

3-1-1931

## Special Libraries, March 1931

Special Libraries Association

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# SPECIAL LIBRARIES

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Vol. 22

March, 1931

No. 3

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## Public Libraries for Business Use



BUSINESS BRANCH OF THE NEWARK PUBLIC LIBRARY.

“A public library should fit itself to its times. It should be first in the field with collections of modern industrial and social material. Librarians should be not only ancient and literary; they should be also modern and deadly practical.”

—*John Cotton Dana.*

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**S. L. A. Conference • • • Cleveland, Ohio,**  
JUNE 10-12, 1931

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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.

## Cleveland Convention

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As the magazine passes through the press, the news comes to us that the Cleveland members are endeavoring in every way to make the forthcoming conference a success.

One important feature at the convention will be an exhibit which is being planned by Miss Alta B. Claffin of the Federal Reserve Bank, Cleveland. The committee plans to show all publications of the S. L. A. and its various Groups and Committees articles by and about special librarians, publications in printed or mimeographed form representing the work of special libraries. This includes all types of internal publicity, articles about the library in staff magazines or in outside publications, special methods for doing things in the library and, in addition, publications or house organs issued by the corporation, school or institution with which the library is connected in the preparation of which the librarian has been of assistance or in which the librarian in some way collaborates

The Program Committee is bringing to us a group of excellent speakers, including some notable Clevelanders.

The Association is particularly fortunate in having headquarters in the recently constructed Terminal Group which not only includes the hotel itself, but a bank, a department store, office buildings and numerous restaurants.

The committee plans a well manned information desk where information of all sorts can be obtained. For those who are going to Cleveland by highway Miss Helen Prouty, Chairman of the Information Committee, will be glad to furnish a highway map. Address her at the Research Service Corporation, Cuyahoga Building, Cleveland.

Arrangements are being made to accept the invitation of the Detroit Chapter, extended by Miss Caroline Lutz, Librarian, General Motors Corporation, to spend Saturday, June 13th, in Detroit. The attractions in Detroit are numerous and doubtless many will accept the invitation.

A final word of caution! Make your reservation early. Apply direct to the Hotel Cleveland.

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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 Special Libraries Association, 11 Nisbet Street, Providence, R. I.

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## Oklahoma

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## Pennsylvania

Armstrong Cork Co., Lancaster  
 Franklin Institute, Philadelphia  
 Houghton, E. F. & Co., Philadelphia  
 Jones & Laughlin Steel Company, Pittsburgh  
 Mellon Institute, Pittsburgh  
 New Jersey Zinc Co., Palmerton  
 \*Pennsylvania Museum of Art, Philadelphia  
 Philadelphia College of Pharmacy and Science, Philadelphia  
 Philadelphia Company, Pittsburgh  
 Philadelphia Electric Company, Philadelphia  
 Philadelphia Rapid Transit Company, Philadelphia  
 Philadelphia Record, Philadelphia  
 Pittsburgh Railways Company, Pittsburgh  
 Provident Mutual Life Insurance Co., Philadelphia  
 School of Fine Arts, Univ. Penna., Philadelphia  
 Westinghouse Electric Research Library, E. Pittsburgh  
 Wyomissing Trade School, Wyomissing

## Rhode Island

Rhode Island State Library, Providence

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 Hardware Mutual Casualty Company, Stevens Point  
 Kimberly-Clark Corp., Kimberly  
 Marshall Isley Bank, Milwaukee

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Hydroelectric Power Commission of Ontario, Toronto  
 Imperial Life Assurance Co. of Canada, Toronto  
 Insurance Institute of Montreal, Montreal  
 Royal Bank of Canada, Montreal  
 Sun Life Assurance Co., Montreal

# Special Libraries

Vol. 22

MARCH, 1931

No. 3

**T**HIS issue features the addresses and the subsequent discussion at the San Francisco Conference on the subject "Public Libraries for Business Use." We have deviated from our usual practice and present the material in continuous form giving a graphic cross section of the second general session on Tuesday, June 19, 1930.

**PRESIDENT ALCOTT:** We come to one of the most important sessions of the conference, and our subject "Public Libraries for Business Use" is one of the most pertinent subjects which can be discussed by the Special Libraries Association.

Those of you who read the account by Mr. Brigham a year ago, in the Library Journal, on the subject of Development of Special Library Associations, will remember that he said that in the early days the municipal and reference libraries seemed to dom-

inate the association. Domination seems to have been succeeded by other interests and today there is no doubt but what the dominating interest in Special Libraries Association is the Business Library, and this morning's session is to be devoted to the subject: Public Libraries for Business Use. This program had been arranged by Miss Marian C. Manley, Librarian of the Business Branch of the Newark Public Library. As many of you know, she met with a distressing accident since her arrival in California and is prevented from being here this morning, but the work which she had arranged will be carried on to the best of our ability. The first paper will be, "Summary of National Survey of Public Business Libraries and Suggestions for Cooperation Between Them and Special Libraries." This paper will be read by Miss Marguerite Burnett of the Federal Reserve Bank of New York, New York City.

## Public Libraries for Private Use

### Summary of National Survey of Public Business Libraries and Suggestions for Cooperation Between Them and Special Libraries

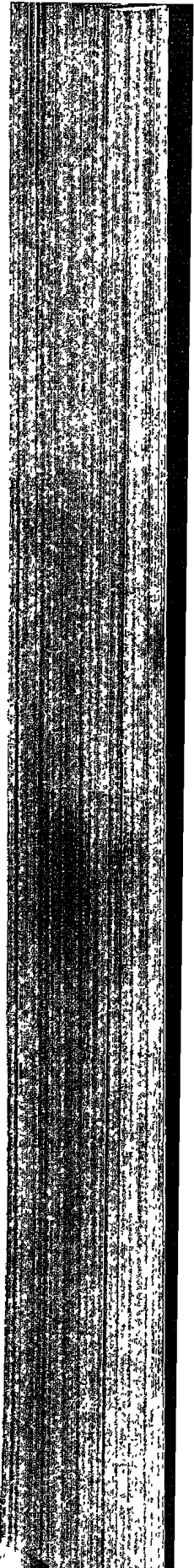
By Miss Marian C. Manley, Librarian, Business Branch, Newark Public Library

**I**HAVE wondered if, in reading over the program for the Special Libraries Association meetings as it appeared in the library periodicals, a few were not somewhat surprised that a report on the Survey of Business Service in Public Libraries in 109 Large Cities should be given before a session of the S. L. A. instead of before, for example, a section of the American Library Association? The reason for this is that this Association, especially those members in the business world, can probably do more to help in the development of this work in the country than can any other professional organization.

Miss Vormelker is to talk on individual cooperation between special librarians and public librarians. My theme is the promotion of business work in public libraries, and the responsibility of the S. L. A. for its adequate growth.

Special librarians are accustomed to dealing with a different type of material from that in general public libraries and with the greatest freedom possible. It is this new point of view that public librarians must acquire in dealing with material for business development.

Special libraries in business houses and business sections or branches in public libraries are closely allied in interests. The public library collection



consisting of material for business work such as trade directories, city directories, business magazines, business services, etc., must be handled from this different point of view if the work is to be efficient. The methods must much more closely follow those in effect in the private libraries of business houses. There red tape and rockbound methods of preservation have been to a great extent eliminated.

It is because of this community of interests that we can so emphatically say that the Special Libraries Association and its members can do more to foster the adequate development of public library work for business men than can any other body. As for special librarians themselves, what benefits accrue to them through the satisfactory development of an adequate public business library collection in their vicinity? Such a collection gives the special librarian access to a much more comprehensive directory collection than she would have occasion to develop in her own library. City directories with their thousand uses are there available. Trade directories for fields other than her own are on the shelves. The most important state documents, market surveys, special reports, can be consulted there rather than encumber the always limited space of the special library. The special librarian's course can be made easier time after time through access to a good public library and when that good public library includes the forward-looking development of business collections, the special librarian may consider herself blessed.

With the future development of the work under consideration, a more thorough knowledge of its present stage was desirable. Just what was the status of development of business library work in public libraries? Because we had every reason to know that the interest along this line was growing more pronounced each year, and because we could not tell how far it had developed in all sections of the country, a survey of the field seemed advisable. The Business Branch of the Newark, New Jersey, Public Library is longer established than any other. Mr. Dana was always in-

terested in work for the business man, the library's most important support. In 1904 he took his first definite step in their service by establishing in a small downtown branch of the library a collection of trade and city directories. His interest in business service remained unabated with the result that in 1930 we have our own building three years old, an income of around \$30,000 a year for the support of this separate department, a staff of twelve people handling the work and the enthusiastic support of the librarian, the Board of Trustees and the tax-payers of the city of Newark.

In Newark we knew that many business libraries had developed throughout the country. For years we had friends and comrades in the Minneapolis and Indianapolis Business Branches. Pittsburgh was a comparative newcomer in the field. Savannah had taken first steps in the development of the work. We had heard from San Francisco and we knew that Boston was preparing for their new branch, while Hartford we considered our special foster child.

We knew that more activities must be underway in the country. It seemed a good move to take stock, so we planned a questionnaire which would bring out to some extent the special business branches or departments and definite sections in the public libraries doing this work, the annual cost of the work for each library, the number of assistants engaged in it, the amount of money spent on investment material, on trade directories, on magazines, the scope of the business book collection, the amount of advertising done and the type. We found, in sending out this questionnaire to all public libraries in cities in the country with a population of 70,000 and over, interesting developments.

Peoria, Illinois, had started a business room. San Diego had a separate business and technical annex. Portland, Oregon, had an active business and industrial department. Here and there around the country other libraries were working along these lines. In Duluth, in El Paso, in Knoxville, in Little Rock, in



Richmond, there was not only an acute interest, but a very definite effort under way to acquire funds for this work.

We found that some 62 libraries supplied investment services and allied material for the use of their public. We found that other libraries had extensive directory collections. Again, we found other libraries vague as to extent of their business work. Little was known about the actual cost. General statements were of necessity made in many things.

The librarians that could segregate annual costs for the departments were not many. In this group, however, the amount ranged from \$7,500.00 in Fort Wayne to \$12,000.00 in Minneapolis to \$27,000.00 in Newark. Again, not many libraries gave the number of people employed. All in all, one of the principal needs seems to be a more carefully defined statement of what constitutes business work in public libraries, and another, definite support in efforts to obtain funds as well as a wider understanding by business men of the purpose of a library of this type.

And what can the Special Libraries Association do in connection with these problems? For the individual, one great tool in promotion is friendly relations. As one librarian said, it is most difficult for any of us to get out of our own rut to know what others are doing, even in the same community. Promotion of adequate business work will follow upon the friendly relationship with knowledge of each other's needs that may exist between the public librarian and the special librarian in her community. This may lead to a definite cooperation in the matter of collections.

There is the definite promotion in the matter of funds, first by advertising the public library and its aid to you, and to your company and getting them to support it through public commendation and support. There are other possibilities. These are details. The point, however, is that through the survey

the Special Libraries Association and its members have the means of knowing what public libraries are already doing along these lines and to what extent and where your help is needed as regional associations, as a national association and as individuals.

From a study of the survey it seems that certain steps are advisable:

1. That in some way a definite standard for public librarian's service to business men be established and given appropriate publicity, such a standard to cover both collections and type of administration.
2. That special librarians make known their willingness to cooperate in developing this work both individually and as an association.

I am inclined to urge a very definite step in this direction for the S. L. A. I should like to see a committee of the Association as a whole appointed to foster and cooperate in the adequate development of business service in public libraries. The duties of this committee would be to study the geographical distribution of this work and offer advice and help where it is needed. To act as a clearinghouse for much valuable and duplicate material that you discard each year. To discover and consider vexed problems in this field.

I recommend, therefore, that this Association, because of its specialized knowledge of commercial research and its needs, consider the appointment of such a committee to aid in the development of adequate service to business men in public libraries, since the activities of such a committee would be of benefit not only to public but to special librarians.

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It was voted that a committee on Cooperation in Business Library Service be appointed by the incoming president. See editorial concerning the matter and the committee personnel in SPECIAL LIBRARIES, November, 1930, p. 388.

## Municipal Reference Library and Its Service to Business

By Josephine B. Hollingsworth, Librarian, Municipal Reference Library, Los Angeles

ANY large city has the problem of giving facilities to business men of different types, to the business man who pays taxes and to the business man who spends those taxes. The private business man, who pays our taxes in Los Angeles, is well provided for in our central library building, which is right down the business center, but that will be taken up later on. The public business man is located in our Civic Center which is about a half hour's ride from the Central Library, in the most business part of the town. So we have concentrated our services to him up in our new City Hall, which was completed about two years ago.

So many of our special libraries are part of a big organization. We have a large number of office workers and we have a large number of technical people, but in every case there is this group of people who are not doing the spectacular but upon whom depends the real valuable result. We have spent a good deal of time lately, studying what they are doing and how we can help them. We found that we had first better find out the kinds of jobs the people have that are coming to our library. About a year ago we had about 1200 registered patrons and we took that as a starting point and we went to the Civil Service Department and found code numbers for each one of the employes, just what he was employed to do, how many draftsmen there were, how many stenographers, how many police chemists, or whatever they might be. Then we studied the field and thought we might find some definite reading for them. I don't know if many of you have had much experience with civil service examinations, and it is never a welcome thing when they come to us for hordes of one subject one time and two weeks later not at all.

So we thought our employe would work better and would pass his promotion examination, which is a regular way for him to get ahead, if he read throughout the year. So after analyzing our field we began studying what we could do with the A. L. A. idea of reading

with a purpose. We found that we had, I think, twenty-eight firemen who were eligible for promotion examination to become Fire Captain, so we wrote to each one of those and offered them a reading course for firemen. Out of the twenty-eight that we had written to twenty-six enrolled, ten of them the first hour of the next morning. We thought that was encouraging. A great many of them finished their course and we are getting ready another course along the same line.

Then we wanted to take office workers. We had twenty-five per cent of those that had come to the library. We started at the beginning and had a course for juniors, so that the messenger boys studied office practice, elementary practice, filing, etc. Three of the boys who took that course passed first, so that we felt proud and one of them got the job.

Now we are giving secretarial practice. Again, we have other courses, police administration for criminal procedure and others. We have one for playground work, police women, sanitary inspectors. We found our books were read right away, as soon as we sent out those suggested courses.

In all of these different ways we felt we were getting them to acquire the library habit. Beginning at the bottom, they will learn that the library is a place in which to study their job, and that they will make better employees if they do. We believe this to be a fact and feel they would be in a better position to advance themselves.

MISS FLORENCE BRADLEY: To whom do you send suggestions as to courses? How do you manage that?

MISS HOLLINGSWORTH: We started out with the list of names of the people who were registered with us. We send out a mimeographed letter and say that "Such and such a course is offered to you and nobody else can join in this course until after you have had your chance." We say that after a certain date others can be let in. However, we are now in our second year and we

will be able to offer them generally, and we shall let them know through bulletin boards and so on

When we talk the matter over with the heads of departments we say "What do you think your junior clerks should know?" They immediately become interested and some of them have taken courses themselves.

PRESIDENT ALCOTT: The next speaker will be Miss Rose L. Vormelker, Business Research Librarian, Cleveland Public Library, who will speak on "What

the Public Business Librarian Offers the Special Librarian and Vice Versa."

[We regret that this paper is not available for publication. We hope to print in a later issue. Editor.]

PRESIDENT ALCOTT: Now we have a group of speakers who in five minutes each will tell us about "Library Service to Business in San Francisco," and Mr. Robert Rea is going to speak for the Public Library.

Mr. Robert Rea!

### Library Service to Business in San Francisco—The Public Library

By Robert Rea, Librarian, San Francisco Public Library

AFTER the fire of 1906 the San Francisco Public Library was reorganized and the trend of its growth was influenced by the urgent needs of the time. In meeting these needs, because of San Francisco's geographic position and traditions, the work of supplying information for business men and organizations took first place. The contacts established then made the library part of the business life of the city in the same degree that it became part of our cultural world.

Notwithstanding that a great part of the work in the reference department is business research, we have always realized the necessity of a downtown business branch. As a preparatory step, a few years ago we made a survey of the firms then maintaining special libraries to ascertain if a business branch of the Public Library would relieve them of this expense. The decision was unanimous that such a branch could not give the specialized service that they required but would be invaluable by acting in a supplementary manner to them. A branch of this kind would also be of great assistance to firms and business men who could not afford to maintain a special library of their own.

Unfortunately, on account of limited funds we were not able to carry out our plan until a year ago when we took the initial step in this direction. The Russ Building in the heart of the financial district generously offered us a room with all accommodations. We took advantage of the offer and installed a col-

lection of 1500 up-to-date business books, financial services as well as periodicals and newspapers. The room, however, is so small that it does not permit us to expand the collection and carry on the activities that are essential to give adequate service to the business community of a city of that size. This experiment has proven so successful that we have hopes in the future of procuring larger quarters and making this business branch a more permanent and active feature of our system.

While the value of a business branch is unquestioned, I firmly believe that the central library will always be the final court of appeal for more thorough and exhaustive work on business problems. Such material as bound files of newspapers and periodicals will always play an important part in business research and are too cumbersome and too expensive to duplicate and of necessity must be housed in the main library, leaving the business branch free to acquire that material which will be of most immediate use.

There is one more problem that I think we should study if we are going to carry out the work of the business branch in the downtown districts. I think a business branch will be almost the same as a main library to its branches.

The trend of the modern office buildings, with their thousands of workers, is to be self-sustained, and I think the business branch will be the center and deposits will be placed in these build-

ings because they are building those buildings nowadays to house specific industries, such as insurance, fire, bondings, printing and other businesses. I feel that if we are going to keep in touch with the business man, to give immediate and active service,

that we must make deposits in all of these buildings in order to carry on this active work.

PRESIDENT ALCOTT: The next speaker will be Mrs. Mary O. Carmody for The Mechanics' Library.

### Library Service to Business in San Francisco—The Mechanics' Library

By Mrs. Mary O. Carmody, Librarian, Mechanics' Institute

THE president of the Mechanics' Institute was to speak today, but owing to ill health he was obliged to retire. I was next chosen to speak, but am very sorry that he could not be here so that you could hear him, and also that he is going to miss the privilege of speaking to you. He is the appropriate person to represent our library. He is a pioneer engineer who, for many years, has been closely associated with the various technical and scientific societies of the Pacific Coast.

We have a legitimate opportunity for reminiscing, for our library was established in 1855, seventy-five years ago. This is Jubilee Year. Twenty-one years later the American Library Association was established and forty years later the Association of California. Their proceedings this year narrate quite interestingly how actively these older libraries in the bay region aided them in their organization.

Of course, the interesting event in modern library history is the Special Libraries Association. One wonders when in a public library how they ever manage to get along, these business men, without their special library, for certainly every question that has ever been propounded to a business man he turns over to the special librarian. She knows the libraries in the community and the resources of each.

Our library was established as a general library for circulation and reference, but it tends strongly towards the technical.

There is a U. S. depository. All of the documents that would be of special

interest to the technical section are bound. The files that were destroyed by fire have been replaced as far as possible. These books are on open shelves and are easily accessible to the members. There are some five hundred technical magazines—not all technical, but five hundred magazines. About three hundred are bound, but most of those are technical. All this material, both the bound and unbound, with the exception of just the current issue is circulated. That means that a member of the library may have any of this material which is the latest and best there is. He may have this in his own office or at his home, so that it would be convenient for his reference work and would be part of his own library, practically.

Everything is done to aid the librarian to do that wonderful thing, to place the results of her research work actually on the desk of her executive. What is interesting us most at present is this engineering card index. It is an expensive service, but many of the special librarians are actively alive to the value of something so good.

We hope, in the course of the next year, to subscribe to this and find out how useful it may prove to be. Of course, any experiment is worth trying, to improve a special library service.

PRESIDENT ALCOTT: The third speaker on the subject of Library Service to Business in San Francisco, is Mr. W. A. Worthington.

## Library Service to Business in San Francisco—Special Libraries of San Francisco

By William A. Worthington, Assistant Engineer, Pacific Gas and Electric Co.

WE are particularly pleased to welcome the Special Libraries Association to San Francisco in this its twenty-first year. For now it has reached majority. It has reached its full legal age. It has attained the stage of being greater. Based as it is, upon the foundation laid by that great pioneer John Cotton Dana, and carried along for over two score years by capable leadership, with a present membership of more than 1200, it has not only reached the age of majority, of being greater but with the high type of personnel comprising its membership it will continue to grow, reaching greater heights than probably the founders ever dreamed of.

The San Francisco Association originally started in 1921 with a membership of ten, several of whom were members of the National Association. It more or less functioned during the period of 1921 to 1924, at which time it took a new lease on life and was the first local association to affiliate with the national association under the amended by-laws.

The complexities of business life demand specialized work along many more lines than formerly—libraries are one of these specialties. The business library has sprung into full being in many industries. It is a tool bringing to business much information in a comparatively short space of time, a time saver for executives and employees. It is an aid to efficiency and up-to-date-ness in methods and practice. Business no longer plays a lone hand, but wishes to know the other firm's problems and how they are solved.

By dispersing organized knowledge, by means of research, through indexes, bibliographies, reports and services, the library gives to its company help in technical problems, educational work and recreation.

The business library is used by the employees as the librarians like it to be used. The business libraries of San Francisco also stand ready to serve

outside interests when the requests are within reason. From time to time people in need of data call upon a business library for assistance and when possible it is readily given. Thus many are impressed with the service rendered, and friends are made for their organization.

One of the large banks serves its officials and employees located throughout the whole state. With the main business library in the northern portion and a business branch in the southern portion of the state, service is rendered to the personnel of the company in 291 branches located in 86 cities.

An oil company that desires to call to the attention of certain departments, specific material that particularly applies to their work, issues highly selective monthly summaries of current material.

A railroad library, one of the oldest in San Francisco, had its beginning as a recreational library. Showing the growth of demands for business information and wise guidance by the librarian, fiction now forms only a small phase of the library's activities. Today it is primarily a highly specialized reference and transportation library, furnishing material to thousands of employees, also having jurisdiction over the direction of service to railway clubs throughout the system.

One of the public utilities publishes the additions to the library during the month, thus making available to more than 10,000 employees, scattered throughout thirty-eight counties, covering an area 61,000 miles, larger than the combined area of New Hampshire, New Jersey, Vermont, Maryland, Massachusetts, Delaware, Connecticut and Rhode Island, the latest material available. Requests for material from any part of the system are filled from the general office library.

The State Chamber of Commerce, through their research department and library not only serve the business of San Francisco, but give statewide service.

The California Economic Research Council, cooperating with the Executive Research Committee of the State Chamber of Commerce, initiated and fostered a movement to coordinate and strengthen research and fact-finding activities. They listed and published an outline of the information compiled by one hundred and fifty agencies.

About one year ago the San Francisco Public Library established a business branch library in the financial district. That this branch is being administered satisfactorily is indicated by its growing popularity. It is the first business branch of a public library to be established on the Pacific Coast. San Francisco, like other cities, has many business firms who have not found it convenient to establish their own libraries. The business branch thus serves these firms and in turn helps to sell the idea of a business library, for if a business man finds that a public business library serves his needs he will use it more and more and the germ of the seed of a library of his own is sown

and with the persuasion of a trained librarian eager to create a library, the way is made a bit easier.

The business librarians have always had the fullest cooperation from the State Librarian and from the County Librarians. Evidences of this are indicated by the ready response to requests for material from the state library. We are fortunate in having a very well equipped State Library at Sacramento, our Capital City, with facilities for fulfilling requests throughout the state. This service is a factor in assisting the business librarians in serving the business man.

Throughout the members of the Special Libraries Association of San Francisco there is a fine spirit of cooperation. The various libraries realize that they are dependent upon one another at various times for information.

PRESIDENT ALCOTT: There is one other paper which does not appear on the revised program, a paper prepared by Mrs. Leidendecker of Los Angeles. It will be read by Miss Robertson

### Library Service to Business in Los Angeles

By Mrs. Ann Leidendecker, Science Department, Los Angeles Public Library

WE are very grateful to Miss Robertson of the Bank of Italy for consenting to bring our greetings to you, and to tell you of the very cordial and cooperative relations existing between the strictly special librarians and the public library members of our section.

We find that most special libraries cover the fields of business, science and industry. In our central building, in the heart of the business center of Los Angeles, Sociology (the 300's) and Science and Industry (the 500's and 600's) are immediate neighbours in the west part of the building.

For the firm or institution large enough to afford a special library and a librarian (any so-called "library" with an office boy or girl in charge might just as well not be) that library is usually very closely restricted to the very special needs of the business of the firm or institution—to that institution any large digression necessitating the purchase

and care of seldom-used materials would be uneconomical.

The heavy taxpayers of the community are the business firms of that community and, as such, have a right to look to their tax-supported public library for very definite sources of help for their business and technical problems. The firms having their own special and specific needs well covered in a special library, (and because they are aggressive and alive, need much supplementary material) know what general "source" background materials are wanted so they use the Central public library, this general source background which is easily accessible to most, and because the central library houses the large reference collections in every subject it is the logical mecca for all searches. The Public Library tries to understand these needs and gives to the firms having a special librarian a "Corporation Card" which allows that firm to have twenty-

five titles charged at one time instead of the usual five; and again, each department, appreciative of the urgent need of time allows the special librarian to take out reference materials for special or specific emergencies, and this loan is for the minimum time of one hour to forty-eight hours, depending upon the general public need.

In the very vital field of serials we feel the public library renders its greatest service to the Special Librarians, serials of constantly growing importance, which are expensive and expansive in purchasing, caring for, binding and housing. This is one of the broadest "source" fields for the special searcher and it is here that the public library can and does render service.

We have touched on the library service to the Special Librarian. We want to emphasize the aid given by the Special Librarian to the Public Library Be-

cause of the highly restricted field of the regular special library, the librarian has the opportunity of either advanced information or out-of-the-way sources of information in their speciality that the public librarian cannot contact. Unless the information is a firm secret the library is enabled to ask for evaluations on technical questions and books for the special statistics compiled only by that firm or association or other trade information.

PRESIDENT ALCOTT: Miss Florence Bradley of the Metropolitan Life Insurance Company is going to do two things. She is going to speak on "How the Private Business Librarian Helps and Is Helped by the Public Business Librarian," and she will then undertake to sum up some of the items presented here today and will lead in the discussion in which we hope there will be general participation.

### How the Private Business Librarian Helps and is Helped by the Public Business Librarian

By Florence Bradley, Librarian, Metropolitan Life Insurance Company, New York City

THE various discussions, I think cover the few words I had to say on my assigned topic. So I would like to omit my paper and say a few words on our common client, the business man.

To me the modern business man is the most important point in our picture. Are we as a profession watching him, measuring him today with a generation ago. In my own company the contrast that has been brought out very clearly to me is the difference between the university product and the old-school business man. The university graduate who enters business for the first time, looks upon a library within the company as a most acceptable but obvious service. If it is good he uses it more and more. If not then he discards it and trains his secretary or some group of workers within his bureau to do his research work. I wonder how many librarians are keeping in mind, that they have an enormous opportunity with the junior officer, an opportunity with the new business man just starting out in his career, to advertise not only our profession but our Association.

The using of the library tools—our indexes and bibliography, "Reading with a purpose" which Miss Hollingsworth spoke of—the using of those tools is taken too much for granted by us librarians. True our business man expects us to know them all, still he does like to have them brought to his attention occasionally. For example one of our officers discovered P. A. I. S. not so long ago. We have always had it in the library. His work has demanded its constant use, but he had never happened to see a weekly issue of P. A. I. S. before. Now when we hand over a finished job his question is, "Did you use P. A. I. S.?" It is simply that he is delighted to know there is in existence such efficient magic as that weekly, monthly and cumulative service. One or two others have discovered that the Reading with a Purpose series which we sell are again perfectly obvious tools that all libraries have. They recognize the necessity of good working tools and are highly delighted that they are available. Surely it is intelligent to advertise our wares and call to the attention of

executives and likely business men the interesting things we do within our profession, and not look upon them as just books and ordinary devices. Business men should know that we are a group of special librarians working on these things; that thinking about them and devising them, is a professional matter. I think they would be very much more impressed than any of us realize.

I think Mr. Rea's point about the new form of architecture, or the new trend toward specialized business buildings, is quite interesting. I would not say that every business library in every city will find it feasible to make deposits of books in those buildings, but possibly the business libraries that are established in those buildings might be looked upon as deposits of books, while the librarians in charge, closely in touch with the business librarian of the city, will closely coordinate their work in such a way, that the effect would be as suggested by Mr. Rea. Miss Vormelker's scheme will probably demonstrate that by creating an interest among the business concerns, more private libraries will be organized. She will find that the librarians appointed to be in charge of those future libraries will look to her, informally as their head or chief advisor which will make for exactly the same scheme of deposit relationship that Mr. Rea has in mind.

It seems to me that is the professional point we want to keep in mind and build toward, all working in parallel lines instead of at cross purposes.

Now there are one or two details we all want to agree on,—the points that this future committee will probably want to take up are such things as have been brought out this morning. One is the matter of discards. It is the greatest relief to me to be able to send my discards off to the public library. I do dislike to throw away duplicates of things that we had paid large sums of money for, and that could still be of use to someone.

The matter of firm cards is going to be another point on which we would like to have some uniform practice. In New York City this does not seem to be a feasible thing. I noticed in the Filene Cooperative Association Library

Bulletin that they make a great point of advertising that if any member of the Filene Store is not a resident of the city of Boston the firm will stand for them and endorse their membership in the new business library that Boston has just opened this last year. Miss Leiden-decker's paper I think also brought out the point of having a firm card.

Some relation should be established between business libraries and public libraries, whereby an institutional membership or firm card would make it possible for an exchange of books to be arranged, instead of limiting us to the usual personal library card allowing only two, four or six books at a time.

Would it be possible to have in every public business library a key person, to whom special librarians might turn? It might be a great nuisance to a public library if all of the special librarians in the city asked the same questions every single day, many times a day. In New York city it helps a great deal for us to have one person to turn to, and there it happens to be the inter-branch loan person who stands between the reference and circulating department and the branches. We have the facilities of all the branches at our disposal, in addition to the reference department and circulating department. I think that to concentrate on one key person in every public library, someone to whom the special librarians might legitimately turn with their questions, would be one simplification.

Will it be possible for special librarians to indicate to the public library occasional publications we would like to have issued? In New York City we do not know the things that are at our disposal in the public library.

If our Public Library would issue among their regular publications a bulletin of special services, it would be a great help to all of us to use intelligently the resources of as large an institution as the New York Public Library—so rich it is that even librarians can not know it all. But it is to study further questions of this sort that this new committee will probably do for us, Mr. Alcott.

Now are there any questions about the papers that have been read this morning? It seemed interesting and



quite significant, in many ways, that when this very excellent April issue of SPECIAL LIBRARIES came out it was followed by the Special Libraries number of the Library Journal. It was, I suppose, rather a coincidence that the two should have been issued together; but if you read and balance them a bit in your mind, you will realize how far along we really have gotten in just these points that we have been discussing this morning,—the public library work and business library work are fitting—much more into one proper, professional point of view. I think it is something we not only want to recognize, but also cherish—that these two magazines should have appeared simultaneously and demonstrated how much we are really thinking along similar lines.

MISS MARY LOUISE ALEXANDER, (Batten, Barton, Durstine & Osborn, New York City): I was thinking of the splendid work the public librarians are doing for the special librarians, and wondering if we weren't falling down in our possible cooperation. I wish that we might hear definitely from public librarians that they have something in mind for us to do. Isn't there something, really, that we could contribute to public library work? Couldn't Mr. Wright, for instance, make a few practical suggestions?

MR. PURD WRIGHT, Kansas City. I was a charter member of this Special Libraries Association with Mr. Dana. I was very much interested because I came into library work from the printing standpoint—editor, Secretary of the Chamber of Commerce—so that I have known some broad fields not covered by public libraries. We have our special librarians trained. We regard the business libraries as branches of the public library and that we are entitled to the same service.

There are many special libraries in Kansas City. We have the Chamber of Commerce Library, the Street Railway Company Library, the Telephone Company Library, and quite a number of others. Unfortunately they don't know much about the library, except their own end of the work, but we do consider them as branch libraries.

In our Reference Room there is practically a division, in charge of a

special person, to which all special librarians have access. Anything we have is available. While we give them help, they have the additional privilege of going to the shelves.

I was very much interested in what has been said here this morning about development of special libraries, technical divisions, etc. As a business man I was interested in the expansion of the business department. I have always said, with Mr. Dana, once you convince business men that a library is an asset and not a liability, they will see that you get the proper support. We have the backing of our business men in Kansas City.

I would like to further say that we do not hesitate to call the Kansas City Star or the Telephone Company or anybody else that has information to help us. When we call upon them there is no difficulty at all. The relations between all our institutions is something that we are especially proud of.

MISS MARJORIE G. ROBERTSON, Bank of Italy, Los Angeles: May I ask Mr. Wright what special privileges libraries give to the business libraries there. Do you give them special service in the way of lending—pamphlets or bound material overnight?

MR. WRIGHT: That depends absolutely on the material wanted. Any reference material is issued subject to cost.

MISS MARJORIE G. ROBERTSON: Would you circulate, for example, a bound volume of the American Bankers Journal for overnight work?

MR. WRIGHT: For a limited time any business man can get anything we have—but for a limited time. That means bound magazines.

MISS MARY LOUISE ALEXANDER—(New York City): To get back to a possible bulletin—would it be possible for public libraries to tell us not only of their big undertakings, but also issue lists of their services? So often I have wondered which libraries have a certain advertising register that costs \$150.00 per year. Not every library would buy it. Wouldn't it save us all money if we could know where to place the important information services?

MR. WRIGHT: Another thing is the Clipping Department. Every special library lets us know of the things in which they are especially interested.

MISS MARY LOUISE ALEXANDER: But would it be possible or feasible for the public libraries to issue a list of expensive services, directories and other similar material that might be time-savers and money-savers for special librarians if they knew all of the things available in public libraries?

MISS ROSE L. VORMELKER (Cleveland Public Library, Cleveland, Ohio): The Cleveland Library is issuing a monthly bulletin and if it does not cause too much demand I would recommend it as being one of the most useful monthly publications that I have ever seen.

PRESIDENT ALCOTT: Miss Vormelker lists not only new books or the fundamental authorities on the subject that she is dealing with but she does include just such things as Miss Alexander has suggested. Whatever services there are having to do with a given subject are listed, outlined and annotated, in such a way that a special librarian, business man or the least technical reader would understand exactly what resources the Cleveland Public Library offers.

MISS K. DOROTHY FERGUSON (Bank of Italy, N. T. & S. A., San Francisco, California): Wouldn't it be possible for the incoming committee to make a list of the public libraries that issue bulletins, with perhaps a little notation of something special that each bulletin contains? I think that would help us because I don't think everybody knows what public libraries are covering in their bulletins.

MR. WRIGHT: Yes.

MR. ROBERT REA (San Francisco Public Library): May I make a suggestion? Would it not be better for this committee to circularize the various public libraries and try as far as possible to secure uniform privileges for special libraries? You speak of the cards for special libraries, the number of books they have. You are really agents of public libraries and I think it would be a commendable thing for all public libraries in the United States to concede to your demands.

MISS FLORENCE BRADLEY: Mr. Rea's point brings to mind once more how unfortunate it is that this morning we could not have Miss Manley with us. Miss Manley has circularized quite a list of public librarians and put to them certain questions. I think she has the beginning of just that kind of a fund of information. Whatever she can turn over to this committee, when it is formed for next year, will be a very great help to them. Mr. Rea's suggestion is one that we must pass on to that committee.

MISS MARGARET REYNOLDS (First Wisconsin National Bank, Milwaukee, Wisconsin): Has anybody thought of what we are doing for the public library? Are you giving your Reference Librarian, in your home town, the list of all of expensive services and directories to which you subscribe each year? Are you making them available? That is one of my good-will builders and that is why we can draw from the Milwaukee Public Library books in unlimited quantities. We don't have to think at all about cards—we have only one card. They are glad to let us have five or six hundred books at a time, but it is not all fiction—very little of it. By way of exchange we have the back files of services for which they cannot afford to subscribe. We also receive cooperation from the University of Wisconsin. Many of their men have to come to us to do their theses.

If you send out your list regularly so they may know what you have, they will bring you business in return. Business goes all around throughout the service with a valuable reaction, tho I know a lot of special librarians wouldn't encourage outside users.

Mrs. Louise P. Dorn (Detroit Edison Company, Detroit, Michigan): Of course, Detroit is very, very largely industrial. We have duplicate copies of many technical periodicals. As the public library cannot afford to put subscriptions into each of its branches they are deeply grateful for our old copies which they bind and put into their branch libraries.

Our relations are extremely pleasant with both the public library and the University of Michigan Library. They are most courteous to us. We try to

reciprocate and often wish they would call upon us more than they do. We have had the Engineering Index Service since its inception. The Public Library couldn't order it for quite a while and many times different ones, professors and others, would come in and go through the Engineering Index File. I think they both have it now. But I do think that often we are thoughtless in discarding material which might be of incalculable value to the public libraries.

**PRESIDENT ALCOTT:** May I bring out the point on which Miss Alexander spoke, as to what the Special Library may do for the Public Library? In our newspaper library at Boston—and I think it is perhaps true of some other libraries—not a thing may go out of our library. It is absolutely for our own service, but we make a distinction between material and information. We will give any kind of information and are very glad indeed to give it to another special librarian. Nearly always information is given over the telephone. That is a problem the newspaper librarians had to work out first of all, even before holding an association meeting. We couldn't give anything to rival newspapers—not clippings, not photographs, not a cut, not a book, not a thing—but we would gladly supply information.

**FROM THE FLOOR:** Mr. President, we are a little more liberal here in San Francisco. The newspapers here in San Francisco are a little more liberal than the President here is permitted to be. Probably his superior officers hold him down but I have to hold my superior officers down when it comes to lending matter out of the library. They are quite liberal, and we in turn sometimes borrow from the other papers here, even to a cut or photograph of a going story. I myself like that attitude, although I have to keep right on the trail of that piece of matter and see that it gets back to the library. I am glad the other newspapers help us out occasionally. I don't see why we shouldn't do that.

**MISS FLORENCE BRADLEY** (Metropolitan Life Insurance Company, New York City): As there seems to be no other special point for us to bring out in discussion this morning, I think we will leave it to further thought, meditation and prayer as we all feel this thing very deeply and very keenly. We want to thank Mr. Wright very much for his coming into our meeting because we look upon these charter members of our association as the most valuable people that we have. They add greatly to our conviction as well as to the suggestions that are made.

## 1909 • Special Libraries Association • 1931

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## Inactive Members

**T**HE Special Libraries Association is blessed with a splendid active membership. They are a group always alert and ready to do any job which is suggested to or assigned them which is for the welfare of the Association.

I wonder if it has occurred to each member that he or she has something to contribute CONTINUALLY to the Association. Perhaps you have not thought of it. The Secretary's Office should be the clearing house of information for the entire membership and for any outsider wanting information about special libraries. But the Secretary's Office can not function in that way unless it has the ammunition always ready at hand. You as an individual member are THE ONE to supply that ammunition. How? do you ask?

*First*, if your library issues a bulletin or regular publication of any kind, is it mailed as soon as issued to the Secretary's Office at Providence?

*Second*, if you publish a special list of books or a new bibliography do you present a copy to the Secretary's Office?

*Third*, should an article about your library appear in your company's house organ, is a marked copy forwarded to the Secretary's Office?

*Fourth*, do you send news of your library which is of interest to all special librarians that may be used in SPECIAL LIBRARIES?

*Fifth*, when you have a bright idea one of these days, take time to write it in an article and submit to the editor of SPECIAL LIBRARIES. He may get a shock—but try it!

*Sixth*, if you adopt new methods in your library, tell the Secretary's Office about it.

Are you a really active member? Prove it by having your professional association always in mind and keep it apprized of your library accomplishments and activities.

R. B. RANKIN.

## Our President Says:

"**B**ETWIXT and between." This means that our present officers and board have but a few more months to remain in office. Miss Ruth G. Nichols, librarian of the Federal Reserve Bank, Chicago, has been chosen as chairman of the Nominating Committee. Send suggestions to her.

Are you making your plans for Cleveland? The tentative program amazed me. So much good material right in Cleveland.

Rose Vormelker is eating, sleeping and thinking conference. If you have a special hankering for something or feel that you would like to help in some specific way, offer your services to General Vormelker.

The groups are all making plans. Those for the Financial Group are the first to come to me. That program will have some features of practical value to all reference librarians.

We want more members, institutional, active and associate. What are YOU doing to help us? We expect to welcome the Milwaukee Chapter at the Pittsburgh board meeting. Any ideas as to other future chapters? Two simmering.

MARGARET REYNOLDS.

February 12, 1931.

\* \* \*

**T**HE May-June issue of SPECIAL LIBRARIES will be a convention number, with stories about Cleveland libraries, description of notable points in the city, interesting notes about local restaurants and tea rooms, an advance write up on the program, and many other features. The Librarians of Cleveland are all helping to make this issue a success.

\* \* \*

**W**E regret that in our story concerning the Mellon Institute of Industrial Research which appeared in the February issue of Special Libraries we made an erroneous statement concerning the recent improvements at the Institute. The last sentence should have read: "The facilities of the Department of Research in Pure Chemistry will be expanded and commodious laboratories will be provided for the extension of its work."

\* \* \*

**T**HE Financial Group are making extensive plans for the Cleveland convention and are sending out a questionnaire to the members of the Group asking for suggestions concerning the program, inviting comments on the work of the Group and requesting names of persons who might be interested in its activities. The questionnaire idea is excellent and well worth emulating by other Groups.

\* \* \*

**I**N less than three months we shall be in conference at Cleveland. Send ideas to Miss Rose Vormelker or to Miss Alta Clafin. Begin now to plan your trip.

\* \* \*

**T**HROUGH oversight at the printers, the Index for 1930 issued as supplement to the February issue was omitted. The Index is appended to this number.

\* \* \*

**W**E are indebted to Miss Manley and Miss Bradley for valued assistance in preparing this issue

## Classification and Indexing

Louise Keller and Emilie Mueßer, Department Editors

Advisory Council:

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

The Classification Committee is doing some self analysis and in order to get opinions, unknown to the Editor of SPECIAL LIBRARIES asked some of our readers for opinions. The results were most gratifying and the department editors approach the new year with renewed courage and stimulated incentive. Editor.

### The Highway of Classification

When a business man wants a Library he is demanding organized information tho he probably labels it Service. Do our business men know that the librarian's key to this objective under either name is Classification, or do we let them go on assuming that we simply press a button and that Service is the result? What progress have we made within our profession this last ten years in matters of classification when we admit that we have not even taught our business men the significance of Classification as a technical term. In fact this thing of Service has raised about us a tremendous cloud of dust. Is it not time to let it settle a bit instead of continuing to throw dust in our own eyes?

Constant loads of research have been passing over the highways we have built. We have supplied signals of every kind to direct this traffic but surely the time has come for us to mend our road beds, see that they are better built and more logically laid out. Only then will Service be easy and swift, directing the heaviest traffic that may come our way.

### Whither Go We?

The Classification Department is a year old and the Advisory Committee is pausing to ponder what it has done and what it should do.

Our columns have been faithfully filled, month by month. We have answered requests, not merely by the opinion of one person, but with the assent and criticisms of all. We have admitted articles that in our judgment were helpful in advice, or ingenious in suggestions. We have invited correspondence and comments from our membership, and the library world, so far with scant results.

What do our readers think of us? That is the question, and with that question is intertwined another—what does our membership think of the National Committee on Classifications.

The Committee on Classifications has received but one injunction from the government of the Special Libraries Association—which is that it make itself serviceable to the members.

Individual members of the Association have had more definite ideas as to how that might be done. From the correspondence of the Committee it is possible to deduce five possible functions, which the Committee has been asked, directly or indirectly, to undertake.

- 1—The preparation or alteration of classifications.
- 2—The preparation of lists of subject headings.
- 3—The training of inexperienced persons in classification and cataloging.
- 4—The collection and loan of classifications and works on classifications.
- 5—The giving of authoritative advice as to the best classification.

A little thought will show that projects 1 and 2 cannot be carried on by our committee. How shall a few busy people, whose livelihood is dependent upon other work, find time to prepare classifications and subject lists for urgent demands. Take also into consideration that the requests will cover highly technical subjects, in which the committee may frequently lack both experience and data.

Project 3, education in classification may range from mere suggestions in self help to a full correspondence course. The first is not without pitfalls. The last requires time and money not now available. Perhaps on the whole, educational work rightly belongs to the local associations, with some suggestive help from the National Committee. Here the Classification Department in Special Libraries can aid. Inexperienced Classifiers are apt to be near sighted. Not being interested for the moment in Advertising they may omit to read the answer to questions on the classification of advertising and thus miss an interesting illustration of the number building of the Brussels Classification, or else they may fail to find in Classification for a Law Library some side light on the general subject of classification. Again in the recently published article on the classified vs the dictionary catalogue, while the subject is catalogue arrangement the thoughtful

reader will find outlined the basic arguments for logical classification versus alphabetic classification, whether applied to cards, books or file material

To make the Classification Department a valuable aid to education we need contributions, and above all readers. Readers who will be sufficiently interested to contribute their comments and make known their needs.

The fourth function, the collecting and lending of classifications, has been the work of the Committee on Classifications from its beginning. It is a service that seems to be much appreciated by those who have occasion to use it. How far from complete the collection is, no one can say, but one zealous collection in each local association would undoubtedly show how far short we now fall.

The question has been raised whether the indiscriminate collecting and lending of classifications is wise. Is it right for us to aid in spreading the use of an inferior classification? Should we not rather endeavor to achieve uniformity by advocating only the standard classification? Theoretically the Advisory Committee of this Department hold various shades of opinion. Practically, when in conference on a particular case, we have had no difficulties in arriving at reasonable conclusions.

Insensibly we have arrived at the fifth function, the giving of authoritative advice. The Chairman of the Committee on Classifications has always disclaimed assuming this responsibility. "The Committee is a clearing house only," she has asserted, and has no right to commit the Association to advocating or rejecting any one classification." Yet the pressure to aid in making decisions is almost irresistible. As a practical matter how far may the Association go? The Chairman of the Classifications Committee still asserts the Association as an Association should take no part in discounting or acclaiming any classification. Let it rather encourage the Advisory Committee of this Department to use its best collective opinion as occasion seems to require, let the Association encourage the study and criticism of classification by local groups and individuals, or as an alternative, let us drop the matter entirely. Shall we say to the world of technology, of science and of business, we special librarians have not interest in classification, we have other less troublesome matters that interest us more.

What do our readers think?

LOUISE KELLER,  
Chairman.

**This is what some of our readers think.**

It seems to me that we should not consider discontinuing this department because it is articles such as these that make our files of *Special Libraries* valuable. I have usually found that literature on these practical problems of special library work are more or less difficult to locate. Not only do we have to struggle with these two subjects in our own files, but we are frequently consulted by various departments who use Dewey classification for their correspondence. In my short career as a municipal reference librarian, I have already had to give advice and counsel concerning a classification for the correspondence files of the Board of Public Utilities, the map collection of the Park Department and the Office Manual of the Bureau of Engineering, all using numerical systems.

Articles on particular types of collections are especially useful, such as Miss Giblin's in the October issue and the article on law library classification in the October issue and the article on law library classification in the May-June issue. The bibliography in the latter is unusually valuable.

It may be true that all of us do not read these when they first appear, but we turn to them in our hour of need.

I am still hoping for a special library manual which can be put in the hands of new recruits or ambitious untrained librarians. Articles such as these could form the nucleus for booklets on individual types of libraries.

Josephine B. Hollingsworth,  
Los Angeles.

I have done as you asked and really reviewed the department for all last year . . . It was my impression that they had all interested me as they came out and I found that this was true.

I do not seem to have many problems here personally but I do like to keep up with what other people are doing. And there are always new tricks to be learned about the smallest sections of one's files. I hope you will keep the department on and encourage letters from people who have small libraries and little help so that they have to do what is absolutely necessary and let the rest go.

That is our case here. And our one aim has to be to find obscure subjects swiftly and get them into the hands of the man asking for information before we stop to charge them out!

Marion G. Eaton,  
Boston.

By all means continue the Department of Classification and Indexing in Special Libraries.

I have had occasion to use the Department to determine the best practice in the classification of legal books and have found other help-

ful suggestions from time to time. I believe we need such a clearing house of information on this important phase of our work.

Geraldine Rammer,  
Stevens Point, Wis

## Digest of Business Book Reviews

Compiled by the Staff of the Newark Business Branch Library

**Balderston, C. C. Group incentives. Univ. of Penn. Press, 1930. \$2.50.**

"A comparison is made of group earnings and unit labor costs resulting from plans now in use including piece-work standard time, Gantt, Emerson, Wennerlund, Bedeaux and Rowan." *Automotive Abstracts*, December, 1930, p. 305. 55 words.

"It is based upon a serious and detailed study of group incentive plans as successfully operated in more than fifty industries and offices of various sizes and in many localities." E. G. Brown *Bulletin of the Taylor Society*, October, 1930, p. 250. 400 words.

"Dr. Balderson's study goes into details as to methods of setting standards and the various problems of size of group, choice of plans, units of payment, and administration." H. P. Dutton. *Factory and Industrial Management*, June, 1930, p. 1369. 155 words.

"The book takes up in considerable detail the place of such incentives, the difficulties to be encountered in certain types of industries, the more satisfactory types of industrial work for possible and easier success of such plans, and the effect in given cases of such plans from the viewpoint of management, workers and society." D. J. Hornberger. *Journal of Accountancy*, February, 1931, p. 148. 400 words.

"It gives advantages claimed for group incentives, difficulties encountered in their installation and use, and social effects of the plan. Factors determining the composition of the group are dealt with and names of companies and departments where this type of compensation is successfully used are given." *Management Review*, January, 1931, p. 29. 147 words.

**Bennett, G. E. Fraud—its control through accounts. Century, 1930. \$1.50.**

"This subject has been treated in a general way in texts on accounting and auditing, but Dr. Bennett has developed it intensively, and has thereby rendered a real service to business."

F. A. Fall. *Credit Monthly*, November, 1930, p. 42. 560 words

"This book, which is published under the auspices of the American Institute of Accountants, should prove a valuable guide to all practising accountants . . . It should be of value to executives, controllers and auditors in planning their accounting and other departmental organization, as well as the method by which transactions shall flow through the books." F. H. Hurdman *Journal of Accountancy*, November, 1930, p. 388. 200 words.

"The purpose of this volume is to show the legal aspects of fraud in accounts, and to suggest general remedies to prevent fraud, with particular reference to the utilization of the principles of internal check as a means of curtailing, even preventing, irregularities in accounts." *Lefax*, December, 1930, p. 30. 135 words.

*Business Briefs*. January, 1931, p. 315. 91 words.

**Denny, Ludwell. America conquers Britain. Knopf, 1930. \$4.00.**

"Mr. Denny directs the bitterest shafts of his scorn at the Hoover regime in the United States Department of Commerce . . . With the aid of a remarkable grasp of economic and political fact, the author counts the scalps which hang at the belts of American industrialists and bankers." H. M. Sinclair. *American Economic Review*, June, 1930, p. 294. 275 words.

"It is capably written, it contains a mass of basic facts, clever but not unjustifiable argument, and is very up-to-date in outlook. It is, as its title suggests, intensely nationalist in statement, but it would be difficult to sustain the charge of bias." *The Banker*, August, 1930, p. 202. 270 words.

"Some of his language is inflammatory and his deductions are open to flat contradiction, but his book is a valuable compilation of the outstanding instances of economic friction



between the two nations." John Carter. *Forbes*, March 15, 1930, p. 90. 215 words.

**Dubreuil, H. Robots or men. Harper, 1930. \$3.00**

"As a whole, he sees America as leading Europe. Surprisingly enough, it is not our material efficiency which awakens his enthusiasm as much as the true democracy." H. P. Dutton *Factory and Industrial Management*, April, 1930, p. 843. 265 words.

"The resourcefulness required in getting a job, the democracy of factory life, the quick lunch and noon baseball and also American tobacco chewing are described in a style that reminds one of Ernest Dimnet or Andre Maurois." E. E. Brinkman. *Management Review*, September, 1930, p. 313. 1050 words

"Dubreuil is a French mechanic, who since 1920 has been Secretary of the French Federation of Labor. In 1927 he came to the United States where he lived and worked for 15 mos., studying American industrial conditions. He writes, not as an objective observer, but as a man who has toiled with his hands in the new and the old country, and who is trying to make an honest appraisal of the worker's lot in the two continents." William Feather. *Nation's Business*, May, 1930, p. 227. 645 words

"He found that American workers are not Robots, and are not likely to become Robots. It is true that the era of the machine requires less purely manual dexterity in many cases, but at the same time it demands a higher degree of technical knowledge." M. G. Myers. *Personnel Journal*, October, 1930, p. 264. 742 words.

"The American workman, Mr. Dubreuil finds, is no whit better than the European. It is management which accounts for our industrial success." *System*, August, 1930, p. 132. 189 words.

**Eggleston, D. C. Modern accounting theory and practice. Wiley, 1930. \$5.00.**

"The reviewer has been impressed with the large number of subjects treated and also with the sound theories which have been presented." F. W. Gibbs. *Accounting Review*, December, 1930, p. 325. 875 words.

"Another new feature is the complete explanation for the procedure in preparing corporation Federal income tax returns." *Certified Public Accountant*, September, 1930, p. 288. 160 words.

"The contents will be of value to experienced professional accountants, especially if they are called upon to do work on accounts dealing

with unfamiliar lines of business." F. W. Thornton. *Journal of Accountancy*, May, 1930, p. 384. 440 words.

**Eldridge, R. F. Financing export shipments. Harper, 1930. \$3.50.**

"Mr. Eldridge endeavors to give a thorough, yet simple, description of the most commonly used forms of export financing and he tells why these different methods are utilized under varying circumstances." *Dartnell Reference Index*

"Documents used in foreign trade are reproduced in facsimile." *American Bankers Association Journal*, May, 1930, p. 1096. 72 words.

"Exporters will find . . . a thorough and analytical presentation of a subject with which comparatively few American firms have yet had extensive experience." H. P. Dutton *Factory and Industrial Management*, September, 1930, p. 530. 40 words

"It is regrettable that a bibliography was not included so that a reader interested in pursuing the subject further could do so more easily." *Nation's Business*, July, 1930, p. 128. 105 words.

**Harrison, G. C. Standard costs. Ronald, 1930. \$5.00.**

"This book, therefore, has been written to provide a complete manual of accepted practise in regard to standard costs, which give the only means for predicting costs in advance, for checking actual costs against pre-estimates, and for determining the causes of variations." *American Accountant*, September, 1930, p. 426. 700 words.

"By arranging in a unique series of charts the forms on which the necessary data are entered, Mr. Harrison traces graphically the various transactions of a standard cost system." *Certified Public Accountant*, September, 1930, p. 288. 160 words

"The book on the whole is rather more an exposition of the author's methods of procedure in designing and installing standard cost systems than a manual of standard costs or a textbook of the subject." H. B. Atkins. *Journal of Accountancy*, August, 1930, p. 147. 616 words.

"This book will serve as a reference manual to experienced cost accountants and executives and in addition will be a very fine manual for students." *Management Review*, January, 1931, p. 29. 300 words.

**Kester, R. B. Accounting theory and practise. Ronald, 1930. \$4.00.**

"The completeness of the work makes it an admirable reference book and should be in the hands of every accountant and business executive" *Accounting Review*, December, 1930, p. 335. P. H. Hensel. 575 words.

"It is at once authoritative from the theoretical standpoint and practical from the instructional standpoint." *American Accountant*, September, 1930, p. 424. 616 words.

"It explains in detail the handling of all of the various types of transactions and the successive steps in the mechanics of record keeping." *Certified Public Accountant*, September, 1930, p. 288. 140 words.

"In the present edition Professor Kester addresses himself more to business executives—the student of accountancy takes second place." W. H. Lawton. *Journal of Accountancy*, August, 1930, p. 149. 418 words.

**Kurtz, E. B. Life expectancy of physical property. Ronald, 1930. \$6.00.**

"The author applies the principles and methods used by life-insurance actuaries to the life problems of structures, machinery, equipment, and other physical property." *Automotive Abstracts*, December, 1930, p. 305. 50 words.

"The book gives a sound basis for calculating the annual cost of renewal of depreciation losses, and offers at least an approach to a solution of the difficult problem of obsolescence." H. P. Dutton. *Factory and Industrial Management*, September, 1930, p. 530. 210 words.

"The chemical engineer concerned with appraisals, valuations, and determinations of depreciations will, despite the difficulties of applying Professor Kurtz' methods to chemical equipment, find in this book much suggestive matter applicable to the depreciation factors of mechanical adjuncts of a chemical factory." A. E. Marshall. *Industrial and Engineering Chemistry*, November, 1930, p. 1260. 380 words.

"The financial and accounting features of depreciation are completely overlooked, so while Professor Kurtz' study may have value for the statistician and perhaps the public-utility engineer, it is useless to the accountant." M. E. Peloubet. *Journal of Accountancy*, October, 1930, p. 312. 440 words.

**Webb, E. T. and Morgan, J. J. B. Strategy in handling people. Boulton, Pierce, 1930. \$3.00.**

"Mr Webb, a business man, and Mr. Morgan, a psychologist, tell you in this vol-

ume the strategy used by successful men to influence other people." *Dartnell Reference Index*.

"This book bids fair to be to the business world what Machiavelli is to the world of politics: a sound education in the art of managing other people." John Carter. *Forbes*, November 15, 1930. 195 words.

"From all kinds of sources, with a multitude of anecdote, they tell exactly what strategy was employed by men like Lincoln, Roosevelt, Andrew Carnegie, Edison, Ford, Rockefeller, and a host of others." *Granite*, January, 1931, p. 16. 340 words.

"Many living men who occupy the present-day stage appear within the covers of this human document." G. L. Wilson. *Lefax*, December, 1930, p. 25. 280 words.

"Is it worth reading? As entertainment—yes. As a check list to see how many of the principles you have found to work in your own experience—yes." J. W. Dietz. *Management Review*, November, 1930, p. 385. 539 words.

"How to make people like you; how to impress strangers, how to establish your influence over superiors and subordinates and friends." *System*, January, 1931, p. 50. 95 words.

**White, W. L. Cooperative retail buying associations. McGraw-Hill, 1930. \$3.00.**

"Mr White endeavors in this book to determine whether the cooperative retail buying association is a more economical distributor of merchandise than the customary service wholesaler. The material he presents has been secured through both personal calls and the use of questionnaires." *Dartnell Reference Index*. 120 words.

"With independent retailers, chain stores, and cooperative groups waging an increasing bitter war against each other, the business man who feels his ideas of functional demarcation in marketing growing hazy will turn with eager interest to this book." L. C. Lockley. *Advertising and Selling*, May 14, 1930, p. 44. 400 words.

"Whereas chain stores and contract wholesale systems may be able to improve merchandising methods and reduce both wholesale and retail expense, the advantages of the cooperative are largely confined to the reduction of wholesale expense." F. E. Clark. *American Economic Review*, September, 1930, p. 513. 319 words.

"A history of these associations is given, their causes and present strength, comparative costs of doing business, also their problems of selling, credit, delivery, buying, storage, or-

ganization, management, location, and co-operation." *Management Review*, January, 1931, p. 30. 210 words.

**Wilson, G. L.** *Co-ordinated motor-rail-steamship transportation.* Appleton, 1930. \$3.00.

"It is a book especially interesting to traffic managers and warehousemen because it brings within one cover a condensed statement of store-door deliveries, 'constructive' off-line stations of the railroads, container car services and a dozen other railroad facilities of which we all know something but seldom know much in detail." *Distribution & Warehousing*, August, 1930, p. 36. 1143 words.

"The automotive highway carrier, 'the lusty infant of the American transportation family,' plays a major part in the book." *Industrial Digest*, July, 1930, p. 23. 330 words

"This volume not only describes what has taken place in coordinating motor, rail, and steamship facilities, but goes on to show the definite results and to outline the future objectives and possibilities. *Lefax*, September, 1930, p. 29. 330 words.

"The author of 'Traffic Management' discusses thoughtfully a plan for a national, privately owned, publicly regulated system of transportation which would utilize each agency of transportation in the services to which it is especially fitted and for which it is most economical and efficient." *Management Review*, January, 1931, p. 30. 90 words.

"Information regarding the railroad terminal services of the chief cities of the United States, Canada, and England should prove of aid to the shipper." *System*, October, 1930, p. 350. 140 words.

**Withers, Hartley.** *Meaning of money.* Dutton, 1930. \$2.00.

"The fifth edition of Mr. Withers' book contains chapters discussing new aspects of the gold standard, America's recently acquired leadership in world finance and the need for co-operation among central bank executives." *American Bankers Association Journal*, September, 1930, p. 245. 50 words.

"Mr. Withers describes and analyzes the English monetary and banking system, the functioning of the money market, and the intricacies of international financial relations in a delightful manner" F. A. Bradford. *American Economic Review*, December, 1930, p. 770. 185 words.

"The Meaning of Money is an early volume which, after twenty-seven impressions, has now appeared in a fifth edition." *The Banker*, March, 1930, p. 446. 520 words.

"The author's aim has been, and continues to be, to meet the difficulty experienced by the average reader in understanding newspaper articles which deal with the money market." *Industrial Digest*, September, 1930, p. 19. 650 words.

## Trade Directories

The fact was brought out at the meeting of the Special Libraries association in San Francisco that there was no annual list of trade and general directories with any pretensions to completeness. As a result, it was suggested that the Commercial-Technical group take steps to secure the publication of such a list. Under the general heading of "Directories," the "Public Affairs Information Service Bulletin" will undertake to supply the lack. Claribel R. Barnett, librarian of the U. S. Department of Agriculture, will co-operate with Mr. Sawyer, chairman of the Publication committee, in securing information on new editions of these directories. The committee will be composed of members closely in touch with new publications in this field, thereby making available a weekly record of new directory publications under that heading where, before, they were listed only by subject, and in the annual volume of the P. A. I. S. *Bulletin* there will be a check list of publications of this type.

## Trade Catalogs

At one time, the Special Libraries Association had an active Committee on Trade Catalogs. What has become of it? At any rate, that question of how to handle trade catalogs in a special library is a difficult one. One contribution to a possible solution of the problem is now made by the National Association of Purchasing Agents.

That Association has a Committee on Purchasing Department Organization and Procedure and one of their studies issued in printed form is "Indexing and Filing of Catalogs."

Perhaps you also know that the National Association of Purchasing Agents, Woolworth Building, New York, N. Y., has adopted a national standard catalog size (7 $\frac{3}{4}$ " x 10 $\frac{3}{8}$ ") which is backed by eleven of the large influential associations interested in this matter of trade catalogs.

## Associations

### Boston

The Boston Chapter met at the Federal Reserve Bank on Monday evening, March 2nd, with eighty-five members present. Prior to the meeting over fifty members met for dinner at the Insurance Society of Massachusetts Lunch Club on Milk Street. Miss Marion G. Eaton, hostess of the evening, welcomed the members of the Association to the Federal Reserve Bank and described briefly some of the functions of her library. The President, Miss Abbie G. Glover, introduced the speaker of the evening, Mr. Roy A. Young, Governor of the Federal Reserve Bank of Boston. Mr. Young spoke all too briefly on present day business conditions and at the conclusion of his talk the members of the Association were given an opportunity to ask questions. After the reading of the secretary's and treasurer's report the president gave the editor of *SPECIAL LIBRARIES* an opportunity to talk about the magazine. Four new members were admitted to membership and announcements made concerning the Cleveland Convention. Miss Druenig brought a word of greeting from the New York Chapter and the president stated that the next meeting would be held on March 30th at the Museum of Fine Arts.

### Cleveland

The February meeting of Cleveland Chapter was a joint one with Pittsburgh Chapter on February 23. Five members from Cleveland spent the day in Pittsburgh where they were delightfully entertained by Pittsburgh librarians together with members of the National Board.

The visitors were shown about Pittsburgh and Pittsburgh libraries during the morning and afternoon. The dinner at the Rittenhouse Hotel, and the speeches following it were most enjoyable. Miss Reynolds' address on "Librarians' Lure," and the illustrated talk by Mr. Harold J. Rose of Koppers Research Corporation on "Coal,—Cinderella of the Chemical Industry," will always be remembered by those who were present.

### Illinois

The Illinois Chapter held a dinner meeting on Monday, January 26, 1931, at Hull House, Chicago. This meeting established an all-time record for attendance with more than 85 special librarians and guests present.

Dinner was served at six fifteen in the Coffee House and later the meeting was called to order by the President, Mr. Conforti. He announced that plans were being made for a joint meeting of the Illinois Chapter and the Chicago Library Club during the month of March. The results from such a meeting should prove interesting and entertaining.

The President then presented the guest and speaker of the evening, Miss Jane Addams.

Miss Addams talked for about forty-five minutes, visualizing the similarity of procedure in the work of the settlement worker and the special librarian. She went on to explain the origin of Hull House, a few of its many accomplishments, how it is financed and something about the various nationalities in the location.

After Miss Addams' talk, three guides conducted the group through Hull House. Such an interesting trip will remain for many years in the minds of those who were present.

The Illinois Chapter held a joint meeting at the Chicago Library Club on Thursday, March 12, at the Newberry Library. Dinner was served at the McCormick Y. W. C. A. prior to the meeting. A report of this meeting will be found in the next issue of *SPECIAL LIBRARIES*.

### Milwaukee

Special librarians of Milwaukee and Wisconsin met on December 2 at dinner to get acquainted and to discuss the possibility of organizing a Milwaukee Chapter of the Special Libraries Association. Thirteen librarians were present.

On January 20, fourteen librarians met for the purpose of organizing. An explanation of the three types of membership was followed by a discussion of the possible benefits resulting from a local organization. When the petition for admittance into the association was circulated, ten of those present signed. With the addition of three out of town librarians who had signified their desire to sign, the number of petitioners became thirteen. One more was added later.

Miss Ethel B. Slattery, librarian of The Three Schuster Stores was unanimously chosen for president. Other officers elected were, vice president, Miss Margaret Bellinghausen, librarian of the Wisconsin Telephone Company, and secretary-treasurer, Mrs. Zilla R. McClure, librarian of The Milwaukee Electric Railway and Light Company.

Since the first object is to become better acquainted, it was decided that for the first few meetings one librarian of the group would outline the functions and organization of her library, the meeting to be held in that member's library, if possible. The group was very glad to accept the invitation of Margaret Reynolds, President of S. L. A., to meet in the library of the First Wisconsin National Bank. This meeting was held on February 10, preceded by a dinner and business meeting at the City Club. Seventeen librarians were present.

So interesting was Miss Reynolds' talk, and so many were the questions asked by the group, that the meeting lasted an hour and one-quarter later than the time originally proposed for adjournment.

#### New York

The February meeting of the New York Special Libraries Association, held on Thursday the 19th, was in the nature of an inspection tour of the new Western Union Telegraph Building, 60 Hudson Street. It would take a book to describe the wonders that were seen and the awe that was felt at the hundreds of mechanical marvels moving before the eyes. The building itself and the training of the personnel would deserve at least a chapter each. If we were writing such a book we should dedicate it to our hosts, Mr. H. J. Forbes, Miss Edith Shearer, the Librarian, and to all our gracious guides.

During the dinner, which was served in the Western Union Cafeteria, telegrams containing not too serious messages were delivered to various members, thus adding "jest" to the party. Adjourning to the auditorium, Mr. Forbes, who is manager of the Cable Division, completed the evening by showing a motion picture of the Cable-ship "Dominia" laying a cable from Newfoundland to the Azores. His brief talk beforehand made the picture more interesting and understandable.

Miss Marguerite Burnett, president of the association, presided at the meeting which was attended by 168 members and friends. She took occasion to introduce for a brief greeting, Mrs. Louise Dorn of the Detroit Edison Company, one of the national vice presidents, who had come on to New York to attend a national committee meeting.

#### Philadelphia

The Special Libraries Council of Philadelphia and vicinity have held several small group conferences on library problems the first of which took place on December 12th, the leader

being Mr. Joseph Kwapil, Librarian of the Public Ledger. He described his practical and direct methods in filing newspaper clippings and a lively discussion ensued concerning the problem of subject headings. On February 20th another conference was held with Mr. Paul Vanderbilt, Librarian of The Pennsylvania Museum, as chairman. The general topic was classification, with an attempt to avoid generalities and obtain clear statements on classification problems. To make the meeting more effective a group of questions and topics for discussion was submitted prior to the meeting. It is planned to report at a later date the results and findings of these discussions and a copy of the questions submitted at the February meeting may be obtained from Miss Helen M. Rankin, Secretary of the Council, Free Public Library, Philadelphia.

"Books" was the subject under discussion at the February meeting of the Special Libraries Council of Philadelphia, held in Logan Hall of the University of Pennsylvania. The speakers included Florence Bradley, librarian of the Metropolitan Life Insurance Co., New York City, who spoke on "The Business Man and His Books," Robert Hoag, treasurer of Leary, Stuart and Co., who described at some length the circumstances which attended the erection of his company's present building, Mrs. John King Leister of the Free Library, who reviewed recent government documents, and Charlotte Noyes, of the Du Pont Company, who reviewed recent technical and business books. The next meeting of the Council will be held in the Leary, Stuart and Co. store, March 6th.

#### Pittsburgh

The Pittsburgh Special Libraries Association held no regular meeting in February. Instead, a joint dinner meeting of the Cleveland and Pittsburgh chapters was held in Pittsburgh on February 23rd. Those who came from Cleveland were—Miss Nell G. Sill, Cleveland Museum of Art; Miss Rose Vormelker, Business Research Bureau, Cleveland Public Library; Miss Alta B. Clafin, Federal Reserve Bank; Miss Emma Boyer, Union Trust Bank; and Miss Eunice Abel.

On the same day the national Executive Committee held its meeting in Pittsburgh; the members present were—Miss Margaret Reynolds, Miss Elizabeth Cullen, Miss Eleanor Cavanaugh, Miss Jessie Callan, Mrs. Louise Dorn, Mrs. Mary H. Brigham, and Mr. Angus Fletcher.

Miss Margaret Reynolds, President of Special Libraries Association, Mr. Ralph Munn, Director of Carnegie Library, and Mr. Harold J. Rose, Director of General Laboratories, Koppers Research Corporation, were the speakers at the dinner. Miss Reynolds addressed the group on Librarians' Lure, and Mr. Rose spoke on Coal-Cinderella of the Chemical Industry. Miss Adeline Macrum presided. Mrs. Blanche K. S. Wappat, formerly librarian of Carnegie Institute of Technology, was toastmistress. On Sunday afternoon, February 22nd, an informal tea was given in the College of Fine Arts Library, Carnegie Institute of Technology, in honor of the members of the Executive Committee who were in the city.

#### San Francisco

The January meeting of the Special Libraries Association of San Francisco was devoted to plans of the Publicity Committee and the Committee on Cooperation in Business Library Service. Miss Margaret Hatch, Chairman of the Publicity Committee, reported on the progress made since the inception of the committee last October. Miss K. Dorothy Ferguson, local member of the Committee on Cooperation in Business Library Service explained the committee's present project for distributing discards of special libraries to public libraries or other special libraries which desire to complete their files. Each special library has been requested to submit to Miss Ferguson a list of the annuals, directories, magazines or other valuable material to be discarded, to add to their collections. Mr. Richards, assistant librarian of the University of California and Mr. Rea, librarian of the San Francisco Public Library, who were present at the meeting expressed their hearty co-operation with the plan.

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The February meeting was held at the Lane Medical Library, on Thursday, February 19th, with a dinner at the Special Diet Laboratory, Stanford University Hospital, prior to the meeting. The valuable collection of the Lane Medical Library was open for inspection and there was an exhibition of rare incunabula, Arabian and Persian manuscripts, and other examples of printing, illustrating and binding. Miss Louise Ophuels, librarian of the Library was hostess.

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The April meeting of the Association will be held at Del Monte on April 11 and 12. Plans are being made for an interesting meeting, with

round table discussions and a banquet on Saturday evening. On Sunday, April 12th, opportunity will be given to attend services at the Mission San Carlos and the Carmel Mission.

#### Southern California

The Southern California Chapter of Special Libraries Association, after dinner at the Casa de Rosas, was admitted by special arrangement to the Los Angeles Museum for the regular meeting January 20, 1931. Forty-five members and friends were present, making this the largest meeting of the year.

The president called the meeting to order at 8.15 p. m. Miss Faith E. Smith, Chairman of the Employment Committee which had planned the program for the evening, told of the library student interested in publicity methods who would like to work with the Employment and Publicity Committees in circularizing business firms and writing articles for different business house organs, for experience and practice. This plan was heartily approved by the members.

Miss Lenore Greene, Librarian of the Los Angeles Museum, then introduced Mr. Arthur S. Woodward, Curator of History, who gave a very interesting talk on the museum expedition to the Gila Valley, Arizona, last summer. The discoveries made by the expedition have been rated as the most important discoveries in the Southwest in a decade. We were shown urns, paint palettes, carved bones, bracelets, rings and incense burners, truly "modernistic" in design, though of almost unbelievable antiquity. The room containing these treasures was of course the place of greatest interest, but the beautiful African animals' hall proved so fascinating that the meeting broke up later than usual, in spite of a short program.

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The regular February meeting of the Southern California Chapter, Special Libraries Association, was held on February 17, 1931 at the Los Angeles Chamber of Commerce, under the direction of Miss Blanche McKown, Chairman of the Publicity Committee, and our host, Mr. Guy E. Marion, Manager, Research Department, Chamber of Commerce. 28 members and friends were present. Dinner was served and the entire meeting was held in a private dining room, the program preceding the business meeting.

Mr. Wayne H. Fisher, President of the Walter H. Fisher Corporation, who is much interested in the Colorado River Project,

outlined the work to be done at the Hoover Dam site. A trip taken by Mr. Fisher and his party up the Colorado River in a small power boat, and again by airplane, illustrated by his own movie camera record, proved intensely interesting.

The second speaker, Mr. Ralph G. Lindstrom, Comptroller of the Q. R. S. Neon Corporation, Ltd., gave an inspiring talk on

the purpose and value of the Olympic Games, stressing business sportsmanship, and competition between nations for excellence instead of destruction.

The business meeting was then called to order, Miss Anna F. Frey acting as secretary *pro-tem*. The main event of the evening was the authorization of the contract for the printing of the Union List of Periodicals.

## Events and Publications

Rebecca B. Rankin, Department Editor

William Alcott, Librarian of the *Boston Globe*, described the organization and operation of a newspaper library to the students of Simmons College on February 25th.

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John A. Lapp is the subject of an article in the *World Tomorrow* for December in which the writer describes in a sympathetic manner the work of Dr. Lapp. The story was also given space in the *Milwaukee Journal* for February 5, 1931 with the caption "John A. Lapp, the Radical Who Finds Radicalism and Christianity Close Kin."

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The *Way Bill*, published monthly by the Traffic Club of Chicago, has for its cover on the February issue a photograph of the beautiful library of the Club. The opening article entitled "Library houses interesting books," is illustrated with a clever picture showing the covers of current railroad magazines to be found in the library.

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*Business Literature*, published by the Business Branch of the Newark Public Library, devoted the February issue to Investment Literature, including some recent investment books, a list of important investment services and a group of titles on investment trusts, supplementary to the list published in the April, 1930 edition of *Business Literature*.

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In 1927 Mr. Lewis Armistead, librarian of the Boston Elevated Railway compiled a comprehensive bibliography, "Reference List of Literature on Urban Electric Railways, Indexed by Cities." That first list has now been supplemented by another, a more general list which is "Urban and Interurban Electric Railways; a selected reference list of general literature." It may be obtained upon request to Mr. Armistead, Boston Elevated Railway.

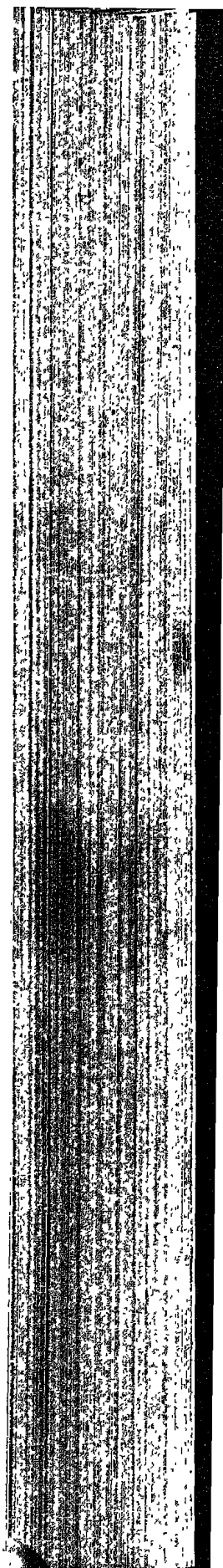
The *Library Bulletin of the Industrial Relations Counsellors*, New York, for January, 1931, contains the usual semi-annual review and a selected bibliography on the five-day week.

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Dorsey W. Hyde, Jr., is not only the secretary of the Washington Chamber of Commerce but also editor of its new publication, *Greater Washington*. The February 1931 issue is most attractive with its illustrated cover in blue. The contributors are Merle Thorpe, Amelia Earhart and Dr. Luther H. Reichelderfer are well-known and their articles are good. The purpose of the magazine is to keep Washingtonians abreast with civic and commercial progress of their city. We find the Public Library has contributed a column on Business Books. You would expect this from an especial librarian like Mr. Hyde.

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An interesting experiment of newspaper cooperation with a public library in presenting book news on books not of the current season, occurred during the past year between the Public Library, Newark, New Jersey, and the "Newark Evening News." Upon invitation of the "News," the library conducted a column "Are You Too Busy to Read?" every Monday evening from March 31, 1930 to January 5 of this year. The columns were prepared by various members of the library staff, under the supervision of Catherine Van Dyne. Each column was built around one topic which was calculated to appeal to a person while reading his newspaper, and each article was intended to be read with the continuous interest that characterizes the best newspaper features. Every story carried references to from four to ten books that might not be called to the reader's attention through book reviews or publisher's promotion.



*The Branch Library Book News* of the New York Public Library for March, 1931, has a full description of all of the special collections and activities of the Circulation Department. Special librarians in New York City should be informed about these.

\* \* \*

The Special Libraries Association "Handbook of Commercial and Financial Services," recently published is very much in demand by business houses as well as by special libraries. It is the only guide to organizations that compile and publish for general distribution data and statistics on given subjects kept up-to-date by regularly revised and supplemental data.

\* \* \*

Statistical bulletins, issued by the Institute of International Finance. (These new quarterly bulletins cover statistical information on a number of foreign countries, collected and condensed. In each case the source of the information is indicated. The first bulletin contains tables on foreign exchange rates, discount rates, short-term and long-term interest rates, legal reserves of foreign central banks, reserve position of same, indices of stock prices, gold movements, wholesale price indices, indices of production, unemployment and foreign trade.)

\* \* \*

The New York Special Libraries Association is planning a new 1931 Directory of New York special libraries. It is to be more comprehensive than any former directory, as it will attempt to give the subject content of all the special libraries, list special collections in each, enumerate the names of all persons on the staffs, etc. A committee is now at work collecting and compiling the information. A representative from each Group is on the committee. Rebecca B. Rankin is Chairman.

In the "Monthly Labor Review" of February, 1931 is an up-to-date bibliography by Laura A. Thompson, librarian of the U. S. Department of Labor on "Five-Day Week and Other Proposals for a Shorter Work Week."

\* \* \*

"Management of Unit Banks" is a new publication from the Bureau of Business Research of the University of Michigan, Ann Arbor. This study of the management policies and profits of unit banks is confined to banks which are not members of the Federal Reserve System.

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The Association of North American Directory Publishers, 524 Broadway, New York, N. Y., have in the printer's hands at present a "Directory of Directories of North America." This Directory includes city, county and state directories but does NOT include TRADE directories. This publication is to be available for free distribution about March 15.

\* \* \*

The H. W. Wilson Company issues a report on its sales growing out of the first edition of the "Catalog of Periodical Duplicates" issued by the Co-operative Clearing House. The total sales were \$8,500. A second edition of the "Catalog" is to be issued the last of February, 1931. We wonder if special libraries are availing themselves of this method of selling their magazine duplicates. The Co-operative Clearing House was established as an agency through which libraries could exchange their periodical duplicates without the necessity of making and circulating separate lists of their own. The Wilson Company is assembling the data and publishing a union catalog, and serves as a clearing house for the transactions on a 25% commission on sales. This is a wonderful service to the public and university libraries, and perhaps may be to the special libraries.

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