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Special Libraries, March 1926

Special Libraries Association

SPECIAL LIBRARIES

Vol. 17 March, 1926 No. 3

A Chemical Special Library

Libraries for Specialists

A Forecast Forty Years Ago

The Special Library Idea

Published Monthly Except August and September by

THE SPECIAL LIBRARIES ASSOCIATION

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Special Libraries

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Special Libraries

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Approval of Special Library Idea

AS an expression of its approval of the "special library idea," the special Business Branch of the Public Library of the city of Newark, N.J. has had printed for our Association a four-page leaflet describing the functions of the special library and presenting a few endorsements by leaders in banking, research and industry. We herewith note the essential portions of the circular.

Mobilizing Facts for Instant Service

The *special library* mobilizes facts for instant service. It is a central department to supply facts, figures, and any specific information needed by executives, department heads, and other employees of your organization. It produces and verifies facts, assembles them, and makes them function when and where they are needed.

Don't let the word "library" mislead you.

The *special* library is not merely a collection of books and other printed material. It is a business department which reaches out for information of value to your organization; checks it up to see that it is pertinent, complete, authoritative, and up-to-date, and makes it available for immediate use. It is organized to serve special interests—the interests of your business. It increases the efficiency of your organization by keeping it fully informed. It takes routine from the shoulders of your executives and frees them for productive work.

The Special Librarian

The head of your central information department, your special library, should have special library training, and should be familiar in a large way with the subjects his department covers. He must discover, through a study of your organization, what information it needs. He locates all possible sources of this information, assembles it and files it; then, on his own initiative and on demand, he gets it without delay to the person in need of it. He knows his library page by page; knows whether its material is authoritative and up-to-date, whether it is complete, and, if it is not complete, where additional information is available and how it may be obtained.

A special library consists of a good working collection of information upon a specific subject or field of activity; it may consist of general or of limited material. It is in charge of a specialist trained in the gathering, the use and the application of information found in books, pamphlets, clippings, maps, diagrams, pictures, notes and letters.

Adding a Special Library to a Business

How to Go About It

1. Appoint a librarian.

2. Notify heads of departments that a central information office is to be established. Have the librarian attend conferences of executives, give him access to all incoming and outgoing mail and office memoranda, route through to him all in-coming printed material so that he may study the methods and problems of the organization and the character of the information it demands.

3. On the basis of his survey the librarian will proceed to build up an index to information and of means for getting information available in print, in files, and obtainable through service organizations, and will get in touch with persons who have information not available in print. He will then build up such a collection of printed material as the organization needs in its office.

4. Advertise the information office continuously to your department heads and employees. Train your executives to call upon the information office whenever they want facts, figures, or specific information of any kind. New executives and employees should be introduced to the information office as the department that supplies information to the organization. Call attention to the service in inter-departmental noteheads.

Endorsements

A special library, producing information when it is needed—"Facts for Instant Service"—has become an essential to many great business organizations; and here are a few out of many endorsements of that statement:

Guaranty Trust Company of New York
140 *Broadway, New York*

Our organization has found a special library not only very helpful but practically essential to our security business.

Very truly yours
(Signed) WILLIAM C. POTTER,
President.

The National City Bank of New York

The National City Bank has for a great many years maintained a special library. The growing use to which our organization subjects this library is sufficient evidence of its importance.

Very truly yours
(Signed) LEE E. OLWELL,
Vice President.

Stone & Webster
New York *Boston* *Chicago*

We have had a special library in connection with our business for many years, and there have been occasions where it has been very helpful. It is difficult to measure its day to day value, but every investigation in connection with giving it up has resulted in its continuance, and we believe on the whole that it is a valuable adjunct to our business.

Yours very truly
(Signed) HENRY B. SAWYER,
Vice President.

American International Corporation
120 *Broadway, New York*

This corporation has had an excellent special library ever since it was organized, and it has been in constant use. The corporation has devised a real and practical benefit from it throughout its existence, and it is one of the most active departments.

Very truly yours
(Signed) M. C. BRUSH,
President.

United Drug Company
Boston, Mass.

Our organization has found a special library very helpful.

Yours very truly
(Signed) LOUIS K. LIGGETT.

Babson's Statistical Organization
Incorporated
Wellesley Hills, Mass.

Our special library is indispensable to our business. It has often been said that a man's judgment is no better than his information. The special library supplies the information in an organized form which is both convenient and quickly available.

Very truly yours
(Signed) ROGER W. BABSON.

Some of the more important corporations maintaining special libraries are listed and a suggestion offered that anyone interested in organizing a library should write to the Secretary of the Association.

The pamphlet calls attention to the second annual conference of The Association of Special Libraries and Information Bureaux of England with its notable attendance representing scores of the most important societies, associations and corporations of the United Kingdom.

"The world is waking to the fact," the circular states, "that accurate information, provided when needed and where, is essential to progress in the sciences, in social adjustment, in commerce and in every industry.

Libraries for Specialists

By C. Alexander Nelson

THE article which follows was delivered at the conference of the American Library Association in 1887, and was printed in the next year. It was also printed in the *Library Journal*, volume 12, page 361. Mr. Nelson, who is now living in New York, has completed his seventieth year in library work, and may well be called the "Dean of American Librarians."

Miss May Wilson, librarian of the Merchants Association of New York, has brought this article to the attention of the editor of SPECIAL LIBRARIES, and we consider it well worth publication in the magazine.

Mr. Nelson, in the closing sentence of the article, has well defined the limitations of the public libraries and the great reference libraries, and he adds "but our libraries for specialists should each contain everything in print on the subject or subjects for which they are established."

While many of our business libraries do not go to that extreme, the library of the Bureau of Economics carries everything in relation to railroads.

It so happens that the world of business has provided the special libraries, and not the philanthropist, with liberal endowment for support as forecasted by Mr. Nelson.—EDITOR.

An issue of *Science* a few weeks ago contained the following in an editorial note: "The increasing number of series of monographs on special topics must have attracted the attention of all those who possess any acquaintance with current literature. We have an American science series, a set of science primers, several sets of literature primers, historical monographs, economic papers, and so on. The development in this direction is a perfectly natural one, and one which results from the increasing specialization in study. It is impossible any longer for even the well-informed man to follow methods and details: he must rest content with results, and even those concisely stated." Professor W. O. Atwater, in his article on "Food" in the June *Century*, says: "The experiments of the last twenty years are numbered by hundreds and even thousands, and the literature of the subject is so voluminous that few specialists even are able to handle it.

In connection with this literature of specialization a difficulty has arisen to which it is the purpose of this note to call attention, and to suggest a possible remedy for the same. It is the common experience of the librarians of the older and the larger libraries to have specialists come to their collections for the purpose of consulting authorities not accessible elsewhere. Dr. Edward Eggleston, in the preparation of his valuable monographs for the *Century* on the early life of our ancestors in the colonies, had to go from his own fine library on the shore of Lake George (of pleasant memory) to the Astor Library and the Historical Society Library in New York, to the Boston Public and Athenaeum, to the Massachusetts Historical Society Library, to Harvard College Library, to the State Library at Albany, to the National Library at Washington, and even to the British Museum. Professor H. Carrington Bolton, of Trinity College, Hartford, finds one long looked-for authority on "musical sands" only at the Astor Library, and in the preparation of his catalog of scientific and technical periodicals has the assistance of the Smithsonian Institution and of more than one hundred and twenty-five librarians. "In a recent discussion, in the main quite an idle one," says the Boston *Transcript*, "as to the relative advantages of New York and Boston as places of residence for literary men, one significant statement was made by a New York man of letters, to the effect that he, in his work, not infrequently found it impossible to obtain the books he needed in New York and was under the necessity of coming to Boston and Cambridge to get at them."

Much valuable aid has been rendered to specialists in ascertaining where the authorities they wish to consult may be found in the liberal exchange of catalogs, bulletins, and check lists between libraries, and in the publication of co-operative lists and special bibliographies. But all these have served to bring out more clearly the great but perhaps not wholly insurmountable difficulty; *viz,* that the authorities in any and all lines of research are widely scattered in libraries far apart from each other, and that the specialist is often put to an expenditure of time and money from ten to one hundred times the cost of the book he wishes to get at, in traveling to the place where it may be examined.

"When Huxley writes on science in general, Walker on political economy, Geikie on geology, Martin on biology, and Young on the sun, we may rest assured that the results will be beyond criticism."

Some specialists, like Ex-President A. D. White, of Cornell University, Von Ranke, and Mr. Hubert H. Bancroft, have been able to gather to their own libraries needed authorities in such numbers as to make their collections unique and invaluable; but how very seldom during the life-time of the collector, as in the first instance, or at his death, as in the case of Von Ranke, and a few others, do such collections go *en masse* to some library for the free use of students in perpetuum! How often, rather, like that on the history of printing made by the late Mr. Richard M. Hoe of New York, and in scores of other instances that might be named, are the collections of a life-time scattered broadcast!

Every librarian labors to make a specialty of some department of his library, and to gather together all he can that bears upon it; but only too often what he manages to get barely serves to emphasize the more pressing need of what he does not get. Every college librarian can tell us of the efforts made by each professor to secure the lion's share of the appropriations for his own department in the library, and of the loud calls from each of these specialists for much needed authorities. Other librarians also are often indebted to specialists for suggesting or requesting the purchase of valuable books, but few are able to respond as liberally as did the Astor Library in buying scores of books asked for by the compilers of the *Cyclopaedia of Painters and Paintings* edited by Champlin and Norton.

There must of necessity be a limit beyond which general libraries cannot go in supplying the demands of the specialists. How, then, shall these demands be met? We reply by the establishment of libraries for specialists. We supplement our public school system with the free public library, "the people's university;" we must complement our college and university provisions for the "higher education," by supplying to its expected and natural product, the specialists, fully equipped libraries for their several departments, where they may pursue their work and complete the circle by preparing and publishing the "small books on great subjects" for the information and instruction of the people. We said by the establishment of libraries for specialists; we might have said by the prompt and liberal endowment of the scores of such libraries, the nuclei of which are already provided, in the libraries of the medical, historical and scientific societies and professional schools all over our land.

What has been done at Washington in collecting the splendid library at the Surgeon-General's office (for the elaborate and incomparable *Index Catalogue* of which the librarians of the world are so much indebted to Dr. Billings and his painstaking assistants) and at the library of the United States Geological Survey with its sixty thousand volumes and pamphlets, must be done in connection with libraries for specialists in all departments, at centers where they can be easy of access..

One profession, the legal, is already amply provided for, and perhaps deserves but little sympathy on our part. There are hundreds of well-equipped law libraries where legal wits may be sharpened for the prosecution and defence of "boodle aldermen" and bribe-giving railroad presidents, and for breaking the wills of such liberal and munificent testators as Tilden and Mrs. Fiske, and per-

verting the funds intended for library endowment toward refilling the depleted pockets of the contestants in these ill-begotten suits.

Our general or free public libraries cannot be expected to buy works of interest only to specialists; their mission and purpose are fulfilled when they provide for the instruction and entertainment of the people. Our great reference libraries will have all they can do in providing the best editions of the best books for the use of scholars and those who seek more than the free public library provides; but our libraries for specialists should each contain everything in print on the subject or subjects for which they are established.

Comparatively small endowments thus applied will add indefinitely to the positive increment of the world's stock of knowledge, in saving to specialists much time for the pursuit of original investigations which is now wasted in the search for information as to what their predecessors have accomplished.

The du Pont Experimental Station Library

A Chemical Special Library[1]

By Dr. A. W. Kenney

SOME years ago, I had the pleasure of hearing one of your members, Mr. Kwapil, describe the work of a newspaper library. I understand that it is the somewhat forlorn hope of your committee in charge of arrangements that I may be able to give as entertaining an account of a chemical library as Mr. Kwapil did of his.

In order to give you some idea of background, I should explain that the Experimental Station is one of the du Pont Company's several research laboratories. There are a number of others; but most of them deal with more specialized, less various lines of work than ours. The problems which come to us are of a technical, and by that I mean chemical, nature. The broader problems of administration and company finances, and the specialized ones of engineering and legal considerations, are outside of our particular province. Consequently, our library is a chemical library almost exclusively.

I do not wish to give the impression, in what I am going to say, that what we are doing is unique. Other large companies are doing the same sort of thing that we are and in much the same way. But it goes without saying, that only a company with considerable resources can profitably invest a large amount of money in a library and library workers; and we, perhaps, have gone further than many in assigning two chemists to full-time work in the library.

Briefly stated, our function is that of any special library, namely, to collect pertinent information and to dispense it in more or less digested form at the time and in the place where it will do the most good.

We attempt to do the conventional things which we understand all good librarians do, and many of the requests we receive are of a sort familiar to all of you. Someone wants the address of a man or of a company to whom he is writing a letter; he wants trade catalogs describing a certain line of instruments or equipment; he hopes the librarian can find a reference in a periodical which he believes he read six months ago.

I may interrupt to say that we have no formal method for answering this type of request. We do not attempt to keep a card catalog of recent articles of special significance, as I understand is the practice in many libraries. We are relieved of considerable work of this sort by the thoroughness and completeness of *Chemical Abstracts;* and, since our field is so entirely chemical, this publication serves admirably for much of our reference work.

[1] A talk given before the Special Libraries Council of Philadelphia and Vicinity, November 7, 1925. See p. 415. December, 1925 issue.

Like other libraries, we are asked to assist the man who recalls that about five years ago he got, from us, a bright red book, about so big, the author and title of which he has forgotten; but he recalls very distinctly that there was in it a formula for preparing stop-cock grease which he now requires. We have often considered the advisability of preparing a color index of our books, for it appears to be true that the last thing a man forgets about a book he has read is the color of the binding. The serious objection which has deterred us from undertaking this progressive work is the fact that when such a book, as described above, is finally located by good fortune, it invariably proves to be black or green or yellow or anything but red.

One of the time-consuming tasks of our daily routine is the circulation of magazines to the members of the technical staff. We subscribe to about 150 current periodicals; and these are read by a chemist in the library, who refers significant articles to the men in charge of different investigations. By this means, we endeavor to keep our organization posted up to the minute as regards published information on topics with which we are concerned. Another type of work which has become almost routine with us is the translating of articles in foreign languages. Most chemists read French and German, though with varying fluency. Indeed, these are the only languages we, of the library staff, are, ourselves, qualified to translate. But, where an article is of sufficient importance to be studied by a number of different men, it is a matter of economy to have a careful translation prepared and distributed. According to our experience, an adequate translation requires an understanding of the subject matter by the translator; and we find it more desirable to have this work done by chemically trained workers than by those whose training and experience is more purely linguistic. We occasionally have requests for translations from some of the less common languages, such as Dutch, Norwegian, Japanese, and Russian—these we handle through outside translators.

Another form of activity in which we indulge to a large extent, is borrowing things from our neighbors. We have tried to collect the periodicals and books which we use most; but, in attempting to cover the literature comprehensively, we frequently run across references which we do not have; and we have found our neighboring libraries extremely obliging in lending us anything they have. I should like here to express our sincere appreciation of the courtesies we are constantly receiving from other libraries.

You are all familiar with the sort of services just described and are probably more interested in knowing how the library is adapted to the more special needs of chemical research workers. We receive a number of different sorts of requests, and I may mention first those which come typically from the laboratory worker, reserving for later discussion those which come from the executives and directors of research.

Specific Questions

We are frequently asked for specific information; for instance, the boiling point of a compound, or its melting point, or its heat of combustion. Or we may be asked for a reference which will discuss the application of some general principle with which the chemist is familiar but whose details he does not recall. Or it may be a request for a method of analysis or of determining vapor pressures or a description of an instrument for determining the index of refraction of a substance. Requests of this sort are usually answered by a single adequate reference, and we depend on our general knowledge of chemistry and the resources of our own library to answer them.

Frequently, a more general request is received. A chemist is starting, what is to him, a new line of investigation, and wishes to familiarize himself with what has already been done. Under these circumstances, we may be asked simply to provide the chemist with all the references we can find relating to this field, though in some cases the chemist himself prefers to do this work. An interesting request of this sort came up last summer, when a chemist began the

study of a type of reaction concerning which apparently very little had been published. A reference was found which indicated that at least some previous work had been done along this line; and, as the investigation was urgent, we were asked to go through the literature as quickly as possible with a fine-tooth comb and find every reference to work where reactions similar to the one in question had been studied. We succeeded in collecting a considerable number which were referred to the chemist as rapidly as we found them; and, with these as a basis, plus his own experimental work, he was able to formulate a theory which he used successfully to predict the conditions which would bring about the result he sought. Further experiments verified his prediction, and he subsequently filed a patent application.

Where speed is not quite so important, we are sometimes asked to prepare a formal report of the literature on a given subject. You are all familiar with white lead, a pigment used particularly for exterior paints. This pigment was, for many years, manufactured by a process which consisted in burying strips of lead for months in piles of decaying tan-bark. Such a slow and unsavory process is not in accord with the spirit of our time; and, consequently, many different processes have been devised to produce rapidly a product which is comparable in qualities to the Dutch process white lead, as it is called. When this subject became of interest to the Station, we were asked to prepare a survey of the different methods used for manufacturing white lead by these so-called quick processes. Accordingly, this report, which I will pass around, was prepared by my assistant, Dr. Merling.

Solving Problems

Requests such as we have just mentioned, characteristically come from the man who is working on a definite problem. We start him off with a survey of the literature and keep him posted with current journal articles. The question which comes up to the executive is often of a different sort. The decision he is frequently asked to make is not how to pursue a particular line of investigation but the more difficult question whether it is advisable to take up or to continue the study of a particular problem. Whether or not a given investigation may prove worth while depends, of course, on many factors. Suppose, for instance, it has been suggested that we manufacture a new product. It must be established that there is a fair presumption that such a material can be marketed at a profitable figure. It is of importance to determine whether the process of manufacture in question has been already covered by patents to other companies; and, of course, it is necessary to decide whether it is probable that the material can be manufactured economically in the way suggested, or in any other way. In attempting to decide these questions, the director often asks us what information the literature can give; and, in such cases, he does not wish to be told that if he will read through certain large books on our shelves or hunt through fifty or sixty references which we can give him, he will find out what he wants. His question is usually specific. Does the literature indicate that there is a probability that this will work? Or, what does the literature disclose as to the fundamental principles involved in this case? Or what specific information can you give me which will help me to decide this point? How about patents? Such requests as these are usually answered either orally or by a series of memoranda. It is only occasionally that there is time, at this stage, to prepare a formal summary of the literature on a new field. Sometimes, however, where circumstances require it, we are asked to prepare a report which will state, as concisely as possible, what is already known concerning a proposed line of work.

There is one class of literature which is of particular significance in industrial work, and that is patents. Patents are of great interest to us for two distinct reasons. In the first place, they constitute the original, and in many cases the only disclosures relative to technical processes; and in the second place, they are of interest from the legal standpoint. The possible bearing of patents on re-

search programs and the connection of the library with them may well be illustrated by an account of an accident which almost happened some time ago. I shall exaggerate slightly, but I hope that the small amount of fiction introduced into the following story may be pardoned because of the fine moral which it points.

A chemist was assigned the task of developing a material which would improve the quality of one of the company's products. He made a survey of the literature to determine what had been done along this line and entered on a program of experimental work which lasted for about a year and ran into what would seem to most of us a very comfortable sum of money The experiments were successful, and a very satisfactory product was obtained; whereupon, it was felt that it would be wise for the company to take out a patent. Before making the application, however, it was decided to look rather more carefully for patents which might possible have anticipated this idea; and, to our pain and surprise, several patents were discovered which, it was feared, might prevent the company not only from securing a patent, but from using the process which it had taken months of work to develop. The matter was, of course, referred to our Legal Department, whose study of the question led to the comforting conclusion that the patents last found were not legally sufficient to stand in our way. Consequently, the final result was not unhappy, although the incident serves very well to illustrate the significance of patents study in our line of work.

The searching of patent literature is almost a profession in itself, and a thoroughly comprehensive search is a difficult and expensive matter. Although the Patent Office in Washington affords very special facilities for this kind of work, a considerable amount of patent literature on chemistry can be discovered in the library and the disclosure of a discovery in a magazine article is just as significant an anticipation as an earlier patent. Consequently, we are often asked to make brief searches in the library to determine, for instance, whether a given field has been generously covered with patents or is relatively open. More extensive searches are usually carried out for the company by patent attorneys in Washington, but we are frequently asked to collaborate with them and to go over the piles of patents which usually result from such a search in order to determine their technical importance. Furthermore, it is sometimes desirable to supplement a search which has been directed merely to patents by a search of the non-patent technical literature. In connection with our own applications for patents, we may be asked to make a search to see whether the idea, which to us appears new, may have already been published.

My remarks, so far, have been very general; and you would, perhaps, be more interested in knowing how it all works out in a particular case.

Bromine from Sea Water

Since librarians are well known to be exceptionally well informed people, I presume that many of you saw the accounts which were published some time ago regarding an attempt to manufacture bromine from sea water on the good ship Ethyl. Bromine is a substance which is chemically similar to the iodine with which you are all familiar as tincture of iodine, and to chlorine, which is one of the constitutents of common salt and played a part in the late war as the first toxic gas. Bromine occurs in certain naturally occurring brines such as we have in Michigan; and it is known to be present in sea water in extremely small amounts, about two ounces of bromine to a ton of sea water. The prospect of obtaining this small amount, commercially, seemed, at first, so improbable that the facetious suggestion was made that it might be better to study the recovery of gold from the sea water and use the gold to buy bromine. The problem was, however, seriously investigated; and you may be interested to know the manner in which the library assisted in this work.

Our first request was entirely specific and asked for information on the composition and properties of a certain compound. Some of this information we were able to give, some of it we could not find had been published. Early ex-

periments indicated that there were possibilities to the process which had been suggested, and it then became important to know quantitively how much bromine there was in sea water and whether the amount varied considerably as you went from place to place. Consequently, we were asked what information we could give on these points. We found, as some of you may know, that the most comprehensive work on the composition of sea water was done by the so-called Challenger Expedition conducted by the joint efforts of the British Government and the Royal Society back in the 1870's. They showed that the amount of total solids in sea water varies within certain limits, depending on whether, for instance, you are in the North Atlantic Ocean which is the saltiest place, or in the South Indian Ocean which is the least salty. But the results of the Challenger Expedition proved conclusively that whatever the variation in the total amount of these salts in the water, the percentage of bromine in these salts was constant within extremely small limits. This enabled us to say that, after the total salt concentration of sea water is determined, which is a relatively simple procedure, the amount of bromine in it can at once be calculated. This simple fact was of considerable importance because it permitted a great simplification in the experimental work. Furthermore, we found that the composition of sea water is about the same whether you are close to shore or far out at sea, and it is about the same whether you are fairly close to the surface or go down to great depths. If, however, you are near the mouth of a river, the diluting effects of the addition of fresh water will extend for a very considerable distance. As a conspicuous example, the water, particularly the surface water, near the mouth of the Amazon River is comparatively fresh for miles out at sea. We were able, therefore, by collecting information already in the literature, to tell a good deal about the amount of bromine in sea water in different places.

The laboratory work was continued and, in the course of this, the chemist in charge found that of all the things which might happen, some were very undesirable; and only a few were wanted. He knew that the control of these possibilities depended on certain general principles of physical chemistry and asked us for definite information on the physical chemistry of the compounds he was studying. This we were able to give. As you know, the experimental work appeared sufficiently promising to warrant the fitting out of a ship which should make a trial trip to test whether, on a large scale, the process could be operated economically. The trip of the Ethyl was quite successful in recovering bromine from sea water and surprisingly few mechanical difficulties were actually encountered. As to whether the process will eventually be applied on a commercial scale depends on other questions than the chemical and mechanical efficiency, questions which are not pertinent to this discussion.

I have confined my remarks to the Experimental Station Library because that is where I work, and it is the only one of the company's libraries with which I am really acquainted. I do not wish, however, to give the impression that our library is unique among the company's libraries or of outstanding importance. We have three other large libraries: the Technical Library in the du Pont Building, which you have perhaps visited; the Eastern Laboratory Library, which is devoted especially to high explosives; and the Jackson Laboratory Library, which is especially concerned with dyestuffs and synthetic organic chemistry. The company's policy in regard to libraries might, in one respect, cause pain to highly trained librarians, since the separate libraries are not at all "organized" in the sense of being bound together by a central administrative control. Each of our libraries, independently of the others, serves directly and is responsible to the particular organization with which it works. All of these libraries have played important parts in the research work of the du Pont Company. I am sure that I am expressing the feeling of the directors in saying that the library is considered not merely a useful, but an indispensable tool in research and, with the special library, of course, there must go, in order to make it fully effective, the special librarian.

Library of the Pittsburgh Plate Glass Co.

By Ruth C. Haylett, Librarian

THIS library was started about two years ago in connection with the Research Department which the Pittsburgh Plate Glass Company was organizing in the home office of its Paint and Varnish Division. It is generally known as the "Technical Library" because a good deal of our work concerns the Research Staff and we try to live up to the name by being as useful to that department as possible—keeping them up-to-date on the subjects in which they are interested by means of books, magazines, government reports and staff reports. The purpose of the library, however, is to serve every department of the organization.

The Research Department occupies the entire fifth floor of the office building and the library is a spacious room, lighted by five large windows which look out on a bird's-eye view of the city and of Lake Michigan. The equipment of tables, chairs, shelving, magazine rack, and filing cases is finished in oak and is of the type common to libraries. The book collection is small but growing, and our goal is a complete library on paint, varnish, oils and the kindred subjects in which we are interested. We are very fortunate in having the facilities of a good public library at our service and, therefore, we have been able to build a little more deliberately.

One important part of the library service is the care of the magazines. This includes placing subscriptions for those which come regularly to this office as well as for those which are sent directly to the various salesmen at their headquarters. Magazines are brought to the library in the morning and are checked on the standard Library Bureau Record Cards. They are then carefully searched for articles of interest to individuals in the various departments and routed by means of a route slip, a sample of which is attached. The library publishes each month a little bulletin called *Library Notes;* it includes abstracts of each of the more important articles that have appeared during the month. A list of subject headings has been selected and each article is listed in its appropriate section. Each article is numbered and a self-addressed postal card on which the individual may indicate by number the articles he wishes to see is included with each copy. These *Notes* are sent to each department, to the salesmen and to the branch factories.

Another valuable part of the library's work is that of indexing and filing the Research Department reports and correspondence. These reports include information concerning work done on various problems and they are filed in the library according to a system similar to the Dewey Decimal. The Key letter is "R" meaning Research and numbers are assigned to the various lines of investigation. Thus R-2 stands for Library Information Service, while R-100 refers to one special type of investigation and a report of this type is filed numerically in that case. The same system is used in filing the department correspondence. Each report is given at least one subject heading and a record is kept of the individuals who have received copies.

A service that is appreciated by the office at large is the fiction collection. The Public Library allows us to select from fifty to one hundred books at a time and keep them from six weeks to two months. The collection is chiefly fiction but a few books on travel, poetry, etiquette are always included.

One constant reference question is the trend of the market, and daily reports are clipped from several daily journals and sent to the Purchasing Department. Another very usual one is the request for the initials, title and address of some member of a Paint or Varnish Association. The date, place and headquarters of various paint trade, automotive, hardware, in short of nearly any kind of convention is information frequently requested. Requests for trade catalogs of various kinds are usual.

The Functions of the Controller

"WITHIN the last two or three years the controller of one company has been included whenever two or three officers were selected for the purpose of developing any particular new policy or plan of procedure. For example, when the question of group insurance was under consideration, the controller was one of a committee of three to decide on the plans and the company which was to be recommended to the Board of Directors. When application was made to the stock exchanges for listing of the company's stock, the controller was one of three officers authorized to represent the company. In the development and presentation of a plan to sell stock to employees, which has not yet been completed, the controller is also a member of a committee of two. Whenever there is a question of changes in prices, change of basic sales plans, rebuilding of plants, or questions of policy of one kind or another, this controler is usually requested to present his ideas on the subject before final decision is rendered."

The common underlying functions of the controller are summarized as follows:

1. The controller is responsible for the devising, installation and maintenance of the accounting system;
2. The general books are under his control;
3. He has jurisdiction over accounts receivable and all that entails;
4. He has jurisdiction over accounts payable and all that entails;
5. He is responsible for payroll accounting; extending and auditing of all employees' time records; and keeping of all payroll ledgers showing the earnings and deductions by departments and individuals;
6. He has under his jurisdiction stocks and supplies, whether merchandise, raw, semi-finished, or finished;
7. He is responsible for the taking of inventories;
8. He has wide auditing powers over sales, purchases, disbursements and property of every description;
9. Where his functions are logically carried out, he maintains a check over the treasurer's cash receipts, disbursements and bank balances;
10. In a manufacturing company he has charge of the cost accounting; and in the merchandise undertaking he is responsible for the expense distribution;
11. He has the custody of books and the administration of a large office of accountants, mail clerks, stenographers, filing clerks, etc;
12. (a) He is responsible for the preparation of detailed statements of income, operation, disbursements, accounts and liabilities, and (b) Closely connected therewith is the preparation, analysis, and interpretation of statistical information covering all the operations of a business which should be called to the attention of the president, or manager, or board of directors of the business.
13. The budget has been increasingly applied to modern business. The operation of such budgets frequently rests with the controller, and so his functions have in this extent been greatly enlarged.

This statement is followed by a discussion of the relation of the controller to the treasurer in which he sets forth clearly the opinion that the controller's duties should be segregated from those of the treasurer. "One should be a check upon the other, and under no condition should one of them be subordinated to the other. The treasurer is the chief custodian and disbursing officer of the funds and handles all the company's financial requirements which in a great number of companies is a big undertaking in itself. Meantime the controller is left free to serve as a check upon and auditor of funds received and disbursed by the treasurer, and to develop that analytical reading of events, both within and without, which is so essential to large scale undertakings."

Any controller or person who exercises the functions of the controller may receive a copy of this pamphlet issued as Financial Executive Series No. 8, by writing to the American Management Association, 20 Vesey Street, New York, N.Y.

[1] Abstract of paper on the "Organization of the Functions of the Controller" presented by Arthur Lazarus, C.P.A., at the meeting of the American Management Association, October, 1925. This paper covers, in addition, the functions of the controller in a life insurance company, in the United States Post Office, the United States Army, the municipality of New York City, a bank, a railroad, a retail organization, and a manufacturing company.

Special Libraries

IT is with much pleasure that we publish in this issue of SPECIAL LIBRARIES a reprint of Mr. Nelson's interesting article entitled "Libraries for Specialists" which was delivered at the A.L.A. conference in 1887. Mr. Nelson may well be called the dean of American librarians, as he is now in his eighty-seventh year and began his library career nearly seventy years ago.

The story of his life as recounted in *Who's Who* indicates a wide experience as a teacher, librarian and author. Beginning his career at the Harvard College Library in 1857, he served during the Civil War in the United States Army as an engineer and after the war occupied various civil offices in Newbern, N.C. Later he returned to Boston in literary work and in 1879 became professor of Greek at Drury College, Missouri. He resumed his library career in 1881 and from that time until his retirement in 1909 he was associated with many of our prominent libraries. During these years he has written extensively and since his retirement has found time to compile bibliographies and genealogies and to prepare indexes for various publications. Mr. Nelson resides at Mount Vernon, N.Y., still takes an active interest in library matters, and is also a member of various clubs in the vicinity of New York. We are honored by being permitted to reproduce his interesting article.

* * *

In another column we reprint the salient points of a circular on special libraries prepared by the Business Branch of the Public Library of Newark, N.J. The Association is deeply indebted to Mr. John Cotton Dana for this valuable piece of publicity. Mr. Dana is a man of wide vision who nearly twenty years ago grasped the value of the special library in the world of business and to his foresight is due the formation of the Special Libraries Association.

* * *

A member of the Association on the Pacific Coast is anxious to obtain a copy of volume III of the *United States Census of* 1920. If any member desires to donate a spare copy of this book, we should be glad to furnish him the name of the library.

* * *

An enquirer in Boston desires to ascertain rates of foreign exchange during the years of the World War showing exchange rates on New York of all South American countries.

Books versus Tools

AMONG librarians there is in the matter of books a highly acquisitive desire. Books are amassed in great numbers and the overloaded stacks receive yearly augmented numbers of volumes. In our larger cities there has been in the past much duplication of material and effort. Even in specific groups such as law, medicine and theology, the collections grow apace requiring elaborate and expensive housing facilities.

In the last two decades the special librarian has entered the field. He has been confronted with far different problems than the librarian serving the public or the learned professions. He has often been forced to be content with small quarters in office buildings with high rental values; he has frequently been granted meagre book appropriations and he has been required to make a strict accounting of expenditures to executives who are disposed to be more liberal with the income producing departments of the organization.

The special librarian has faced his problems with resourcefulness and oftentimes found the discard a convenient means of saving shelf space and the use of the card file of outside resources a constant help. This practice engendered sponsors for knowledge, extension lists of various sorts and above all community of interest among librarians. The practice also developed dependence upon the great public and reference libraries in larger cities and even upon the larger universities with their immense library resources.

A prominent librarian who presides over a library of distinction suggests the creation of a vast industrial library, a super-library armed with the photostat and reproducing devices, all to be financed by our business leaders and placed within one of our great central libraries. It is true we need comprehensive regional libraries, supplementing the Library of Congress at various points in the United States; libraries with adequate inter-library loan systems untrammeled by red tape and archaic loan regulations.

It is an open question whether a massive industrial library thus pictured by our distinguished librarian would be a valuable research tool for busy executives. The nearest approach to such an undertaking is the recent development of an historical library of industry at a leading graduate school of business. What do our readers think about the question?

Every special librarian should read with meticulous care the statements sponsored by John Cotton Dana which are printed on another page of this issue. He states "Don't let the word 'library' mislead you. The special library," he adds, "is a central department to supply facts," facts in print, in office files and in other sources within and without the library walls.

Mobilizing facts, but not mobilizing serried ranks of books of varied age and content. Library service in the narrow sense would be needed in so far as technical requirements may demand, but above all research service, accurate, painstaking, selective research, from all sources available

Fact Information from Business Organizations

Mr. F. Stuart Fitzpatrick, sometime H. E. Russell Fellow, Trinity College, and Curtis Fellow in Politics, Columbia University, is the author of *A Study of Business Men's Associations,* (Olean, New York: Times Publishing Company, 1925), a book which has a particular interest for special librarians and research workers in the business field.

Mr. Fitzpatrick maintains "that the growth during the past fifty years of business men's membership organizations, particularly trade associations, indicates clearly a further gradual shifting of the base of the directing forces in our industrial and commercial life from the individual or individual establishment or plant to the organized groups, and that in this gradual change there is evidence of a new structuralization of our economic life, implying social and political consequences as yet but imperfectly perceived."

This "new structuralization" is traced in the work of the many present-day trade associations. It is shown as exerting a definite influence upon competition in business and upon the relationship between business groups and government. There are many in the special library field who will at once agree with this point of view—in fact they will see in it at once the application of what is coming to be regarded as the doctrine of Herbert Hoover.

Mr. Fitzpatrick makes a real contribution in his differentiation of the various types of business men's organizations, showing how each fits into the national plan, how each functions, and what it aims to accomplish. He traces the history of business men's associations from the early boards of trade and local exchanges up to the great national federated bodies which now play so large a part in the economic development of our country.

The book is an invaluable reference tool to all who are concerned with sources of economic information. It shows how business men have organized to supply their own information needs, the use to which such information is being put, and the effect of such use upon business and government. It classifies business men's organizations into groups—basic industries, manufacturing, domestic distribution, transportation, communications, foreign commerce, finance, and insurance—with many subdivisions under each general head. In closing, the book has a valuable chapter on the relationship between business men's organizations and the government.

Libraries in China

Dr. Arthur E. Bostwick, librarian, St. Louis Public Library, who visited China April-July 1925 as A.L.A. delegate, upon the invitation of the Chinese National Association for the Advancement of Education, has received advices from Peking, China, which indicate the complete success of his recent efforts to have part of the returned Boxer Indemnity Fund used for library extension and improvement in China. The China Foundation for Education and Culture, consisting of five American and ten Chinese members, which is the body that will administer the returned indemnity, has just made a grant of $500,000 gold for a national library in Peking The Chinese Government has granted a site for the new building in the western part of the Winter Palace grounds and has agreed to be responsible for half of the expense of administration for ten years. It will also turn over to the new library, as a nucleus of its book collection, the books now under the care of the Peking Library, which formed part of the Imperial collection in the Forbidden City. This places the new National Library in a commanding position at the outset of its career, and the interest taken in it by the newly-formed Library Association of China makes it certain that it will be administered according to the latest and best methods.

Dr. Bostwick is also informed that the China Foundation will establish six other libraries in various parts of the Chinese Republic, all of which will contain books in English and other languages as well as in Chinese. This indicates that the experiment advocated by him of "demonstration libraries" for the spread of popular education is to be undertaken in earnest.

Research or Information Departments

January issue of the *Office Economist* begins the first of a series of five articles on "How to Operate a Research or Information Department." The series will be completed in issues appearing during the first half of 1926.

The editors, states a recent issue of the *Office Economist,* assigned the compilation of this important series to a man who has received wide recognition as a writer of business topics, especially those pertaining to statistics and research. Work from the pen of J. George Frederick has been printed in previous volumes of the *Office Economist.*

Mr. Frederick is president of *The Business Bourse,* author of *Business Research and Statistics* and formerly managing editor of *Printers' Ink.*

In the January article which is titled "The Uses of a Research and Information Department" there is a discussion of why a business house needs a centralized place for information, why a research department pays a profit and also an outline of the various uses of such a department and an indication of the increasing vogue of such departments since pioneers like the Burroughs Adding Machine Company, Curtis Publishing Company and the General Electric Company have demonstrated their commercial advantage.

Following the explanation of the uses of the research department there will be an article on "How to Start a Research and Information Department." This covers the first steps necessary in securing co-operation and suggestions from department heads and in making a survey of such a department. Naturally much thought has to be given to the kind of person needed to operate a new department of this character and in some cases where the department is to be large an organization plan is needed. Suggestions for co-operation with other research sources are also given.

With a research department organized and adequate personnel selected the third article, "Equipping a Research Department" covers the next logical step. The physical factors that Mr. Frederick will discuss include recommendations regarding the type of office desirable, data file requirements, data systems, index methods, special reference files, wall maps and charts, book cases and book handling and some pertinent facts about the data to be secured and system methods in handling research work.

In "Research Work Important to Consider" and "Methods of Bringing Research to the Daily Task" a wealth of valuable information is given on how to get research material used after it has been accumulated and analyzed and how to equip executives with constant new working information.

"Every business house, large or small," says Mr. Frederick, "can profit from the application of the modern research tools." And we might add that every employee of a large or small business can profit by reading this coming series of articles.

New Photostat Service

The New York Times announces that it has added a photostat print service to the Index Department and is prepared to make a print of any news or editorial article or advertisement in its files.

Every mail brings requests from readers and patrons of *The New York Times* for back copies containing some specific news item, article or advertisement. Many of these inquiries must be refused because the editions are sold out. Librarians, lawyers, writers and students constantly are seeking this newspaper material from *The Times.*

Beginning with the year 1913, *The New York Times* ventured to fill a long felt need for a newspaper index. *The New York Times Quarterly Index* has been published continuously since then at considerable expense; it is now in its fourteenth year. The added convenience offered by use of the index and the photostat print service will meet a real demand, it is believed.

Photostat is the trade name for a specially constructed copying camera designed to make photographic reproductions on sensitized paper without films or plates at a moderate cost and in very little time. A negative print (white lettering on black) is produced by photographing the original page or news clipping. A positive (black lettering on white) is made by photographing the negative print.

To reduce administrative expenses, payment is required with order which should be placed with the Index Department.

The following prices are for one negative print. A negative and positive at double the price.

The New York Times, full page, 75c; half page, 40c; quarter page, 25c. Current History, full page, 25c. Magazine Section, Book Review, Annalist, full page, 40c; half page, 25c.

Science and Technology

A. A. Slobod, Department Editor

Mr. Slobod has prepared for this issue some selected titles in Electrical Engineering for 1925. He also presents some recent studies and bibliographies on "The Effects of High Temperatures on Metals," also the literature on "Standard Costs" and an interesting summary of Russian Trade Journals.

Electrical Engineering Literature for 1925

This is not a complete record of the electrical literature for 1925, but rather a classified list of selected references to books only. Many foreign titles are omitted, and the well known annuals, like McGraw Central station list, McGraw Electric railways directory, "Electrician" annual tables of electricity undertakings etc. are not mentioned. A few titles which were issued at the end of 1924 are also included.

Handbooks

Wedmore, E. B., ed.
Electrical engineers' data book. v. 1-3. Benn. v. 1 Lighting, traction and power distribution; v. 2 Manufacture, design and laboratory works; v. 3 Radio engineering.
A very useful compilation with emphasis on the British practice.

Dictionaries

Roget, S. R.
Dictionary of electrical terms for electrical engineers and students. 296p. Pitman. 1924.
An excellent little book.

Congresses

World Power Conference, 1924.
Transactions. 5v. Lund, Humphries & Co. London. 1925.
A very valuable collection of papers contributed by many authorities.

Essays

Heaviside, O.
Electrical papers. 2v. New ed. Copley Pub. Co. Boston.

Bibliographies and Indexes

American Institute of Electrical Engineers.
Index to transactions of the American Institute of Electrical Engineers. v. 30-40, 1911-1921. 167p. The Institute. New York.

National Research Council.
Bibliography on core losses in electrical machinery. Washington, D.C.
A classified list of over 1200 references with an author index.

History

Shearcroft, W. F. F.
Story of electricity from Thales to Einstein. 73p. Benn. London.
Non-technical account.

Generation of Electricity, Power Plants

Gebhardt, G. F.
Steam power plant engineering. Ed. 6, rewritten. 1036p. Wiley.

Taylor, W. T.
Practical water power engineering. 270p. Lockwood.

Vellard, L.
Stations centrales de production d'energie électrique et sous-stations de transformation. 235p. Dunod. Paris.

Wright, A. R.
Modern practice in steam condensing plants. Lockwood.
A treatise of this nature has been wanted. There is also out a new edition of E. Pacoret's La technique de la houille blanche.

Interconnection, Superpower

Murray, W. S.
Superpower—its genesis and future. 237p. McGraw.

Electric Utilities, Municipal Ownership

Nash, L. R.
Economics of public utilities. 430p. McGraw.

National Electric Light Association.
Political ownership and electric light and power industry. 262p. The Association.

Pong, O. S.
Treatise on the law of public utilities. 3rd ed. 1065p. Bobbs-Merrill.

Electrical Machinery and Apparatus

Elementary Texts

Bliss, H. H.
Elements of applied electricity. 494p. Holt.

Dawes, C. L.
Industrial electricity. Part 2. Alternating currents and alternating-current circuits. 480p. McGraw.
For technical high schools, trade schools, etc.

Timbie, W. H.
Elements of electricity. 2nd ed., rewritten. 600p. Wiley.

College Texts

Christie, C. V.
Electrical engineering. 3rd ed., rev. and enl. 613p. McGraw.

Strecker, K.
Hilsbuch für elektrotechnik 10th rev. ed. 751p. Springer. Berlin.

Advanced Texts Including Principles of Design

Hawkins, C. C.
Dynamo, its theory, design and manufacture. v. 3. Alternators. 6th ed., rev. 572p. Pitman

Linkers, P. B. A.
Electroniaschinenbau. 304p. Springer. Berlin.
Design of all types of appartus.

Richter, R.
Elektrische maschinen. v. 1. 630p. 1924. Springer. Berlin.

Vickers, H.
Induction motor. 322p. Pitman.
For designers and advanced students.

Theoretical Elements, Problems and Their Solutions

Brown, R. E.
Alternating current problems. 84p. Wiley.

Bryant, J. M. and Correll, J. A.
Alternating-current circuits 405p. McGraw.

Colebrook, F. M.
Alternating currents and transients treated by the rotating vector method. 195p. McGraw.

Curchod, A.
Problemèmes d'electrotechnique avec solutions developpeés et applications numériques. 591p. Blanchard. Paris.
Problems with detailed solutions; lays stress on graphic methods.

Kennelly, A. E.
Application of hyperbolic functions to lectrical engineering problems 352p. McGraw.

Pertsch, J. G.
Electrical engineering problems; direct-current circuits and apparatus. 215p. McGraw.

Transforming and Converting Apparatus

Fleming, J. A.
Mercury-arc rectifiers and mercury-vapor lamps. 100p. Pitman.

Gunther, Schulze A.
Elektrische gleichrichter und ventile. 181p. Kosel. Munich.
Deals primarily with the mercury-arc rectifiers.

Jolley, L. B. W.
Alternating current rectification. 352p. 1924. Wiley.
Author is the first to give a comprehensive treatise on this subject.

Kapp, G.
Transformers for single and multiphase currents. 3rd ed., rev. Pitman.

Müller, K.
Der quecksilberdampf-gleichriter. 217p. Springer. Berlin.
Includes a bibliography.

Transmission and Distribution, Short Circuits

American Bridge Company.
Transmission towers. 181p. The Company. Pittsburgh, Pa.

Dwight, H. B.
Transmission line formulas. New ed. Van Nostrand.

Painton, E. T.
Mechanical design of overhead electrical transmission lines. 274p Van Nostrand.
British practice is emphasized.

Pannell, E. V.
High tension line practice. 277p. Constable.
Deals with the mechanical principles of overhead line construction.

Rüdenberg, R.
Kurzschlusstome beim betrieb von grosskraftwerken. 75p. Springer. Berlin.
Effects of short circuits in power plants and transmission lines.

Woodruff, L. F.
Principles of electric power transmission and distribution. 340p. Wiley.

Erection, Repairs, Maintenance, Wiring, Accidents

Annett, F. A. and Roe, A. C.
Connecting and testing direct-current machines. 247p. McGraw.

Braymer, D. H. and Roe, A. C.
Rewinding small motors 247p. McGraw.

Croft, T. W.
Electrical machinery erection. 314p. McGraw.

Jellineck, S.
Der electrische unfall 142p Deuteske. Leipzig.
Treats the subjects of electrical accidents from both the engineering and medical standpoints.

Willoughby, Geo. A.
House wiring. 219p. Wiley.

Electric Measurements and Meters

Irwin, J. T.
Oscillographs. 164p Pitman.
The only book on the subject. Includes a bibliography.

Keinath, G.
Die technik der elektrischen messgeräte. 477p. Oldenbourg. Munich.

Electric Lighting

Barrows, W. E.
Light, photometry and illuminating engineering. 412p. McGraw.

Cady, F. F. and Dates, H. B., eds.
Illuminating engineering. 486p. Wiley.
A survey of fundamental principles.

Luckiesh, M.
Lighting fixtures and lighting effects. McGraw.

Electric Traction

Bachellery, A.
Chemin de fer électriques. 445p. J. P. Baillière. Paris.

Jacobs, Fr. Wilh.
Fahrleitungsanlagen fur elektrische bahnen. Oldenbourg. Munich.

Manson, A. I.
Railroad electrification and the electric locomotive. 2nd ed. Simmons-Boardman.

Telephone

Baldwin, F. G. C.
History of the telephone in the United Kingdom. 728p. Van Nostrand.
An excellent and comprehensive story of the telephone and its development and use in the United Kingdom.

Johnson, K. S.
Transmission circuits for telephonic communication. 326p. Van Nostrand.
A comprehensive and masterly treatment of a difficult subject.

Kloeffler, R. G.
Telephone communication systems. 284p. Macmillan.
A text for introductory college courses in telephony.

Radio

Barkhausen, H.
Elektronenröhren. v. 2. 118p. Hirzel. Leipzig.

James, W.
Wireless valve transmitters. 279p. Van Nostrand.
For the amateur.

Jome, H. L.
Economics of the radio industry. Shaw.

Lodge, O.
Talks about radio. Doran.

Morse, A. H.
Radio: beam and broadcast; its story and patents. 192p. Benn. London.
Includes a bibliography.

Other Topics

Consoliver, E. L.
Automotive electricity. 665p. McGraw.

Dunnell, H.
British wire drawing and wire working machinery. 188p. Constable.

Friedel, W.
Elektrische fernsehen, fernkinematographie und bildfernubertragung. 176p. H. Meusser. Berlin.

Fery, Charles and others.
Piles primaires et accumulateurs. 684p. J. B. Baillieres.

Thompson, M. de Kay.
Theoretical and applied electrochemistry. 551p. New ed., rev. Macmillan.

Underhill, Charles R.
Coils and magnets. 494p. McGraw.

Effect of High Temperatures on Metals

The high temperature processes used in the various industries and the higher pressures and temperatures now prevailing in steam generation have created a necessity for greater knowledge of the effect of temperatures on metals. A number of exhaustive investigations have been made. Below are mentioned the outstanding contributions on the subject.

Bibliographies

Symposium on effect of temperature upon the properties of metals.

Am Soc. Test. Mat. Proc., v. 24, pt. 2, p. 9-127. 1924.

Bibliography of 216 references with an index, p. 128-40.

French, H. J.

Effect of temperature deformation and rate of loading on the tensile properties of low carbon steel below the thermal critical range. Technologie papers. No. 219. United States Bur. of Standards. 1922.

Bibliography of 47 entries on properties of ferrous alloys at elevated temperatures, p. 724-5.

Recent Contributions

Engineer, v. 138, p. 606-7. Nov. 28, 1924.

Engng., v. 118, p. 816-17, 794-5, 843-5; v. 119, p. 10-11. Dec. 12, 1924, Jan. 2, 1925.

Engng. News, v. 95, p. 309-11. Aug. 20, 1925.

Engng., v. 120, p. 308-10, 524-7, 614-15. Sept. 4, Oct. 23, Nov. 13, 1925.

Inst. Mech. Engrs., No. 6, p. 1053-96, 1115-68. Nov. 6, 1924.

Iron Age, v. 114, p. 1270-3. Nov. 13, 1924.

Mitt. a.d. Kaiser Wilhelm Inst. fuer Eisenforschung, v. 6, p. 21-31. Nov. 4, 1925. Steel castings.

Power, v. 62, p. 325-9. Sept. 1, 1925.

Revue de Mét., v. 21, p. 365-70. Aug., 1924.

Stahl und Eisen, v. 44, p. 1675-8, 1765-70. Dec. 18-25, 1924.

Zeits. Ver. Deut. Ing., v. 69, p. 765-6. May 30, 1925.

Standard Costs

The *Accountants Handbook* defines standard costs as "costs based upon normal production rather than on average production, due regard being had to both current conditions and what is known or anticipated with respect to the future." There is an increased interest in cost accounting through the use of standards, and below we give some references to recent literature

Chamber of Commerce of the United States.

Cost accounting through the use of standards. 41p. Washington, D.C. 1925.

Harrison, G. C.

Cost accounting to aid production. Engng. Mag. Co., N.Y. 1921.

Standard costs, p. 43—.

Kemp, W. S.

Departmental and standard costs. 85p. National Association of Cost Accountants. New York. 1923.

Worrall, Wm. F.

Standard costs—how to establish and apply them. 10p. National Association of Cost Accountants. 1923.

Also the following magazine articles:

Administration, v. 2, p. 88-95. July, 1921.

Administration, v. 3, p. 29-33. Jan., 1922.

Administration, v. 4, p. 173-80, 317-23. 1923.

Elec. Rev., Lond., v. 94, p. 406-8 Mar. 14, 1924.

Factory, v. 32, p. 662-3. May, 1924.

Ind. Man., v. 69, p. 24-7. Jan., 1925.

Iron Trade Rev., v. 75, p. 35-8. July 3, 1924.

Jour. Account., v. 33, p. 81-6. Feb, 1922.

Jour. Account., v. 35, p. 247-52. Apr., 1923.

Man. Engng., v. 2, p. 331-6; v. 3, p. 5-10, 97-101, 161-6, 227-31, 289-94, 353-7. June-Dec., 1922.

Man. & Admin., v. 6, p. 755-62. Dec., 1923.

Man. & Admin., v. 7, p. 51-6. Jan., 1924.

Paper Tr. Jour., v. 76, p. 65-9. June 7, 1923.

Russian Trade Journals

A number of Russian trade journals have reappeared during the last two years. With the increase of our business relations with Russia these journals should be of interest to our manufacturers; and the many scientific and theoretical papers they contain should be of value to our technicians. Below are mentioned some of the better known monthlies:

Bumazhnaîa Promyshlennost'. (Paper Industry)

Elektrichestvo. (Electricity) Official organ of the Russian Society of Electrical Engineers

Elektrifikatsiîa. (Electrification)

Gornyĭ Zhurnal. (Mining Journal)

Khimicheskaîa Promyshlennost'. (Chemical Industry)

Khlopkovoe Delo. (Cotton Industry)

Kholodil'noe Delo. (Refrigeration and Cold Storage)

Stroitel'naîa Promyshlennost'. (Building Industry)

Telegrafiîa i Telefoniîa bez Provodov. (Radio Telegraphy and Telephony)

Library and Research

Every month we are printing more and more material concerning research and yet we only touch the fringes of the subject. As special librarians we are deeply interested in research which is usually a vital part of our daily work.

Harvard Research Prize

The 1925 Harvard award for scientific research in advertising was won by Henry G. Weaver, General Motors Corp., Detroit, for an analysis of the automobile market. This analysis which was conducted in the sales section of General Motors, required several years of research. It involved the history, present conditions and possibilities of the automobile industry from an advertising, selling and broad economic standpoint.

The jury placed special stress on that portion of the report dealing with the development of a basic purchasing power index for each county in the United States. Indices formerly in use, such as value of production, income tax return data, magazine circulation, etc., have failed to express purchasing power in readily usable terms whereas the new process developed by General Motors provide an estimate for each county in the United States expressed in dollars available for buying.

In line with the broad-gauged policy of General Motors it is understood the basic methods they have developed for estimating purchasing power will be made available to universities and other scientific institutions in order that marketing efforts in general may be directed with greater efficiency.

Institute of Accountants

A recent issue of the *Bulletin of the American Institute of Accountants* gives the report of the committee on co-operation with the American Association of University Instructors in Accounting in which the facilities of the library are given prominence.

The bureau of public affairs of the Institute issues from time to time letter-bulletins. Recent issues refer to tax simplification and federal arbitration. Copies are sent free of charge to all persons and organizations interested, who desire to be placed upon the mailing list. For this valuable publication communicate with Miss Louise S. Miltimore, librarian of the American Institute of Accountants, 135 Cedar St., New York City.

Bibliographical Contributions

The library of the United States Department of Agriculture as a part of its manifold duties prepares from time to time valuable bibliographical contributions in a numbered series which now includes eleven titles. The main library and the branch libraries maintained by the various bureaus have shared in the compilations. Recent issues of the contributions are *No 9. World Food Supply,* A selected bibliography prepared in the Bureau of Agricultural Economics Library; *No. 10. Refrigeration and Cold Storage,* A selected list of references covering the period since 1914, prepared in the same library; *No. 11. List of Manuscript Bibliographies and Indexes* in the Department of Agriculture prepared in the library of the Department.

Research in Religious Education

The department of research and service of the International Council of Religious Education, 5 South Wabash Ave., Chicago, Illinois, has established a new quarterly publication entitled *Research Services in Religious Education.* The subscription price is $1.00 per year. The February issue of *Religious Education,* issued monthly by the Religious Education Association contains a summary of state laws relative to the use of the Bible in or by the public schools accompanied by a group of articles upon legal aspects of religious education.

Library Extension

The library of the Dennison Manufacturing Co. has established a new point of contact with its constituents by setting up a booth in the lunch room, where books and magazines may be obtained. The booth is attractively decorated (with Dennison crepe of course), and a member of the library staff

is in attendance during the noon hour.

It has been the aim to have on hand a representative list of books from the library shelves: History, biography, science, literature, psychology, sociology, economics, factory management, industrial relations, travel, fiction, etc. The magazines which are distributed at the booth have completed circulation and therefore may be kept by those taking them. Help yourself!

The aim is to serve. Any library function possible is gladly provided at this booth. Any library book not in the booth may be ordered there, and it will be sent.

Official Notice

In accordance with Section 13 of the Constitution which provides that "the Annual Meeting shall be held at the time and place named by the Exectuive Board upon notice duly given to members," the Executive Board at a meeting held in New York City, Monday, February 15, 1926, voted that the Annual Meeting of Special Libraries Association for the current year be held at Atlantic City at the time of the meeting of the American Library Association in October, 1926, and that the annual election of officers be held at this time. Members are hereby duly notified of this change in the date of the Annual Meeting.

(Signed) D. N. HANDY, *President,*
For Members of the Executive Board.

Source-List on Rubber

If you read the "Proceedings of S.L.A." which were printed in October SPECIAL LIBRARIES, you would have noted in the Report of the Technology Group—the publication of: "Source-List of Statistics of the Rubber Industry." This was compiled for the Technology Group and is being distributed from the United States Rubber Company Library by Miss Elizabeth Wray. It may be secured upon request for the small sum of 25c. It is a most useful tool for the rubber industry. The *Rubber Age* of January, 1926 (an English publication) made note of Miss Wray's list in complimentary terms saying "it is an indication that a library and statistical department is a recognized unit in the industrial organization of the principal American rubber manufacturers."

A Free Library for the Office

Some industrial executives have extensive business libraries in their offices. Others have none. Some of those who have them do not use them because the only time special information is needed is in emergency, and then there is no time for book-reading. Then, too, a comprehensive business library generally represents a considerable investment to be undertaken only when there is assurance of commensurate usefulness.

But a great many enterprising industrial men have learned that one kind of office library of the most interesting and valuable character can be built up practically without cost; and that is a catalog library. Complete, illustrated descriptions of modern industrial equipment; stories of installations and their performance in various plants; engineering discourses on the whys and wherefores of equipment efficiency; comments by enterprising managements which have tried out new methods; all are available in the form of "catalogs"—a term which embraces, nowadays, some of the most reliable and most informative industrial literature extant.

There are certain subjects which are peculiar to no industry, but which apply with equal importance to all—the mechanical handling of materials, the proper heating and ventilation of factory buildings, illumination of workrooms, storage of materials, parts and goods, and so on.

The wise management keeps informed on the progress made in these fields. The easiest way to keep informed is by spending a few minutes now and then with new catalogs. Practical improvements soon find their way into industrial literature which can always be had for the asking.

So building up a useful office library not only costs nothing, but even the task of asking for catalogs can be reduced to a single operation.

NOTE.—We print this short sketch from *Manufacturers News* for February 20, 1926. A group of catalogs no matter how well classified could hardly be dignified with the title of library. Possibly catalog files would be a proper term.

Associations

Boston

At the monthly meeting on February 15 the Special Libraries Association of Boston were guests of Rev. F. T. Persons, librarian of the Congregational Library, 14 Beacon street. At the supper which preceded, the association entertained as special guests Miss Sarah C. N. Bogle of Chicago, assistant secretary of the American Library Association, and Herbert S. Hirshberg, librarian of the Ohio State Library at Columbus, Ohio. The subject of the evening meeting was, "Some Distinctive Features of School and College Libraries," and the speakers were: Miss Helen M. Burgess, librarian of the Public Latin School; Miss Elizabeth Burrage, librarian of the Administration Library of the Boston School Committee; Rev. William M. Stinson, S.J., librarian of Boston College Library; and Walter B. Briggs, assistant librarian of Harvard College Library.

Announcement was made that the next meeting will be held on March 29, at the library of the Dennison Manufacturing Company in Framingham. The April meeting will be held at the Charlestown Navy Yard with Admiral Elliot Snow, U.S.N., describing the navy library.

New York

On February 25, the regular meeting of the New York Special Libraries Association was held in the Assembly Room of the Metropolitan Life Insurance Company. The meeting had been originally scheduled for February 10, but was postponed on account of the severe snowstorm and the offices closing early.

A very excellent dinner was served, which was specially prepared by the Metropolitan Commissary Department All the tables were decorated with spring blossoms.

Mr. Edward Hope (Coffee . . . Mr. Coffee is really his last name), Columnist of the *New York Herald Tribune,* and formerly in the advertising field gave a humorous talk on "The Goldfish Industry in the United States."

Mrs. Mullaly, an advertising copywriter, gave a most interesting and informing talk on some of the problems that come up in planning an advertising campaign. She spoke of an appeal for orphans in a foreign country. At first, the campaign was planned as a horror campaign, the illustrations showing the need for help. The campaign soon showed it was not going to be successful. They then turned the idea around and pictured a beautiful American child and suggesting that while that child was well cared for, the orphans for whom the appeal was made, were not. This was just one example she gave to illustrate her point. She talked in a most gracious and charming manner.

Miss Mary Louise Alexander, head of the Research Department of Barton, Durstine and Osborn, told what her library does to meet the needs of her organization. She particularly stressed the efforts they make to cover all angles of the proposition so that when the men begin to write the copy, they are fully informed as to the particular product, its competitors, the possible market, and any other data available. She pointed out that sometimes special people in the agency had to make a study of the market for a particular product. Miss Alexander also followed through an advertisement from the beginning until it goes to the magazine or paper.

Mr. J. E. D. Benedict, of the Publicity Department of the Metropolitan Life Insurance Company, welcomed the guests for the company.

Whenever the meeting is held at the Metropolitan a number of department heads and secretaries, Metropolitan, always attend. These non-members secure a broader viewpoint of library work and incidentally of the work of the Metropolitan Library. The Metropolitan people always seem interested in the speeches and in meeting the other librarians, whom they would not otherwise know.

Philadelphia

The Special Libraries Council of Philadelphia and Vicinity held its February meeting in the Philadelphia Chamber of Commerce on February 5, 1926. Prior to the meeting the members enjoyed dinner at the Mayfair Tearoom.

The principal speaker was Miss Alida E. Finch of the Personnel Department of Strawbridge & Clothier, who took for her subject "Our Personnel Problem."

Pittsburgh

The regular monthly meeting of the Pittsburgh Special Libraries Association was held at the Mellon Institute Library on Thursday evening, February 18. Mary Lynch of the Pittsburgh Academy of Medicine Library reported that the union list of periodicals which she is compiling has reached the letter M, and already comprises one hundred and one closely typewritten pages.

The topic for the evening was "Library Planning and Equipment." J. Howard Dice, librarian of the University of Pittsburgh, outlined the ideal library and then spoke of the arrangement of evening school library used by the night students of the university. Winifred Dennison described the divisional arrangement of the Cleveland Public Library in their new building. Mrs. Wappat told about the equipment used to take care of the architectural plates and lantern slides in the Carnegie Institute of Technology Library's art branch. Miss Carruthers, former librarian of the James J. Hill Library, spoke of the arrangement and use of this unusual library for advanced reference work.

Southern California

The regular meeting of the Special Libraries Association of Southern California was held Wednesday evening, February 8, 1926 at the Barlow Medical Library. Following the business of the evening, Dr. Elizabeth Saphro, chief of the Division of Child Hygiene of the Los Angeles County Health Department talked to us on "How the Library Can Be Useful to a Large Public Health Program." Dr. Saphro has just returned to Los Angeles after having been at Johns Hopkins University where she enjoyed the attributes of an International Health Board fellowship in public health, followed by a traveling scholarship which enabled her to investigate child hygiene work in all countries of continental Europe. In her work both here and abroad, she has come to realize the value of the library and gave us many suggestions as to how libraries can do the most good in this particular line of work.

Planograph Process

A reproductive process, known as the planograph process, which should be of interest to the librarians, has recently come to the attention of an associate editor.

Briefly, this process is offset printing. In the beginning, the originals to be reproduced are first photographed. The negatives are then developed and transferred to a zinc plate, made sensitive to light by a chemical solution. The zinc plates are then placed on an offset press. This process, however, is not suitable for reproducing copies of coated paper or heavy bristol board, and in no way should be confused with photostating. It reproduces books, pamphlets, magazines, reports, letters, maps, tracings, etc., and in such a manner that the copy can scarcely be identified as such. The firm, John S. Swift Co., Inc., 230 West 17th Street, New York City, which does this work, states that any number of copies of a publication may be made—one or many.

Most librarians have demands from time to time for extra copies of reports, letters, etc., to be reproduced in a first class manner, and it is the associate editor's opinion that if the facilities of this company were used, the problem would undoubtedly be solved.

Information on Welfare

The Travelers Insurance Company is preparing information on various employee welfare plans in American industries for its special service to group policyholders. Studies have been made of employee representation plans, psychological testing and rating, education and training, medical service, stock ownership, profit sharing, building and loan associations, credit unions, savings plans, benefit associations, methods of paying wages (piece work, premiums, bonuses, etc.), housing, company stores, lunchrooms and cafeterias, vacation plans, house organs and employee publications, recreational activities, rest rooms, libraries, employee handbooks.

Better industrial relations ought to be the result of the dissemination and exchange of such information. To the extent that this can be accomplished every employer is bound to benefit.

The Travelers would be very grateful for any information that would broaden the scope of these studies. Information might include outlines of the plans, the length of time in operation, how managed, costs, and the results and progress to date. Communications should go to the Economist of The Travelers Insurance Company.

Events and Publications

Rebecca B. Rankin, Department Editor

A Co-operative Plan for Accident Prevention is the title of a pamphlet being distributed by the Boston Elevated Railroad. It consists of reprints of "talks" at series of imaginative meetings to the employees of the transportation department of the Boston Elevated Railroad.

Trade Statistics and Public Policy, reprinted from *Harvard Business Review,* July, 1925, is an argument for the collection and dissemination of statistics by each industry as advocated by Franklin D. Jones.

E. T. Konsberg and Co. of Chicago recently published *A Study of the Chain Store Situation,* which may be of interest to many special librarians.

A Theatrical Hall of Fame is maintained at 21 Montgomery Street, Jersey City, N.J. It is reputed to be a dramatic morgue. Mr. William A. Hildebrand is in charge and it is open to visitors upon appointment. The Jenny Lind Collection is one of its specialties.

Summary of the Economic Position of Certain European Countries, published by the Paris International Chamber of Commerce, International Headquarters, 1925, covers Belgium, Italy, France, Denmark, Norway, Poland, Austria, Germany, Czechoslovakia, Sweden, Switzerland, and Great Britain

Are you following the Trade Promotion Series issued by the United States Foreign and Domestic Commerce Bureau? No. 20 has recently been issued *World Trade in Gasoline.*

Read "A Valuable Reference Tool," in *Publishers' Weekly,* February 13, 1926, page 521.

The attention of our members is called to the fact that the business and municipal branch of the Minneapolis Public Library has just taken a five-year lease on its quarters at 508 Second Avenue, South. The upstairs section having been enlarged and improved. The library is replete with directories, maps, magazines, pamphlets and books on business and municipal subjects.

Guaranty Trust Company of New York has published the 1926 edition of *Bank and Public Holidays Throughout the World.*

The Illinois University Bureau of Business Research, Urbana, has recently issued Bulletin No. 8, entitled *The Method of Analyzing Business Data,* containing charts and tables illustrating the methods in which business analysis may be effectively made.

"The Great Bull Market of 1925," by Leonard P. Ayers is an interesting portrayal of business cycles preceding the bull market and forecasting of future trends. It appeared in *Review of Reviews,* January, 1925.

Charles Frankenberger, librarian of the Medical Society of the County of Kings, has written a descriptive article of that library—entitled, "A Medical Library a Public Asset" which is printed in *Brooklyn,* February 6, 1926—the organ of the Brooklyn Chamber of Commerce, Brooklyn, N.Y.

"Perhaps the Department of Labor Can Help You," appeared in *Printers' Ink,* Volume 134, pages 158-67, January 28, 1926. It is an article concerning statistics available at the Department of Labor.

A brief history of New York stock exchange and its relation to the finances of the country is included in *The Stock Exchange and American Banking,* New York Stock Exchange, 1925.

Have you seen the series of colored maps and charts of New York City made by the New York University Bureau of Business Research illustrating the number of retail stores, manufacturing firms, etc.? It is entitled a *Survey of the New York Market.*

The second number of *Ex Libris* has appeared. You may find it helpful in book selection. It is published by A. W. Shaw Company, Chicago, and will be mailed you free of charge. It is a creditable book review magazine.

Word has just come that the Illinois Chapter have been asked to handle the information at the National Golf Show in Chicago in April. This hits the hobbies of our executives!

The Library of the Bureau of Railway Economics has recently issued a bibliography of twenty-one pages entitled *Consolidation of Railroads, 2d Supp.*, 1925. A timely contribution to an important subject.

Mellon Institute of Industrial Research, University of Pittsburgh, has issued a list of the periodicals in the institutional library. According to this publication, which contains 287 entries, 214 journals are received currently by the Institute. Upon request, copies of this list will be sent gratis to chemical librarians and directors of research laboratories.

Dr. Ernest Copeland, half owner of a two-story brick building at 155 Oneida Street, has given his interest in the building to the Milwaukee Academy of Medicine. A bond issue has been started to purchase the other half interest and this has been entirely subscribed.

Dr. A. W. Rogers has given $5,000 for books for the library. The total value of the building is more than $100,000. It has been named the Medical Arts Building.

The group division of the Policyholders' Service Bureau of the Metropolitan Life Insurance Company have prepared recent reports upon "Winter Recreation for Employees," and "Budgeting for Oil Companies."

Albert T. Poffenberger, author of the recent book on *Psychology in Advertising*," discusses "Laboratory Methods in Advertising Research" in the February issue of *Ex Libris* the new house organ of the A. W. Shaw Company.

Milwaukee celebrated her eightieth birthday during the week beginning January 31, 1926. During this time, the First Wisconsin National Bank Library furnished much material for the corps of speakers who were chosen to address the various clubs and for the newspapers, who stressed Milwaukee and its early history.

The Henry L. Doherty and Company of New York City issues from its Library Division, Hester A. Wetmore, chief, a *Bulletin*. It is a mimeographed sheet in magazine form, containing abstracts and digests of important technical current articles. The abstracts are arranged so they may be clipped and pasted on 3x5 cards.

How many librarians make use of the "Index of Drama Criticism" which is available in the Periodical Division, New York Public Library. Room 108? It is the only index of its kind in the city. Therein you may find criticisms of the current plays now running in New York. This is kept up-to-date constantly. As each year passes, the volumes are bound and placed in the stacks.

India in 1924-25, the latest authoritative annual survey of conditions in that country, has just been published and copies may be purchased from the British Library of Information, 44 Whitehall Street, New York, for the price of $1.00.

Professor L. F. Rushbrook-Williams, director of Public Information, Government of India, as in previous years, is again the author of the report, which certainly must be considered the most reassuring of the annual reports which have been made in recent years.

The Library and Bureau of Information of the American Institute of Accountants issues from time to time special bulletins which are prepared in answer to questions submitted to the library. These bulletins appear at irregular intervals and each includes a group of questions submitted during the interim between bulletins.

A recent circular of information prepared by the Institute contains a bibliography on auditing, commercial law, accounting and cost keeping.

In a most unusual work, *Medical Heredity* by Dr. William Browning of Long Island Medical College the author, for various reasons mentioned in his Preface, has collected a list of the distinguished children of physicians in the United States. It is of interest to us because, in his Classified Schedule of Names and Dates, he has included twenty-four librarians. Many librarians of prominence whom we all know are given small biographical sketches:—to mention some—Dr. A. Bostwick, W. R. Cutter, John Ashhurst, Mary F. Isom, Adelaide R. Hasse, Edwin W. Gaillard and Josephine R. Rathbone.

Personal Notes

Margaret C. Wells, Department Editor

Miss Lydia E. Reichhold has secured a new position in the Y M.C.A., 347 Madison Avenue, New York City

Miss Fannie Rapfogel and Mrs. Maude A. Cameron, both of Brooklyn, N.Y., have recently joined the staff as assistants in the J. & W. Seligman Co. library, 54 Wall Street, New York City.

Miss Harriet Elias, formerly of the George W. Batten Co., is now an assistant to Miss Mary Louise Alexander, Barton, Durstine & Osborn, New York City.

Miss Jeannette Fellheimer is now with the H. W. Wilson Co., New York City.

Miss Marguerite Burnett, librarian of the Federal Reserve Bank of New York, has recently been made chief of her division in the Reports Department of the Bank.

Mrs. Ruth Metcher Kroll, who for six years has been an assistant in the First Wisconsin National Bank Library, Milwaukee, has been doing temporary work there.

Miss Ruth Haeberle, a recent graduate of the Riverside High School, Milwaukee, has begun her work at the First Wisconsin National Bank Library. Miss Haeberle was one of three honor students of her class.

Miss Gertrude Beals, a member of the 1926 class of the Wisconsin Library School, was doing field work in February at the First Wisconsin Bank Library.

Miss Georgia Roberts who spent some nine months organizing an Engineering Library for the Department of Public Works of Santa Domingo, Dominican Republic, joined the Engineering Societies Library, New York City, the end of last year. Miss Roberts returned to New York via the Panama Canal, Los Angeles, Seattle and Portland, spending a year in the Portland library.

Miss Louise Hansen, cataloger in the United Engineering Societies in New York, has been appointed cataloger in the Panama Canal Library, Balboa Heights, Canal Zone.

Miss Lurene McDonald, since 1918 librarian of the New School for Social Research, New York, has been appointed librarian of the Hamilton (Ont.) Public Library.

Miss Estelle L. Liebmann has left her position with the E. I. du Pont de Nemours & Co., Wilmington, Delaware.

Miss Rhea Barziley, librarian of the American Exchange Pacific National Bank of New York for several years, has resigned her position. Miss Julie Drennan, who has been assistant in that library, has become librarian.

Mr. Charles A. Chamberlain, librarian of Moody's Investors Service, has recently resigned. Mr. Vincent G. Mullan, with Moody's Service for some time, has succeeded Mr. Chamberlain.

Miss Marguerite Rummell, Newark, N.J., has now a statistical-librarian position with Nickerson & Co., 61 Broadway, New York City.

Miss Edith F. Dowell is now associated with the New York Homeopathic Medical College and Flower Hospital, Avenue A. & 64th Street, New York City.

Miss May Peffer, New York, formerly of the Brooklyn Public Library staff, has secured a position with the New York Times Index.

Miss Lotus L. Mitchlee, formerly of the Inquiry Desk, New York Public Library, has accepted a position with the law firm of Sullivan & Crowell, 49 Wall St., New York City.

Miss Erma Hochstein, formerly of the Legislative Reference Library at Madison and now director of the Marquette University Central Bureau of Information and Statistics, spoke before the Business and Professional Women's Club of Racine, on the "Functions of the Wisconsin Legislative Reference Library" a short time ago. Miss Hockstein emphasized what the library was doing to help the lawmaker.

Mrs. Sadie A. Maxwell, assistant librarian, College of Business Administration, Boston University, has resigned and removed to Springfield, where she will engage in literary work.