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## Special Libraries, March-April 1923

Special Libraries Association

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# Special Libraries

LEONORE A. TAFEL, Editor,  
125 Washington Place,  
New York City.

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No. 3

## Bibliography, the Foundation of Scientific Research<sup>1</sup>

WILLIAM A. HAMOR,

Assistant Director of the Mellon Institute of Industrial Research,  
University of Pittsburgh, Pittsburgh, Pa.

Bibliography, the basis of library science, provides the foundation for scientific research. Upon the sound groundwork of experience which it gives is planned and erected the structure of experimentation, resulting in novel observations and eventually in the building of new methods and products. In all research bibliography is fundamental, and the subsequent laboratory investigation, formulated from existing knowledge and by analogy, is tectonic. Bibliography of science is the intelligence department of scientific research.

Some one has said that a thorough librarian must be a combination of bibliographer and bibliophile. To be successful in laboratory research, a scientist must possess specialized knowledge of and interest in bibliochresis, the systematic use of scientific books and periodicals, as well as intimate acquaintance and regard for experimental methodology. The complexity of the sciences and professions has brought the special librarian to the aid of research workers, to assist them bibliographically; but it is necessary for scientific investigators to know how to utilize—interpret and apply—facts in literature, and this bibliochretic work must be done by themselves if they are to be productive in research. The systematic study of the existing knowledge pertaining to a subject under investigation constitutes the preparatory stage of every scientific inquiry of importance. It is followed by the formulaive stage: analysis and coordination of information obtained and then the laying-down of definite plans for experimental work.

The search methods of bibliochresis are also the indispensable tools of research workmen in the solution of many minor questions and problems which arise constantly during the conduct of laboratory ex-

perimentation. Then, too, these methods come into regular use in maintaining contact with progress elsewhere in the knowledge of the subjects under study. As in the time of Francis Bacon, "reading serves for delight, for ornament, for ability... the wise use it." But like all learning bibliochresis must be made practical, for a bookworm is usually a mere driver, a gossamer in research.

Applied science constitutes the essence of industrial research, which is devoted to the investigation of problems of chemical and physical technology. It is in this domain that bibliochresis is outstanding in utilitarian value. This is because the literature is so vast in scope and volume; in addition to scientific, technical and trade books and periodicals, there is the large patent literature, domestic and foreign, which requires special training for its proper use. Preparation of chemical products, improvement of existing processes, discovery and development of new methods of manufacture, and ascertainment of uses of manufactured products are among the types of problems entrusted for study to laboratories of industrial research, of which there are over 500 in the United States at the present time.

Chemical bibliochresis is necessarily interwoven with experimental work in all the investigational activities of the Mellon Institute of Industrial Research of the University of Pittsburgh. Indeed, it has had a highly important contributory part in the achievements of the Industrial Fellowship System.

The Mellon Institute of Industrial Research.

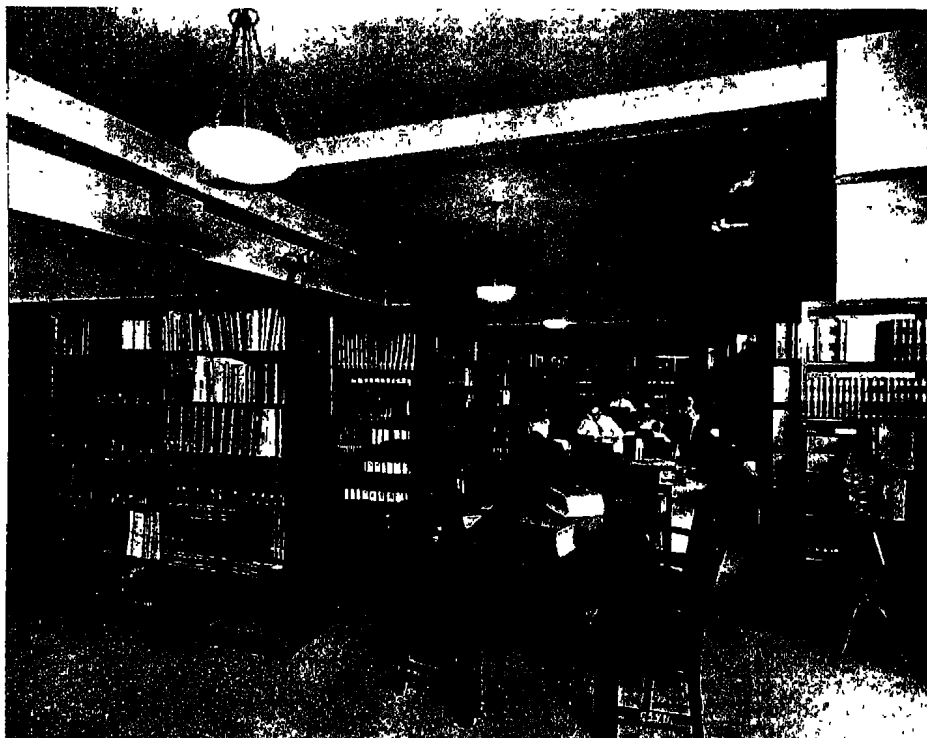
The Industrial Fellowship System, formulated by Dr. Robert Kennedy Duncan (1868-1914) in 1906, and placed primarily

<sup>1</sup>An address delivered before the Pittsburgh Special Libraries Association on February 15, 1923.

in experimental operation at the University of Kansas in January, 1907, was inaugurated at the University of Pittsburgh on March 1, 1911. In March, 1913, Andrew William Mellon, now Secretary of the Treasury, and Richard Beatty Mellon established the Mellon Institute of Industrial Research on a permanent basis, as a memorial to Judge Thomas Mellon and to Dr. Duncan.

grant the services of at least one man for a period of at least one year; and, also, that there is no other investigation in progress in the Institute on the research topic which is of interest to the prospective donor.

The Industrial Fellowships of the Institute are of two general types; viz., Individual and Multiple. An Individual Industrial Fellowship utilizes the services of



*Library of Mellon Institute*

Their continued financial support has made it possible to develop the system to its present strong position.

The Institute is a center for technical investigation in chemistry and allied subjects. Its purpose is to promote industrial success through scientific research; in other words, to find new materials and new processes for industrial development and to advance manufacturing through the application of scientific methods to industry. The Institute is a part of the University of Pittsburgh.

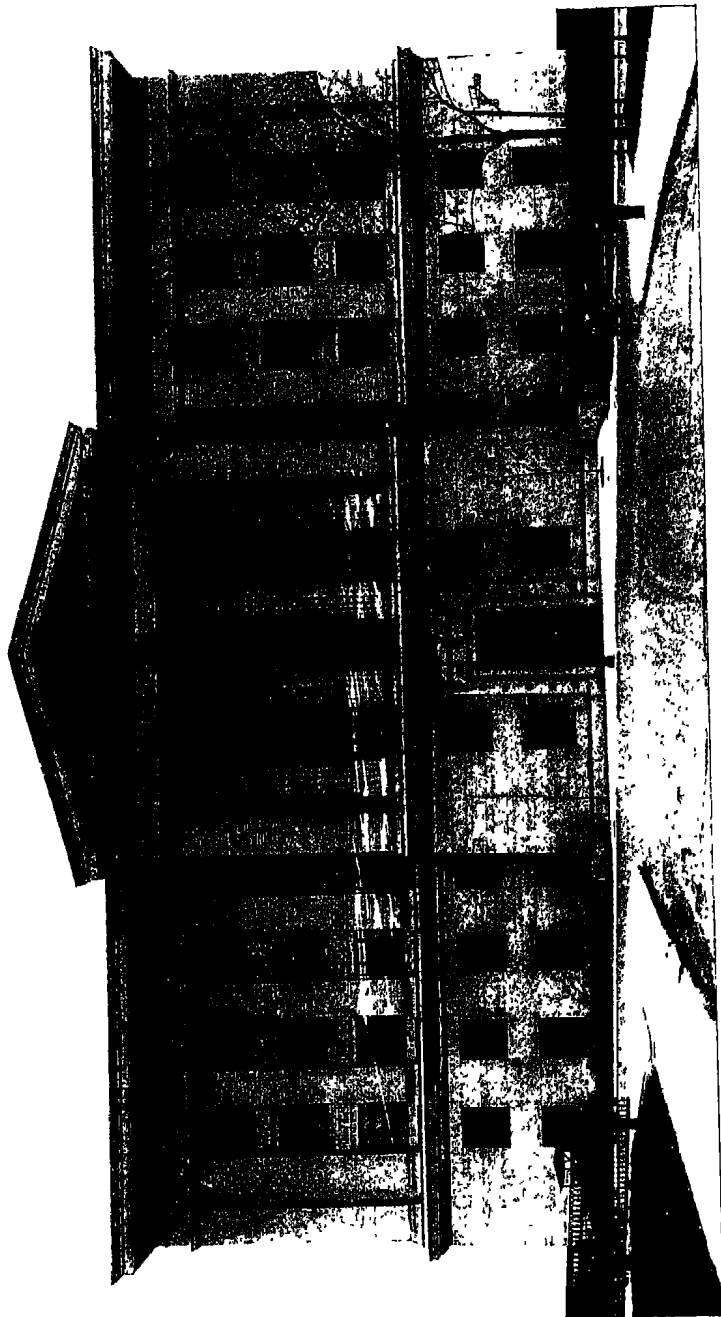
The following paragraphs present briefly the working plan of the Institute.

In accordance with the system of research an individual industrialist, a company, or an association of manufacturers, having a suitable problem or group of problems requiring investigation, may become the donor of an Industrial Fellowship, provided that the problems are of sufficient scope to war-

one research chemist or engineer (with assistants when necessary), who is responsible directly to the executive staff of the Institute. A Multiple Industrial Fellowship utilizes the services of one or more research men (Junior Fellows) under the direction of a Senior Fellow, who, in turn, is responsible to the executive staff.

The Institute is not of a commercial nature, being entirely independent and deriving no financial profit from the investigations conducted under its auspices. Moreover, members of the executive staff of the Institute devote their time and ability to the interests of the Institute and of the University without outside remuneration.

The donor, on his part, provides a foundation sum which is adequate to cover the annual cost of maintenance of the Industrial Fellowship, which includes operating charges, the purchase of all necessary special apparatus or other equipment, and the



*Mellon Institute of Industrial Research of the University of Pittsburgh, Pittsburgh, Pa.*

salary of the research man or men selected to work on the particular problem, the solution of which is of concern to the donor.

Cooperation by sympathetic encouragement and practical suggestion is also essential on the part of the donating companies or associations for the successful conduct of the Industrial Fellowship work.

The Institute, in turn, selects the Industrial Fellow, and the investigation to be conducted is committed to this competent man, who is not otherwise preoccupied during his incumbency of the Industrial Fellowship.

The Institute provides laboratory, library, and consultation facilities, the use of its permanent research equipment, direction to the progress of the work, and an atmosphere which is conducive to productive investigation. All results obtained by the Industrial Fellowship belong exclusively to its donor.

At present (March 1, 1923) there are fifty Industrial Fellowships in operation in the Institute, of which thirteen are subsidized by associations of manufacturers. These fifty distinct lines of research require the services of eighty-five chemists and engineers. Booklets descriptive of the Mellon Institute and its Industrial Fellowship System may be obtained upon request.

#### The Library of the Mellon Institute.

The organization of the Mellon Institute Library was begun in 1913, when \$20,000 was appropriated for the purchase of chemical literature. Mrs. Sarah Osgood Brooks was chosen as librarian and she served for two years, purchasing various foreign and domestic journals and cataloging them. The work was then carried on by Miss Irene DeMatty until August, 1918, when she was succeeded by Miss Clara M. Guppy (now Mrs. Clara Guppy Stateler), the present librarian.

This special library contains over 5300 volumes and aims to cover the important literature of chemistry and of chemical and physical technology. It includes the publications of the chemical and other scientific societies of England, France, Germany, Italy, Switzerland and the United States, and, in addition, the valuable scientific reference books of those countries.

The files of the periodicals of less importance begin with the volumes for 1900. The nearness of the Carnegie Library of Pittsburgh, with its very complete technological division, renders it unnecessary for the Library of the Mellon Institute to have on its shelves the early files of all journals except those of constant use to research chemists. The Library is intended to be a working library of the first rank for the personnel of the Mellon Institute.

The Library receives currently 158 technical and scientific periodicals, 100 of which are bound. All the standard reference works relating to chemistry and chemical

technology are on the shelves. Books of interest in connection with the problems being worked on by the Industrial Fellows of the Institute are continually being added to the Library. From July 1, 1920, to July 1, 1921, 753 volumes were purchased. From July 1, 1921, to July 1, 1922, 409 books were acquired by the Library. This number does not include trade or other catalogs. A large collection of trade catalogs pertaining to apparatus and mechanical equipment is maintained. There is a separate card catalog of this literature, which lists the names of companies represented and the articles manufactured.

The Library is open from 9 a. m. to 5 p. m., but the Industrial Fellows have access to it at all times.

All the literature contained in the Library is cataloged and in form convenient for use. Most of the bibliochretic and reference work is carried out by the members of the Institute in the Library, but approximately 300 books are in constant circulation. One experienced in chemical bibliochresis is able to find at least a reference to the technical or scientific report in which he is interested. If, then, the original contribution is not on file in the Institute Library, it is promptly procured elsewhere. Books are borrowed on inter-library loan from the leading private, institutional and governmental libraries.

The librarian, Mrs. Stateler, has recently compiled a complete list, totaling 1023 entries, of the books, bulletins, journal contributions and patents by members of the Institute, 1911-1922. This list, which has been published as the Institute's Bibliographic Bulletin No. 1, will be supplemented annually by a list, compiled in the spring of each year, of all publications of the previous year.

#### The Course in Chemical Literature in the University of Pittsburgh.

In addition to acquiring a sound fundamental knowledge of chemistry and practical training in laboratory technic, the student in the professional course must become proficient in chemical bibliochresis, the systematic use of the literature of chemistry, if he expects to succeed in teaching, industrial work, or research. Because of the voluminously vast literature, it is now recognized by all except mnemonic prodigies in the profession that it is not so important to know chemistry as it is to know where to find it. This aphorism illustrates the pedagogic essentiality of chemical bibliochresis.

Notwithstanding the high value of thorough instruction in the subject, there are but few educational institutions which give their advanced students in chemistry systematic training in the use of a library and in the literature of the science. The University of Pittsburgh is among this limited number. The course in chemical literature

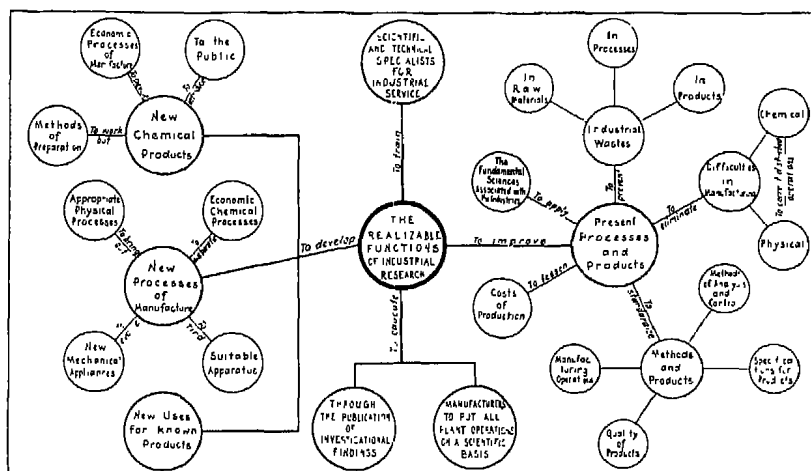
and its use was begun at Pittsburgh by the writer in 1915, and at present it is being given by Mr. A. R. Cade, an Industrial Fellow of the Institute.

This course, which consists of one lecture a week, throughout the entire year, supplemented by practical problems of application and search, is open to senior and graduate students in the Department of Chemistry. The present class includes 12 senior and 7 graduate students.

The following is a brief outline of the scope of the course, showing the field covered:

The first semester's work is outlined to present to the student, in as clear, systematic and logical way as possible, the "what, where and how" of chemical literature; that

going to enter in subsequent practice. When this resume of the field is completed, it is gone over in more detail during the second semester's work. The value and scope of research is taken up, as are such subjects as qualifications for chemists, ethics, types of laboratories and organizations, types of work, etc. This is followed by a review of the various medals, awards, and prizes, etc., offered to scientific investigators, especially chemists, as well as the scholarships, fellowships, and grants available to them, thus presenting to chemical students the various goals that they have toward which to work, and at the same time giving them an insight as to the big men of the past and present, their lives and work, as examples and guides.



The Reliable Functions of Industrial Research

is, lectures are given which summarize first the fundamentals of chemical literature and then where and how it is produced. This course includes:

(1) The producers and recorders of chemical information; writers, societies, research and industrial organizations, chemical and "bordering" publications, etc.

(2) Where the information produced may be found; the library, where located, filing systems, methods of indexing and cataloging, service available, etc.

(3) Methods of searching the sources available; indexes, catalogs, card files, bibliographies, abstract journals, review serials, standard reference works, encyclopedias, dictionaries, handbooks, textbooks, etc.

(4) Patent literature; United States and foreign; their publications and how to use them.

(5) Allied subjects; types of writers, methods of writing, methods of abstracting, and abstract and report writing.

All these subjects are described in outline form, so that the student may have a clear idea of the field into which he is

Next there is taken up a study of the various scientific societies, their location, membership requirements, publications, etc., after which publications are discussed in detail, as to scope, make-up, etc. The various research agencies are then reviewed and described as to how founded, how maintained, type of work carried on, etc.; and in this connection the various government agencies which carry on work of interest to chemists are considered with the same object in view.

Subjects pertaining to the history of chemistry, as well as the lives and works of the more important scientists, are treated, but rather lightly, as these two subjects are taken up in more detail in other courses offered by the University. However, their importance is strongly emphasized and not overlooked.

When the work as outlined has been covered, use of the material presented is made by indicating methods for general or comprehensive searches in the specific branches of chemistry, such as, e. g., general, in-

organic, applied, organic, metallurgical, biological, and physical chemistry, etc.

Besides lectures, the students are given practical problems in the search of the literature, not so much for the finding out of any specific information contained therein, but so that they may actually handle as many of the facilities as they can in the time allotted and become acquainted with the immense amount of material available for their use at a future date, when their need therefor arises.

The Library of the Mellon Institute and the Carnegie Library of Pittsburgh are available for the use of students, thus affording them valuable opportunities not enjoyed by many elsewhere. In these two libraries almost any journal, text-book, or reference work needed can be found.

No text-book is used with the course of lectures, but a rather complete list of books and journal articles dealing with the subject is given and it is urged that the students make use of this literature for reference wherever possible.

## The Special Library in the Field of Education

JOHN K. NORTON

Director of Research, National Education Association

"There is, so far as we can discover, no accurate source of information on this vital subject." Such was the answer received from the Librarian of the Board of Education of one of our great American cities in reply to an inquiry as to where one might turn in order to keep in close touch with current educational material. It is not difficult, therefore, to understand why the National Education Association finds it necessary to create a special library as one of the divisions of its headquarters organization.

The National Education Association, an organization of 125,000 of the progressive teachers and school executives of the country, maintains its headquarters office in Washington, D. C. This association has as its purpose the advancement of the interests of the teaching profession and the promotion of education. Each of the seven divisions of the organization's central office is charged with certain specific duties. They can be most effectively discharged only if the division directors are kept constantly in touch with the up-to-the-minute developments in the educational field that affect their work.

This is especially true of the Division of Research. This Division is charged with the duty of making available promptly, in usable form, vital educational information. It is not enough that this information should be collected from books or even pamphlets. Material that has had time to get into books is often no longer current, in our meaning of the terms. It may be interesting to the historian and student, but the time of its greatest usefulness to the school executive has passed.

When the Division of Research was organized, it was soon found that the collection of the source material upon which to base its studies was a good sized job in itself. This material has to be gathered from a multitude of educational agencies. First, there are forty-eight separate and sovereign school systems in this country.

The schools of New York are as independent of those of New Jersey as the schools of France are independent of those of England. Each of our State school systems uses different methods in meeting its public school problems. Consequently, educational development must be based on the experience of all these systems if it is to be intelligent. At the same time thousands of cities, counties, towns and rural communities are working out their educational salvations under the system of large local autonomy that most of our states allow. The instructors and students in hundreds of universities, normal schools and private foundations are also lending their aid in seeing that the billion dollars we spend annually for public schools is spent most effectively.

The educational experience, investigation and research that results from the work of the 750,000 teachers and school executives in the thousands of state and local educational systems becomes available in many ways. Educational magazines, official reports, and printed pamphlets are issued by the hundreds every month. Valuable material often does not appear in printed form. It may be obtainable in mimeographed or typewritten form, or possibly only by direct inquiry and correspondence. This great stream of educational material must be tapped if our headquarters staff, and particularly the Research Division is to be most effective.

It is for this reason that a special library is being developed as a part of the headquarters organization of the National Education Association. The special function of the library division will be to collect and make readily available the current educational information vital to the work of each division director. Such a task can be performed satisfactorily only by a trained expert, who devotes all of his time and thought to the development of a library, organized with the special needs of our organization in mind.

## Reminiscences

JOHN S. BROWNE,

Librarian of The New York Academy of Medicine.

No more complete verification of the old saying—"All things come to him who waits" can be imagined, than the supply coming to our demand for a new building, in which to carry on the various activities of assistance for the medical profession, in its efforts to care for human life.

The waiting has been fraught with some misgivings and much extra work, but always the firm conviction of our usefulness, and help, has supplied the optimism which our proverb states. Besides I have always felt that there is no gift too great or convenience exaggerated that helps the medical profession. What efforts for human betterment can compare with those of preventive medicine? For the success of preventive medicine, there must be all the helps extended that are possible in this entire world of ours, through the medium of reports and periodicals.

You have asked me to give a few lines about our Library—its beginnings and continuings, so I will only touch briefly and personally on that department of the activities of the New York Academy of Medicine.

When I was called from an assistantship in the Astor, to take charge of the Library in the first building owned by the Academy at 12 West 31st Street, there were some 2,000 text books and periodicals, the most important of which were current, foreign and domestic journals. The Library staff consisted of just one person. Physicians generally had, at that time, working libraries of their own and visited our library chiefly for reading current periodicals. I realized, very early in my work, that herein lay the secret of usefulness of a public library.

While meeting and talking with the doctors in discussion of their various cases, I found how helpful it was to look over the journals and make notes for each one, of articles bearing on his specialty. Imagine the efforts of those early times, with no Index Medicus, or Cumulative Index! Many days I was on duty from 9 A. M. to 9 P. M.

My bibliographical aids then consisted of Neal's Digest, Hayem's Revue, and Schmitt's Jahrbuch, and in 1879, the Index Medicus, most perfect of Medical bibliographies, appeared.

After four years, I was given an assistant, and as my duties then included the bookkeeping and superintendency of the Academy, I certainly needed one.

In 1888-89, our Library was growing so

fast, that quarters were no longer possible in our building at 12 West 31st Street. Through the efforts of many friends—a list of whom, with their donations, may be found in an article by Dr. C. L. Wheeler in the New York Medical Journal, July 22, 1911—we were able to build our present home, and felt very secure and able to expand. Then it was, that all the dreams I had dreamed, began to take form and substance. First, the journal files were looked after for completion, and I have spent hours conning sales lists and figuring how many I could fit into funds available. It was so gratifying to be able to supply references called for, that effort in the periodical direction seemed no effort at all. Always the genus pamphlet, has had a sort of black eye with the general librarian. But not with the medic. He grabs every one he can get and provides a good berth for it, as well as author and subject index.

Well I remember a "life saver" in the form of a small duodecimo pamphlet of twelve pages, which I had carefully preserved, as in fact I do even the ubiquitous reprints. There was a request for a certain portrait of one of the Indian gods of medicine. The reader had spent three days in the British Indian department at the Public Library, made visits to the wonderful lot of Medical History books in the Surgeon General's Library, Philadelphia Medical Library and Boston Medical Library, without success. Our pamphlet which was a sort of medical advertisement, by the way, supplied the picture.

So, in 1890 we had our "new building" and our activities seemed provided for. Our readers increased so greatly that the first block we had was—"afternoons for members only." Then stacks had to be changed, shelving hung upon every available spot, and even then *shifting* began, and we all know what it means to shift books, upstairs on landings, down stairs in temporary closets and then to cover up mantels and remove all tables that can possibly be eliminated. I was beginning to feel a bit discouraged for the first time in my library career, when lo! the good fairies came out of the Carnegie and Rockefeller Foundations and took us by the hand, and are going to give us a new building, this time sufficiently commodious not only to house our present wonderful collection of books and pamphlets, but will make it possible for us to get all those we need which for lack of funds those tantalizing sales lists have dangled before our covetous eyes.



## Lee Urges Lists

The following communication has been received from George W. Lee, of the library of Stone and Webster, Boston, Mass.

"The whole subject of lists is one which, it seems to me, special libraries ought to give more attention to. Just as in the past we have been giving considerable attention to bibliographies, so I feel we can make a very definite contribution in the preparation of lists of names of various sorts. If this work could be divided so that a given subject could be assigned to a single library or to a group cooperating, I am sure that some splendid lists could be prepared.

It has surprised me to find that on so

simple a subject as a list of construction engineers, no list of any considerable value is available. The best clue has been a list prepared by Boyd's City Dispatch of New York, which gives only the names, and to follow this up with checking against the files of Moody's Manual, which will give the additional information.

I think that, as special librarians, we can make a valuable contribution in the way of preparation of practical lists of associations, information services, e'c., etc. All of these are in a sense bibliographic in character and yet they will be different from the average bibliographies which we all prepare in our daily work."

## Medical Academy Gets \$2,000,000 for Temple of Science\*

Rockefeller Foundation and Carnegie Corporation Each Gives \$1,000,000

Institution's President Tells of Program for Library and Lecture Extensions.

The New York Academy of Medicine has purchased the southwest corner of Sixtieth Street and Park Avenue, with a 100-foot frontage on the avenue and a 100-foot frontage on Sixtieth Street, for the erection of a ten or twelve story building which will be the new home of the Academy and a centre for continuous instruction of medical men in advancement in their science.

An enlarged program for keeping physicians and surgeons informed of the sound progress of their profession, and for the instruction of the public in preventive medicine, has been undertaken with the backing of the Rockefeller Foundation and the Carnegie Corporation. Each of these great philanthropic institutions is reported to have contributed \$1,000,000 to this purpose.

"The present Academy has, so to speak, grown so small and cramped that its usefulness is only a fraction of what it should be. We have a great library, for instance, but its value is much reduced for lack of facilities. It is the second largest medical library in the country, that of the Surgeon General in Washington being the first."

"The New York Public library, for instance, is making no serious effort to form a collection of this kind, so that for medicine and allied subjects there is nothing like the library of the New York Academy in this vicinity. We hope to increase this library largely. It had more than 34,000

readers last year and the number is rapidly growing. It is now planned to improve the library and its organization so as to make available the literature on any topic on short notice."

### Aid for Puzzled Physicians.

This service, as it is planned would enable a physician who was puzzled by some curious symptom, or the unusual development of a disease, to have all that had been written on the subject quickly assembled for him. Such a service is not entirely new, but it is expected to be worked out more thoroughly in the reorganized library than has ever been done before, giving the puzzled physician a quick survey of all that has been reported on the subject.

For lack of proper methods for preserving contributions of medical knowledge so that they were readily available to workers in the same field, hundreds of valuable suggestions and discoveries have been lost and the advance of medicine much retarded, it was said.

"The most valuable book is not always the newest one," said Dr. Stewart. "One of the best books ever written on cancer, for instance, is nearly a hundred years old. The use of a good library keeps a man in touch and it keeps him humble. It is better in this respect than the twenty-third chapter of Thomas Aquinas on humility."

\*New York Times, February 1, 1923.

## Library Service for the Chain Store\*

GRACE D. AIKENHEAD,

Librarian, W. T. Grant Co., New York, N. Y.

Within the last few years, there has gradually developed a new science, the modern science of advertising. To keep pace with this scientific inquiry into the best methods of buying and selling, a whole literature of merchandising has sprung up. Recently, many books have been published devoted entirely to this subject, while many others have been brought out that take up some special phase of it, as window display, budgeting, purchasing. Many retailers have found it profitable to make their own collection of this increasing material in order that their entire organization may be kept in touch with the new ideas in retailing as they develop.

The W. T. Grant Company Library came into existence about two years ago to collect the best material on this subject of retailing with its many allied subjects of advertising, buying and selling, turnover, profits. Our company has a large number of department stores situated in the larger cities throughout the United States. The Library is located at the executive offices, and serves its patrons entirely by mail. At present the Library contains about eight hundred books covering general business, organization, personnel work, purchasing, retailing, salesmanship, advertising, accounting, books describing merchandising, banking and economics. Because of the nature of our Library patrons, it has been necessary to install first the more practical books, but eventually, we hope to build a good collection of books upon banking, logic, psychology, applied psychology, and general economics into which the roots of all business lead. We have also, now, a small collection of trade directories which we plan to greatly enlarge this coming year. However, in order not to have our readers become too specialized in business, we have all the most noteworthy biographies of successful business men and a small number of travel books.

The primary service of the Library is to make available to all the men in our organization the very best business books suited to their particular needs. "The right book to the right man at the right time." A few weeks after a man joins our organization, the Library mails out to him a general book, followed by a letter describing the library service and giving him lists of books on special subjects. Probably this first book is rather a surprise to him. It is entirely a matter of choice whether a man becomes a reader from the Library or not. However, the general reaction is

that the man writes back and tells some line he is interested in, and names some books he wants to read, and a new reader is added to the Library. It is an easy matter to keep in touch with him by letters, and by continually suggesting new titles and new subjects to him, he is carried on to new fields of thought and broader interests.

Another feature of the Library is the special study courses which we send out to any man in our organization. To read a well planned course on general business will give a man a well rounded business background to help prepare him to meet any business emergency. We have planned these courses so that several men located in one store may read a course at the same time, and discuss the volumes as they read them. In sending out such a course, we always send out a list of supplementary reading which can be done in cooperation with the local public library.

The expansion of a chain organization is very closely related to the speed with which it can train the men in the organization to assume the positions of responsibility. You realize that the length of time required for the training of a man in our organization is very important. The Library makes available to an assistant the theory of business, while at the same time he is gaining his practical knowledge of store keeping in one of our stores. Here we have the basic idea of the continuation school. This is an ideal combination and is proving its worth by shortening the training period.

Our Library is unique because its patrons seldom visit the Library in person. For that reason, it is vital that some means of close touch be established with each individual reader. Really, our Library is a "Parnassus on wheels that goes out to its readers," to borrow a phrase from Christopher Morley. We wish we could follow up each book that is sent out, with several letters to the reader, and bring out the more salient ideas that are presented in the book and correlate them with other material to be sent on later to this reader. On a small card called a "Comment card" the reader sends back to the Library his personal ideas of the book he has just read. Some of these comments on the books are very interesting. May we read several recently received?

*Economics of retailing* by Paul H. Nystrom.

"The most helpful part of this book to me was the chapter on expenses of retailing followed by ideas on the figuring of profits and fixing retail prices.

\*Address delivered at the Annual Convention of the W. T. Grant Co. at Atlantic City, February 19-22, 1923.

The history of retailing was very interesting as well as the chapter on chain stores."

*Economics of retailing* by Paul H. Nystrom.

"I have found the book, the Economics of Retailing, one of the most interesting on the subject of merchandising and retailing that I have ever read or used. This book as a whole, is very instructive and every Grant man, more especially those just learning the game, should read this book, take notes on it, and digest it thoroughly, for there are many helpful suggestions given."

*Retailing buying* by Clifton C. Field.

"Know the market—the merchandise and the place where it is to be sold.

Importance of knowing quantities to be bought.

Value of mark-up, and how obtained. Uniqueness and value of 'Sales Demonstrations.'

Knowing the merchandising business thoroughly."

*Romance of a great store* by Edward Hungerford.

"I consider this book very good. For the entertainment afforded alone, it is well worth reading. But the real value of the book rests in the fact that the writer of it goes into considerable details concerning the handling of the R. H. Macy Company department store. There are many methods and suggestions mentioned which are worth jotting down in one's memory for his own future reference. I would recommend the book very highly to any of the men in the stores."

*Chain stores* by Walter Hayward.

"To every man engaged in chain store work it must seem that Mr. Hayward covered the field very thoroughly for a single volume. I was particularly interested in the question of whether the chains will ever be able to push out the individual merchants, or if room will always exist for both."

Although our Library was originally started with the educational work as its main feature, because of an increasing demand, it has also had to provide for the executives in our New York Office. The commercial side of our Library is now being developed. We have many reference questions, some even that demand research work. Recent questions that have come to us, are:

"Turnover of stock by departments in department stores."

"Location with street address of the individual stores of the six largest 5 and 10c and department store chains."

Value of corner entrances versus inside entrances."

We expect to greatly increase the reference resources of the Library this year by adding many new reference books, so that the work may be done with greater efficiency and speed.

There are several plans which we hope to carry out in the near future. May we suggest some of them?

We hope to create much closer cooperation with our present readers by keeping very closely in touch with the reading of each individual man.

We are compiling several special lists of books such as the "Merchandising Five Foot Shelf," which will be sent out to all readers.

During the year, we plan to try out an experiment with books on salesmanship and merchandise with the salesgirls in some one store. We would like to test out a small group of twelve titles. This, we realize, is a field that so far we have scarcely been able to touch upon.

Probably the thing we wish to bring about most is to increase the turnover of books in the Library. It should be an easy matter for every man in our organization to read one good book each month,

Because

"The reading of good business books is good business."

## The Contacts of General and Special Libraries\*

LOUISE KELLER,

Chairman, Special Libraries Council of Philadelphia.

The Special Libraries Council of Philadelphia and Vicinity was organized not quite four years ago, with the idea of making possible a better knowledge of the library resources of the city and the surrounding territory.

While particular attention was given then, and ever since, to enroll in our mem-

bership all the special librarians in our region, we have always welcomed, indeed desired, members among librarians; believing we had much to gain from their help, and in return had something to give. For much the same reason we have, on the other hand, sought members among those officials of commerce and industry, who,

\*Opening address at Special Libraries session of N. J.-Penna. Library Association Convention, March 2-3, 1923.

being charged with the assembling of facts and information, are in a position to appreciate the value of an organization such as we hope to be.

As our name implies, our body came together with the idea of taking counsel, one with the other. There was no idea of making rules and regulations for cooperation to which every member must subscribe. Each library must be, and is, the judge of how far it will open its doors to aid another. We promise no more than the means of making wants and helps known; nor have we yet perfected the machinery for doing even this; but we have made a beginning.

Through the courtesy of The Free Library of Philadelphia, its Division of Municipal Reference acts as our clearing house. To its Chief, and our Secretary, Helen M. Rankin, go many an S. O. S. By no means all of these come from special librarians.

In a number of cases it is not necessary to trouble the clearing house, as the Directory of Libraries will suggest the most likely source of information.

This Directory of Libraries of Philadelphia and its Environs is our first bibliographical contribution to librarianship. It was necessary, first as an introduction of our members to themselves, and secondly, to introduce to them the libraries of the City, whether members or not. Perhaps the Committee charged with editing the information caught a fine fever and gloried in new libraries and subjects. I strongly suspect "Playbills" was seized as eagerly for an entry as "Paint." The question was indeed raised whether a directory issued for a special library association should not draw the line somewhere; but this was refuted by the anxious query of a special librarian, who had undertaken to discover the significance of the lily in Chinese art. The stand taken was, that the librarians even of a business house, might as a by product, be called upon for advice ranging from infant's nutrition to Pharaoh's tomb. The consequences of this liberal attitude have been, that useful as the Directory is to special librarians I believe I can say it has been more valuable to, and more frequently used by the librarians and the general public; a fact that can be rated as value received against the increased use of libraries by the special librarians.

There is no reason however, why the libraries should not ask for a return of the library courtesies which they have almost universally accorded the special libraries. Some special libraries have rigid restrictions about the loaning of certain types of material, such as magazines, even to their own clientele, but usually these libraries will go as far for a stranger as for their own people. You can generally arrange for a visitor to be admitted, and in many cases, books, etc., will be loaned to you for use in your own library.

The value of this borrowing privilege is not restricted to unusual or extremely technical subjects. I know of one case where

a big library borrowed in haste from a little sister, a publication unaccountably missing from its own shelves.

Our second bibliographical contribution is slowly getting under way. I refer to the Union List of Periodicals. Of this Dr. Lewis will speak later in the morning, but one aspect should properly be treated now.

A work, such as our Directory, that is printed and spread broadcast, entails no insuperable difficulties for an organization without a home, that is without permanent headquarters and staff, but it is time for serious thought when such an organization begins to collect data, which for one reason or another, cannot be duplicated. Lacking the money that will equip and maintain the home, it must either content itself with an imperfect use of the data, or it must discover some agency—some George to do the deed. Such an action is not reprehensible when it holds a benefit for George.

In undertaking the care of our card catalogue of Periodicals, the Periodical Department of The Free Library hopes to benefit itself, and held its readers. The Council hopes that this may be the result.

I have failed in my purpose, if by this time I have not made clear to you, that the Council is primarily an agency engaged in making more readily accessible to its members the vast store of information which exists in Philadelphia or the places readily accessible to it; and that to do this, the task can be approached in no spirit of littleness, or for merely selfish gain. Each one must contribute that gift of service it is best calculated to render; not asking an eye for an eye; but rather exchanging the service of an eye for that of a hand; understanding that the very essence of success lies in using members for the work they are best equipped to do; making capital of that which differentiates us.

The ways in which the general library can serve the special library are obvious. It can be used as a storehouse, a reservoir from which we draw that which is not so frequently useful as to deserve a place upon our own shelves. The general library, particularly the public library, can better act as the custodian of joint records; as the clearing house; the neutral ground where conflicting interests meet. Serving the public, it can serve special libraries, even though they be private libraries, as no private library can make a business of serving other private libraries.

On the other hand, the special library, working intensively, can often supply out-of-the-way information; books and magazines of too special a character to justify the expenditure of public funds. Even in general subjects, it can be a useful auxiliary when books are out, or magazines at the bindery. A special library is often a picker up of unconsidered trifles, that in the general library would become as the needle in the haystack. It is apt to houseclean; and unless it is large, with an ex-

tensive staff, it has no time to sell, or advantageously dispose of its discards. An energetic public library will consider all these matters and turn them to account.

Above all in estimating the possible uses of special libraries, it must be remembered our sources of knowledge are not confined to the printed word. One of our members once applied to another for help in some obscure problem. The librarian was unable to find the information, but referred the question to an official of her company, who promised to write an opinion upon it. While this may be unusual, it is not unprecedented. My own firm, applying to this same librarian for help was put in touch with a man who lent us his personal books, and with whom we subsequently arranged for pro-

fessional services in an intricate mathematical calculation.

It is this side of the work, the locating of specialists, I should like to see better developed. I am hoping for a greater number of special libraries, in or near Philadelphia, spreading among business and technical men an appreciation of library technique, and a dependence on library resources. Above all, the owners of these special libraries must be impressed with the idea that a library that stands alone does not give a full measure of service. It cannot! Its powers are limited. The sum of all I have to say to general librarians, those of Philadelphia particularly, is this: We, the special librarians, can develop special powers that will, in the end, help you.

Help us!

## The Library and Legislation\*

By GREGORY C. KELLY,

General Manager, Pennsylvania Compensation Rating and Inspection Bureau.

Law making under our democratic form of government is not an art which has been scientifically developed and a lack of organized knowledge is especially obvious in the enactments of State Legislatures. Legislation can not apply significantly to human affairs unless individual legislators have themselves a broad knowledge of the fundamental facts relating to the industries, the domestic relations and the relaxations of the people for whom they legislate. To illustrate, there is now before the Pennsylvania Legislature a bill for "An act requiring cities of the third class to furnish booths for the protection of traffic officers." Cities of the third class in Pennsylvania are those with less than 125,000 population. Another bill proposes an amendment to "An act to revise, amend and consolidate the law relating to fish and providing penalties." Separate appropriation bills have been presented for thirty-one hospitals and fourteen bills propose amendment in the detail of electing public officials. Altogether five hundred bills have been presented in the first month and a half of this session, sixty-one of which affect the State Constitution or the government of counties, cities, towns or boroughs which have already been organized for many years. Organization and constructive betterment have no part in this hodge podge. It may be said however that Pennsylvania is no exception in respect to the complexity and confusion of proposed legislation.

The modern form of State Government had its evolution in a time of simple social organization which it well suited. Since then the country has developed into what may be called an urban nation. Seventy-five per cent of the population of the eastern and

middle states lives in cities and the result is the inevitable confusion and interdependence which occurs when a large number of people live close together. This change from simple to complex methods of living has not only occurred but it has become so much a matter of course that the rapidity of the change is generally disregarded. Yet it is the very rapidity of change that has carried society beyond legislative organization so that laws and law making are unsuited to present needs.

One hundred and forty years ago modern industry had its beginning with Watts' improvement of the steam engine. In the intervening years civilization has become mechanical to such an extent that even clothing and food are machine-made and the spinning mills and weave sheds, the tanneries and shoe factories, the knitting mills and clothing factories are filled with machine operators. Candy is mechanically made; milk is separated and sterilized by machines; bread is baked in mechanical ovens and meat is machine packed or mechanically handled. Not only are all articles of common use made by machine, but a large part of the population is engaged in operating the machines which make things and yet only a century ago these articles, if made at all, were made by hand.

Society could not now exist without mechanical means of communication, comparatively new as they are. The first railroad project in this country, which was but sixteen miles in length and which secured its locomotive from England, is now but ninety years old. Bell's improvement of the telephone, an improvement which made it a useful instrument, occurred less than fifty years ago. The ships for the first

\*Address at Special Libraries session of March 2-3, 1923.

N. J.-Penna., Library Association Convention,

transatlantic steamship service were built in 1838, and it is only in the past twenty-five or thirty years that our familiar trolley cars and subways have been developed. Big cities, since they produce no raw materials or food stuffs, are dependent entirely on means of transportation. An interruption of transportation for only four or five days, would produce extreme hardship in Boston, New York or Philadelphia.

Just as electric and steam railroads have made our big cities so also the typewriter, the filing cabinet and the adding machine have made it possible to organize the executive offices of the great industries which themselves depend on modern mechanization for their operation. Interdependence is the result of this mechanical development. Machines will not function without human control. Trolley cars and steam trains must have crews of men to operate them whether to carry the factory worker or the factory product. Each person is now dependent for the bare necessity of life upon the cooperative efforts of many people.

Certain modifications in social organization have kept pace with the increasing use and development of machinery. For example, Medical Science has solved new problems arising from the crowding of many people into small areas and chemistry has had a tremendous impetus from the demand of industries for better and cheaper means of production. Real Estate, Insurance, Banking, in fact all business and science have altered greatly in one hundred years and in the course of these social changes there has been created a permanent wage class.

It was but a few years ago that the country was principally agricultural. So short a time as forty years ago, but thirty per cent of the fourteen million people of this country lived in cities; now, however, slightly over half of the fifty-four millions of people are city dwellers. In earlier days there was still government land to be had for the taking and enterprising people then became farmers or merchants in the new communities thus formed. Wage earners were engaged in hand trades and could become pioneers and homesteaders if they wished. Moreover, the proportion of wage earners was not a majority of the population, whereas now some ninety per cent of the people gainfully employed are wage earners. Practically the whole Social organization is now engaged either in manufacturing articles for sale or in buying and selling.

Starting with mechanics liens and the exemption of wage payments from attachment, legislation has to a certain extent had to follow these changes in social organization although so-called Labor Legislation has more recently concerned itself with hours of labor and minimum wages almost entirely. Factory laws have been enacted. These relate to the safety of work-

ers through the safeguarding of machinery and of dangerous places. They relate also to the sanitation of the working places. Workmen's Compensation laws have as well become general in this country. These compensation laws provide for the payment of a proportion of wages during disability to those injured by work accident. They provide also for a distribution of the financial burden of these compensation payments through an insurance system. In this way this proportion of the cost of work accidents is borne by the consuming public.

There is, moreover, discussion of social legislation which will provide old age pensions, sickness funds and unemployment funds. All of this mass of Labor Legislation recognizes the existence of a permanent class of wage earners. It recognizes as well that such workers receive as remuneration for their labor, amounts too small to permit the accumulation of wealth and too small to provide for the expected misfortunes of their occupation.

Because of this complexity of human affairs today, it is not possible for legislators to act intelligently on the many diverse and intricate problems with which they are confronted. This is one of the reasons which results in differences between separate states in legislative action on the same subject. For example, the laws governing the organization of corporations in the states of New Jersey and Delaware have been of the sort to attract capitalists. These laws have been so different from the laws of other states that corporations were organized under the charters granted in New Jersey and Delaware although they owned no property and did no work in the state. Pennsylvania for instance has developed a State Constabulary that has been a model for other states though it has been questioned as to whether the organization satisfies a public need or performs a public function.

Legislatures are made up of individuals with qualifications largely political. They are for the most part respected members of their communities, well meaning and desirous of meeting the responsibilities before them. The tenure of office, however, is not long and legislative procedure is intricate. Legislation is in fact a difficult problem. The sessions are short—in Pennsylvania they occupy four or five months each two years. Literally thousands of bills are presented in this time. The presentation is perfunctory and reference to a standing committee is also perfunctorily made. Bills may or may not be reported out by the committee to which they have been referred. Moreover, the legislator has much to do in the way of securing places for political followers, log rolling for measures in which he is particularly interested, committee work and the attendance upon public hearings and formal sessions of the legislature. All this activity leaves little time for study or thoughtful consideration. A large num-

ber of the problems presented come as new subjects to the legislator. No one person can be familiar with banking, legal procedure, railroad valuation, civic government, diversified industry and the like.

In this varied character of subjects and in the need of their careful study lies the province of the Legislative Reference Library. New York State formed the first of these Reference Libraries in 1890 as a department of the State Library. Its purpose and chief occupation was the indexing and classification of the general legislation of the several states. Wisconsin followed with the formation of such a library in 1901. This latter library, however, had a broader purpose. In addition to the indexing and classifying of laws, many of which are not well adapted to their ostensible purposes, this library has from the beginning done reference work on proposed legislation. The functions which are performed by the Legislative Reference Libraries now organized appear, with one or two notable exceptions, to be largely of a secretarial nature. Proposed legislation is put in legal form, titles are arranged, numbers assigned and endless formalities of the sort are performed. This proposed legislation is recorded historically as to its author, the date of presentation, its committee reference and the like. Completed legislation is indexed and classified. Legal as well as library training is required for efficient performance of this task and libraries "learned in the law" are specified in the organization of these libraries. Not only is this work useful but it is also a big and exacting task. Appropriations, however, are limited and this is doubtless the reason for the omission of the more useful function of reference work.

Much attention is given in the reports of these Legislative Reference Libraries to the indexing and classification of newspaper and periodical clippings. Such information is of transitory and inexact character and as such is a waste of time whereas source information is the primary requisite for intelligent study.

Legislative Reference Libraries are general in character. Every activity of the people is subject to the control of legislation. With the great mass and miscellaneous character of laws as a basis it would be almost safe to say that no human act

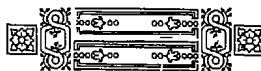
has escaped at some time or some place from the subject of legislative enactment. To collect and keep up source information and authoritative reference of so broad a scope is a very general and a very big undertaking.

Not only is legislation without scientific investigation and exact knowledge but it is also haphazard. The fact that sixty-one separate bills could be presented to a single legislature, all relating to a single subject and in a period of about one month, is bad enough. These bills, however, all propose changes in the detail of government of existing counties, cities, towns or boroughs. No comprehensive or unified system of legislation can result from these confusing proposals.

Here indeed is another and still unexploited field for the reference librarian—codification of proposed legislation is becoming a public need. Under such a system bills would be presented at a short advance legislative session. They would then be classified by subjects, arranged as far as possible in unity and presented to the proper legislative committee by the Librarian.

Although of public benefit, at least two difficulties would be encountered by this codification program. Legislators wish to be known as the authors of bills fitted to the popular prejudices of their constituents. Legislation, moreover, is not spontaneous but results generally from the desire of labor or capital to secure new legislation or change old legislation for their own advantage. Unostentatious presentation and dexterous committee assignment is sometimes resorted to for such bills which may be reported out from committee in the closing days of the session along with a flood of other bills and so escape attention during their perfunctory passage. Certainly no public harm could result from codification and public discussion of such bills as these.

The province of the Reference Librarian of the future is one of social importance of the first order since legal systems dependent upon formality and precedent rather than equity and justice are becoming decadent. Economic and sociological study of affairs of the day must have its effect on legislation. Investigation and research are fundamentals of effective progress. The library is the guide and the advisor of such investigation and the very instrument of such research.



## A Union List of Periodicals\*

By FRANK GRANT LEWIS,

Librarian, Crozier Theological Seminary

Real people of our day want to know the facts. Knowledge is at a premium. Good indexes are the keys to the knowledge which real people insist on having. A bibliography is a special form of index and one that is indispensable. In our quest for real things, a bibliography of periodicals is one of the most essential kinds of bibliography as a whole, because many of the most valuable discussions appear only in periodical form. A union list of periodicals is a particularly significant bibliography because it is an index at once to the periodical literature of a particular community and enables the investigator to ascertain directly whether an item is available anywhere within an extended circle of library collections.

Among the union lists of periodicals compiled during the last twenty-five years and become indispensable for uncovering facts for the investigator, that issued by the libraries of Philadelphia and vicinity under the auspices of The Free Library of Philadelphia in 1908 and 1910 stands preeminent in one particular. I mean of course the fact that it shows not only what periodicals are received in the libraries in this community but also shows where any portion of any set may be consulted. This item alone has given to the Philadelphia Union List an outstanding significance. An experience which came to me some ten years ago illustrates the possibilities.

A gentleman wished to consult the files of the Independent back in the 80's. The Philadelphia Union List revealed painfully that the Independent for that period was not to be had anywhere about Philadelphia. This discovery while negative, was of immense economic value, since the next thing in importance to knowing where an item is, is knowing where it is not, because immediately the need for searching the libraries of a field is obviated and all the time which would be spent in such investigation is saved.

When I found that the Independent of that period was not available in the vicinity of Philadelphia, I turned to the want list of periodicals of the Library of Congress and saw that the portion of the Independent desired was not listed. Accordingly I could tell the reader that the pages he wished to consult were available in Washington. Because of the existence of a union list, and a want list, I had been able within a few minutes to locate an item which otherwise would have required days or weeks of search if it were to be uncovered.

Almost as soon as the Special Libraries Council of Philadelphia and Vicinity was

organized, we began to feel the need of a union list of special periodicals for Philadelphia and the Philadelphia community as a whole. Probably one reason why we felt this need was our acquaintance with the very great value of the Union List published in 1908 and its supplement in 1910.

When Miss Keller became chairman of the Council and emphasized the work of committees, one of the committees provided for was that on periodical literature. When she asked me to serve as chairman of that committee she hardly knew, I am sure, though she may have seen symptoms of the fact, that during nearly a quarter of a century one of my standing dissatisfactions has been an unrestrained indulgence in periodical publications. I recall for example how more than twenty years ago when I had occasion to handle the first two volumes of the Atlantic Monthly, I was interested to observe that the editor, beginning his publication in November, 1857, understood that such a magazine should be arranged in two volumes per calendar year and accordingly put seven numbers in each of the first two volumes in order that thereafter each calendar year might be divided into two volumes of convenient size.

I venture to mention this item and to touch upon this aspect of periodical literature because the form of a periodical is next in importance to its contents as an element of utility. While a union list does not reveal this, those who make use of the union list are soon aware of the fact. Another item will illustrate the point.

About a dozen years ago I first observed how the benighted Baptists of Massachusetts in 1803 when they began to publish the Massachusetts Baptist Missionary Magazine, and issued a number at irregular intervals as they had material, nevertheless arranged the issues from 1803 to the close of 1816 in four volumes with title pages and indexes which it is a pleasure to handle today because of their excellent form as well as the rarity of the contents.

Inheriting such agreeable items from the past, when I note that the International Book Review began publications with December, 1922, when it might just as well have begun in January, 1923, has an intolerable page, and adds to the absurdity of the magazine by paging each number separately, I am inclined to have considerable sympathy with the Fundamentalists when they say, in effect, "Day by day in every way the world is worse and worse." In spite, however, of the ignorance, witlessness and commercialism of the editors of J.-Penna. Library Associations Convention.

\*Address at Special Libraries session of N. March 2-3, 1923



periodicals, a union list is indispensable, and the Special Libraries Council of Philadelphia proceeds accordingly.

In view of the importance of the matter for the Philadelphia area, Miss Keller prevailed upon Miss Graffen, with her large experience as chief of the periodical division of The Free Library, and Miss Rankin, the secretary of the Council, in addition to the other members of the committee, to cooperate in the movement contemplated. Various meetings of the committee were held and all details of the plan considered.

As an outcome it was decided to prepare the union list on regular L. B. cards for use in that form at once and as a basis for printing at a later time if that should become possible. It was agreed to print 5,000 cards in form somewhat like L. B. order cards but entering into less detail, each card to bear the exact name of a periodical, the library where this periodical is available, the inclusive dates and volumes available, and, in the case of current publications, the place and frequency of issue, and the price. These cards were then distributed among the libraries connected with the Council, according to the number of titles each library through itself likely to report, and at the same time a form letter was sent to each library giving somewhat detailed suggestions as to the purpose of the list, the use of the cards, and the best methods for preparing the cards for the use intended.

One highly important element in the project was a generous agreement on the part of The Free Library of Philadelphia to serve as a depository of the union list and to undertake to give information by telephone, or otherwise as far as possible, concerning the data furnished by the list. In view of this it was understood that libraries willing to prepare these cards should omit all items available in The Free Library

as shown by the printed Union List of 1908 and 1910.

Another element stressed was that each special library should give particular attention to reporting its highly technical and therefore specially rare periodical possessions. This was emphasized because we found that a librarian was likely to regard such highly technical material as beyond the interest of anybody other than its own technical staff. The committee as a whole, however, insisted that one of the chief purposes of a union list is precisely the recording of such rarities.

It will be easily understood that the work involved in the preparation of such a union list is considerable for each library. As a result some libraries are compelled to distribute the work of preparing the cards over months of time, and only about twenty of the libraries identified with the Council have yet returned the cards to The Free Library. Already, however, the items reported show the large significance of the project undertaken, 315 items not in The Free Library appearing at present in the list.

I can illustrate the outcome at present thus far in a single case by mentioning the result for one of the two libraries with which I am personally connected. We found that in the periodical collection belonging to Crozier Theological Seminary we have about 270 titles which are either not represented in The Free Library of Philadelphia, according to the Union List of 1908 and 1910, or are in the Crozier library more complete than at The Free Library. Other special collections will undoubtedly show even more surprising results in proportion to the extent of their possessions.

Altogether, while the labor involved in the plan and its execution is far from inconsiderable, we are certain that it will more than justify itself in the days ahead as real people more and more try to get down to the fact of life and its activities.

## Said in Standardized Stanzas

Dr. Keith Preston, who is, in his serious moments, professor of Latin in Northwestern University, but who, in his unofficial moments, conducts a column of literary criticism in the Chicago Daily News, under the title, *The Periscope*, came up for breath not long ago and commented in these terms on standardization in libraries,—according to "The Survey" (Oct. 15, 1922):

The keeper of the zoo, one day,  
Decided to buy only hay.  
"Since we must standardize," said he,  
"Hay suits the big majority."

The bear was quite resentful, but  
The keeper of the zoo said, "Tut!  
Your taste, dear Bruin, does you proud,  
But I must cater to the crowd."

The lion gave his bale one look:  
His baleful roar the cages shook.  
"O-o-oh!" said the keeper of the zoo,  
"Guess I must get a bone or two."

And so the lion got his grist;  
The bear went on the waiting list;  
The big majority still chew  
About what Nature meant them to.

# Special Libraries

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## EDITORIAL

### SPECIAL LIBRARIES

Our magazine is now in the hands of our enthusiastic and capable new editor, Miss Leonore A. Tafel. Miss Tafel has been in special library work for a number of years, having served as assistant librarian, and acting librarian during the War, of the New Jersey Zinc Co. Library. Following that she built up the library of the American Cotton Oil Co., where she continued her work as librarian for several years. While with them she also assisted in editorial work. She has recently accepted a research position with the Metropolitan Life Insurance Co. Library.

Miss Tafel received her first library training at Drexel Institute Library School where she graduated, and later supplemented that by the second year in the New York Public Library School. She has known the Special Libraries Association for most of its life-time and for several years has been very active in its behalf. She is splendidly qualified to serve as editor of our publication, and the Executive Board congratulates itself on having persuaded her to assume this task of editorship.

Some delay was caused in the issuance of the February number, due to the change of editors and the necessary adjustment of details therewith. Only by the ready assistance given us by Mr. Hyde and Mr. Lindsay in Washington, were we able to get it printed as early as we did. This number we are combining, making it the March-April number, thereby giving the editor opportunity to overcome this past unavoidable delay which was no fault of hers. In the future, I am confident the editor will have all issues printed and distributed to our members regularly and on time, as the past editor has done so well during the last five months.

It is our hope that all members will cooperate with Miss Tafel by supplying her with news of individuals, libraries, and local associations, and by sending in suggestions or contributions. The date of going to press is the fifteenth of each month—have all copy to the editor before that date.

R. B. R.

### ITS COMPONENT PARTS

If the whole is equal to the sum of its component parts, think what a chance there is for a successful meeting of our national organization at Atlantic City this year! Built up of necessity, on the interest of librarians—and particularly of *groups* of librarians—in every part of the country,

the national organization thrives or languishes according to the interest demonstrated locally. As component parts of the Special Libraries Association, think of the Philadelphia local association with its successful session at Atlantic City recently, the first session of the kind planned by special librarians primarily for general librarians; its union list of periodicals and its revised directory. Recall the series of very active meetings in New York which have been appealing to business men as well as librarians and this association's cooperation in planning courses for special library work; the very definite results obtained by Boston in its published report on Methods; its Sponsorships for knowledge; the work of the Washington local on the Reclassification bill. Then consider the weekly gatherings of special librarians of Chicago; the newly formed associations at Pittsburgh and Los Angeles. During the year these local groups have been hard at work organizing their ideas and now they will come together with definite realization of needs and with real plans for carrying them out. These ideas coordinated will result in a strong national program—a real national house of information, the parts contributing to the success of the whole and the whole so successful that it give dignity and public recognition to each component part.

### THE SECRET IS OUT

Plans for the annual Special Libraries Association Convention are announced on the President's Page of this issue. They sound so alluring that we prophesy there will be a rush for accommodations at the Hotel Chelsea. It will be to your interest to make reservation at once!

Particular attention is called to the speakers who are to address the various sessions. The Association is indeed fortunate to have as their guests for the occasion Mr. Bruce Barton of New York, Dr. David Friday of Michigan Agricultural College, Mr. J. H. Puelicher of the American Bankers Association, Mr. Charles F. D. Belden of the Boston Public Library, Mrs. Robert F. Armstrong of the Eastman Kodak Company and numerous others.

Group interests and special library methods hold a prominent place on the program. There is bound to be competition among the group chairmen—each of whom is responsible for planning his own group meeting—and we look forward to some interesting results. The methods conference, covering cataloguing, order work, reference work, book selection, documents, union lists, and library specialists is a new departure which looks most promising.

Attention should be called in particular to the convention meetings of the New York Special Libraries Association, the Philadelphia Special Libraries Council and the District of Columbia Library Association. These meetings have been arranged by the local associations at the request of the Special Libraries Association to form an integral part of the Convention program. This is an opportunity which you should not neglect to learn special library facilities of other cities and to come into personal contact with the individual members composing each local association. Write to the secretaries of these associations telling them you will be on hand.

And don't forget the social activities. All work and no play leaves librarians listless. No danger of that at Atlantic City! The title of this editorial is not altogether truthful as regards social activities planned for Convention Week. Look forward to some interesting developments. The Committee on Social Activities, Miss Marguerite Burnett, Chairman, has been doing some heavy thinking and planning. We're betting on Burnett!

## The President's Page

### PROGRAM OF S. L. A. FOURTEENTH ANNUAL CONVENTION, HOTEL CHELSEA, ATLANTIC CITY, MAY 22-25, 1923

Monthly meeting of the New York Special Libraries Association, Monday, May 21, 8 P. M. Metropolitan Life Insurance Co., 1 Madison Avenue, New York City.

Opening Reception, Tuesday evening, May 22, 8 P. M., at Hotel Chelsea, Atlantic City, N. J.

#### TENTATIVE PROGRAM

First general session: Wednesday, May 23, 1923, 10.05 A. M.

Address of Welcome: Wm. L. Bader, Mayor of Atlantic City.

Address by a representative of American Library Association, either Secretary Carl A. Milam or the new President. Annual address by President of SPECIAL LIBRARIES ASSOCIATION, REBECCA B. RANKIN.

"Knowledge is Power,"  
Speaker to be announced.

#### GROUP MEETINGS—WEDNESDAY, MAY 23, 2.35 P. M.

These meetings will be held at the same time but a separate room for each group. Each group will have a Chairman who has arranged the program, allowing particularly for informal discussions of everyday problems.

Financial—Miss Alice Rose, Chairman.  
Insurance—Miss Frances S. Cox, Metropolitan Life Insurance Co., New York.  
Medical—Miss Janet Melvain, Common Service Committee, New York.  
Religion—Clara Clarke, Biblical Seminary in New York.  
Industrial—Miss Louise Keller, Independence Bureau, Philadelphia.  
Civic—Miss Ina Clement, Municipal Reference Library, New York.  
Technology—Mr. George Winthrop Lee, Stone & Webster, Boston, Mass.  
Sociological—Mrs. Bertha V. Hartzell, Social Service Library, Boston.  
Agricultural and Scientific—Miss Claribel R. Barnett, Department of Agricultural, Washington, D. C.

#### CONFERENCES ON METHODS, THURSDAY, MAY 24, 1923, 10.05 A. M.

These meetings will be in sessions at the same time, but in different rooms. Each meeting will be in charge of a chairman who has arranged his own program to suit its particular needs. Informal discussion will be encouraged.

Cataloging—Miss Margaret Mann, Engineering Societies Library, N. Y.

Order Work—Miss Theodora Abbott, National Bank of Commerce, N. Y.

Reference Work—Mr. E. H. McClelland, Carnegie Library, Pittsburgh.

Sources for Book Selection—Miss Julia McCord, Geological Survey, Washington, D. C.

Documents—Mr. E. H. Redstone, Massachusetts State Library.

National List of Periodicals—Mr. H. M. Lydenberg, New York Public Library.

Specialists in Public Libraries—Miss Gladys Love, Rochester Public Library.

#### SECOND GENERAL SESSION, THURSDAY, 2.35 P. M.

"How to Make Facts Work," Speaker to be announced.

"Serving Humanity," by Bruce Barton, Barton, Durstine & Osborn, N. Y.

"Business Prophecies—or for what subjects will business librarians be called upon in the coming year," by Dr. David Friday, President of Michigan Agricultural College.

#### SOCIAL EVENING—THURSDAY, MAY 24, 1923, 8 P. M.

In charge of Social Committee, under Miss Marguerite Burnett, Federal Reserve Bank of New York.

Dramatics, stunts and other interesting features promised.

#### BUSINESS SESSION—FRIDAY, MAY 25, 1923, 10.05 A. M.

All business transacted. Reports of committees. Election of Officers. Discussion and adoption of new constitution. Reports from local associations. New officers will assume office.

#### THIRD GENERAL SESSION—FRIDAY, MAY 25, 1923, 8.05 P. M.

New President Presiding

"Need of Libraries in the Financial World," by Mr. J. H. Puelicher, President American Bankers Association.

"The Public Library and its Relation to Business Interests," Charles F. D. Belden, Boston Public Library.

"Human Relations in the Eastman Kodak Company," by Mrs. Robert F. Armstrong, Eastman Kodak Company, Rochester, N. Y.

Monthly meeting of the Special Libraries

Council of Philadelphia and vicinity, Saturday, May 26, 8 P. M., Philadelphia, Pa.

Monthly meeting of the District of Columbia Library Association, Saturday, May 26, 1923, 8 P. M., at Washington D. C.

Delegates will be given an opportunity to visit any or all special libraries in New York City, on Tuesday, May 22. Miss Elsa Loeber, New York State Chamber of Commerce, has offered to make her library headquarters for all visiting delegates during their sojourn in New York, Monday and Tuesday, May 22-23. There will be a committee appointed to give all possible assistance and information to all librarians interested in visiting special libraries in New York.

The same opportunity will be afforded them to visit libraries in Washington, D. C., or Philadelphia, on Saturday, May 26. Local committees will give delegates every assistance and attention.

#### HOTEL ARRANGEMENTS

Headquarters will be at the Hotel Chelsea, South Morris Avenue and the Boardwalk, Atlantic City, N. J. The following rates including meals are as follows:

One person in room (without bath) . . . . .	\$7.00 per day
Two persons in room (without bath) . . . . .	13.00 per day
One person in room with bath) . . . . .	9.00 per day
Two persons in room (with bath) . . . . .	15.00 per day
(Some of the large front rooms will be \$16.00)	

These rates will extend to and through Sunday, May 27th. Members desiring accommodations are requested to write direct to the Hotel Chelsea.

The Chelsea bus meets all trains at the Pennsylvania Station, or jitney busses may be obtained.

Baggage *should* be checked direct to the Hotel Chelsea, or it may be sent via Parcel Post. It will be placed directly in room assigned.

#### EXHIBIT

The Exhibit is in charge of Miss Grace A. Child, Phoenix Mutual Life Insurance Co., Hartford, Conn. All arrangements for exhibits should be made through her.

#### TRAVEL ANNOUNCEMENTS SPECIAL RATES

A rate of fare and one-half will be available to Atlantic City. When purchasing one-way ticket ask for a certificate, *not a receipt*, and immediately on arrival at hotel, have it endorsed by Mr. Alfred Lindsay, Secretary. This certificate presented to ticket agent will entitle bearer to reduction on return trip.

Regular one-way fares from principal cities are given below:

Boston, via New York . . . . .	\$13.19
Boston, via Philadelphia . . . . .	14.09
New York . . . . .	4.93
Philadelphia . . . . .	2.92
Pittsburgh . . . . .	14.64
Washington . . . . .	7.32
Chicago . . . . .	31.88
Detroit . . . . .	25.85
Cleveland . . . . .	19.73

## Association Activities

#### A. L. A. Annual Convention

The St. Louis Public Library is planning to entertain eastern and northeastern members of the American Library Association and the Special Libraries Association who pass through St. Louis on their way to Hot Springs, on Sunday, April 22. A cordial invitation is extended to meet the librarians of St. Louis on that day.

Milton J. Ferguson, State Librarian, Sacramento, California, will represent the American Library Association at the World Conference on Education, Oakland, San Francisco, June 28-July 6, held in connection with the annual meeting of the N. E. A.

#### A. L. A. Wants Library Plays

Secretary Milam of the A. L. A. writes:

"We wish to assemble at A. L. A. Headquarters, a file of library staff plays, including of course, plays written and produced by library school classes. There is no thought of publishing or even of mimeographing at the present time, but single copies in manuscript will be valuable for loan purposes. Any librarian who has such a play is asked to send a copy of it to this office."

#### Lecture Course of Public Speaking

A series of five lectures on Public Speaking will be given at Hot Springs during the A. L. A. Conference by Professor Franklin L. Gilson, State Teachers College, Emporia, Kansas. Advance enrollment is necessary. The lectures will be given in the

Eastman Hotel at 8.15 each morning from Tuesday to Saturday, April 24-28, inclusive. Professor Gilson will probably be available also for informal and personal conferences with those who have enrolled for the course. This subject was selected for this year's lecture course because of the interest expressed by those who attended the Bleyer lectures at Detroit. There will be a two dollar fee for the course. If you are interested please send your name at once to A. L. A. Headquarters. The fee can be paid at Hot Springs.

#### The Medical Library Association

Dr. John Ruhrah has kindly furnished the following account of the Medical Library Association:

"This is a national association, including most of the larger medical libraries and many of the smaller ones, as well as a large number of individual members who are recruited from those of the profession or laymen who are interested in medical libraries, and medical literature

The Association was founded in 1898 by Dr. George M. Gould, its first President, in connection with Sir William Osler. The object of the Association is the fostering of medical libraries, and maintenance of a system of exchange of medical literature among them. Any medical society, association, university or college, having a fixed home, and a library of at least 500 volumes, with a librarian, or other attendant, in charge, is eligible for membership. The libraries pay \$10.00 a year dues, and may be represented at the Annual Meetings by two persons. The individual members pay \$5.00 per year.

The Association has resulted in uniting together those interested in a betterment of conditions in medical libraries. The Annual Meetings have afforded opportunities for interchange of opinions on topics relating to medical library work, the end in view being the placing of up-to-date tools, that is medical books and journals, in the hands of the profession. The Annual Meetings have been held in various places have afforded an opportunity to inspect most of the larger libraries, both medical and otherwise. There has been the development of a splendid esprit de corps among the medical librarians. The Association maintains an Exchange, which is a sort of clearing house through which books and journals are sent from one library to another; thus utilizing quantities of duplicate material otherwise wasted. This is in no sense done on a business basis, the larger libraries giving freely, and the smaller ones receiving, but even so much material is received by the larger libraries.

The headquarters of the Association are at 1211 Cathedral St., Baltimore, Maryland, and all communications should be sent to this address. We shall be pleased to have applications for individual or library mem-

bership, or contributions of books, reprints, or funds to carry on the work.

The annual meeting of the Medical Library Association will be held in Baltimore, May 7-9, 1923."

#### New York Special Libraries Association

The Mid-Winter Meeting of the New York Special Libraries Association at which the Financial and Commercial Libraries of the Association acted as hostesses, was held on Tuesday evening, February 27th at Stanley's Restaurant, 198 Broadway, New York City.

After Miss Frances Cox, President of the Association and Librarian of the Metropolitan Life Insurance Company, made various announcements of interest to the Association members, she introduced the first speaker of the evening, Mr. Oswald W. Knauth of R. H. Macy Company. His subject was "Income and its Relations to Business Cycles." He described briefly the different financial and forecasting services and the necessity of collecting varied statistical information for such services. He also described briefly the purpose and work of the National Bureau of Economic Research, publishers of some recent publications on the income of the United States.

Mr. Raleigh S. Rife, Economic Statistician of the Guaranty Trust Company, was the next speaker. He talked on the business of foreign financing and how the financial library fits into the whole scheme of underwriting foreign loans. He traced briefly the history of foreign financing in the United States and how America has developed a remarkable power of absorption of foreign bonds. This is one step taken by the American investor in the foreign financial field; the next one to be taken, according to Mr. Rife, is putting private capital into the development of foreign countries. All this is placing additional demands for information on financial libraries. It is not so easy to go and see foreign countries, as it is to see firms here, and even if one does go, he may not see all he might. A man who has studied the countries may know more than one who has been royally entertained. When a country asks for a loan, the bank must know the past record. Therefore, it must have some one on the job of digging up information all the time. Decisions must be made at once. From this, one can judge that it is necessary to have accurate and up-to-date information available at a moment's notice. A librarian in such a library must sense the relation between information and the needs of her concern and it is her duty to obtain it. Business men are sold on the financial library, but the demand is growing for greater adaptability on the part of the library department to nose out important data and get it to them.

Mr. H. W. Wilson of H. W. Wilson Company, spoke about the possibility of issuing

an Index to Financial Periodicals. The matter was left open for future discussion at the forthcoming annual convention of the Special Libraries Association.

Miss Maria Leavitt, who is the candidate of the New York Public Library in the drive of the Good-Will Elections, under the auspices of the American Committee for Devastated France, spoke briefly upon her hopes of going abroad and Miss Ernestine Rose made a few remarks on behalf of Miss Leavitt. The Association had pledged 1,000 votes for Miss Leavitt, besides various individual pledges which were given at the meeting that evening. Miss Leavitt is the only librarian who has been nominated throughout the field in connection with this undertaking.

MARGARET C. WELLS,  
*Secretary.*

#### Meeting of Chicago Special Librarians

At the meeting of the Chicago Library Club, on the evening of February 8, a special Round Table was devoted to an informal discussion of recent developments in special library work here in Chicago, under the Chairmanship of Miss Mary B. Day, Librarian of the National Safety Council. Miss Julia Elliott, of the Indexers, spoke of the principles upon which her classification had been built up, and had a copy of the classification which had just come from the press, Miss Ruth Nichols, Librarian of the Federal Reserve Bank, Chicago, as Chairman of the Committee on Methods of the Special Libraries Association, reported on the progress of this Committee, Miss Louise Ayers' Report on the Committee on Classification of Trade Catalogues was read. "Standardized forms" were discussed by Miss Irene Warren, Director of the Chicago School of Filing. The medical libraries had a sectional meeting with Miss Metta M. Loomis, Librarian of the College of Medicine Library, University of Illinois, as Chairman.

MARY B. DAY, *Chairman.*

#### Pittsburgh Special Librarians Association

The Pittsburgh Special Librarians Association met on March 15 in the Allegheny County Law Library. There was a brief business meeting, followed by an address by Mr. R. Z. Virgin, Editor of the Coal Trade Bulletin, on the ways of gathering and assembling facts for a technical journal. Mr. G. E. Clarkson, of the National Safety Council, then spoke on the library aspects of the Council's publications. Mr. J. Oscar Emrich, Librarian of the Allegheny County Law Library, conducted a tour through the library, and explained his system of cataloguing material and correlating information.

ADELINE M. MACRUM,  
*Secretary-Treasurer.*

#### Los Angeles Special Libraries Association

The January meeting of the Los Angeles

Association was held at the studio of the Universal Film Corporation and was a great success. Mr. Armstrong, the librarian, provided a chicken dinner, and after we had finished eating we walked all over "the lot" to see the sets for the productions on which the company was working. They were building the front and the courtyard of the Cathedral of Notre Dame for the production of "The Hunchback of Notre Dame" in the exact scale and with every detail of architecture of the original. Hundreds of men were working in the night shift on the building. It was most entertaining.

At the February meeting, Valentines in the form of souvenirs from the First Wisconsin National Bank of Milwaukee will be distributed. These include pencils, penholders, paper cutters and some printed matter.

Contributed by MARGARET REYNOLDS.

#### Special Libraries Association of Boston

The Committee appointed to handle discarded material requests librarians having such books, periodicals and pamphlets to send their lists to Miss Loraine Sullivan, Fine Arts Department, Boston Public Library, or to any other member of the Committee. The information needed is as follows: author, title, imprint, if periodicals, whether bound or unbound, and whether discarded regularly; the library and person from whom they are obtained; length of time during which they will be held. These lists may be consulted at meetings of the Association and at Miss Sullivan's desk at the Boston Public Library any time before 5 P. M., except Thursdays.

RUTH A. PHILLIPS,  
ETHEL TURNER,  
F. L. COBURN,  
LORAIN A. SULLIVAN,  
MARGARET S. LOCKS, *Chairman.*

A meeting of the Special Libraries Association of Boston will be held on Monday, March 26, at the State Library in the State House. The subject is to be Documents, and the speakers are: Miss Jennie Foster, State and Federal Documents; Mr. John Edmonds, State Archives; Miss Edith Guerrier, Document Publicity; Mr. Walter B. Briggs, Reference Use of Documents.

MARGARET WITHINGTON,  
*Secretary.*

#### New York Special Libraries Association

The April meeting of the New York Special Libraries Association will be held on Tuesday, April 24th. It is to be a dinner meeting at the Metropolitan Life Insurance Co., 1 Madison Ave. The program is in charge of the Sociological group of which Miss Juliet Handerson is chairman. The main speaker of the evening is Thomas Mott Osborne.

**Boston Special Libraries Association**

The Committee on Methods of the Boston Special Libraries Association arranged an interesting meeting which was held on February 26th at Boston School of Filing. The program of the evening included two addresses, one by Mrs. Eugenia Chick, Principal of the Boston School of Filing on "The Work of the School," and one by Mr. Lawrence Preston Morse, head of the Research Department of the Babson Statistical Organization on "Business Facts—Their Organization and Interpretation." Mr. McDonald of the Massachusetts State Library made the arrangements for supper which was held prior to the meeting at King's Chinese Restaurant. An a la carte supper was served in a private room at 6.30 P. M.

MARGARET WITHINGTON, *Secretary.*

**Meeting of New York Catalogers**

Catalogers in and around New York City got together at dinner on February 16th, for the purpose of discussing a closer organization of the Catalog section of the A. L. A., which might carry out the interests of libraries large and small, help solve problems which come up, and make the cataloger's place felt more in the library world at large.

The hearty response to the notice sent out by Miss Margaret Mann, Chairman of the committee, was most gratifying. The numbers soon soared so high that many late applicants could not be taken care of.

People from outside the city wired, telephoned, or wrote, asking permission to come, and finally between 95 and 100 were present, representing 27 libraries. Among these from out of town were Mr. Currier and Miss Tucker from Harvard, and Miss Monrad from Yale. The libraries of Bridgeport, Ct., and East Orange, N. J., were also represented.

After dinner Miss Mann briefly set forth the purpose of the meeting, and spoke of the advantages to be derived if catalogers were to get together to further their own ends. An informal discussion followed, in which many enthusiastically took part. Emphasis was laid on the need for having meetings of catalogers from time to time, at which questions of administration, special classifications, or any particular problem could be talked over. The value of the inspiration to be derived from the personal touch of meeting others of one's profession and seeing what they are doing, was brought out. The question of a directory of catalogers was taken up, also that of support of the Catalog division of the Library of Congress. After an interesting discussion of all the possible advantages to come from such gatherings, there was a unanimous vote expressed for making these meetings of catalogers a permanent thing in the New York district.

Miss Cragin of the New York library was appointed Chairman of a Committee to draw up resolutions to be submitted by Miss Mann in her report to the Catalog section of the A. L. A. in April.

## Notes on Meeting of Special Libraries Association of Boston

By G. W. LEE,

General Subject—How to get up-to-date information on Business Subjects.

There were ten speakers.

Mr. L. A. Armistead of the Boston Elevated said that the librarian receives reports of executives who hold meetings of all the department heads. Through these reports it is easy for the librarian to anticipate what is likely to come up in the next two or three years. This anticipation probably helps the library service more than anything else.

He familiarizes himself with the personnel of the various public departments in Boston; for instance, when the Public Service Commission reports fail to give information he deals with Mr. Brooks of the Department of Public Utilities. So likewise with Mr. Phillips of the Department of Labor and Industry. The Boston Elevated Railway Company has to do with 120 dif-

ferent labor unions and Mr. Perkins of the Department of Labor and Industry, who makes up the report each month, is glad to give information that the lawyers of the Company use in arbitration.

By keeping in touch with those who have to do with publishing the State Documents, he gets them ten days ahead. Mr. Redstone is also helpful in this matter.

As regards the City of Boston, he is familiar with the Transit Commission and with the Statistical Department at the City Hall.

From the Bureau of Foreign and Domestic Commerce, he receives the Technical News Bulletin, which comes every month, and which gives notice of what is to be published later on. This Bureau has a Division of Building and Housing Mr. John Grers



in charge). The Company has some eight millions of dollars in buildings under way, and by keeping in touch with Mr. Greers, he gets the report ten or fifteen days ahead of the public. This is a great help to their Purchasing Department.

Mr. Leonard, Purchasing Agent of the Navy Department in Boston, supplies him with Navy specifications which he does not get by arranging with the Boston Public Library as a depository.

Mr. J. H. Friedel of the National Industrial Conference Board receives telephone and telegraphic communications from Mr. Armistead and renders great service. So also Dr. Harrison W. Craver of the Engineering Society's Library, New York City, and generally speaking, if Dr. Craver has told what is there upon the subject, he feels assured that that is all there is.

The National Railway Appliance Company of New York, which has a London office to which it makes a monthly report, gives Mr. Armistead access to their report before it goes to London and thus he has his advance information along transportation lines.

The Bureau of Railway Economics, through Mr. R. H. Johnson, Librarian, means a great deal to the Boston Elevated Library.

Book stores render service by supplying the book on telephone call, which is followed up by requisition.

He has a back number department of his own covering about ten years, and is able very frequently to supply calls for single numbers upon request.

Mr. James P. Heaton of Chamber of Commerce, has the work of answering inquiries by mail, telephone, or call in person, receiving perhaps 100 by letter or telephone during each day, and of the widest variety (from the history of the Old North Church on Salem Street to January statement of exports and imports.)

He has tried to confine himself to a compact set of reference books after Dr. Eliot's five-foot shelf, and he believes in knowing his books thoroughly. Often he finds that people in calling him up already have the information in hand in some book of their own, and he has likewise found himself overlooking a book that he himself has had under his eyes daily. He has taken particular pains to familiarize himself with the World Almanac from cover to cover, the Statistical Abstract, and the Census Abstract on manufactures.

Miss E. L. Sheehan, of Fay Spofford & Thorndike, says that her library is confined largely to bridge and water front problems. She uses many of the familiar reference books like Hendricks Commercial Register. She appeals to Sampson & Murdock Company for the names of various commissioners and the like. She has found the Reference Department of the State Library particularly useful on such a subject as

facts about the Hoosac Tunnel (in newspaper clippings, etc.) For construction notes she has found the Stone & Webster cards that list periodical references of much value and believes in building up that sort of a collection as often it contains much that is not in the printed indexes.

Miss Marion G. Eaton, Federal Reserve Bank of Boston, has found that her college experience, farming experience, and experiences in other places have equipped her well for the statistical work of the Federal Reserve Bank. She has learned not to trust figures too far or too much in annual reports and to verify what comes in such familiar annuals as the Statemen's Year Book.

They subscribed for literature that covers world affairs and they cater to the needs of the boys who are taking night courses as well as to the officers of the Bank. They assume that the official Government figures are correct and rely upon the United States and British Statistical Abstract. Census Reports are used a great deal as also the Controller of the Currency, Secretary of the Treasury, etc. The Federal Reserve Bulletin is relied upon for exchange rates, etc. State Library is relied upon for foreign documents and its collection is improving all the time.

The League of Nations publishes a monthly bulletin of statistics of several foreign countries, and is a useful compendium on finance and trade. Non-official sources, such as Who's Who, Manuals, Directories of Directors, are used a good deal and Statemen's Year Book is carefully checked because the editors seem to fear gaps more than mistakes. They receive the Corporation of Foreign Bond Holders' annual report. They rely upon the Commercial and Financial Chronicle and the London Economist as good standbys and having good indexes. The Chronicle and its predecessors they have back to 1839. There is not room for bound newspapers except that they keep the Boston News Bureau, the Journal of Commerce, Boston Transcript, etc., for a month.

Information files are one of the most important features of this special library work. In connection with this, the subject matter is classified carefully for ready reference. Interesting articles in the magazines are clipped and are noted on cards, and such as is of permanent value is filed away at the end of the year.

Second sight is gained by talking with people and finding out how far what is given them has satisfied their needs.

A bundle of slips containing memoranda is kept on her desk and sorted out from time to time, some going into the permanent files and giving clues to important information.

Mrs. James of the Harvard Graduate School of Business Administration said that her work suggested that of the Chamber of

Commerce. They serve students and professors and often have the problem of finding out what a person really wants.

The subject headings in the card catalogue are of great help. Industrial Arts index is particularly valuable in covering such publications as *Printers' Ink* that have no indexes of their own. The New York Times index is used a great deal, so also the Statistical Abstract, Poor's Manuals, and other publications are among their valuable assets.

*Miss Dorothy Bell* of Jackson & Moreland. They have two departments—Engineering and Construction; one having to do with reports, appraisals, inventories, rate cases, etc.; the other with differences of power plants, supervision and construction. They have the usual run of questions suggested by accounts of other libraries; they have to check up the names of individuals, hence have to use various year books, *Who's Who* in Engineering, etc. The McGraw Manuals are much used, also Poor's and Moody's. They have many questions concerning equipment and machinery, and they have a fairly comprehensive trade catalogue for the purpose. They use Public Utilities Reports Annotated a good deal.

They telephone to various companies for first-hand information, a notable instance being recently when inquiry was made as to the largest steam turbine plant.

*Mr. William P. Cutter.* (Arthur D Little, Inc.)—He said that a large part of his work has been in putting the library in order as there has been no regular person in charge for ten months. It is a library of about 5,000 books and there is not room for its growing larger. So far it has been well indexed. It includes the archives of the business also.

This particular work has to do with applied chemistry, and because of the impracticability of keeping much of the material he needs he avails himself of many outside resources, and he has found the libraries of Boston very usable.

Just before he came he was presented with a copy of a list of chemical periodicals in this country, and where they can be found, which was published by the American Chemical Society. Boston does not have many of these as it does not need them, and he has to get the articles from far and wide, which, in many cases, are photostated, and believes that a photostat machine is much needed by the Boston Public Library.

From the Boston Public Library he gets specifications of United States and English patents and some German patents, although

the collection of these last are not up-to-date. He has tried to impress upon people the importance of finding out where things are kept and thoroughly believes in corporation lists. He finds it a great handicap not to have publications from Germany up to date, and he emphasizes the importance of patent claims because they are statements of facts. Inventors may publish their *ideas* in periodicals but in their patent claims make a very different statement.

*Miss Ruth Canavan* of Metcalf & Eddy. She called attention to the foreign book shop maintained by George Reuschel in the Studio Building, where she can often get things that Schoenof does not have. She has information that falls into two heads—the verification by basic sources, and general information from general sources.

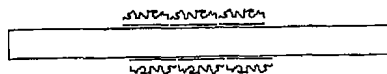
She uses the Sweet's Architectural catalogue, the Chemical catalogue, and the Chemical Abstracts a great deal, besides other indexes; also the World Almanac, and the Special Libraries Directory of Boston. She finds the Insurance Library of Boston a very useful resource on street maps, and she notes that the Census Bureau at the State House has Massachusetts maps up to date.

*Miss Laura R. Gibbs*, of the Tel-U-Where Company of America, spoke of the "Directory," a combination of the directory and the dictionary, which is to be published in the spring. 150,000 copies will be distributed to business houses and many residences, and additional copies will be for sale on the news stands. This is compiled from trade name lists, trade directories, etc., which are a large feature of the Company's equipment. Their card catalogue of trade names means a great deal, although the cards are taken out in answering questions on the telephone, and it is surprising with what accuracy they are put back.

They receive about 150 calls a day, mostly having to do with articles on trade names.

They tried the Rand Visible Index for handy reference purposes, but there were too many cards and too many changes for this sort of an index, and they had to give it up, using the card catalogue instead. They had expected that much of their information could be delivered by mail, but experience showed that it came largely over the telephone and was wanted immediately.

The kind of inquiries they receive helps them very much to anticipate what is wanted. They have about 80,000 trade names on file, 10,000 manufacturers, and about 12,000 subject information cards.



## Special Library Field Doings

Harriet L. Hale, Librarian of the Reference Library of the Industrial Accident Commission of the State of California, writes concerning that library: This Reference Library is primarily intended for the use of the Department of Safety of the Commission, but it is becoming a source of information for industrial plants and others interested in safety work. We have been gradually getting together as much information along safety lines in the way of safety publications, bulletins, photographs, clippings of interest, etc., as we can with the limited means at our command, and at the present time believe we have a valuable nucleus for the formation of a good reference safety library."

An account of the Municipal Reference Library, New York appears in the *New York Times* for February 18, 1923.

According to the *New York Times* of March 4, the Collectors' Club has just received one of the largest and most valuable philatelic libraries in the world. It represents virtually the life work of a prominent Austrian, Judge Victor Suppantsehtsch. The library includes practically everything that was published in all languages on the subject in the nineteenth century, and comprises nearly 1,200 volumes and about 30,000 periodicals, with many society publications and early price lists of postage stamps. Of the books, about 550 are in the English language, 208 being published in the United States and Canada, 429 in the German language, 139 in French, 19 in Spanish, 17 in Italian, 14 in Dutch. Among the periodicals are sets of early philatelic journals which are now very rare. Judge Suppantsehtsch was a contributor to the various stamp journals, and the compiler of a bibliography of German philatelic literature, published in 1892.

"Plain Talks to Girls for Business Success" is a series appearing in the *New York Evening World*. Number 3, The Woman Librarian, is an interview with Miss Rebecca B Rankin of the New York Municipal Reference Library. By Ruth Snyder, on February 26, 1923. Herein Miss Rankin has given her views on the qualifications and training of the librarians, how the standards are being raised, and the possibilities in this field of work.

State Librarian Godard, of Connecticut, announces an increase in salaries of the members of his staff within the last month.

A fund for the purchase of a library devoted to the science of radio has been established at Yale University by Dr. Lee de Forest, inventor of many improvements in radio apparatus. Dr. de Forest has also

established a fund to provide for a course of twelve lectures by radio experts for the benefit of advanced students and members of the engineering staff.

The Newark Museum Association has received a gift of \$500,000 from Mr. Louis Bamberger for the erection of a building for the collection at present housed in the Newark Public Library building. It is planned to raise a fund of half a million dollars which will combine endowment, purchasing and equipment funds.

Among the lecturers at Pratt Institute School of Library Science this year on the work of special libraries were Miss Rebecca Rankin who talked on special libraries in general and the work of the Municipal Reference Library in particular; Miss Mary Parker of the Federal Reserve Bank who spoke on subject filing and the organization of the filing department; and Miss Mary Combs of the staff of the Brooklyn Hospital who talked on the possibilities of hospital library work. During the next term there will be two lectures on technical books by Dr. Donald Hendry of the Applied Science Reference Room of the Pratt Institute Free Library. Several of the students are taking the open courses offered by the New York Public Library on the Administration of the Special Library and on Sources of Information relating to Industry and Business.

Postmaster M. O. Chance has issued the following announcement. "Publishers are advised that under the provisions of paragraph 1 (f) section 419, Postal Laws and Regulations, advertisers receiving one copy each in proof of the insertion of their advertisements in publications of the second-class may be included in the 'legitimate list of subscribers' required by law, but copies sent in excess thereof are not entitled to be mailed at the second-class pound rates of postage, but are chargeable with postage at the transient second-class rate of one cent for each four ounces or fraction of four ounces."

### Personal Mention

Gertrude Reissmann, Librarian of the Research Laboratory of the Eastman Kodak Company, passed away at her home in Rochester, N. Y., on December 31, 1922.

When the Kodak Park Laboratory was established in 1912 as part of the Research Laboratory of the Eastman Kodak Company, Mr. Eastman appointed Miss Reissmann librarian. This position she held until her death.

The library was organized with the idea that it should be the most complete photo-

graphic library in the world, an end which Miss Reissmann had ever in mind and which, it is believed, had been attained some time before she died. The original library consisted of about 600 books and subscriptions to approximately 50 periodicals, back numbers being secured wherever possible. This list lengthened from time to time until at present there are more than 800 books on the shelves and 200 technical magazines coming into the library each month. Miss Reissmann's time was taken up to a large extent in giving assistance to other industrial and technical libraries as well as individuals interested in photographic literature. Translations for all branches of the Rochester plant were not a small part of her work, and she was always ready to help the research worker when the information required was given only in German or French with which he was unfamiliar.

Librarians throughout the country will remember Miss Reissmann's ready cooperation and helpfulness, and her going will be a deep loss to the library field.

An account of the work of Florence Wilson, Chief Librarian of the League of Nations is given in "The Woman Citizen" December 30, 1922, under the heading "Librarian Extraordinary."

Miss Amy Meyer, formerly Chief of the Music and Drama Department of the Detroit Public Library has been appointed circulation manager of the Musical Digest, New York City.

Estelle Ashcraft, of the Library School of the University of Wisconsin, is doing laboratory work in the First Wisconsin National Bank Library, Milwaukee.

Julis C. Stockett has resigned her position with the United States Veterans' Hospital Library, at Waukesha, Wisconsin, to organize the extension work of the Wilkes-Barre, Pa., Public Library. She is succeeded at Waukesha by Caroline E. Robinson.

Lucy Condell is now with the library of the New Jersey Historical Society, Newark.

Marjorie Fisher has been appointed cataloguer for the National Industrial Conference Board, New York City.

Caroline Farr Webster, of Geneva, N. Y.,

was married on February 22 to Louis deB. Lovett, at Short Hills, N. J. During the war, Miss Webster was in charge of the library service in the hospitals of this country and France.

Meta Harrsen is now assistant in the Pierpont Morgan Library, New York City.

Mrs. Hildegard F. Millar, who before her marriage was the librarian of the Standard Oil Library in San Francisco, is to have charge of the business library work to be given at the Riverside, Calif., Library School this spring. During the five weeks' course, each student is to take the subject in which she is most interested and run her own special library on this subject.

Grace Orr has been appointed general assistant in the Social Service Library, Simmons College, Boston.

Marion Bowman is the new librarian of the Old Colony Trust Co., Boston.

Ethel Garey has gone to the library of Landscape Architecture, Harvard University, as special assistant.

Maria B. Samuel has recently been appointed Librarian of the Pennsylvania Horticultural Society. This is said to be the oldest horticultural society in this country, having been founded in 1827.

Dorothy C. Nun has been appointed Station Librarian, Field Service, at the Navy Yard, Philadelphia.

Lillie C. Lilliquist is now library consultant to the Library Bureau, Chicago.

Marjorie Zinkie has accepted the position of librarian of the Idaho Technical Institute, Pocatello, Idaho.

Doris E. Wilber is now with the Cable Department, Farmers Loan & Trust Company, 22 William St., New York City.

Margaret R. Richter has resigned from the library of the Southern California Edison Company to join the staff of the Los Angeles Public Library.

An article by Miss Rebecca B. Rankin entitled *Facts for the Taxpayer* appears in "Brooklyn," March 3, 1923.

Florence Foshay, cataloguer of the National Industrial Conference Board, has resigned to accept a position as head cataloguer of the Washington Square College Library of New York University.



## New Publications

The Department of Agriculture has recently published a very helpful "List of Serials received in the Library of the U. S. Department of Agriculture" (U. S. Department of Agriculture, Department Circular 187, 1922). The list is in four parts as follows. Part 1, List of periodicals, Part 2, List of other serials, Part 3, Subject list, Part 4, Geographical list. It will be seen that the list of titles, which contains 5586 different entries, is divided into two parts, the first including periodicals and the second other serials such as annual reports and series of bulletins, each number of which is a monograph. In some cases, however, the line has been difficult to draw. In the subject list and in the geographical list no distinction has been made between titles of periodicals and other serials. The list does not include publications received by the Weather Bureau Library.

The list of periodicals which contains 2,610 titles was prepared by Miss Margaret T. Olcott, formerly Assistant Chief of the Periodical Division. It supersedes Library Bulletin 75, published in December, 1909, which contained a list of the 1,575 periodicals received by the Library at that time. It will be seen, therefore, that the number of periodicals currently received by the Library has increased 1,035 in the past twelve years, or at the rate of 86 a year. The list of other serials, such as annual reports, transactions and series, each number of which is a monograph, contains 2,976 different titles. These were not contained in Library Bulletin No. 75.

In the subject and geographical lists both periodicals and other serials are included in one arrangement. In the geographical list publications issued in the United States are not included, but the subject list contains a list by States of the agricultural periodicals of this country. The list of serials and the subject and geographical lists were prepared by Miss Emma B. Hawks, Assistant Librarian, who also edited the bulletin.

### Income and its Relation to Business Cycles

Mr. Oswald W. Knauth of the R. H. Macy Company chose as his subject at the February meeting of the New York Special Libraries Association "Income and its Relation to Business Cycles."

Up to the time of the war, there was very little real statistical information concerning industries and many basic facts were almost entirely lacking. The war brought about a very decided change in this respect. The War Industries Board was responsible for assembling a vast amount

of information about American business and manufacturing. Their work was really notable.

A group of men associated in collecting this war information later formed themselves into the "National Bureau of Economic Research." They were interested in this new field of statistical information and also in interpreting it. Recently, under the direction of the National Bureau of Economic Research, they have published a report on Income in the United States. This book is a brief summary of an exhaustive search into the income of the United States from 1909 to 1919 made by statisticians and economists of high ability under the supervision of the Board of Directors representing various economic interests and classes in the country.

The National Bureau of Economic Research is now preparing another report on "Unemployment and the Business Cycle" which gives the results of an investigation made by the President's Conference on Unemployment. This study shows that business cycles, each consisting of a period of prosperity and depression, are vital forces that investigators are seeking to interpret. To foresee these periods of fluctuations in business, is very important. Business men are using many business services to help them plan ahead for these periods of prosperity and depression. There are many good business services, all of them ingenious attempts to interpret facts, of which the information is still incomplete. This report tries to give a more complete basis for judging business fluctuations.

### The Hospital Library

The American Library Association has in hand manuscript for a book on "The Hospital Library" which will be published if a real demand for it is evidenced by advance orders. The book has been edited and a large part written by Edith Kathleen Jones, General Secretary, Division of Public Libraries, Massachusetts Department of Education, Boston. She was formerly librarian of the McLean Hospital, Waverly, Mass., and is now Chairman of the A. L. A. Committee on Hospital Libraries. She has probably given more thought to the development of practical library service in hospitals than any other person.

The material brought together for this book includes chapters on the scope of hospital library services, hospital library organization and administration; book selection; the medical library; serving the children's wards, stories to read aloud, and a list of over two thousand books to meet

the needs of hospital patients and nurses. There is also a selected list of magazines for the hospital.

The book will be illustrated with photographs of hospital library rooms, equipment and activities. Practical advice is given on what to do and what to avoid in the highly specialized field it covers.

Useful not only to hospital and library authorities, but to persons responsible for libraries in other institutions for both adults and children.

It is estimated that the material will make a book of about 224 pages, which will be issued in attractive form, cloth bound, at \$2.25.

Readers interested in Hospital Library Work from any standpoint, are asked to place advanced orders and thus make possible publication of this useful book.

#### The Engineering Index

The Committee on Publication and Papers announces two changes in the Engineering Index for 1923. In this edition, the Index items will be printed on one side of the sheet only, so that they may be clipped. In the second place, articles received up to three days before going to press will be indexed and included on a separate page, so that the Index will be up-to-date at time of printing.

#### Women of 1923

"Women of 1923" has just been issued by the Women's News Service, Inc., 30 East 42d St., New York City. It aims "to set forth to some extent the achievements of women in practically every field of endeavor," and is based on the answers to questionnaires sent to governors, senators and representatives, national organizations of women, and prominent men and women in practically every walk of life. While the Special Libraries Association does not appear as an association, a brief account of the special library field is given under Library Work, and particular mention is made of the work of Miss Elsie Baechtold, Miss Rebecca Rankin, Miss Louise B. Krause and Miss Gaynell Hawkins. A short notice of the American Library Association appears under National Organizations of Women.

"Rural California," by E. J. Wickson has just been issued. This is the third volume in the Rural State and Province Series published by the Macmillan Company. Among the chapters especially interesting for library reference use are: Chapter 4 on the history and development of agriculture in California; Chapter 7 on cooperative organizations; and Chapter 10 on educational and research organizations of California, of which four pages are devoted to libraries. No detailed description is given of the agricultural collections of California libraries.

The Commission of the United States of

America to the Brazil Centennial Exposition at Rio Janeiro has issued a number of interesting pamphlets descriptive of various offices of the Government to accompany the exhibits sent by the Commission.

The Bureau of Standards of the Department of Commerce has recently issued as its circular No. 81 a "Bibliography of scientific literature relating to helium."

The National Research Council Bulletin, December, 1922, No. 26, is entitled "Cooperation with the federal government in scientific work." A list of the publications of the Council which accompanies the bulletin states that the following circulars are now in press: No. 36, List of manuscript bibliographies in chemistry and chemical technology, by Clarence J. West; No. 40, The usefulness of analytic abstracts, Gordon S. Fulcher; No. 41, List of manuscript bibliographies in astronomy, mathematics and physics, by Clarence J. West and Callie Hull.

Reprints of the Report of the Committee on Follow-up Methods of the Special Libraries Association of Boston, which appeared in the Library Journal of December 1, 1922, may be obtained from Mr. Lewis A. Armistead, Librarian, Boston Elevated Railway Co., Boston, Mass.

"Ask the Hibernia Bank" is the title of an attractively printed leaflet issued by the Hibernia Bank & Trust Company of New Orleans. "A Cross Section of a Typical Day in the Research Department," and "A Close-up of the Research Department Files" show some of the questions that are asked this department, which is under the direction of Fred W. Ellsworth, Vice President of the Hibernia.

Copies of the report made by Henry Welles Durham on "Street Paving and Street Maintenance in European cities" are available as gifts to any library, institution or individual on application to the Municipal Reference Library, Room 512 Municipal Bldg., New York City. Stamps for parcel-post should be enclosed.

Writing in *American Industries* for March, the Copper and Brass Association attribute to research and educational work a large part in the rapid growth of the consumption of brass and copper during the year. See "Research as Aid to the Industry," page 21.

"Educational books of 1922," an annotated list of 100 titles, has been issued by the Youngstown, Ohio, Public Library. It is planned to publish a similar list in January, 1924.

The Chicago Public Library has published a catalogue of its collection of instrumental and vocal scores. This is a volume of 232 pages, with a classified table of contents and an alphabetical index. It will be kept up-to-date by means of supplements from time to time in the Book Bulletin.

The National Bureau of Casualty and Surety Underwriters, 120 West 42d St.,

New York City has just compiled a very comprehensive bibliography on State insurance—Particularly Workmen's Compensation State Funds (Both Monopolistic and Competitive). The arrangement is I Gen-

eral; II By states; III Foreign countries. It is issued in eight mimeographed pages, and material in the Library of the Bureau is starred.

## Pamphlet Literature of the National Chamber

The purpose of the Chamber of Commerce of the United States is to serve American business by encouraging trade and commerce and its primary function in this connection is to provide a means, through its referenda and resolutions, for the recording of business sentiment on the great problems of the national economy.

This task in itself is a tremendous one and the need for it and its importance is at once obvious. In addition, however, the National Chamber extends direct service to its constituent members through eight representative departments which parallel the main divisions of American business. These departments, which are in addition to the original administrative departments (Resolutions and Referenda, Research, Field and Editorial), are as follows:

Civic Development  
Domestic Distribution  
Fabricated Production  
Finance  
Foreign Commerce  
Insurance  
Natural Resources Production  
Transportation and Communication

An interesting presentation of the organization and activities of the National Chamber is contained in a pamphlet entitled "Chamber of Commerce of the United States: Its Organization, Functions and Service," by D. A. Skinner (Washington, D. C., 1922). The activities of the various bureaus of the Civic Development Department are described in another pamphlet entitled "The National Chamber's Civic Work" (Washington, D. C., 1922).

The official organ of the National Chamber, "The Nation's Business" is well known to every special librarian for the interesting articles and references to special Library work published from time to time in past issues. For two years past the value of this publication has been increased by the publication of a very complete annual index.

The list of the publications issued by the various departments of the National Chamber is too long for reproduction but there are several more recent pamphlets which illustrate the field covered:

1. The National Budget: Analysis of Accomplishments to Date and Recommendation for Further Improvement. May, 1922.
2. Foreign Commerce Handbook; 1922-1923. Issued by the Foreign Commerce Department, 1922. (Pamphlet aims to serve as an indication of sources of export and import service in the United States).
3. Budgeting for Business Control. Fabricated Production Department. 1922.
4. Perpetual Inventory or Stores Control. Fabricated Production Department, 1922. (Discusses the need for proper stock keeping and records system).
5. Chain Stores. Address by Paul H. Nystrom before Tenth Annual Meeting. 1922.
6. Merchandise Turnover and Stock Control. Domestic Distribution Department. 1922.
7. A Commercial Tower of Babel. Domestic Distribution Department. 1922. (Discusses the need for simplification of sizes and varieties of retail products).

## Publications of the National Association of Cost Accountants

*NOTE:—Special Libraries has received a letter from the National Association of Cost Accountants 130 West 42nd Street, New York City, which does not properly belong in our editorial pages but which we don't quite want to relegate to the advertising section and so we are running it betwixt and between:*

"Some time ago you very kindly gave us the privilege of examining several publications put out by your Assoc'ation, among them a copy of SPECIAL LIBRARIES and WORK SHOPS FOR ASSEMBLING BUSINESS FACTS. I read them with considerable interest at the time and particularly noted your statement to the effect that the function of a business library was to preserve data of value to the business executive.

Inasmuch as we have finally decided to make our material available to public

libraries and public institutions at special rates, we believe you will be interested in knowing something about the work we do and its relation to business management.

We are a non-commercial organization composed of business executives and cost accountants who are trying to bring home to industry the value and need for sound cost accounting methods. We publish an Official Publication twice a month, each one of which deals with some problem of cost accounting or business management in an industry about which little or nothing has been written before. Consequently, our pamphlets have a peculiar value as in most instances they represent the only available data on the subject.

The enclosed list of available publications will give you a fairly good idea as to the wide scope of these pamphlets. Non-members may purchase copies at seventy-five cents each, until the supply is exhausted. Many libraries have taken advantage of our new plan of library subscription and have become Library Members. The fee is twelve dollars per year, and entitles a library to copies of all Official Publications issued during the year, and a copy of the annual Year Book. Among the libraries that have found our material of sufficient value to take our Library Memberships are:

Detroit Public Library	University of Columbia Library
Chicago Public Library	University of Illinois Library
Los Angeles Public Library	University of Pittsburgh Library
Providence Public Library	University of Indiana Library
Newark Public Library	University of Chicago Press Library
John Creerar Library	U. S. Department of Agriculture Library
Library Association of Portland.	Free Library of Philadelphia, etc., etc

We would like to bring to the attention of libraries throughout the country the fact that we do issue pamphlets containing facts of value to business executives that cannot be procured elsewhere, and we are seeking to enlist your co-operation, as we do not know how best to accomplish this. It is undoubtedly to the advantage of a library to be acquainted with our material if they are seeking to maintain a well equipped technical department."

#### LIST OF AVAILABLE PUBLICATIONS

Volume I. No. 7. "Accounting for By-Products"—Research Dept. N. A. C. A.

Volume II. No. 7. "Purchase Orders and Purchase Records"—Homer N. Sweet. No. 9. "Cost Accounting for Public Utilities"—E. D. Bistline. No. 10. "A Bibliography of Cost Books"—Research Dept. N. A. C. A. No. 15. "What is Wrong with Cost Accounting?"—G. Charter Harrison. No. 16. "A Method of Distributing Factory Payroll"—Matthew Prosky. No. 17. "Coal Production Costs"—R. W. Gardiner. No. 18. "Uniform Cost Accounting Methods in the Printing Industry." No. 19. "A Cost System for an Electric Cable Plant"—F. Benke.

Volume III. No. 4. "Some Cost Problems in the Hawaiian Sugar Industry"—F. Haenisch. No. 6. "Some Phases of Cost Accounting in the Chemical Industry"—Rosen. No. 7. "Cost Accounting in the Soap Industry"—Wm. C. Koch. No. 9. "A Method of Accounting for Waste in a Cotton Spinning Mill"—No. 10. "List of References on Interest as an Element of Cost." No. 11. "The Scrap Problem"—I. W. Kokins. No. 15. "Flour Milling Costs"—C. A. H. Narlian. No. 16. "Distribution of Operating Costs of Centralized Power Plants. No. 19. "Normal Burden Rates"—C. Van Zandt. (at Low Capacity—Wolfe).

Volume IV. No. 3. "Proceedings of the First New England Regional Cost Conference." No. 5. "Steamship Operating and Terminal Costs"—U. Roberts & J. J. Muler. No. 6. "Cost Practices & Problems in the Production of Coke"—Sheppard. No. 7. "Accounting for Production Costs in the Manufacture of Phonograph Records." No. 8. "Cost Problems in the Wrought Iron Industry." No. 9. "Prices, Profits and Production"—A. F. Stock & M. B. Gordon. No. 10. "Cost Accounting for Cranes & Hoists"—P. D. Stotenbur. No. 11. "Cost Accounting in the Tool Steel Industry"—J. Keefe. No. 12. "Cigar Manufacturing Costs"—A. H. Berman. No. 13. "War Time Depreciation in Open Hearth Steel Plants & Rolling Mills"—J. I. Rodale.