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Special Libraries Association

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Special Libraries

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No. 3

THE SPECIAL LIBRARY FIELD*

By GUY E. MARION, Business Library Organizer, Boston.

The accumulation of college men in the United States has been no small factor in the growth—in fact in the beginning of Special Library work. Once existed the time when the so called learned professions took up all the college men. They became lawyers, doctors, dentists, preachers. Then they became engineers as science took hold upon all of man's daily activities and the saturation point was not again reached for a while. But colleges grew and others sprang up where none existed before and again the engineering profession was at once crowded as badly as the older lines and still the endless stream of college men became greater than ever.

So it became the ordinary thing for the college man to find his way into business and straightway he was put in competition with the other fellow wiser in the ways of men but not his equal in learning. For a time the college man was not in good form. He had spent years in the use of books and other information in print until they had become his tools, yet he suddenly found himself deprived of his helps as if the engineer had been deprived of his transept. This meant only one thing and the wiser of our business executives—even though not college men themselves—saw that a workman is as nothing without his own proper equipment. So books and other forms of printed information have found their way into the world of business to be used by the ever increasing number of well educated business men. This was inevitable with the trend of education. To meet this influx of information into the business office and great corporations in book form and other forms as well, the new man came. Some have called him statistician but improperly so, others consulting analyst, others confidential secretary, right-hand man and other titles but he is generally known as librarian, yet to partially differentiate him from the public librarian he has been generally known as a **special librarian**.

What is the field in which this man labors, and what is its extent?

It is the narrowest portion of the whole

library world and at the same time seen from another angle, it becomes the broadest. To clear up this paradox will be our immediate purpose.

The field of the Special Library is narrow in that most every special library has been founded to serve some special interest or to bring together the literature of some one business or subject. It is broad in that the opportunities in its field are as wide as the business world itself or the activities of men. Shall I make my point clearer? Can you think of a library devoted to the sole purpose of gathering and making ready the information of most value to the heads of a great drug concern? It serves the Advertising Dept., the general office employees, the Purchasing Dept, and the welfare worker or organizer of the company. Does this seem to be to you a very narrow field? True, possibly the book collection of this special library is numbered below 500 volumes. Perhaps its users are less than 100 people, that is, those who come to it with any regularity.

Would you say because the average public library has perhaps less than ten books upon its shelves devoted to drugs and probably none at all to the separate phase of drug merchandizing that this is no library at all and not worth a moments consideration? This will never do for in fact this little book collection with its attendant librarian makes a very good working model of what a special library is. There you will find a shelf-list, a dictionary card catalogue, a book stack, a trade catalogue collection, a pamphlet file, an extensive clipping collection, and in fact all the paraphernalia belonging to a large city library, each highly developed to meet the peculiar needs of this particular library yet all bearing the unmistakable marks of the whole library profession.

Perhaps the most important thing in this library is the librarian. Yes, this is truly so, for the service it renders to its own peculiar clientele is the result of the quick wits and ready efforts of the young woman

*An address before the library class of Boston University, October 25, 1917.

of the College of Business Administration of

who presides over it and not the fact that there is here gathered together a certain amount of information bearing upon the drug business I fancy that someone of you without any previous knowledge of the drug business or experience in this particular field might go in there take up the library work and badly discredit the whole affair with the heads of the company.

So much do I claim for the importance of the librarian herself in the success of this particular special library. Shall we go a step farther and say that this fact is nearly always true of a special library. Someone has said, "Give me a set of telephone books of the leading cities of America, a desk, a pad and pencil, and I will undertake to render a special library service without books, files, or other data".

I am inclined to believe that the proper person with initiative, enthusiasm, and good judgment could pretty nearly fill this bill. For in special library work, success does not consist in taking a certain number of volumes down off the shelves, charging them out to the inquirer and then turning to pursue what was previously in mind. It consists rather in divining what the inquirer really wants in the most succinct form and then digging it out of the accumulation of data in your own hands or getting it in the quickest possible way through the efforts of others and then submitting it to your inquirer in such shape that it can be immediately put to his uses without further delay. In other words you must not make work but save work. In so far as special library workers succeed in doing this just so far do they make good in accomplishing what is expected of them.

But to return to the other half of our paradox, I said that the opportunities in the special library field are as wide as the business world itself or the activities of men. Witness what has been going on in recent years. Over ten years ago a few consulting engineers, public utility companies, chemical experts and one or two progressive manufacturers had begun to collect the "information in print" bearing upon their own personal interests. Beyond this, little had been done. Perhaps 75 would be the top number of such librarians whom we could at all with safety classify as specialists. Since that time slowly have crept into our knowledge banking libraries, automobile libraries, legislative reference collections, political parties' libraries, sociological collections serving the interests of peculiar institutions or organizations, store libraries, publishing libraries, advertising libraries, transportation libraries and others too numerous to mention. Surely the special library field is broad. Shall we say its limits are bounded only by the awakening consciousness of American and other business men, who shall daily come to see the possibilities opening to them

when they shall set to work the accumulated experience of the past, which bears upon their own particular problems found already reduced to type?

Nor is this all. A European autocrat backed by a "system" firmly supporting his form of procedure inflames the world in a cruel war. A great democratic people arises to meet the challenge in all its might and proceeds to train an army and navy to do combat. Lo, a special library service springs over night into being to meet the emergency, the greatest service of its kind ever contemplated, modeled to be sure upon the public library service of the day, but peculiar and particular I believe it must prove to be as time goes on, if it hopes to meet the approval of its patrons.

Can any one who has been closely identified with special library work believe that army or navy libraries will ever be the great success they must be, unless the emphasis is laid upon service, not the collection? Here we shall have brought together thousands of soldiers and sailors in camps and cantonments for a single purpose—to make the best possible fighting units—just as the manufacturer of automobiles brings together the most efficient organization of men for a single purpose—to build the best possible automobile. As the special library has succeeded in serving the latter, so will its spirit be dominant in serving the former. New ground is being broken today and I have no hesitation in saying that the lessons learned from the work in camp and cantonment libraries will point the way to many now unknown methods of working successfully with large groups of men. Out of this great work will be developed new procedure and short cuts for accomplishing the greatest task of all libraries—interesting men, the taxpayers. And after the war if this great problem shall have been successfully met we shall see an unprecedented interest upon the part of men in general in "the library idea" and "information in print".

Never has such an opportunity presented itself to the library world. Think of it, thousands of men taken from their regular lines of thought, brought together under a new regime with a singleness of purpose, physically placed together in great numbers in a receptive mood where they may come to know at first hand what library service really means. Could any librarian of an earlier day have pictured this condition in his wildest dreams? Where the library succeeds best, there will be sown the seed for not only a greatly awakened business man, when he shall be returned to society but the seed for thousands of special libraries of a later day. For as men succeed in accomplishing their ends through the use of "information in print" so they begin to support the idea until they actually in turn come to lean upon it.

But a still greater cause for hopefulness for the future of special libraries lies in the dawn of peace. When peace shall have come, wise business men now say that a new war will be upon us which will be keener than any ever known before — the war of business—the winning of the lion's share of the trade of the world. Books are already appearing upon the subject. Those closest to the special library field will do well to familiarize themselves with them and this new trend of thought. It is noteworthy in this connection to consider that the business concerns now possessing libraries are of the most progressive type and usually the leaders in their respective fields. When the new business war is well on, men will look around to see in what the great success of these concerns has consisted and in so doing will find the special library firmly entrenched. There can be but one answer. They will "go and do likewise".

With these few rambling introductory thoughts out of the way, I should like to point out to you that I believe there should be no such thing as rivalry between the public libraries and the special libraries. I mean by this that I cannot bring myself to believe that the work of either encroaches upon that of the other. Each has a separate realm of action and neither should hope to displace the other, in point of fact neither will accomplish this end no matter how hard they may try.

Miss Florence Spencer of the National City Bank, New York City, for so long a time perhaps the foremost financial librarian of the country in a paper read at the Louisville Meeting of the **Special Libraries Association** said some things which will bear repeating with emphasis. She was speaking of what a public library cannot do for the business man and the very first consideration mentioned is the "almost insurmountable difficulty for the public library in lending documents for active use in business conferences. Everyone in touch with business conditions or special library activities will realize immediately the need for the daily use of any number of papers and documents by the statisticians of the business house, or by the officers and employees in connection with their daily work. This is of the utmost importance, and I think, one of the most fundamental reasons for the establishment of business libraries in individual corporations." Further, "if there is an inquiry along the lines of some event of world-wide interest, every business house will want all the available material on that topic at the same time, and it is humanly impossible to have duplicates enough to anticipate any and all events which may arise. It is perfectly true that without the intelligence necessary for the successful business librarian these topics would not be covered in the individual library in timeliness man. I hardly think there is any

to anticipate the demands, but if the librarian is alert to the interests of the house and all the intricacies of economic life, he or she cannot fail to have made some kind of preparation anticipating such a contingency. I know that this can be done and has been proved over and over again in a great many instances in a very practical way, to the entire satisfaction of the inquirers who dash to the library for information on a topic which it has never occurred to them to be interested in before.

"Such a striking description of actual working conditions within the average business house as is here contained within this short paragraph would be hard to duplicate, yet every business librarian would readily assent to the accuracy of the picture. Again in a great many of the special libraries the material desired verges on the confidential, either wholly so, or to a certain degree, and in other instances there may be no confidential material but the officers or employees of that house would not care to take the public into their confidence by making inquiries along the line of particular interest to them at the moment. It must be remembered that the position of business librarian approaches that of a confidential secretary, either to a few or to many depending on the size of the organization, and with the best will in the world the public librarian cannot be the confidential secretary of rival corporations."

Miss Spencer gladly admits, "that the public library can be enlarged to the point of covering a very large field of interest, by awakening public opinion to its possibilities and its needs. But even under the most fortuitous circumstances the public library can only be made to answer some of the needs of all the public and not all of the needs of some of the public. The widely varied and highly specialized industries and interests represented in corporate life demand highly specialized attention and faithfulness to detail, and this can only be accomplished by the business library and the ability of the business librarian, whose services can only be rivaled by other employees serving in their various capacities for the success of their employer."

At the same Louisville conference we had an opportunity to listen to a specialist in public library work—the chief of the **economics division** of the New York Public Library. Here we may see the special library within the public library, for we have that phase of the special library activity. I want you to note the key note is again **service not material**. I shall quote first and then draw my comparison if necessary afterward. Please appreciate we have here the public librarian pleading the cause of widening its service to the business man. I hardly think there is any

spirit of displacing the special house library by the public library in the mind of the writer but rather a plea for the awakening of the public library to its greatly widening field of usefulness in present day affairs. She says "In entering on this new era let us not be swept off our feet." "But they might all give it." After discussing briefly the fact that the students now being turned out by our library schools are not adequately trained to meet the existing conditions in the world of affairs, which fact must of necessity be of interest to you, "she continues: "Serving the business man usually requires the use not of books but of material not ordinarily found in public libraries. That is what special librarians mean when they say a public library cannot serve a business man as they can. A public librarian thinks ordinarily only in terms of books. A business man, in business, rarely."

I think you will agree with me that here we are listening to words from a public librarian, in tune with the times, ready to grasp the opportunity at least of filling the need which might otherwise be met by a special library in many places in her immediate neighborhood. It is an immense gain for nothing is more discouraging to the specialist who rings up the great public library in his immediate city, when in need of certain information which he feels should be there, than to find that no one seems even to be in tune with business—his own daily atmosphere.

With this encouraging attitude on the part of the greater institution, I am sure we enter a day of larger usefulness for both. The special library can in turn help in a hundred ways the public librarian, when he is hard pressed for special information. But that either should displace the other seems to me preposterous to think about. They should cooperate to the fullest degree each fulfilling the functions of their respective stations. Indeed it augurs well for the smaller business man or worker in any field when we find this attitude coming to the front, for in many cases he cannot afford a special library of his own. Should he be deprived in this democratic land of a similar service at the hands of public funds, if it can be given him through our public libraries and their specialized departments? Is he not a supporter by taxation of the institution and should he not receive this business benefit?

Before leaving this phase of my subject I must again quote from Miss Spencer who says, "We can all join in arousing the much needed public interest in the Public Library so that its financial resources will be increased and its usefulness enlarged, retaining those workmen who naturally belong in its atmosphere and who will not, under more favorable conditions, have to leave it for occupations to which they are not temperamentally fitted. *However, this cannot be done by attempting to stifle interest*

in the special library, as it is inevitable that the special library will live and grow stronger with each passing year of this country's increasing business activity." In this way I have tried to oppose the views of two progressive specialists for so I regard them. One is engrossed in rendering an intelligent and able service to the commercial interests of her surroundings, though housed beneath the roof of a public library, still a special librarian in word and fact and presiding over a special collection of economic literature. The other making the path easier for the business progress of a great financial institution by serving its varied employees, whether the officials, statisticians or the humblest clerks, at the same time presiding over a highly specialized collection of banking literature.

If I have established in your minds that there should be only a friendly rivalry between this field of the special library and that of the larger public library field, let us look at the geographical distribution of the specialists and its possibilities, the groupings of these libraries as now exist by subjects, then perhaps a word about the *Special Libraries Association* and what it has been doing in this field during the last nine years and we can say that we have rather fully surveyed the field.

As one might expect from the fact that our great business centers are more thickly concentrated along the Eastern seaboard, so these cities contain more of the oldest and largest Special Libraries. This city has about 75 or more, many of which are very old and well developed. Some of the best known are here also. New York City though much greater in size has perhaps no more although there are some excellent ones there. Philadelphia has a much smaller number and Washington is literally full of them, some of which are upon a greater scale because of the Federal government activities centering there.

In the Middle West there are a number of increasing importance, especially in its great center Chicago, which we believe must have fully as many as Boston Cleveland Indianapolis, Columbus, Dayton, St. Louis, Detroit, and other cities have a few, but no one city has any considerable number.

The far West has a few, but not closely congregated. Portland and Seattle we fancy would be found leading in numbers, if all were tabulated, with San Francisco not far behind. We should not lose sight of the fact that nearly every State Capitol possesses at least one, its legislative reference collection.

In other countries there are special libraries, but as yet we have failed to hear of them as present in any such numbers as in our leading American cities. We have reason to believe that there has been an awakening in England which was bound to follow the great impetus given the

country by war. We know of a few existing in Germany previous to the war and have no doubt their number will increase with the cessation of hostilities. Russia and Holland have one or two each within our knowledge and also Australia and far away India.

In grouping these libraries in accordance with their own activities, we may make several divisions. There are those serving business or commercial interests. Probably these number the greatest all told. The legislative reference libraries must make a very good second for now nearly every state house has one at the service of its legislators. In fact this type is perhaps more uniformly developed as a group than any of the several kinds, for their work is quite similar everywhere. Closely allied to this group are the municipal reference libraries. They have been strong in their influence also upon their immediate surroundings, and in the inspiration they have furnished to other specialists. We cannot overlook in speaking of this group the tremendous influence which has come out of Indiana in the person of Mr. John A. Lapp for eight years editor of the official organ of the *Special Libraries Association*, of which we shall speak more fully later.

There is another group which serve technical interests or schools. They require perhaps more than some others technical graduates to make them of the greatest value to their clientele. These librarians are often in possession of knowledge far in advance of any book information, even ahead of periodical data. They are along the line of technical thought as it makes its steady progress with the advance of science. Their work is in many cases with the unprinted word and they are using information not yet committed to paper, but still in the minds of experts with whom they may be in daily contact. Some of our great manufacturers of engineering materials and consulting engineers and chemists foster and encourage these special libraries.

In addition to the classes already enumerated there are many libraries, unrelated in work or method, each almost a law unto itself, such as insurance, health, sanitary, charity, educational, political, civic, labor, welfare, and many others but all of which might be said to serve sociological interests. Again there are theological, medical, historical and other groups, each of which contain many similar libraries. As yet little has been done to bring about cooperation in these fields or to standardize methods but their work from its very nature must be highly special in character. We should not overlook the ever growing list of agricultural libraries, most of which are supported by and located with the government agricultural experiment stations. They serve the greatest activity of our country and the greatest number of work-

ers in the nation and have the unique distinction of working in the border line between art and science for each of these great realms of knowledge claims agriculture for its own.

Chemistry is a valuable asset for the librarian who would enter this field. In the great universities of today we find nearly always a central library of large proportions surrounded by a complete circle of special libraries devoted to the various departments of knowledge taught. The wider one's acquaintance broadens among these specialists, the more useful will his endeavors become to his own immediate interests for he will add the power of these collections with their surrounding experts and able librarians to his own resources through cooperation. And now to all these groups we must certainly add the military and naval libraries springing into existence everywhere that men are being brought together for training in the service of our country. These libraries are not public libraries in any sense but are designed to meet an emergency and to serve a particular group of people. Service of an entirely new character will become their watchword and soon we shall have a new type of special library in the field.

Perhaps the greatest agency which has been at work to bring about this cooperation among these varied specialists is the *Special Libraries Association*, founded in 1900, as an offshoot from the American Library Association, and now in its ninth years of usefulness. It has a membership of about 300 persons and institutions who have worked together and met together in annual conferences during these years. Its present secretary and editor is now located here in your institution in the person of Mr. Power. Aside from these conferences and its committee activities the best work of this organization has been brought to light through its publication appearing monthly called "*Special Libraries*." This little paper, while quite unpretentious in size, has contained in its eight volumes already in print a veritable mine of information touching upon every phase of the special library, its field and problems. No special library which does not make use of this organ can be truly said to be up-to-date in its workings. The purpose of this *Association* as expressed in its constitution is "to promote the interests of the commercial, industrial, technical, civic, municipal, and legislative reference libraries, the special departments of public libraries, universities, welfare associations and business organizations." It is governed by officers and an executive board during the interim between annual meetings. The executive department is further strengthened by a National Advisory Board, (now dormant) composed of District Members distributed in 14 sections of this country, whose duty it is to advise with the president and stimulate local interest in the as-

sociation within their own jurisdictions. The Association has grown from about 50 members to upwards of 400 in these last nine years. Two districts have organized their own branches with their own officers and other cities will doubtless follow. This has served to stimulate activity within the district and enthusiastic meetings with valuable exhibits for the exchange of ideas have been held. Allow me to commend to you as prospective special librarians, should you decide to enter this fascinating field, the work of this *Association* and urge that you join it and thus derive its benefits.

Have we made the paradox seem true? Do I leave with you a mental picture of the special library field—limited in that each unit is narrow in its functioning, expansive in that nothing can circumscribe the number of its units? We have thought of the public library field as broad with countless towns and villages yet to be supplied in this great country. Yet geography nearly provides its limits. What shall we say of the special library field which serve the mind of man and its undreamed possibilities? The evolution of men's thoughts alone can describe its boundaries and who can set the limits to evolution?

EASTERN DIVISION MEETING.

The meeting of the eastern division was held the evening February eighth in the College of Business Administration Building at Boston University.

The first speaker was Mr. William U. Swan, for many years with the Associated Press but now of the Christian Science Monitor. "News Gathering in War-time," his subject, is printed elsewhere in this issue in substantially the same form as delivered.

Prof. Harry B. Center, head of the dept. of journalism at the University, and formerly night editor of the Boston Post with which he was associated for fifteen years, spoke of the education of the public through newspapers. "The complete change which has come over the reading public since the summer of 1914 has been tremendous. Today we have a public with a knowledge of foreign politics and international issues. The news of the future will be so totally different that we will never go back to the old type of news. International destiny, economic conditions, and so forth—the big issues—are occupying the attention of the American public and it will never stand for the "small stuff" of before the war. For instance, the Titanic disaster with hundreds of lives lost was a headliner for three weeks. At present time the same number are lost in a single day on the front and we merely say "the casualties were heavy." The newspaper before the war, the present and the future will show a great and a decided change for the better and there will be no more vital factor in the life of the American public than the American newspaper. It is a

regrettable fact that the history of our times, history as it is being made from day to day will, fifty years from now, be a mere memory in the minds of the oldest inhabitants. If what chemists tell us is correct, the newspapers which are now being printed will not last many years and the information in them will be lost forever. This, has, of course, been due to the use of wood pulp in paper manufacture. The papers of Civil War times and before that even are still in a good state of preservation but due wholly to the paper manufacture which at that time was made of rags.

Mr. Ansel B. Clark, in charge of the Boston office of the U. S. Bureau of Foreign and Domestic Commerce, spoke on "Foreign Trade in War-time," in which he optimistically viewed the merchant marine and the American Army, both of which he predicted to be second to none within the year.

"Industries in War-time," by Ernest L. Little, of the Industrial service dept., Merchants National Bank, told of the situation in industrial plants today and the government control lines which have been turned over into war work.

The addresses of Messrs. Clark and Little will appear in full in the Alpha Kappa Psi Diary for March.

The speaker on "Education in War-time" was not present but sent word that he would be glad to send to those requesting it a mimeographed outline of his lecture.

Mr. G. W. Lee made brief mention of the sponsorship scheme now being tried out in the Commonwealth through the Mass. Public Library Commission.

"Library Service in War-time," was the topic of the Editor of *SPECIAL LIBRARY* but, owing to the lateness of the hour he spoke only a few words on the general subject and did not go into detail.

The attendance was the largest at a meeting for a long time. The speakers were extremely interesting and the audience enthusiastic.

The Commission of Conservation, Canada has issued an illustrated cloth bound volume of 280 pages covering the subject of "Rural planning and development." It is written by Thomas Adams, Town Planning Adviser and concerns problems of rural Canada.

The Crouse-Hinds Company has issued the following catalogues with illustrations of electrical appliances and actual installations: "One Hundred Condulet Suggestions", "Imperial Flood Light Projectors and Imperial Reflectors", "Imperial Arc Headlights and Imperial Incandescent Headlights", "Consolidated Condulet Bulletin" No 2, "Safety panels and Cabinets", "Crouse-Hinds Knife Switches".

THE BUSINESS LIBRARY

By MARY B. SNYDER, Librarian

Henry Disston and Sons, Philadelphia

From the earliest dawn of written speech and language there had been libraries. They have been found among the ruins of Assyria, Babylonia and Egypt, and from them we have learned a great deal of the laws and customs of the ancient peoples. In fact, all our knowledge of their business dealings, contracts, deeds, and the like, comes from the Assyrian libraries where they are recorded in cuneiform characters on bricks, giving us an interesting record of the business and commercial character of these old empires.

For many centuries, libraries were for the student and the scholar. The common people rarely saw or cared anything about them. Public libraries antedate the nineteenth century, but their wonderful growth and popularity came in the latter half of that century. The present century has given birth to a new kind of library—the special or business library.

Scope of the Business Library

The majority of the readers of THE PURCHASING AGENT are doubtless familiar with this kind of a library, both by use and reputation. Many may think, however, that such libraries are necessary only to large firms and corporations and may not realize that there is no business so small that a library would not be of use to it. Many business houses consider that a library requires an expensive equipment and a staff of trained library attendants. Such libraries are maintained by many large business houses and corporations and are considered as valuable assets; but a library may also mean simply a few shelves of books and catalogues with a stenographer or clerk in charge. The main thing is to have an accessible and convenient place where all catalogues, books and periodicals are kept, with someone in charge to keep them in order and see that they are returned when taken out.

In these days of strenuous business, where efficiency and conservation are the keynotes of all success, you should have a library and a librarian to help you. You may think that the expense is not warranted, but it is my purpose to show that you cannot really afford to do without a library.

The majority of business houses have a large amount of free literature sent to them daily in the shape of catalogues, bulletins and circulars advertising various articles. Some are useful and some are not; but, left as they usually are, these publications are of little use to anybody. They are scattered around the office, hidden in desk drawers or thrown into waste baskets; when wanted they cannot be found and someone must take time to write for duplicates, thus losing much time.

It is the same way with periodicals. Many firms would subscribe for periodicals for their staff if there were some way of getting them to the right people and circulating and keeping them in order. These matters can be attended to in the library, thereby saving much time and trouble.

The question arises as to whether it is necessary to employ a trained librarian for such a library. If this can be afforded it is by all means the best practice, for skilled labor is always the cheapest in the long run. If a library is not large or important enough for such service, I would advise that the practice of many small public libraries, which cannot afford trained service permanently, be followed. They employ a trained librarian to organize the library, and during the organization period the librarian trains someone in the rudiments of library science, who takes charge after the organizer leaves.

Organizing libraries is now a business in itself, many librarians devoting their entire time to such work. There is at least one librarian who makes a business of organizing business libraries. Moreover, it would be a simple matter to get an organizer by writing to one of the library schools.

Reducing the Maintenance Expense

A file clerk may be trained by the organizer to take charge of the library, or a plan may be adopted which is followed by one firm of which I know. This firm employs a trained librarian permanently, but since the library was organized its operation does not demand all of her time; consequently she has been made head of the filing department, where she supervises the work, helps in busy times and has the assistance of the filing clerks in her library department. The plan is working very well.

There is another plan which I should like to see tried, although, to the best of my knowledge, it never has been followed. The two or three firms in the same neighborhood might employ a trained librarian, dividing her time and salary. With a filing clerk or stenographer trained to take charge of the library in her absence, allowing her to spend two or three days of the week in each place, each firm would get expert service at minimum expense. I should like to see two or three progressive firms try this plan and the results would be of great interest to the library and business worlds.

The experience of Henry Disston and Sons in organizing and running a business library may prove of interest to readers of this publication. Our library was organized a year ago and at present we have over five thousand catalogues

classified and indexed, a few books on business, scientific management, etc., and about seventy-five periodicals listed.

The books and the bound catalogues are classified according to the Dewey Decimal System, which is one of the simplest of classifications and the one used in most of the libraries in this part of the country. These are placed on the shelves according to the classification number, as they would be in any public library. The small catalogues and circulars are handled a little differently. They are arranged alphabetically, according to class, in a vertical file, thus keeping all the catalogues on one subject together. The subject is printed in India ink on the upper right hand corner of each catalogue, so it can be taken out and put in again with little trouble. We use for our general subjects the list of subject headings compiled by the American Library Association, but as that does not give enough technical subjects for our headings, we supplement it with the headings used in Mac Rae's Blue Book, which generally gives the heading we need.

There is an index for this file in which the catalogues are entered under the name of the firm, with a cross reference under the subject. By consulting the index, either for the firm's name or the subject, a reader can easily find what we have in the library.

In a letter to The Purchasing Agent published in the July issue, I spoke of so many catalogues not having the date of issue printed on them, making it very uncertain whether the library has—as it should have—the latest catalogue of each firm. As a help to ourselves we stamp the date of receipt on each catalogue and on the index card, on the assumption that the catalogue sent to us is the current issue.

The lack of unity between title page and cover title is also very confusing to the one who catalogues, and it hard to tell in many cases which title should be used in the index. I am a great believer in the standardized catalogue and hope the time is not far distant when it will be adopted. It will be an invaluable help to all business libraries.

As our plant covers many acres, and has many departments, it has been found impossible to keep all our material in one place. As long as everything is indexed in the library index, it is not necessary that the catalogues should be there. To show that the material indexed is not in the library file but is in some other department, the initials of the department are put on the index cards, thus P. D. (Purchasing Department) ; M. S. (Machine Shop), etc. This saves a large amount of labor and much useless duplication.

The librarian usually sends for all catalogues desired, and to save time uses a form letter reading as follows:

Gentlemen

Will you please send us a copy of your latest catalogue, that we may file same in our Library for future reference. Mark it for the "Librarian"

If we have any catalogues of that firm, a line is added at the bottom of the letter, "We

have your catalogue M." If the catalogue is dated the date of the latest copy in our hands is given, thus saving unnecessary duplication. If the catalogue desired has been advertised in any periodical, the footnote mentions the magazine in which the advertisement was seen. When the catalogue arrives it is stamped and indexed and then sent to the person desiring it, who returns it to the library to be filed when he has finished with it.

Proper Circulation of Periodicals

One of the most important duties of a librarian is to assume charge of the periodicals and to see that the various persons desiring to read them get them regularly. This is not as easy as it looks on paper and requires a little thought to devise a satisfactory method. We have a method which works very well, although other libraries may have a better one. We keep a periodical file on cards of a standard type and give all the information desired in a convenient form. On the back of this card are typewritten the names of all those desiring the periodicals and the department in which they are located.

All new periodicals are sent to the library to be stamped and checked on the cards. The names on the back of the card are then typewritten on a dating slip and a card, the slip is then pasted in the periodical and the card is kept in the library, the date of issue being stamped on both opposite to the first name on the list. The periodical is then ready to be sent to the first person on the list, two days being allowed for each reader.

From the cards on file the librarian makes a list of the magazines to be passed to the next on the reader's list, and gives it and the new periodicals to a messenger who goes through the plant daily, giving out the new periodicals and routing the ones already sent out from the list given to him by the librarian. When the messenger has finished his route he reports to the librarian, who checks the cards with his list and then knows where each individual periodical is. When the last person on the list has read the periodical it is returned to the library and placed on file there.

This explanation sounds elaborate but is really simple in practice and has proved very successful in this library. The messenger going on his rounds through the plant has attracted attention to the library, and he is asked many times for the periodicals he has with him by men who did not know these periodicals were in the library. The messenger is not permitted to give any periodicals to any but those whose names are on the list; all others are referred to the librarian, who puts on the list all who ask for the privilege. We subscribe for a number of copies of the most popular magazines and, as the list of readers grows, more copies will be added and other periodicals will be procured as they are desired.

We have recently started a factory magazine called "The Disston Bits," in the August issue of which the librarian had an article describing

the library, its resources and its aims. This has been a good piece of advertising for the library, as it has called the attention of many to the library and outlined what it could offer to those who had never evinced any interest in it. In fact, before the article appeared many thought the library was only for the office staff, and not the property of the whole factory. For future issues it is planned to have other articles on the library, with lists of books, reading lists, etc., for a library needs advertising as much as any other business.

In any business there are men who are too busy to regularly read the large number of trade periodicals that come to them, but who like to have brought to their attention all articles of special interest in their line. This is another way in which a librarian can be of great value as a time-saver to many people. By going over the periodicals as they are received, the librarian can mark with a colored pencil any articles which will be of interest to certain members of the organization. We keep a list of the kind of articles each person wants to read, and the librarian goes over the papers with these articles in mind and marks them accordingly. All trade and export articles are marked for the head of the export trade department; all new safety devices for the safety inspector; all new business openings for the general sales manager, and anything new in our line which our competitors are manufacturing for another department.

The Progress of Business Libraries.

I have endeavored to show in this article the necessity of business libraries and what I know, by actual experience, one library is accomplishing, but there is no end to the usefulness of such libraries. Few people can realize how many business libraries there are now, nor how they are increasing in the business world. We have an organization of our own, called Special Libraries, which is affiliated with the American Library Association, and we have a periodical of our own by the same name. It is interesting to read in this periodical of the work being done in this large branch of library activity, the new libraries that are constantly being organized and the various kinds of business that find them useful. Steel corporations, banks, contracting firms, factories, department stores, municipalities, and many other firms and corporations have libraries or are contemplating establishing them. They are as different from each other as the fields they represent.

One of the most interesting is the Business Branch of the Newark (N. J.) Public Library,

which is one of the most complete and unique libraries in the country. In this branch can be found, in convenient form, all information in regard to business and business problems, scientific management and the like. It employs librarians trained in this branch of library science and is a credit to the city of Newark and its fine Public Library.

Business libraries are capable of infinite growth; they may be devoted to business or connected with the welfare work of the plant. They may have a reading room connected for the use of employees in spare time and have books of general interest to supplement the collection of business books. Such collections may be obtained, without cost, by applications to the public library or the state library, who will send a travelling library of fifty or more books selected by the librarian on requests of employees. These collections may be kept a number of months and changed when new books are desired. This gives the business library a larger field of usefulness.

The modern library endeavors to satisfy the wants of everybody and likes to anticipate them. It tries to make the library accessible and popular by having libraries in convenient places, deposit stations, and travelling and home libraries. What better place could there be for a travelling library than a factory, especially if it operates a business library with a librarian in charge? Many a man who had never been interested in books and had never been inside the local public library will be attracted by some books he sees in the plant library on a subject in which he is interested; he will read this and find there is a large amount of literature on the same subject of which, until then, he had been ignorant. The course of his life may be changed by the reading of this one book.

Many business houses have libraries and librarians, well organized and equipped, but do not get good as service from them as they should. This is not the fault of the librarian or the library, but of the patrons of the library. They should realize that the librarian should be a "first aid to business," one to whom they should go for information on any subject, for training enables a librarian to find all kinds of information quickly and easily. Of course the librarian should have a real liking for and some knowledge of the kind of business in which the library is located. He should also have a general liking for people and tact and patience, for his path is often a stormy one and he must deal with the prejudices of many people, some of whom think him a useless machine.

From The Purchasing Agent, Oct., 1917.

Useful Things in Print

Henry Disston & Sons, Philadelphia, have an illustrated price list of Files and Rasps.

Libraries may obtain prints of about 800 Official Photographs from the Division of Pictures, Committee on Public Information, 10 Jackson Place, Washington, D. C. A catalogue of titles is available for 5 cents and the prints are 10 cents each.

A recent publication, "Manual of Instructions for Trade Catalogue Compilations," has been published by Wynkoop, Hallenbeck, Crawford Company, N. Y. It is a board covered book of 87 pages. Limited edition. It was compiled especially for American manufacturers and distributors of hardware, but the information is applicable to almost any kind of catalogue. It contains general instruction concerning compilation preliminary work, explanatory analysis of unit compilation, abbreviations, and symbols.

The January, 1918, Bulletin of the New York Public Library contains an address by Arthur E. Bostwick, Librarian of the St. Louis Public Library, entitled "The joys of librarianship." It contains also a bibliography of fifty pages on the history and construction of the submarine boat, compiled by Mary E. Jameson. A foreword is contributed by Simon Lake.

New York City's Committee on Milk, appointed by the Mayor has completed its investigations and submitted a report which is now in press and will shortly be available for distribution.

Mr. D. P. Black, president of the Real Estate Trust Co., Pittsburgh, has published an interesting booklet "Across the Continent." The publication contains an account of his auto trip across the country and is a companion work to his other booklets on auto trips in the United States and abroad.

The Mansbury Public Library, England, has issued a 48 page "Classified Guide to Modern Business Books." Five hundred books are catalogued under forty-six headings and the list is annotated. Edition, publication date and publishers are included.

The third annual Commercial and Industrial Congress under auspices of the University of Wisconsin was held in Madison, February 20 to 23 inclusive. The Proceedings will be published as usual. The Extension Division has charge of the

distribution and the first and second proceedings may be purchased at a nominal fee.

"Our Family-Fireside Commencement" is a 12 page booklet by Brad Stephens, published by Print, Brad Stephens & Co., and The Heintzemann Press of 530 Atlantic Ave., Boston. Intended as a Christmas gift book (it shows how Germany has forsaken the teachings of the Christmas season).

News Notes of California Libraries for October recently issued as the annual statistics number again contains the "directory for library supplies and other items of general interest", a useful department.

B. F. Goodrich Rubber Company, Akron, have issued a series of booklets on business correspondence. The demand for the material has been so great that a nominal charge of one dollar is made which includes those already published and those in preparation.

A small leaflet is being distributed by the Providence Public Library listing a page of periodical articles of interest to business men, a list of books on commercial correspondence and material on business letter writing in general. It is a reprint from the Providence Magazine for January.

The Magazine of Wall Street for February 2, 1918 contains an article "What Every Investor Ought to Know" with the sub-title "One Hundred Books on Financial Topics — A Classification with Valuable Suggestions." The one hundred titles are given in the article under six groups.

"Truscon Steel Buildings" is a new illustrated catalog of the Trussed Concrete Steel Co., Detroit, Mich.

"Brascolite Illumination" is a new catalog which describes Brascolites, issued by the Luminous Unit Co., 2615 Washington Ave., St. Louis, Mo.

"Torsion Balances", catalog No. 33 of The Torsion Balance Co., 92 Reade St., New York, illustrates and describes various scales manufactured by this company.

"Bank and Public Holidays Throughout the World," has just been issued by the Guaranty Trust Co., New York. 145 pages bound in boards, it shows the holidays which banks and business houses, in every important country and colony in the world, are likely to observe.

"Canadian Municipal Statistics," 1917 ed. is again published by Wood, Gundy and Co., Toronto. Bound in leather, 361 pages, it contains financial statements from practically all borrowing municipalities in Canada. A feature not in earlier editions is colored maps of the Dominion and the various Provinces. A copy will be sent to libraries requesting provided there is real use for the volume.

Pace and Pace, 30 Church Street, New York, well known for their residence and correspondence instruction in accounting, are still issuing "The Pace Student" which is now in its third volume. Good articles on various phases of accounting and biographical sketches of representative businessmen with photographs are features.

A new financial periodical to appear this fall is *The Investors' Protector*, a monthly published in Boston "in the interest of owners of shares and bonds of American railroad, public utility and industrial corporations." Nathan L. Amster is president, C. R. Jeffers, treasurer, and H. A. Brown, secretary.

"War Revenue Tax Laws," 179 p., Merchants National Bank of Boston contains war revenue tax laws with explanatory statement tables and index covering Revenue Acts of Sept 8, 1916, March 3, 1917, October 3, 1917, with amendments incorporated.

An interesting account of household hazards is given in a new pamphlet issued by the Bureau of Standards, Department of Commerce, entitled "Safety for the Household." Bureau of Standards Circular N. 75.

A report of a Conference on Urban and Rural Development, held at Winnipeg, Man., on May 28-30, 1917 has been issued. The conference was under the joint auspices of the Civic Improvement League of Canada and the Commission of Conservation working in the interest of better housing and living conditions in Canada.

"More Profits in Booklet and Catalog Composition" is the title of a 16 page booklet, giving some facts and samples of linotype composition, issued by the Mergenthaler Linotype Co., New York City.

From the report of the Librarian of Congress, 1917, during the year service in the legislative reference department for

information embraced broadly the following heads: material on censorship of the press, civil service matter, data on conscription, vocational education work, embargo, excess profits, food, imports and exports liquor traffic, income tax, industries prices, production, shipping, submarine warfare, tariff, war finance, veto, woman suffrage, history of the army and past wars and sundry other inquiries of miscellaneous nature.

Cunningham-Graham Company, Boston, have issued three pamphlets entitled; "Commercial Discovery of Petroleum;" "Origin of Petroleum;" "85% success." The Borden Company, Warren, Ohio, have issued a 32 page catalogue on 'Cutting and threading tools for pipe.'

"Postage"—an illustrated magazine of advertising, with the January number changes its size, it's editorial staff and it's editorial office. Publication office remains in Haverhill, Mass., as before.

Northwestern University School of Commerce held a series of lectures on business organization of February 4. Descriptions of the series have been published in the Bulletin of January 19, ten pages.

Stone & Webster Journal for January contains a short article on Industrial Research.

"Turkish Prisoners In Egypt," a report by the International Red Cross has been published in a pamphlet of 64 pages.

Cotton Varns, a monthly magazine of the Cotton Mills Company, Oakland, California, in it's January issue contains a description of the firm's plant with many illustrations. It includes the photograph of the library.

The Underwood Typewriter Company, Ltd. of Toronto, Canada publish a monthly magazine, *The Underwood Teacher*.

The Brown-Howland Company of Boston publish their house organ under the title *The Minuteman*. Thomas Drier of Cambridge, Mass., is the editor.

A booklet called "The Village Beautiful" indicates the interest of Connecticut Mills Company, Danielson, Ct. in good homes for their employees.

IN THE FIELD

Mr. Henry B. Alvord has resigned as librarian of the Aberthaw Construction Company, Boston, and is now in engineering work.

Miss I. A. Appleyard, has been transferred from librarian to ass't chief clerk, acct dept., Chas H. Tenney Co., Boston.

Miss Claire N. Atwater, Pratt '17, is in Washington at the Ordnance Dept.

Miss Mary T. Atwater, Pratt '15, is now in the Ordnance Dept., Washington.

Miss Sarah Bull, librarian of U. S. Rubber Co., spoke at the New York State Library School in January on "The Library of the United States Rubber Company."

Miss Margaret Batchelor, Simmons '15, is indexing in the Ordnance Dept., Washington.

Miss Dorothy Bemis, Pratt '16, has gone to the Guaranty Trust Co., N. Y.

Mr. S. I. Black, has been appointed librarian of the Corn Exchange National Bank, Philadelphia.

Miss Agnes E. Brown, Cal '15, is librarian of the University Farm School Library at Davis.

Miss Edith Brown, Simmons '14, is filing in the War Dept., Washington.

Miss Sarah N. Brown is librarian of the library of the Nashville, Chattanooga and St. Louis Railway, Nashville.

Mrs. Cella Buffum has been appointed librarian of Charles H. Tenney Company, Boston.

Miss Leona L. Clark, Wisconsin '15, has been appointed an assistant in the Dept. of Agriculture Library, Washington.

Miss Lucille Cobb, Atlanta '14, has been appointed catalogue clerk, Dept. of Ordnance at Washington.

Miss Ethel Collins, Riverside '17, now with The Indexers Chicago, leaves soon to go to the Southwest Texas Normal School.

Miss Eunice Coston, Atlanta '12, has gone to Washington in the Civilian Personnel Division.

Miss Fannie Cox, Wisconsin '14, is now indexing in the French warfare section of the Gun division, Bureau of Ordnance.

Miss Edith H. Crowell, N. Y. Public, '11-'13, is now with the Ordnance Dept., in the New York division.

Mr. C. J. Decker, a member of the Akron bureau of municipal research, has resigned to take an executive position in the Toronto bureau under Dr. Brittain.

Mr. George A. Deveneau, librarian of the College of Agriculture, Univ. of Illinois, spoke at the Atlanta Library School in January on "Part of the Library in Food Conservation."

Mr. Asa D. Dickinson, editorial dept. of Doubleday, Page & Co., has entered war library work.

Miss Leslie French is librarian of Aberthaw Company, Boston.

Miss Chloe Haughenberry, Simmons '15-'16, has been appointed a clerk in the Ordnance Dept.

Miss Esther Hughes, Syracuse '16, has gone to Washington in the Ordnance Dept.

Miss Alice M. Humiston, for several years cataloguer in the Dartmouth College Library, went the first of January to Washington to do special work in the Ordnance Department.

Mr. William F. Jacob, has been appointed librarian of the main library, General Electric Co., Schenectady.

Miss Alma Jamison, Atlanta '15, is cataloguing in the Ordnance Dept., Washington.

Miss Marie Jones, St. Louis '17, has been appointed an assistant in the medical library of Washington University.

Dr. Charles Kettleborough, who has been statistician for the Indiana bureau of legislative information, assumed charge of the bureau January 1.

Miss Gertrude Kimbley, Riverside '16, is now librarian of the medical college, Univ. of So. California.

Miss Agnes King, Wisconsin '14, is in Washington in the Bureau of Ordnance.

Miss Ruth Knowlton, Wisconsin '09, is in the Bureau of Labor Statistics as an assistant.

Mr. Theodore Koch, Library of Congress, spoke at the N. Y. State Library School recently on "The Commercial and Technical Library Problem in Great Britain."

Mr. Robert S. Lynd is now managing editor of the *Publishers' Weekly*.

Miss Helen McCracken, Pratt '17, is cataloguing at the Naval Aircraft Factory, Philadelphia.

Miss A. Michelbacher, Riverside '13, was recently appointed statistician of the California Board of Charities and Corrections.

Miss I. Marie Randall, Simmons College, 1914, has been appointed assistant librarian for the Winchester Repeating Arms Company, New Haven, Conn.

Miss Alice F. Rupp, New York Public '13-'14, is now with the Library of the United Engineering Societies.

Miss Joice Scarf, Simmons '15-'16, has gone to the Iowa Agricultural College Library as reference librarian.

Mr. O. G. Sonneck, for fifteen years chief of the music division, Library of Congress, has resigned to become associated with G. Schirmer for whom he has been editing the *Musical Quarterly*.

Miss Grace F. Thomson, New York Public '14-'16, is now employed by the American Numismatic Society Library, N. Y.

Miss Catherine S. Tracey, is employed as editor of the Cumulative Book Digest.

Miss Dorris Vincent has resigned her position as first assistant in the Frankfort Indiana Public Library to accept a clerkship in the War Department at Washington.

Miss Catherine Walker, Atlanta '13, has resigned as reference librarian at Atlanta.

Miss Edna Wells, Simmons '12, is cataloguing for the National Industrial Conference Board Library, Boston

Miss Frances White, Riverside '17, is temporarily with The Indexers, Chicago.

Dr. C. C. Williamson, N. Y. Municipal Reference Library, has been released temporarily to become statistician of the Liberty Loan Committee of the Federal Reserve Bank

The General Education Board, 61 Broadway, New York City, issue the following publications—Reports. "The General Education Board", an account of its activities, 1902-1914; "Report of the Secretary of the General Education Board", annually from 1914. Studies: "Public Education in Maryland," by Abraham Flexner and Frank P. Bachman, 2d edition; "The Junior High School"* by Thomas H. Briggs; "The Gary Schools",* by members of the Gary Survey Staff; "College and University Finance",* by Trevor Arnett. Occasional Papers: "The Country School of Tomorrow", by Frederick T. Gates; "Changes Needed in American Secondary Education," by Charles W. Eliot; "The Modern School," by Abraham Flexner; "The Function and Needs of Schools of Education in Universities and Colleges," by Edwin A. Alderman; "Latin and the A. B. Degree" by Charles W. Eliot; "The Positive Case for Latin,"* by Paul Shorey; "The Worth of Ancient Literature to the Modern World,"* by Viscount Bryce.* In Preparation.

The United Fruit Company, Boston, have issued a 35 page pamphlet, "Food value of the Banana."

Eastern Advertising Co., of 8 West 40th St., New York, recently published a pamphlet of 150 pages, "Advertisers Hand Book of New England," with tables of different sections of New England. Its aim is to help the manufacturer in making more sales in New England.

Business Training Corporation of 115 Madison Avenue, N. Y., has published a booklet of 54 pages on "The New Foreign

Trade"—its Present Opportunities and its Requirements

The Art Metal Construction Co., of Jamestown, New York, has published a pamphlet of 104 pages with illustrations on "The Book of Better Business for 1918" Issued as a result of 31 years' experience for the two-fold purpose of increasing the service and security of business equipment used in offices, banks, libraries, and in public buildings generally

U. S. BUREAU OF MINES LIBRARY.

Although it is impossible for the librarian of a special library to keep in close touch with much of the literature outside of his own field, it is quite essential to know where special collections on definite subjects are being made.

Representative of the unusually rapid growth of a modern specialized library is the library of the U. S. Bureau of Mines. Organized in 1910 to supply a definite demand for a special collection of the literature on mines and mining, it now numbers about 20,000 volumes and represents a unique special library system, comprising a central administrative library in Washington and ten branch libraries. These branch libraries are located at Ithaca, N. Y., Pittsburg, Pa., Urbana, Ill., Golden, Colo., Salt Lake City Utah, Tucson, Ariz., San Francisco, Cal., Berkeley, four thousand miles apart.

Each library is equipped with its own collection of books, pamphlets and current periodicals selected to meet the immediate need for library facilities at the different experiment stations where engineers and mining experts are conducting special lines of investigation. The main library at Washington is now located in part of the library of the U. S. Geological Survey. The books on mining and mineral technology belonging to the Geological Survey are to be combined with those of the Bureau of Mines in a section devoted to mines and mining, making the largest collection of literature on the subject in this country. This library now contains a large collection of government and state reports, statistical works and general reference books on mining. From here each branch library is supplied with desired books together with the necessary printed catalogue cards for each book. All the books are interchangeable through the main library where the librarian aims to keep in touch with the needs of each branch. The use of the Government franking privilege permits an extensive interchange of material between the branches, the total circulation amounting to about 3,000 publications a year. The branch at Pittsburg contains about 8,000 books and pamphlets dealing with science, technology, industrial safety and hygiene. This library issues an index to important articles which is published as a semi-monthly bulletin.

Special Library Instruction

BOOKSELLERS.

Miss Bessie Graham of the Philadelphia Booksellers' School is conducting a valuable home study course for booksellers through the columns of the Publishers' Weekly. It began in the issue of January 12 and will continue for several months. The work would be an excellent review for librarians and a valuable part of the training of library assistants.

BOSTON UNIVERSITY.

Special lecturers since last announced include: Mr. Charles R. Green, librarian of the Massachusetts Agricultural College, on "Agricultural Literature;" Mr. Ernest L. Little, secretary of the Industrial Service Dept., Merchants National Bank, on "The Literature of the Textile Industry;" Mr. Edward D. Greenman, librarian of Arthur D. Little, Inc., on "Technical Literature;" Mr. Charles F. D. Belden, librarian of the Boston Public Library on "State Libraries and Legislative Reference Work;" Mr. J. Morton De Wolfe, of De Wolfe and Fiske, on "Book Selection". From the College faculty: Prof. Roy Davis, on "Business Letter Writing," and Prof. Harold Whitehead, on "Selling Your Services in the Library." A new course in library economy began with the second term, the original course continuing through the year. Classes have visited two or three special libraries in the city and a study of the specialized collections in Boston will begin shortly.

THE INDEXERS.

The Indexers, of Chicago, have started a training class for medical librarians and secretaries. The following is an extract from their circular.

A class for Medical Secretaries and Hospital Librarians was organized on Monday January 28th, at 9 A. M. at 5526 South Park Ave. Classes will be held Wednesday and Friday Jan. 30, and Feb. 1, at 9 A. M. at the same address. Special appointments will be made during this week for personal interviews with applicants.

Length of course. The course will be divided into two sections, of one month each. Each section will include about 30 lecture periods, requiring from two to four hours practice work for each. Careful revision will be given all practice work, and important elements of the course will be criticism and discussion of principles and opportunity for practical experience in the various subjects.

First section. Medical indexing, care of case histories, and essential details in office administration will be covered.

Second section. A continuation of the first, will include preparation of bibliographies, abstracting, care of reprints, books etc., and advanced work in indexing.

Qualifications of Applicants.

Essential for entrance to the class:

Two or more years of college work, or its equivalent;
Familiarity with the typewriter and good speed before the course is completed.

Desirable, but not required:

French or German, or both, a reading knowledge;
Some library training or experience;
Stenography, although not required, extremely desirable.

Tuition \$50.00 for each section.

Registration. The class will necessarily be limited. It is therefore, desirable that registration be made as early as possible. Students will be admitted to the class up to and including February 4th.

Salaries. Salaries of medical secretaries range from \$50.00 to \$150.00 per month

Openings for positions. Private offices, Medical departments in Industrial plants, Hospitals.

Miss Julia E. Elliott is the director.

RIVERSIDE LIBRARY SERVICE SCHOOL

In the short course of eight weeks known as the winter school, lectures devoted to business management, office filing and indexing, and the technical use of records arising from a knowledge of library records, continue over six weeks.

This is an expansion of the subject which is usually offered in two weeks or about ten or twelve lectures. The increase is due entirely to the demand which reaches us at the market end of our business.

The work which was done here in the Riverside Library Service School by Miss Irene Warren and Miss Julia E. Elliott, gave us an opportunity of gauging the intensity of such work and of considering its applicability to a library course. We find that it works well in a library course and will probably lead to a separate course to which office clerks and stenographers will be invited.

We have also given a course of lectures for board members of schools and libraries and those lectures were really on business management. We are firmly convinced that a course beginning with a consideration of:

How to get the money for an institution.

How to spend the money for its goods and equipment.

How to spend the money in its operation which will include all the important problems of taxation, auditing, accounting and the human nature involved, should be given.

(Continued on page 86.)

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The following is an extract from a letter recently sent to editors of various publications in the country. The need for trained help was never so keenly felt as now.

"We enclose herewith, announcements for the various positions which indicate the requirements prescribed by the Civil Service Commission. All positions in the Department are filled in accordance with Civil Service regulations. The greatest difficulty is experienced by the Department in obtaining persons who are able to perform the duties of the positions of clerk qualified in business administration and schedule clerk. It seems also difficult to obtain experienced stenographers. The usual clerical positions pay \$1,100, with the possibility of an increase to \$1,200 upon recommendation of the head of the division."

The annual convention of the Special Libraries Association, as before announced, will be held at Saratoga Springs, New York during the week of July 1-6, probably on Friday and Saturday, July 5 and 6. The headquarters will be at the Grand Union Hotel. The program will undoubtedly be devoted to special libraries and the war. The tremendous development of special libraries in war-time, the sudden rise of new collections, and the nation wide service of special libraries at this time is sufficient evidence that the special library is of practical value to the country

in war-time. Details and programs will be announced later.

Several years ago there was a project for the standardizing of book sizes for the sake of economy in production and shelving. Dr. Wilhelm Ostwald was prominent in the movement, which is probably now dead. But just look along a few shelves of books on any subject and see the variety of sizes that exist within the current definition of octavo. There is room for improvement. Cannot a beginning be made with one line of books, say business and industrial management and accounting, by agreement among the publishers?"

P. B. C.

A recent interesting publication issued by the New York Public Library under the title "Dehydrated Foods, a list of references to material in the New York Public Library", fails to include references on the subject of desiccated milk. As milk is one of the most valuable and universally used foods this omission greatly detracts from the value of the publication. In other respects it is a very useful and timely contribution, with especially good, though brief, annotations. — E. D. G

Neither the Special Libraries Association nor Special Libraries are connected with Boston University. This being the case I am again asking members and others not to address communications to the University in regard to the above. Remittances have been made to the University order and have to be returned. Mail constantly comes addressed in much the same way. I take this opportunity to ask each and every one to carry on inquiries and correspondence in the name of the association.

Northwestern University School of Commerce has instituted a course in Office Organization and Management designed to train women workers to fill the positions opened by war conditions. The course is given during the day in Evanston and in the evening in Chicago, and is taught by Mr. A. W. T. Ogilvie. Registration for the day section is extremely heavy, and comprises about ninety percent women. Many men have registered for the evening course.

The urgent call for trained and expert file-workers which is being heard throughout the country, from private concerns as well as from government agencies, has given Chicago a special short course in filing and indexing, taught by Miss Irene Warren, who designed the registration card submitted by the Illinois State Council of Defense, with slight amendments, and has been used in all the 23 states which have taken registrations, except New York and Indiana, which is now conducting a reregistration in which the standard card is being used.

NEWS NOTES

The Shanghai branch of the Chinese Y. M. C. A. has organized, in connection with its evening school of commerce, a department of Journalism.

Mitchell Kennerly, book dealer, has moved to 489 Park Avenue, New York City.

The library department of the Board of Apportionment and Education, New York, proposes to establish at the library of the board at Park Avenue and 59th Street an exhibit of books dealing with pedagogical problems and methods. Publishers are being solicited to donate books for this purpose.

An advertising Club was formed in December by Commerce students in the University of Wisconsin. Round table discussions are held and outside speakers will lecture frequently. Cooperation with the Commerce Club is a feature and membership has been limited to 25, all of whom must be students of advertising.

War has compelled suspension of publication of the *Print Collectors Quarterly*, sponsored by the Museum of Fine Arts, Boston.

Talking about war libraries and war literature before the library class of Boston University, Ralph L. Power, editor of *Special Libraries*, emphasized the continuing need of the movement to provide reading under library auspices for the soldiers and sailors in camps and cantonments of the United States, and the indorsement of the work of the movement received from the enlisted men themselves. Dr. Power reports the great popularity at the camp libraries of books about the war; and next to these, in his investigations, is the popularity of the poets, Shakespeare, Browning, Keats, Shelley. Some modern poets too, such as Markham, Seeger, and Robert Frost are favorites. Technical books are in demand everywhere, for those who are continuing study begun before enlistment and those who aspire to promotion in different branches of the service.

Transports, battleships, submarine chasers and other types of ships have been supplied with reading matter, and the demand never lessens. On the contrary it is steadily increasing. The sailors frequently come to the distribution stations and select their own books and carry them to their ships.

About one third of the \$1,000,000 recently raised for this camp library work will go for buildings, and a very small porportion for administration. It is well to remind ourselves frequently that gifts of money continue to be desirable, and the right kind of books are always welcome. —From *The Christian Science Monitor*.

Detroit (Mich.) Public Library is in the act of establishing a branch in the Board of Commerce Building, to be used in connection with the business library of the board, the combined libraries being under the care of a former member of the staff of the public library. Business books and articles, clippings, etc., useful to business men will be sent here from the public library and all facilities of reference and information provided. Material will be lent out under the usual rules.

The United States Tariff Commission is planning to establish a special library in Washington to assist in the work of the Commission.

The New York State Agricultural Experiment Station at Geneva is building a new administration building which will eventually house the library which now contains over 12,000 volumes on agricultural science, investigations, and research.

Steps have been taken to establish a degree in commerce at Edinburgh University. It is thought that the University of Glasgow may follow suit.

Students at the University of California have filed an accurate bibliography of magazine articles dealing with Hispanic-American history, which will soon be published. These were taken from United States periodicals which have Spanish-American and Portuguese-American influence.

The Railroad Red Book, issued monthly by the Denver and Rio Grande Railroad, contains nearly four hundred pages in its January issue, which is devoted solely to descriptive articles of the Intermountain West.

The Nashville, Chattanooga and St. Louis Railway maintains at Nashville, Tennessee, a library for the use of the many employees of the road. Circulation privileges are accorded all employees on application and a proper regard for rules is expected. An absence of red tape is conspicuous in the library, Miss Sarah N. Brown is librarian and the selection of technical and recreational books and magazines is being constantly added to.

The Indiana Bureau of Legislative Information has been changed to the Indiana Legislative and Statistical Bureau by the addition of the state bureau of statistics.

"The Board of Education intends to donate its teachers' library of 3,000 volumes to the county library in the County Hall of Records, San Francisco."

The Boston Chamber of Commerce has published a 64 page booklet describing the activities of its committees, their personnel and their plan of work for the year 1917-18.

In December the National Bank of Commerce of New York sent out a pamphlet of 48 pages on "The World's Sugar Supply". It deals with the sugar question from its first use down to the present crisis, its sources and distribution, and short articles on the different kinds of sugar.

The Dinsmore Manufacturing Company of Salem, Mass., has issued a catalogue of Mill Sewing Machines with diagrams and cuts of the machines designed for joining the ends of cloth, etc., and for all mill sewing machines.

Charles E. Goodspeed of Boston has purchased en bloc the library of the late William G. Medhcott of Longmeadow, Mass., a catalogue of which has recently been issued with a biographical sketch of this book collector, whose name is little known by the present generation. Mr. Medhcott built up a private library of some 20,000 volumes, the more valuable portion of which was sold after the Civil War. Among its specialties were Shakespeareana, ballads, and ballad literature, Anglo-Saxon philology, liturgiology and English versions of the Bible. Much that is of interest will be found in the catalogue.

Recent publications from Indiana include a 57 page pamphlet on "Efficiency and Economy." A special report of the State Board of Account, "How to measure local advertising." Procedure necessary to follow for a legal county Bridged Ledding," 15 pages; "Wars and laws covering the division of county surveyors and engineers," 10 pages; "School house heating of the Indiana Law," 40 pages.

The Public Library and Museum of Newark, N. J. recently offered a six weeks exhibit of about 1,000 trade journals, comprising the periodicals of every known industry.

The Associated Geological Engineers, 120 Broadway, New York City, have one of the best collections of books and articles on petroleum and natural gas geology that exists anywhere.

Sully and Kleintech in New York have changed their firm name to George Sully and Co. There will be no change of personnel for the present.

Arrangements have been completed by the Mexican department of commerce and industry for the establishment of a commercial museum. Its purpose will be to facilitate the relations between producers and merchants.

The Central Union of Russian Cooperative Societies was established in 1896. The organization estimates that it represents 80% of cooperative enterprises of all sorts in Russia. It operates 14 branches and operates many industrial enterprises. They publish many house organs and occasional publications. Articles in American trade journals sent to the directors may be used in the Russian publications. This is an excellent opportunity for commercial propaganda and trade periodicals would do well to put the Union on their mailing list. Name and address from any office of Bureau of Foreign and Domestic Commerce, file No. 96, 494.

The Reference Library on Women in Industry maintained by the Women's Educational and Industrial Union Boston, is conducting legislative information service for women's clubs and organizations interested in social welfare measures in Massachusetts. In this connection the Librarian has prepared a survey of the record of the 1917 Legislature on bills of interest to women, including the bills passed directly affecting women, those of general interest, the unwise measures defeated, and the desirable measures defeated under the headings of Political, Social Betterment, Labor, Civic and Health. A card catalogue gives the names and addresses of the members of the General Court, bibliographical sketches, roll call record on selected measures, and the towns included in their constituencies.

Information as to dates of hearings, reports of committees, copies of many bills, and record of action on special measures will be on file during the present session of the Legislature, which convened on January 2nd. 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.

The Library of the University of Pennsylvania School of Education has just added 3,000 volumes making a total of 8,000 specifically dealing with pedagogics, historically and technically viewed. The selections, so far as possible, illuminate the evolution of the school system of the United States.

The California Legislature has recently enacted a law preventing school teachers or officials from accepting free sample textbooks from publishers. Books may be loaned to teachers, but must be returned. The law provides for the removal from office of persons found guilty of violation of the law.

The Cleveland Municipal Reference Library, a branch of the Cleveland Public Library, located in the City Hall, has recently been made the central distributing agency for the municipal documents of Cleveland. Miss A. M. McCormick is Municipal Reference Librarian.

NEWS GATHERING IN WAR-TIME*

By WILLIAM U. SWAN

As a news gathering organization, Mr. Swan said, the Associated Press is unique in four respects. It is world-wide in its breadth of view; it is impartial in thought; its constant aim is the strictest accuracy in reporting the news of the world; it is conducted without thought of profit.

Other news gathering organizations have some of these characteristics," said Mr. Swan, "but the only one with which I am acquainted that approaches the Associated Press in all four respects is the Christian Science Monitor.

"The feature of the news gathering organization of the Associated Press is the system of central offices which are the clearing houses for the news. New York, of course, is the principal clearing house. The other great news centers are Boston, Chicago, San Francisco and Washington.

"Just now, of course, Washington is the great center for news. From Washington three leased telephone wires, used for telegraph purposes are in use 24 hours a day. The other great news centers are connected by leased wires which are in operation every hour in the day, collecting and distributing the news of the country."

Unusually interesting was Mr. Swan's account of how the President's messages and speeches are handled by the news associations; how they are given out in advance, and distributed to the papers with the condition that no hint of their content be given until delivery of the message or speech has been actually begun.

"President Wilson has made so many important addresses," he said, "and unfair use has been made of so many of them in these times of international stress—the 'leak' on his peace address before the Senate found two newspaper men guilty of breaking confidence, the first time such a thing has ever been known—that he doesn't give out his speeches until delivery has actually been begun.

"As soon as begins the reading of a message or speech, a copy is handed to a representative of all the press associations. It is at once hurried to a press telegraph operator in the Capitol, and by a system of repeaters is sent simultaneously to newspapers all over the country. This system of repeaters was first devised to make possible the simultaneous report, play by play, of the games in the world's baseball series, so that newspapers all over the country could have the reports of each detailed play while it was actually in progress."

Mr. Swan went on to describe how foreign news is gathered for the Associated Press. The service does not depend upon foreign correspondents, he said. Melville E. Stone, general

manager of the A. P., long ago decided that the American people wanted foreign news written for American consumption in the American way, so now, in every important news center in Europe, American newspapermen are in charge of the news.

An interesting account of the gathering of the war followed. Mr. Swan said that the outbreak of hostilities in 1914 found the Associated Press largely unprepared, as it did everybody else. But men were sent to Europe on two or three hours notice. Some of them, he said, haven't come back yet.

The military censorship, especially at the beginning of the war, was a great handicap, and resulted in much friction. Mr. Swan told how every cable connecting Germany with the outside world was cut at the beginning, and how for a long time the only news that could come had to come through Great Britain and be subjected to the censorship there. Then came the Sayville and Tuckerton wireless stations, which gave direct communication with Germany.

Much had been hoped, Mr. Swan said, of the great Marconi stations, newly erected at Chatham and Marion, Mass., which were to communicate with Norway and thus give the United States war news from a neutral country. But the apparatus to equip the Cape Cod stations were held up in England, and have never been delivered.

If such an inconceivable thing should happen as the fall of Paris, said Mr. Swan, and if the French and Britain censors should refuse to let the news go out, the only way to get it to the United States, would be for a courier to go from France across the Spanish border and telegraph to the coast. Then the news could go by cable from Spain to the Cape Verde islands, then to Pernambuco and Buenos Ayres, then by telegraph across the Andes to Valparaiso, then by cable to Panama, and then to New York.

Mr. Swan recounted four great newspaper episodes, all of which have happened in Boston.

"The first," he said, "was the establishment of the American libel law by Chief Justice Parsons of the Massachusetts Supreme Court, in which for the first time it was established that the truth, published without malice and for a good purpose, constitutes a complete defence. The second was the invention of the cylinder press by a German printer in Boston, which was the first step toward making possible great newspaper circulations. The third was the introduction by Nathan Hale, editor of the Boston

(Continued on page 86.)

* Brief extracts from the address of Mr. Swan, of the Christian Science Monitor, and formerly with the Associated Press. Delivered before the meeting of the eastern division, Special Libraries Association, held at the Business Administration Building of Boston University, evening of February 8, 1918

NEW SERIAL PUBLICATIONS OF THE GOVERNMENT.

Among the many new Government publications called forth by the war are a number of serials. A list of these, with a description of the character of the information contained in them is given below.

U. S. DEPARTMENT OF AGRICULTURE

Seed Reporter. Published by the Bureau of Markets. Includes material relative to the production, handling and marketing of seeds under the act of Congress approved August 10, 1917. It will be issued during the first week of each month and at such other times as may seem desirable. First issued on November 15th, 1917.

U. S. FOOD ADMINISTRATION

Weekly Bulletin. Compiled by the Trade and technical section of the Public Information Division of the Food Administration. Contains items from technical journals relating to economies in food, fuel, power and transportation.

Bulletin. Designed to collect in one place and give publicity to the announcements of the Food Administration relating to the control of certain foods. Also reprints Mr. Hoover's addresses, gives information as to commodity licensing and other pertinent matters.

Bulletin for Speakers. Designed as an aid to those who are speaking in the interest of the food campaign. Gives an outline of the address proposed and calls attention to sources of material on the subject.

Bulletin for the Clergy. An occasional publication of which there have been but two issues, consisting of food-saving facts compiled for the use of clergymen in sermons, pulpit announcements, church calendars and other church publications.

Religious Press Bulletin. Issued weekly and designed to furnish the religious press with authentic material on food substitution and

Food News Notes for Public Libraries. Designed to establish direct communication between libraries and the Food Administration, to give suggestions as to what subjects to stress at a particular time, and to give information by means of lists as to bulletins, books and pamphlets for use in the food campaign, with information as to where they may be obtained.

U. S. FUEL ADMINISTRATION

Publications. A series of numbered publications with titles, such as "The task of the fuel administration"; "Apportionment of the supply"; "Anthracite coal prices and jobbers margins"; "Maximum gross margins of retail coal dealers," etc.

U. S. TREASURY DEPARTMENT.

Federal Farm Loan Bureau, Borrowers Bulletin. Issued monthly for free distribution to all borrowers or prospective borrowers under the Federal farm loan act. Contains some observations based upon the early experiences of the farm land banks which may be helpful to those who borrow later. Intended to impress upon the borrower the necessity for uniformity and promptness of action. Suggests ways to eliminate needless delays in the making of loans. First issue is dated Oct. 1, 1917.

U. S. BUREAU OF EDUCATION

Community Leaflets. Published by the Bureau of Education in cooperation with the Food Administration. Will be issued each month during the school year of 1917-18, in three sections. Section "A" is designed for use in the upper classes of the High School, Section "B" for the upper grades of the elementary schools, section "C" for the intermediate grades of elementary schools.

Teachers' Leaflets. Designed to aid the teacher in presenting the lessons of the Great War in the class room. Only one has been issued at this date. It is entitled "Opportunities for history teachers."

Home Economics Circular. Planned as an aid to home economics teachers under present economic conditions. Only one has been issued, but the second is in press.

U. S. DEPARTMENT OF LABOR

Boy Power. Official organ of the U. S. working reserve. To be printed at intervals as a medium of information and instruction to the state organization of the Boys' working reserve. The Department of Agriculture is cooperating in this work.

WAR TRADE BOARD.

Journal of the War Trade Board. Designed to keep branch offices of the Board, government officials, industrial organizations, trade journals, exporters, importers and the daily press informed concerning the administrative procedure of the War Trade Board. First number was issued November 15th 1917.

U. S. COMMITTEE ON PUBLIC INFORMATION

Red, White and Blue Series. Numbered series comprising such titles as "National service handbook," "How the war came to America" (English, German, Polish, Bohemian, Italian, Spanish, and Swedish), "Conquest and kultur. Aims of the Germans in their own words," etc.

War Information Series. Includes such titles as "Germany"; "The Great War"; "The nation at arms," etc.

Four-Minute Men Division. Bulletins. Issued for the information and assistance of the Division of Four-minute men, which is authorized by the President to present topics of national importance to moving picture and theatre audiences. Comprises such titles as "Progress of our nation during first six months of war", "Unmasking German propaganda", "The importance of speed in our war activities", "Why we are fighting", etc.

Official Bulletin. This publication is the daily organ of the Public Information Committee and is sent free to all newspapers, post offices, government officials, and agencies of a public character equipped from the dissemination of official news of the U. S. Government.

In addition to the publications noted, all of which are new, the two following are so filled with war material as to make it seem worth while to mention them, although they had both been started before the war:

Federal Reserve Bulletin. Intended to afford a general statement concerning business conditions and events, and to be a means of communication between the Federal Reserve Board, the public and the member banks of the Federal Reserve system. Since the war this publication has served as an indicator of the "strength and staying power of the Federal Reserve Banks," and has given detailed stories of the two liberty loans in the different Reserve districts. In the November issue the "trading with the enemy act" is reprinted in full and the executive regulations for carrying out the provisions of the act. The Export License list of the War Trade Board is given in this same issue and each month there is a summary of business conditions in the United States by Federal reserve districts. In this summary is included crop conditions from the bankers' viewpoint. In the September issue is a copy of the letter sent by the Board to all Federal Reserve Banks regarding loans to cattle raisers.

Monthly Review of Bureau of Labor Statistics. Contains in 1917 a series of articles on Government control of food supplies in the belligerent countries; another series on Retail and Wholesale prices of food in the United States; Retail prices of food in foreign countries; Replacement of men by women in French industries; Women's war time work in German metal trades; annotated bibliography on "vocational education and employment of the handicapped, with special reference to crippled soldiers," and many other useful reviews.

From U. S. Dept of Agriculture Library Notes

The Mergenthaler Linotype Co. Tribune Building, New York have recently issued a pamphlet on "Ludlow Type Faces" 34 pages; "The Ludlow Typograph System for Casting display Combination of Slugs."—16 pages. Their monthly magazine the Linotype Bulletin (sent free on request) is now in its 14th volume.

"The library collected during the lifetime of Josiah Royce, the Harvard philosopher and professor, is being sold this week to Harvard students and others. There is an impressive array of philosophical books and pamphlets in the collection, which represents 50 years of judicious selection. Harvard men interested in philosophy are given the opportunity of purchasing single books or sets."

Arrangement has been made through the Librarian of the United States Rubber Company, Miss Sarah B. Ball, for the free distribution to the various National Army Cantonment Libraries of the weekly issues of *The India Rubber World* and the *Rubber Age*.

"A military library of some 1500 volumes has just been added to the facilities now available for the Harvard R. O. T. C. In the basement of University Hall a library room has been installed and is now open daily from 3.30 to 5.30. Books may be withdrawn from the room for a week, but in order to provide an arrangement whereby the number of volumes may be increased from time to time, the university has decided that fines shall be imposed for books kept out overtime, and the money from these fines will be used exclusively in purchasing other books.

Many of the volumes are manuals sent by the War Department. Among these are several special English books describing the use of the bayonet. Various publishers have also contributed histories and books on trench warfare."

Selling Aid, Chicago, have issued a 39 page book, "More business through post cards," by Flint-McNaughton—an exhaustive analysis of possibilities for efficiently increasing profit sales through return post cards. There are many illustrations and concrete experiences of various firms.

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(To be continued.)

BOOK REVIEWS

"The History of Europe" By Lucius H. Holt and Alex. W. Chilton New York, Macmillan, 1917 maps, 611p., \$2.60.

The History of Europe from 1862 to 1914 from the Accession of Bismarck to the Outbreak of the Great War" is by two officers and professors at West Point

Special emphasis has been placed on events concerning international relations, various military campaigns with emphasis on strategical movements and causes for success or failure. Alliances and conflict of interests which resulted in the World War are emphasized. A valuable volume for the historian and the student of military science. It includes a very full index prepared by the assistant librarian of the Military Academy.

"Principles of Salesmanship." By Harold Whitehead New York, Ronald Press, 1917, 346 p., \$2.50.

This volume, by an assistant professor of business methods at Boston University, is the result of practical experience, the writing of books and a salesmanship course, and successful experience as a teacher of the subject. Part one: Preparing to meet the customer; part two: In contact with the customer; part three: The salesman's post-graduate course; part five: The cultivation of character, and an appendix containing questions and problems on the each chapter in the book.

Its rapid use as a text and reference work on the subject attest the value of the volume.

"Waiver Distributed Among the Departments—Election, Estoppel, Contract, Release." By John S. Ewart. Harvard University Press, Cambridge, 1917, 304 p. \$2.50

The foreword of this volume is by Dean Roscoe Pound of the Harvard Law School. A table of cases cited and an index make the material in the book easily accessible. Chapter heads include "Waiver's" Aliases; Void and Voidable; Forfeiture; Election; Contract; Landlord and Tenant; Vendor and Purchaser of Real Property; Insurance and eight chapters relating to insurance. There is more or less repetition throughout the book but there will be few systematic readers of the volume. It has been intended primarily as a reference work and each chapter includes material dealing with a particular subject whether or not some of it is repeated later on.

"Navigation" by Harold Jacoby New York, Macmillan Company, 1917, 330 p., \$2.25.

"Navigation" aims to instruct so that it would be possible to navigate a ship in any ocean without other books except the nautical almanac for the year. The author has assumed that the reader does not possess mathematical or astronomical knowledge and demonstrates fully throughout, the book.

A special point made in the compilation of this book has been the fact special emphasis has been placed on the fact that it can be studied and learned without the aid of a teacher. For this reason it will undoubtedly have great appeal to those in the U. S. Naval Reserve.

"An Introduction to Statistical Methods." By Horace Secrist. New York, Macmillan Company, 1917, \$2.00.

A college text on the elements of statistics with illustrations drawn largely from economic and business fields. The treatment of the study is non-mathematical and references are given after each chapter. Dr. Secrist's book is as thorough presentation of the subject as there is in print.

"The New Museum." By John Cotton Dana Elm Tree Press, Newark office, 1917, boards, 52 p., \$1.25.

The first to be published in the New Museum Series has been given the title of "The New Museum." From letters which first appeared in the New York Times the present volume has been evolved.

The work tells of the beginning of a museum, the new museum idea and general theory of the movement, publicity, aim, etc., what it shall collect, how it shall house it. It closes with a list of museums who are willing to answer questions of museum management and a list of references on the elements of museum management.

"Graphology." By Clifford Howard Philadelphia, Penn., Publishing Company, 1916, 215 p., 16 c m., \$.75

This little volume while first published some years ago is still a standard work in graphology. The writer first treats of the principles and later the practise of graphology. An index to personal characteristics is appended giving references to paragraphs in the book.

"Thoughts on Business" By Waldo P. Warren. Chicago, Forbes and Company, 1915, 260 p., \$1.00

This is a collection of thoughts on business which were originally published one each day in a list of newspapers. The

author through many years experience in the business world has come to know the value of a right thought.

The volume is divided into ten sections with numerous subdivisions. Each page contains a single thought written in interesting language. For broadening one's vision and keeping a person out of a rut "Thoughts on Business" is an inspirational book worth while.

"Practical Banking," By O Howard Wolfe. Chicago, La Salle Ext. Univ., 1917, 290,lea, \$2.50.

Mr. Wolfe has evolved a useful text book of banking from various addresses and articles which he has published from to time. Attention has been paid to the theoretical side of the subject because there are many operations which cannot be learned except by practical application. Among other chapters there are interesting ones on bank accounting, duties of the several officers of a bank, bank audits, trust companies, clearing house, foreign exchange department. Advertising and new business receives attention. There are nearly a hundred forms scattered throughout the volume.

"Roseville and Its Branch Library." J. C. Dana, ed Newark Public Library, 1917, pa., 46 p., 50c.

A charming account of the Roseville Branch of the Newark Free Public Library, with a chapter on the history of Roseville a list of books on the history of Newark and the story of the branch libraries in the Newark System.

"The German Terror in Belgium." By Arnold J. Toynbee. New York, George H. Doran Company, 1917, pa., 160 p.

This volume describes the invasion of Belgium up to the sack of Louvain.

"Universal Training For Citizenship and Public Service." By William H. Allen. New York, Macmillan and Company, 1917, drawings, 281 p., \$1.50.

"To formulate for lay students of public affairs certain minimum aims and steps which are entirely within the reach of the general public, is the purpose of this book. It discusses briefly other minimum essentials of training — for public and semi-public service. Three other chapters indicate the country's need for specialized training for parenthood, — for a creative imagination and devoted attention to the country's up-building after the war

"The Country Weekly." By Phil C. Bing. New York, Appleton and Company, 1917, 347 p., \$2.00 net.

The country newspaper with its totally different problems from the city journal is the subject of Prof. Bing's book. Although the staff of such a publication very often consists of one person he has the

duties of several people. The book covers editorial writing, reporting, copy-reading, circulation, correspondence, advertising, cost finding and style. Thus far the literature of country papers has been confined to pamphlet form.

"The Story of the Trust Companies." By Edward T. B. Perine. New York, Putnam's Sons, 1916, illus., 327 p., \$2.00.

Mr. Perine tells the story of the rise of trust companies since the birth of the New York Life Insurance and Trust Company in 1822. The narrative covers an exceptionally wide range of financial and historical data and sketches the historical development of the older companies. The volume is well illustrated with cuts of older banking buildings and various documents. The literature of trust companies has been very scarce. A five page bibliography appended brings to the reader the more reliable data on the subject.

In his twenty chapters the author has made an interesting book as well as an informing one.

"Illustrated Descriptive Argentina." By Henry Stephens. New York, The Knickerbocker Press, 1917, illus., 763 p., \$5.00.

Dr. Stephens has arranged in a volume photographs, mostly all of them taken by the author, of Argentina with a description to accompany each view. He describes by pictures and writing the provinces of Buenos Aires and Santa Fe, San Luis, Entre Rios, Cordoba, Tucuman and Mendoza with the Territories of Chaco and Misiones. There are nearly four hundred photos. The author has compiled an excellent description of an important South American country from his own travels. For the person who would know the inhabitants and resources of that country for commercial work or who reads merely for pleasure the volume will prove interesting.

"Cooperative Marketing," by William W. Cumberland. Princeton University Press, 1917, 226 p., \$1.50 net.

"Cooperative Marketing—its advantages as exemplified in the California fruit growers exchange" is unique in the literature of marketing citrus fruits. The author takes up food distribution as a field for cooperation in marketing, a history of the citrus industry in California, cooperative marketing among citrus fruit growers, the cooperative exchange and other subjects connected with the marketing phase of this important industry. He tells of the operation of the series of organizations that form the distributing system as a whole. A special feature of the book well worthy of note is the material on the problems of cooperative associations including problems of organization, internal management, relationship to other similar associations, etc. The first book to be published on marketing of Citrus fruits.

Webster's Collegiate Dictionary, third edition of the Merriam Series, India paper, flexible covers, thumb index, 1700 illus., 1222 p., 1916, \$5.00.

This is not a revision of the earlier editions but is a new volume based upon and abridged from Webster's New International. Time saving helps include supplemental vocabularies, a biographical dictionary, rules for punctuation, preparation of copy, etc. This dictionary is not only of great practical utility to the college and university student but also to the advertising man, correspondent, and business man. In typographical form the Collegiate Dictionary is a fine example of the printers' art. It is published in many different bindings and in thin and regular coated paper. For library use the thick paper is to be desired.

"Financial Statements Made Plain". By Earl A. Saliers. Magazine of Wall Street, New York, 1917, 96 p., \$1.06.

"Financial Statements made plain," a book written for investors, is a compilation of articles from the Magazine of Wall St. Acting under the supposition that the investor is also an investigator the volume takes up the various details which the average investor should know as to the profit and loss account; analysis of the income statement, construction of the balance sheet, analysis of the balance sheet; functions of funds and reserves; depreciation; surplus reserve.

"Cortina French-English Soldier's Handbook". By Jean A. Picard. New York, Cortina Academy of Languages, 1917, 60 p., 50 c.

A practical pocket-manual of elementary French. Conversational method. Exercises in every-day French and explanations of their military emblems. This book should be studied before the Military Handbook by the same author unless one has already studied beginner's French.

"Comeos of Childhood". By a descendant of the Burgeomaster of Ghent in 1310 Boston, 1917 129 p., illus., \$1.50. Published for the benefit of the Belgium children, Belgian Relief Committee, Boston, Mass.

A series of happenings in the life of a child over fifty years ago told with a quaint humor and in an interesting style. The makeup of the volume is in keeping with the idea of making it a gift book. A book for the adult as well as the child. The proceeds from the book will go directly to the relief of the children of Belgium and a wide distribution should result.

"The Wool Industry". By Paul T. Cherrington. Chicago, A. W. Shaw Co., 1916, 26 p., \$1.50.

The first volume in the series American Industries and Studies in Their Commercial Problems is devoted to marketing problems of industries producing woolen and worsted fabrics. It takes up first the woolen and worsted industries, the domestic and imported wool supply, technical processes, organization of the selling house, dry goods jobbing trade, styles as a factor in marketing, ready-to-wear clothing industry dept. stores and marketing and a conclusion showing ultimate effects of European War, etc. This volume does not treat of the technical aspects of the trade but the marketing problems upon which it is the first work to be issued.

SPECIAL LIBRARY INSTRUCTION

(Continued from page 72)

en twice each year, followed by a course in forms and blanks and their filing systems; then correspondence filing and indexing, and, finally, the classification of business records and a general review of systems in a library or in an office of any kind.

Quite recently we have been asking camp librarians the essential things to be considered in a training course for camp library assistants. The first two things of importance reported by camp librarians are:

1. A knowledge of military ranks and distinction and things official.

2. A working knowledge of business management and administrative functions.

We believe that it would be a proper thing if it be within our means to employ experts every year for special lectures and demonstrations of modern office methods.

Joseph F. Daniels, Librarian.

NEWS GATHERING IN WAR-TIME

(Continued from page 76)

Advertiser, of the distinctly editorial page. The fourth was the establishment, by Samuel Toppliff, of a news reading room in the Exchange Coffee House, in which shipping news from Boston sea captains was displayed. The Boston papers became subscribers to this service and this was the germ of the idea which, transported to New York in 1848, became the Associated Press. Samuel Toppliff is regarded as the father of the Associated Press.

"There is one piece of news toward which all the newspapers and all the world are looking," said Mr. Swan in conclusion. "When it comes it will be the biggest piece of news ever printed, and I hope that then, for the last time big headline type is used, the papers will use type so big that one word will fill a page. That word will be PEACE.' And with peace we hope may come the end of all war and the end also of news of war and of scandal and of tragedy and of crime."