the different seminar rooms. One has soft warm gray walls and rose colored plastic tiling on the floor, another has yellow walls and darker yellow and brown floor, still another light green walls and darker green floor tiling.

On the walls of the circulation department are framed pages from beautifully illuminated liturgical manuscripts, and two portraits, one of the donor of the Library, Hiram W. Sibley, and the other of the composer, Wolfgang Amadeus Mozart, from the collection of the well-known music critic and writer, Henry E. Krehbiel.

When Allen A. Brown gave his splendid collection of music to the Boston Public Library many years ago, a librarian of the old school said in great disgust, “That collection has no business in the library, music isn’t books.” Per-

haps the actual difficulty was that the books were in a language which he could not read. Certainly the musical scores, classified, catalogued, bound and set vertically upon the shelves look very much like books.

Binding and Circulation Problems

Music does present problems of cataloguing, binding, circulating, etc., which the average collection of books does not. In binding, care must be taken in sewing so that the back is flexible and the pages lie open flat. Chamber music for trio, quartet, quintet, etc., must have each separate part for the different instruments bound separately and put into a pocket at the back of the volume. These volumes with their many separate parts add to the difficulties at the loan desk. One person is responsible for a string quartet, for instance, and it is charged to him, but three other people play it with the one to whom it is charged. So often one of the quartet is "temperamental" or irresponsible and mislays his part. When the quartet is returned it must be collated to make sure all the parts are there, and it is not enough to just finger the edges and count them. A careless borrower may have put a 'cello part belonging to a Mozart quartet back into the pocket of a Beethoven quartet. Until all the parts have been returned to the Library the charge cannot be checked off the borrower's record. There is always a little pile of eight or ten volumes at the desk waiting for missing parts to be returned before they can be put back on the shelf and the record cleared.

Clientele and Service

The Sibley Music Library's first duty is to serve the faculty and students of the Eastman School of Music, and the resources are taxed to the utmost. The growth of the graduate department has added tremendously to the use of the rare books, music and manuscripts.

Photostats of material from a number of European collections as well as microfilms are being added to the Library shelves constantly. What would that old-fashioned librarian of the nineteenth century say, could he see a student or member of the faculty absorbed in his task as he sits at a table and studies the music projected upon a glass screen before him?

The historical broadcasts entitled "Milestones in Music" by the various instrumental and vocal groups in the School, which go out over the air on a series of Saturday mornings make much use of the resources of the Library. One of the small seminar rooms is given over to the project for several months each year, and there are reserved the historical material and original editions of old music so that the director, copyists and conductors, may work upon it.

The phonograph rooms are in almost constant use. A student who is working upon a particular concerto for piano, violin or other instrument, the vocalist who is studying a particular operatic aria, each uses the records to discover how some famous virtuoso has performed the work. The composition student wishes to hear how some great composer wrote for a particular instrument. The embryo conductor listens to Toscanini's or some other famous conductor's rendering of a well-known symphony. He has a score with him as he listens and sometimes a baton, and probably imagines himself upon the podium conducting an imaginary orchestra.

The Treasure Room

In the treasure room, are the early printed treatises on music from the fifteenth to the eighteenth centuries (among them fifteen incunabula), original editions of the classic composers and manuscripts. The greatest treasures are treatises on music contained in two old parchment volumes, one of the eleventh and the other of the twelfth

century. Written in medieval Latin, clearly and carefully, in German and Austrian monasteries, hundreds of years ago, these volumes are an invaluable source of information on medieval musical theory.

A collection of fragments of liturgical manuscripts from the sixteenth century furnishes much material for study by the graduate students in musicology. These manuscripts were formerly in the possession of the late Oscar Fleischer of Berlin, for many years the world authority on notation. Some of them are blackened and discolored from the glue which fastened them to the backs or inside the covers of old books — to such inglorious use were they put at one time. Many of them would not be in existence today had they not been put to such use. Binding for these fragments, which are fastened between cellophane sheets, makes it possible for the students to study them and transcribe them into modern notation without damaging the manuscripts.

Autograph manuscripts of music by composers such as Beethoven, Brahms, Purcell, Mozart, Schubert, Rubinstein

as well as by Debussy and our own American Edward MacDowell are here; also an extensive collection of autograph letters and portraits of musicians.

Classification

The Library is classified under the Library of Congress classification system which is the one used in all the departmental libraries of the University of Rochester. The catalogue is in two sections, one of the musical scores and the other the literature of music. Each, a dictionary arrangement of author, subject and title in one alphabet.

The University still continues to interpret Mr. Sibley's original idea broadly and welcomes the use of the collection by residents of Rochester. Students from the high schools come to take out chamber music, a young man organizing an amateur chorus comes to look over material which he can use for his group, and of course, there is always the inevitable member of a woman's club who wishes to write a paper upon a subject which would require enough research to qualify for a doctoral dissertation.

Dentistry Centennial

The Baltimore Chapter invites all members of S.L.A. to attend a meeting for Dental Librarians on Tuesday, March 19 at the Lord Baltimore Hotel. This meeting is a part of the program for the Centenary of Dentistry being held in Baltimore on March 17, 18, 19, and 20. Historical facts regarding this Centenary are given in an article by Dr. J. Ben Robinson, Dean of the Baltimore College of Dental Surgeons, in the August 1939 issue of *Baltimore Health News*. Dean Robinson states that dentistry as a profession is based on the foundation of three institutions: "The *American Journal of Dental Science*, the first dental periodical, appeared in June, 1839; the Baltimore College of Dental Surgery was chartered February 1, 1840; the American Society of Dental Surgeons was organized August 17, 1840. . . . The leading characters in all these ventures were Horace H. Hayden and (his stu-

dent) Chapin A. Harris. . . ." Because of these "two Baltimore dentists . . . and because of the location of the first College, Baltimore is recognized as the birthplace of professional dentistry."

At the meeting of the Dental Libraries Group, the speakers and their topics will be: Dr. George B. Denton of Chicago, Illinois, "Beginning and Growth of Dental Libraries"; Dr. William J. Gies, New York City, "The Need for Improved Library Facilities in the Interest of Dental Research"; Josephine P. Hunt, American Dental Association, Chicago, Illinois, "Recent Changes in the Index of Dental Periodical Literature." Dr. Marcus L. Ward of Ann Arbor, Michigan, is Chairman of the meeting; Dr. Gerald D. Timmons of Indianapolis is Vice-Chairman; Mrs. Esther S. Horine, President of the Baltimore Chapter, S.L.A. is Secretary.

New York City Department of Health

Periodicals and Serials Published 1866-1939

By Estelle Brodman

Reference Assistant, Columbia University Medical Library, New York City

(Concluded)

133. 76. Harris, L. I. *The venereal disease problem from the public health standard.* Feb. 1919.
134. 77. Neal, J. B. *Meningeal conditions noted during the epidemic of influenza.* Feb. 1919.
135. [78. Hubbard, S. D. *Common diseases of the skin in school children.*] Never published.
136. 79. Guilfooy, W. H. *Vital statistics for the City of New York for the year 1918.* May 1919.
137. 80. Harris, L. I. *Some medical aspects of the high cost of living.* May 1919.
138. 81. Regan, Joseph. *Some points relative to the technique of lumbar puncture.* June 1919.
139. 82. Silkman, A. *Report of a case of human rabies.* Sept. 1919.
140. 83. Harris, L. I. *Clinical types of occupational diseases.* Nov. 1919.
141. 84. Valentine, Eugene and Cooper, Georgia. *Existence of a multiplicity of races of bacillus influenzae.* Dec. 1919.
142. [85. Copeland, R. S. *The narcotic drug evil and the New York City Health Department.*] Never published.
143. 86. Harris, L. I. *Occupational causes of ill health.* Feb. 1920.
144. 87. Hubbard, S. D. *The New York City narcotic clinic and different points of view on narcotic addiction.* Feb. 1920.
145. 88. Hubbard, S. D. *Some fallacies regarding narcotic drug addiction.* May 1920.
146. 89. Hubbard, S. D. *Wood alcohol poisoning.* May 1920.
147. 90. Neal, J. B. *Epidemic of lethargic encephalitis in children.* July 1920.
148. 91. Hubbard, S. D. *Industrial medicine.* Aug. 1920.
149. 92. Zingher, Abraham. *Accuracy of the Schick reaction — influence of variations in diphtheria toxin content in Schick outfits.* Nov. 1920.
150. 93. Hubbard, S. D. *Anthrax in animal (horse) hair.* Dec. 1920.
151. 94. Zingher, Abraham. *Practical applications and use of the Schick test.* Jan. 1921.
152. 95. Chargin, Louis. *Anti-syphilitic therapy. A comparative study of some intensive methods.* May 1921.
153. 96. Zingher, Abraham. *Diphtheria prevention work in the public schools of New York City.* Nov. 1921.
154. 97. Hubbard, S. D. *First aid.* Jan. 1922.
155. 98. Zingher, Abraham. *The Schick test. Standardization of diphtheria toxin for the test and of heated diphtheria toxin for the control; methods of diluting the toxin.* Feb. 1922.
156. 99. Copeland, R. S. *Import diseases as they affect the work of the New York City Department of Health.* Feb. 1922.
157. [100. Hatfield, H. M. and Park, W. H. *A study of the practical value of the Frost-Little plate method in the routine colony count of milk samples.*] Never published.
158. 101. Hubbard, S. D. *The law and the concern of public health.* Dec. 1922.
159. 102. Myers, Jerome. *Cancer death rates — smoke, topography and population.* May 1928.
160. 103. Myers, Jerome. *Medical and industrial findings among spray painters and others in the automobile refinishing trade in Manhattan, Greater New York.* Dec. 1928.
161. 104. Wynne, S. W. *The doctor and public health.* July 1929.
162. New York (City). Dept. of health. *Ridgewood chronicle.* v. 1, no. 1-6, July-Dec. 1916//
163. New York (City). Dept. of health. *Sanitary code for the Board of health.* 1873-1874, 1876, 1878-1879, 1881, 1883-1887, 1889, 1891-1893, 1897-1899, 1903, 1908-1910, 1912-1913, 1915-1916, 1920, 1922, 1925, 1928-1929, 1939.

164. New York (City). Dept. of health.
School health news. v. 1-11, 1915-1925//
Published monthly except for July and August.
v. 9 incorrectly numbered v. 8.
165. New York (City). Dept. of health.
Scientific bulletin. v. 1-2, 1895//
166. v. 1. *Bacteriological investigations and diagnosis of diphtheria* . . . 1895.
167. v. 2. Biggs, H. M. and Huddleston, J. H. *Sanitary supervision of tuberculosis* . . . 1895.
168. New York (City). Dept. of health.
South Harlem chronicle. v. 1-2, Sept. 1915-Dec. 1916//
169. New York (City). Dept. of health.
Staff news. v. 1-12, 1913/14-1915/18, 1919-1924//
170. *New York (City). Dept. of health.
. . . *Summary of vital statistics*. 1913-1938//
Continuation of: Total number of deaths by principal causes (no. 171).
171. New York (City). Dept. of health.
Total number of deaths by principal causes. 1893-1912//
Continued as: Summary of vital statistics (no. 170).
172. New York (City). Dept. of health.
. . . *Tuberculosis monographs* . . . no. 1-4, June 1916-Mar. 1917//
173. 1. Wilson, R. J. and Rathbun, W. L. *A study of food with special reference to the dietary at the N. Y. City Municipal sanitorium*. June 1916.
174. 2. Dworetzky, Julius. *Laryngeal tuberculosis: a three years' study*. Sept. 1916.
175. 3. Bryce, Peter. *Tuberculosis in relation to feeble-mindedness*. Apr. 1917.
176. 4. Rathbun, W. L. *The classification of pulmonary tuberculosis*. Mar. 1917.
177. *New York (City). Dept. of health.
Vital statistics. Condensed annual report. 1913, 1898/1914, 1898/1915-1898/1917, 1899/1918, 1900/1919, 1900/1920, 1898/1928, 1898/1929, 1898/1930, 1898/1931, 1898/1932, 1898/1933, 1898/1934, 1933/1935.
1898-1932 as: Summary of vital statistics. 1921-1928 not published
178. New York (City). Dept. of health.
Vital statistics, city of New York. 1930/32+
- Published as Supplement to Annual report with title Statistical tables.
179. New York (City). Dept. of health.
Wallabout chronicle. v. 1, no. 1-11, Feb.-Dec. 1916//
180. New York (City). Dept. of health.
Weekly bulletin. v. 1-21, 1891-1911; n.s., v. 1-21, 1912-1932//
1891-1912 has title: Weekly report.
Preceded by: Report for the week (no. 55).
Continued, 1933, as: Quarterly bulletin (no. 52).
181. New York (City). Dept. of health.
Weekly mortality from principal causes of death. 1876-1877//
182. New York (City). Dept. of health.
Williamsburgh chronicle. v. 1, no. 1-8, May-Dec. 1916//
183. New York (City). Dept. of health.
Yorkville chronicle. v. 1-2, May 1915-Dec. 1916//
184. New York (City). Dept. of health. Bureau of health education.
Keep-well leaflet. no. 1-25 [n.d.]//
185. New York (City). Dept. of health. Bureau of health education.
Public health leaflet. no. 1-12, 1917-1921.
186. 1. Milk.
187. 2. Typhoid.
188. 3. Tuberculosis.
189. 4. Diphtheria.
190. 5. Tetanus.
191. 6. Malaria.
192. 7. Rabies.
193. 8. Vermin.
194. 9. Parasites.
195. 10. Infectious diseases.
196. 11. Sewage.
197. 12. Functions of health department.
198. New York (City). Dept. of health. Bureau of laboratories.
Collected studies from the Bureau of Laboratories. v. 1-10, 1905-1907, 1908/1909-1916/1919, 1920/1926//
v. 1-2 also issued as v. 2 of its Annual report for 1905-1906 (no. 1).
v. 1-6 has title: Collected studies from the Research laboratory, Dept. of health.
199. New York (City). Dept. of health. Bureau of nursing.
Our nurses. v. 1, Jan. 1937+
Published five times a year.
Suspended publication Dec. 1938-Nov. 1939.

- 200.** New York (City). Dept. of health. Bureau of nursing.
News letter. no. 1-13, 1929-1932, 1933-1936//
 no. 1-13 as Health sentinel.
 Numbering ceases with no. 13.
- 201.** New York (City). Dept. of health. Bureau of child hygiene.
News letters. no. 1-3, Oct.-Nov. 1930//
- 202.** New York (City). Dept. of health. Bureau of records.
Condensed quarterly report of the Bureau of records. Jan. 1904-Dec. 1912//
- 203.** New York (City). Dept. of health. Bureau of records. Statistical division.
Births and deaths in the city of New York by health center districts. Apr. 1929+
 Monthly with annual summary: Vital statistics by health areas and health center district (no. 205).
 Dec. 1932 not issued.
 Cases of reportable infectious diseases (no. 204) attached to this 1929-1937.
 Title varies: Apr. 1929-Sept. 1929, Births and deaths by health areas; Oct. 1929-Feb. 1932, Births and deaths of residents of the City of New York; Mar. 1932-Dec. 1935, Births and deaths in the City of New York; Jan. 1936-1937, Births and deaths by health areas and health center districts.
- 204.** New York (City). Dept. of health. Bureau of records. Statistical division.
Cases of reportable infectious diseases. 1929+
 Attached to Births and deaths in the city of New York by health center districts (no. 203), 1929-1937.
- 205.** New York (City). Dept. of health. Bureau of records. Statistical division.
Vital statistics by health areas and health center districts. 1930+
- 206.** New York (City). Dept. of health. Communicable diseases division.
Communicable news. v. 1-3, no. 15, 1911-1913//
 Superseded by: Staff news (no. 169).
- 207.** New York (City). Dept. of health. Communicable diseases division.
Handbook. 1906-1913//
- 208.** New York (City). Dept. of health. Contagious diseases division.
Reports [daily]. 1905-1914.
 Title varies: Cases of contagious diseases reported, 1905-1910.
- 209.** New York (City). Dept. of health. Division of mosquito extermination.
Annual report. 1932.

- 210.** New York (City). Dept. of health. Public health education bureau.
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Library Methods

Compiled by
Marie Lugscheider
Chairman, Methods Committee

ANSWERS to questions published in the October and November 1939 and January 1940 issues of *SPECIAL LIBRARIES* will be published in the February 1940 issue of *SPECIAL LIBRARIES*. Further questions on library technique, reference questions seeking answers, answers to questions previously published, and future discussions of methods may be addressed to Mrs. Lucile L. Keck, Librarian, Joint Reference Library, 1313 East Sixtieth Street, Chicago, Illinois, or to Marie Lugscheider, who is national Chairman of the Methods Committee of S.L.A. and who should be addressed as Librarian, RCA Radiotron Division, RCA Manufacturing Company, Inc., 415 South Fifth Street, Harrison, New Jersey.

Biographies in Science-Technology

Finding biographical data on those who have not yet become well enough known to be included in the various Who's Who publications is always difficult. We have recently started a three-by-five card file of references to biographical sketches found in the scientific and technical journals. These are usually in connection with the authors of articles, or newly elected officers of societies, medalists, and so forth.

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An index for the *Bulletins of Special Interest to Fire Department Officials*, No. 1-89 is on file with the N.B.F.U. and could be used by libraries that keep all the Bulletins in one folder. (See also p. 233, September 1939 SPECIAL LIBRARIES.)

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SPECIAL LIBRARIES

Personal

Contributors to SPECIAL LIBRARIES

The special field of interest of Dr. Richard H. Heindel is reported to be "The Impact of American Civilization on Foreign Countries." Dr. Heindel is at present Instructor in Modern European History at the University of Pennsylvania, where he has been an instructor in history intermittently since 1934. He received an A.B. degree at Harvard in 1933, an A.M. at Pennsylvania, and a Ph.D. at Pennsylvania in 1938. He was a Social Science Research Fellow in Europe during 1936-37. He is author of "A Pre-War British Analysis of the American Press" (*Journalism Quarterly*, November 1937); "American Attitudes of British School Children" (*School and Society*, December 25, 1937), etc.

Public library, college library, back to public library preceded Ruth Savord's entry into the special library field. Just to prove the exception to the rule of specialization she has served in a financial library and an advertising library and organized libraries in the field of art, education and foreign relations.

A past President of both the New York Chapter of S.L.A. and the National Association, Miss Savord has been active in both for many years. She has also served on many A.L.A. committees, being at present a member of their International Relations Committee and Editorial Committee. She is the compiler of the *Union List of Periodicals in Special Libraries of the New York Metropolitan District*, *Directory of American Agencies Concerned with the Study of International Affairs*, the author of the pamphlet *Special Librarianship as a Career*, and contributed a chapter to the recent A.L.A. publication, *The Library of Tomorrow*. Miss Savord was the Editor of SPECIAL LIBRARIES from July 1931 to June 1932, and has contributed many articles to its columns.

Miss Savord is also active in many other organizations. She is serving now as a member of the Board of Governors of the American Woman's Association. She was the first Secretary of the World Center for Women's Archives.

On the afternoon of January 10, Miss Savord was interviewed in a "Personality Chat" over a New York City radio station. As author of the script, she packed it full of information about the field of special librarianship and the Special Libraries Association.

A librarian, teacher and author whose hobby is science, is Linda H. Morley. Previous to her last twelve years as Librarian of Industrial Relations Counselors, Inc., Miss Morley was Librarian of

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the Business Information Bureau of the Newark (N. J.) Public Library. She is Associate in Library Administration, School of Library Science, Columbia University. Since 1927, she has been in charge of all courses in special library administration in the library school at Columbia.

In addition to the two lists of business books, published in 1920 and in 1927, and the *Mailing List Directory*, 1924, of all three of which she is co-author with Adelaide C. Kight, Miss Morley has contributed many articles to professional journals; she contributes a regular department to *Personnel Journal*.

Her present employer-organization conducts research and maintains an information service in the field of human relationships in industry; it provides a consulting service to industrial and governmental organizations. Its help has spread throughout this country into Hawaii, Trinidad and Arabia.

Music has permeated the life of Barbara Duncan who has been Librarian of the Sibley Music Library since 1922. Prior to that, Miss Duncan had charge of the Allen A. Brown collection of music in the Boston Public Library. She studied voice and piano and heard all the concerts and opera she could get to. She is a member of the Music Library Association (Secretary, from the founding of the Association to 1939), the International Musicological Society, the American Musicological Society, and the American Library Association. She has held various offices in S.L.A.

Dr. Donald E. Cable is a librarian and a chemical engineer with two inventions to his credit. During his six years as Assistant Director of the Research Department of the Oxford Paper Company of Brooklyn, N. Y., he patented, in the U. S. A. and two other countries, a sulphite pulp making invention; since he has been with the United States Rubber Company, he has patented, in the U. S. A. and three other countries, a reconstructed leather invention. As a librarian, he has published rubber literature bibliographies.

Dr. Cable acquired his B.S. degree at the Armour Institute of Technology, his M.S. at Wisconsin, his Ph.D. at Columbia. He was a Fellow at Columbia during 1922-23 and a Goldschmidt Fellow there, 1923-24. He worked for two years as Assistant Research Chemist in the Wyoming Experiment Station; for two other years, he was Assistant Chemist and Assistant Engineer in the Forest Products Laboratories, U. S. Forest Service. He went to the Research and Development Department of the General Laboratories of the United States Rubber Company in 1930. He has been Librarian there since 1934.

Publications

Subject Headings and War Research

The War Documentation Service, Philadelphia, issued its *Bulletin One* on December 20, 1939: "Tentative List of Subject-Subdivisions for Current European War Material." 25 cents.

Its *Bulletin Two*, January 11, 1940, "Notes on War Documentation and Research Activities," describes publishing and research activities of various organizations whose interests touch the war. 10 cents.

The bulletins are free to cooperating libraries. Others may secure copies from the Bibliographical Planning Committee of Philadelphia, Room 1703, 123 South Broad Street, Philadelphia, Pennsylvania.

Later bulletins will include a list of publications on the war and a bulletin of suggestions for the organization of war material, including a list of useful indexes.

Harvard Studies

There is available for free distribution to libraries a limited number of copies of the reports on retail and wholesale distribution costs and other business subjects published by the Harvard Bureau of Business Research. A list of these publications may be secured from the Bureau of Business Research, Harvard Business School, Soldiers Field, Boston, Massachusetts.

Cataloguing Guide

The U. S. Government Printing Office has published in pamphlet form (1939) *Author Entry for Government Publications* by James B. Childs, Chief, Division of Documents, Library of Congress. The author sets forth rules for the treatment of U. S. and foreign government publications. He explains the distinction between direct agencies of government and government owned corporations. He specifies exactly what is to be included as a departmental entry under government and defines what may be considered a government to be entered under its own name. Examples are given after each rule.

Correction

SPECIAL LIBRARIES, January 1940, page nine, column one, line nineteen (in "Libraries That Go To Sea"), sentence to read, "The A.M.M.L. gives service to the crews of more than thirteen hundred American merchant ships owned or operated by 112 separate companies . . ." Page thirteen, column one, line forty-two, sentence to read, "Of the 112 lines which received service in 1939, forty-six are contributors . . ."

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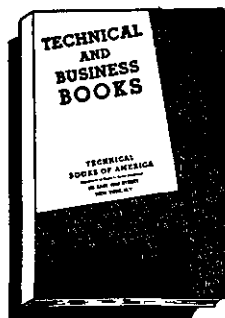
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