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Special Libraries

Vol. 7

MARCH, 1916

No. 3

Federal Trade Commission Library

By Carlos C. Houghton

The most satisfactory manner of describing a special library is to give and answer a number of typical questions recently submitted to it, and state in a general way how it serves the purpose for which it was established.

The following questions were submitted to the Federal trade commission library during February, 1916. The names are fictitious, otherwise the questions are given here as submitted.

Q. What is the name of the man signing this letter? His signature is not legible. (This question is asked on an average of twice a day.)

A. 1. He signed for a New York corporation. Trow's Copartnership directory of New York consulted and name verified as one of the officers of that corporation.

A. 2. He signed for a Newark corporation. His name looks like W. M. C. Bunk, W. M. C. Birt, or W. McBurt. Verified in Newark, N. J., telephone directory as Wm. C. Burt.

Q. A list of cotton compressors in the South?

A. Industrial and shippers directory published by Southern Railway Co. consulted and list found.

Q. Who are the directors of the Ocean Hotel Company of Oakland, California?

A. Walker's manual of California securities.

Q. Who are the officers and directors of the Little Falls Co. of Cleveland, Ohio?

A. Borton's pocket manual of Cleveland securities and Cleveland Directory of directors.

Q. What is the authorized capital of the Newark Paper Co.? It is not in the large corporation manuals.

A. Fitch bond book.

Q. In October, 1914, James D. French resigned as director of the Lambert and Jones Co. Who was elected on the board in his place?

A. Standard corporation service, May-December, 1914, published by Standard Statistics Co., New York.

Q. What are Mr. W. C. Gilbreath's views on Federal incorporation?

A. An envelope is cataloged for each of the more important representative men, and

in his envelope are placed his speeches, addresses, comments and views on leading topics of the day. If the material is of sufficient importance a card is inserted in the catalog under that subject referring to this envelope. Gilbreath's envelope (G9-G12) is consulted and his views on Federal incorporation found in a speech on that subject, and also in testimony before the Senate Interstate Commerce Committee, 1911. (A cross reference in envelope brought this testimony to light.)

Q. What is the process of manufacturing graphophone records?

A. A bill of complaint in Victor Talking Machine Co. vs. Jessie Straus . . . under the name of R. H. Macy & Co. (The Commission has nearly a complete set of court records in antitrust cases. They are used in numerous ways and are excellent text books on industries.)

Q. What is the address of the New England Fish Co.? They are in Boston.

A. Boston telephone directory. (The library has a large collection of telephone directories. They serve the purpose of this library better than city directories in that they are more up to date, many of them being issued four and sometimes six times a year. Donnelly's classified telephone directories are particularly valuable.)

Q. When was the Great Lakes Power Co. of Chicago incorporated?

A. List of Corporations in Illinois. (The library has similar lists from thirty-three states.)

Q. Have you a copy of Senate bill 591, 64th Congress?

A. Bill file consulted. The library receives copies of all bills and resolutions. These are examined and those of interest to the Commission retained. Those dealing with trusts, corporations, unfair competition and other subjects in our field are filed in a bill book.

In addition to answering these questions, the librarian is kept busy furnishing the Commissioners with material requiring research work, and in compiling bibliographies, such as the following:

Q. Compile a bibliography on South America, with special reference to trade with the

United States; all books and articles to be annotated.

Q. Make a list of the artificial obstructions to trade between the United States and South America which ought to be removed to mutual advantage.

Q. Compile a list of leading articles on American foreign trade during the period of 1914-5.

Q. Furnish a bibliography of a few of the best and most recent publications descriptive of cartels, syndicates or other monopolistic developments in the different countries of the world

The library has a broad and strictly up-to-date collection of trade directories which are in constant use. Its collection of trust documents is valuable and also extensively used. The corporation manuals, both United States and foreign, are among the most important books, as are Bradstreet's and Dun's.

The library has an excellent collection of works in foreign languages describing forms of combinations, syndicates and co-operation in Germany, France, Spain, etc.

Clippings are used quite extensively. The value of clippings depends largely on the method of handling them. The method used in this library is as follows. Clippings are secured by clipping newspapers, trade and other periodicals and by subscribing to several clipping bureaus. When received the clippings are sent to an assistant who, with the help of a pasting machine, mounts them on manila paper, letter-size, with holes already punched for binding. Clippings are allowed to remain under pressure over night and in the morning are given to an assistant who classifies them. The classification is written in the upper left hand corner of the sheet. They are then arranged by classification and sent in loose-leaf ring binders to the Commissioners and those in charge of investigations. Each of these officials checks his name and passes the binder to the next in order. They are eventually returned to the library where they are taken from the binder and put in their respective binders on the shelves. The clipping binders on leather, for example, immediately follow all books on leather; i. e., at the end of a subject one will find the clippings on that subject. E42 is the classification for the tariff; E42-Z is given to clippings on the tariff. E291 is foreign trade; E291-Z, clippings on foreign trade. E291-ZF stands for foreign trade clippings mentioning the Federal trade commission.

The binders are made of press board, bought and cut to required size. Breakable school rings are used for the loose-leaf binders. When the clipping system was begun all the binders were of the loose-leaf form. Gradually as these binders became full the clippings in them were transferred to a ribbon binder. When the loose-leaf binder filled the second time they were again transferred to the ribbon binder. When the ribbon binder had grown to proper proportions it was numbered "1" and a second ribbon bind-

er begun, and so on, the loose-leaf binder being always the latest binder. A clipless paper fastener, or punch, is used to fasten two or more of these mounted sheets together when the clipping cannot be contained on one sheet. This method of handling clippings takes very little work, and not only brings all clippings on one subject together, but places the clippings with the other material on the same subject where they will be seen and used. The clippings, too, are always in good order and in convenient form for handling.

A very short and incomplete description of the classification of the library follows. It was necessary to create a classification to meet the requirements of so highly specialized a library.

A. General reference works

Under class A are grouped the ordinary reference books and books on subjects so far removed from the work of the Commission that they are considered as reference books. History, mathematics, physics and education are examples of these subjects not usually grouped with the books of general reference.

E. Economics

Books on economics are classed in E. Up to E5 are grouped subjects of a general economic nature, and the classification up to this point follows Cutter's classification for economics. From E5 to the end of the class are grouped subjects on "trust economics," of which the following will serve as examples:

- E52 Efficiency of trusts, large scale production.
- E53 Standardization of products
- E54 Ownership versus regulation.
- E58 Natural resources and the trusts.
- E59 Agriculture and the trusts.
- E61 Tariff and the trusts.
- E62 Definition and discussion of terms "monopoly," "trust," "interstate commerce," etc.

G Trusts, corporations, monopolies. Here are grouped general reference books on trusts, corporations. Examples:

- G02 Directories of directors.
- G03 Financial and corporation manuals, rating books, corporation statistics.
- G2 List of industries, including outlines and classifications.
- G4 List of trusts, including outlines and classifications.
- G5 List of corporations, including outlines and classifications.
- G9 Speeches, addresses, comments, views of prominent men in business and politics.

H History of trusts, corporations, monopolies.

- H1 Ancient and medieval
- H2 Guilds.
- H3 Trade unions.
- H4 Exclusive trading companies.
- H6 Crown monopolies.

N Organization and administration. (The letter "O" was not used owing to its similarity with the naught.)

- N2 Individual business men.
- N22 Partnership.
- N24 Corporation or joint stock company.
- N28 Holding company.
- N29 Interlocking directors and stockholders, community of interests.
- N3 Merger, consolidation, amalgamation.
- N4 Dissolution, liquidation, reorganization.
- N5 Corners.
- N55 Associations, commercial. Board of trade, Chamber of commerce.
- N6 Associations and federation of associations, trade.
- N82 Chain stores.

R Regulation, legislation, control—Federal.

It will be noticed that non-industrials and utilities are set forth in "R" and material concerning them is placed in "R" whether regulative in character or not. The library will contain so little material on these subjects which is not regulative in character that it was not thought best to separate it. Everything in the library on Jitney busses, for example, is classed in R232. It will also be observed that industrial subjects are not listed in "R" but are all grouped in "S" (specific industries), and form the largest and by far the most important part of the library.

- R Regulation, legislation, control—Federal (general).
- R2 Trusts, industrial (general).
- R21 Investigations, hearings, reports (Congressional)
- R22 Antitrust acts, including discussion.
- R221 Cases and decisions (general—unclassified).
- R222 Cases and decisions—antitrust—Federal.
- R223 Cases and decisions—antitrust—State.
- R224 Cases and decisions—F. T. C.
- R225 Cases and decisions—I. C. C.
- R226 Interstate commerce.
- R228 Transportation and communication (general).
- R23 Steam railroads.
- R231 Electric railroads.
- R232 Jitney busses.
- R236 Express companies.
- R25 Banking.
- R27 Insurance.
- R28 Mail-order.
- R29 Mercantile, department stores, etc.
- R3 Methods of control.

- R31 Federal incorporation.
- R32 Federal restriction of state charters.
- R33 Federal license.
- R34 Physical valuation.
- R35 Publicity, corporation reports.
- R36 Uniform methods of accounting.
- R37 Corporation tax.
- R4 Federal administrative agencies and commissions. (Here are set forth the Government Departments, Bureaus, Commissions, etc. The following is an example):
- R45 Commerce Department.
- R45c Census Bureau.
- R45co Coast and Geodetic Survey.
- R45f Foreign and Domestic Commerce.
- R45l Light houses.
- R45n Navigation.
- R45s Standards.
- R45st Steamboat-Inspection Service.
- R56 Regulation, legislation, control—State (general).
- R6 Regulation, legislation, control—Foreign (general).
- R56 and R6 are subdivided very much like Regulation-Federal, only not so minutely.
- S Specific industries, investigations, manufacturing and distributing corporations (general).
- S() Study, survey, statistics, accounting methods, etc., of specific industry.
- S()i Investigation, history, of a specific corporation or industry.
- S()p Publications and reports of corporations, trade catalogs.
- S()t Trade directories of a specific industry.
- S()z Clippings, congressional bills.
- Szt Trade directories devoted to all or a number of trades, industrial directories of states, etc.

The "S" brings all material on specific industries together. The Cutter author table number immediately following the "S" brings all material on a given industry together. The sub letters following this number break this material on a given industry into useful divisions. The Cutter author number in the second line arranges these divisions alphabetically by companies or authors as the case may be.

- Sb98 Books on the button industry in general.
- Sb98i Histories of the button industry.
- Sb98p Trade catalogs in the button industry.
- Sb98t Trade directories of the button industry.
- Sb98z Clippings on the button industry.

The Technical book review index is prepared by the Carnegie library of Pittsburgh and is published by the Index office of Chicago.

It is made up of titles of technical, medical, and scientific books reviewed in about

four hundred American and foreign journals and recorded by the Technology department of the Carnegie library of Pittsburgh, as a guide for the selection of new books. The first number was published in June, 1915.

The Legislative Reference Bureau as a Bill Revising Agency

By J. F. Marron, Legislative Reference Librarian,
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Prepared for the Conference on Bill Drafting at Washington,
December 31, 1915

The drafting of legislation today is probably being done by as many different methods as there are states having official agencies to help the legislature in some form to turn out better constructed laws. Those in charge of the various drafting agencies have different opinions as to how to get better results. The evolution that is going on is still in a primary stage, with an outlook that promises a high degree of uniformity in the laws of the different states and the use of a language in those laws that can be understood not only by the lawyers and courts, but even by the average citizen and that without the use of a pocket edition of "Words and Phrases."

Many state libraries having legislative reference work as a part of their activities do not attempt legislative drafting; in many instances because of inadequate facilities and in some because of wishing to remain neutral in their relationship with the public and the legislature. In Indiana and Ohio, the legislative reference departments, which formerly existed as a part of the work of the state library, have included bill drafting to a much larger extent since they became independent of the library.

The different forms of bill drafting agencies are: 1. Legislative reference bureaus; 2. clerk of bills; 3. legislative advisers; 4. revision committee of the legislature; 5. the legal department of the state; 6. individual drafting by legislative members.

1. Drafting by legislative reference bureaus.

This is the most widely adopted plan of helping members of the legislature in drafting their bills. The work best known is that of Wisconsin and Indiana; while Pennsylvania has a bureau that has been doing effective work since its establishment in 1909. Vermont and Virginia have bureaus with strong bill drafting departments. Five other states, Michigan, Nebraska, New Hampshire, Ohio and South Dakota have statutes providing for bill drafting as a part of the duties of the legislative reference bureau and are doing drafting in varying amounts. Texas is required to give such assistance as may be asked, but the facilities to date have been too limited to attempt bill drafting.

2. Clerk of bills.

This title is given the official in Connecticut (Sec. 37, Gen. Stats. 1902) who examines bills of a public nature which have had

a favorable committee report and who suggest necessary corrections as to form, phraseology, and consistency with the constitution and existing statutes. The system of graduating the clerk of bills from clerk of the House to clerk of the Senate, to bill clerk and then to engrossing clerk is an attempt to fix his tenure, but it can not be depended upon to keep an expert already secured or to induce an expert to undertake the work with such a rambling route to travel.

3. Legislative advisers.

New Jersey (Ch. 27, Laws 1914) has added to the duties of the state library the maintenance of a legislative reference division. Contemporaneously there was enacted a law creating the office of legislative adviser and bill examiner. It provides that the attorney general shall appoint a competent counsellor at law, who shall hold his office at the pleasure of the attorney general. This provision is a semi-political one in its effect and does not insure tenure of office. The salary of \$1,500 per year will not attract the degree of competence that is necessary to do the exacting work that is demanded of the position. This is off-set to some extent by the fact that the legislative adviser is required to give his time to legislative work only during the sessions of the legislature and the month previous to the annual session, which rarely lasts longer than five months. It is made the duty of the adviser to draft prospective legislation and to examine bills and resolutions for the purpose of eliminating repetitions, unconstitutional provisions and inconsistencies with existing laws. The Legislature is not bound by the act to take cognizance of his work or incorporate his suggestions in the bills considered.

4. Revision Committee of the legislature.

New York has a committee by virtue of assembly rules who are expected to examine bills referred to them by the legislative bill-drafting department. This department is composed of not to exceed three competent draftsmen appointed by the president pro tempore of the Senate and the Speaker of the Assembly. Although this political method of appointment does not insure permanence to those who may be skilled in bill drafting, the head draftsman, as a matter of fact, has been retained through changes of administrations for several years. Massachusetts

has a committee on rules in each house, among whose duties is the supervision of the construction of bills. The Senate committee is specially charged with the duty of noting whether the bill is specifically stated, already provided for, correct in form, and complies with the joint rules of both houses. The House committee is authorized to employ clerical assistance in the preparation of bills and in the perfection of bills by the Committee on Bills in the Third Reading.

5. Assistance from the legal department of the State.

In many states the members of the legislatures have relied chiefly upon the office of the attorney general for expert advice in the preparation and revision of bills. This has its advantages and disadvantages, political and otherwise. In the case of administration bills and platform demands the attorney general's department can easily carry out the intention and at the same time draft a creditable bill. But it is objected to that in many instances bill drafting by this department gives it too much power in the legislative division of government and that such work is constitutionally outside of the field of this department. Anyhow, most legal departments of government have too much business pending to attempt the drafting of legislative bills. In Texas, during the beginning of the legislative session of 1915 the attorney general announced that no bills would be drafted or passed upon by his department because of the lack of time and also to keep clear of the charge by the opposition that "this is the attorney general's bill."

6. Individual drafting by legislative members.

This method has been speaking for itself for a number of years and is the reason for all other methods that attempt to solve the problem. It goes without saying that there are able men in all legislatures and men who know how to draft legislation. But all able legislators are not able bill drafters. Their ideas are often excellent, but they do not always take correct form when written down for legislative enactment. For those who have ideas, the official bill-drafting agency will render a most valuable service. For those without ideas no expression is necessary. Criticizing the legislator does not improve his work if no remedy is offered him. The reference service brings up his information completely, and the bill drafter interprets his ideas into terms properly constructed and precise in meaning.

Outside the methods mentioned above, there is a further aid furnished through the various organizations that have prepared model-draft bills; such as the model public utilities bill, prepared by the National Civic Federation, the occupational disease bill and industrial safety drafts by the American Association for Labor Legislation, and oth-

ers of a similar nature. These are carefully drawn to meet the special problems which have been met by the associations in their work, and they will do much to bring us nearer the cherished goal of uniformity in state legislation. The drafts of the committee on uniform state laws of the American Bar Association are readily accepted by the state legislatures for enactment into law, as attested by the number of states which have adopted all or a number of the drafts recommended. The eminent source of these drafts, together with the assurance that they are carefully worked out for adaptation to the constitutions and existing laws of the states to meet the need for a similar law wherever such need exists have carried them through legislatures to enactment without any noticeable opposition recorded against them. Another outside method is the drafts submitted on special and class legislation by corporations and lobbyists, whose motives are not always the highest. The work of this group does not end with the drafting of the measure, for they carry on a well-organized campaign to put the law into enactment.

It is generally agreed that the bill drafting by the legislative reference bureaus is efficiently done. Painstaking heads have done their utmost to improve the quality of legislation. In conjunction with the reference service, they have put the results of scientific research into their finished product so that it meets the social and economic conditions of our day and catches step with the progress always being made in the industrial and commercial world. A significant fact to consider is that criticism is often directed at legislative reference bureaus by charges of over-legislation. It was expressly pointed out in the message of one state's governor that legislation in that state was steadily on the increase because of many measures whose origin was charged to the legislative bureau. Opponents of the plan have used the term "bill factory" with some success on their side. Criticism is not always to be feared or shrunk from, for it has its advertising value, especially when one feels that one has a worthy cause. It means inquiry and consequent information. But when there is any justification for the critic it is not so welcome. The shift, in part, of the responsibility of legislation from the legislature itself to the bureau brings the bureau in for much of the condemnation that is always accorded the legislature. Drafting done by the attorney general's department comes in for similar criticism. The other methods are so completely a part of the legislative organization that the blame can not be shifted to other than the shoulders of the legislature.

A system for improving statutory construction which would combine the efficient features of the bill drafting now done by existing agencies with the close communion of legislative responsibility is proposed here

as a remedy that will meet the varying needs in each state. The clerk of bills and revision committees exist with the legislatures, and the responsibility for their work is never separated from the legislature. Whether they do the work as efficiently and as painstakingly as the bureau is hard to say, but being a part of a political organization, it is tempted to partisan acts which can not enter into the good service expected from advisers. The tenure of office is not so secure when the appointment comes through party organization in the legislature. The New Jersey plan of legislative adviser and bill examiner holding office by virtue of appointment by the attorney general puts some part of the legislative responsibility upon that department. The plan suggested here was first presented in a resolution to the Texas House of Representatives in 1913 by an up-to-date and able member of that body. The resolution itself states the proposition best, and is as follows:

"Be it resolved by the House of Representatives, the Senate concurring, that the Joint Rules of the two Houses be amended by adding thereto after Rule 11, the following:

"11a. When any bill, except special laws and general appropriation bills, shall have been passed to engrossment in either house, such bill shall forthwith be referred by the presiding officer of such house to the legislative bureau of the state library.

"Upon receipt of any bill so referred, it shall be the duty of the official in charge of such bureau forthwith to transcribe such bill, making corrections therein of all errors of form, spelling, punctuation, grammar and rhetoric.

"Such officer shall attach to the transcribed copy of such bill a memorandum suggesting succinctly and clearly any apparent conflict between such bill and the Constitution of the State as well as any apparent conflict with the laws of this state not sought to be amended by the proposed act. He shall attach a like memorandum of any apparent omission or inconsistency in such bill, and shall forthwith return such engrossed bill, together with such copy and memoranda to the House from which he received such bill.

"No bill shall be further considered in either house until the same shall have been returned from such bureau."

If, by an act of the legislature, the plan set forth in this resolution was made a part of the statutes or code of the state, we would have a plan by which the reference facilities of the legislative reference bureaus would be used to carry out the statute drafting feature of the plan. The drafting of their own ideas can not be charged against the bureaus, for they merely perfect the ideas already expressed in the draft that has gone

far enough to have hopes of becoming a law unless it is found in the examination by the bureau that it has unconstitutional or conflicting provisions. The safeguard for consideration of the bureau's work is found in the last paragraph of the resolution providing that no bill of the same character shall be considered until the work of the bureau is complete on the draft submitted to it. In this way the legislature is entirely responsible for the legislative product. The ideas in the bill originate in the legislature and the debate upon the bill and amendments proposed express every idea that the legislature feels is needed upon the subject. It is then that the legislative bureau, with its collection of existing law, decides whether the legislature has agreed with this existing law and the constitution of the state and whether the language of the engrossed bill contains meaningless and conflicting statements, whether the insignificant, but really important, comma is misplaced. The use of a comma, instead of a hyphen in the combined word "sword-cane" makes the carrying a cane into a church in this state a misdemeanor if the law were followed to the letter. This shows the importance of correct punctuation and also shows the carelessness of the enrolling force. It would be well to include in the plan the duty of the bureau to check up the enrolled copy with that finally passed so that the clerical errors would be corrected.

It has become recognized that good English is a most important part of statute drafting. To express the law in language that can not be misunderstood will save much judicial expense that is being used today to find out what was meant by the law enacted. A knowledge of English is important for the the bill drafter or reviser and quite as important as constitutional law and other legal subjects. It seems from experience that a legislative reference librarian should know everything, and to my mind, a bill drafter should know everything and also legislative drafting. Proposed bureaus could take up this plan without fear of criticism for legislative responsibility and could so carry on this branch of work without any injury or prejudice to the reference service.

The legislative reference movement is still young and growing stronger in physical and influential proportions, and the time has not arrived for one to say that the ways and means can not be improved upon nor for denying a hearing to any proposal which has an application to this field of service. The plan proposed attempts to co-ordinate through a central station the work of a recognized agency of legislative improvement without putting the responsibility upon the perfecting agency. It has not been tried, but it has merits that make the plan worthy of a trial.

List of References on the Cost of Selling

By H. H. B. Meyer, Chief Bibliographer, Library of Congress

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— Five years of store accounting reform. American paint and oil dealer, Sept., 1913, v. 6:33-34. TP934.A5,v.6
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Agricultural Index

By N. Shimer

At the conference held at Berkeley, California, in June, 1915, the question of the need for an agricultural index was discussed by the Agricultural libraries section of the American Library Association. It was suggested that agricultural libraries might co-operate in the work of making an index. However, a communication from the H. W. Wilson Company to the effect that the company expected to begin the publication of an index to agricultural literature upon the plan of the Readers' guide and the Industrial arts index was received with interest and it was voted to begin the publication of a co-operative index only in event the Wilson company failed to carry out its plans.

The Company has received many urgent requests to publish such an index from librarians and others interested in agricultural literature and education, and in view of the immediate need, it is deemed best to make a beginning although it may be impossible at first to meet fully the expected requirements.

To those uninitiated in the ways of making an index like the proposed one, it will perhaps seem a simple matter to get the material together, index it, and print the entries. However, it really is not so simple as it seems. The selection of material must first be made. The usefulness of the index, indeed, depends largely upon a wise selection of the literature included. Since the users of the index are the best judges of what it should contain, it has been the custom of The H. W. Wilson Company to ask representative subscribers to vote on lists of magazines to be included in their various indexes. The gathering and compiling of these votes is often a slow process. Some busy people do not reply promptly; others do not reply at all, while the replies that are received vary so widely in their choice of magazines that the final compiling of the list requires careful consideration on the part of the publishers.

The most serious difficulty, however, is in persuading the publishers of magazines that the indexing of their publication can not do them any possible harm, that in fact it is a positive benefit to them, and that to supply copies of their magazine free for the purpose of indexing is a small return for the service rendered them. It is a minority of the publishers, of course, who are thus suspicious, but to win these over is a slow and tedious process, requiring much time and patience.

It is proposed that the Index shall include about fifty of the most popular farm and scientific journals, the important bulletins and reports issued by agricultural associations, and the best state and federal government publications. The scope will be enlarged if the venture receives adequate support.

As this Index is a pioneer in the field, it will take some time to work out a satisfactory scheme of subject headings. The more specific the index the more difficult does this problem become. An editor might hesitate to undertake the task of beginning a publication of this kind were there not on the other hand visions of its great possibilities for usefulness. The agricultural activities of the country are tremendous, and are steadily growing.

County agents, at work in more than one thousand counties in the United States, will find such an index of great use to them in their splendid task of educating and advising their communities. The county agents are the men who are bringing intelligence and enthusiasm into the rural communities. They are bringing to the farmer's wife the results of research work along the lines of her endeavors in the home and garden, and are informing her of the bulletins and pamphlets that are printed for her use. They are organizing boys' and girls' clubs and the children are valiantly contesting for the honor of being the champion pig-raiser, bread- and garden-maker, canner or poultry prize-winner. When these youngsters grow up we shall not need to start a "back-to-the-soil" movement. The Smith-Lever bill, which provides for agricultural extension work in connection with the agricultural colleges and schools, is going to give this work of the county agent a great impetus, and should be the means of helping to furnish him with the necessary materials with which to accomplish the most efficient work. County libraries will soon be considered as necessary to the work of the county agent as are the legislative reference libraries to the legislator. An index is of course, the first essential in library equipment.

Agricultural librarians have long been hampered in their work by the lack of an index. There is much valuable material locked up in the magazines and bulletins on the shelves of the libraries, but no clue as to just where it is to be found. The experiment stations and state governments publish valuable data on the most recent discoveries through research work, and an index to these publications would furnish a

clearing house of information covering the most advanced and up-to-date work in agricultural investigation.

Associations of agriculturists, government officials, and instructors, as well as special associations of horticulturists, dairymen, stock breeders, etc., will find such an index valuable. Many of these associations have libraries in connection with their work, and, if they have not, the index will tell them what is being published on agricultural subjects, and where it may be found, and will perhaps encourage them to start a collection.

State and federal agricultural departments should find much use for an index which will include not only the most important of their own publications, but will show what other states and other agricultural organizations are doing. The wonder is that they have

been able to get on so long without some aid of this kind.

It must be remembered that this new index can not succeed as a purely commercial undertaking. It is certain not to pay expenses for several years, and it is certain also not to yield large profits at any time. Co-operation is necessary if the publication is to have a measure of success. Agricultural libraries should give the Index their support not only by subscribing to it, but also by bringing it to the notice of others, and by informing the editor frankly of their needs and where the Index fails to meet them. They will also contribute much to the success of the Index and at the same time render a service to their fellow librarians if they will notify the editor of valuable material that should be included.

Bibliographies

- American dramas.** The New York public library has issued a List of American dramas in the library. It is annotated and contains an Index of titles at the end. 63 p. 1916.
- Army.** In Both sides, briefs for debate published by the Independent. References are given on the subject Resolved: That the army of the U. S. should be enlarged and strengthened. p. 9. 1915.*
- Artificial respiration.** References on Methods of artificial respiration by W. A. Brennan appear in the Reference bulletin published by the Index office, Chicago for January, 1916.
- Beekeeping.** Bulletin no. 4 issued by the Iowa State bee inspector is entitled The bee keeper's library. The Bulletin lists all the important publications available on the subject of bee keeping. 13 p. 1915.
- Canals.** A list of works in the New York public library on American inter-oceanic canals by John C. Frank appears in the New York public library Bulletin for January, 1916. p. 11-81.
- Capital punishment.** In Both sides, briefs for debate published by the Independent. References are given on the subject Resolved: That capital punishment should be abolished. p. 3. 1915.
- Catholic authors.** A list of books by Catholic authors in the Grand Rapids public library has been published. 54 p. 1916.
- Child Welfare.** Extension division bulletin no. 16 published by the State university of Iowa is entitled Child welfare surveys and bibliography. The bibliography is divided under the following heads: Child welfare, Infant mortality, Boy problem, Girl problem, Guides to children's reading, Vocational guidance, Delinquent child, Poverty, Charities, Community betterment, Recreation, Moving pictures, Playgrounds, Sanitation and health, Housing, Surveys. 8 p. 1916.
- Commerce.** The Pan American union has issued a List of Commercial references covering its own publications, those of the Bureau of foreign and domestic commerce, Reports of magazines of other organizations interested in developing commerce between the U. S and Latin America, General reference books giving commercial information and a Select list of articles in periodicals. 2 p. 1915.
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- Commercial secretaries.** In the Proceedings of the Central association of commercial secretaries for 1913 is a List of readings for commercial secretaries prepared by Paul T. Cherington of Harvard university from reading lists for Harvard course for training commercial secretaries. It covers Economics, American industries, American industrial problems, Trust problems, Banking problems, Transportation problems, Government relations with industries, Municipal problems and General business. 2 p.
- Community development.** A three-page bibliography appears in Frank Farrington's Community development; making the small town a better place to live in and a better place in which to do business. 1915.
- Convict labor.** In Both sides, briefs for debate published by the Independent. References are given on the subject Resolved: That unpaid convict labor is slavery and

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- Doctors' theses.** A list of American doctoral dissertations printed in 1914 published by the Library of Congress. It is divided into Classified lists, Subject index and List of doctors arranged by university.
- Embargo on arms.** In Both sides, briefs for debate published by the Independent, References are given on the subject Resolved: That the U. S. should place an embargo on the exportation of arms and munitions of war to belligerent nations in time of war. p. 14. 1915.
- Feeble-mindedness.** The February, 1916, Bulletin of the Russell Sage Foundation is an annotated Bibliography on Feeble-mindedness. 4 p.
- Immigration.** In the Independent for February 14, 1916, references are given both on the negative and affirmative sides of the question: Resolved: That immigration into the U. S. should be further restricted by a literacy test. p. 234.
- Markets.** In Marketing of farm products by L. D. H. Weld is a nine-page bibliography. 1915.
- Merchant marine.** In Both sides, briefs for debate published by the Independent, References are given on the subject Resolved: Shall we have a government owned merchant marine? p. 8. 1915.
- Mexico and U. S.** In Both sides, briefs for debate published by the Independent, References are given on the subject Resolved: That the U. S. should intervene in Mexico. p. 15. 1913.
- Military training.** In Both sides, briefs for debate published by the Independent, References are given on the subject Resolved: That military training should be given in American colleges and universities. p. 13. 1915.
- Mines and mining.** In Technical paper 108 published by the Bureau of mines appears a list of Publications on mine accidents and methods of coal mining. p. 34-36. 1915.
- The U. S. bureau of mines has issued a list of publications including bulletins, technical papers and miners' circulars available for free distribution. 21 p. December, 1915.
- Minimum wage.** In Both sides, briefs for debate published by the Independent, References are given on the subject Resolved: That laws for the establishment of a minimum wage should be enacted in the U. S. p. 5. 1914.
- Monroe doctrine.** In Both sides, briefs for debate published by the Independent, References are given on the subject Resolved: That the Monroe doctrine should be abandoned p. 12. 1914.
- The Pan American union has issued a list of special articles published in magazines, newspapers and books on the Monroe doctrine. 7 p. 1915.
- Mothers' pensions.** In Both sides, briefs for debate published by the Independent, References are given on the subject Resolved: That allowances or pensions should be paid from public funds to needy mothers of dependent minor children. p. 6. 1914.
- Municipal government.** In the National municipal review for April, 1915, is a list of References to municipal affairs in governors' messages of 1915. p. 353-4.
- The Indiana bureau of legislative information has published Bulletin no. 5 entitled Forms of city government, an outline of the federal, commission and commission-manager plans of city government, by Frank G. Bates. It contains a bibliography. p. 25-7. 1916.
- Pan American union.** The Pan American union has published a List of publications which it distributes. Two lists are included: 1. Publications for which a charge is made. 2. Those which are sent out free of charge 14 p. 1915.
- Pan Americanism.** Pan Americanism, a forecast of the inevitable clash between the United States and Europe's victor by R. G. Usher contains a bibliography at the end of the volume. 1915.
- Periodicals.** The Boston book company has issued Bulletin of bibliography pamphlet no. 23 entitled American popular magazines, compiled by Ethel Stephens. The point of view kept in mind in compiling the list has been to gather material for the use of one who would write a history of American popular magazines. 32 p. 1916.
- President—Six year term.** In Both sides, briefs for debate by the Independent, References on the subject Resolved: That the president be elected for one and only one term of six years are given. p. 2. 1913.
- Price maintenance.** In Both sides, briefs for debate published by the Independent, References are given on the subject Resolved. That the manufacturer of a trademarked article should have the right to maintain its retail price. p. 4. 1914.
- Railroads.** The Bureau of railway economics has prepared a bibliography on the New York, New Haven and Hartford railroad. 144 p. 1916.
- Safety.** The Bureau of labor statistics has published a list of Books and periodicals on accident and disease prevention in industry in the library of the Bureau. 23 p. 1916.
- Scientific management.** The American library association publishing board has reprinted by courtesy of the Harvard university press Bibliography of scientific management by C. B. Thompson. 7 p. 1916.
- 'Both sides, briefs for debate on important questions of the day, prepared for the use of schools, debating societies and lyceums by the Independent. Reprinted from the weekly issues. Price 25 cents. 1916.

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The success of a business depends upon its sales department. No matter how perfect a product may be it must be sold if its manufacture is to be continued. Many factors enter into the selling of goods but the most important—and the most neglected—is that of an information basis for every plan and every act of the selling organization.

There was a time when selling was merely an art. The most successful salesman was the best mixer who by his personality and cultivated business manners, was able to capture the judgment of the buyer. His main asset was his "talking points" which perhaps served to get him by with his customers.

Today selling is a scientific business as well as an art. Salesmen must still have cleverness but they must have the facts. Competition has forced the sales departments into the most painstaking efficiency and the men must guide their efforts by the light of every fact that will help. Formerly such facts as were used were carried around in the heads of the salesmen. Today they are being organized in special libraries and bureaus of information.

What are some of these facts?

The sales department needs complete data on the article it is selling. The meth-

od of manufacture, the source of supply and the properties of the article. Many of these facts can, of course, be learned by rote.

The sales department must know the goods of its competitors and every change that takes place in form, style or adaptation. With these facts it can guide its work and also help the producing end of the business to meet competition.

The sales department must have the latest facts of trade conditions in the territory covered. It must know the habits and desires of the people who buy. The salesmen need detailed information about the dealers whom they meet in order to avoid embarrassing mistakes. The scientific sales department keeps a close record of the dealers to whom they sell goods. The salesman may find from this record before he visits a dealer what his particular desires and hobbies are and the best way of approach. Things not to do are also disclosed.

Credit is an important matter upon which the sales department needs detailed and up-to-date information and if this information is to be anything but haphazard it must be constantly kept up-to-date by the information bureau or special library.

The future trend of things in materials, style and adaptability of goods, the future status of people and communities, the new demands which are likely to be made as well as the future conditions of credit are matters upon which the sales department must collect information for the permanent guidance of the business.

Every salesman should be a student of the general principles and practices of salesmanship and it is important therefore for the sales department to keep at the disposal of its men, every bit of material which will aid them in studying the problems of their profession and establishing their art of salesmanship upon a scientific basis.

Upon this subject we are pleased to publish in this issue a list of material upon one phase of this subject—the cost of selling.

In the chapter on The field of investigation, in Blackmar and Gillin's *Outlines of Sociology*, the Use of the library is described as follows:

"A well-selected library is absolutely essential for well-directed investigation, for the student must know what others have accomplished and recorded before he can succeed in the field of practical investigation. While one might begin to investigate the facts of society by personal observation, nevertheless it would be idle not to profit by the experience of others. He will want to know their methods that he may not experiment with methods already proven useless. He will not wish to waste time on problems solved by others. Hence, the facts that have been gathered, classified, and recorded and the principles which have been established through the use of these facts call for thorough library research."

News and Notes

The Municipal Reference Library, 206 City Hall, St. Louis, Mo., makes a specialty of supplying St. Louis documents and reports on request. Such material, if available at all, is sent direct or by the department issuing it, at the Library's request. The Library has a small number of copies of various special reports which are extremely difficult to obtain. Bulky packages are sent charge collect.

Last September the Ohio State supervising nurse started a circulating library for the use of the 430 public health nurses now employed in the state. The library will contain material relating to the profession and although small at the present, additions will be made. The books are sent to the public health nurses of the state in order of application and each book may be kept for a period of one month.

Guy E. Marion of the Bowker Fertilizer Company, Boston, addressed the Eight Bells meeting of the Pilgrim publicity association of Boston on January 18 on "World information through the library idea in business." He made a plea for the development of the Pilgrim publicity association library along more constructive and useful lines to help the membership. Mr. Marion is the chairman of the Library committee.

G. W. Lee of Stone and Webster and D. N. Handy of the Insurance library association, both of Boston, attended and spoke briefly.

Dr. E. C. Richardson, Librarian of Princeton University, has an article in the March issue of the Library Journal on The A. L. I. plan of co-operation by specialization. This subject was discussed at the American Library association institute held at Atlantic City March 4, 1916, and is in line with Mr. Lee's scheme of sponsors for knowledge referred to in the last issue of Special Libraries

"The bottom idea of this plan is to produce something concrete, however small, which shall be a contribution towards the recognized co-operation problems and in the recognized methods, instead of waiting longer for regional libraries or endowed foundation to undertake them"

Mr. Richardson explains further what is being done at Princeton as an example of what may be done by the co-operation of many institutions. "The A. L. I. plan aims to utilize modern methods to make real the methods of co-operation which considerations of economy have hitherto seemed to make impractical of realization."

Under the caption of Co-ordination, in a National Information bureau G. W. Lee describes his plan in the Boston Daily Advertiser for February 25, 1916. It is synonymous with "Sponsors for knowledge" already referred to in these columns and written in the form of an imaginary letter by some interested individual to the American library association reviewing what he understands the movement is attempting to do.

The Russell Sage Foundation Library has recently received one of the most valuable gifts in the history of that library. Three thousand and five hundred reports and pamphlets were presented by the Buffalo (N. Y.) Charity Organization Society. Many of the earlier reports necessary for the historical study of certain social movements are out of print and very scarce. Those that are duplicate will be listed in the Library Journal for free distribution, the list to begin with the March number.

The Russell Sage Foundation Library now makes a charge of 25 cents a year for its bibliographical bulletins. This is to cover the cost of printing and mailing and has been made necessary because of the great demand for the material. These brief bibliographies, passed upon by experts in the field before publication, are now being sent to every state in the Union, and are of great service to social workers.

Standard specifications for book printing for the use of state and municipal governments, publishers, universities and other institutions is the title of a pamphlet by Joseph B. Smarr, Chief clerk to the Mayor of Philadelphia and published by the Department of public works of Philadelphia.

The Foreword says: A proper purchasing system is an absolutely essential feature of a municipal government. Definite specifications for everything is the prime essential of good buying. Contract graft of every kind results generally from loosely drawn specifications. This is the commonest agency through which municipal officials and methods are corrupted. 1914.

In the March, 1916, issue of the Library Journal Mr. F. W. Jenkins, Librarian of the Russell Sage foundation, describes the library both as to present quarters and growth since its origin in 1882 when the New York Charity organization society began a collection of books for the use of members of the society.

The real library has only been in existence since 1905 when trained workers began the organization of the collection.

"Late in 1912 the Russell Sage foundation

began the erection of its building at 130 E. 22d street and space was provided for ample library facilities. Realizing the duplication of effort involved in maintaining several libraries on social problems, the various organizations concerned unanimously decided to present to the Foundation their respective collections to be owned and administered as one library in the new Russell Sage foundation building. The present library is therefore a consolidation of the collections formerly maintained by the New York charity organization society, Association for improving the condition of the poor, State charities aid association, New York school of philanthropy and the Russell Sage foundation. This union of the various collections was an especially opportune time to reclassify and recatalog the entire library which was begun on November 1, 1913, and is now nearing completion. This catalog is in itself a most valuable piece of social bibliography."

The Library of the Women's educational and industrial union of Boston has sent out the following notice to women's organizations concerning legislative work.

Are you interested in keeping in touch with the Social welfare legislation of the present year?

The Library of the Women's educational and industrial union will be glad to help you with any of the material or information it has available.

For the use of organizations engaged in pushing measures for social and civic betterment the Library has a card catalogue of members of the 1916 General court giving their home addresses, biographical sketches, roll call record on selected measures, and towns included in their constituencies. There are also lists of educational, social and religious organizations throughout the state presumably interested in supporting social legislation.

Those who wish to know about legislative movements may secure from the Library information as to dates of hearings, reports of committees and record of action on special measures. If the Library does not have the desired information, the inquirer will be referred to the proper source.

Copies of a large number of bills for the present session are on file in the Library and may be consulted by any one. The file includes a selected list of bills from 1910 to date.

There is also some data regarding Federal legislative proposals, as well as considerable material of more general nature on laws of the various states affecting women and children.

Requests may be made in person, by letter, or telephone. There is no charge for service. The Library hours are week-days, 9 to 5 p. m. and Wednesday evenings during the winter from 6 to 8 p. m. (There is no telephone connection in the evening.) Telephone number Back Bay 2356—Library.

The Tacoma Ledger for January 22, 1916, gives the following report of the library survey to be undertaken in the state of Washington.

Decision to undertake a comprehensive survey of all library activities in the state was reached by the state library advisory board at a meeting held yesterday in Olympia. Unanimous approval of this undertaking was given by the state library commission, which consists of the governor, attorney-general and justices of the supreme court.

Librarian John B. Kaiser of Tacoma was elected president of the board, the other members of which are Mrs. Josephine Preston, state superintendent of public instruction; Mrs. O. K. Williamson of Prosser, Mrs. Sarah McMillan Patton of Hoquiam and Mrs. Henry McCleary of McCleary, with State Librarian James M. Hitt ex-officio secretary. Mrs. Preston was elected vice-president.

The board was appointed by Governor Lister July 29, 1915, under the state laws and held its first meeting yesterday.

After tentatively adopting a resolution recommending the library survey, the board met jointly with the library commission and placed before it the plan embodied in the resolution. Upon motion of Justice Chadwick the recommendation was adopted without opposition. All the supreme judges except Justice Main attended the meeting. Both Governor Lister and Attorney-General Tanner were absent.

The survey is to be under the direction of the members of the advisory board as chairman of special committees. Each head of a department of library activity will have a place on the committee investigating that activity, together with an expert who may be called in. The work will require a year or more, and the board's report will be made to the library commission. The survey is to cost nothing except the expenses of the board members.

SCOPE OF SURVEY.

The following subjects will come within the scope of this survey either because specifically mentioned as subjects the advisory board should advise upon or because of their relation to the work of the departments specifically named:

The state library.

Is a legislative reference division desirable for a state library?

Is a library organizer needed in the state?

What aid can be rendered small town libraries?

Traveling library department; can the advisory board help develop it?

How can further co-operation between existing libraries and the public schools be fostered to the advantage of both?

Can the county school circulating libraries be aided?

The problem of instruction in normal

schools in the use of libraries and a knowledge of children's literature.

The county library question. The last legislature by an error altered the law unintentionally.

Can and should the state aid the libraries in the state charitable, penal and reformatory institutions?

What should be the relation of the State university library to the other libraries maintained by the state?

Is a summer library school desirable under the auspices of the state library commission or the State university?

How can the extension department of the State university aid in the solution of the state's library problems?

What legislation, if any, is recommended by the advisory board?

Work with foreigners.

The Journal of the National Institute of social science has just been issued by the Boston book company. It is the first publication of the National Institute but is the successor to the Journal of social science. The purpose of this new journal is "to gather up and report movements, endeavors and enterprises which express the abounding life of the nation, and to print papers by men and women who stand for the real things of life."

The following titles are a few of the twenty-nine papers in volume one which will be of interest: The Morris plan by Herbert L. Satterlee. Street traffic regulation, as it was, is, and ought to be by William Phelps. Russell Sage foundation by Franz Schneider. Rural credits by Duncan U. Fletcher. Progress of the pure food law by Alice Lakey.

It attempts to cover such subjects as:

Moral conservation, provision for the needs and protection of foreigners, protection of animals, prevention and extirpation of disease, organized efforts to care for the sick and unfortunate, movements for civic betterment, encouragement of American workers in the field of art, etc. 242 p. 1915.

The Librarians of the Financial group of the New York Special libraries association had charge of the program held on January 12. Short talks were given at the opening of the meeting but the exhibits were an important feature of the meeting covering the different methods in which material was cared for in the various libraries. Newspaper clippings, pamphlets, different binders for magazines, bulletins, etc., vertical file system, cards showing methods of cataloging and indexing different kinds of material, classification schemes, charging system, methods of keeping patrons informed of material of interest to them as it comes in, impressions of all rubber stamps used in work of library. List of typical questions and problems which libraries are called upon to deal with, etc., were included in the exhibit.

Twelve libraries are represented in New York city in the financial group.

A short course for business men is planned for this Spring at the University of Wisconsin by the Extension division. They hope to bring together the business men from all parts of the state to discuss such subjects as credit, marketing, salesmanship and business law.

The Annual report of the Librarian, Claribel B. Barnett of the United States department of agriculture, tells of the important developments of the year. The most vital of which is the new location in the new eight-story office building which was erected for the Agricultural department at 1358 B street, S. W. The library occupies the entire first floor and part of the basement. The reading and reference rooms are larger and more comfortable.

A large proportion of books housed by the Bureau of biological survey, Bureau of chemistry and Bureau of plant industry were returned to the main library since the bureaus were housed under one roof. The different bureaus only retained material which strictly related to their departments. The Office of markets and rural organization and the Office of public roads have also reduced the size of their libraries by returning to the main library much of the material formerly kept by them in their respective offices.

During the past year the collection of horticultural trade catalogues was arranged, says the Report. Those catalogues were formerly kept in several offices of the Bureau of plant industry.

The Mellon institute of industrial research in Pittsburgh now occupies its own quarters recently built at an expense of \$350,000. It is the only institution in its field, but no doubt other industrial centers will be quick to see the advantages of such an institution.

In a recent issue of the Scientific monthly Mr. W. A. Hamor of the Institute's staff discusses "The value of industrial research." In part as follows:

When an industry has problems requiring solution, these problems can be attacked either inside or outside of the plant. If the policy of the industrialist is that all problems are to be investigated only within the establishment, a research laboratory must be provided for the plant or for the company. At present, in the United States, probably not more than one hundred chemical manufacturing establishments have research laboratories or employ research chemists, although at least five companies are spending over \$100,000 per year in research. . . .

According to the system of industrial research in operation at the Mellon institute of industrial research of the University of Pittsburgh, which is not, in any sense of the

word, a commercial institution, a manufacturer having a problem requiring solution may become the donor of a fellowship; the said manufacturer provides the salary of the researcher selected to conduct the investigation desired, the institute furnishing such facilities as are necessary for the conduct of the work.

The money paid in to found a fellowship is paid over by the institute in salary to the investigator doing the work. In every case, this researcher is most carefully selected for the problem in hand. The institute supplies free laboratory space and the use of all ordinary chemicals and equipment. The chemist or engineer who is studying the problem works under the immediate supervision of men who are thoroughly trained and experienced in conducting industrial research.

At the present time, the Mellon institute, which, while an integral part of the University of Pittsburgh, has its own endowment, is expending over \$150,000 annually for salaries and maintenance. A manufacturer secures for a small expenditure,—just sufficient to pay the salary of the fellow, as the man engaged on the investigation is called,—all the benefits of an organization of this size, and many have availed themselves of the advantages, twenty-eight companies maintaining fellowships at the present time.

Each fellow has the benefit of the institute's very excellent apparatus, chemical and library equipment,—facilities which are so essential in modern research; and because of these opportunities and that of being able to pursue post-graduate work for higher degrees, it has been demonstrated that a higher type of researcher can be obtained by the institute for a certain remuneration than can be generally secured by manufacturers themselves. There is a scarcity of men gifted with the genius for research, and it requires much experience in selecting suitable men and in training them to the desirable degree of efficiency, after having determined the special qualities required. Important qualifications in industrial researchers are keenness, inspiration and confidence; these are often unconsidered by manufacturers, who in endeavoring to select, say, a research chemist, are likely to regard every chemist as a qualified scientific scout.

All researches conducted at the Mellon institute are surrounded with the necessary secrecy, and any and all discoveries made by the fellow during the term of his fellowship become the property of the donor.

In the March, 1916, issue of the Scientific monthly Dr. Raymond F. Bacon, Director of the Mellon institute of industrial research in Pittsburgh, gives the history of industrial research in America. In conclusion he says:

All this suggests the formation not only of a great national research laboratory, but also of a central bureau, in, say, the Federal

department of labor, which would apply trained men to learn what American scientists are doing, their specific fields of investigation, and the equipment and research facilities of their laboratories, as well as to ascertain the problems of the various industries. This bureau could then put industrialists in touch with active university researchers, with the result that there would be an extension of both useful scientific investigation and manufacturing efficiency.

The Bureau of foreign and domestic commerce of the Department of commerce has issued a Catalogue of bureau publications. It lists all material available to manufacturers and exporters in bulletins issued by the Bureau. A small folder explains the Government assistance to American exporters. The Bureau is a clearing house for commercial information of all kinds, and has a well-organized and efficient system for its collection and distribution.

Dr. Pratt, Chief of the Bureau, has well described the functions of the Bureau in an article in American city for January, 1916, under the caption "Building up commercial efficiency. The new co-operation between the Bureau of foreign and domestic commerce and local commercial organizations." He describes the co-operative plan under two heads: What the local commercial organizations are expected to do; What the Bureau of foreign and domestic commerce is willing to do.

That Chicago is the center of industrial and technical periodical publications is an interesting fact brought out by the exhibit of "made in Chicago" magazines arranged by the Chicago library club at its recent meeting. Weeklies and monthlies devoted to all branches of industry, business, commerce, manufactures, agriculture, stock-breeding, gardening and many other subjects were brought together to the number of 326. Chicago public library book bulletin, March, 1915.

The third number of the Utilities magazine has been published and contains the Proceedings of the recent Conference on valuation held in Philadelphia, November 10 to 13, 1915, under the auspices of the Utilities bureau. It is a large volume of 217 pages. January, 1916.

The Technical book review index is prepared by the Carnegie library of Pittsburgh and is published by the Index office of Chicago.

It is made up of titles of technical, medical, and scientific books reviewed in about four hundred American and foreign journals and recorded by the Technology department of the Carnegie library of Pittsburgh, as a guide for the selection of new books. The first number was published in June, 1915.

Excerpts from an article in the 'New Jersey' for October, 1914, entitled, The business service of the Newark public library, by J. C. Dana:

Active business men often want information. They are studying the old laws and preparing new ones; examining railroad rates, and transportation in general; looking up possible improvements in harbors, rivers, and canals; making inquiries into fire risks and seeking to lower insurance rates; and learning how they can best use their influence for the improvement of roads, water supply, forests, health, education and a score of other things. In all this they need first of all to know the facts, the actual conditions; next they need to know about the best things that have been done in other states and countries in the same field as that which they are studying.

When they know all about the conditions and are familiar with the experiments—successes and failures—that others have made under similar conditions, then they can tackle their own special problems with some hope of success.

Now, the library which the largest city in the state maintains ought to try to have on hand, and conveniently arranged, all the latest information on all lines of work that business men are interested in. It tries to do this; and a good many who have used it seem to think it is quite successful.

Work like that the State Chamber of Commerce is undertaking to do for New Jersey is being taken up by public welfare bodies of many names and kinds all over the United States and in Europe as well. Hundreds of these organizations print reports of their work, and leaflets, circulars and the like by the thousands. The Newark Library has a great deal of this material and is in good position to get more of it, and quickly, on any special subject upon request.

Officers, departments, commissions, and bureaus of cities, states and federal government have made countless investigations in recent years of the kinds of trade, industrial, commercial, financial and general welfare problems that our Chamber is now taking up. The Newark Library has reports of many of these investigations—not all are good; but some are very complete and thorough—and can easily get more.

Some of the best studies ever made on the improvement of trade conditions and on the improvement of communities along special lines have been made in recent years by private individuals and have appeared in magazines or in large and expensive books. The Newark library gets many of the best of these and buys others on special request.

The sources of information I have been speaking of are not quite the kinds of things a public library is supposed by most busi-

ness men to have on its shelves, and that is one reason why I take advantage of this opportunity to mention them. The Newark Library has the kinds of books you expect a library to keep—about 200,000 of them—of course; but in recent years it has given a great deal of time and labor and money to gathering the best things it could find in print—from a one page report or a newspaper clipping up to a five volume report of a city, state or federal commission on business and "things in general" as we find them right here and now.

A study in bibliographical classification method by W. C. Berwick Sayers of England has recently been issued by The H. W. Wilson company.

This book is a collection of papers some of which have appeared in similar form in the Library Association Record and the Library World, and which are now presented to librarians in convenient and accessible form. Following two chapters in which are described and summed up the canons of classification, are given several chapters, each being a critical study of one of the main systems of library classification, including the Subject Classification (James Duff Brown), the Expansive or Cutter Classification, the Decimal or Dewey System and the Library of Congress System. Each chapter is completed by a select bibliography of articles devoted to that particular system. A final chapter is devoted to the "Elements of Notation." The book is notable in that it contains what is to date the only critical review of the Library of Congress system. Price 75 cents. 1916.

The Commerce report for January 24, 1916, reports that the Colombian Congress appropriated \$5,000 for the initial steps in organizing a congressional library at Bogota, and a running appropriation annually of \$12,000 for binding the archives of Congress.

The National tax association has begun the publication of a Bulletin. Number one is dated February, 1916, and the editorial office is at Ithaca, N. Y. The association has been in existence since 1907 but "the time has come," says President Howe, "when the association needs in its work a periodical which can be published from time to time during the year as may be found to be expedient, and later be developed into a bulletin published at stated periods in which may be gathered and brought to the attention of the public, matters of first importance in connection with the formulation of just systems of taxation." Subscription price to those not members of the association \$2.00 a year. To those who are members \$1.00.