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Special Libraries, March 1930

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SPECIAL LIBRARIES

Vol. 21

March, 1930

No. 3

This Month We Present:

- ~ An article on Bibliography by a former editor
- ~ A new department of Classification and Indexing
- ~ A message of welcome from the Golden Gate
- ~ A fascinating tour which will appeal to everyone
- ~ An amusing story of a Valentine Party



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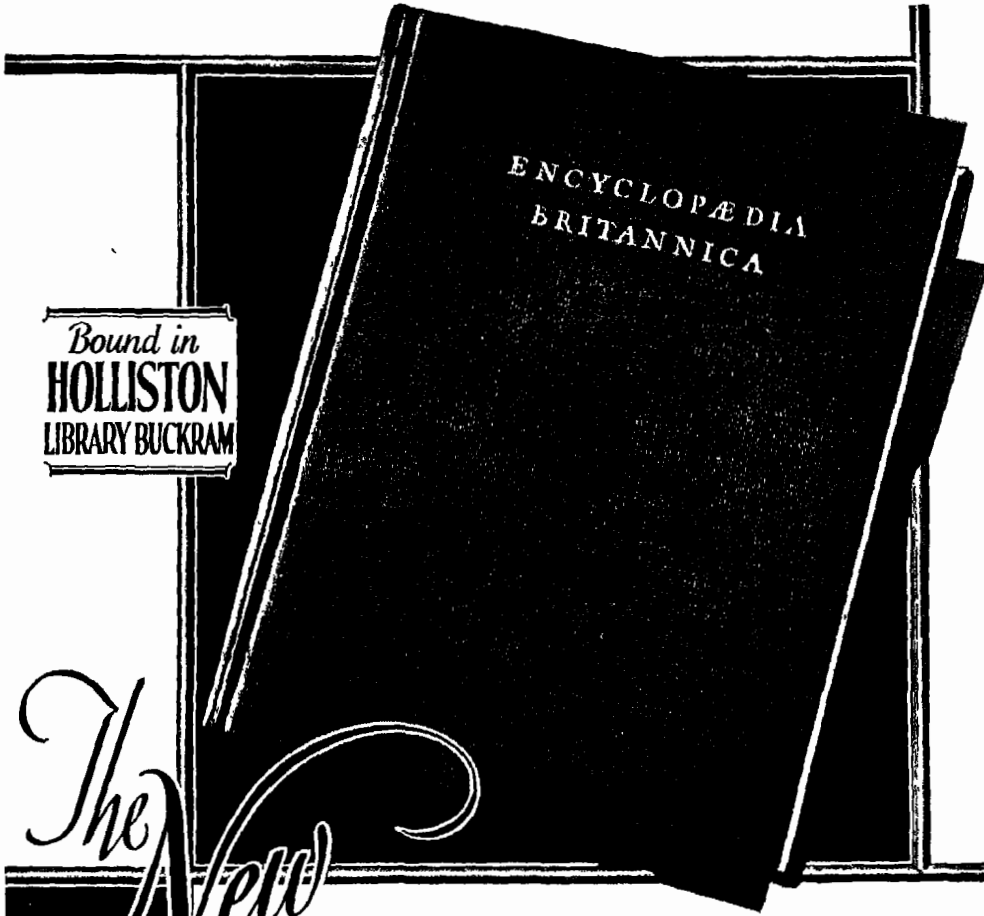
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Vol. 21

MARCH, 1930

No. 3

Bibliography: Today and Tomorrow

By Adelaide R. Hasse*

THERE is being published in England today a series of books with the general title "Today and Tomorrow." Each volume is complete in itself, small in physical dimensions, but startling in all other dimensions. The idea back of the series is quite modern. Pending momentous political, social or scientific problems are focussed in the light of our present understanding,—not at all in the customary academic, elucidating, acquisitional fashion, but rather as a purely intellectual meteoric performance. This focus is then used as a basis for conjecture of the probable and the possible future trend and outcome of the subject of each little volume. And it is in this conjecture that the authors have indulged in all the daring of which mental exploration is capable. The series is published by Kegan Paul at a uniform price of 2s. 6d. per vol. Probably the most famous volume in the series is by J. B. S. Haldane, entitled "Daedalus, or the Future of Science." Among the other volumes is one by Arthur Shadwell entitled "Typhoeus, or the Future of Socialism," another entitled "Kalki, or the future of Civilization," is by Professor Rhadhakrishnan, in which the author looks forward to a civilization truly world-wide and welcomes dissatisfaction with the world, as this generation finds it, as a preliminary to a higher synthesis. An amusing volume is entitled "Pons Asinorum, or the Future of Nonsense." The authors trace nonsense from primitive ritual through Tudor masques, Stuart revels, Georgian eccentricities to American knockabout films, and asks of its future: will it be a new commercial stimulus, a factor in international politics, a common language, or just nonsense. Two volumes on the future of Canada, one entitled "Columbia" and the other "Achates," maintain respectively that the future

of Canada lies with the United States, and that it will continue to lie, as before, with the British Empire. "Halcyon, or the future of monogamy," is a trenchant criticism of present civilized social and moral institutions. Possibly the most startling volume since Daedalus is by a lecturer in structural crystallography in the University of Cambridge, J. D. Bernal, and is entitled "The World, the Flesh and the Devil." Briefly it prophesies man and future progress in three directions against three obstacles called by the author the World (the unintelligent forces of nature), the Flesh (man's own body) and the Devil (man's passions and stupidity). You will have noted the fling in the pointedly fantastic titles "Pons Asinorum, or the future of nonsense," "Halcyon, or the future of monogamy," etc. These titles are a key to the serio-fantastic, not serio-comic, concept of this stimulating series.

BIBLIOGRAPHY TODAY

Speculation as to the future of human institutions and human progress is by no means unique, but the nature of the execution of this series does seem to put it in a class by itself.

Speculation as to the future of bibliography may seem to some a sacrilege, almost like speculating upon the future of a precious heirloom. It might seem so to those concerned with the classical bibliography, bibliography of the collector or the historian of book collectors and collections. This is the bibliography of the missing frontispiece, the usually missing 27th plate, the millimeter marginal variations, one of five known perfect extant copies, the early paper edition, etc., etc. There is real fascination in this branch of bibliography. I still feel the thrill of the chase which absorbed me when I tried to work up the record of New York colonial imprints

*Address before Special Libraries Council of Philadelphia, November 1, 1929

and succeeded by borrowing, measuring and enlarging devices, in putting on record some 900 where before less than 100 had been known. But the bibliographical thrill of thrills is to find a lost book. One of these colonial prints was only a legend. Paul Leicester Ford, and other bibliographers of colonial Americana, have referred to a certain book as undoubtedly once having been in existence, but that for some 200 years all actual trace of it had been lost. I simply could not let my list of colonial imprints go out with a repetition of this already frequently mentioned lost book. I simply must find a copy of the book. I sleuthed that book, its known history, its last known presence, every conceivable reason for its utter disappearance, and finally had a suppositional structure, as complete as that back of any mystery best seller. Then I took a four weeks' holiday and with my notes sailed off to London town, convinced of the existence there of this book. It was at a time of year when the opening hours of the Record Office (for there I had reasoned my quarry was lying) were late and the closing hours were early, thus appreciably cutting down my working time. My fortnight in London was drawing to a close. I had not found the treasure and the world was drab. Return passage had been booked and there were two more days of tenseness, Thursday and Friday. Thursday through busy Holborn, down Chancery Lane to the Record Office. Too early. At last. Scurrying down dark and chilly corridors to a small, dim, chilly room. Then another wait for the containing volume to be brought from some internal, infernal region. Oh, why this excruciating indifference! All earthly concerns must surely be obviated until I could exhaust the evidence of this book and time was so short. Footprints! Perfunctorily an apparently damaged quarto of bound up broadsides and pamphlets was laid before me with the stern injunction that I could use it this day only as the Editor was at work on it and could dispense with it no longer. Leaf by leaf, each one scanned with magnified scrutiny. The room was chilly. I was burning. Had any one spoken to me I would have shouted. Tomorrow was my last day and this volume would not be available.

Leaf by leaf. And then quite simply there was my quarry, a 15-page quarto. The moment of realized discovery was truly quite overwhelming. I was dazed. Then a feverish taking of notes, counting lines and folios, measuring margins, description of each page, the corroborative original signature and all the other bibliographical items for the proper recording of which I had to gather together whatever rational power I could command. That day I had to be turned out of the premises. Late into the night I worked over my notes, proving up each one. Back the next day with a personal plea to the Editor for a postponement of the return of the volume. Something convinced him and for one more day I could leaf and examine, describe and count. My notes must be submitted to Mr. Eames, the dean of Americana bibliography, and his test would be thorough. The first day out on the boat I found a flaw in my notes. Should I leap overboard and swim back? Remember I had not come into the possession of the volume. I had only found a lost book. It was in Government archives and would never be on the market. I had only my notes.

The records of classical bibliography are full of "finds" and "disappearances" and immoral spurious trollops. By classical bibliography I mean that branch of bibliography which concerns itself solely with the physical characteristics of books, such as I have indicated. In that sense it may not, necessarily, be applied only to ancient or even old books. The first edition of "The Bridge of San Luis Rey" has, for instance, a greatly appreciated market value. I was told only a few days ago that the numbered edition of Virginia Woolf's "A Room of One's Own," published in October, 1929, was "a good buy." So whether ancient, old or crispy new books are concerned, that branch of bibliography which concerns itself with a record of their physical characteristics may properly be referred to as "classical," in the sense that this was all there was to bibliography as originally recognized. What harm there might be in making a jazzy forecast of the future of classical bibliography I cannot see. Nor what good. I appreciate some good souls might be

offended just as a connoisseur of vintages might be offended at so rude a performance in regard to a product which has inspired poets and Volstead. People are writing books about the future of subjects sacred to multitudes of humans. Some one has just written such a book about heaven, in which a leader in good works introduces Mother's Day to heaven, and a worthy Ph. D. takes care of the museum in heaven. Something might be done with staging a meeting of spurious editions and respected originals, or with the resuscitation of authors dissatisfied with post mortem editions. Or one might attempt the thing statistically. How much money has been spent on bibliographical rarities during the past five or ten years? What is the trend, declining or increasing? What factors are influencing the curve? Are these factors likely to be constant and is the present trend likely to continue and for how long? Or a market survey might be made. Where are the communities with both money discrimination and inclination likely to respond to the lure of rare books? Yes, it seems quite probable as I write that something might be done with what I had at first thought improbable, i. e., a forecast of classical bibliography. Nevertheless, seriously, it does seem to shoot wide of that mark which is the inherent attribute of a book.

There are various agencies interested in the circulation of books according to the nature of which books acquire different attributes. The commercial agency (book publishers, dealers, and jobbers) and the general public library are analogous agencies interested primarily in the circulation of books. To them books have attributes something akin to *commodity containers*, parcels or packages. They must be kept in circulation to justify their keep. A stay-at-home book is dead stock. On the other hand, research institutes, reference libraries and special libraries are analogous agencies to which books and printed materials have the attributes of *carriers*. These latter agencies are not particularly concerned with volume of circulation. They are more concerned with service of content.

The procedure for servicing (cataloging, etc.) of books for the commercial

agency (book publishers, etc., and the general public library) is developed, accepted, and fairly adequate, with reservations. The procedure for servicing (cataloging, indexing, etc.) of books for research institutes, reference libraries, and special libraries is undeveloped and inadequate, without reservations.

This state of affairs is far more serious than such a casual statement would seem to indicate. There was recently called to my attention the fact that Research Institutes in the United States are increasing in number so rapidly that the depletion of research work in the Universities caused by the already multitudinous and ever increasing Research Institutes has become not only a matter of comment but of concern to the Universities. The use made of libraries and library material by the research worker and research student is quite different from that made of it by the general reader and general student. The research worker has the literature of his subject under control. He may need to refer to standard authorities for corroboration, but for little more. On the other hand he delves, he employs assistants to delve for him, he and they find or go without or construct anew. What is it they are delving for? Not books. They are after data, or in the words of the subtitle to the latest Whaley-Eaton pamphlet "Facts, not Fancy." Data in the form of tables, charts, graphs, commitments before legislative committees, trade and technical associations. Now then, as these delving staffs of the new research organizations increase, it may not unreasonably be assumed that there will be developed a procedure which will ensure to them the service of required data with a minimum of waste in delving. It may furthermore be, not unreasonably, assumed that this development will come from within the research body itself. So that just as it has deprived universities of certain activities it will deprive libraries of certain activities. Already there is in existence a group of "Abstracts" Chemical, Botanical, Biological, and the very recent Social Science Abstracts, proceeding from research groups. It would seem then that the apparent trend is that libraries will concentrate upon the care

and collecting of books and book material, but that the analysis of this material will more and more become the work of special groups.

To forecast the possible future of the present bibliographical situation necessitates consideration of the factors that have gone into the creation of that situation.

The orthodox library manipulation of books is as containers,—and do please be assured that this is not in any way thought of as an aspersion upon libraries. I am simply trying to see straightforwardly a picture of forces at work in relation to each other. So far as the user is concerned this manipulation is confined to cataloging, charging and discharging, i. e., the identification of the book as an item of stock and the record of circulation of that stock item. This entire manipulation is wholly to be commended, it is necessary, desirable, and approved. But the researcher is only incidentally interested in this item of stock. He is far less concerned with it as a container per se, than he is with so much of the contents as contributes to his particular inquiry. How does he learn of the existence of this fragment of the contents of a volume? Not from any library analysis yet devised. Probably from casual hearsay or from a reference in some other book. So that, putting the case very crudely, the transmission of data for the research worker is today, to a very large extent, circumstantial. There are, very likely, quantities of references, tabulations, and data which escape him, and which will continue to do so until some, as yet undeveloped, process of reclamation and distribution is devised.

BIBLIOGRAPHY TOMORROW

Judging only from my own experience in attempting service to the research worker I should say that the greatest weakness of present aids is that they operate backwards. All the aids at our command operate centripetally. References on a given subject, say the Young Plan, which happen to come under the notice of compilers are assembled. This is not a criticism. It is a statement of progress of information service. It holds good for P. A. I. S., for the German "Bibliographie der Sozialwissenschaften,"

for the more recent League of Nations list. The research worker, however, works at the references to his subject centrifugally. He starts with the Young Plan and wants all he can get in the way of references. This statement of a two-way system seems to me to present the situation of data research as it exists today most concretely.

I am not offering a solution of today's system, although I would be immensely interested in listening to one. Any change in the system will be brought about not by surgical methods but by weight of pressure of the needs of the research workers. Darius Green and his flying machine have turned out to be a rather substantial success. So that even if our present conception of the functioning of research service may be a failure or even an object of ridicule, it need not frighten away the dream for there is always the possibility of a chance that it may harbor a fruitful germ, awaiting the coming of some master mind to create, out of it, a commercial bibliographical craftsmanship.

We are today familiar with the implication of the term "indexing," generally thought of as a dry-as-dust process which arranges words in alphabetical order. The accepted refinement of ability in this process is about on a par with the ability not to confuse gems when they are "Gems of English Thought" or "Gems and Precious Stones." The simple, ordinary, obvious device generally called "Index" may well be discarded as having any connection with indexing as concerned with the future of research service. It is wholly probable that in method this newer service will be a development of what we today know as index. There is no other known device for the reclamation and presentation of data which responds with the directness and the flexibility that an index does.

Just to facilitate a tentative organization plan of this service, let us assume that there are various types of data, the functional, the historical, regional, etc. Then let us arbitrarily assign Prices to the functional and an individual, say Yves Guyot to the historical. Just as illustrations. This research service of tomorrow will be composed of affiliated, but separately functioning-bureaus, of

which a Bureau of Prices will be one. The function of this Bureau will be not to collect all the material in the world on prices. As a matter of fact it will have very little such material. But it will be a service for the delivery of which it will have a battery of card files from which references to both the historical and statistical price material can be drawn off. By historical material I mean theoretical price discussion. The card indexes would be so arranged that any possible approach would be facilitated. One research student might want, for instance, to have references to French literature on price theory or price history, another might want to have those representing 18th century knowledge of prices, another might want a run of prices on opium. Had such an agency been in existence in 1927 when McFall was getting out his book "The World's Meat" he would at once have been able to get hold of the long-range table of prices of meat in England to the source of which he had mislaid his reference and which I am not sure that he ever did locate. You will recall the war-time price commodity studies of the War Industries Board. I had not the privilege of participating in any of them, but after the war it was my very great privilege to organize the files of this Board for future preservation. They comprised over 700 4-drawer steel cabinets. A part of these included the material collected for the making of the price studies which were under the general direction of Wesley Mitchell and under whose immediate direction the International Prices volume was prepared. The raw material for the price studies was trade papers and quotation sheets covering the several commodities studied. From these were regularly drawn off on large specially ruled cards allowing on one side entry for the name of the commodity, the specified grade or quality, the unit, and place at which the price quoted either was fixed or of standard market acceptance. On this same side were the rulings for the price notations, which might be weekly, fortnightly or monthly. On the reverse side was given, very specifically, the source from which the price notations were taken, reasons why this source was selected, and any other

annotations which it was thought might be needed in connection with the use to be made of the price notations. There were a large number of these cards. The graphs and tabulations used in the price bulletins were made from them. There were, of course, many other card batteries in other war-time organizations, notably the War Trade Board. But I am not sure that there were others which featured the bibliographical angles to the extent which those of the statistical division of the War Industries Board did. Now, not only the raw material which was the basis of these cards is probably still being issued, but much has come into existence since then, with the expansion of new industries, to cite only radio, aviation, etc. The price and other research data concealed in this raw material is available only to each research worker who makes individual effort. This results in enormous waste.

In the case of historical data, as an example of which an individual, viz., Ives Guyot was mentioned, the treatment would be different. The cards would be arranged to show everything that Guyot had written, books as well as articles, possibly in chronological as well as alphabetical order, including translations of and comments and reviews on his work. References to extant portraits would be included. Not only would these cards include all the editions of a book, but if, as in the case of *La Science Economique* by Guyot, there were a number of editions, the battery of cards would indicate to the research worker what were the outstanding changes made in the various editions. Thus, after describing ed. 1, 2 and 3, as to date of issue, etc., it would be stated that ed. 1 and 2 are practically identical, but that in ed. 3 there was introduced Guyot's purchasing power theory. This is offered merely as an illustration of the field which is open to the new bibliographical research as a working companion to the new research itself. Let your mind dwell for a moment on the significance of such a tool. In method it would obviously neither duplicate present bibliographical efforts, nor yet would it infringe upon academic interpretation. It is an exception if the latter enters upon dissection of the sort I have indicated.

Academic interpretation concerns itself chiefly with dissection of disembodied arguments and points of theory. It is unusual to find it concerning itself with a scrutiny of the causes which motivate a mind to accept, reject or to modify argument and theory. This may not belong at all within the domain of academic interpretation. It may be the domain of biography or psychology, but wherever it belongs it is certain that today the materials for it are remote and exceedingly elusive. At least some portion of them would be captured by the new bibliographical research.

I wish to make it quite clear that the function of this new bibliographical activity will operate in co-operation with, not in opposition to libraries. No one can deny that libraries could not have attempted the manner of presentation I have indicated inasmuch as their entire method of procedure is to offer only a record of the material housed

by them as containers. That they have, however, an anticipation of the need of a central agency of information is indicated by the union catalogues maintained at the Library of Congress and by the Union List of Periodicals recently published. But aside from the concept of centralized service there is no relation. The new research service will be a supplement to the work of libraries.

I have been told that the late Theodore N. Vail had an idea for hooking up a similar information agency with the telephone system. The late John Cotton Dana had gone so far with promotion of an agency on the lines indicated as to have issued a printed prospectus.

It is only a question of time when it will be possible for a research worker in Copenhagen to call Philadelphia, New York or Washington, and when by television there will be flashed back to him the requested references in reply.

The Library of the Western Union Telegraph Company

MEN of affairs realize today that printed things are most useful and important tools of their trade. Concrete evidence of this is seen in the manner in which the special library has taken hold in business in recent years. Numerous large concerns have established their own libraries so that all available knowledge and information about their business is put to work. In fact, the special library has accomplished in the library world what vocational training has achieved in the educational world.

Take the case of the Western Union, the world's largest telegraph company. Prior to 1920, this firm had no special library. Throughout its many departments, however, it had a large number of books dealing with telegraphy and with the manifold problems entering into the conduct of the telegraph and cable business. These books lacked classification; they were widely scattered and but few persons knew where to find them when they wanted them.

In the belief that the employees and the officials of the company would welcome the privilege of free and unrestricted access to all company-owned books, it was decided early in 1921 to establish a library.

Today, this library is one of the most unusual and most useful special libraries in the country. Starting in with less than 2,000 volumes on its shelves, today, the library has more than 10,000 volumes and its borrowers number more than 1,100 persons. In addition to standard works on telegraphy, the library contains a wealth of valuable volumes on communications and numerous rare biographical and historical works. Telegraphy has always been fascinating and inspiring to writers. In fact, the telegraph has had a literature all its own and much of the material on telegraphy in this library is not only unusual and valuable, but unique. In fact, it would be difficult, if not impossible, to duplicate many of the early books dealing with the telegraph which the Western Union library contains.

One would think that in a business library most of the volumes treat of serious subjects. However, much of the material in the Western Union library is packed with thrills, adventure and romance. Indeed, few stories rival for romance the story of Cyrus West Field and his associates who laid the first Atlantic cable; and for pure, unadulterated adventure the volume entitled "Tent Life in Siberia" by George Kennan cannot be equalled. This book treats of the attempt to build a land-line telegraph between this country and Europe by way of Alaska, Siberian Straits and Russia.

The library also contains French, Austrian, English and American Telegraph Journals as well as German, English and American books on the first telegraph lines. One of the most unusual volumes is Charles Bright's "Submarine Cables," which contains more about ocean cables than any book ever written. Only 200 copies of this book were printed and it is now long out of print. Had the author foreseen the tremendous interest the public takes in submarine cables he would undoubtedly have had additional thousands of copies printed.

Other volumes deal with the early telegraph instruments, the history of land-line telegraphy, the origin of numerous telegraph companies, stories of

the telegraph and the part it has played in peace and war, newspaper comment on the telegraph during the past fifty years or more and numerous reference books, encyclopedias and current magazines and periodicals.

The librarians in charge of the Western Union Library are walking reference books themselves on questions connected with communications. Authors, scenario writers, newspaper editors, school teachers, college professors, engineers and numerous lay persons who are curious about certain phases of the telegraph and cable business write to the Western Union for information on a wide variety of subjects. The librarians endeavor in all cases to supply this information despite the fact that they are frequently forced to undertake a considerable amount of research to complete their work. This, however, is in line with the company's policy of serving the public and is another indication of the manner in which the large corporations of this country today co-operate freely with a public eager to learn more about their various services and activities. Understanding results in appreciation and patronage.

[In *Dot and Dashes*, the house organ of the Western Union, a friendly writer describes the importance of the Company library. We reprint by permission. Editor.]

1909 • Special Libraries Association • 1930

Executive Board

PRESIDENT—William Alcott, Librarian, Boston Globe, Boston, Mass.

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General Office

EXECUTIVE SECRETARY—Mrs. Mary H. Brigham, 11 Nisbet Street, Providence, R. I.
Phone, Plantations 0798.

San Francisco Calling

THE Publicity Sub-Committee of the San Francisco Convention Committee, under the nom-de-plume "Clip File" send greetings. We present their message and hope to print further communications from that energetic committee:

DEAR S. L. A. MEMBERS EAST OF THE ROCKIES:

If we knew the Scandinavian, Siamese and Slavic for welcome we would use them all to head this letter and even that would not be enough to convey our happiness in knowing that at last the Special Libraries Association is going to meet in San Francisco. The next thing is to see that you have the best sort of a meeting that it is within our power to arrange for you.

We are not going to dwell at great length on the climatic and scenic beauties of this far western state because we know that this has all reached you through our energetic boosters and magazine advertisements. We'll just say that California in general, and San Francisco in particular must be seen to be appreciated, and let it go at that.

This is going to be a conference memorable in the special library field. It is the bridging of a gap of some three thousand miles, the coming of such an energetic group from such great distances that will make June eighteenth to June twenty-first days of great achievement. The West will learn how the East solves its problems, the East will see what sources of information help the West in its quest for facts, and both East and West will know a greater spirit of interdependence in the quest for knowledge.

Since our function is to be the court jesters and entertainers it is a pity that we took on the extremely serious tone expressed in the previous paragraph. We are so overcome by the significance of the meeting that at times we are more serious than we should be. Rest assured, your noses will not be put to the grindstone twenty-four hours of the day. You will be given plenty of time to go and do the same things that your friends who visited San Francisco have done and made you wish to do. Our plans for your entertainment will unfold in subsequent issues of Special Libraries.

Let "ON TO CALIFORNIA" be your battle cry! Once again WELCOME TO SAN FRANCISCO.

CLIP & FILE.

IN another column we present a new department called "Classification and Indexing."

The joint editors will be Louise Keller, Librarian, Independence Bureau, Philadelphia, and Emilie Mueser, chief classifier, Engineering Societies Library, New York. Miss Keller, as chairman of the Classification Committee of S. L. A. and Miss Mueser, chairman of the Classification Committee of New York S. L. A., are eminently fitted for the task.

Florence Bradley, librarian, Metropolitan Life Insurance Company, Constance Beal, Russell Sage Foundation Library, Kathrine Malterud, classifier, Engineering Societies Library, Harriet D. MacPherson, Ph.D. and Isabel Rhodes, both associated with the Columbus School of Library Science, will form an Advisory Council to aid the department editors. Recent developments show the need for this new department of the magazine. We believe that the information will appeal not only to the librarian, but also to the business man.

* * *

IN this number we present Bibliography; Today and Tomorrow, by Adelaide B. Hasse, who many of our members recall as Editor of Special Libraries from November 1920 to January 1923. Miss Hasse is a keen bibliographer and we are honored by having this opportunity to offer our readers her address.

California the Mecca in 1930

CALIFORNIA will be the mecca for librarians in 1930. The two largest national library associations in the country will meet there next June. Special Libraries Association will meet in San Francisco from June 18 to June 21 (on the last four days of that week), and the American Library Association will meet in Los Angeles during the week following, from Monday to Saturday, June 23 to June 28.

It will be the first time that S. L. A. has met on the Pacific coast since 1915, when the custom was for S. L. A. to meet always with A. L. A. Under that plan S. L. A. met at Pasadena in 1911, and at Berkeley in 1915. S. L. A. was much smaller than it is today, and attendance of our members at those two conferences was small indeed.

In the past 23 years A. L. A. has been able to bring together at its annual conferences numbers running from 11 per cent in 1928 at West Baden, to 35 per cent at Swampscott in 1921. Last year at Washington, with the largest number in attendance in its history, the percentage was 23. Yet in its early days A. L. A. held meetings which now seem small indeed. In its first 15 years, from 1876 to 1890, inclusive, 12 meetings were held with a total membership of 1327, or an average of 111 a meeting. The largest was 242 in 1890, and the smallest was 32 in 1888. In the first 21 years of its history, A. L. A. held 19 meetings, with an average attendance of 157.

S. L. A. has no such complete record of registration and membership. Recent conferences, especially since the association has followed the policy of meeting by itself, except once in three years, when it has met with A. L. A., have numbered about 200. At Swampscott in 1925 the registration was 236, or about 25 per cent of its membership. Last year at Washington the attendance was 200, or about 18 per cent of our membership.

In the 15 years since the library meetings were held at Berkeley, a marked development in S. L. A. has occurred. California ranks with Pennsylvania and Ohio as one of the three states which have more than one chapter of S. L. A., and many special libraries have been established in business, professional and educational institutions not only along the Pacific coast, but in wide areas of the far west.

But not for 15 years have these special libraries had the benefit of the national conference of S. L. A. within 2000 miles of their territory. Last January the executive board of S. L. A. by unanimous vote, accepted the invitation of the San Francisco chapter of S. L. A., backed by gracious invitations from civic and professional and municipal bodies, to meet at the Golden Gate. Preparations are developing an attractive program.

The event should mark a notable milestone in the history of S. L. A. It should give a real impetus to the local associations of special librarians in California, and to the whole field of special libraries in the western part of the country. It should emphasize anew the national character of S. L. A. It should result in wider interest, in improved library conditions, and in more efficient librarians the country over because of the 1930 conference of S. L. A. in San Francisco.

WILLIAM ALCOTT, President.

MISS Alma C. Mitchill, chairman of the Commercial-Technical Group, has issued "Round Robin Letter No. 1," which will act as a medium for a group clearing house. Messages from the chairman of the various sub-committees are included. Suggestions for the group program at San Francisco are invited and a final word from Miss Mitchill that the members co-operate in every way possible in order to bring the committee work to a successful finish for the year. A fine standard for other groups to follow

* * *

THE Illinois Special Libraries Association on February 26th voted to be affiliated with the National Association as the *Illinois Chapter*. This action will strengthen the relations between the local and the national. There now remains only one unaffiliated local organization.

The San Francisco Conference

TRAVEL INFORMATION

The Travel Committee realizes that many members will be able to go to San Francisco this June only by combining the business of attending the Conference with their vacation. They have therefore given careful study to the holiday aspect of the various routes to the West and have come to the conclusion that the tour which will provide most beauty and interest, within the time and means available to most of us, will be out over the Sante Fe and back over the Canadian Rockies. The details of this are given below.

There are, of course, a number of alternative tours, and there is the direct return trip by various routes or the rail-air trip for those who may not have the time to combine pleasure with business. The Travel Committee will be glad to give members interested all available information on these alternatives.

It is hoped that there may be a sufficient number who wish to travel together on the outward journey so as to secure a private car for the party. Twenty-five is the number desired. There are many advantages in travelling together, especially on a journey so full of interest, enjoyment and variety. The Travel Committee therefore asks that all those who would like to join a party on the outward journey would send in their names as soon as possible. Return parties can be arranged at San Francisco.

The dates for our Conference have been fixed so as to allow members to go on to the Conference of the American Library Association at Los Angeles on June 23rd. Particulars of this trip are given below.

The Tour Selected

June 12th	Lv. New York	NYC No. 19	5:30 P. M.
June 13th	Ar. Chicago		3:30 P. M.
	Sightseeing trip of Chicago		
	Lv. Chicago	SFe No. 23	10:15 P. M.
June 14th	ENROUTE		
June 15th	ENROUTE		
June 16th	Ar. Grand Canyon		8:15 A. M.
	Lv. Grand Canyon	SFe No. 21	8:30 P. M.
June 17th	ENROUTE		
June 18th	Ar. San Francisco		8:20 A. M.
	In San Francisco June 18th to June 24th, inclusive		
June 24th	Lv. San Francisco	SP No. 12	8:20 P. M.
June 25th	Ar. Portland		10:40 P. M.
	Lv. Portland	UP No. 563	11:15 P. M.
June 26th	Ar. Seattle		6:30 A. M.
	Lv. Seattle	CPSS	9:00 A. M.
	Ar. Victoria		12:45 P. M.
	Lv. Victoria	CPSS	1:45 P. M.
	Ar. Vancouver		5:45 P. M.
	Lv. Vancouver	CPR No. 14	7:00 P. M.
June 27th	Ar. Lake Louise		5:10 P. M.
June 28th	At Lake Louise		
	Lv. Lake Louise	via Motor	1:00 P. M.
	Ar. Banff Springs		4:00 P. M.
June 29th	Lv. Banff Springs	CPR No. 6	9:30 P. M.
June 30th	ENROUTE		
July 1st	Ar. St. Paul		6:25 P. M.
	Lv. St. Paul	Soo Line No. 4	7:45 P. M.
July 2nd	Ar. Chicago		9:15 A. M.
	Lv. Chicago	NYC No. 6	10:30 A. M.
July 3rd	Ar. New York		8:30 A. M.

Expense.

Tour:

The expense of the selected tour, estimated on the basis of New York as point of departure, is as follows:—

Railroad ticket	\$156.32	
Extra Fare	14.40	
		\$170.72
Pullman—lower		79.89
Meals on Tour (14 days):		
Breakfast (\$1.00-\$1.25)		17.25
Lunch (\$1.00-\$1.50)		19.00
Dinner (\$1.50-\$2.00)		24.50
Meals at San Francisco (7 days at say \$4 per day)		28.00
Hotels (8 days at from \$4-\$5 per day)		33.00
Sightseeing		10.40
Grand Canyon		9.12
		\$391.88

If an upper berth is desired deduct \$15.99 from the total cost.

Side Trips:

Yosemite: A trip can be arranged, June 21-23, at an estimated inclusive cost of \$46.30.

Los Angeles: A visit between June 21-24 is estimated to cost (inclusive) \$46.50.

For those who will be able to undertake only the direct return trip the following additional figures are given:

	From				
	New York	Boston	Phila.	Wash.	Chicago
Direct round trip R.R.	\$138.32	\$147.66	\$133.14	\$130.45	\$90.30
Pullman, <i>round trip</i>					
lowers, one way	32.63	33.76	31.88	31.88	23.63
uppers, one way	25.60	26.80	25.30	25.30	18.70

Various routes may be selected at option of traveller.

For those who wish to fly, the *one way fare* is \$186.43 by the rail air route.

To those who have the time and means to extend their tour there is a wealth of delightful trips that can be undertaken along the way or from San Francisco. Mr. E. L. Braga, of the Travel Department of the Bank of Italy, San Francisco, has kindly offered his assistance in planning trips from the west, and recommends especially the trip to Alaska and Honolulu. Mr. Faxon gives particulars of several of these in the A. L. A. Bulletin for March, and the Committee will supply any further details.

The question of expense is important and the Committee have obtained the fullest possible details from the railroad companies whose route they have selected. They will gladly provide information of expense by other routes on application. The estimate given below is as accurate as possible, but does not include gratuities, and it would be wise to make some small additional allowance for unforeseen contingencies.

The Travel Committee urgently desire members who plan to attend the Conference to inform them:—

1. Whether they will take the tour selected by the Committee,
2. Whether they wish to join a party on the outward journey on the schedule of the selected journey,
3. What route, if not the above, they propose to take,
4. What information, if any, they would like to have from the Committee.

Travel Committee:

Mr. A. Fletcher, 551 Fifth Avenue, New York, Murray Hill 6229

Miss Mary Louise Alexander, Batten, Barton, Durstine & Osborn, 383 Madison Avenue, New York Eldorado 5800

Miss Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C., National 9020

Miss K. Dorothy Ferguson, Bank of Italy, San Francisco, Douglas 6000

The Hotel Committee for the San Francisco Conference state that the following rates will apply to those who desire accommodations at THE CLIFT for the Special Libraries Association on June 18th, 19th, 20th and 21st.

Price per day, room with bath, one person, \$4, \$5, \$6

Price per day, room with bath, two persons, \$6

Price per day, room with bath, twin beds, \$7, \$8

Price per day, room with bath, each extra person, \$2

Price per day, parlor, bedroom and bath, \$20

The Hotel restaurant will serve a 75c breakfast, \$1 luncheon and \$1.50 dinner in addition to the a la carte service.

Mr H. S. Ward, the President-Manager, hopes that requests for accommodations will be immediate. THE CLIFT is located at Taylor and Geary streets and the local committee feel that the choice of this hotel will please everyone. Miss Grace Webber, 310 Customhouse, Chairman of the Hotel Committee, will be glad to answer further inquiries.

Classification and Indexing

Louise Keller and Emilie Mueser, Department Editors

Advisory Council

Florence Bradley, Constance Beal, Harriet D. MacPherson, Isabel Rhodes and Kathrine Malterud.

That the ways and means of classifying and indexing material is an ever recurring problem in special libraries and laboratories must be the conclusion of any one who has had a chance to see the questions that are constantly being received by S. L. A. Committee on Classification, the School of Library Service, Columbia University and individual librarians.

The answering of these questions entails a great deal of work on the part of someone. Much time and sometimes research is required. The question was therefore raised whether it would be worthwhile to give the result of so much time and work to a greater number of persons instead of only to the one presenting the problem by publishing such results in Special Libraries. The Classification and Indexing Department was created for this purpose, and time will tell if the work this Department proposes to do can be of benefit to the subscribers of the magazine.

It is the intention of this Department to answer letters on Classification and Indexing through the columns of the magazine. The Editors and the Advisory Council will meet regularly once a month to consider the questions

that are received. A certain number of questions will be answered in the magazine each month

Persons writing to the Department for information should, besides stating their problem give information concerning the institution they represent, giving some idea of the size of the library and the type of material to be classified. The Editors will keep all such information confidential and in answering letters will print merely the gist of the problem presented and the information asked for.

The object of this Department is to be a clearing house of information on classification and indexing, to make helpful suggestions, but not to be dogmatic. Everyone, in the final analysis, should make his own decisions.

The Classification and Indexing Department is an experimental venture. Co-operation and helpful suggestions from subscribers will be greatly appreciated. Copies of classification schemes in use in libraries will also be gratefully received.

Letters of inquiry may be sent to either editor

"What is the relative value of the 500 and 600 classes in the Dewey Decimal Classification and is it expedient for a Special Library to classify all its material in the 600 class and disregard the 500 class?"

The purpose of the classification is of course to arrange books, pamphlets, research reports, surveys and all such material in whatever

manner will make it most useful to the clientele of the library. It should however always be born in mind that a library is likely to grow and that as it grows a greater demand is going to be made on the classification as a whole.

A special library may start as an automobile library with a well developed collection of books on automobile manufacture and as the firm adds or enlarges its laboratory, the library will

add metallurgy and chemistry to its collection. Then there is of course a plant for tool manufacture, a railroad will be purchased and in time a lumber track and lumber mills. And just as likely as not, paper making will become a by-product of the lumber business and so on. As the firm grows and expands in its activities so the library will grow, demanding more and more an expansive and an all inclusive classification for the books and other printed material on its shelves and in the files. Thus it becomes evident that though special emphasis may be given to one class more than to the other depending on the character of the library, an actual elimination of one class is not advisable.

"Is the Brussels' Classification on Radio up-to-date?"

The question of the up-to-dateness of any classification is always a debatable one. Where two people agree that a classification is good, a third person will be sure to find some flaw or what seems to him an omission.

At the Engineering Societies Library the Brussels' Radio classification has been in use since 1923 and has been found satisfactory. Besides the special classification section for Radio there are auxiliary tables of common subdivision of time, place, point of view, form and language that can be used with it. These enable the classifier to be as specific as the type or the quantity of the material to be classified requires.

The following are the main subdivisions with the numbers after the entry indicating the number of further subdivisions.

- 621.396 Radio communication
 - .1 Generalities (4)
 - .2 Systems of radio communication (18) according to the waves used
 - .3 Mechanical and automatic transmission systems (16)
 - .4 Multiple communication (4)
 - .5 Radiotelephony
 - .6 Instruments
 - .61 Senders (39)
 - .62 Receivers (30)
 - .63 Calling apparatus
 - .64 Amplifiers (19)
 - .65 Switching apparatus
 - .66 Measuring, regulating and safety apparatus (8)
 - .67 Antennae or radiators (18)
 - .68 Current generators (4)
 - .69 Other apparatus (11)
 - .7 Offices. Stations. Installations (9)

- .8 Tests. Troubles. Operating. (9)
- .9 Applications
- .91 Applications to meteorological work
- .92 Application to land postal service
- .93 Communication with transportation (5)
 - .931 Land, trains, automobiles
 - .932 Marine
 - .933 Aerial
- .94 Submarine wireless telegraphy
- .95 Underground wireless telegraphy
- .96 Interplanetary communication
- .97 Radio broadcasting, conferences and concerts

Classification of Biography

"... seeking information about the relative uses of these classifications for biography."

There are at the present time three accepted ways of classifying biography in libraries. The simplest way is to treat all biographies alike, classing them as B or in 92 alphabetically by the biographee or in case of collective biography by author.

The second scheme is one outlined in the Dewey Decimal Classification. Biography is here grouped under classes corresponding to those in the general classification, i. e., Philosophy, Religion, Sociology, Science, Industries, etc. Thus 920 is Individual and collective biography; 921 Philosophy, 922 Religion, 923 Sociology: Politicians, lawyers; 925 Science: Chemists; 926 Industries: Industrialists, Engineers, Railroad men, Manufacturers; 927 Artists, etc.

The third scheme considers biography as subject material and classifies it with the other material on that subject, i. e. A life of Steinmetz, would class with electricity; of Lindberg, with aviation; of J. J. Hill with railroads. Most biographies contribute a great deal to the development or history of the subject in question and are therefore of greatest value to the person interested in the subject to which they contribute when the biography is classed with that subject.

Classified Catalog and Research

"Since the spirit of classification is inherent in scientific investigation, the research worker is usually accustomed to the idea. He recognizes the existence and the merits of classification and is acquainted with the general underlying principles. In his own immediate field he is likely to be informed regarding the inter-

relations of things and thus be familiar with the details of classification.

"Realizing, then, that classification is no new thing to the scientific worker, what evidence have we that a catalog in classified form best meets his needs? . . .

"Most of what I have to offer is merely my personal opinion, but it is based on contact with a good many scientific workers for a good many years, during which I have had considerable testimony regarding the merit of our catalog. Within the past ten days I sought the opinion of a man new in Pittsburgh, himself a chemist, recently appointed bibliographer for the large and able staff of an important research laboratory. He said about what I expected him to say—that he considers the catalogue in classified form preferable for research and scientific workers . . .

The chemist classes his elements according to their distinguishing characteristics. No chemist knows exactly how many compounds are available in the field of organic chemistry, but he knows fairly well how to arrange even the hypothetical ones with relation to each other."*

*From *Classified Catalogue as a Tool for Research*, by E. H. McClelland, *Technology Librarian*, Carnegie Library of Pittsburgh, given at the A. L. A. Conference, Washington, D. C., 1929.

Standardization of Alphabiting Practice

We also include in this Department an abstract from the Report of committee on Standardization of Alphabiting Practice, by C. H. Hastings of the Library of Congress and Linda H. Morley, Industrial Relations Counselors. Taken from the proceedings of the Catalog section, American Library Association, Washington conference, May, 1929.

This report is in the form of a letter to the director of the Bureau of Standards, asking the co-operation of the Division of Simplified Practice in bringing to the attention of publishers of directories certain variations in the arrangement of names in the city and telephone directories of the United States. This is done with a view to the elimination of variations as between the directories themselves and to the acceptance of the method of arrangement in existence in American and British libraries for more than fifty years.

The variations mentioned here are the two most conspicuous ones found in the arrangement of names beginning with Mc, Mac and St (Saint).

When names beginning with Mc are placed apart from the Mac group, the following dis-

advantages are apparent: 1. One group is likely to be overlooked and names will be missed. This can be avoided by cross references; which however are expensive. 2. The arrangement would often necessitate search for the name in two places, people sometimes forgetting how the prefix is spelt and the form in many cases being changed from time to time.

Recognizing this difficulty, some publishers have placed the Mcs at the beginning of the letter M so that it will not be overlooked by the searcher on his way to Mac. However, 80% of these names are written Mc, which makes it easy to overlook the smaller group of Mac following several other entries.

In most directories names beginning St. are arranged as if spelt in full, but many give them special treatment and put them at the beginning of S or with other names beginning St.

The remedy advised for this anarchical state of the arrangement of the Macs and Saints is the adoption of the commonsense rule that has been standard with libraries since 1876 when the Anglo-American code of catalog rules, compiled by Charles A. Cutter, was published (A. L. A. and B. L. A. Catalog rules.) is: "Arrange the names beginning M', Mc, St, Ste as if spelt Mac, Saint, Sainte." The rule was not new, having been devised by the librarian of the British Museum several decades previously and incorporated in the cataloging code of the Smithsonian Institution in 1852.

This arrangement obviously seems the natural one. A person would instinctively look first under Mac and Saint, since the words are pronounced that way.

The method has been followed in reference books like the leading encyclopedias, including New International, Appleton's, Britannica, the leading biographical dictionaries, and in the publications of the U. S. Superintendent of Documents.

It is also in general use by libraries in the English speaking world.

Needless to say it is a great waste of time and mental energy for all the users of these reference books and libraries to readjust themselves to another system each time they consult a telephone book.

In Great Britain, the original home of the Macs and a favorite resort for Saints, the rule here recommended is followed in practically all city and telephone directories. The London postal directory for example has sixteen solid pages of Macs and three pages of Saints, all arranged according to the approved library method.

Digest of Business Book Reviews

Compiled by the Staff of the Newark Business Branch Library

Anderson, V. V. Psychiatry in industry.
Harper, 1929. \$4.00.

"This volume is one of the best illustrations of the intelligent use of psychiatric and psychological tests in industry." C. L. Stone, American Economic Review, September, 1929, p. 460. 225 words.

"The book makes a valuable contribution to those who are interested not merely in promoting efficiency in industry but in doing preventive work in the field of mental disorders." C. M. Campbell. Personnel Journal, August, 1929, p. 151. 325 words.

"It is interesting to hear the testimony of hard headed executives of Department Stores as to the concrete assistance afforded them by Psychiatric Departments." S. A. Lewisohn. Management Review, July, 1929, p. 248. 1120 words.

Angell, N. B. Story of money. Stokes, 1929. \$5.00.

"The book is an attempt to tell the story of money in its social relation, to show what money has done to human society, the problems which it has solved and which it has created; and to show briefly the nature of the main monetary and banking controversy." G. W. Cronyn. System, January, 1930, p. 83. 259 words.

"A book written for the layman, of man's experience with this device; some of the outstanding experiments that he has tried with it; and some of the mistakes he has made about it." American Bankers Association Journal, December, 1929, p. 607. 85 words.

"Much of it is dull and laborious reading for the layman, but the story should be fascinating to a banker, a broker, an accountant, a congressman, or anyone who deals in money or pieces of paper that represent money." Nation's Business, February, 1930, p. 162. 723 words.

+ **Crum, W. L. Corporate earning power.**
Stanford University Press, 1929. \$5.

"'Corporate Earning Power' is, in effect, a first report covering an analytical examination into the corporation statistics regularly published by the United States Treasury in its annual compilation, Statistics of Income." Credit Monthly, November, 1929, p. 33. 554 words.

"The labors of Professor Crum have probably been as successful as those of anyone could be if confined to the data contained in the treasury reports, mechanically the analyses are thorough and clearly set forth, with a wealth of diagrams and graphs. It seems a pity that such effort should be spent on such poor material." F. W. Thornton. Journal of Accountancy, July, 1929, p. 69. 125 words.

"The author first makes time studies of the variations in the margin of profit in each line of industry and then shows the relative earning power of different lines of business at the same time. The results are given in both tabular and graphic form." System, August, 1929, p. 90. 110 words.

"It seems sometimes as if in recent years the mathematical statisticians have been malevolently engaged in concocting diabolical formulas and equations which quite bewilder those of us who are not versed in that field. But in this book there is not a single formula, equation, correlation, logarithm, or any least squares." Charles S. Tippetts. American Economic Review, December, 1929, p. 685. 1364 words.

"In his analysis of 'successful corporations' (i. e., those returning a net income), the author discloses that little more than half of all reporting corporations in the United States are profitable." Forbes, July 15, 1929, p. 82. 125 words.

Goode, K. M. How to turn people into gold. Robbins, 1929. \$3.50.

"'How to Turn People into Gold' can be minted into good coin of the realm by every business administrator, sales manager and advertising man who will read it and apply what he reads to the daily job." Philip W. Lennen. Advertising & Selling, August 21, 1929, p. 38. 1382 words.

"A book for all business men, particularly small business men, who usually are managing small businesses because they have not mastered principles that were discovered by operators of chain stores and chain theaters a decade ago." William Feather. Nation's Business, January, 1930, p. 150. 378 words.

"There is nothing of the 'velvet glove' in Mr. Goode's condemnation of faulty practices that have resulted in an annual waste in the conduct of American business of an estimated

eight or ten billion dollars. His criticisms are not destructive, because his suggestions bear the stamp of sound reasoning, although often rather startling." *Sales Management*, January 4, 1930, p. 46. 357 words.

+ **Greer, H. C. Packinghouse accounting.**
University of Chicago Press, 1929. \$4.00.

"Opening with an extremely brief discussion of general accounting principles, the book treats the subject of packinghouse accounting in a descriptive rather than a systematic manner." H. F. Taggart. *American Economic Review*, September, 1929, p. 463. 56 words.

"This volume should be an invaluable asset to all in the industry. But it also contains much of interest to the public accountant, the theorist, and particularly to the accountant engaged in any process industry afflicted with problems of joint or by-product costs." *American Accountant*, June, 1929, p. 349. 560 words.

"The material was in preparation for several years, during which each section was carefully studied and worked over by the Committee, so that the finished product might fairly set forth the opinion of the industry as to the best of prevailing accounting practices." Oscar G. Mayer. *Factory and Industrial Management*, July, 1929, p. 85. 406 words.

"The volume should be read and studied carefully by packinghouse executives and accountants with a view to further simplification and improvements in the system. D. D. F. Mackenzie. *Journal of Accountancy*, July, 1929, p. 73. 132 words.

Hazelwood, C. B. Bank and its directors.
Ronald, 1929. \$3.50.

"Many a bank officer has wished there were some way to inspire his directors to help him manage the bank. Here is a book designed for that purpose." *Bankers Monthly*, January, 1930, p. 34. 190 words.

"Mr. Hazelwood has included in his book the fundamental principles of profitable bank management, which may also be read to advantage by the bank executive." *Bankers Magazine*, January, 1930, p. 160. 266 words.

"The book presents a complete summary of the knowledge and methods necessary to thoroughly adequate bank direction; it also pioneers in presenting statistics and tabulations which may help a director better to understand underlying management principles; and it simplifies the director's task and fully utilizes the director's experience and judgment with the minimum investment of his time." *American Bankers Association Journal*, December, 1929, p. 607. 216 words.

"In discussing loan policies, Mr. Hazelwood makes a statement which credit managers will recognize as having a familiar ring. 'It is a good policy,' he says, 'to have it understood that the bank, and not the borrower, should dictate the credit terms. Over-competition is one of the chief reasons for poor loans. One of the certain results of over-competition is over-bidding for deposits and the tendency toward the danger line in making loans. It is a mistake for a bank to permit a borrower to dictate the credit terms.'" *Credit Monthly*, February, 1930, p. 33. 616 words.

Kirkaldy, A. W. Romance of trade.
Dutton, 1929. \$2.10.

"To the extent that so many now blindly pursue their ways without really knowing these natural or silent laws of business and group life generally which none can flout with impunity, they may be said not to have made very much progress in all these centuries. A work such as 'The Romance of Trade' would open their eyes to a realization of the influences that have come to be called political economy." *Industrial Digest*, July, 1929, p. 31. 334 words.

"Now a book has come out which gives the whole story of British industry, trade, banking, land and production, capital and labor." *System*, October, 1929, p. 77. 182 words.

"Professor Kirkaldy writes for the comprehension of the English workingman, and thereby succeeds in being intelligible to others, such as bankers and manufacturers." William Feather. *Nation's Business*, September, 1929, p. 194. 399 words.

"The author has made the study of the elemental facts and principles of economic development simple and attractive to the lay reader. More books of this character would serve to widen public interest in economic problems and the industrial side of our social development." Abraham Berglund. *American Economic Review*, December, 1929, p. 684. 440 words.

Moore, J. H. Handbook of financial mathematics.
Prentice-Hall, 1929.
\$10.00.

"The book provides formulas whereby calculations are reduced to three steps; reference to the proper formula, substitution of known values and the solution by means of simple arithmetic." *American Bankers Association Journal*, July, 1929, p. 60. 58 words.

"The only thing the book fails to do to guarantee unflinching accuracy is to direct how the computing machine operator's finger is always to touch the right keys, but perhaps

that is a task for the psychoanalyst and not an economist." *Industrial Digest*, August, 1929, p. 33. 367 words.

"This text contains a clear, understandable and practical presentation of the best method of making business and investment calculations." *Industrial Digest*, February, 1929, p. 60. 72 words.

"Because of the thoroughness of its execution and the care in its presentation, this volume should be found useful by student, teacher, business man, financier, and accountant. It should be just as valuable as an instructional guide as it will be as a manual or reference book." *American Accountant*, December, 1929, p. 683. 1225 words.

+ **Strain, M. M. Industrial balance sheets.**
Harper, 1929. \$3.50.

"A study in business analysis that undertakes to answer the problem of how to apply the accepted principles so as to be able to infer from industrial balance sheets the probable soundness and paying ability of the organizations whose condition they reflect." *American Bankers Association Journal*, September, 1929, p. 297. 42 words.

"The great recommendation of this book is its simplicity . . . Test problems at the end of each chapter make the book useful as a text for students not too far advanced. For the practical executive the chief interest is in the rather elaborate system into which the author assimilates various ratios and tests." *American Accountant*, November, 1929, p. 632. 770 words.

"The emphasis is placed on procedure in statement analysis, rather than on theoretical principles. The parts which deal with theory simply restate such principles as have proved useful in practice, and warn against those which have been confusing rather than helpful." *Credit Monthly*, December, 1929, p. 35. 564 words.

Stronck, H. N. Bank administration.
Rand, McNally & Co., 1929. \$5.00.

"It is written by an engineer who has applied a strict engineering method in finding, and an even stricter engineering method in working out under actual conditions for going concerns, the profit-making solutions to banking problems." *Bankers Monthly*, July, 1929, p. 36. 650 words.

"Mr. Stronck . . . has written for bank executives and, although his book contains

some theoretical material, it also contains a large amount of practical information." *Bankers Magazine*, January, 1930, p. 160. 280 words.

+ **Taylor Society. Scientific management in American industry.** Harper, 1929. \$6.00.

"'Scientific Management in American Industry' is a symposium. Twenty-six experts contributed to its five hundred pages their explanations of the principles of management enunciated by Frederick W. Taylor." *New York Sun*, November 30, 1929. Clayton Hoagland. 101 words.

"The Taylor Society has drawn upon the practical experience of a group of twenty-six experts to make this book an authoritative and definitive introduction to the modern science of management." *Walter Mann. Sales Management*, November 16, 1929, p. 306. 43 words.

"This gives a well-balanced and rounded-out picture of scientific management, not only from the standpoint of factory production but inclusive also of office operations, selling, personnel and general managerial control. Up to the present no such complete survey of this industrial philosophy in application has been published." *George W. Cronyn. System*, January, 1930, p. 83. 254 words.

Watkins, L. L. Bankers balances—a study of the effects of the federal reserve system on bank relationships. Shaw, 1929. \$6.00.

"Professor Watkins' work gives new impressions, not only of the vast importance of inter-bank relations but of their profound significance in determining the movements of money and credit and the seasonal flow and change." *Bankers Monthly*, April, 1929, p. 58. 259 words.

"A timely book on a timely topic. It won the first triennial prize for research offered by the Chicago Trust Company, presenting a comprehensive analysis of the workaday relations between banks and the Reserve System." *American Bankers Association Journal*, August, 1929, p. 190. 245 words.

Bankers Magazine, April, 1929, p. 704. 118 words.

Journal of Accountancy, August, 1929, p. 150. 1160 words. Archie M. Piesch.

We Do This

Margaret Reynolds, Department Editor

Publicity—Bulletins—Daily

We abstract items of general interest from the leading newspapers of the country, have the sheets mimeographed, with items arranged by geographical section and distribute these daily. This was begun in September, 1929.—Mrs Carolyn S. Faltermayer, Librarian, Philadelphia Rapid Transit Company, Philadelphia

* * *

Every morning I issue a confidential bulletin which is distributed to every officer at our headquarters and each branch. This contains any notices which our President or executive officers wish to come to the notice of the other officers in the institution; anything I may see in papers, magazines, etc., which in any way affect our bank, customers or correspondents; notices of books received in the library and the figures of the bank's statement at the close of business and night before the bulletin is issued, as well as all opened and closed accounts for the headquarters and each branch bank. Recently our Cashier celebrated his fiftieth year with the National Park Bank and it occurred to me it might be of interest to get up a list of all employees who had been with the bank thirty years or more. This I did and found that we had thirty-nine. A copy of this issue was given to each one whose name appeared in the list and also put up on our bulletin board and it created a good deal of interest among both officers and employees.—Florinne I. Miller, Librarian, The National Park Bank of New York

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Library Publicity—Bulletins—Weekly

We issue a weekly Library Bulletin listing some of the new books added to the Library. These lists are on single range sheets, letter head size, with the printing in black. In the lower left hand corner appear the words Post with the date, say 1-6-30 and To 1-15-30 so any novice knows when to take down the list. Besides, the heading Library Bulletin some sentence changed weekly, such as "Continue your education through reading. Successful men and women read widely" appears at the head of the list.—Mrs. Carolyn S Faltermayer, Librarian, Philadelphia Rapid Transit Co.

One of the main features of my work here is the issuing of a DAILY INFORMATION BULLETIN of oil news. This bulletin contains a short abstract of all of the most significant oil news that we are able to find from the telegraphic field reports, letters, reports, newspapers, magazines, and the news ticker services. We also issue from time to time other bulletins containing a summary of the latest oil news.—Basil Turner, Librarian, Pettigrew & Meyer, Inc, New York City.

* * *

Publicity—House Organs

Casualite, the monthly house organ issued by the Hardware Mutual Casualty Company of Stevens Point, Wisconsin, contains a page each month under the heading Casualty Library. Miss Geraldine Rammer, the librarian, contributes brief reviews of outstanding books and short annotated lists, arranged by subject, of new pamphlets.

Public Libraries—Publicity—Business Men

Each month there appears an article called Books for the Business Man in Baltimore, the monthly published by the Baltimore Association of Commerce. Good annotations, a paragraph long, appear after each title. The suggestion is made that these books may be obtained at the main library.

* * *

Hartford, the monthly published by the Hartford (Connecticut) Chamber of Commerce, has had at least one article on the Hartford Business Branch so that their local business men might know what services were offered.

* * *

Every now and then Way-Bill, the monthly published by the Traffic Club of Chicago, has a page on Library Activities. New additions are not merely listed, but contain titles selected and a few paragraphs written about them.

* * *

Each issue of INSPECTION NEWS, the monthly house organ issued by the Retail Credit Company of Atlanta, contains an article contributed by Reatha Heeden, the librarian at the home office. The headings besides being in bold face black type are distinctive. We quote two:—"Recommended for December 25 and Thereafter and Do You Sit Through which

quoted seven sensible rules on reading from the Bulletin of Scripps College, Claremont, California. The half page used in this way bores no one and is a real stimulus and plea for reading by the employees.

Books—Rent Collections

We ask members to make an initial deposit of one dollar. Books which cost two dollars and fifty cents or less rent for five cents a day or ten cents for three days. Books which cost more than two dollars and fifty cents rent for five cents a day. Monthly lists of new titles available are mimeographed on pink sheets to distinguish them from the list of regular additions which appear on tan sheets.—Martha Holmes, Librarian Insurance Library of Chicago.

Correspondence

We always "point up" our important correspondence by underlining in red ink the subject matter. We have found this saves us much time when referring to old correspondence.—Florence Stewart, Librarian, White & Kimble, New York City.

Investment Trusts

Our firm is the pioneer investment trust. We have a very good selection of material on investment trusts which has been classified and analyzed during the month so as to bring out every phase of the subject. If we can be of service to you at any time those interested in this subject shall be very glad to have them call upon us.—Grace B. Morgan, Librarian, American Founders Corporation, New York City.

Methods—Tribute to our older librarians

A description of our methods would consist chiefly of the things we do not do. Under the circumstances I find myself turning frequently to the libraries of organizations that can boast a longer life and better equipment, and I cannot speak in too high terms of the kindness and courtesy of all the librarians with whom I have come in contact. I think it must be a characteristic of the profession, the impulse to place all available resources at the disposal of a comrade in need.—Lucy S. Wicker, Librarian, Cornell, Linder & Company, New York.

Events and Publications

Rebecca B. Rankin, Department Editor

Is there any special library that hasn't secured the "Market Data Handbook of the United States?" Published by the U. S. Bureau of Foreign and Domestic Commerce it will serve as a reference book for comprehensive statistical data of market possibilities.

* * *

The January, 1930, number of the Proceedings of the Academy of Political Science is devoted to "Business, Speculation, and Money." All financial and industrial libraries will value it for the important speeches therein.

* * *

At the Indiana Library Association meeting held at Gary last October, Miss Ethel Cleland contributed by furnishing mimeographed lists on various business subjects which included accounting, personnel work, modern advertising and investment trusts. At the same meeting, Miss Margaret Reynolds of Milwaukee read a suggestive paper on "Business Builders," which was printed in SPECIAL LIBRARIES for January, 1930.

* * *

"Business statistics, a book of cases and materials," by J. L. Snider, published by

McGraw-Hill Company, contains material relating to the more important individual industries, and in its second part describes general business and financial conditions.

* * *

The New York Telephone Company maintains at 140 West Street a library of both the classified and the regular telephone directories, of practically all cities in the United States, Mexico and Canada. Directories of the principal cities of the United States, can also be found at the pay station room on the ground floor at 1472 Broadway, corner of 42nd Street. Directories may be consulted gratis.

* * *

The Maryland Casualty Company of Baltimore has its Central Research Library under the capable direction of Miss Laura A. Woodward, librarian. The Library issues a bi-monthly publication, THE LIBRARY SCOPE. It is a most attractive bulletin typographically with appealing cover illustrations. In addition to the book lists classified by subjects there are also good editorials.

Associations

Boston

The Special Libraries Association of Boston met on February 24, at 7:30 p. m. in the Fogg Art Museum, Cambridge. The meeting had been preceded by a dinner at the Harvard Union.

Business, briefly transacted, was conducted by the President, the Rev. Frederick T. Persons, Librarian of the Congregational Library.

Miss E. Louise Lucas, Librarian of the Fogg Art Museum, in welcoming the guests, spoke of the Museum Group formed, last year, in the Special Libraries Association.

Dr. Allen, taking as his subject "The Use of a Natural History Library," told how the naturalist in contrast to the engineer, is concerned not only with the most recent developments of his science but builds upon past knowledge and makes frequent reference to the origination and historic development of his theories. Consequently bibliographical work in this field to be of value must be complete rather than selective. He spoke of the difficulty in distinguishing, in the case of many society publications, between date of presentation and of publication, and how awkward this sometimes was, as, for instance, when an attempt was being made to establish priority of publication of a simultaneous discovery. He mentioned the increasing specialization in the field of natural history, which made added demands on the libraries, of the increasing use of museums by the general public and the need of satisfying the demand for reliable general works on natural history. He submitted for inspection several interesting examples of rare and early works by naturalists.

Prof. Sachs, who spoke on "The Museum's Activities as Reflected in the Library," praised most warmly Miss Lucas's work and described some of the ways in which she served those who called upon the library. He told how the exhibits, especially loan exhibits made demands upon the library's resources; how the various expeditions on which the Museum was represented brought new contacts and developed resources; of the research and experimental work of the Museum in developing X-ray analysis and the chemical analysis of pigments; of the lectures open to students and to the public; of the research made necessary by new acquisitions the authenticity of some of which are in question; of the undergraduate courses and co-operation with other colleges and schools. He concluded by a resume of the

resources of the Museum library and spoke of his effort to leave in Widener all works of infrequent use and to retain only material of practical value.

Cleveland

On Friday, February 14, the Cleveland Chapter of Special Libraries Association acted as host at a joint meeting of the Detroit, Pittsburgh and Cleveland Chapters. After a day spent in visiting Cleveland libraries, forty-four people gathered at the Art Museum for dinner. Later Henry Turner Bailey, Dean of the Cleveland School of Art, addressed the group which had gathered in the Textile Room of the Museum on "The Librarian and the Beautiful."

The Detroit Chapter was represented by its president, Mr. Pettit. From Pittsburgh there were Misses Jessie Callan, Winifred Dennison, Esther Fawcett, Marion Hatch, Alberta Hillman, Edith Portman, and Mrs. Vivian MacDonald. Other out-of-town guests were Miss Ethelred Abbot, librarian of the Art Institute of Chicago, and Mr. Joseph Sheridan from Akron, Ohio.

Philadelphia

A most interesting and successful February meeting was held by the Special Libraries Council of Philadelphia and vicinity. The Council was invited to be the guest of the Provident Mutual Life Insurance Company of Philadelphia in its beautiful new home.

Miss Allen, librarian, welcomed the Council in behalf of the Company which had also provided its Dining Room and a most delicious dinner preceding the meeting. A tour of inspection was made of the attractive building, most of the time being spent in the Library learning of its activities. This new building is one which is so different in setting, form and architecture that it gives the impression of being more than a mere office building.

The meeting was held in the Auditorium and Mr. Franklin C. Morss, Manager of Agencies, gave a talk on General Life Insurance. His talk was illustrated by a moving picture film "Why We Should Buy Life Insurance," which provided an interesting means of visualizing many convincing reasons why this vital subject is of much importance to everyone. This meeting was well attended and judging by the comments afterwards it was one of the most successful the Council ever held.

A Valentine Party

Something is happening to the Library movement in New York City. When the S. L. A. met with the N. Y. Library Club at the Roerich Museum in January, a large part of the evening was given over to a light hearted discussion of "obscene" books by the librarian of a well known university in the neighbourhood. The most careful observer could not have detected any sign of that outraged propriety which would certainly have been apparent had the discussion been taking place elsewhere; Boston for example. On the contrary, the members of both organizations seemed to regard the subject as eminently suitable for the occasion and the audience. It is true that according to some there was confusion in the mind of the distinguished librarian in question, who declared afterwards that Miss Bradley had written asking him to talk on "obscene books" and not "obscure books" as that lady insisted. The fact remains that the audience thoroughly enjoyed the address.

But this is not all. The last meeting of the N. Y. local took place February 14 "under a glamour of romance which makes one wonder whether Miss Bradley is not in fact one of those delightfully mysterious people that Barrie writes his plays around. The meeting began with all the outward appearance of being just an ordinary dinner meeting, except perhaps that the tables were noticeably feminine in their general get up, and not as at the British Luncheon Club oppressively masculine. But we had hardly finished our soup (or was it fish?) when a commotion was heard at one end of the room, and there emerged a small grotesque individual—a piccaninny—carrying a large bundle and a ukelele, and adorned with incipient ostrich feather wings. Miss Bradley was at once on the most familiar terms with this visitor insisting it must be Cupid. And this proved to be true for without loss of time the

Pittsburgh

Pittsburgh Special Libraries Association held a meeting on February 27, 1930, at Carnegie Library Business District Branch, City-County Building. The Librarian, Miss Hatch, gave an interesting account of the work of the Library, some of the more important books in it, the type of reference work done there, etc. After her talk, the members who attended the dinner and lecture in Cleveland on February 14th, told about their visits to the various Special Libraries there.

bundle was opened and valentines were distributed to all and sundry. There was something uncanny about the way in which the legends and verses laid bare the innermost secrets and characteristics of the recipients. Miss Bradley herself was exposed as a real estate operator in the couplet:

"Her Bradley style and Bradley art
Has wrecked more than one honest
realtor's heart."

And what shall we say of Miss Cavanaugh "(Our own Peggy Joyce!)" whose valentine was a picture of a most coquettish cat cuddling up to a dog with a suspicious expression indicating extreme vigilance — "Don't purr around me unless you mean it."

Mr. H. W. Wilson received a most appropriate valentine showing a substantial volume bound in brilliant red, and labelled "To my Valentine, On a Service Basis."

Miss Burnett is spending a fortune in advertising to discover the identity of her Scotch admirer whose card included an actual penny attached to one corner, but with this significant verse:

"My last cent I'll spend on thee
If ye my bonnie lass will be . . ."

P. S.
But if for me ye dinna yearn
This cent to me ye'll please return."

Mr. Fletcher's lightning trip to India and back, reported by the editor of the New York Bulletin was delightfully depicted in a remarkable picture of that gentleman seated in a howdah, ornamented with appropriate legends.

After a song the dusky Cupid retired to the dungeons underneath the Metropolitan Tower whence he had come and we were plunged into a delightful travel talk on California, Zion Park, and the Grand Canyon, by Mr. Herman Edgar, who illustrated his travels with colour photographs. It was impossible to see these beautiful pictures without wondering why so many of us leave our own country to the last when we are sightseeing. Most of the New York members, it seems, are going to make up for this oversight by going out to the Convention in June and certainly there is nothing more worth the sacrifice of time and money this year.