

3-1-1928

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Special Libraries Association, "Special Libraries, March 1928" (1928). *Special Libraries, 1928*. 3.
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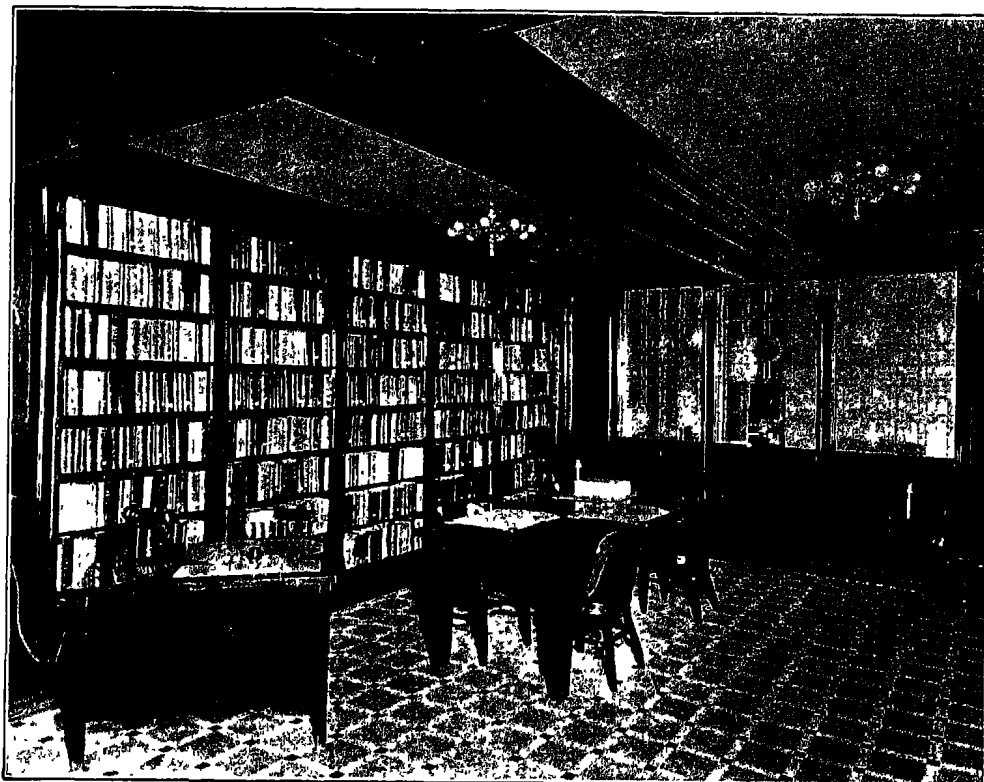
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SPECIAL LIBRARIES

Vol. 19

March, 1928

No. 3



LIBRARY OF ASSOCIATION OF NORTH AMERICAN DIRECTORY PUBLISHERS,
DETROIT, MICHIGAN.

Entered as second class matter at the Post Office, Providence, R. I. under the Act of March 3, 1879.

Acceptance for mailing at special rate of postage provided for in section 1103, Act of October 3, 1917, authorized October 22, 1927.

Rates: \$5.00 a year. Foreign \$5.50; single copies 50 cents.

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Special Libraries

Published Monthly September to April, bi-monthly May to August by

THE SPECIAL LIBRARIES ASSOCIATION

Publication Office, 11 Nisbet Street, Providence, R. I.

All payments should be made to Mrs. H. O. Brigham, Executive Officer,
11 Nisbet Street, Providence, R. I.

Special Libraries

Vol. 19

MARCH, 1928

No. 3

City Directory Libraries

By H. H. Burdick, Chief Librarian, Association of North American
Directory Publishers

BACK in 1876 a prominent City Directory publisher conceived the notion that patrons of his publications were entitled to something extra in the way of service in return for their support and patronage. From this notion the idea of maintaining the present chain of over 400 City Directory Libraries, was born, through the membership of the Association of North American Directory Publishers which consists of the leading publishers of the United States and Canada. Through a system of exchanging their publications, which is one of the requisites of membership, these libraries are built up and maintained with current editions from year to year; all ramifications being handled through a central bureau under a Chief Librarian. That they have come to be accepted as a real, constructive service is obvious from detailed reports kept in the office of the Chief Librarian of the Association of North American Directory Publishers.

Reasons for City Directory Libraries are legion. For comparative purposes, when one desires to compare one city with another, as a home site or as an industrial, commercial or educational center, there is no medium designed that paints as true an economical picture. Facts regale but fancies ridicule when comparisons are in order—particularly in the case of communities. City Directories are based upon and owe their very existence to their reputation as fact dispensers. They are built on cold unvarnished facts, collected by trained employes, and assembled with the sole idea of presenting the community represented in its true civic, social and industrial colors

without fear or favor and totally free of any baleful subsidized interest. They stand squarely on their own feet to mirror a city as it really is. Then, is it any wonder that the information seeking public is daily making gestures of appreciation for the free service made possible by the members of the Association of North American Directory Publishers by installing and maintaining City Directory Libraries in over 400 of the chief cities of the United States and Canada?

Maybe a word picture of the functions of the Chief Librarian's office in directing this mammoth civic information service would not be remiss.

In the first place, it is one of the requisites of membership in the Association of North American Directory Publishers that allowance be made for library copies whenever a publication is being printed and bound. The various member publishers are notified how many copies of each City Directory are needed for library purposes previous to publication and a list of the libraries to which the books are to be forwarded is prepared. By virtue of the system no book is sent to any library when the previous issue of the same book has not been used since it was received.

In order to determine book usage a well devised system of "record cards" has been put into effect. It operates as follows: each library is supplied with a quantity of "record cards" stamped with the name of the library in question. When an information seeker enters the library, a card is handed him upon which he is asked to "fill in" the name of the City Directory consulted, the section of the book used,

the information sought and whether or not it was obtained. The filled in cards are forwarded to the Chief Librarian's office monthly and there recorded on the master sheets of the library to which they apply. This part of the system enables a close check to be kept on the book usage upon which the shipment of subsequent issues is based. The indication on the card of the section used graphically pictures what portions of the books are most in demand, with the consequent increase in effort on the part of the publishers to raise the efficiency of the most popular sections by amplification and improvement, and the "yes" or "no" answer to whether or not the information was obtained is an invaluable index as to the accuracy of the publications and the information therein contained. These cards, after they have served their purpose for the Chief Librarian's records are then forwarded to the publisher whose books have been consulted as an evidence that the

copies of his publications are fulfilling the mission for which they were intended. Many consultants are timid about filling out the cards, feeling that it is nobody's business what they are seeking, but when they understand that it is entirely up to them whether the City Directory Library they use is up-to-date and efficient they usually comply with the request.

The plan upon which the size and scope of a library installation is determined has been carefully worked out. Such factors as the trade affinities of the city with other communities and railroad and waterway connections are taken into consideration as well as wholesale and retail trading areas. Every library always contains a copy of every City Directory published by a member of the Association of North American Directory Publishers in the state in which the library is located irrespective of whether it shows use by the "record card" system.

A Fact Center for Municipal Information*

By Rebecca B. Rankin, Librarian of the New York Municipal
Reference Library

ONE day this week as I sat at my desk in the Municipal Reference Library here in the Municipal Building, a man approached seeking statistics on some municipal affairs of last year. We were in the midst of supplying the figures, when he interrupted to query—"Do you know I have lived in the City of New York for more than twenty-five years but this is the first time I have ever been inside of the Municipal Building?" I was not surprised. Undoubtedly there are hundreds of thousands of our citizens who have never visited the Municipal Building. Unfortunately, the average citizen considers that he has only two civic duties. One duty is to pay his taxes and the other civic duty to go to the polls to vote, once a year, sometimes once in four years, sometimes

less than that. It happens that both these civic responsibilities may be performed without coming to the Municipal Building. But you should pay a visit to the Municipal Building—you would have an increased feeling of pride in your City; here are centered most of the offices of the administrative departments of the City. The running of your City is a huge undertaking, admirably done. You can afford to give this governmental machinery more attention and study.

Our inquirer continued with another question—"Do you know I had never even heard of the Municipal Reference Library until today?" Again I was not surprised! There are undoubtedly hundreds of thousands of our citizens who do not know of the existence of the Municipal Reference Library,

*Talk given over the Radio WNVC on Wednesday, March 7, 1928 at 9.45 p. m.

Room 512, Municipal Building. This Library is only one of many, many bureaus in the City and in this building, and our service in its very nature is not a conspicuous one. But this Library is prepared to give service every day of the year, and because we are ever ready our work is of importance on account of its dependability, we hope. What is the Municipal Reference Library, you ask. We are happy for this opportunity afforded us by Commissioner Goldman of the Department of Plant and Structures to tell you of the Library's work.

The Municipal Reference Library is a branch of the well-known institution, The New York Public Library, established in the Municipal Building to be convenient and easily accessible to the city officials and employees. Its primary purpose is to have available for the city officials and commissioners, all facts about what the City has done and how it was done, what has been the experience in other cities of the country and world, and what practices they follow—in other words, our ideal is to have such information that will help the city official or commissioner of the department so that he may intelligently adopt the best policies for the governing of the City. The Library's secondary purpose is to have such books, pamphlets, magazines, newspapers (all printed material), on all phases of municipal government and civic affairs as will be useful to the city employee of every department in his daily work, and to help him prepare himself for promotions within the municipal civil service. Thirdly, we are a reference library for all citizens and a bureau of information for municipal information. Fourthly, we are equally desirous of making the City of New York known to citizens all over the world, and we answer requests about the City to hundreds of people all over this country and from foreign cities.

The Municipal Reference Library is the one place where are gathered: first—its own city documents. This means proceedings of controlling bodies and annual and special reports

of all departments. In the case of New York City, it means many old and valuable documents of New York, Brooklyn and Long Island City and the villages thereabouts; it means county and borough reports, and cases and reports from the judiciary. It also includes all articles about and reports of action taken by groups of citizens concerning the government of New York during these past centuries. Equally important is the gathering of all local histories, bibliographies and like material about the City itself. In some cases, original manuscripts, letters and documents from the Departments or the Mayor's Office form a part of the library. From other cities of similar size—in the case of New York—all cities over one hundred thousand population—we have their charters, ordinances, proceedings of the common council or controlling body, financial and departmental reports. This forms an untold source for research on most any municipal problem. The Federal statistics and reports concerning municipalities are, of course, available. Such state documents as relate closely to municipal affairs are obtained and on file, e.g., tax reports, and public utility reports. For New York State the collection of documents is quite complete as the State has considerable jurisdiction, or did have before home rule, over the cities.

The general collection covers every subject which falls in the province of municipal government. All textbooks of theory on these subjects are available. Some phases of the work are vital to many departments and these are stronger than others of less importance to the City. Engineering and like technical books are needed by almost every department so that scarcely any kind of engineering is overlooked, from civil engineering to marine engineering. Finance and taxation are equally important, and the Municipal Reference Library has the best collection possible. Accounting is another subject which many departments use—there is a strong collection

in the library to answer this need. Transportation, transit and traffic are uppermost problems and the library makes a special collection of material. Pensions and the systems in use are important. Street cleaning and snow removal, pavements and paving, markets, ice refrigeration and storage, garbage disposal methods, housing, fire prevention, police protection, crime prevention, and public utility regulations are some of many subjects in which the student may carry on endless research from the resources of the library.

The study of municipal government in general, of any specific department or its activity, or any specific method used in the government boards or by the departments may be pursued in the library. The material on any given subject is up-to-the-minute and contains every form of print available from an extensive annual report through magazine articles, newspaper clippings, Chamber of Commerce committee studies, expert's opinions, court decisions, the laws regarding it, comparative governmental statistics, practice of many cities, and perhaps carefully gathered opinions which have gotten out of date.

Thus it is that the Municipal Reference Library is prepared to become the "fact centre" for public official and citizen.

The importance of having such municipal information centralized in one special place can not be over-emphasized.

Read Trade Journals and See The World

Miss Ethel Cleland in *Readers' Ink*, the newsy publication of the Indianapolis Public Library, features the business magazine, she states:

"This is my fiction department," the Librarian of the business section of a big Library was once heard to say, pointing to her collection of house organs, those gay, clever, entertaining magazines-in-miniature that prosperous business firms and big fac-

ories send out to old and prospective customers. "And here," she added, "is the travel department—the special business and trade papers. Each is devoted to some particular type of business or to some special business function or to some one product or commodity of commerce, and you can't imagine how far afield and into what strange places they can take you!"

A periodical that covers all the departments of a big modern store starts off from Paris and whirls one around the world at one sitting. A trade journal on rugs and carpets wafts the reader through all India, over into China and back by way of Turkey. Rubber journals slip over the border into Mexico and penetrate far into the heart of South America and of Africa. Silk periodicals route fascinating trips to Japan, and those on perfumery are sure to lead to Grasse and Hyeres in southern France. Winter vacations to the Philippines, California or Florida can be cheaply taken via the magazines on the citrus industry and those that tell of the sugar industry set their sails for the West Indies. Grocery journals are fragrant with the spices of the Orient and the coffee of Brazil. A hotel periodical is a personally conducted trip behind the scenes in the big hotels of New York, Chicago and London. The reader who boards an automobile, railroad, traction or motor bus magazine travels perhaps the farthest and fastest, but into what enticing little by-paths will be led by the special trade papers on such topics as jewelry, toys, trunks, furniture, umbrellas, candy, shoes, even such homely items as brooms and mops, such everyday necessities as canned goods, laundries and dry cleaning plants.

The Business Branch Library in the old library building, has for distribution a classified list of all its business magazines, financial journals and special trade papers which many business men and women might like to have on their desks for handy reference. A copy will gladly be sent to any one who fills in the coupon below and mails it to the Business Branch.

Co-operative Cataloging of Chemical Literature

By Nathan van Patten, Director of Libraries, Stanford University, Calif.

THE literature of chemistry and chemical engineering comprise the most extensive accumulation of books and journals of any of the sciences or technologies. The chemist and the chemical engineer make an active use of this literature and have done pioneer work in the organization of bibliographical tools in this field.

Chemistry alone of the sciences is supplied with adequate abstract journals in every widely used language. In addition to the general abstract journals such as Chemical Abstracts (American) British Chemical Abstracts, Chemisches Zentralblatt, Bulletin de la Société Chimique de France (abstract section) there are abstract journals in such special fields of chemical interest as physical chemistry, photography, analytical chemistry, mineralogy, metallurgy, biochemistry, agricultural chemistry, pharmaceutical chemistry, petroleum technology, ceramics, dyestuffs, fuels, sugar and leather. (For complete lists of such abstracts see Crane and Patterson, *Literature of Chemistry*, New York, 1927.)

Chemical Abstracts has published indexes of unusual completeness for the periods 1906-1916 and 1917-1926. These indexes as well as the recent annual indexes are arranged not only by authors and subjects but by formulas as well. This latter method of indexing although not ordinarily understood by catalogers is of the greatest value to chemists especially in organic chemistry where its usefulness exceeds that of a subject index.

The new index service on cards announced by the Engineering Societies, New York City, will be an important supplement to the existing bibliographical equipment available for chemists and chemical engineers.

The literature, however, is so extensive that there are still needs to be met and it is the purpose of this paper to present some of these needs briefly and to offer suggestions believed to be practical that will contribute towards meeting them.

Among the sources of chemical information that are inadequately indexed at the present time the more important include—(1) Masters' and Doctors' theses of American and foreign universities not published in the journal literature, (2) Trade publications containing important data not otherwise available, (3) Books and pamphlets in minor languages, i.e., Greek, Polish, Roumanian, Chinese, Icelandic, etc., (3) Material of chemical interest submerged in non-chemical serials.

From the standpoint of the chemical librarian assistance is needed in the classification of chemical publications and in the assignment of subject-headings representing the practice of the chemist more definitely than do the subject-headings derived from existing sources or assigned by the cataloger unfamiliar with chemical terminology.

The indexes to Chemical Abstracts, decennial and annual, represent such competent scholarship and are based upon such an exhaustive range of titles, that it would be advantageous if they were adopted generally by libraries as the standard source for subject headings in chemistry.

Catalog cards uniform with those issued by the Library of Congress are needed for many publications not included in the stock of that library's card-division.

The work to be done must be considered as limited by two factors—the possibility of enlisting the services of professional library workers interested in chemistry and chemists with a flair

for bibliography, the securing of adequate financial support for undertakings in coöperative cataloging and bibliography in the field of chemistry and chemical engineering.

Referring to the groups of material deserving consideration, mentioned previously, the situation as regards theses is as follows: Library of Congress issues an annual list of American doctoral theses. This is available only for the years subsequent to 1911. It is limited to theses acquired by the library and consequently to separately published or reprinted works. Master's theses are not included. Fairly complete lists of German theses are published in "Jahres-Verzeichnis der an den deutschen Universitäten erschienenen Schriften," and "Bibliographischer Monatsbericht über neu erschienene, Schul-, Universitäts- und Hochschulschriften," and of French theses in "Catalogue des thèses et écrits académiques." Chemical theses included form only a small proportion of the total and these bibliographical publications are rarely found outside of the larger libraries. Information as to theses from Swiss, Finnish, Danish, Swedish, Norwegian, Dutch, Japanese and other foreign universities can only be obtained by complicated searching supplemented by correspondence.

The sources for information as to chemical trade literature are very few and incomplete. The Journal of the Franklin Institute lists in each issue such trade material as is acquired by the library of that institution. Practically no lists of foreign chemical trade publications are available and it is impossible to form any accurate conclusions as to the value of such literature although scattered items received from Germany and France would indicate that it must be very important.

Certain titles of books and pamphlets in the minor languages are recorded in Chemical Abstracts. These are largely derived from mention in foreign chemical journals and there are many omissions under the circumstances.

Except for a limited number of non-chemical journals indexed in the pub-

lications of the H. W. Wilson Co., such as Industrial Arts Index, Reader's Guide and Agricultural Index there is no means of locating chemical articles in non-chemical journals. Many such articles of importance have appeared in general periodicals, college and university periodicals, and in journals of a scientific or technological character not directly related to chemistry or chemical engineering.

The problem of making the material included in these four groups available to the research-worker in the library includes treatment of the publications of the past as well as contemporary ones. Chemists would probably prefer that current publications be included along with the other chemical literature in the abstract journals. Librarians would desire to have entries available upon standard catalog-cards as well. The older literature should be cared for by cards and if possible also by collective indexes in book form supplementing the existing volumes of abstracts.

Catalog-cards should also be provided by this central-organization for other chemical books and journals (not included in the four groups here discussed) where such cards were not in the Library of Congress or John Crerar Library stock.

Although a little may be accomplished by various individual efforts in chemical bibliography, it is desirable to stress here, as in all other coöperative cataloging enterprises, the need of a central bibliographical organization. Such an organization should be equipped to care for the cataloging and classification of chemical literature, in whatever form published, in close co-operation with chemists and the chemical industry. It should be provided with ample working capital and supported by annual contributions prorated among the individuals, libraries and corporations using its facilities. Such a central organization might exist either as a separate entity or in connection with some other institution as the Chemists' Club Library, New York City, Library of Congress

or the Editorial Offices of Chemical Abstracts. Its staff should include both trained catalogers and chemical bibliographers. Such a group should possess collectively as diverse a language equipment as might be possible.

Systematic effort should be made to obtain from corporations complete files of their publications and to induce each corporation to subsidize the cataloging of its own material. This would involve only slight expense and would be properly charged to advertising and as such would undoubtedly be sufficiently productive to justify continued support.

The universities of the world should be asked to supply as complete files of their chemical theses as possible or where such publications were out of print or unpublished to furnish data ample for the purpose of cataloging.

Books and pamphlets in the minor languages should be systematically acquired by requests directed to the various publishers, by exchange relations entered into with foreign libraries and chemical societies and where necessary by purchase. Data adequate for the use of the catalogers might be obtained from libraries and publishers where it was impossible to obtain the actual publications.

Submerged material in non-chemical journals could probably be obtained by creating a staff of abstractors to whom certain journals or groups of journals might be assigned and these abstractors reimbursed where necessary by nominal payments for material supplied.

Catalog-cards and other publications issued from this central organization could be supplied to subscribers either to the entire issue or to issues within a specified field. The burden of maintaining such an extensive publication as Chemical Abstracts probably taxes the resources of the American Chemical Society. If this journal included all of the new entries falling within the four groups here discussed it would

probably be necessary for the central organization to underwrite the additional expense involved. The use to which the cards could be put are quite varied. Libraries would welcome such cards for use in their own catalogs, for use in union-catalogs and for bibliographical purposes connected with departments of instruction and research in the case of college and university libraries. Individual chemists would find such cards invaluable as a current record of publication in their special fields. This would be equally true of the laboratories of corporations engaged in chemical activities and of patent-attorneys specializing in chemical causes.

A few foreign chemical journals such as *Chemisch Weekblad* have affixed to each article published its proper classification according to the Brussels Extension of the Dewey Decimal System. If this as well as the Library of Congress classification could be added to each entry for a book or pamphlet noted in the abstract journals it would effect a very considerable economy in the classification of current chemical publications in American libraries and result in greater accuracy in such classification as well as to produce a higher degree of consistency among different libraries. This is an advantage not to be lightly considered in view of the fact that chemists are quite apt to make use of a number of libraries in their searches of the literature. Such data could be very readily supplied to the abstract journals by a central organization such as is here contemplated.

Annexed to this paper are suggested forms for reporting publications not available to the central organization. These cards are designed to supply all of the data requisite to adequate handling by the central organization.

It would be well worth while if the matter of coöperative cataloging of chemical literature might be considered by a joint-committee of the Special Libraries Association and the American Chemical Society.

Training for the Special Librarian*

By Rebecca A. Rankin, Librarian of the New York Municipal
Reference Library

I BELIEVE we all can profit most by this discussion of the training of the special librarian if we follow its development chronologically. I am assuming when you assign me the subject "Training" that you refer to FORMAL training—or formal education in professional methods. Of course, we all know that special libraries so-called did not come into existence until 1909, and that the few special libraries that existed at that time had secured librarians for the most part from the general library field. During the following years, particularly the years of the War, many persons came into the special library field from business itself, not from the public libraries. Consequently we had two kinds of workers among special librarians.

The very first agitation or even mention of training for the special librarian was made in 1912 by the Special Libraries' Association. It seems there was appointed a Committee on Business Library Training; but the records fail to show any activity on the part of that committee. In 1917 at the time of the War, the subject was brought up again and in the November issue of 1917 of *Special Libraries* we find some lively discussion. At that meeting splendid suggestions were made which if they had been put into practice we would not now need to be discussing the problem again. It is needless to say that little progress has been made.

In 1917 of all the library schools only one, the University of Illinois reported that it had made any provision to give special preparation for those planning to enter business libraries by allowing them to take business courses in the University. The New York Public Library School had felt the need

and were preparing to give special library courses. During that conference it was suggested that the Boston University College of Business Administration was contemplating the establishment of a school for business librarians. I can find nothing to prove that such a course was inaugurated.

In 1919, Mr. Frank Walter, vice-director of New York State Library School, stated that "the special course will come as soon as a definite need for it is demonstrated, and some assurance given that those who take it will have a chance at permanent specialized employment under favorable conditions at a good salary." Apparently he felt such a need had not become apparent in 1919.

Riverside, California Library Service School, was the first library school to include a course for business library work—that was in 1919 and it has continued each year since that time. I think that the New York Public Library School began its special library courses in 1920 and that New York State Library was giving something of the same kind of course.

Simmons College gave its first course on special library work in 1921 as I think Pratt Institute did that year. The University of California Library School also was giving a special library course in 1921. From 1922 on to the present year you will find that all the library schools mentioned above have continued each year to give a special libraries course. But please notice I use the word "COURSE" and by "course" I mean not a whole year's work, but merely one series of lectures; usually such courses are one or two hours a week for ten or at most fifteen weeks. In some cases, the Schools only have four or six lectures on the subject, special libraries.

*Speech by Rebecca B. Rankin, before the Special Libraries Council of Philadelphia—one section of the Library Institute held by Drexel Institute—Thursday, February 23, 1928.

The problem of the training for the special librarian was revived again in 1926 and a S. L. A. Committee on Training was appointed to report at the Atlantic City convention in October. A special effort was made to reach some conclusions as the Association wished to see such training provided for in the courses then being arranged in the new Columbia University Library School. After lively discussion in a big committee the majority opinion was: a whole year's study should be planned for special librarians as a separate and distinct course from that given for general librarians; the instruction was to be adapted to the needs of the special librarians' work. In outlining what such a year's course should include, the Committee assumed that the candidate for the course is a college graduate, meeting Columbia's requirements. The year's work proposed the following specific courses:

1. "Point of View course." This is an introductory course of lectures, analogous to a "theory" course in Education.
2. Business Economics. To be required even if a student has had economics courses in undergraduate work.
3. Applied Psychology.
4. Statistics.
5. Business appliances — including office machinery, stamps, duplication methods, labor-saving devices, Dana's methods, postal information, etc.
6. Typewriting.
7. Editorial — including proofreading, abstracting, report writing, letter-writing, book-reviews, etc.
8. Special bibliographies — including methods of compilation.
9. Principles of Classification — including study of individual systems even those proposed by equipment houses. Adaptation of principles to a special library.
10. Cataloging — stressing fundamental principles. Showing how usual rules are used or not used in special libraries. Technique in card making.

11. Subject terminology. Emphasis and detailed study.
12. Indexing.
13. Filing.
14. Sources of information, including reference books as taught general librarians but less time given to them. Basic books in all special subjects, pamphlets and ephemeral material, documents, associations, indexes, periodicals in all special subjects.
15. Research — including field investigation; questionnaire methods.
16. Publicity.
17. Acquisition methods — including technique of "begging"; exchange methods, ordering, purchasing, etc.
18. Special library administration— including personnel budget, relations with organization and clients, professional contacts, coöperation with other libraries, developing a staff, anticipating a need, etc.

We realized this outline would mean a radical departure on the part of some school. Such a course had been discussed since 1912 though it had never before been definitely outlined, but in all these years no library school had gotten beyond one course of ten to twenty lectures on special libraries, and no other school or university had offered a business library training.

Taking this fact into consideration, the Committee also advanced an alternative suggestion which outlined one course of twenty lectures, on special library work. Such a course is the result of many years of experimentation on the part of several special librarians who have assisted library school directors in planning and giving such courses. The Columbia University School for Library Service followed our alternative suggestion in establishing their course on special libraries. I believe this year there is also to be a more advanced course, a seminar in special libraries.

You appreciate that the alternative suggestion assumes that the fundamentals of library service are the same for both general and special librarians and we ask that superimposed upon the fundamentals the additional fea-

tures and distinctive methods of the special library should be taught.

In June, 1927, the Committee on Training made a second report in which we tried to lay down standards of requirements for a special library training — in basic principles following the standards as already adopted by the Board of Education for Librarianship of the A. L. A. for other types of library training. We suggested courses based on a semester hour schedule which resulted as follows:

Suggested Courses	Sem.	
	1st Sem.	2nd Sem.
Sources of Information	3	3
Principles of classification and cataloging, including subject terminology	3	3
Point of View course	1	
Business Economics and Organization	2	1
Applied Psychology	1	
Editorial work and Index making . .	1	1
Bibliographies	1	1
Filing Methods and Equipment . . .	1	
Research		2
Publicity Methods and Advertising Principles		1
Acquisition Methods and Elimination Methods	1	
Special Library Administration . . .		1
Statistics	1	
Public Speaking		1
Elective		1
Total	15	15

The A. L. A. Board of Education is considering our proposals and it is possible that they may be incorporated by that Board in their report and made to fit in with their work for standardization of other library courses.

We appreciate we are trying to solve a knotty problem — and we can tell you why the former committees of this nature in the S. C. A. have made no reports, it is NOT ONE problem — it is MANY PROBLEMS.

How far have we progressed? This is the situation at present. McGill University in Montreal has a special library course during one semester carefully planned. Columbia University has a full semester's course — about twenty lectures University of Chicago at its graduate summer course taught teachers how to give a special library course. The following library schools

are giving lectures, varying in number, on special libraries:

Riverside, Cal.
New Jersey College for Women at New Brunswick
University of California
Pratt Institute
Drexel Institute, (I believe)
Simmons College

and Western Reserve Library School has adopted some suggestions of our Committee and is giving instruction in some special courses which would be helpful.

Eight of the library schools (accredited by A. L. A.) are not giving any lectures or courses in special library work.

CATALOGUERS AND CLASSIFIERS

There was a dinner meeting of the Maryland, Virginia and D. C. Regional Group of Cataloguers and Classifiers, February 18th at the American Association of University Women Club House, Washington, D. C. Fifty-four persons were present. Miss Ellen A. Hendrick, Chairman, presided

Addresses were given by Prof. Isabella K. Rhodes, School of Library Service, Columbia University, Miss Winifred Gregory, Editor of the Union List of Serials and Dr. H. H. B. Meyer, of the Library of Congress. Short talks were given by Dr. Willard Austen, Librarian of Cornell University, Miss Dorcas Fellows, Editor of the Decimal classification, and Mr. Wilmer L. Hall, Assistant Librarian, Virginia State Library.

The following members of the Advisory Council were elected:

Miss Clara Chew of Aberdeen, Md., to take the place of Carl G. Schules; Miss Katherine H. Spicer of Richmond to take the place of Mrs. Geraldine Carlisle; Miss Lina Carnahan to take the place of Belknap Severance. Miss Belknap Severance was elected Secretary-Treasurer to replace Mrs. Bennett, who resigned

On motion of Miss Pierson, it was unanimously and enthusiastically voted to extend an expression of good will to our three distinguished members, Mr. Charles Martel, Mr. J. C. M. Hanson, Mr. W. W. Bishop, who are now arriving in Rome on their mission to the Vatican Library.

Information Files of Los Angeles Chamber of Commerce

By Guy E. Marion, Manager, Research Department

PERHAPS, few organizations in the city of Los Angeles, or indeed, in the country at large receive daily more varying kinds of information which is of temporary or permanent value to the life of the organization or community in which they are located.

What to do with this varying mass of material constantly coming, much of it purely ephemeral, while other portions demand the most careful preservation, is a real problem. It can not be avoided, it must be met. How to meet it to serve all concerned offers the excuse for this paper, and we shall have to indulge in a detailed description setting forth the divisions of the material into classes and the final disposition of each.

Of course, the prime problem is to be able to say quickly, oftentimes while the inquirer is waiting on the telephone, whether or not you have data upon the subject in question, or where data may be found. Whether or not, we may accept some of the archaic and time worn, as well as time proven, methods of library science, it is true that we may as well first or last admit that library science has had to meet this problem as no other agency for the up-to-date public or private library is constantly faced with this problem. To them alone then can we look for the best solution.

Drawing out of a library experience running back over some 20 years those lessons particularly adaptable for use in an organization such as a Chamber of Commerce, we have adopted those features which seem to apply and abandoned those which were not essential.

THE MATERIAL

Our material divides itself logically into that material whether it be books, pamphlets, maps or clippings, photographs, etc., which are of common interest to many departments of the organization or the workers in several different departments, and similar material which comes in or is created

within our own organization but of particular interest to the Research Department.

THE METHOD

The first group we handle in a central library, located in the Lobby of our offices. There will be found several thousand books, similarly hundreds of pamphlets, a large collection of maps, and other special material which is not particularly attached to any one department's needs. The decimal classifications devised by Melville Dewey is used for grouping all of this material. A lower case letter "p" is utilized in front of the call number on all pamphlets to indicate that the material is to be found in pamphlet boxes on special shelves. If no special symbol appears before the call number, the material is understood to be a book in the regular position on the book shelves. A lower case "m" will be utilized in the same way to indicate maps or drawings, and thus lead the searcher from the central card catalog to the map room. Governmental sets, Federal, State and Municipal, of which we have long series, naturally can be kept in the central collection and easily found as well as to be housed in special departments, and in turn this relieves the burden of carrying large sets in the limited shelf room within departments. Books, however, which are of particular value in specialized departments, even though in sets, are often kept in specialized departments, but catalogued in the central catalog as "to be found in the particular department." In this way, there is but one place to look—in the central lobby card index—for a particular document, and the card index clearly leads the searcher to either the central collection, or to the particular department where the book may be found.

Special Reference Books, such as Thomas' Manufacturers Directory, Lockwood's Textile Directory, and similar works, are logically of greatest value

to the workers of the Industrial Department. Similarly, the Lincoln Library, the World Almanac, the City Controller's Annual Report, and other similar documents, as well as the financial reference works and those dealing with population, are of greatest constant value in the Research Department.

Again, Ayer's Newspaper Annual, Lord & Thomas' Pocket Directory of the American Press interest the Publicity Department. We might list the commonly known commercial reference books on shipping for the Foreign Commerce and Shipping Department, the Agricultural reference works like the U. S. Dept. of Agriculture Year Book, and similar well known works for the Agricultural Department. The market surveys and distribution studies appeal most strongly to the Domestic Trade Department.

It is appropriate, therefore, that each of these types of special reference books should be located in the particular department where they find the greatest usefulness, but with them all catalogued in the central lobby it is a simple process for any staff worker in any department to locate them quickly in their proper places

MAPS

Maps are constantly coming to the Chamber from various sources, likewise charts and graphs. These may or may not be connected with the work of any special department. While the collection has been small, numbering only a few hundred, they have been given serial numbers from "1" up with numerical list prepared in triplicate (a list in the Research files and the others, carbon copies attached to the map cabinets) to which are added items one after another as received—in reality a straight "accession" list.

With the increasing number of these charts and maps a mere inventory made in the above fashion will no longer serve the purpose for it does not give rapid accessibility. This material will necessarily have to be given "classification" numbers indicating the nature of the thing mapped or displayed, and so-called "author" numbers indicating the producers of the maps or graphs.

Then, with a special card index covering this material, bringing out the names of the producers of the maps, the subjects covered, and perhaps, in some cases, the titles, if they are particularly significant, this class of material can be easily and quickly made available.

Special shelves or racks of varying sizes will necessarily have to be prepared. Perhaps, a size symbol will have to be added to the "call" numbers so that the searcher will know immediately where to find a map or graph of a certain size. Such an arrangement of like sizes together will give economy in storage also.

The second group of material calls for somewhat different treatment, and we shall speak of it particularly from the standpoint of the Research Department, although certain features of our treatment might be adaptable to other departments. A flood of magazine articles carry much up to date material, similarly the daily press is constantly clipped for significant articles, and, again, the morning mail brings in folders, sheets, leaflets, etc., which may be of passing interest. For all of this material we maintain what we call our "junk file." In this file all of the material is merely dropped into vertical folders, awaiting any moment when the material may become useful. Periodically this file is cleaned out, or at least vided by some member of our departmental staff competent to pass upon its probable future value. The unique thing about this file, however, is the fact that it is five files or indexes within one. We must explain this.

The folders are all cut with fifth tabs upon them. All of the tabs in the first position bear labels on yellow paper, and are confined to countries and states; all of the folders with cuts in the second position carry blue labels and contain information confined to counties or regions consisting of one or more counties, but less in size or importance than state, for instance the San Joaquin Valley, the San Fernando Valley, the Mohave Desert, etc., all folders with cuts in the third position bear salmon colored labels and have information of either cities or towns; all folders with cuts in the fourth position bear buff

colored paper and contain data upon special subjects, for instance "saws," "seeds," "silk," "stadium," "steel," "Ventilators," "water," etc., while the final group of folders bearing cuts in the fifth position have red labels and contain information concerning proper names such as Henry M. Robinson, the Los Angeles Gas & Electric Company, Frank Meline Company, C. A. Copeland, etc.

It will be seen at a glance that we have thus speeded up the search for material at least five times by thus sub-dividing the material into five groups and the eye can quickly pick up a proper subject heading by running along the guides in one position alone if he first of all knows whether he is looking for material regarding a country, a county, a city, a subject or a name.

THE STATISTICAL SHEETS

The junk file performs another function. It may be the starting point of a careful statistical study, and material which has accumulated there for some time in one of these folders will form the basis of a real investigation. When this investigation is completed, however, the material does not go back into the junk file, but goes into our statistical file which is divided in turn into two forms performing separate functions. We have come to call them our white and green sets, for experience has proven that if we make five or six copies of the average study the first time we typewrite it we shall not a few days later be forced to drop important work and perhaps repeat the same request again preparing the same material for distribution. We call them "white and green" because the original is on heavy white paper, the carbon copies are all made on green paper lighter in weight, but not tissue. Thus, we make an original white copy of all such statistical studies, to which is attached all of the supporting data involved in the study of the problem. At the same time a thin tissue carbon is made as the second copy. This files with the original and at some future time may be quickly torn off without disturbing the original data and becomes the work sheets for preparing a revision. The third, fourth, fifth and sixth copies are always made

upon green paper and these are maintained in a separate file which is the exact duplicate of the original but these are used merely for distribution. In this way the white file remains permanent and under lock and key. The green file is constantly available for distribution, and from time to time additional copies are run as the supply is exhausted. If a study is made involving a wide distribution stencils are cut and mimeographed copies prepared in quantity.

THE CARD INDEX

Now, as to how we get at this material in the statistical form. Since, it varies from lists of newspapers, the comparisons of fuels, to numbers of real estate transfers, to populations in varying cities, to bank clearings, building permits, parks and playgrounds, or special maps, or historical data, it will be readily seen that nothing but a subject index can make this material available. Each such study prepared is given a classification number from the decimal classifications, thus corresponding with books and pamphlets in the general library, and making it easy for workers on a given problem to move from books to pamphlets to statistics by utilizing the same general subject number. Accompanying this large file we operate a three by five inch card index similar to the catalog in the lobby library, wherein we catalog by the best approved library methods these sheets and studies with the same exactness as is used in cataloging the books, employing frequent, analytical subject headings so that different searchers may reach the material through different channels. These subject headings are traced by putting the subjects of the other cards made upon any set on the backs of the cards. In this way we can withdraw complete sets of cards at any time from this index quickly if we wish to destroy them, revise them or otherwise change them.

INTERCHANGEABILITY

In fact, the cards both being made by the same method for the library file and for our departmental file if it became essential at any time the two card indexes could readily be consolidated

into one and the cards would alphabet perfectly and be alike in type. To one familiar with library work one exception is made to the general rule in cataloging. It will be noted that in the carding of the statistical sheets no author or main cards as usually known are made since they would all be the same, i.e., turned out as the product of the Research Department. The omission of the main cards necessitates the placing of the tracers on the backs of each subject card.

This will give a picture of how we can quickly get at the data available in the central library, or in any of our departments, whether received from the outside world or produced within our own organization and likewise the material of passing value coming and going through our own department and most important of all from our standpoint the multifarious product of the Research Department.

A Course in Special Libraries

ORGANIZED by the Committee on Library Training of the District of Columbia Library Association of which Dr. George F. Bowerman, Librarian of the Public Library of Washington, is chairman, two courses in library organization and administration for seniors and graduate students are being given at the George Washington University Library School this year. University credit is given for satisfactory completion of the course, six credits in all.

Librarians and members of the staffs of libraries in the District are giving the time and energy required to make the courses successful as contributions to education for library work that takes advantage of the unique facilities for the study of library problems in the many types of libraries that for one reason or another have been called into existence and service in Washington.

Course 47—Special Libraries began on February 4, 1928, with an introductory talk on the background and development of special libraries by Richard H. Johnston, Librarian of the Bureau of Railway Economics, and a discussion of special problems of the government special libraries by Claribel R. Barnett, Librarian of the United States Department of Agriculture. As the accompanying schedule shows it meets on Thursday evenings from 7 to 9 p. m. at the special libraries whose librarians and staff are cooperating to present their respective libraries as types of special libraries that have

been organized and developed to fill particular needs.

History, development, coöperative relations with public and other special libraries, research and service methods in each library, procurement of material and care of such material, are the general topics suggested by the Committee to the coöperating librarians, but the final presentations, to say nothing of the special arrangements for the use of building and library quarters after hours, are being made by the librarians themselves. The course is under the direction of Elizabeth Cullen, Reference Librarian of the Bureau of Railway Economics.

Course 45 is being given in two parts. During the first semester which began in October, 1927, the class met at the Library of Congress under the direction of Dr. Ernest C. Richardson, consultant in bibliography, with the chiefs of the divisions of the Library of Congress giving one class period for the presentation and discussion of the work of their divisions. Lectures on advanced problems in the collection and use of books and manuscripts were also given by Dr. Richardson.

During the current semester and beginning on January 31, 1928, this Course is given under the direction of Dr. Bowerman and the class is studying public library service. Classes are held at the Public Library on Tuesday evenings at which Dr. Bowerman and members of his staff are discussing all

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Washington Conference

THE annual conference of Special Libraries Association will be held at the Hotel Washington, in Washington, D. C., on May 21 to May 23, 1928.

The theme of the conference will be "What the Government is Doing for Research." Miss Eleanor S. Cavanaugh, librarian of the Standard Statistics Company, New York, is chairman of the Committee on Program, and suggestions for the program should be sent to her.

Dorsey W. Hyde, Jr., former president of S. L. A., and now secretary of the Washington Chamber of Commerce, Washington, D. C., is chairman of the local Committee of Arrangements. The committee has organized as follows: Mr Hyde, chairman; Dr. George F. Bowerman, librarian, District of Columbia Public Library; Frederick W. Ashley of the Library of Congress, and Miles O. Price of the Patent Office Library vice-chairmen; Miss Claribel R. Barnett, librarian, Department of Agriculture; Dr. Herman H. B. Meyer, Library of Congress; Miss Clara W. Herbert, D. C. Public Library; Miss Mary G. Lacy, Department of Agriculture; Miss Martha L. Gericke, State Department Library; Miss Isabel DuBois, U. S. Bureau of Navigation Library; Mrs. Ruth Todd, D. C. Public Library; Miss Laura A. Thompson, U. S. Department of Labor Library.

The Hotel Washington, at Pennsylvania avenue and 15th Street, will be conference headquarters. Members intending to attend should make early and direct application for reservations.

Following the plan of last year general sessions of S. L. A. will be held on the forenoons of the three days, beginning at 10 and adjourning at 12 noon. The afternoons will be available for group sessions. Most of the groups will hold two sessions each, but the Newspaper Group plans to hold three sessions, and the Financial Group may hold three sessions. These will begin at 2 o'clock and adjourn at 4.

The local committee of arrangements has already met and has outlined the following events for the conference:

Monday, May 21

- 10.00 A. M.—First general session to be held (if possible) in the Grand Council Chamber of the United States Chamber of Commerce.
- 12.15 P. M.—Visit to office of President Coolidge, and taking of photo.
- 2.00 P. M.—Group sessions at Hotel Washington.
- 8.00 P. M.—Reception at Hotel Washington by the District of Columbia Library Association.

Tuesday, May 22

- 10.00 A. M.—Second general session at the Hotel Washington.
- 2.00 P. M.—Group sessions.
- 4.00 to 6.00—Bus tour of historic points in Washington.
- 7.00 P. M.—Annual dinner at Hotel Washington.

Wednesday, May 23

- 10.00 A. M.—Third general session at Hotel Washington.
- 2.00 P. M.—Group sessions at Hotel Washington.
- 2.00 P. M.—Visits to Government libraries in Washington.

Travel Plans

Washington in May is at its prettiest. With the recent increase in membership, and especially under the new plan of making every member of a local association an associate member of the national association, the coming conference ought to be the greatest in the history of S. L. A. Recent conferences have brought together an attendance in the vicinity of 200. This number is too small to obtain from the Central Passenger Association the reduced travel rate of fare and a half for the round trip. But it is only a little bit too small, and with united effort it would seem that the minimum might be reached.

But to do it would mean that every member, especially those living nearer to Washington, and outside of the dollar-fare limit, should for the day, park their cars in the garage, and travel by train, asking in every case for a certificate. More information on this point will be given later.

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We Do This

Margaret Reynolds, Department Editor

Contingent Box. A box, drawer or folder marked "contingent" is useful in putting material that needs to connect with other material; e.g., enclosures waiting for the letter to be written that they are to go with, bills waiting for the goods to come, announcements of meetings in a place where you look when in doubt, etc., etc.

Postal Cards Addressed. Deposit of postal cards, addressed to one's self and having on the back the title of the public document with the publication office; so that you may be notified as soon as the document is ready for distribution.

Use of Library Name in Full Instead of Individual Name. In ordering material ask to have it sent to the A. B. Smith Library rather than to A. B. Smith & Company or even A. B. Smith & Company, Library Department, in order to avoid material being sidetracked elsewhere in the office.

Desks—Practical. Desks with vertical file both on the right and on the left, the vertical files being of more consequence than the several drawers that are apt to contain miscellaneous material in a clutter. The above four items were contributed by George W. Lee, Librarian, Stone & Webster, Inc., Boston.

Library—Publicity. The Phoenix Mutual Life Insurance Company of Hartford, Connecticut, whose librarian is Miss Grace Child Bevan, does good library publicity. According to Miss Bevan everyone connected with the company, whether in the home office or in an agency, has all the privileges of the library. They lend their books to persons all over the country and buy books for them at a discount.

The company publishes a magazine called the *Phoenix Mutual Field* which is sent to each one of their managers and salesmen. Each month they send with this a *Library Leaf*. The color of the paper on which it is printed is varied from month to month in order that it may attract the eye when the magazine is opened. In it they list the books they have added recently, which they think of interest and value to their field representatives, including managers, salesmen and

agency employees. Brief notes are given and publishers and prices.

They have a large number of clippings and pamphlets of value to their salesmen which they lend freely, so they sometimes list in the *Library Leaf* some of the subjects dealt with in this material. Other library notes are given and quotations about books and reading.

In it they outline the reading-plan for their salesmen which they have each year and later they publish the names of those who have completed the reading-course and received prizes. They find it a useful means of giving their field representatives information about the library and it keeps them in touch with each other.

The reading plan which was published in the October, 1927, issue is as follows:

READING PLAN

Our reading plan and contest for this year is similar to last year's. We are again offering a book to every man who completes a specified course and sends in a satisfactory report of it in our booklet. The plan is this: Read at least seven books:

Three on subjects chosen from the following group:

Life insurance (its theory or practice), salesmanship, business economics, estates, inheritance taxes, insurance trusts, investments or some other subject allied to life insurance.

Two on subjects from the following:

Personal development, English (rhetoric), psychology, public speaking, management of men, hygiene, or some other subject connected with personal development.

One Biography.

One on a subject from the following:

Religion, poetry, history, science, travel or fiction.

We have a notebook, "Books I Have Read," which we will send to all who wish to follow this plan. In it you enter the authors and titles of the books you read, and write a few lines commenting on the books and telling what you get out of them. This we think an important part of the plan

If you return this notebook to us by April 10 and it shows that you have gained something from your reading and have read at least 1,000 pages, we will give you a book in recognition of your effort. In other words, you will get a double reward for your reading—new ideas and a new book. Your name will be published in the library sheet in the *Field* also the name of the man who sends in the best notebook judged with reference to comments, choice of books and amount read.

THE PRIZES

You may choose for the book you will receive any one of the following:

BRUCE BARTON

What can a man believe (his latest)
Man nobody knows
Book nobody knows

JOHN B. DURYEA

What to say
What to know
When to stop talking

We urge you to begin on this course right away, to send to us for books and for the reading-record booklet. If you write down your comments on a book as soon as you have read it, you will find it a help in remembering what you read and a useful record of your reading. It is well worth the small effort it takes.

At least keep a list of what you read and send it to us on sheets we will furnish you. All who do this will have their names published in the library sheet in the *Field*

Furthermore, every agency and district agency in which at least sixty per cent of the men complete reading courses and send in the record of it in *Books I Have Read* or on the sheets we furnish, will receive in recognition a book of value to add to its agency library.

We are ready to lend you books and to make further suggestions as to what to read. Copies of lists of books in our library are in your office, or if they have been mislaid, we will send others.

The "diamonds" are ready for your seeking and appropriating.

Do any of our readers have similar schemes? If so, tell us about them.

Enclosures. This company pays by check twice a month and usually every other time, I have enclosed in each check envelope, a slip which advertises the library in some way. One

time it may be a list of magazine articles of special interest which have appeared recently. Another time it may be a list of new books. Again it may be a list of books advertising a special subject, such as, business correspondence, or economics—from general textbooks to books on economics as applied to special subjects. The pay envelope seems to be the only medium, except the bulletin boards on which this material would be out of place, which reaches everyone in the company. Miss Helen D. Hertell, Librarian, Connecticut General Life Insurance Company, Hartford, Connecticut. (The library of the Federal Reserve Bank of Chicago also has used enclosures in the pay envelopes.—Ed.)

Library—Publicity. With the December 15 issue of our book bulletin we distributed three bookmarks giving list of casualty, fire and life insurance books. The card, which was eight by two inches, contained this lettering on the face of it: *Insurance Library of Chicago*. Not mine to tell if the book be good but to keep the place as a marker should. *Season's Greetings 1928*. The seal of the Chicago Board of Underwriters also appears. The printing was in black with a red border on a white card, which made a very attractive holiday combination. On the reverse side appeared a short list of selected titles. Miss Pyrrha B. Sheffield, Librarian, Insurance Library of Chicago, Chicago.

Magazines—Circulation. In April, 1927, the Dennison Manufacturing Company, through its library, adopted a new scheme for circulating magazines. There are two classes of magazines circulated by the library, (1) those of a strictly technical or business nature and (2) those of more general interest. Those in the first group are paid for by the company and sent to individuals who are interested in them. Those in the second group are paid for jointly by the subscribers of this depends upon the type of magazine. Weekly plan and the company; that is, the company pays one-fourth and the group of subscribers three-fourths together. The size of the group magazines have three in a group while a magazine like the *Scientific American* has five or six. Subscribers are grouped geographically according to their location in the factory. Slips are typed with dates for passing the magazine along to the next person. This plan so far has been quite satisfactory be-

cause it has been the means of doing away with so much bookkeeping in the library. Miss Margaret Skinner, Dennison Manufacturing Company, Framingham, Massachusetts.

MAGAZINE SUBSCRIPTION LIST

Check magazine desired	Circulation Time per person	Number in group
() Factory (m)	4 days	8
() Harvard Business Review (q)	7	10
() Manufacturing Industries (m)	4	8
() Printers' Ink Weekly	3	2
() Printers' Ink Monthly	4	8
() Sales Management (f)	4	8

Class 11—Magazines

Magazines and regular prices	Circulation Time per person	Number in group	Group cost	Cost per person per year	Cost per person for balance 1927
Forum					
Harpers Living Age					
Readers Digest					
() Atlantic Monthly \$4.00	7 days	4	\$2 00	\$ 50	\$.40
() Foreign Affairs (q) \$5.00	10	8	2 40	.30	.25
() Hygeia (m) \$3.00	4	8	1 60	20	.15
() Literary Digest (w) \$4.00	3	2	2 00	1 00	80
() Nation (w) \$5.00	3	2	2.50	1 25	.80
() National Geographic (m) \$3 50	3	8	1 80	.20	.15
() Scientific American (m) \$4.00	4	8	2 00	.25	.20
() Time (w) \$5.00	3	2	2.50	1 25	.80
() World's work (m) \$4.00	5	5	2.00	40	30

(q)—quarterly (m)—monthly (f)—fortnightly (w)—weekly

A Course in Special Libraries

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phases of public library problems of organization and service.

Class discussions are encouraged in both classes and the members prepare papers on assigned topics. "Auditors" are permitted to register for either or both of the courses provided they have had sufficient library or research experience but receive no credit for the courses

Both courses were organized with the fine cooperation of Dr. A. F. W. Schmidt, Librarian of the University and director of the Library School, who is developing courses of university grade that combine the opportunities and facilities of the George Washington University with the opportunities and facilities afforded by the

libraries of Washington made available through the Committee on Library Training of the District of Columbia Library Association.

Washington Conference

(Concluded from page 79)

If 250 persons attend the conference, going thence by rail or boat line belonging to the Passenger Association, and each one asking for the S. L. A. travel certificate, everybody, even those from the middle west and the Pacific, will share in the benefit of a reduced railroad fare.

Last year the reduced railroad fare was available because S. L. A. met with A. L. A. This year, meeting separately, it will be necessary for S. L. A. alone to bring together 250 persons traveling by train or boat and each asking for the travel certificate. It seems worth trying for.

Associations

Plan for the Washington Conference should be the watch word at all local meetings. Mr. William Alcott will gladly give suggestions to local secretaries

Boston

The joint meeting of the Massachusetts Library Club and the Special Libraries' Association of Boston, February 18, brought together nearly four hundred librarians. Saturday's meetings were held in the Baker Business Library at Soldiers' Field, and the visiting librarians learned something of the work of that library and its plans for increasing its collections of business literature. William C. Lane, head of the Harvard College Library, gave the address of welcome, and was followed by Charles C. Eaton, librarian of the Baker Library. He spoke of the care that had gone into the planning of the building so that it should be logical in arrangement and ample for students, workers and material. He emphasized the general character of the library; that it would not attempt to compete with the University of Michigan, say, in forming a unique collection of the literature on automobiles, or with the University of Chicago if it brought together all that was to be had on the subject of the meat-packing industry.

Frank C. Ayres of the Business Historical Society described its work, which is supplementary to that of the Baker Library, and does for it things which it cannot do for itself. Walter B. Briggs spoke of Harvard's 46 special libraries which supplement the great collection of more than a million volumes in the Widener Library, and enumerated some of the treasures in them. Professor Paul Sachs of the Fogg Museum of Art and Professor William Lyon Phelps of Yale were among the other speakers at the afternoon session.

Cincinnati

A delightful meeting was held by 19 members of Special Libraries of Cincinnati on February 15, 1928. Cincinnati Chamber of Commerce has just built and moved into a new office building. The Chamber of Commerce occupies the 12th, 13th, and 14th floors of this building. A tour was made to let all the Special Librarians see the new rooms. Dinner was enjoyed in one of the private

dining rooms. More than an hour was spent in the Library seeing the books and hearing about the work from Mrs. Lillian Gruber and Miss Jessie McMullen, the Librarians. A large envelope containing a copy of the dedication program, the Let's Know Cincinnati celebration, and other publications of the Chamber of Commerce was presented to each librarian.

Cleveland

The Cleveland Chapter again celebrated Washington's Birthday with a dinner meeting at the Twinsburg (Ohio) home of Mrs. Grace Birdsall—Lakeside Hospital Library.

After the journey out by bus and a delightful tramp through wintry woods, the cozy relaxation before the open fire—as well as the delicious dinner—was most welcome to ten weary special librarians. Mrs. Birdsall's suggestion that the occasion should become an annual event was received with much enthusiasm.

Illinois

On February 7th the Illinois Chapter met in the Municipal Reference Library of Chicago. The evening was devoted to a round table discussion of the subject, "How Do You 'Sell' Your Library to Your Organization?" The Group sends in the following report of the fruit of the discussion:

"That the location of the business library on the premises is important. A poor location hampers the library's efficiency. A librarian present told of her library (with which she was formerly connected) being moved to the very top floor of the office building and crowded into an obscure corner. Within a very short time, inquiries fell off and interest in the library (then three years old) subsided. The library that is in the very center of the organization's activities has the best opportunity to cooperate with everyone in the organization.

"A satisfied customer is one of the best advertisements for the library. Prompt, accurate information should be the aim of the business librarian. If possible, she should 'follow through' to see that the information furnished was actually usable or that it served its purpose."

New York

Following our annual custom the January meeting of the New York Special Libraries was held in combination with the New York Library Club in the auditorium of Saint Bartholomew's Community House, Park Avenue, New York City, Thursday evening, January 26th.

Miss Florence Bradley, president of the Library Club and also a member of S L. A. presided. The first speaker, Mr. Frederic Melcher, talked on the "Renaissance of Reading" and Mrs Dorothy Canfield Fisher described the beginnings of her new book "Why Stop Learning." Mr. Angus Fletcher, president of the New York S. L. A., discussed "Whose is the Challenge?" Looking forward to the time when the librarian will rank with other professional men.

These talks were all very interesting and instructive. As the trend of the meeting was more on the literary side than the research this change or diversion which occurs as an annual custom, has the tendency to broaden the members of the S L. A. Also the chance to make many pleasant and profitable contacts with those associated in library work in other fields.

After the meeting an opportunity was given to the members present to inspect the new Community House which is indeed a wonderful center.

There was about 350 people at this meeting.

The February meeting of the New York Special Library Association was a dinner meeting which took place Wednesday, February 29th, at the Machinery Club, 50 Church Street, New York City. This meeting was held at the Machinery Club through the generosity of the National Association of Manufacturers whose Librarian, Mrs. H. S. Perkins, is one of our members.

After a most enjoyable dinner, Mr. Angus Fletcher, our President, thanked the National Association of Manufacturers for their kind hospitality, also Mrs. Perkins for everything she had done towards the arranging of this meeting. He also welcomed the new members who were present and spoke about the coming convention in Washington. In speaking of the convention he told of the general theme which is to be followed at this time, this is to be Research.

He also stated that the Program Com-

mittee was open to suggestions and would welcome anything of a constructive nature.

The membership campaign was spoken of and Mr. Fletcher described the various types of membership and their advantages. The membership campaign of the New York S L. A. now seems to be well under way with Miss Lenore A. Tafel as Chairman of the Membership Committee; Miss Ruth Savord having resigned on account of her health.

As this meeting was held in connection with the National Association of Manufacturers two of their executives were the speakers of the evening.

Mrs Margaret Benson, director of Women's Bureau, was the first speaker, and she dwelt on the subject of Research With Regard To The Woman Worker. Research work of this kind with regard to the woman worker is being carried on with the idea of obtaining the truth and facts established with regards to the employment of women.

To arrive at these conclusions a study of all phases of life of the woman in many cases is carried on, the factory conditions, home conditions, school conditions, office conditions, all have been studied in the various statistics collected.

Industrial conditions also are studied. These cover such factors as light, heat, fatigue.

The physical side of woman has been studied in this country and abroad. Many doctors have carried this study on for a great many years. The outstanding result of this study is a British report on the Physique of women of Industry. This was a study of four thousand women in England and is indeed a very comprehensive report into all phases of life. Mrs Benson stated that there were nine million women in industry and that all they wanted was an equal opportunity to work as the general trend has been against the women in industry.

The next speaker was Mr. Michael Hickey, Executive Secretary of the National Industrial Council. He told of how the National Industrial Council had been organized as an association of the National Association of Manufacturers. This branch was organized in 1907 and is a federation of employers throughout the country. There are 318 members which represent seventy-five thousand employers of labor.

Mr. Hickey spoke of the study of getting the raw material to the factory covering a

period of the last five years in which speed was a main factor and how they ferretted out the ideas for the successful competitor. In many cases the research librarian furnished material for the facts which are the power behind the guns. The names of the Research Librarians are not in the headlines. The work they do is one of the main factors in control.

Mr. Hickey spoke of the recent organization which is the National Association of Manufacturers which was organized thirty-three years ago in New Orleans. This organization was formed to search out various industries and enterprises and to help them along the lines which would tend to build for success. As an association it has been one to contribute to the success of our Nation. A few of the many things which they have helped to put over are the Panama Canal, Parcel Post, Workmen's Compensation, Insurance, Safety Campaigns and many things pertaining to better legislation. The association is allied with all industry in the U. S. which have plants all over the country. There are four thousand members with connections in all parts of the World. Many of the National Association Manufacturers' Departments antedate the various Government Departments. Mr. Hickey also spoke of the N. A. M. Labor Policy which was principally of Americanism, equal rights for both contracting parties, and stated when coercion enters it ceases to be American.

Mr. Fletcher said in closing the meeting that some time should be given to the social side and an opportunity was given for various members to become better acquainted with one another.

The meeting was attended by 100 members whose interest in S. L. A. meetings are increasing.

Philadelphia.

On Friday, March 2, the Special Libraries Council of Philadelphia and vicinity met at Christ Church Library and were addressed by Dr. Washburn in a delightfully informal talk.

We were transported to the days of the Seventeenth Century and led to pay tribute to the Rev Thomas Bray. Every librarian should be interested in the story of Bray. He might safely be called the father of American library extension, since it was he who convinced the Society for the Propagation of Christian Knowledge, that he would

not go to the American wilderness without books. He was sent out by the society as commissary in 1695 and established libraries of "knowledge divine and human" at Boston, New York City, Philadelphia, Annapolis, and Charleston. We were proud to learn that the Philadelphia-Bray collection is the only one of his efforts which is still intact. Dr. Washburn believes in using books. He goes so far as to be willing to have them lost or stolen provided they are in use and have not broken up a set. In the early days of Bray's venture in Philadelphia, so many books on chirurgery failed to be returned and the result was that Philadelphia became the medical center of the United States. Just so powerful is knowledge set loose.

Many of the facts given out in Dr. Washburn's talk were hidden until 1911 when they were first made public in a research thesis by Austin Baxter Keep.

We made an inspection of the Bray books, the old church records and silver, and of the church itself.

Minnie White Taylor, librarian of the Cleveland Museum of Natural History, had two articles published in "Your Garden" during 1927.

Control of powdery mildew on roses 1:48.

Starvation and suffocation of Cleveland's old residents (trees), 1:170, 183, 198.

She was joint author of two published in the "Journal of Agricultural Research."

A morphologic and biometric comparison of *Cronartium ribicola* and *Cronartium occidentale* in the aecial stage. 34: 511-531.

Peridermium kurilense Diet. on *Pinus pumila* Pall., and *Peridermium indicum* n.sp. on *Pinus excelsa* Wall. 34:327-330. Miss Taylor is an advisory editor of "Your Garden," "a Magazine for the Nature Lovers in the Territory of the Western Reserve.

A "General Alphabetical Index to the Bills, Reports, Estimates, Accounts and Papers, printed by order of the House of Commons and to the Papers presented by Command 1910-1919," has recently been published by His Majesty's Stationery Office. This document should be a time-saver for the research worker and for the librarian. Copies may be obtained in this country through the British Library of Information, 44 Whitehall Street, New York City, price \$2.40.

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