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Special Libraries, March 1927

Special Libraries Association

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SPECIAL LIBRARIES

Vol. 18

March, 1927

No. 3

An Efficiency Engineer Defines
a Special Library

A Special Librarian Offers
Some Suggestions

A Bank Librarian Aids
a State Library

Next Conference
TORONTO, CANADA
June 20-24, 1927

Special Libraries Association

Founded 1909

A CLEARING HOUSE OF INFORMATION

Created to promote the interests of the commercial, industrial, technical, civic, municipal, legislative, reference libraries, statistical bureaus and research organizations. Also to serve special departments of public libraries and universities.

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Handbook of Commercial Information Services, 1924..... 2.00
Cumulative Index to Special Libraries, 1910-22..... 2.00
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Our Field

SPECIAL LIBRARIANS	BUSINESS CONSULTANTS	STATISTICIANS
RESEARCH ANALYSTS	EXECUTIVES	ECONOMISTS

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Special Libraries

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In June, 1927, we again cross the borders and invade in a friendly spirit the Dominion of Canada. It may be recalled that in 1912 we held our fourth meeting at Ottawa and found the reputation of the Canadians for hospitality well founded. In preparation for the forthcoming conference, which is to be held during the week beginning June 20, 1927, we are creating contacts in Toronto and there is no doubt that the convention will strengthen the friendship between the special libraries of the United States and the Dominion.

Difficulties in Creating a Special Library

By Harrington Emerson

WHAT one does not know is often more important than what one does know. I have found it very difficult to create a special library. The difficulties I have experienced may be useful to others.

At the moment I am in a large country house in Florida. There are four grown-ups, and one four-year-old child, extraordinarily advanced physically, mentally and morally. I have not submitted her to the age tests but judge her to be mentally and in conduct between six and seven. The problem that concerns the mother is how to give this unusual child the special environment, training and education she should have.

Before leaving the north I heard about some children, twenty in number, who had been culled from the tens of thousands in the New York schools. These children, boys and girls, at the age of twelve to fourteen have a mental maturity of eighteen to twenty years.

Two problems confront those who have culled these extraordinary, advanced children.

The regular public school classes are not what they need. Thousands, tens of thousands of endowment could be easily raised if these children were Bulgarian

or Syrian orphans, but no gifts or endowments are forthcoming to provide a special education for these unusual children.

This first difficulty does not exist for the parents of the bright four-year-old. The second difficulty exists both for the single child and for the group. No one knows what kind of environment, special training, special education, unusual children require. We do know that the existing courses of study are not what they need.

In physical and biological problems we are further advanced. We do know that a flawless, rough diamond requires special skill in cutting or its beauty may be diminished, we do know that good grapes are only the foundation of priceless wine, we do know that those exceedingly wise people, the race horse men, when they want a peculiar race horse begin with a foundation of heredity, supplement heredity by environment, by special care, by long training, by special experience. Little of this wisdom is in evidence in the development of human beings.

What is the aim of education?

A definition that long satisfied me: Education is the development of latent

capability, the acquisition of special skill. Suddenly Albert Edward Wiggam tells us "That the aim of education is not to give special skill but to give a true estimate of oneself. It is almost as important to know what we can't do as to know what we can do; to know what we are not, as well as to know what we are and have, so that we can compare ourselves accurately with others. Nothing in life is more important."

This is very different from developing latent capability, all the more important to me if I am mediocre.

Scarcely had I considered the importance of Mr. Wiggam's teaching, when Dr. Edwin E. Slossen tells me that: "the true object of education is the cultivation of the faculty of prevision. If you are properly educated you look forwards, not backwards. From the story of science we have learned to have faith in the validity of nature, in the constancy of law."

All this is also important for those who are building up special libraries. A special library is one of the tools of education. Do we need the special library to develop latent capability, to help us acquire special skill, to enable us to find out our own limitations, to qualify us to foresee? I would use the special library for all four purposes. The special library is for special education, but we are immediately confronted with the difficulty that confronts the mother of the bright four-year-old, that confronts those interested in the twenty unusually intelligent, maturing boys and girls.

When I was young my father entered me in a European polytechnic school. It was the most recent, the most modern polytechnic, ought to have been the best, it was to be a school of special training in engineering. This was fifty years ago. What could they teach me at that time as to chemistry, electricity, steam turbines, refrigeration, internal combustion engines, superheated steam, the telephone, storage batteries, acetylene, the phonograph, flying, radio?

In chemistry and in heat engines there were some few dim suggestions as to what the future might hold, but on the whole the special education failed of its object, because the knowledge offered was obsolete before it could be acquired.

It is not so many years ago that the indivisibility of atoms and their immutability were axioms. Today atoms are not only deliberately chipped and mutilated, but before our eyes one atom changes into another, not as great a marvel as the change from cell to tadpole, from tadpole into frog, the change of cell into embryo, of embryo into a leader of men, and then into what we know not.

In my own specialty, of which there was only a faint suggestion when I was a student, the specialty of personal and industrial efficiency, I collected a very large special library. I encountered two great difficulties. There was a vast amount of material but of very unequal value, most of it of negative value, often misleading. Even the best material most rapidly obsolesced. What was held as truth yesterday was questioned today and tomorrow proved inadequate if not wholly false.

The object of the special library is to assembled in one place all the knowledge, but especially the most recent and the most trustworthy information.

There are little dictionaries that give, without definitions, most of the words in common use. They are useful. The larger dictionaries define and explain as well as enumerate. A dictionary is a special library on a small scale.

Before consulting a special library, I fortify myself with certain fundamental premises. There are not so many of these. Notwithstanding "relativity" these principles are eternal or sufficiently eternal for my limited terrestrial life. In my own particular field I believe in the seven protective moralities, of which mental education is one, but all the others are interlocking, I believe in the five natural divisions of organization, I believe in the seven interlocking qualities of leadership. I have learned with Slossen to have faith in the validity of nature, in the constancy of law.

Thus at least partially equipped with physical and moral rails on which to run, and equipped with intellectual flanges on my wheels to prevent me from leaving the rails, I welcome the special library as I welcome, when I am hungry, a restaurant full of foods, although I know that

most of it is, not only not good for me but, probably deleterious.

Before turning to the special library, I fortify myself by developing the subject for myself without outside aid. I follow Mr. Wiggam's advice and determine what I am, what I know. Having thus taken a mental inventory of myself as to the subject, having usually become cognizant of my extreme limitations of knowledge, I consult the best available general authorities, as a good encyclopedia. I am already fortified by my principles which enable me to winnow much chaff from the grain, but also I become aware of my comparative knowledge, I perceive usually how little I know, or, sometimes, rarely, I discover to my pleasure how much I know, that comparatively sometimes I am in the first rank and that I am qualified to teach as well as to learn.

After the encyclopedia or other compendium of best and most recent facts and theory, I consult the foremost authorities, whose names I have learned from the encyclopedias and from other counsel. These authorities advise me as to what further to consult, equipping me with both recommendations and warnings. I am thus enabled to winnow out much that is of small value and to concentrate on what is worth-while. There is much that is worth-while but it is almost submerged by enormous dilution and pollution.

Then I turn to the special library and sometimes in a few days time I have been able to master temporarily some special subject, temporarily, because today's researches and discoveries obsolesce yesterday's knowledge but not eternal principles.

Those who create special libraries have for our minds the same obligation that confronts also those who publicly feed us. They must assemble everything both of prime and inferior quality that may be called for, they may by means of reviews, card catalogs and abstracts guide helpfully our choice, but the difficulty is immense, since a large book, mostly trash, may contain a single passage of present, future and eternal value

even as the unwieldy fibre-encased coconut may contain only a few drops of worth-while milk.

We have therefore in special libraries four great but different problems.

1. The personnel, those who organize and administer them;
2. The books and other documents assembled;
3. The availability of the information (a good record has nearly thirty essential qualities);
4. The persons who use them.

Library administration is a standardized industrial activity. Those who select and those who use might co-operate more closely. There is need in this direction because in my own case I have found that what I select and collect I rarely use, that I use assiduously what I have not personally selected and collected. I am saved from futility and disaster by the principles that at least keep me from jumping the track, running on the ties and bringing up in some ditch.

Equipped with the immutables, I turn to the special library in order to develop latent capabilities, to acquire special skill, to place my knowledge comparatively where it belongs, to enable me to be better acquainted with the validity of nature, to have more confidence in the constancy of law.

Toronto Conference

The meetings will occur on June 20, 21, 22 and 23. Headquarters will be at the King Edward Hotel.

All rooms are with bath; rates for two or three in a room: \$7, \$8 or \$9 for a room. Accommodations for 1,000 to 1,200 set aside; hotel half-mile from station; mile plus to university.

Figures are based upon European plan. If American plan is chosen the rates will be \$8 per day per person for single room users, \$7 per day for all others. There is also an excellent cafeteria in connection with the hotel.

The railroads have given the special rate of one and one-half fare, on identification certificate plan. Full details concerning travel may be found in the A.L.A. Bulletin for March, 1927.

“Wishbone and Backbone”

By George Winthrop Lee

At the close of the Atlantic City Conference, Mr. Lee addressed an open letter to Dr. Henry Guppy, president of the Library Association of Great Britain, which contained some vivid comments on the conference. Mr. Lee is one of the leading librarians in the special libraries field. His keen interest permeates the open letter. We print in part the remarks of the writer.

VOTE “no”, or lay on the table, or else follow up, would be a wise thing to do with ideas brought out at the library meetings (or at most any other meetings, for that matter) which have been called presumably for making progress in life's pursuit. Such a vote is, of course, passed when an idea is formalized by the words “I move you, Mr. Chairman”; but too often an idea that ought to result in such a motion is lost in the shuffle, as we say; and too often the result of a meeting that was organized with the best of intentions for adding to the sum total of knowledge or of technique, is to leave the participants just about where they were before. I assume, however, that most of us wish for tangible results in addition to the making of acquaintances and the consequent eagerness to serve one another. Let me, therefore, put in my oar and call attention briefly to some wishes and suggestions expressed or implied by various speakers that I happened to hear at the Atlantic City Conference, October, 1926. I arrange these in the alphabetical order of names for convenience and to remove the thought of prejudice.

1. Miss Callan referred to a union catalog (or was it union list, I use the terms interchangeably) which the librarians at Pittsburgh are building up.

2. Miss Cavanaugh told of the book reviews that business librarians are making in New York City.

3. Mr. Cherington laid stress on the study of business, and said, “Bring us to the sources of information instead of trying to bring the sources of information to us” This, to me, was a somewhat novel thought, which I interpret to mean, “Tell us where we can find just what we want instead of feeding us with the lit-

erature of what you think we ought to want”

4. Mr. Douglas urged that we develop a card index to the contents of books

5. Mr. Gorrie, from “overseas,” referred to a registration of classified translators and to a clearance of photostats.

6. Mr. Guppy, in an idealistic speech, committed himself to the higher life, which may be summed up in the word “co-ordination.”

7. Mr. Krüss (from Berlin) referred to a central purchasing agency for foreign periodicals.

8. Mrs. Lane expressed the wish that the electrical engineering libraries throughout the country be charted

9. Mr. Lee (myself) referred to the need for a parallel column comparing the Dewey and the Library of Congress classifications; because he had in mind the momentous step that his library soon may take, that of reclassification.

10. Mr. Mooney called attention to the importance of contact with higher officials on the part of special librarians.

11. Mr. Onthank, representing the domestic commerce function of the Bureau of Foreign and Domestic Commerce, of the United States Department of Commerce, told of the statistical work that was being done in the domestic division which would save much overlapping in private enterprise. He urged us to spend a week in Washington and get first-hand knowledge of what the government is trying to do to help people in business

12. Miss Peterkin “wished” on the next secretary of the S.L.A. the qualification of translator of foreign languages.

*Based principally upon remarks by the writer at one of the sessions of the Special Libraries Association, Atlantic City, October, 1926.

13. Miss Rankin said that the Publications Committee lacked funds!

14. Mrs. Schram (reading Miss Sheffield's report) referred to the work of the special libraries of Chicago in connection with an exhibit accompanying the Bankers' Convention.

15. Mr. Wheeler dealt with the *Index to Legal Periodicals*.

16. Miss Withington presented a masterly report as secretary of the Special Libraries Association of Boston.

By way of bringing matters to a head let me suggest:

(1) that Miss Callan be invited to sponsor the study of union lists and the preparation of a report on what union lists are being made or maintained, with suggestion for a formula that could advantageously be adopted for new union lists.

(2) that the Executive Committee consider how other associations might benefit by the book reviewing which the libraries in New York City are carrying on as described by Miss Cavanaugh.

(3) that the head of the Commercial and Technical Group confer with Mr. Cherington and consider what steps might, to advantage, be taken to coordinate its work along lines that he has suggested: bringing the needers of information to the sources.

(4) that a card index to the contents of books suggested by Mr. Douglas be considered at our next conference.

(5) that a clearing house of such facilities as translators, photostats, etc., referred to by Mr. Gorrie, be commended by the Executive Committee to one of our local associations to try out.

(6) that we make Dr. Guppy our spokesman to tell the League of Nations that the library profession is at its service.

(7) that the president of our Association follow up Mr. Krüss' remarks about the central purchasing agency for foreign periodicals and consider the possibility for the special libraries' interests.

(8) that we do not forget Mrs. Lane's suggestion (in her winding up of the work she did as special librarian) to the effect that the electrical engineering libraries of the country be charted.

(9) that somebody tell me what hope there is of getting a parallel column of the pros and cons of the decimal classification and Library of Congress classification for libraries, general and special.

(10) that Mr. Mooney's suggestions on contact with higher officials be further discussed and exploited at the 1927 conference.

(11) that SPECIAL LIBRARIES establish a regular page having to do with public documents and with the sub-heading: Mr. Onthank urges us to come to Washington and get first-hand knowledge of how the government is trying to help people in business.

(12) that the outgoing secretaries, like Miss Peterkin, prepare for the benefit of the incoming secretaries, like Miss Vormelker, a memorandum of the work the secretary's office is concerned with, whether of translation or anything that could be considered supererogatory.

(13) that all members of the Association be made to sit up and think when Miss Rankin, for the Publications Committee, says it lacks funds.

(14) that such Titans as Miss Sheffield (represented by Mrs. Schram) and Mrs. Maynard (who did such good work on information at Swampscott and subsequently) be put on a committee to study the science of exhibitions and of information bureaus.

(15) that the work of Mr. Wheeler in describing the index to legal periodicals be followed by a paper, at a subsequent meeting, on periodical indexes in general, describing their relative scope, limitations and possibilities.

(16) that Miss Withington's report on the Special Libraries Association of Boston be printed as a model of what an association report should be.

And let me add the following question: What about the majority of library workers who do not have the privilege of attending conferences, but many of whom might, to advantage, be invited to send communications? Such communications could be discussed and become part of the transactions of the conference! This inclusion of the less privileged should greatly promote the *esprit de corps* of the library world.

What I have referred to here is mostly "wishbone." The "backbone" should appear later. It may call for the spirit of John Quincy Adams, as described by Samuel Eliot Morison (Professor of History at Harvard) in a recent paper:

"He loved his country with a sort of bitter intensity that his country did not return; to assert her rights, or enlarge her boundaries, by laborious searching of ancient documents and law books, well knowing that

other and more popular statesmen would reap the credit, gave him the sort of pain that in a Puritanic nature is closely akin to pleasure."

Dr. Guppy said essentially the same thing when, for the last words of his inspiring address at Atlantic City, he referred to the remark of a Jesuit priest whom he had recently talked with: "How much we may do if we don't mind who gets the credit for it!"

Bank Library and State Library Work Hand in Hand

By K. Dorothy Ferguson

IT may be our geographic location, or it may be the physical make-up of our state, but whatever the cause, California seems unusually well adapted to branch institutions, and according to all authorities, we possess two of the best branch systems in the country, one in the field of finance and one in the library field.

You may wonder what is the connection which would bring a statewide banking system and a statewide library system together and make them work hand in hand. There certainly seems little excuse in the daily grind of either of these institutions for such a "partnership." But lately the Bank of Italy has tried an interesting experiment in educational work and has called for the cooperation of the statewide library system.

Before I go into details as to how this plan has been carried out, let me say a word about the California statewide library system.

The California library system might be called an educational horn of plenty, always ready to lend to any community from its reserve supply of literature. Through a well worked out plan, it covers the state with a network of systematized libraries, the smaller units relying on the central county library for reserve help and these in turn falling back on the State Library at Sacramento, which is the backbone of the whole system.

So there need be no town, no locality even, in California, however distant from civilization which cannot call itself part of the statewide system and benefit by its educational opportunities.

Now let us turn from the library to the financial field, and you will find a banking institution which also has been compared to a horn of plenty, ready to reach out to any district in California and pour out its reserves to aid in the industrial or agricultural growth of the district.

Such is the Bank of Italy, one of the youngest banking institutions in the state, yet already it has more depositors than any other bank in the United States. As the bank grows and expands, so does its personnel grow in numbers, and the educational work undertaken by the library increases also in proportion. This bank which twenty-two years ago had only one office with a handful of employees, now has ninety-eight branches in sixty-five cities and the twenty-five hundred employees are all working shoulder to shoulder, not as cogs in a well-oiled machine, but all intensely interested because they are stockholders, and because each has it within his power to increase the profits of the bank and each will share in those profits through the stock-ownership plan.

It is perhaps on account of this keen interest that the librarians' work is comparatively easy. Our men and women are anxious to learn and study, and draw

daily on our library collection of books and periodicals. But it is easy to see that unless our collection of books were almost unlimited, it would be impossible to keep all our staff supplied, especially those at our more distant branches.

This is how we came to call on the statewide library system for assistance, and we received the fullest co-operation.

To give you just one concrete instance of the helping hand that has been extended to us, I'll tell you of the work done recently by our Trust Department. We have conducted an educational campaign, calling the attention of our staff to the fact that in trust work there is a very definite field for service to our clients. This campaign aroused such an interest in our staff that the demands for books on trust work grew steadily.

As district meetings were held in connection with this campaign, demands from our branches began to pour in, so that we were unable to fill them. It was then that we thought of calling upon our state librarian, Mr. Milton J. Ferguson, for assistance.

We proposed to submit a list of books

on fiduciary banking to our branch managers as a guide to what we would like their staff to read, and the same list was also submitted to the county librarians, as an indication of what we recommended to our staff. A letter was sent to each county librarian, asking her to put the available books on the list at the disposal of our staff, and we gave her the names of the men in her district who were interested. Our branch manager of that same district also received a letter giving him the name of the county librarian and telling him of the service that she could render him and his staff.

From the letters we have received from both our managers and the county librarians, we know that there has evidently been a wonderful co-operation and we cannot but feel that it is a step along the pathway of adult education.

It will bring our staff scattered throughout our ninety-eight branches in closer touch with their local libraries, and it will also bring the county libraries in touch with the financial leaders of their districts.

A Chat on Classifications

By Louise Keller

A GOOD classification scheme is to a library what a well planned layout is to the factory or industrial plant. One can produce in either case with a scheme that, like Topsy, "just grew" but one pays with slowed up production, with friction, and with actual breakdowns at over loaded points. That is why special librarians should be interested in the subject. A good classification means good housekeeping, it means mental and physical efficiency.

What is a good classification? To some of us this is no theoretical question to be answered accordingly. It is as practical and necessary to decide as where we can place the new clerks at the new desks needed in the already overcrowded office.

It is a question which is exercising the librarians in the field of personnel management and industrial relations. Some of them held an informal meeting to discuss the subject, January 22, in New York.

Full details of that meeting have not yet come to us, but the Personnel Research Federation was requested to designate a committee to work in co-operation with special librarians and others particularly interested. The chairman will be Miss Linda H. Morley, librarian of Industrial Relations Counselors, Inc., 165 Broadway, New York.

It is a most praiseworthy attempt to solve a question equally important to the users and administrators of special libraries and our sincere good wishes go out to the committee.

Another welcome contribution to the cause of better classification was made by the library of the United States Department of Agriculture. In *Agricultural Library Notes*, volume 1, page 65, April, 1926, are listed seven classifications of forestry literature. In the same volume, page 140, November, 1926, four more forestry classifications are noted. These latter are from foreign sources and are accompanied by very helpful descriptive

notes. The Committee on Classification possesses but one of the eleven classifications: classification of forestry literature, prepared by the faculty of the Yale Forest School, but it has on file the two bibliographies.

The preparing of classification bibliographies, annotated bibliographies particularly, is a practice we should like to recommend to other libraries whose resources allow them the opportunity to examine and compare the various attempts to classify their particular subjects.

Suggestions as to desirable modifications for the classes of biology (570 and 590) in the Dewey decimal classification are requested by the librarian of one of the state colleges of agriculture. These may be sent for forwarding to the librarian of the United States Department of Agriculture.

Like a certain Philadelphia columnist, we were going to call it a day, but an envelope arrived from England contain-

ing two issues of the *Library World*, December, 1926, and January, 1927. Examining these with all the interest of a Jack Horner, we pulled out a beautiful plum: the classification and cataloging of local collections by James Ormerod, F.L.A. Sub-librarian, Derby. We quote from the final paragraph: "This article is the fruit of two years' study and practice in cataloging a large county collection of nine thousand printed books. All the chief systems of classification, general and special, have contributed something of value."

Mr. Ormerod not only gives us the classification which they propose to use at Derby, but reviews briefly the classifications he examined, and suggests possible variations that might be used for town, county, or state collections.

It is very interesting to find American sources freely drawn upon, and should facilitate the use of the scheme in this country. We are very grateful to Mr. Ormerod for his gift to the Classification Committee.

Mr. Handy's Opinion

THESE have been few responses to the editor's recent appeal to the members asking what kind of a magazine they desire. Mr. D. N. Handy, our former president, in a letter to the editor states:

"Personally, I might state my views by saying that I should like it to be very much the same kind of a magazine that it has been during the last two years, only more so.

"SPECIAL LIBRARIES is not only the official organ of the Association, but it is also the only publication devoted exclusively to the exploitation of the special library idea. It seems to me that it must serve a two-fold purpose.

"First, of course, it must print the things which are helpful to the special librarian himself. This means that it will keep in close touch with special library development, print descriptions of new libraries or developments of libraries in new fields, and will make use, whenever possible, of timely book reviews, etc.

"Second, it must omit no opportunity to present as convincingly as possible the

value of the special library in every form of organized activity. If it can interest new groups, convincing them of the value of the special library and can aid them in their search for convincing arguments, it has accomplished quite as much as if it had printed a helpful article on some phase of library methods. It should be a means of keeping members of the Association in touch with other members. As a chronicle of the doings of its members it is important.

It seems to me that it has been developing more and more along these lines, and that what is needed is adequate financing to enable it to go much farther. Personally, I should be sorry to see any very great change in its editorial policy. Last fall I went through every issue of SPECIAL LIBRARIES from the beginning. I was impressed by the great value of certain bibliographical material contained in the earlier numbers. Undoubtedly, this material should be printed, yet I should feel that we had taken a step backward, if the magazine were ever again to become so exclusively a vehicle for the distribution of reference lists."

2400+2600

We are informed by the Public Library of Newark, New Jersey that a supplement to 2400 *Business Books* has been sent to the H. W. Wilson Company for printing. The copy was typed on twenty-nine thousand cards contained in one hundred and eleven packages, which were sent by messenger from the editorial room in Newark to the printing plant in upper New York.

The literature of business has been growing by leaps and bounds. In 1916, John Cotton Dana conceived the idea of preparing a working bibliography, and called the publication, edited under the direction of Sarah B. Ball, then head of the Newark Business Branch, 1600 *Business Books*.

In four years a new volume appeared under the editorship of Linda H. Morley and Adelaide C. Kight, and the title had become 2400 *Business Books*. For the past six years the makers of "2400" continued to collect and analyze business materials, discovering many subjects new in print and expanding old in their quest of the all important and often elusive business fact "2600" items were selected by them and prepared for the press, making a supplement which, counted as a second volume to the 1920 edition brings the number of contributory pieces of print roundly up to "5000."

We shall look forward with interest to the final appearance of this valuable publication tool.

Serious Reading

Serious reading, or better still, reading seriously, broadens the comprehension and intensifies the reasoning faculty. Reading is mind food. When it is deleterious in its effects, it should be avoided; but it is greatly stimulating when of the proper kind. I know of nothing more wholesome in its benefits or more needed just at present than a return to serious reading. Giving a little time each day to a good book will have remarkable effects and help us all the better to meet life's problems.—*J. H. Tregoe, National Association of Credit Men.*

Reading is to the mind, what exercise is to the body. As by the one, health is preserved, strengthened and invigorated; by the other, virtue (which is the health of the mind) is kept alive, cherished, and confirmed.—*ADDISON—Tailor.*

Government Documents

The United States is fortunate in having as Superintendent of Documents at Washington, an alert official who is deeply interested in the proper distribution of public documents. Mr. Alton P. Tisdell, who has taken active interest in the Government Documents Round Table of the A.L.A. and has either been present himself, or been represented by his assistant, Miss Mary A. Hartwell, has had introduced in Congress, a bill to authorize the designation of depositories for public documents and for other purposes (S.4973) which will result in a more equitable distribution of these libraries throughout the states

Under the terms of the bill, depositories are limited to two thousand, and all depository libraries are required to specify the type of documents desired. If the libraries do not conform to the specifications for depository libraries, the Superintendent of Public Documents and the librarian of Congress shall strike such libraries from the list.

The printer is authorized to either increase or decrease the number of copies furnished for distribution to designated depositories, so that the number of copies delivered shall be equal to the number of libraries on the list. This is an extremely important provision as it will avoid shortages which now frequently occur when there is a strong demand for a document

The limitations of the act do not apply to certain specified libraries, including state and territorial libraries, libraries of land-grant colleges, libraries of departments in Washington, libraries in the military and naval academies, government libraries in Alaska and Philippines and the library of the American Antiquarian Society.

This exception might well include the libraries in our largest cities which are not adjacent to an important state library, such as those of New York, Chicago, Detroit and Los Angeles.

Library Pictures

The twenty-fifth annual report of the Insurance Society of New York contains six pictures showing various portions of the society library. This practice of illustrating the library might well be followed by other institutions.

Editor's Desk

THE Executive Board met in New York on February 24 at the Hotel Roosevelt with every member of the Board present. Reports were received from the officers of the Association and President Cady announced the formation of a new local chapter in Cleveland, Ohio. Further details regarding this interesting development will be noted in the next issue of SPECIAL LIBRARIES.

Plans for the Toronto meeting were outlined and it was decided to have headquarters at the King Edward Hotel. Miss Cavanaugh, chairman of the Program Committee, stated that the keynote of the Conference will be "Contacts."

* * *

THE American Library Association is striving to reach the ten thousand membership mark prior to the Toronto Conference. We strongly urge any member of the Special Libraries Association who has not become identified with the parent library organization, which for fifty years has advanced library standards in the United States and Canada, to accept membership in the American Library Association.

Full details concerning membership may be obtained by addressing the Association offices, 86 East Randolph Street, Chicago.

* * *

ON February 10, 1927, President Coolidge signed the Senate measure providing for the preparation of a biennial index of state legislation. In a previous issue we referred to this legislation which was then pending in Congress. We understand that the Library of Congress, under whose auspices the "index" will be prepared, will soon begin the preliminary work upon the project. Committees from three library associations and the American Bar Association have been active in urging the passage of this valuable legislation.

* * *

AT the Atlantic City conference, a group were discussing a suitable name for the person who presides over a special library, a research bureau, an intelligence department, as our British friends call it, or an information organization. Many titles suggested themselves to the group but it was thought wise to emphasize the word "fact gathering." There are many words which are cognate with the word "fact" such as "factualist," "factician," "factarian," "factist," "fact-finder," "factophile" and "fact-smith." Our readers will probably think of many other words which may be substituted, but unfortunately one word we might select "factor" is already in common use for a broker or dealer. The editor is inclined to use "factarian" as the first choice. It groups with librarian and carries the termination "ian" which is in common usage. "Factician" has merit and so has "factualist."

Let us hear from our readers on this subject. It is obvious that the word "librarian" is altogether too inclusive and in many cases, the word "director" has been applied to the head librarian of our larger institutions.

MANY times information comes to the editor through roundabout sources. From the monthly bulletin of the British Chamber of Commerce in Brazil, we learned about the London & Cambridge Economic Service recently organized under the joint auspices of the London School of Economics and Political Science and of the Economics Department of the University of Cambridge. This organization is modeled upon the Harvard Economic Service, and it is stated that the work done by the Harvard committee has been of sufficient importance to justify this British effort to serve Europe and the British Empire on similar lines.

* * *

MANY subscribers to SPECIAL LIBRARIES have found difficulty in locating the earlier numbers of the series called "Information Bulletins." The first issue of the bulletin does not bear a series number but was a supplement to SPECIAL LIBRARIES for March, 1925, entitled "Recent Technical Bibliographies." No. 2 was issued as a supplement to SPECIAL LIBRARIES in July, 1925, and was mailed to all subscribers. Bulletin No. 3 contains a "Bibliography of Illumination" 1924-5 and No. 4 a "Bibliography of Illumination" 1925-6. A limited number of these bulletins are available at a price of 25 cents a copy.

* * *

THE Municipal Reference Bureau of the University of Kansas is making a special study of extra-territorial powers, with reference to state statutes, and is anxious to find a list of citations to statutes giving cities certain powers outside the limits. If any one has investigated this subject, we suggest that they communicate with Mr. O. F. Nolting, acting secretary of the bureau, Lawrence, Kansas.

* * *

Mr. William Alcott, chairman of the News Committee, is anxious to get in touch with any special librarians in Toronto and would appreciate receiving their names and addresses which should be sent to Mr. Alcott, care of the *Boston Globe*.

* * *

President Cady is desirous of obtaining the names of any members of the Special Libraries Association who expect to be in England in the month of September, as the Executive Board desires to appoint delegates to the fourth conference of the Association of Special Libraries and Information Bureaux, to be held at Cambridge, England, September 16-19, 1927

* * *

The A.L.A. is anxious to complete its file of SPECIAL LIBRARIES and lacks December, 1910, Vol. 1, No. 10. If any subscriber has a spare copy, will he kindly forward it to Miss Gladys English, American Library Association, Chicago.

* * *

The title page of volume seventeent of SPECIAL LIBRARIES will be sent to subscribers upon requests. The cumulative index covering the years 1923, 1924, 1925, and 1926 is in press and will be issued within a short time.

Science and Technology

A. A. Slobod, Department Editor

The January 1, 1927, issue of *Power Plant Engineering* is the "Power Plant Development Number." It consists mainly of a large number of short articles on recent progress in various features of power plant equipment. The more interesting of these are possibly, the ones on high steam pressures and temperatures, steam boiler and turbines and turbine installations; condensers and their auxiliaries; generators, and their connection and cooling; turbine-generators; transformers; and bus bar arrangement.

* * *

The American Ceramic Society has just published the third of a series of bibliographies on refractories. It forms part 2 of the February, 1927, issue of the society's journal and contains eight hundred and eighty-five well annotated entries. Name and subject indexes are appended.

THE SCIENCE OF COAL UTILIZATION

The International Conference on Utilization of Bituminous Coal recently held at Pittsburgh (1) (2) (3) impressed the specialists who attended with the rapid strides made, at least in Europe, in the development of scientific methods of bituminous coal utilization. Among the principal speakers were Dr. Friedrich Bergius and Prof. Franz Fischer. The first devised a method (4) (5) (6) (7) whereby under pressures of one hundred to two hundred atmospheres and temperatures of from 400 degrees to 500 degrees C, powdered coal is hydrogenated and converted largely into liquid compounds. About 140 gallons of crude oil is obtained from a ton of gas-coal. This crude oil, when fractionated and distilled, yielded 40 gallons of motor fuel, 50 gallons of Diesel-engine oil, 35 gallons of fuel oil, a pitch residue and about 10,000 cubic feet of gas. Prof. Fischer described the results of his experiments (8) in the synthesis, from the products of water gas, of various compounds and mixtures, including methyl alcohol, petroleum, synthol and gasoline. Dr. Lander (9) described the British developments in low temperature carbonization. Other authorities contributed the results of their inquiries into similar problems.

1. Coal Age. 30: 729-43. N. 25, '26
2. Gas Age. 58: 755-68. N. 27, '26
3. Blast Furnace & Steel Plant. 14: 492-501. D. '26
4. Can. Chem. & Met. 10: 275-9. D. '26
5. Nat. Pet. News. 18: 53-7. N. 24, '26
6. Soc. Aut. Engrs. Jour. 20: 98-104. Ja. '27
7. Aut. Ind. 55: 886-9. N. 25, '26
8. Nat. Pet. News. 18: 49-52. N. 24, '26
9. Mech. Engng. 49: 8-11. Ja. '27

NEW INSULATING MATERIALS

Celoron (1), a synthetic insulating material, is being manufactured by the Celoron Co. (1), which will be operated as a separate division of the Diamond State Fibre Co., Bridgeport, Pa. E. F. Behning (2) discusses celoron as gear material.

Glyptal, a new synthetic resin developed by the General Electric Co. (3) (4) bids fair to be the basis of important advances in the field of electrical insulation. Another G. E. new product is mycalex (5) (6), which is composed of ground mica, formerly a waste product, and lead borate. The compound has better electrical characteristics than porcelain and is stronger mechanically, except under compression.

G. Nyman (7) describes an improved insulating material for electric heating appliances; it consists of finely powdered chalk, pot-stone powder and water glass. Isolantite (8) is a new ceramic product for the construction of moulded insulation. Thiolite (9) (10) is a French product similar to bakelite.

1. Iron Age. 119: 258
2. Soc. Aut. Engrs. Jour. 20: 129-32. Ja. '27
3. G. E. Rev. 29: 757-62. N. '26
4. Chemicals. 26: 49. N. 8, '26
5. G. E. Monogram. 4: 16-17. N. '26
6. Engng. & Min. Jour. 122: 714-15. O. 30, '26
7. Elec. Rev. 99: 578. O. '26
8. Sci. Am. 135: 296, 298. O. '26
9. Comptes Rendus. 182: 206-8. Ja. 18, '26
10. Elec. Wld. 87: 850. Ap. 24, '26

POWER FROM OCEAN'S HEAT

We have heard a good deal of various schemes of harnessing the tides, but it remained to two French savants, George Claude

and Paul Boucherot (3) to demonstrate a process of generating power from the warm water of the tropical ocean. The process is based on the difference of temperature of the surface water and the deeper water of the sea. *Power* (2) gives a diagrammatic sketch of the apparatus, while the *Engineer* (1) questions the feasibility of the scheme. Dr. Bräuer (4) gives a German version of the problem involved.

1. *Engr.* 142:584-5. N. 26, '26
2. *Power.* 64.804-5. N. 30, '26
3. *QST Française & Radioelectricité.* 7:60-3. D. '26
4. *Deutsche Wasserwirtschaft* 21:49-53. Ap. '26

Some Statistics of the Electrical Industry for 1926

Capital invested:

Light and power companies..	\$8,400,000,000
Electric railroads ..	6,000,000,000
Telephone industry	2,800,000,000
Manufacturing	2,500,000,000
Telegraphs	500,000,000

Total \$20,200,000,000

Annual gross revenue.....	\$5,934,000,000
Annual capital additions ..	1,570,000,000
Customer ownership sales in 1926	247,000,000

Composite electrical costs are 150 per cent of the 1913 costs.

Installed capacity of generating plants:

	kva.
Central stations	26,812,710
Manufacturing plants	6,000,000
Mining industry	1,000,000
Non-industrial isolated plants	3,000,000

Total 36,812,710

Coal consumed for generation of electric power.

	Short tons
By central stations	37,000,000
By others	15,000,000

Total 52,000,000

In addition, the central stations alone consumed 10,000,000 barrels of oil and 49,053,000,000 cubic feet of gas.

Water power developed—11,176,596 hp.—about 1/3 of the total water power available in the United States.

Total length of transmission lines—112,800 circuit miles

Total length of distribution lines—449,000 circuit miles.

The central stations employ 200,000 persons and have generated 68,732,000,000 kw.-hr. (1) of which 36.7 per cent was produced by hydro-electric plants. There are 4885 operating companies of which 2836 are private power and light companies and 2049 are municipal systems. They have served more than 19,500,000 customers, and about 68,500,000 people, or 58 per cent of the total population, live in 16,000,000 homes which are wired and served by electricity. The average domestic customer uses 365 kw.-hr. per year, and his annual bill is \$27.89 The average wired home has 24 sockets and 3 portables. The domestic consumers have in their homes about 13,500,000 irons, 8,000,000 vacuum cleaners, 7,500,000 fans, 7,000,000 clothes washers, 5,000,000 toasters, 4,000,000 peculators, 3,000,000 heaters and radiators and 500,000 ranges. There are in service 340,000 electric refrigerators (5) (6) of which 79,000 are of the commercial type.

The number of retail outlets for the sale of electrical goods is in excess of 25,000, and these sold \$775,828,000 worth of electrical appliances and lighting equipment exclusive of radio.

About 315,000,000 "large" lamps and 205,000,000 of miniature lamps were sold in 1926—a total of 520,000,000 lamps—nearly 50 per cent. of the world's annual consumption (9) (10).

The industrial customer (12) used about 34,000,000,000 kw.-hr. and was operating 2,500,000 motors of various sizes. The steel industry has over 500 electric (8) furnaces in operation.

There are 275,000 electrical displays (13) and signs in the United States with an average number of 70 lamps per display. New York City alone has 10,000 electric signs.

The farmer (14) is quite behind. He used 900,000,000 electrical horse-power hours out of a total of about 16,000,000,000; in other words, the farm is only 5.6 per cent. electrified.

The street railroads carried 400,000,000 passengers, and the car-miles operated rose to 41,280,000. They also had 7,750 buses in operation.

Over 1,800 manufacturers of electrical machinery apparatus and supplies employ 400,000 people, and the annual value of their gross business is about \$2,375,000,000.

There are 53,000,000 miles of telephone wire and 17,790,000 telephones making an average of over 15 telephones per hundred of popu-

lation; the annual number of conversations per capita is around 200.

The number of radio-broadcasting stations is around 575, and the number of radio sets in use—both factory-built and home-made, is about 5,000,000 (18); the farmers have 1,350,000 sets. If we consider that there are 26,800,000 homes, 6,370,000 farms, 11,000,000 phonographs in use and 19,220,000 passenger cars, it is clear that we are quite far from the radio saturation point. The radio audience is 20,000,000 and is expected to grow to 26,000,000 in 1927. There are 2,550 radio manufacturers, 985 wholesalers and distributors and 29,000 retailers. The total radio retail sales amounted to \$506,000,000, and radio exports to \$8,500,000. The gross exports of electrical equipment of all kinds amounted to over \$100,000,000.

1. Elec. Wld. 89:5-70. Ja. 1, '27
2. N.E.L.A. Bul. 14 9-13 Ja. '27
3. Elec. Rwy. Jour. 68:5-49. Ja. 1, '27
4. Elec. Merch. 37:77. Ja. 1, '27

5. Elec. Merch. 36:76-9, 132. D. '26
6. Elec. Wld. 88:898. O. 30, '26
7. N.E.L.A. Bul. 13:452-4. Jl. '26
8. Iron Age. 119.91 Ja. 6, '27
9. G.E. Rev. 30:59-60. Ja. '27
10. Digest. 5:19-22 O. '25
11. Elec. Wld. 86:1251-2. D. 19, '25
12. Elec. Wld. 87:971-82. My. 8, '26
13. Light. 1:15. Ap. '24
14. United States Agr. Dept. Bul. No 1348.
(Appraisal of power used on farms in the United States)
15. Market data book, 1926-27. G. D Crain, Jr., Chicago. Electrical statistics. p. 143-4, 147-51, 349-57, 365.
16. Telephone and telegraph statistics of the world, 1926 Chief Statistician's Div. of Am. Tel. & Tel. Co.
17. United States Census Bureau Electrical machinery, apparatus and supplies (In Biennial census of manufactures of 1923, p. 938-51.) '26
18. Radio Retailing. 5:30-1 Ja. '27

We Do This

Margaret Reynolds, Department Editor

Monthly Circular. *The Monthly Circular* issued by the H.M. Stationery Office of London has an unique way of indexing the various divisions of the periodical. The lower right-hand corners of the various sections are cut cornerwise and the subject printed on these edges, one overlapping the other.—*Margaret Reynolds, librarian, First Wisconsin National Bank, Milwaukee*

New Books. Until January of this year the accessions to the library of Stone & Webster, Inc., have been published in the *Stone & Webster Journal*, but now these are too numerous, so hereafter only the more notable books and magazines will be listed. Type-written sheets will be prepared by the library and supplied to everyone who desires to receive them.—*Stone & Webster Journal*.

Bookmarks. When we send books to our patrons, instead of writing their name on a plain slip of paper, we write it on the back of one of the junior bookmarks issued by Gaylord Brothers. These bookmarks have appropriate quotations, such as "Sailing Through Life with Books for Friends" and "A Book Is a Great Friend for a Lonely Person." When our supply was exhausted, we were

amazed at the number of requests that we had for these bookmarks, so we are continuing this inexpensive custom.—*Margaret Reynolds, librarian, First Wisconsin National Bank, Milwaukee*

Public Affairs Information Service. I wonder if the use we make of *Public Affairs Information Service* is a common one in business libraries? We clip our copies, not the bound volumes, of course, but the weekly bulletins. I personally go over these supplements as they come in and mark all the reports that we ought to buy or solicit and indicate many paragraphs for "file." We paste these on small cards and put them in our data file under a subject that may be more useful and familiar to us than the one in which it is indexed in *P.A.I.S.*

Checking these lists requires a lot of time, but I always find enough information of vital importance to us to make the search worthwhile. And we believe in finding a use for such material while it is hot off the press, rather than wait until an occasion arises to use the cumulated index.—*Mary Louise Alexander, librarian, Barton, Durstine and Osborn, New York*.

Labels for Books. We have found a method for labeling our books without the use of paper or linen tabs. Using a stencil, we paint the desired circle with aluminum paint. The aluminum paint is made in small quantities as needed by mixing aluminum bronze powder with a pyroxylin (nitrocellulose) lacquer. A stenciling brush with stiff bristles much like a paste brush can be used for applying the paint. Such a paint dries quickly, so that it can be lettered in about thirty minutes. If put on carefully it gives good service and has a smooth edge. We use India ink for the lettering which gives good contrast against the silvery finish of the aluminum paint. If the surface of the book is unsatisfactory for lettering with a pen, a very fine brush and black paint may be used. A clear lacquer may be brushed over the label to insure permanency. If for some reason the book is relabeled, only one new coat of aluminum paint is needed and the book is again ready for the lettering—*Mary Elizabeth Key, Research Bureau Library, Aluminum Company of America.*

Pay Envelope Enclosures. The Federal Reserve Bank of Chicago, under the direction of Miss Ruth Nichols, used a clever dodger for enclosure in all the employees' pay envelopes. The idea is a splendid one so we are copying what the dodger said.

"Somewhere what you need is waiting for you in a book"—*George MacDonald.*

Do you have unanswered questions in your work?

Your questions may have been answered by someone else.

More and more men are putting down their experiences on the printed page for the use of others.

This bank has built up a large library of books, magazines, newspapers, maps, pamphlets, clippings and reading lists, for reference and for recreation.

There are books to help you in your work and study or to entertain you in your leisure

The library is a bank investment for the service of its executives and employees. Use it.

Books and magazines will be loaned to you or secured from the Public Library or purchased for you usually at a discount.—*Ruth Nichols, librarian, Federal Reserve bank of Chicago*

Publicity. If you want suggestions on how to issue various kinds of printed matter, write to Miss Mary B Day, librarian of the National Safety Council, Chicago, for pointers. Among other things which Miss Day has compiled is the *Buyer's Guide for the Safety Man*. In some of the advertisements which the National Safety Council have published, the services of the library are mentioned. One advertisement had this to say about the library:

"Anyhow, some of our members either have no safety problems to solve (which isn't likely) or else they are simply not using one of the most valuable features of their membership service, the Library and Bureau of Information.

"Our Library has the largest collection of safety information in the world. Our consultation staff of expert safety engineers and trained librarians can give you full information on any question having to do with safety."

In another advertisement, in bold-type letters at the bottom, appeared this sentence:

"The Library and Information Bureau is one of the most valuable features of service to which you are entitled—Use it."

In a most attractive leaflet *3 Essentials for the Success of Your Safety Work*, a paragraph appears about the library

Besides all this publicity which is given the library, a special folder on the Library Information Bureau has been printed. This is just the right size for enclosure purposes. Besides mentioning the sort of material which the library is able to furnish, it mentions that the library is open to the public from 8:30 A.M. to 5 P.M. except on Saturdays when it closes at 1 P.M. and legal holidays. Visitors are welcome—*Mary B. Day, librarian, National Safety Council, Chicago.*

A Library Goal. From the library page of the *Inspection News*, a monthly published

by the Retail Credit Company, we read about some of the plans of their new librarian, Miss Grace Stephens.

"To start the year off right, many new books are to be bought. Books that deal with the special work you are doing, written by experts in their profession.

"The Library intends to specialize in 'pocket-size books' as far as possible. These can be slipped into your pocket and read on the car or train, going to and from business. There will be books on every form of insurance, salesmanship, psychology, personal development, biography, English, economics, finance, poetry, history and employment.

"One of the principal aims of the library will be to serve as a right-up-to-the-minute bureau of information. Not only have we saved many valuable clippings and magazine articles on the subjects around which your interests center, but we are always glad to get outside information on almost any subject for you. In case you want new ideas on certain subjects, outline your case to the Library. We may have something that will give you just the points you need.

"To sum up: During the year 1927 the goal of the Library will be to conform as nearly as possible to the following ideal.

"The modern business library is not merely to entertain, it is an intelligence service, a research bureau, an easily accessible storehouse of information on every subject, and a first-aid station for everyone who has a problem of any kind to solve"—Grace Stephens, librarian, Retail Credit Company.

Black Book. The question of giving to a patron the last word on a subject is solved in the Barlow Medical Library by a loose-leaf index book, or books, arranged alphabetically by subjects. Every librarian knows that the great *Index Catalogue of the Surgeon General* comes out annually or less frequently, the *Index Medicus* and the *Quarterly Cumulative Index* are quarterly and often two months late leaving five months without any way to find a reference.

To cover this gap every journal received is indexed in the *Black Book* under general subject headings beginning with Abdomen and

on through to Yeast, giving a leaf to a subject and adding leaves as needed. Columns contain author, title, journal, date, on one line. For a temporary index this seems better than cards for at a glance at the page about thirty articles can be noted. The work is done in pencil and abbreviated even the year appearing only at the top of the page. No journal goes on the reading table until the librarian has indexed, not only the important articles, but anything that might be called for, especial note being made of subjects upon which the patrons of the library are known to be working

Doctors who specialize know just what to expect and come in and ask for the *Black Book* finding the most recent articles recorded.

Sometimes a paper has been read at a meeting, (and not yet published) and we are asked for it. If it is not in the *Black Book* we can say "Not yet published" (in anything we take) and when it does appear the doctor gets it immediately.

When the *Quarterly Cumulative Index* comes the pages covered are removed except—Drugs and Remedies, Eponyms, Diets, Poisons, Statistics and Tests for these are more easily found in our book than in any index published.

Perhaps this could not be done where one thousand journals are taken, but with our over two hundred with a staff of only two for all the detail work of the library, we find it possible. It means every spare minute from the usual work done in a library but it pays in its value to the members. No writer of a medical paper here need give to the world a case as a "first and only" to be confronted by a similar claim in a journal issued in the last few months.

He can consult the *Black Book* at the Barlow Medical Library and be safe.—Mary E. Irish, librarian, Barlow Medical Library, Los Angeles.

Let us be your "information broker"—as they say at the library of the Dennison Manufacturing Company. It is our function to make and maintain contacts with sources of information for the users of our library, so, whenever you have need of the printed word, let us try to help you.—Home Office.

Book Reviews

DAVIES, A. EMIL. *Investments Abroad*. Shaw. Chicago. 1927.

The entry of the United States into the field of international investment makes this volume particularly timely. Mr. Davies is financial editor of *The New Statesman* of London and has written an unusually competent book. He notes the recent trend of investment and the growing importance of America as an investment center. He describes the London market and other important international markets and discusses varied forms of foreign taxation and tax evasion. He devotes a chapter to investment trusts, including a list of holdings by two well known British investment trusts. In a final chapter he presents the salient points concerning sixty countries whose securities have an international range.

ELLINGWOOD, ALBERT R. and COOMBS, WHITNEY. *The Government and Labor*. Shaw. Chicago. 1926.

This volume, of general interest to the political and economic world, discusses at some length the basis of governmental regulation of labor problems. The contents, arranged in syllabus type, indicate a scientific approach to the problem. Formation of contract, the labor union, the labor conflict, various forms of labor problems, such as safety, wages, unemployment, hours and social insurance, all are given special consideration. Prominent law cases are cited with analysis of the case. The book is also intended for classroom use and is destined to be a useful volume.

ETTINGER, RICHARD P. and GOLIEB, DAVID. *Credits and Collections*. Prentice-Hall. New York. 1926.

Professor Diamond of New York University has assisted Mr. Ettinger in presenting a revised edition of this well known book on credits and collections. Much of the material has been rewritten and the edition contains a new chapter on trade acceptances, also chapters on collection letters and collection devices. Foreign credit is also given prominent space. The book will make an excellent addition to any library interested in the field of credit.

FERRIS, ELMER E. *Developing Sales Personality*. Prentice-Hall. New York. 1926.

This book is a fine, practical, clear treatise on the place and importance of personality in

selling. It deals with each phase of the personal element in sales. Starting with the mental attitude of the salesman, it takes up in turn his physical needs, his intellect and its development, his personal contacts, conversation and his correct judging and handling of men. These topics and chapters contain practical and true story examples as the book proceeds. The last chapter deals with business conditions and ways of reaching a basis for sound judgment of present-day conditions at any time. Each chapter in the book contains at its close a short resumé of its contents which fixes certain truths firmly in mind. A good book for any salesman, young or old, and for many who are not salesmen—E. H. Bromley.

FRANCIS, GERALD M. *Financial Management of Farmers' Elevators*. Shaw. Chicago. 1926.

The intense interest in agricultural problems at the present time renders this new volume by Mr. Francis, which is a prize monograph in the Chicago Trust Company prizes, a valuable contribution to the study of the grain market and business. The question of farmers' elevators, or separate centralized terminal organizations, has been a matter of dispute and the writer points out the relative advantages and disadvantages of these two methods of grain marketing. A bibliography accompanies the volume and the book will be found useful in all libraries having contacts with agriculture.

GRIMES, WILLIAM A. *Financing Automobile Sales by the Time Payment Plan*. Shaw. Chicago. 1926.

This publication was awarded the first prize in the awards offered by the Chicago Trust Company for research relating to the financing of business enterprises. Mr. Grimes was particularly fortunate in his selection of a topic for there has been very little in book form upon the subject of the automobile financing corporations. The writer notes the lack of accurate statistics on the subject and shows the importance of these new organizations in the modern credit system. He points out the recent tendency in the formation of finance corporations and devotes a chapter to

the arguments for and against time-selling. A two-page bibliography is appended to the volume.

LAUCK, W. JETT. *Political and Industrial Democracy*. Funk & Wagnalls. New York. 1926.

The new attitude of the capitalist toward labor makes this book an unusually valuable contribution to this vital subject. Professor Lauck's title hardly gives a concept of the contents of the volume. It contains a careful analysis of the various employee representation plans and an appendix tabulates the distribution of management functions in eighty plans for employee representation. Another appendix shows methods of employee stock ownership. Most special libraries in some way have a labor contact and the volume should be in nearly every library of this type.

LINCOLN, EDMOND E. *Testing Before Investing*. Shaw. Chicago. 1926.

Within recent years many books have come from the presses on investment problems. The World War brought into existence thousands of new investors and many of them lacked the necessary knowledge of investment guide-posts. This book is addressed to the salaried man and in a small compass presents a vast amount of worth-while information. The book is written in simple language and should have a wide circulation. A glossary of investment terms completes the volume.

Pierre Key's Music Year Book, 1926-27
Pierre Key. New York. 1926.

This music annual now in its second year, covers a wide range in musical activity. It is international in its scope and the material is grouped geographically. The data for each country is preceded by a brief sketch of recent musical events in the various countries including new works performed since October, 1925. The listing includes symphony orchestras, opera houses, music festivals, conservatories, music societies, choral societies, daily newspapers and their music critics, concert halls, chamber music ensembles, music journals, music publishers and music agents. There is also included a list of composers, conductors, singers, instrumentalists and dancers of various types. Fellowships, scholarships and prizes also are given prominent place in the book. Even the box-holders of the Metropolitan are listed. The book would be useful in a general library.

SCHLUTER, W. C. *How to Do Research Work*. Prentice-Hall. New York 1926.

A writer in *Nation's Business*, under the title "The American Ascendency," shows the new standard in American business, but he overlooked one of the great factors of business today—the development of research. Dr. Schluter's volume is a worthy contribution to the subject. Written primarily to provide the research worker with a method of procedure, he plans for guidance by fifteen successive steps and each step or chapter contains bibliographical references. The chapter on "Developing a Bibliography" gives some reading hints and notes in detail the new *Union List of Serials*. The reference to the library is somewhat scanty and might well have been enlarged, as well as the list of references appended to the chapter.

TOSDAL, HARRY R. *Principles of Personal Selling*. Shaw. Chicago. 1926.

Mr. Tosdal's book is undoubtedly one of the most complete works ever written on personal selling. His sources of accurate information are unusually large and well cultivated. The subject matter is in great detail and very intricately and progressively arranged. The title of the book is perhaps misleading until a thorough perusal of the twenty-four parts comprising it have been made. Starting with complete and detailed definitions of personal selling and the salesman, together with their history and development, Mr. Tosdal proceeds to break the selling process into various parts. These are named as follows: Psychology of Buying and Selling; Knowledge of the Sales Proposition; Knowledge of Market; Planning; Sales Interviews, Good Will. Mr. Tosdal then takes up the different forms of selling, such as household, retail, wholesale and export. The following parts, in fact nearly one-half the book, deal with personal selling from the viewpoint of the house, employer or sales manager. Sales Methods, Sales Organization and Sales Supervision are considered minutely. The book concludes with a chapter on the ethics of personal selling, very finely written. It contains a complete appendix with valuable tables of comparative information. The entire work is very worthwhile, but too academic and ponderous to permit the indulgence of many sales people other than active students.—E. H. Bronley.

Associations

Reports from the associations cover more space than usual. Visits to libraries and art clubs characterized some of the meetings.

Boston

Special Libraries Association of Boston held a "Newspaper Night" on February 28, with an attendance of over sixty. Before the meeting members had supper together at the Minerva Restaurant. At 7 o'clock members of the association were conducted in small groups through the Christian Science Publishing House, a publishing house, probably, that differs from any other in the country in its comfort of furnishings and general neatness. Willard E. Keyes, director of the Reference Department of the *Boston Herald* read a paper on "The History of Boston Newspapers and What They Stand For." Miss Gladys L. Saville, librarian of the *Christian Science Monitor*, described the work of her library, and members were given an opportunity to inspect the files and the collection of books. Miss Margaret Witherington, the president, presided.

Illinois

The January meeting of the Illinois Chapter was held on a Saturday afternoon and was a visit to the Portland Cement Association building. A tour of the building was made under the guidance of Miss Sheffield and finally the members were shown the more technical part of the association's work by one of the executives. The various testing rooms, machinery and equipment were exceedingly interesting and members of the chapter were introduced to an unusual sort of library called the "Sand Library" in which samples of every kind of sand from all sections of the country were classified and cataloged. The Portland Cement Association building is built, of course, of cement and is an unusually fine example of the use to which this material can be put.

* * *

The February meeting was held February 8, in the evening at the American Institute of Baking where Dr. C. B. Morison, Dean of the Institute, talked to the members on the "Historical Landmarks in the Literature of Baking." Dr. Morison's talk to the chapter was secured through the courtesy of Miss Rosabelle Priddat, librarian of the Louis Liv-

ington Library. The literature of baking is to most of us a closed subject and Dr. Morison's illuminating talk was most thoroughly enjoyed. Some of the rare books from his library were brought to the meeting and passed around for examination.

New York

The February meeting of the New York Special Libraries Association was held on Friday the 18th at the Town Hall Club, Miss Mary Louise Alexander, president of the association presided and the theme of the meeting was "Magazines as Sources of Information."

Mr. Kenneth Condit, editor of the magazine entitled *The American Machinist*, published by the McGraw-Hill Publishing Company, New York, discussed phases of editing magazines and gathering information. He described the work and organization of the McGraw-Hill Company and stated that the company issues sixteen weekly and monthly publications, besides ten catalogs and directories and about twelve hundred books. The number of books is increasing about one hundred volumes a year. The editorial and statistical functions of the company were brought to our attention and statement made that the McGraw-Hill publications are of greatest use to librarians through statistics and report from research. The work of the newspaper service bureau, the catalog and directory section and the counsellor staff were outlined. The magazines in the electrical, transportation, industrial, mining, civil engineering and overseas group were discussed in detail.

This very interesting talk was followed by a symposium on the indispensable periodicals in business, financial, drug and chemical, petroleum, public utility, rubber and theological libraries.

The topic of the Book Review Committee this month was "Book Reviews in Magazines."

During the meeting the following resolution was adopted.

Resolved, that the New York Special Libraries Association approve the new schedule of dues adopted by the Executive Board of the Special Libraries Association, and in accordance with the plan of the amalgamation of the national and locals, that the New York Special Libra-

ries Association ask to continue as an affiliated local association.

Through the courtesy of the McGraw-Hill Book Company an exhibit of business and technical books and magazines was on display at this meeting.

Philadelphia

One of the most interesting experiences of the Special Libraries Council of Philadelphia was on the occasion of the last meeting, February 4, 1927, when the Council met at the Graphic Sketch Club, 719 Catharine Street. More than one hundred persons were present to enjoy the hospitality offered by the club through Miss Mitchell, representing Mr Samuel S. Fleisher, the founder and president.

We were first given an opportunity to visit every part of the club, and afterward invited to meet in the main gallery where Miss Mitchell told a most fascinating story of this unique organization from its beginning. Miss Mitchell spoke of Mr. Fleisher's belief that there is one thing every human being has in common, regardless of nationality, class or age, and that thing is a love of beauty for its own sake, and that it was his great desire, to the extent of his ability, to place it before those who were unable to get it for themselves. That is exactly his reason for placing the Graphic Sketch Club in a section of Philadelphia, the heart of the foreign section, where there is no beauty, no culture, and no opportunities for children.

Miss Mitchell referred to the rapid growth of the club, from the drawing class of ten or fifteen newsboys, organized by Mr Fleisher, and taught by him, in 1899, to a club of seventeen hundred registered students from every walk of life and every nationality, who are instructed free of cost in all the graphic fine arts. The object at all times being to develop the art of living and to teach the love of doing things, rather than to turn out craftsmen. The instructors, many of them widely known artists, never discuss the lack of talent, they encourage the student to go along as far as he is capable.

The buildings now occupied by the club were once the home of the college and church of St. John the Evangelist. The college is used for class rooms and galleries, and the church as an Art Sanctuary. In these beautiful surroundings are many beautiful and wonderful art objects obtained from all parts of the world and placed there by Mr. Fleisher to share with the students and people of the

community, who at all times are entirely free to come and go. On Sundays the best chamber music is furnished by members of the Philadelphia Orchestra and others, for the students and neighbors of the club. It has been said, and so truly, that the Graphic Sketch Club is so unique an organization that it cannot be explained, it must be experienced.

Pittsburgh

Pittsburgh Special Libraries Association held no meeting in January. The February meeting was a dinner program with the Pittsburgh Catalog Group of A.L.A. Attendance was unusually good and the papers and discussions very worth-while. Miss Beadle from the catalog division of Carnegie Library read a paper on cataloging problems in a large public library in view of her own work. Miss Kornhauser, Mellon Institute, told of the problems of special libraries. Miss Forewald, reference librarian at Carnegie Library, mentioned the questions asked by people using the card catalogs in order that catalogers may see both sides of their work.

We met at Carnegie Inn, on the campus of Carnegie Institute of Technology at the suggestion of Mrs. Blanche K. S. Wappat, who is librarian at "Tech." Mrs. Bulla, librarian at the Republic Iron and Steel Corporation, Youngstown, Ohio, came for the meeting.

Pittsburgh Special Libraries Association feels it has one very creditable achievement on its records for 1927. Our *Union List of Periodicals in Some of the Pittsburgh Special Libraries* appeared from the mimeographer early in February. We find it a decided help in "putting knowledge to work" in Pittsburgh and hope librarians in the east central district will also use this tool. It is on sale at \$3.00 a copy.

A special meeting is being planned for March to be held at the library of the Philadelphia Company.

Southern California

The Special Libraries Association of Southern California, on its December meeting, visited the Huntington Library upon the invitation of the librarian, Mr. Leslie Edgar Bliss.

The association turned out in full force to get a glimpse of some of the treasures of this far-famed and most exclusive library. After being received by Mr. Bliss and some of his staff, the members were escorted

through the book stacks, where they peered through glass doors at the backs or cases of serried rows of treasures. Then, returning to the main hall or reading room, they spent a fascinating and delightful hour examining the incunabula displayed in glass cases—the Gutenberg Bible, Caxton's earliest printed book, and many others equally interesting, besides manuscripts and illuminations. There were also shown wonderful old globes and maps, historical American portraits, framed newspapers and broadsides of interesting Americans.

Dinner was enjoyed at the Rose Tree Tea House where at the conclusion of the dinner a short business meeting was held.

A letter from Mr. Cady, president of S.L.A. was read concerning the dues for the ensuing year. The advisability of paying dues to the national organization, instead of to the local association, and having it take care of local expenses was discussed, but no definite conclusion was reached.

Miss Carrick gave an interesting sketch of the work done by the bindery department of the Los Angeles Public Library and extended a cordial invitation to visit it at any time.

A letter was read from Mr. Worthington of the S.L.A. of San Francisco, asking many questions in regard to the *Union List of Periodicals*, for the purpose of obtaining useful information to help in the proposed *Union List of San Francisco and Vicinity*.

Mr. Marion proposed that we plan for a future meeting with some of the local statistical organizations.

* * *

On Friday, January 14, members of the S.L.A. of Southern California met at the Chateau Cafe at six o'clock for dinner, afterward proceeding, by Miss Frey's invitation, to the offices of the Western Precipitation Co. for the regular meeting of the association where an exceptionally interesting evening was passed.

The visit began with a tour of inspection through the offices, workshops and laboratories which surround a charming little Japanese garden, with pools, shrubbery and palms—a most delightful spot.

The ateliers, with all their complicated apparatus, looked very mysterious to the eyes of the ignorant and uninitiated, but gave the first inkling of the importance and magnitude of the unusual work done by this interesting corporation.

Next came our usual business meeting with

the leading topic for discussion, membership in the national S.L.A.

A long letter was read from Mr. Cady, urging co-operation and support, but certain points did not seem quite clear, and it was decided that a letter be sent to him asking for more exact and definite information.

It was moved that we unite with the national body and a vote was taken approving this consolidation, "with reservations."

A letter from Miss Vormelker, secretary of the S.L.A., asked that a member of our organization be appointed to their Membership Committee and it was moved that our president make this appointment.

Mrs. Thompson, chairman of the Committee on Methods, introduced the subject of translations and translators in the local field. It was brought out that lists of translators with their specialties in languages and subjects were available in various departments of the Los Angeles Public Library and in the Chamber of Commerce Research Department. It was suggested that it would be a useful piece of work to combine these various lists and Mr. Marion and Miss Hollingsworth are to take action in the matter and see that the revised lists are made available in both places.

Mr. Vandergrift was instructed to send a telegram with Miss L. Greene's signature to Senator Johnson, re distribution of public documents to libraries.

Miss Frey then introduced Mr. Schmidt of the Western Precipitation Co., who gave us a delightfully informal talk on the work they are doing, explaining the Cottrell Process and showing us photographs of the different apparatus and installations and exhibiting jars and tubes containing the precipitations obtained from smoke and dust—all sorts of elements in unbelievable quantities—lead, copper, acids, tons of which were lost in the smoke from mills and smelters, causing great economic loss and doing great injury to the surrounding country, before the perfecting of this wonderful process.

Mr. Vandegrift then gave us an interesting account of his recent visit to Philadelphia and New York and the special libraries there, dwelling particularly on the methods employed by the National Industrial Conference Board in New York.

The Board use many forms for collecting information and everything is reduced to a minimum and filed alphabetically in vertical files. They work in close co-operation with the New York Public Library.

Personal Notes

Mary C. Parker, Department Editor

Miss Margaret Reynolds spoke on February 14 before the Service Workers Club in Milwaukee. The subject was *Latest Styles in Literature*. She also spoke on February 17 on *Recreation and Re-creation* before the Business women of the Grand Avenue Methodist Church at their annual banquet.

William Beer, for thirty-six years librarian of the Howard Memorial Library, New Orleans, passed away on February 1, 1927. Mr. Beer was deeply interested in historical matters and was an occasional visitor at A.L.A. conferences.

Mrs. McConnell, librarian of the United States Army, Letterman General Hospital, has taken a leave of absence for six months, and Mrs. Whitted has taken her place for the period.

Mrs. Margaret Hatch, librarian of the Standard Oil Company of California, is chairman of the Hospitality Committee and any special librarians visiting in this section are cordially invited to get in touch with her.

Miss Dorothy L. Krisher, formerly assistant librarian of the State Teachers College, San Jose, California, is now in the new business department of the Well-Fargo Bank and Union Trust Company, San Francisco. Miss Krisher is a graduate of the Simmons Library School and is now taking the course on special libraries offered by the American Correspondence School of Librarianship.

The Federal Reserve Bank of San Francisco has granted a five months leave of absence to its librarian, Miss Hilda Palache. Miss Palache expects to spend two months of this time in France and the balance in England and Scotland.

Miss Dorothy Bemis, formerly librarian of the Federal Reserve Bank of Philadelphia and more recently of Hampton Institute, on March 1 became librarian of the Wharton School of Finance and Commerce, University of Pennsylvania.

Miss Caroline L. Jones, formerly librarian of the public library at Wallingford, Conn., succeeds Miss Dorothy Bemis at Hampton Institute.

Miss Alice Scott has been made librarian of the John Price Jones Corporation, New York

Miss Mary Parker, Federal Reserve Bank of New York, gave a talk before the New York Filing Association on February 14.

Mr. John Henry Parr, librarian of Ford, Bacon and Davis, New York engineers, has been seriously ill for the past six weeks with orthoform poisoning. He is back at his desk, even though his hands are still bandaged.

Mr. Dorsey W. Hyde, Jr., one of the former presidents of the Special Libraries Association, has recently accepted a new position. For the past five years he has been assistant director of the Civics Development Department of the Chamber of Commerce of the United States. He has resigned from that post to become the Secretary of the Washington Chamber of Commerce. The monthly organ of the Chamber is *Greater Washington* which he is editing.

Mr. William H. Staebner is developing a special library on petroleum and allied subjects in connection with the library of Arthur D. Little, Inc., at Cambridge, Mass. Mr. Staebner has been connected with several prominent chemical manufacturers, and has been recently engaged in conducting patent searches on petroleum subjects.

Miss Zaida Ellis, for several years connected with the Dow Chemical Company at Midland, Michigan, and having oversight of the library there, has been appointed assistant to Mr. W. P. Cutter, director of the Information Department of Arthur D. Little, Inc., of Cambridge, Mass.

Frederic A. Godcharles has been appointed director of the Pennsylvania State Library. Miss Anna A. Macdonald who has been acting director remains in the service as an executive.

Miss Gertrude Barth has been selected as assistant librarian for the National Association of Real Estate Boards, Chicago.

Events and Publications

Rebecca B. Rankin, Department Editor

The *Cleveland Trust Monthly* for February, 1927, under the title "The University of Light" describes the National Lamp Works of the General Electric Company at Nela Park, Cleveland, O.

The December issue of the *Home Office*, published monthly by the Metropolitan Life Insurance Company, has for its opening article a description of the Metropolitan Library, by Beatrice Haden

The Henry C. Frick Educational Commission has issued the initial number of School Betterment Studies. This commission has already issued scholarships to twenty-four hundred teachers in the city of Pittsburgh.

The January issue of the publication entitled *Tycoos-Rochester* contains an article on "The Weatherman's Library," by C. F. Talman describing the Weather Bureau Library.

Price Fixing by Governments, 424 B.C.-1926 A.D. is the title of an extensive bibliography by the Bureau of Agricultural Economics of the Department of Agriculture.

The 29th annual report of the American Bakers Association contains a five page report on the Louis Livingston Library of Baking. This library was described in the Chicago number of *SPECIAL LIBRARIES*, published in January, 1926.

Library Notes in the *Home Office*, issued by the Metropolitan Life Insurance Company, reviews life insurance literature for 1926 with a dozen books featured for criticism.

The *New York Times*, January 30, 1927, presented the two prize-winning essays in the library contest on "The Value and Use of the New York Times Index" The winner of the first prize was Miss Irma M. Walker, reference librarian of the Long Beach Public Library of California, and the winner of the second prize, Miss Bertha Baumer of the Omaha, Nebraska, Public Library.

The City of Buffalo has recently issued a thoroughly revised edition of *Buffalo's Text*

Book. This is a 223 page pamphlet on the activities of the City of Buffalo. The weight of the pamphlet is 15oz. The Buffalo Public Library would be very glad to send copies in response to requests when accompanied by the necessary zone postage.

Industrial Milwaukee, a trade review for 1926, has been issued by the Commercial Service Department of the First Wisconsin National Bank. Mr. Roy E. Wright, who has written frequently for *SPECIAL LIBRARIES*, outlined Milwaukee industrial progress during 1926. Mr. Francis W. Dickey, economist of the bank, presented a general review for the past year and discussed special phases of the business world. Six pages of statistics completed the useful little pamphlet.

The *Bulletin of the Library Division*, prepared for the Personnel Department of the Henry L. Doherty & Co., by Hester A. Wetmore, chief of the Library Division, is now in its fourth volume. It contains a review of business conditions, references to recent articles upon electricity, gas, petroleum, general production, advertising, sales and marketing. It is issued in convenient pocket size and covers a wide field of research in a worthwhile way.

Agricultural Economics Literature is the title of a new publication which supersedes the Library Supplement of the *B.A.E. News*. It is attractively prepared in mimeograph form with signed book reviews, descriptive notes, a list of recent state bulletins on agricultural subjects and periodical articles, both domestic and foreign. It is edited by Miss Mary G. Lacy, librarian, Bureau of Agricultural Economics.

The American Window Glass Company of Pittsburgh, is distributing a valuable little pamphlet, entitled "Window Glass in the Making" by William L. Monroe, president of the company

The volume is well illustrated and ornamented with frequent page vignettes. A limited number of copies are available for distribution.