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## Special Libraries, March 1910

Special Libraries Association

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# Special Libraries

Vol. 1.

MARCH, 1910

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The executive board of the Special Libraries Association has chosen Mr. Guy E. Marion, Librarian of the Arthur D. Little Co., Boston, as secretary-treasurer of the association, to fill the vacancy caused by the resignation of Miss Anna Sears. Miss Sears has been secretary of the association since its organization at Bretton Woods in July, 1909, and the initial success of the association has been due largely to her efforts.

The executive board determined also to place the publication of "Special Libraries" in the hands of a managing editor and business manager. Mr. John A. Lapp, Legislative Reference Librarian of Indiana, was chosen as managing editor, and Mr. Guy E. Marion, secretary, as business manager.

## SPECIAL LIBRARY UNION.

Librarians in charge of special libraries in Boston effected the organization of a Boston branch of the Special Libraries Association at a meeting held at the Boston Public Library, March 15. The good attendance was a significant indication of the large place occupied by the modern special business library. There are several such libraries, vigorous and successful, in Boston, and the meeting was an attempt to cooperate so that the resources of each library should be made known and serviceable to each of the others. The prime movers in the meeting were G. W. Lee, in charge of the library of Stone & Webster; D. N. Handy, of the Insurance Library; Frank O. Stetson, of Newton, and Guy E. Marion, in charge of the library or "information department" of Arthur D. Little, Inc. Officers will not be elected until the meeting of the American Library Association. Meetings will be held monthly at the Public Library.

The purposes of the Special Libraries Association were explained to the meeting by Mr. Lee, and the methods of co-operation and the benefits in a large way were indicated. The prime purpose of the meeting being to bring about co-operation among the special libraries and collections in Boston, the speaker showed by specific instances how such co-operation would be advantageous in co-ordinating the resources of all the libraries of Boston. He reviewed the library resources of Boston and indicated how co-operation could be accomplished. Mr. Handy reviewed the work of the insurance library, pointing out that they began work where the public library left off, but indicating the value to the librarian of knowing where he could get material in an emergency from the more general collections. Mr. Marion explained the working of the technical library, and Mr. Stetson spoke particularly of the value of the special library in that its methods were not standardized, hence special methods could be used.

It is hoped that similar meetings for co-operation may be held in other cities, as a result of this successful meeting in Boston.

THE LIBRARY OF THE NEW YORK  
PUBLIC SERVICE COMMISSION.

First District.

ROBERT H. WHITTEN.

The Public Service Commission for the First District, has jurisdiction in New York City over gas and electric companies, railroads and street railroads, including under the Rapid Transit Act the laying out of rapid transit routes, the preparation and supervision of contracts for construction and operation, and in certain cases the granting of franchises. The surface, elevated and subway companies in New York City carry annually over 1,300,000,000 passengers, which exceeds by more than 66 per cent. the total number of passengers carried on the steam railroads of the entire country. The gas companies of the city produce more than 20 per cent of the entire gas output of the United States.

The problems coming before the commission in relation to rates, service, equipment and subway construction are numerous and important, and involve in many cases the working out of new methods and the laying down of policies of tremendous importance. The commission has a staff of over 600 employees. About 300 of these are the engineers, draftsmen and inspectors engaged directly in the work of subway planning and construction. The commission has drawn into its service highly trained statisticians, economists, accountants, lawyers and engineers of all kinds.

As a tool for the use of this large organization it has established an office library. The library is intended to be a working office collection of books, pamphlets and periodical articles needed in the current work of the commission and in the consideration of the various questions that come before it. The library aims to collect and index material in such a thorough and scientific way that when information is wanted in relation to car brakes, gas meters, franchise terms, Paris subways, etc., the material from which the desired information may be secured will be at hand. The library now contains some 2,600 volumes and 5,400 pamphlets, making the total collection 8,000.

**Selection and Collection of Material:** In a special office library, great care must be taken in the selection and collection of material. Selection must be exhaustive but discriminating. All possible sources must be searched for useful material, but just as great care must be exercised to exclude material not needed. The efficiency of the collection is reduced by every useless book it

contains. It is often a doubtful question as to whether a particular book should be added to the collection, and an even more troublesome question as to whether a book now on the shelves should be discarded. The librarian must use his best judgment. He will make mistakes both in original selection and in discarding, but it must be done.

In the library of the Public Service Commission we examine regularly the Publisher's Weekly, and the lists of the United States and parliamentary publications. We get track of most of the books and pamphlets desired, however, by a rather careful perusal of a number of technical journals that relate to public utilities. Among the most important are Electric Railway Journal, Light Railway and Tramway Journal, Electrical World, Engineering News, Progressive Age. Here we find references to the annual reports of the various public utility companies of American and European cities and to many printed papers and special reports, official or unofficial, relating to public utilities. The lists published by Stone & Webster and the current bibliographies in the Journal of Political Economy and American Political Science Review and the Economic Quarterly are also useful. Much material has been obtained by writing directly to American consuls and to the public officers and company officials in the large cities of the world.

But as important as are the books, the pamphlets and special reports, they are out-ranked in value by the periodical article. In the numerous general, economic, law and technical periodicals of this and other countries there are many articles of the utmost importance in the routine work of the commission, and in the consideration of the various problems that come before it. The library receives some 25 periodicals that are systematically examined, for articles and material of use to the commission. In addition we examine the index to legal literature contained in the Law Library Journal, the Readers' Guide to Periodical Literature and most important of all, the Engineering Index. The Engineering Index is a monthly annotated index of the more important articles appearing in some 200 American and European technical journals. The publishers of the Index undertake to supply copies of the articles listed. This is a great convenience, especially in securing copies of articles in foreign periodicals. As soon as the Index is received it is checked up and an order sent in for copies of all the articles of special interest.

**Classification.** A special library will usually require a special classification. The standard classifications are all right for the smaller public libraries. Standard classifications have been specially designed to meet the requirements of a general collec-

tion. They are usually a sad misfit when applied to a special library. The special working collection is intended to serve very definite needs and is required to answer certain definite problems. The purpose of the classification is to aid in supplying desired information with speed and certainty. The resources of the library must be classified around the special problems that are to be solved. "Close" classification is also essential. There should be a special heading or subheading in the classification for practically every subject, no matter how minute, concerning which information will be frequently wanted.

The classification that we have worked out in the library of the Public Service Commission is extremely simple. The broad subjects are arranged alphabetically. Subheadings are arranged alphabetically under the main heading. States and countries are arranged alphabetically, and cities alphabetically under the state or country. The alphabet is much in evidence. The scheme has the advantage of fitting in well with an alphabetic catalogue.

A feature of the classification is the system of uniform interchangeable headings and subheadings. Certain subheadings are used uniformly under each of the main utility headings and certain main headings are used also as subheadings. Thus "Accidents" appears as a main heading and also as a subheading under "Gas," "Electricity," "Transit," "Railroads," etc.

The notation used in the classification is a combination of letters and figures. Letters of the alphabet are used to represent all headings other than regional, e. g., Fr, Franchise; Ra, Railroad; Ga, Gas, etc. Regional headings are represented by Arabic numerals. States and countries are always designated by 2 figures and cities by 3 figures. These numbers are read as decimals, though the decimal point is uniformly omitted; e. g., 401 Boston follows 40 Massachusetts and precedes 41 Michigan. The same notation means the same thing wherever it occurs. Ac always means Accidents, whether as a main heading or as a subheading; e. g., Ac, Accidents; GaAc, Gas-Accidents; RaAc, Railroads-Accidents, etc. The same number is always used for a given city or country wherever it occurs in the classification; Ga401, Gas-Boston; Ra401, Railroads-Boston, etc.

The above are some of the main features of the classification. They are subject, however, to numerous elaborations, modifications and exceptions.

**Arrangement of Material:** All magazines, clippings and pamphlets are kept in large vertical file drawers. The clippings are usually placed in manila folders. They are arranged under exactly the same headings as the books on the shelves. Under each heading they are arranged chronologically

according to year of publication. Each article or pamphlet has a separate file number, corresponding to the book number in the case of volumes on the shelves.

Of the 25 periodicals received, only 6 are bound. Articles of interest from periodicals that we do not bind are clipped, put in folders and placed in the vertical file drawers. The same treatment is also applied to the numerous special copies of periodicals not taken regularly, but which are purchased because they contain some article of interest. The vertical file drawers keep the material free from dust and offer a maximum of convenience in consultation. The material is compact and can be easily and quickly consulted.

**Catalogue.** The card catalogue is in three main divisions, each alphabetically arranged

First—Author and title.

Second—Subject headings

Third—Regional headings.

The subject headings used in the classification are retained in the catalogue and used in their various combinations. Magazine articles and pamphlets are catalogued just as fully as books, and the cards for the articles are placed in the catalogue with the cards for the books. Chapters or parts of books relating to specific subjects are separately catalogued. A feature of the catalogue is the complete entry under the regional heading. Every subject entry relating to a particular city or country is duplicated under the city or country heading. We find it a great convenience to be able to find everything we have relating to Paris, for example, together under that heading.

We try to realize that it is not so much particular books or sets of books that we need to classify and index as it is the specific information contained in the books. Our catalogue is not used nearly so frequently to find the location of a particular book as it is to find information in regard to some particular subject. The more specialized a library becomes the more important, as well as practicable it becomes to classify and index information rather than books or sets of books.

**Bulletins and Publicity:** A library bulletin is issued once or twice a week containing references to current books, articles and pamphlets received by the library. Each bulletin is a single sheet. It is mimeographed and sent out to about 250 officers and employes of the Commission. The person receiving the bulletin checks in the margin the books or articles he desires to see, signs his name to the sheet and returns it to the library. On receipt of this sheet at the library, the book or article desired is sent if available, and if not, the name of the applicant is placed on a reserve list. Often it seems desirable to bring a particular article or book to the special attention of some

officer or employe. To do this the item in question is stamped in red with a rubber stamp marked "special" on the copy sent to the particular person in question. An article or book that will probably be of interest to but one or two or three persons is omitted from the bulletin and is sent directly to the individuals interested with a blank form stating that it is being transmitted for inspection and the request to return as soon as possible. In these ways we attempt to carry out the recognized function of the office library, that of bringing promptly to the attention of the officers and employes of the Commission the new books and the articles of interest in connection with their official duties.

The bulletin is a notable success in directly increasing the use of the library. It also has a publicity feature. It is a constant reminder of the existence of the Library and of the nature of the material that may be found there. The office library is an innovation and the habit of turning to it for information must be acquired. Various forms of publicity should be resorted to, to aid the development of the library habit. I think we could and should do more in this direction than we have in the past.

**Reference Lists:** Numerous special reference lists are prepared from time to time on subjects of special interest. Our close classification, analytic catalogue entries and combined periodical and book catalogue make the preparation of special reference lists much simpler. Often all that is required is a straight copy of the catalogue entries.

**Blue Print Methods:** We are experimenting on a new form of catalogue that promises certain distinct advantages. The catalogue entries on each subject are arranged chronologically and copied on letter size onion skin paper. This makes a negative from which a blue print may be taken. A single sheet or sheets being devoted to each subject, it is possible to add future accessions to the original sheet without the necessity of recopying. We can thus have always an up-to-date catalogue on loose sheets. It is of course easier to consult a catalogue with five to twenty entries on each page than to finger over the cards in a card catalogue. Another advantage will be that we can make portions of the catalogue available in the various bureaus of the Commission. Thus we can supply the Franchise bureau with a loose leaf always up-to-date catalogue of franchise material, the bureau of Statistics and Accounts with a catalogue of accounts, finance and statistics, and similarly for the various other bureaus and departments. Another advantage will be that we can always supply a blue print copy of any part or parts of the catalogue. It seems probable that these will in large measure take the place of the special reference lists

that we have been preparing. A reference list is out of date as soon as it is made. The advantage of having available an always up-to-date list is evident.

**Collection of Information:** The library also compiles data on various subjects, and particularly in relation to public utility supervision and conditions in other states and cities. To a considerable extent, the qualifications essential for the scientific selection and collection of material are the same as those required for the compilation of the information contained in the material. These functions are therefore combined and the library, so far particularly as conditions in other states and cities are concerned, both collects and collates information. Thus detailed reports have been prepared in relation to the supervision of street railways in England and Prussia, the subway system of Paris and the laws and experience of various cities in relation to the indeterminate franchise and in relation to profit sharing as a method of franchise compensation. Numerous brief comparative statements have also been prepared. Much of our most valuable information has been drawn from the laws, methods and experience of the great cities of Europe.

I think that this combination of library work and collation or investigation is a practical one. The librarian gains an intimate knowledge of the contents of the material in his collection. His direct use of the material shows him the weak places in it and enables him to fill up the missing portions that are so absolutely essential to an efficient working collection. Active use of his collection helps the librarian, moreover, to get away from the habit of looking at the book as the unit of library work. It helps him to a realization that it is facts and information that it is his function to classify, arrange and make readily available rather than particular books or sets of books.

**Quick Service:** The necessity for quick service is a fundamental and all sufficient reason for the existence of the special library. Information to be of use in the every-day work of the world must be quickly available. Quick service multiplies use—this is as true of libraries as it is of transit systems. The importance of quick service should therefore condition and mould the entire organization of the special or office library, its classification, arrangement and cataloguing.

In the development of a special library emphasis needs to be laid on these two things: First, the necessity for quick service, and, second, that the service rendered is for the purpose of giving information and that the library is not merely dealing in copies or titles of books and articles. While we hold these ideals in the library of which I am speaking, we still lack much of their complete realization.

## TECHNOLOGY NOTES AND REFERENCES

JOSEPH L. WHEELER, PUBLIC LIBRARY OF DISTRICT OF COLUMBIA, CHAIRMAN OF TECHNOLOGY LIBRARIES COMMITTEE.

## A "Trades Index."

At the present time, the Engineering Index, in its monthly and annual editions, and the Trades Press Index, which has recently been issued for an eighteen months' period, are the only indexes on manufacturing, technical and engineering subjects. These, however, do not fill the needs of public libraries in their work with workingmen, mechanics, amateurs and the non-professional class. A hasty or a thorough inspection of the two indexes mentioned will show that they are almost entirely for professional men, engineers, managers, technical students, etc., as distinguished from workmen. To show the point more exactly, some questions are given which have been presented recently and in which the two indexes failed to assist materially:

How to adjust machine planer to prevent wavy effect on boards.

How to solder pipe joints between floor joists.

Staining and finishing butternut for interior work.

Construction of plank frame barns.

Cost and installation of acetylene in residences.

Devices for cleaning looms.

Modeling in wax for jewelry work.

Recipes for coloring metals (recent).

Brazing a bicycle frame.

Manufacture of peach crates.

Construction of bowling alleys.

How to make a double-runner sled.

This is a class of questions which the engineering indexes scarcely touch. It is a class which deserves more attention, especially in public libraries which attempt to co-operate in the present movement for industrial education. While many libraries do not receive a large number of trade papers, it is also true that few city libraries do not take such papers as "American Carpenter and Builder," "Electrician and Mechanic," "School Arts Book" and "Plumbers' Trade Journal." Trade schools and manufacturers would also find this index of value. By co-operation of the libraries, trade schools and manufacturers in any locality a large number of the magazines could be made available to each through the index.

The work of indexing might be divided among a number of libraries, each in its own special field: e. g., Providence, jewelry; New Bedford, textiles; Newark, clay and lead products; Washington, building trades; Grand Rapids, furniture and woodworking,

etc. Similar work is already being done on a small scale by some of these libraries, so that the index would be to some extent a collection of this work in a more perfected form.

For the sake of economy and convenience the index would cover about 150 magazines and for the year 1910 only. This would cover very well the field of trades, manufactures and amateur work. The three general plans of arrangement as exemplified in the Engineering Index, the Readers' Guide, and the Technical Press Index, are alternatives in planning a Trades Index. To have the individual entries on the plan and of the length of those in the Readers' Guide rather than those in the Engineering Index would cover the need very well and be less expensive. The alphabetical arrangement is much more serviceable than the classed except for specialists. The combination of the classed and supplementary alphabetical index as used in the Technical Press Index, might be better. A simple classed arrangement like that of the Engineering Index would be of much less value.

The foregoing plan is submitted for the consideration of the members of the Association. The co-operation of fifteen or twenty libraries would insure the preparation of the material and the expense might be met co-operatively or by interested persons outside.

## Books on Cabinet Making.

Hasluck, P. N. ed. Cabinet work and joinery, 1908. 568p, 200 il. ind. Phila. McKay. \$3.00

Edited from the columns of the "Building World" (English). The material in this does not appear in Hasluck's other works in this series. Well arranged notes on interior furnishings and furniture; i. e., sideboards, cupboards, etc., both built-in and separate. The style and designs of the furniture are often second rate. Details of construction of hundreds of common articles make the book invaluable for reference. Well illustrated and indexed.

Hodgson, F. T. Practical cabinet maker, 1910. 372p. il. ind. Chic. Drake, \$2.00.

Latest book of a most popular author and will be called for, for that reason. Illustrations poor and not sufficient. Arrangement not well balanced. Material largely collected from magazines and other books.

Selden, F. H. Elementary cabinet work for manual training classes. 1909. 286p. 288 il. ind. Chic. R. McNally. \$1.00.

Up-to-date, well arranged, thorough, American book. Illustrations are very clear and helpful. Excellent designs and measured drawings. Valuable for home use as well as class work.

Wells, P. A., and Hooper, John. Modern cabinet work, furniture and fittings. 1909. 384p. 1000 il. ind. Lond. Batsford. \$3.50. Design and construction of separate and

built-in furniture. Numerous illustrations and diagrams of joints, veneering, and every point of the making. Specially good on construction of chairs, tables, cases, etc., on Colonial lines, and the repairing of valuable pieces. Thorough, clear text by London trades schools men. A book of exceptional merit, necessary where there is call for this subject except from beginners, for whom Selden would be best. Hasluck would supplement it in designs for many common articles for domestic work.

#### Trade School and Library in England

Among the references\* on industrial departments of public libraries there are three which, though printed several years ago, deserve renewed attention. The articles by Mr. Ogle and Mr. Lancaster are not available to all. That of Mr. Stewart, in *Public Libraries* for November, 1905, is easily found, however. It covers briefly the same subject which the two others consider in detail, namely the organic and systematic connection between the trade schools and 200 libraries in England.

The Technical Instruction Act of 1889 made this co-operation a permanent feature. It came to a large extent from the fact that in many instances the trade schools grew up as parts of the libraries themselves. As a consequence in many towns the same committee or board has advisory powers over the two. The instructors furnish the libraries lists of books which will be required for use of students in the shop and drafting classes, and it is not only the pleasure of the librarian, but his regular duty, to see that a large and up-to-date supply of literature is at the disposal of the trade schools.

This, in brief, is the English idea of co-operation. Scattered and voluntary attempts have been made in this country along the same lines, but without sufficient result to attract much attention. The present movement for industrial education has gone on with practically no mention of the public library from the trade or engineering press, from manufacturers or from organizations which are working for better training in the industries. The attitude of the engineers is well shown by an editorial in the *Engineering Record* of Jan. 29, comparing the private industrial library with the public library department. "The specific character of the demand upon it renders the free-and-easy methods of the ordinary public library intolerable in the industrial storehouse of books and data." Nevertheless, any description of good and efficient work done by public libraries is welcomed by the papers and given space and commendation. All of which brings one to wonder whether many things might not be learned from the English methods

\* *Special Libraries*, February, 1910 p. 7

#### PUBLIC UTILITY NOTES AND REFERENCES

G. W. LEE, LIBRARIAN STONE & WEBSTER.

##### Brief List of References on Public Service Commissions

Public service commission laws of New York and Wisconsin. *Proceedings of American Political Science Association*, vol. 4, 1907, pp. 287-335. Papers by Thomas M. Osborne, member of the New York Commission, Second District; William H. Hatton, ex-State Senator, New London, Wis.; George H. Hudnall, State Senator, Superior, Wis.; Prof. John H. Gray, University of Minnesota.

Public utilities control. New York and Wisconsin commissions. John A. Lapp, *American Political Science Review*, August, 1907. 12 pages.

Relation of the Public Service Commission to corporations. Frank S. Stevens, chairman of the Public Service Commission for the Second District, New York. *Empire Gas and Electric Association and Street Railway Association of the State of New York*, Oct. 1, 1907. 6 pages.

Laws of Massachusetts, New York and Wisconsin regarding the regulation of gas and electric light companies by State commissions, followed by a comparison of these laws. *National Electric Light Association*. 1908. 406 pages.

The public service commission laws of Wisconsin and New York. *City Club Bulletin (Chicago)*, April 18, 1908. Addresses by B. H. Meyer, a member of the Wisconsin Commission, and by Thomas M. Osborne, a member of the New York Commission for the Second District. Discussion of policies adopted and procedure followed.

Public utilities regulation in New York. Henry Bruere, Director, Bureau of Municipal Research, New York. *Annals of American Academy*, May, 1908. 16 pages. An account of the powers and activities of the New York Public Service Commissions, with special reference to those of the commission for the First District.

Public service commissions in the State of New York. Horatio M. Pollock. *Annals of American Academy*, May, 1908. 10 pages.

Some features of State regulation of public utilities. John H. Roemer, 1909. 25 pages.

Jurisdiction and work of Public Service Commission, First District. Published by the commission. 1909. 15 pages.

New York City Public Service Commission. Travis H. Whitney. *American Political Science Association*, 1909. 15 pages.

Public Utility Commission of New York City. Address and discussion. Milo R. Maltbie. *City Club Bulletin (Chicago)*, Jan. 20, 1909. 16 pages.

Public Service Commissions. Wm. M. Ivins. *Century*, May, 1909. 4 pages.

Safeguarding the public services. John S.

Kennedy. Saturday Evening Post, Sept. 25, 1909.

Regulation and control of local public service corporations by State boards. Harry P. Nichols, City Hall. October, 1909. pp 125-30, 131-34.

#### Gas and Electric Rates

BRIEF LIST OF REFERENCES OF MATERIAL CONTAINING COMPARATIVE SUMMARIES OF TABULATIONS OF PRICES CHARGED FOR GAS AND ELECTRICITY IN VARIOUS CITIES.

Rates for commercial lighting and power service. National Electric Light Association. 1906. 127 pages. Tabulation of rates charged in each city of the United States and Canada for both incandescent and arc lights. Also shows power used, cost of fuel and population.

Report of an investigation of the electric companies of Detroit, with special reference to rates and methods of charging. H. H. Crowell. Sept. 28, 1907. 22 pages. The report contains a tabulation of electricity rates in sixteen large cities.

Ordinance governing rates to be charged by the Commonwealth Edison Company, recommended by the Committee on Gas, Oil and Electric Light. Chicago City Council, March 5, 1908. 63 pages. Includes data regarding electric light and power rates and service in large cities. Nov. 27, 1906. pp. 9-28.

Table of comparative street railway, gas and electric light rates. Report of Commission de Public Service Corporations to Connecticut General Assembly. 1909. pp. 23-28.

Prices charged for gas in various cities of the United States from 1885 to 1907, inclusive. Milwaukee Gas Light Co. 28 pages. 1907. Shows for each city changes in price from 1885, and gives a tabulation of cities selling gas in 1907 for \$1 or less.

Prices paid in certain cities for electric lighting, compiled by the officers of the city of Duluth by correspondence. Bulletin of the League of American Municipalities, 9:143-4, May, 1908. Table showing rates, candle power, whether competition exists, and kind of power used, in about 100 cities.

McGraw Electrical Directory. Lighting and Power Edition. Published semi-annually. Contains price charged under city contract for electric street lights by each company.

Brown's Directory of American Gas Companies. Annual. Contains price charged for gas by each company.

#### PUBLIC AFFAIRS, NOTES AND REFERENCES

JOHN A. LAPP, INDIANA STATE LIBRARY, CHAIRMAN  
LEGISLATIVE AND MUNICIPAL REFERENCE  
LIBRARIES COMMITTEE.

A bill to establish a legislative reference department in the state library of Ohio is being considered by the legislature of that state with a fair prospect of its passage. The

department management is placed by the bill under the state library board.

Following the lead of the Wisconsin University Extension Division in establishing a municipal reference department for the state, the initial steps have been taken by the University of Kansas, the University of Illinois and the Indiana State Library to perform a similar function for their respective states.

#### Current References.

**Admission to the Bar.** Rules for admission to the bar in the states and territories. West Pub. Co., St. Paul, Minn. 163 pages. Gives laws and rules in force March 1, 1909.

**Bakeries.** Limitation of days of labor per week in bakeries. Revised Statutes of Missouri, 1889, Sec. 10088, declared unconstitutional by the Supreme Court of Missouri, Feb. 12, 1910, in State vs. Miksicek. 125 Southwestern, 507.

**Bank Deposits—Guarantee of Bank Deposits.** Report of the Wisconsin special legislative committee on additional security for depositors in state banks. 67 pages. Madison, Wis. Reviews experience of states with guarantee of bank deposits; gives statistical summary of banking in Wisconsin by W. A. Scott, and submits drafts of proposed bills.

**Banking.** Digest of state banking statutes. National Monetary Commission. Senate Doc. No. 353. 61st Congress, 2d sess. 745 pages.

**Building Code.** Model building code prepared by the national board of fire underwriters. Third edition. N. Y., 1909. 267 pages.

**City Schools.** Reform in city school administration. Report to annual meeting of the associated Harvard clubs, Cincinnati.

**Civil Service.** First annual report of the Civil Service Commission of Canada. Ottawa, 1909. 175 pages. Gives text of the civil service laws, rules of the commission and a review of the work of organization.

**Commission Government.** Bibliography prepared by Ford H. Macgregor of the Wisconsin Municipal Reference Library, Madison, 1910. Typewritten copy. 13 pages. This is the most complete bibliography yet prepared.

**Constitutional Amendments.** Report of the Commission of Vermont which was appointed in 1908 to propose amendments to the state constitution with arguments in support. 1910, 55 pages. Gives proposed amendments and a brief summary of constitutional provisions of the states relating to special, private and municipal charters and the veto power of the governor.

**Criminal Law.** A preliminary bibliography of modern criminal law and criminology Bulletin No. 1. Gary Library of Law. Northwestern University. Chicago, 1910. 128 pages.

**Delays in Civil Cases.** Report of the Massachusetts commission appointed to investi-



gate the causes of delay in the administration of justice in civil actions. Boston, 1910. 104 pages. Reviews causes and proposes legislation. Includes draft of bill.

**Direct Primary.** Report of the N. Y. special legislative committee on the direct primary, Albany, N. Y. Senate Doc. No. 26. 226 pages. Opposes direct primaries and cites testimony of witnesses in many states.

**Due Process of Law.** Due process of law in its relation to statutory uncertainty and constructive offenses, by Theodore Schroeder. N. Y. 1908. 74 pages. Published by Free Speech League, N. Y.

**Employer's Liability.** Bulletin, Minnesota Bureau of Labor, on industrial accidents and workmen's compensation. Oct., 1909. 58 pages. Contains bibliography.

**Express Companies—Nebraska.** Report of the Referee in the cases of the State of Nebraska against the express companies doing business in Nebraska. Five separate reports. State Journal Co. Lincoln, Neb., 1909.

**Express Companies—Wisconsin.** Complaint against, in Wisconsin to the Railroad Commission. Merchants and Manufacturers' Association, Milwaukee, Dec., 1909.

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