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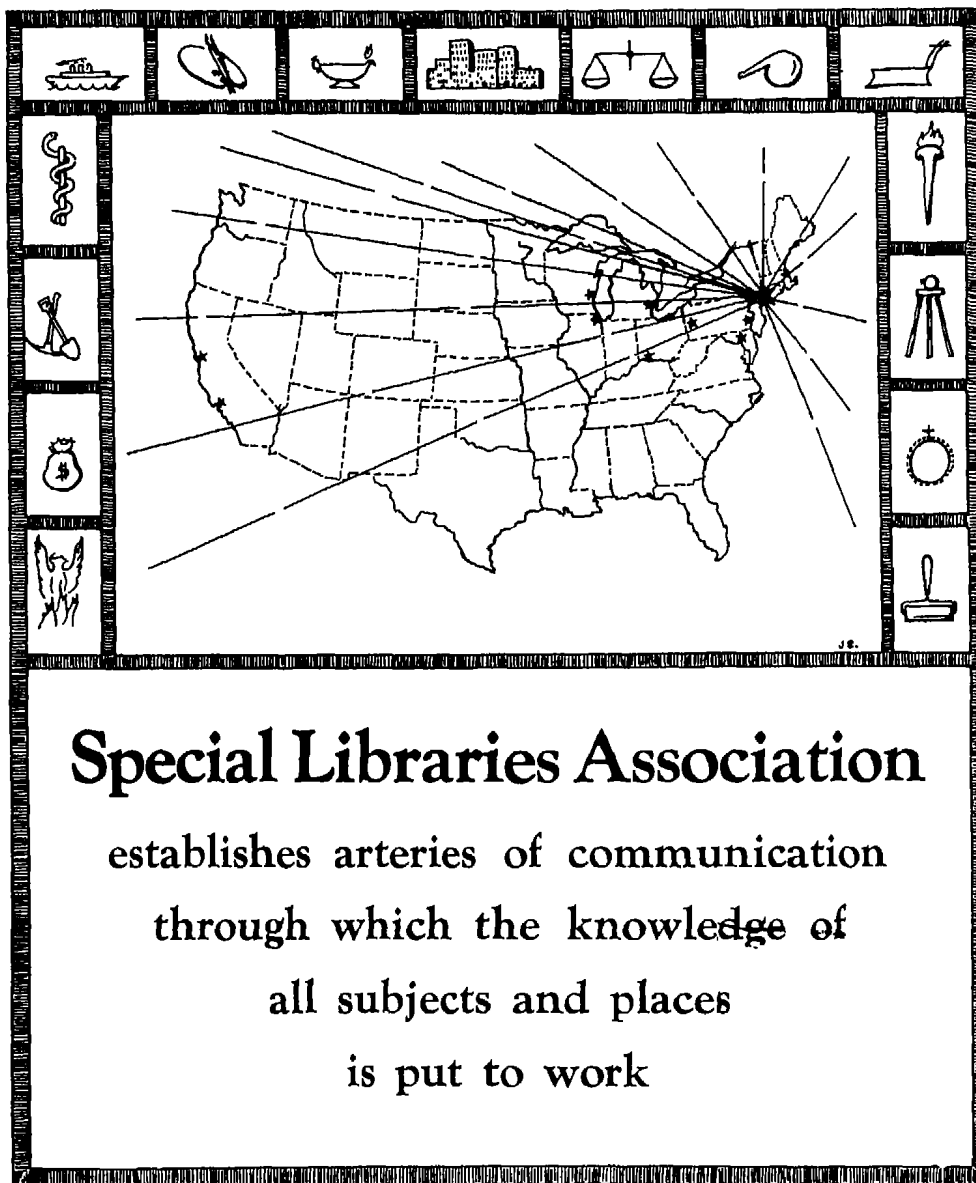
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SPECIAL LIBRARIES

"Putting Knowledge to Work"



Special Libraries Association

establishes arteries of communication
through which the knowledge of
all subjects and places
is put to work

Volume 23

MARCH, 1932

Number 3

SPECIAL LIBRARIES

RUTH SAVORD, Editor

MARCH, 1932

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APRIL ISSUE will contain articles by Elsie Rackstraw and Lilla M. D. Trask which space limitations prevented our printing this month. Also more detailed information on our Convention, including Nominating Committee Report.

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 Standard Statistics Company, New York
 *Stechert, G. E. & Co., New York
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 Pennsylvania Museum of Art, Philadelphia
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 Philadelphia Company, Pittsburgh
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 Royal Bank of Canada, Montreal
 Sun Life Assurance Co. of Canada, Montreal

SPECIAL LIBRARIES

MARCH, 1932

Volume 23

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Number 3

Selection and Ordering of Material for the Special Library Collection

By the Newark Library Staff

The Limits of the Collection

IN assembling any special library collection, many factors must be considered before defining the program for its growth. The collection of a library with a large circulation to employees must be balanced in a different manner from that forming a working laboratory with the factor of circulation an infinitesimal one. The procedure for building up a library with unlimited funds when speed is essential is quite different from that followed when funds are limited and the growth depends largely on gifts. Space must be taken into consideration. If ample room is available, lines need not be drawn carefully as to the field, but where each inch of space counts, book orders or appeals for gifts must be held down to essentials.

The limitations of the collection must always be borne in mind. The book on an economic subject written in a popular style will be extremely useful in some collections, and of no definite value for a library for economists. Limits of the collection must be defined and understood before any ordering is done.

Announcements, Reviews, Booklists

In selecting the material to be ordered once the limits are defined, certain periodicals, standard indexes and check lists should be scanned regularly for possible additions to the collection. In magazines such as *Business Briefs*, *Business Week*, and *Domestic Commerce*, short reviews appear promptly; in others, such as *Management Review*, *Credit and Financial Management*, *Factory and Industrial Management*, *American Economic Review*, *Bulletin of the Taylor Society*, *Management Methods* (formerly *System*), etc., the reviews are more comprehensive and, as a result, delayed. Still later, the "Digest of Business Book Reviews" appearing regularly in *SPECIAL LIBRARIES*, provides a basis for more careful consideration of individual titles.

Reading lists put out by other libraries and societies engaged in the same kind of work, such as the "Bibliography of Management Literature" published by the American Society of Mechanical Engineers, 1931, often bring to light additional items. Such lists show how others are meeting similar problems. In a public library the recommendations made at the charging or information desks are helpful. Students of literature in various business fields may be depended upon to ask for the useful books and by these recommendations the value of a book and the number of copies needed may be gauged.

Obviously publishers' announcements must be watched for possible book orders. Though often over-enthusiastic, the importance of the subject or the reputation of the author may be enough to justify ordering without further question.

Fitting a Book to the Collection

Before a book order slip is finally included in a book order, the catalog should be consulted to discover if the subject is not already adequately covered in recent books in the collection and these books must be examined to determine how well they cover the ground.

Where funds are limited and opportunities for actual inspection are few, it is necessary to give prayerful consideration to each book before definitely deciding on purchase. Reviews by authorities are even more essential for business books than for others since their value can be judged only through specialized knowledge. Until recently such reviews were difficult to find, since the *Book Review Digest* of the H. W. Wilson Company lists only a few titles useful to special libraries. To satisfy pressing needs in this line, an index to business book reviews was established at the Business Branch of the Newark Public Library and is the basis for the "Digest of Business Book Reviews" that appears regularly in *SPECIAL LIBRARIES*, the first and only place in which such references to business literature are available. While only about 350 books have been covered in *SPECIAL LIBRARIES*, reviews for 2400 more are indexed through this file.

A Book Review Index for Your Own Collection

If the available magazine collection is sufficiently comprehensive, a book review index for the individual library has many uses. This may take any of several forms, but it is possible to keep up a useful one without a great deal of time and labor.

Reduced to the simplest form, the book review card contains author's name, title of book and of magazine containing the review, its date and number of words. This file may be kept by a junior who can add references to new reviews to the cards as they appear in designated periodicals. Excellent, authoritative book reviews are published as regular departments in many economic, trade and business papers, such as the *American Economic Review*, *Accounting Review*, *Management Review*, *Journal of the American Statistical Association*. This file is valuable not only for book orders but as suggestions for annotations for reading lists.

Routine Order Work

Check lists such as the *Bulletin of the Public Affairs Information Service*, *Industrial Arts*, and the *Cumulative Book Index* not only yield the names of books on most special library subjects but also give price, publisher and date information so that all facts needed for the book order slip are at hand without further search.

Standard book order forms are available through the library supply houses and their use with variations is quite general. These uniform cards or slips provide specified space for name of publisher, price, date, source of book review, date of ordering, date of receipt, etc., so that an alphabetic file of these orders constitutes almost automatically a complete history of the books ordered until they are actually in their places on the shelves.

In small libraries, where processes are simple, delays are few. The order slip may be removed and destroyed on receipt of the book. In larger libraries with several as-

sistants and with the processes more or less broken up into departments, it is often desirable to note date of receipt on the order slips and refile until the book has been cataloged and returned, ready for the shelves. This enables the librarian to discover the present status of any book before it has reached the shelves, whether on order and not yet received or in process of preparation. In this case, the route of the book from Catalog Department to shelves would be by way of the Order Desk where the book order process is completed with the removal of the book order slip from the file.

When placing a book order, it is often possible and helpful to arrange with the dealer to send all the books, subject to return after examination. If the book is rejected, a note on the book order slip, preserved in a separate file or incorporated with the book review file, may save repeating the search if the same question arises after the incident is forgotten.

Gift Technique

While a majority of the important additions to all collections are through purchase, those that may be obtained on request are numerous and valuable. A public or association library may have somewhat of an advantage over that of a commercial house in seeking gifts; nothing however need be lost and much may be gained by a tactful request. The method used must again depend on the size of the library and the amount of clerical assistance available. Mimeographed or printed postals filled in by hand are time savers, but the brief yet appreciative typewritten letter may perhaps do more. When a particularly desired item is under consideration, the typewritten method is advisable.

In securing pamphlet material for the library, the same general procedure may be followed as in securing books. Notices of available pamphlets appear regularly in certain periodicals and a list of the best for the purpose should be scanned each month. A business library, for instance, should check such lists in the following periodicals: *Domestic Commerce*, *Class and Industrial Marketing*, *National Association of Cost Accountants Bulletin — Section II*, *Sales Management*, *Management Methods*, *Dartnell Service Letters*. Notes of pamphlets available for distribution appear also in many other unexpected places.

Notes of pamphlet material may be divided into two groups — those available for free distribution and those which may be secured for a small price. The following forms illustrate the way in which various libraries ask for such material:

A University of Kentucky Library
Lexington, Kentucky

The Department would be pleased to receive the following publications if available for free distribution.

.....
.....

If this material may be obtained only by purchase, kindly quote price before sending. We thank you.
Library Form No. 16.

B The Library,
North Carolina College for Women,
Greensboro, N. C.

We should appreciate your kindness in sending us a copy of the following publication:

.....
If this is not available for free distribution, please advise us at once how it may be obtained.

Very truly yours,

..... Librarian.

C We have seen an announcement that the has published the following pamphlet,

We should be glad to have you send a copy to

Very truly yours,

When material is received, the use of a form letter of acknowledgment, unless the value of the gift is negligible, is desirable!

Government Documents

One of the best ways of securing the government documents which are valuable to a particular special library is to consult the department indexes to the different publications as they appear. Some of these are: *Weekly List of Selected United States Government Publications*, "List of Publications of the Department of Commerce," the Supplement to the "Annual List of Publications of the U. S. Department of Commerce," "New Publications of the United States Bureau of Mines," the *Price Lists of publications relating to certain subjects* (issued by the Superintendent of Documents). Material may then be ordered from Washington or through the nearest district and coöperative offices of the Bureau of Foreign and Domestic Commerce.

Budget

The same factors that define the policies of the collection must be considered in connection with the budget. Publications in the business field are so few in comparison with the grand total of published matter that it is possible for a special library to approach an inclusive collection in its field as, for example, does the Business Branch. During 1930 the Business Branch expenditures ran as follows: Salaries 64%; Administration, Housing and Equipment 15%; Advertising 1%; Collections 20%. This 20% for collections was divided as follows: trade directories 8%; periodicals 3%; services 5%; and books 4%.

Usually discounts may be had from book dealers and book publishers. Some few will give none at all, others give discounts ranging from 5% to 50%. Most good dealers will notify a library when they cannot give as good a discount as the publisher.

Summary

Fundamentals for the acquisition of a special collection are, therefore, briefly: first, the definition of a policy for inclusion and exclusion of material; second, the careful use of the best check lists and reviews; third, familiarity with what is already in the collection; fourth, systematic methods for the routine of ordering; fifth, the use of tact and common sense in the acquisition of gifts; and sixth, knowledge gained by experience of the costs in the particular group. Problems of the special library must be solved by dealing with actual conditions, but the fundamental practices for these libraries remain the same.

How Shall We Classify the Special Library?

By DOROTHY BEMIS, Librarian

The Lippincott Library, University of Pennsylvania, Philadelphia

CLASSIFICATION is the library term applied to the effort of putting the library house in order. It is the process of bringing together the library resources having a "common denominator" and installing, as "neighbors," the related subjects. In the general or public library classifications where it is necessary to systematically outline or group all "human knowledge," the closeness of these "neighborhood" installations depends upon the nearness of their relationship. The resources brought together should have common characteristics, the *basic* characteristic being chosen for the use that is to be made of the library.

For *special* library classification, the tendency today is to apply the classification to the library rather than to adapt the collection to the system or schedule. It often means grouping the books broadly and then seeking a classification that is best fitted to these groupings. By so doing, the "close relationships" are often ignored with the result that a specific subject is developed independently, regardless of the group of subjects as a whole. A special library is often interested in only one of these units. These independent subject developments can, therefore, be taken out of the composite system and, as a separate unit or schedule, as it is sometimes called, be applied to the particular collection for which it is intended.

A primary concern and an initial problem in any library organization or reorganization is the placing of the library's resources so that they may be readily available and obtainable. Time and effort play important rôles in an active library's operation and conservation of each should be sought in every one of its activities. In the grouping and arranging of the library's collection, these two factors are particularly important and whatever system is selected as a basis for this function must aim at a minimum expenditure of each.

Just as the type and size of a library influence the scope of its resources, so does the use to be made of its materials determine the extent of the need for their availability. No matter what size the library, no matter what its content, the motive or aim is generally the same — *to produce the information desired when it is needed*. In other words, to make the library effectively serve the purpose for which it is designed, the organizer must decide what scheme of arrangement is most suitable and lends itself best to his needs.

Familiarity with the problems of the institution the library is to serve, an understanding of its policies, a knowledge of its personnel are fortifications invaluable to the organizer and factors indispensable in the selection of the system of classification to be employed. But one usually cannot afford the time required for the acquisition of such assets. He is often plunged into the task of classifying a library without any such stable experience on which to build his foundation. He frequently has to learn through his mistakes and missteps and be guided by his own experiences. His only salvation is the opportunity to study the accomplishments of others and to investigate the solution of their problems.

Since there is no one system of classification which can be unqualifiedly recommended for all libraries — "the perfect classification having not yet been devised"*

*Hutchins, Johnson and Williams. "Guide to the Use of Libraries"

— it is well at the beginning to review briefly the systems most generally applied and consider their individual features.

What is to be desired in a satisfactory classification system? Miss Margaret Mann in her "Introduction to Cataloging and the Classification of Books" summarizes the points to be stressed and from this list the high lights to be remembered are borrowed:

It should be:

- | | |
|------------------------------------|--|
| 1. Systematic | 8. Expansive and flexible—both in plan and notation |
| 2. Complete | 9. Provided with a general class and with means to treat special subjects in a general way |
| 3. Detailed | 10. Indexed alphabetically |
| 4. Adaptable to diversified ideas | 11. Presented in form to allow a survey of the field covered by the system |
| 5. Logical | |
| 6. Explicit — yet concise | |
| 7. Easy and simple in its notation | |

There are three printed general classifications in existence today which are used most commonly by libraries in this country — The Dewey or Decimal (D. C.); the Cutter or Expansive (E. C.); the Library of Congress (L. C.). In each of these systems there are familiar symbols or notations by which the various subjects are briefly expressed and naturally grouped in logical order. The systems "differ from each other in the grouping of the various subjects and in the notations which they employ."* Brief characterizations of each follow:

DEWEY OR DECIMAL SYSTEM (D. C.)

- (a) Uses simple symbol — Arabic numerals — and decimal form — grouping heads with subdivisions numbered with common arithmetical figures used decimally which provides for expansion.
- (b) Divides "human knowledge" into nine main classes — 1 to 9, and there is a tenth class, designated by 0, for general works such as encyclopedias, periodicals, etc. Each class is divided into nine divisions which are similarly divided into nine sections, subdivided into subsections. The process is repeated over and over as often as is necessary.
- (c) The basis of the classification is subject matter or content of the book. Provision is made under each division for form — e.g. dictionaries, encyclopedias, periodicals, essays, etc.
- (d) There is a *relative index* with a subject classification which is an essential feature. It provides compact, complete, accurate and quick reference and serves as an invaluable aid in the use of the classification.

A satisfactory classification for small collections.

BRUSSELS CLASSIFICATION (Institut International de Bibliographie. Classification décimale universelle)

- (a) A French expanded edition of Dewey — enthusiastically supported by those who are using it.
- (b) Simple, elastic and applicable to all types of library materials.
- (c) There are two parts: (1) classification with arbitrary numbers for sub-

* Hutchins, Johnson and Williams. "Guide to the Use of Libraries"

division of knowledge; (2) an alphabetic index of subjects to indicate respective numbers of the subdivision.

- (d) Differs from Dewey in the matter of minuteness and in form.
- (e) Provides for symbols to express the interrelations of subjects, for an increased numbering capacity, and for general tables which can be added to any subject.
- (f) The alphabetic index may be made as comprehensive as desired and developed as the library is classified. Synonymous terms used without conflict and changes in terminology handled without cross references.*

"The French edition . . . will furnish a valuable guide for those libraries now using the D. C. but which are finding it necessary to expand."†

CUTTER OR EXPANSIVE SYSTEM (E. C.)

- (a) Intended as a classification of books rather than of knowledge.
- (b) Uses the letters of the alphabet as the basis of its notation — twenty-six large classes — with each class divided into twenty-six parts and with further subdivision into smaller groups — a total capacity of more than 18,000 class numbers. Allows for almost indefinite expansion.
- (c) Main classes use capital letters; subdivisions, small letters; and countries are designated by figures. A geographical table — local list — is printed separately.
- (d) Due to the death of its author, Mr. C. A. Cutter, the work is incomplete. Mr. W. P. Cutter has made valuable contributions to it.
- (e) Intended to provide for needs of a library at successive stages of growth, by use of seven tables of classification. An index for the first six classifications was printed in one alphabet, and each part of the seventh classification which was completed was equipped with an index.

Usable as a basis for developing certain classes not adequate in some of the systems now in use.†

LIBRARY OF CONGRESS (L. C.)

- (a) A schedule following E. C. most closely, accepting many features of the Brunet, Decimal, Brussels, etc., as well as other classifications.
- (b) A classification fitted to books — not books to a classification.
- (c) Designed to meet the special needs of the Library of Congress — being adopted by many other libraries.
- (d) Uses mixed notations — combinations of letters and numbers. Letters of the alphabet designate main classes. (Thus far only twenty-one groups have been used, allowing for the development of five main classes.) Capital letters are used singly and in combination to signify subjects. Topics or divisions are expressed by Arabic numerals. Provides amply for expansion.
- (e) Good special tables and special arrangements under subjects.
- (f) Full and comprehensive index.
- (g) Excellent for classifying current materials. New developments in the various fields being constantly provided for.†

* Emilie Mueser. "A Universal Classification." *SPECIAL LIBRARIES*, March 1929, p. 82-84.

† Mann's "Introduction to Cataloging and the Classification of Books."

Especially fitted for large libraries but can be adapted to small collections.

The two following classification systems are of particular interest to *special* libraries:

THE CLASSIFICATION OF BUSINESS FOR THE BAKER LIBRARY, HARVARD UNIVERSITY. GRADUATE SCHOOL OF BUSINESS ADMINISTRATION. (William Parker Cutter)

- (a) A classification for the field of social sciences — economics, business, sociology, government and law.
- (b) Designed primarily for the Baker Library, Harvard University.
- (c) Main schedules divided into twenty-one classes, with letter notations. Subdivisions indicated by letters, not more than four letters being used in any instance, even for the most minute subdivisions. For further subdivisions there are supplementary lists: (1) *Form* lists — indicating form of material and way in which a subject is treated — using digital notation; (2) *Local* lists — using numerical abbreviations for the regions of the Earth. There are also *city* lists.
- (d) Schedules are now being printed. Two supplementary lists — Industries and Local in mimeographed form (price \$1.00 each) — are also being put into type.

THE BUSINESS LIBRARY CLASSIFICATION WITH INDEX (Julia E. Elliott)

- (a) A number scheme with base similar to Dewey.
- (b) Designed to provide for expansion by use of decimals and with the aid of the Cutter-Sanborn author table.
- (c) Simple, logical, short notations, easily understandable groupings, and provides for future growth.
- (d) Good working index.
- (e) Those who are using it are finding it satisfactory, particularly for financial collections.

Many libraries are using one or the other of the above classifications as a whole. Other libraries have undertaken modification of them for their specific needs. Still other more venturesome libraries have created original systems or devised special schedules to meet their requirements. The Classification Committee of the Special Libraries Association has in its files some interesting examples of the latter experiments. The writer's own library has for its system a practically original outline, based upon the Dewey Decimal arrangement and designed to be used with Dewey. It was developed by the library's staff working in conjunction with a Faculty Committee. The result, a series of schedules worked out for the business subjects, has stood a four-years' test and has proven usable and satisfactory.

While the individual choice or selection of the system of classification is entirely a concrete problem, there are some general principles for classification as a whole which might well be observed. First and foremost, classification should only be undertaken by the trained or the experienced. A fundamental knowledge and a technical understanding is a basic requirement for the classifier. There is no more generally recognized crime being perpetrated in the special library field today than those feeble attempts of the directors of library installations who delegate the classification and

organization to someone untrained and uneducated in the subject — usually the overworked secretary or stenographer. Insistence on proper preparation for such an undertaking would insure elimination of many expensive errors.

Second, there should be a reasonable assurance, before the installation, that whatever system of classification is selected will fit the library several years hence as well as at the present moment. In other words, the idea should always be kept in the foreground that the library is not being built only for today or tomorrow but for the future as well. A system should be selected, therefore, that applies today; provides for expansion tomorrow; and allows for modification for future developments in the field. A well-tested and tried classification is preferable to an original creation which may have qualities to recommend it on the surface, but which needs the test of time and use. This is not intended to discourage original classification. That would be an attempt to block progress. But it is hoped that it may urge only those who have had experience with other classifications, who are acquainted with their merits and defects and thus qualified to use judgment and discrimination in the formulation of new devices, to *dream* of creating new schedules or modifying present available ones. It is better to accept an old imperfect schedule and benefit by the mistakes of others in their use of it, than to institute a new one which may perhaps prove a stumbling block and constant handicap.

Possibly it is heresy on the writer's part, but she would be tempted to advocate that small libraries attempt *no* classification unless the classifier is ready and qualified to undertake the responsibility of fitting and applying the skeleton network to the resources. It were better to arrange the collections alphabetically by author, with concentration and dependence on a good key or index — the catalog — to produce the desired information. Far less difficulty would be encountered and better satisfaction for results obtained would be enjoyed. Classification is no plaything for the uninitiated. It is for the experienced only. Another so delegated to the undertaking should seek advice from those qualified to aid.

"Long study of the subject makes clear that a classification satisfactory in *theory* is, in the nature of things, an impossibility, and a scheme can be satisfactory in *use* only to those who realize those inherent difficulties and are satisfied because of their knowledge that a plan free from annoying difficulties is wholly unattainable."*

Suggestive Readings on Classification

Mann, Margaret. Introduction to Cataloging and the Classification of Books.

Merrill, W. S. Code for Classifiers.

Sayers, W. C. B. Manual of Classification for Librarians and Bibliographers.

SPECIAL LIBRARIES, March 1929 — Classification number. Also monthly issues — Classification and indexing department.

* Melvil Dewey. "The Amherst Classification." *Library Journal*, August 1878, p. 231.

Does the Special Library Need Specialized Cataloging?

By MARGUERITE BURNETT, Librarian

Federal Reserve Bank, New York

DOES the special library need specialized cataloging? Yes and No! This evasive answer will satisfy neither the ardent beginner who confidently demands categorical solutions from his more experienced elders, nor the veteran who has conquered in pragmatic fashion the particular problems of his own special library. The latter modestly suspects that splendid "orthodox" methods are being used by the profession at large if he only had the time and opportunity to investigate them.

Not even a bird's-eye view of special library cataloging practice can be given in a brief "one-man" article such as this. One attempt to survey this field has been made (as part of a larger study of methods) and while admittedly not comprehensive it is the only existing record of its kind.* This will be used to correct the astigmatism of a highly personal point of view. For this purpose also, I have questioned a few of my special library neighbors as to actual current practice.

But to return to the "No" part of the answer given above — much of cataloging in a special library is not special at all, but is based on sound general cataloging principles. For clear, authoritative pronouncements helpful to the cataloger wherever she may be, one can highly recommend Margaret Mann's "Introduction to Cataloging and the Classification of Books," prepared in 1928 for the A. L. A. textbook series.

Also, an excellent article on that perplexing and soul-trying problem of subject headings selection is "Factors in determining subject headings" by Julia Pettee in the *Library Journal* for December 15, 1929. I wish I could persuade every special librarian who has to struggle with subject headings (and who in this field does *not*?) to hunt up this delightfully humorous and yet sturdily sensible article.

Public library and special library catalogers thus travel a considerable stretch of road together. But soon alluring short cuts appear and it is the joy of this work in the comparatively small special library that these may be explored with great saving of time and energy, because of the absence of the traditional rules and the necessary red tape of large public libraries. Indeed the "S. L." which has come to stand for "Special Libraries" might well represent the slogan "Shorten Labor," which necessity usually forces upon even the most conscientious trained librarian newly come into this work. The pressure of the business world for quick results, regardless of methods, causes the harassed librarian to jettison all but the absolute essentials from her library craft.

I shall first speak of the physical care given to newcomers to the library — shelf-home — of registering their arrival and providing uniforms. In library language this means accession records, shelf list, continuation records and mechanical preparation for the shelves. After that, in accordance with modern educational practice, the book

* Preliminary Report on Findings of the Committee on Methods, Special Libraries Association, May 1923. Ruth Nichols, Chairman

personalities must be psychoanalyzed and their life histories recorded. This leads us to consideration of types of catalogs to be employed; the question of printed L. C. catalog card or individual "custom-made" cards; the information to be made available in the catalog; and lastly the assignment of subject headings.

Accession Records

The accession list seems to be on the way out. This record, either in book or card form, which lists books by number in the order received, found only one sponsor among the librarians questioned. Another library which has an especially large daily circulation, including fiction, finds the accession number helpful in accurate slipping of the book card since the number absolutely identifies the book — a special convenience where there are several copies of the same title. Lack of time seems to have been the deciding factor in the elimination of this record, which is in such general use in public libraries. It was discovered that facts as to source of acquisition, price, copy number, etc., could be very conveniently added to the shelf list, while estimates of the number of books added to the library in a certain period, which the chronological record facilitates, could be made in other ways. One librarian said that she "personally liked an accession record in book form" but that the accumulation of unaccessioned books at the time she came to her library post made the start impossible. It would seem that, if this large and well-managed special library has functioned successfully for sixteen years without an accession list, the question is satisfactorily answered for the smaller library that is making a decision. However, since the Methods Committee found that 97, out of 150 libraries reporting, actually used accession records, it perhaps should be stated that the record generally preferred was the Library Bureau condensed form.

Other forms for keeping the information formerly given in the accession book are the shelf list, order cards and carbon copies of the requisition slips.

Lists of New Accessions. — Here, perhaps, should be mentioned the "accession lists" issued either monthly or at longer intervals by many special libraries. These are not to be confused with the older all inclusive records. They are usually select lists of the more important books and pamphlets added to the library which are made up in informal mimeograph form for circulation within an institution. This is effective library publicity regarding new material, especially as many steady library patrons seldom visit the library in person, since they transact most of their business over the telephone.

Shelf List

Only one librarian questioned made the daring proposal that the shelf list could be done away with. When I asked her how she could take inventory without this book by book record of the volumes as they stand on the shelves, she made the spirited reply, "Why take one? If the book is lost, it's lost. You soon discover it's gone and order a new one. Also, you order where it is convenient at the moment, and therefore have no interest in the record preserved in either accession book or shelf list, as to the circumstances of the original purchase of that title." She added that she made her catalog card the omnibus to carry all the information usually included in the accession book and the shelf list — number of copies, discards, volumes missing and serial sets, etc. This, of course, would have the result, so dear to the heart of the reference worker, of centralizing *all* of the information pertaining to each catalog entry.

The fact that many librarians confess that they "haven't taken an inventory in years," even although they hastily add they would like to if time permitted, while others manage to do so only at long intervals, would seem to indicate that a small library can function quite successfully without this annual event, traditional in the well-regulated public library. A thorough reading of the shelves at regular intervals (to accomplish which no shelf list is needed) is of much more practical value in revealing misplaced volumes. Actually *lost* volumes are soon missed in a small actively used collection such as the average special library.

Order Cards for Shelf List. — A helpful short cut practiced in a number of special libraries is the use of the original order card for the shelf list (in the case of single purchases as distinguished from serials). This does not make as good appearing a shelf list as one composed of uniform cards, but it preserves all the original data incidental to the ordering without the necessity of re-copying. Often miscellaneous information useful for later reference is included, such as the name of the person suggesting the purchase, comments of those to whom it was submitted for approval, a reference to a magazine review, and notes as to special information for which the book was needed. In my own library no book is bought unless it has several "endorsers" who vouch for its practical value, the standing of the author, or in other ways supply that valuable "inside information" as to the book's actual worth. This system eliminates a surprising number of titles which might at first sight pass the librarian's critical eye because of the known eminence of the author, the pressing need for a book in some sparsely covered field, or the inclusion of data imposing in appearance to all but the expert on the subject. Informal evaluation such as this can be preserved for future reference on the order-shelf list card when it would be quite unsuitable on a catalog card.

For those who would like to discard the shelf list as one more bit of useless impedimenta, some of its advantages may be mentioned. It is very useful as a tool for the cataloger, first because it is usually located in her department and thus saves her many steps to the main catalog, and secondly because, since it is a record in class order of the books, it makes for consistency in classifying. For the reference worker it constitutes a class catalog that always provides a complete record of the available books in any class, whereas the books might be out in circulation. It also facilitates the compilation of subject bibliographies and, for the librarian, it is helpful in detecting weak sections which should be strengthened.

Brief entries seem to be the rule as to form of shelf list card, although some libraries use a unit card from which copies can be made automatically by untrained typists, with only the notes eliminated.

Visible Index Systems. — A few special librarians have experimented with the Kardex visible record that in recent years has been popular in office records for quick convenient access. Most often the visible system has been used for order records, especially for periodical subscriptions. Also it facilitates the frequent handling connected with the ordering for the firm's branches in other cities or countries, a task that usually falls to the librarian at the head office. As this index is not in general use, it might be worth while to describe in detail one library's application of it to a special collection of material.

This particular index might be briefly described as a special order check list embodying catalog and shelf list features. It was made for a collection of corporation publications on personnel activities, such as pension plans, mutual benefit associa-

tions, profit sharing, etc. Anyone at all familiar with this type of pamphlet literature will appreciate the problem involved in trying to catalog the hundreds of small leaflets which often require many subject headings each, in order to insure complete usefulness. Also, it is almost more important than in the case of books to know the new editions and revisions of these pamphlets, which deal with current methods undergoing rapid development and change. The ordinary catalog methods, making an author card for every single pamphlet and removing them each time to record new editions, would involve labor far beyond their value.

The solution, which has been a very successful one, involved first, the segregation of the subject cards from the main catalog. The main author entries were then made on the large visible index card, the whole series issued by one corporation being listed as received, on the one card, with their class numbers. Printed on these cards was a set of subject headings that had proved to be most commonly used in this field. These could then be simply checked for the tracings of the subject cards used, thus eliminating the necessity for removing cards from the catalog. The visible index cards constituted a mailing list record, used both in re-ordering to keep the collection up-to-date and also for new business and publicity purposes by departments outside the library. It was estimated that the full time of at least one person was saved through installing this system, not to mention the greater convenience in using the visible index as compared with the ordinary catalog drawers of cards.

Continuation Records

Annuals and other kinds of periodical publications have always been the object of time-saving schemes for recording and checking by busy librarians and it is doubtful if the special librarians have put into practice any new devices not already discovered by the public libraries. The form cards printed with dates, numerals, and names of months, are in general use for checking periodicals issued daily, weekly, monthly, etc.

However, some original devices or variations from the usual were brought out by the Methods Committee's survey: (1) Metal clips or tabs attached to shelf list cards or even catalog cards can be used to advantage in a small collection to single out serial cards. (2) Cards like regular order cards but of a different color may be used to distinguish the serials and still other colors may differentiate free from purchased or subscription material. (3) Carbon copies of requisition sheets may be filed as a continuation list for reordering purposes.

Card records for serials seem to be the most popular form, but Miss Mann suggests that a loose-leaf record is often useful as there is then space to list all the volumes, supplements, indexes, etc., ever issued in the series, which can then be checked to indicate those in the library. The average special library, however, which deals so largely with recent and often ephemeral material will hardly feel the need of such elaborate records. In the cases where they are needed, the visible record index would seem a more practical solution.

Instructions regarding the disposition of serials such as how long to keep before discarding, whether to bind or store in other form, are kept in various ways — on catalog cards, shelf list, back of periodical cards and on the vertical file folders containing material like mimeographed releases. One cataloger gave it as her opinion that the ideal system is to have these instructions in three places, the catalog card, the shelf list, and the vertical file folder, in order to insure systematic attention. This is a case where the special librarian may seem to be welcoming "red tape" in-

stead of cutting it as he is often accused of doing. But the problem of space in valuable office buildings today forces rigorous discarding and other regular disposition of accumulating material such as periodicals.

Mechanical Preparation of Material for the Shelves

Book Stamp. — Most special libraries use an ownership stamp of some kind for their books and pamphlets, but the special book plate is not very generally used, being regarded as something of a luxury, in the business world at least.

The special librarian, in my opinion, has made a real contribution to library practice in popularizing the use for both books and pamphlet literature of the date stamp combined with the name of the institution, which was formerly used only for correspondence in order to show date of receipt. This date means as much to the librarian as the hieroglyphics on stones unearthed by the keen archeologist. In a yearbook it tells him without his moving a step from the shelves to consult any card record whether that is the latest edition or whether it is time to expect another. For instance, if the date stamped on the title page of the "Statistical Abstract" usually falls in January and one is consulting it in December, 1931, it is usually safe to say that the 1932 edition is not yet available. Again, pamphlets that have no imprint date or other immediate clue as to the time of writing, will have at least this stamp date to indicate the probable period of publication. Within this date stamp some libraries write abbreviations indicating the source of the acquisition, e.g. "Req." meaning purchased by requisition; "Gift, A.B." if donated by some person in the organization with those initials; "m.l." to indicate it was received merely through a mailing list. On more than one occasion in our library this brief notation has clinched identification of a pamphlet vaguely recollected by its donor several years afterwards.

Book Labels and Reviews. — Book labels are still widely used according to the Methods Committee, but observation would indicate that lettering directly on the back of the book, usually in white ink with shellac for protection, is becoming more and more popular.

A convenience that has been much appreciated by the patrons of one library is the inclusion of book reviews clipped from newspapers and magazines in a special pocket pasted by the cataloger on the inside cover of the book itself.

Notations. — Here as well as anywhere might be confessed a "goop-like" practice in our own library that would no doubt cause a well-trained public librarian to raise Gothic eyebrows. The research workers in our Statistical Department are the most intelligent and constant users of the library's books. For reasons of self-interest they began to write in the margins of certain books directions and pertinent comments regarding tables of statistics, such as where to find supplementary figures or what was the latest estimated figure, giving newspaper sources and even pasting in the brief clipping itself. The librarian who later comes across these helpful suggestions when answering a hurried phone call is most grateful for the time-saving tips.

These same research workers have often turned up valuable reference nuggets of information in the course of their investigations, such as tables of statistics covering a long period of years, which the reference librarian eagerly welcomes (although the cataloger perhaps stifles a sigh when these suggestions for ever more catalog cards are laid upon her already overcrowded desk). A little encouragement from the librarian will soon enlist this very valuable cooperation from the experts in her organization,

who recognize at once the significance of data in their own fields that might escape the cataloger.

Pamphlet Material. — Preparation of pamphlet material for the shelves belongs rightly in another article in this series. One device for taking care of a series of pamphlets such as Congressional committee hearings has proved of practical value in our library. Unfortunately the useful laced multibinders put out by Gaylord are supplied with no backs and therefore when standing on the shelves cannot be readily identified, unless pulled out so that the label on the front cover can be read. We make backs for these volumes ourselves out of a fold of heavy manila paper on which we print the author and title in India ink which stands out clearly against the orange-red color of the paper. The color itself aids in a quick location of much used series, such as the annual publication of the Bureau of Foreign and Domestic Commerce, "Balance of International Payments," many annual issues of which can be conveniently consulted at one time and also preserved within the stiff covers of a multibinder.

When we foresee frequent use for a certain piece of vertical file material we mount it in covers made from the light manila folders, commonly used for filing correspondence, that have one expansion fold. On this firm, half-inch wide projection can be stapled flimsy sheets, while the back of the folder provides a place for attaching a book card and pocket, since the material will need repeated charging. Under the theory that vertical file material generally can be spared little time for its physical preparation, most librarians do not make regular book cards for it but make temporary charging slips at the time of circulation.

Types of Catalog

The printed book catalog is a rarity in special libraries, unless for some endowed special collection, as the cost is considerable. Card catalogs have proved their superior usefulness in flexibility. Of course it is admitted that the librarians are more in love with this form of catalog than their patrons — the latter can no longer carry home a catalog under the arm for leisurely checking, and when forced to consult the cards seem to regard them in almost as friendly fashion as so many glistening bayonets. Nothing much can be done about the latter attitude except patient instruction in the intricacies of card entries.

Libraries issuing periodical lists of new additions find that placing these in a binder for several consecutive years produces a volume that is a quite good substitute for a book catalog as it enables one to run rapidly through the outstanding titles.

Classed *vs.* Dictionary catalog is a subject not so often debated as years ago, as the dictionary catalog is by far the most popular. However, the Methods Committee found that 17 out of 157 used classed catalogs while seven used both dictionary and classed, and there is undoubtedly much to be said for the value for reference purposes of the classified arrangement, especially in the technical library.

In our own library we do not even have our books classified, a straight alphabetical arrangement by author having been found very satisfactory for our moderate-sized collection of some 18,000 books and pamphlets. The emphasis here is not on the broad subject. That is, we are not so often asked "What books have you on money or gold?" as "Have you *Keynes'* book on money?" or "James Harvey *Rogers'* new book on gold?" Our experts, who know thoroughly the literature of their own subjects, appreciate the simple arrangement on the shelf of their author friends by name only.

The same principle applies to legal books, and in at least one large medical library that I know of, a class arrangement was abandoned for this author arrangement, with great satisfaction to all concerned.

The author shelf arrangement, it goes without saying, demands a strong catalog that will supply an arrangement of entries under broad class headings and adequate subheads with many cross references to indicate related classes, for those needing this approach.

Printed Catalog Cards

The printed Library of Congress cards have proved a boon to the library world in general. Many special librarians find use for them in their general books, or for cataloging serials. But as a great part of the material cataloged is in pamphlet form for which no L. C. cards are available, it seems easier to have individual cards made for all the books as well as for the pamphlets. The question of speed, too, enters into the decision. Frequently a book is wanted for use at once, and it is highly desirable to rush through the cataloging the day the book is received, since weeks or even months may intervene before it returns to its library home.

Information to be Made Available

Special librarians seem to lean more and more towards making the catalog centralize all possible sources of reference information. This results in some quite startling innovations according to the old conservative standards. One librarian reported that she inserted a colored card summarizing her search on a frequent query regarding public utility regulation in various States, merely "yes" and "no" answers that were easily checked on the card but saved much effort of memory or of searching another time.

Other librarians insert cards for books not in their library but known to be authoritative sources, and often add a note as to where they may be borrowed. Such cards may be made for books located in other departments within the firm, or in outside libraries. Usually a distinctive color is used to draw attention to the fact that the book is not immediately available but must be borrowed.

Names of individuals or firms may even be included because they are sources of authoritative information. After all, why not index *people* as well as books? The latter are only the written thoughts of persons, while often the librarian needs thoughts that are yet unwritten, and which must therefore be snatched from the brain of the author himself! The smaller the collection, the more important it is to include in the catalog every possible aid in the search for information. Our library keeps this name list separate in a "Who knows" file, for which a special form-card has been printed. We feel it can be more easily revised and kept up-to-date if the cards are kept together in one drawer.

Notes. — The notes used in many special libraries on their catalog cards depart considerably from orthodox procedure which confines them strictly to bibliographical details about the book's various editions, changes of title, etc. It has been found useful in special libraries to add information having to do with the subject contents of the book, pamphlet or magazine article. For example, if statistics are given it is indicated what period of years they cover, and whether they are weekly, monthly or quarterly figures. Or the point of view on a controversial question is stated, whether pro or con. Also a significant sentence may be quoted giving the gist of the argument or theme.

One library always gives references on the author card to all extended reviews of the book that have been noted in magazines.

Dated Guide Cards. — A device that we have found useful in our magazine catalog (which we have segregated from our main catalog) might be mentioned here. As we frequently have need for articles of only recent date, say within the current year, we use a guide card with that date on it to separate the year's entries whenever these reach the number of ten or more. For subjects having very many entries we use also a guide for the preceding year's cards.

Subject Headings

Where can the special librarian go for suggestions as to the subject headings he shall use? The A. L. A. list, once useful in general cataloging, is now out-of-date and hopelessly inadequate for the business library. The L. C. list is kept up-to-date and offers a wide selection combined with a systematic plan, but the terminology is unwieldy for the small catalog. Probably the Wilson indexes offer the most satisfactory suggestions when one must decide on what term to use for a new subject, an ever-recurring problem in the indexing of literature on current topics. Every library, of course, must compile its own list of authorized headings, but needs guides to standard usage or what is likely to become standard. The Financial Group of the Special Libraries Association has made a start under the leadership of Miss Ruth Nichols in compiling a list of headings for a financial library but the labor involved will probably delay its completion in the very near future.

What does one do with the "boss" who likes "to roll his own" subject headings? I was told of one statistician who would send in pamphlets to be cataloged, with headings for filing already indicated; for example, "New Products from Farm" for a pamphlet entitled "The possibilities of developing new industrial markets for farm products." The heading already in library use "Farm Produce" was substituted for the "command heading," with the fervent hope that the latter would be forgotten with the passage of time.

But the "boss" can, alas, often claim victory in this subject heading duel, when the catalog fails to uncover a pamphlet known to be buried somewhere in the files. One such hoodoo pamphlet has made catalog history in our library. Each time it was called for in a different and unexpected way, and each time was dug out only by the combined detective powers of the entire library staff. Then one or more new catalog cards would be made in a grim determination that we would not be foiled again, until no less than 17 catalog cards at strategic spots now stand ready to lead the advance in any future fray. The suspicion is sadly recorded, however, that everyone in the library could now find that pamphlet blindfold without benefit of *any* catalog card.

Statistical Research Material. — Statistical departments in business firms are usually closely associated with the library, and indeed the latter is often organized as a division of that department. The statistical studies, research projects, complete and incomplete, and charts, are often delegated to the library for indexing and these probably offer the most difficult problems in the choosing of subject headings to be encountered in this field. The cataloger is called upon to incorporate as far as possible the technical phraseology familiar to the statistician into her general catalog, and produce a harmonious system of headings suited to all the users. Our Research Section indexes its own studies, but in order to make the library catalog a master index to all studies on any subject, a duplicate orange-colored card is made for our catalog.

Our cataloger passes on all the subject headings in order to insure uniformity with our own headings, and has had submitted to her such puzzling topics as: Cash in Vault, Volume of Trade, Producers' Goods, Wages Per Hour, Index Numbers of Wages of Unskilled Laborers, while the whole subject of Prices is very baffling with the demand for minute subdivisions such as "20 Basic Commodities," "12 Basic Commodities," etc.

Charts require elaborate indexing, for every separate graph requires at least one card, and sometimes there are many graphs in a single chart. Each graph represents a statistical tabulation that may be used again in another combination on some future chart, and an index card may save considerable computing or at least lead to the original source of the data.

Specific Headings. — These particular examples illustrate the general need in a special library catalog for the specific heading as distinguished from the general or class heading. For example, we prefer to use the familiar phrase "Balance of trade," with its single specific meaning, rather than bury the item under the general, much-used heading "U. S. — Trade." When press discussion runs high regarding the "Macmillan Report," or the "Stillhaltung Agreement" we at once put these headings in our catalog. Also frequent subdividing of a subject is very helpful to isolate important aspects. When Loans "For others" became a common topic in money market discussions we did not hesitate to add that subhead to our heading "Loans — Brokers." Also when the graphs on a chart represented the bank figures "Due to Banks" and "Due from Banks" we simply used these phrases "as is," although they may sound strange to the uninitiated. But as the special catalog is made for the "initiate," who looks for the familiar terminology, the question for the cataloger is quite a different one from that confronting the public library cataloger who must please the general public. I have always felt the special library cataloger should go the limit in adapting herself to her special clientele, although ever mindful, of course, of fundamental catalog rules for consistency and a systematic framework based on cross references.

I must quote Miss Pettee's apt observation on this point. "I well remember my first independent theological job. Making a new classification did not phase me. But I walked the streets in a petrified daze over the subject headings. Of course I wanted everything within the covers of my theological books, in my catalog, under the minutest headings. But how was I ever to tie up all these multitudinous headings into one beautiful logical and organic whole: Monkeys, evolution, fundamentalism! I couldn't stop at the specific headings. I felt that a good catalog ought to connect these particular topics with their ramifications into science and philosophy so that a zoölogist, a preacher, or even an organ grinder, could be sure of getting every bit of material from his own particular angle which the library had. I think so yet."

Radical as the special library cataloger may become in her ready acceptance of new, strange headings, her troubles are by no means ended. For these new headings have a way of changing their meanings, or of being dropped in favor of still newer terms. The heading "Stabilization" is now so common that one seems always to have used it. Yet when I had occasion recently to search for some Stabilization Hearings held back in 1923 I could find no card and finally discovered that the heading used was "Money — Standard," the best available in our catalog at that time. A cross reference would have taken care of this particular case, but it is not easy to collect all the possibly related headings when one is establishing a new one.

Of these current headings which are "still in an experimental stage" Miss Pettee

comments: "The newspapers largely sponsor these names and they are as unstable as companionate marriage. Horseless carriages, then motor cars and now automobiles. . . . In the nature of things this sort of literature in the process of evolving has to bother us until it finally gets somewhere. I know of nothing but the trial and error method for this, and if it is an error either change the headings or put up with it." In a busy library there never seems to be time to *change* out-moded headings. The practical solution when there are many cards involved seems to be to adopt the newer preferred heading and then trust to cross-references to lead from one to the other.

Point of View. — Knowledge of fundamental cataloging principles is of course essential in constructing a successful system of subject headings, but equally important is acquiring the special point of view of the clientele who will use the catalog. Miss Mann illustrates this idea in speaking of the different classifications possible for a book on occupational disease according to its particular interest for the library in which it is placed: Medical library — Cause and treatment of disease; Technical library — Effect of a product on health; Insurance — Question of risk; Civic — Bearing on labor problems; Financial — Investing in a business where a certain risk exists; Public — All points of view.

Analytics. — The nature and number of analytics to be made will depend on the special point of view and the range of interests of the library concerned. The catalog will reach its full usefulness only if the cataloger becomes an arch-detective in ferretting out not only the obvious chapters in a book, but single paragraphs, or tables of statistics, that may contain valuable and *rare* information. A story is told of a man in Wall Street who boasted of possessing in his tiny office the most valuable library of financial information ever assembled in similar small space. He accomplished his feat of compression by ruthlessly tearing apart every book he acquired and extracting just the pages, few or many, that contained the information that concerned his special business. A course of such ruthless vandalism is not open to the cataloger, but keen and extensive analyzing to extract the valuable nuggets too often concealed in many printed pages of useless words, will accomplish as effective results.

Of the cataloger in a special library it may truly be said "Uneasy lies the head that wears a crown." She sits on no remote protected throne but right in the midst of her subjects and if her edicts and decisions fall short of the highest wisdom she will soon be made aware of it. On the other hand she has the power of a Queen Elizabeth to multiply the riches of her library Kingdom, not through mere acquisition of more and more treasure, but by the very modern way of increasing to their utmost effectiveness the library's resources.

And so, after all, specialized cataloging *is* very necessary in a special library.

Handbook of Business Administration

W. J. DONALD, as Editor-in-chief, has brought to completion the stupendous task undertaken by the American Management Association in the compilation of their 1,700-page "Handbook of Business Administration." The McGraw-Hill Publishing Company has issued this volume, the work of 129 contributors, which is, without doubt, the most comprehensive manual of modern management methods yet published.

Special librarians may well take pride in the fact that Leona Powell, the Managing Editor, responsible for the detailed editing, was at one time a librarian but more recently has entered the field of economic research. Florence A. Grant, Librarian of Standard Brands, Inc., and an active worker in the Special Libraries Association, has contributed a clear and concise presentation of the administrative problems of a business library in her chapter on that subject.

GROUP ACTIVITIES

CIVIC-SOCIAL

Editor: Grace A. England

THE Municipal Reference Department of the Los Angeles Public Library reports an interesting experiment in linking the City Hall to the citizen by way of the Public Library. Miss Josephine B. Hollingsworth, the Librarian, writes: "The Los Angeles Public Library has four large show windows inserted in the walls of the ground floor lobby, and this year the Municipal Reference Library has agreed to use one case for exhibits of the work of the various city departments. Each month a different department provides the exhibit, and so far the interest on the part of the City Hall and the public alike has been very encouraging. Our October window showed by means of models and charts the useful activities of the Health Department; November was assigned to the Police Department, which created much interest by showing sawed-off shotguns, opium sets, fingerprint apparatus, and called attention to the new radio broadcasting service by means of a series of pictures; December provided a living Christmas tree, with its gay electric lights, and the city forester took occasion to call attention to street tree-planting accomplishments financed by the unemployment bond issue; January is devoted to city parks, with its intriguing glimpses of inviting landscapes and plans for the Olympic Games to be held in one of them, while February will be devoted to fire prevention. We plan to wind it up with a budget exhibit in June, hoping the citizen will be more willing to pay if he knows where the money goes."

* * *

Adeline Macrum of the Pittsburgh Special Libraries Association has been asked by the Pennsylvania Library Association to make a state-wide survey of public library service to hospital libraries, and of privately operated hospital libraries as well. This will be completed before May 1, 1932, and will be published by the State Library at Harrisburg in a special issue of *Pennsylvania Library News*, which will also contain reports of other committees on library work with prisons, historical societies, and schools.

* * *

The Bureau of Business Research of Indiana University at Bloomington has recently issued an important study under the title "Occupational

Experience of 100 Unemployed Persons in Bloomington, Indiana." The survey was conducted by Thomas Wesley Rogers in collaboration with Wallace P. Studencki and Peter Obsenica. Information was obtained through personal interviews. The study was made for the purpose of determining occupational experience during the work life of a number of the unemployed persons who were given work through the "make-work" program of the Citizens Committee. The population of the city is 18,214, 95% native whites, and about 40% industrial workers. The average number of jobs held per person by those studied was 7.01; the average time spent on a job was about 3 years; time was lost when job changes were made in 50% of the instances — the average time lost being 1.4 months, 32% of the workers had not worked outside of Monroe County. The persons who left the farm to go into industry were about 10 years older than those who had been raised in an industrial community; they also showed fewer job changes than those who began work in industry. For each case, the age, occupation, time worked, time lost, date at which time the subject left job or was laid off, and general descriptive information on family, education, etc., are given.

COMMERCIAL-TECHNICAL

Editor: Mary Ethel Jameson

THE COMMERCIAL LIBRARY OR INFORMATION DEPARTMENT*

By Linda H. Morley, Librarian, Industrial Relations Counselors

PROBABLY not many persons will draw the distinction between the words "Commerce" and "Business" in exactly the same way, although the idea of international trade is more or less generally associated with the word "Commerce" in its restricted sense. As the "Commercial" library represented in the Commercial-Technical Group is certainly not restricted to those interested in international trade, perhaps we may be justified in interpreting commercial libraries by the more familiar term business libraries, if we exclude the two separately organized groups of financial and insurance libraries. Most special librarians probably use the terms interchangeably.

*Address before Commercial-Technical Group, N. Y. S. L. A., January 29, 1932.

Perhaps we should first consider what types are embraced in the field of the business or commercial library. Possibly the first response to the question "What is a business library?" would generally be that it is a library in a business corporation. Second thought, however, makes us realize that most technical libraries are also in business corporations; that a textile manufacturer may have an art library, and a university may have a business library in its school of business. And so one is led to the realization that special libraries may be classified on more than one basis, which perhaps accounts for some of the difficulty experienced in dividing up our membership into definite groups.

Special libraries then are differentiated among themselves in accordance with the subject in which they specialize and also in accordance with the type of organization of which they are a part. The special library field as it exists today breaks down rather readily into four broad subject groups: Business; sociological, including legislative, legal and religious libraries; scientific and technical, including medical libraries here; and the fine arts. Of these the business group is the largest, being about 40 percent of all of those listed in the special libraries directory in 1925 — nearly twice as large as any other group. There is no reason to suppose that this ratio has changed materially since then.

The policies and methods of special libraries are also much differentiated according to the kind of organization to which they belong, and there are four obvious types: the business corporation; the association including foundations and other similar organizations; government departments or bureaus, whether serving city, state or federal officials, and the specialized departments of public and university libraries, where these are sufficiently decentralized to function as special libraries. Incidentally, this grouping by type of organization suggests an approach to our problems which has not often been considered and might bring out many new viewpoints if it were made the basis for some program.

There is nothing new in all this, but it seemed as though it might help us to a more definite picture of our group's activities to survey the field in this way. . . . A majority of the technical libraries are in business corporations. . . . This means that many technical libraries have both business and technical interests, since if there is but one library in the corporation it probably receives many requests for business information. Therefore, many technical librarians have an interest in business, too.

Activities of the Business Library

Suppose we now turn to a consideration of the activities of business libraries. What are their characteristics?

For a group of fact specialists or fact gatherers, as we like to think of ourselves, it is rather remarkable that there are so few sources of fact information about commercial libraries as a type or even about special libraries. The few facts given more or less consistently about each library in the 1925 national directory and more recently in the New York directory, with the S. L. A. methods survey made ten years ago and the Newark survey of business service in public libraries, constitute approximately the extent of our resources. Outside of these we have little but opinions based on comparatively slight observation, and the descriptions of individual libraries. There is opportunity for a real contribution here, it seems to me.

What facts are there in existing sources that indicate the characteristics of commercial libraries and the material assembled in them? . . . There are some observations rather generally accepted which may be tentatively stated.

Periodicals, including many of the informal and mimeographed bulletins, seem to be used intensively. They are usually scanned as received by members of the library staff familiar with the interests of the organization. Articles affecting these activities are brought to the attention of persons concerned with the particular activity, and usually such articles are also cataloged, or clipped and filed by subject. Many libraries also issue a news or abstract bulletin of some kind.

Books are added to the library for reference purposes in most cases rather than for reading, and need much analytical cataloging to make information quickly available. Annuals, directories, source books, surveys, statistical reference books and periodical indexes are the preferred types.

Services, especially those reporting on the library's particular industry, etc., and one or more giving forecasts and reports on conditions of general business are generally subscribed for.

Documents, particularly of the federal government, but often those issued by states and foreign countries, are thought important. Contacts are generally maintained with officials carrying on work in fields of special interest, the library is on the mailing lists of such departments and announcements of new documents closely watched as well as departments' annual reports which indicate work under way but not completed.

The persons served by a business library are very

often executives, and department heads and their assistants, who, if they have confidence in the librarian, usually prefer to get information rather than print when specific facts are wanted. . . .

Where specialists, statisticians, engineers and research workers are served there seem to be many more demands for specific publications and in general more direct use of print.

The successful business librarian emphasizes the knowledge of the subject specialized in, its literature, and outside sources; but above all, knows what her organization and the individuals in it are doing.

Let me generalize briefly. The business library stresses information rather than print; service rather than method; analysis of printed information rather than organization; current information and practice rather than history and theory. The essential function is the distribution of information in contrast to the collecting and keeping of the materials of information.

* * *

Miss Morley's address was one of the features of the first meeting of the New York Commercial-Technical Group which arranged a dinner at the American Woman's Association Club House on January 29th. In addition, Mrs. Florence Fuller of the American Standards Association took as her subject "Technical Libraries Are Different," while Katherine D. Frankenstein of Batten, Barton, Durstine & Osborn told "How an Advertising Agency Uses Its Library." To carry out the theme of the meeting — "Us — The Commercial-Technical Group" — Rebecca B. Rankin spoke on "Us and the National S. L. A." After a brief talk by Mrs. Robert L. Pierrepont, Secretary of the American Woman's Association, the Group was granted the privilege of inspecting the Club House. Aina Ebbesen, Chairman, presided.

FINANCIAL

Editor: Ruth G. Nichols

AS A group, we are all still sawing wood. Personal items are scarce.

Adding measurably to the scope of her activities as Librarian of the Federal Reserve Bank of New York, Marguerite Burnett recently made her professional debut at the Theater Guild, participating in dances of the English Folk Dance Society during the Folk Festival Council of New York City. Program makers might take note.

Elizabeth Wray of the Standard Statistics Company was elected Vice-President of the Alumnae Association of Pratt Institute School of Library Science for 1932-33.

The unexpected has happened and we have been approached by an S. L. A. member who wishes to become a member of the Financial Group. Miss Mildred C. Clapp of the Business Branch of the Newark Public Library makes the request. We can assure her we are very glad to have her affiliated with us, and she hereby becomes a member. We would be glad to hear of others.

Recent Financial Books in Demand

THE INTERNATIONAL GOLD PROBLEM. A symposium prepared by the Royal Institute of International Affairs, London, and issued by Oxford University Press. Outstanding economists have contributed papers to these conferences to which has been added much valuable comment. This volume is highly recommended by bankers in this country.

BEHIND THE SCENES IN INTERNATIONAL FINANCE by Paul Einzig. Mr. Einzig is an Armenian who has domiciled in England and is very close to powerful financial and political leaders. Because of these contacts he has made some acute observations on European politics which are well worth reading. In this volume, he again takes France to task for her financial policy, which, he feels, is directly responsible for the present depression and uncertainty.

SHORT SELLING by Richard Whitney. Two recent speeches of Mr. Whitney in defence of short selling have aroused great interest and show how wide the dissatisfaction toward this policy is.

Periodical Publications

The *United States Daily* has helped us out this year as never before. Its habit of printing the texts of important bills and comprehensive, word-for-word excerpts of hearings before Congress is a great aid. With the Government Printing Office so deluged with publications, it is often difficult to get extra copies of bills or hearings.

It is perhaps worthwhile also to pass along the information that the *American Banker*, the daily banking newspaper published at 32 Stone Street, New York, has prepared a list of the 2,302 bank closings of 1931. It is arranged alphabetically by states and cities and gives the deposits of each bank at the time of closing. The list is available at \$10 00 per copy, and its possession in some cases might save many times that sum.

The *American Banker* is, by the way, a publication with which a financial librarian should keep in touch. It brings many important items of banking news to your desk each day and also many interesting sidelights on the financial

world. The following item is taken from its columns, and will be interesting to our readers:

Colder weather and longer evenings cause farmers to borrow more from the First State Bank at Valparaiso, Ind. This is the report of Miss Emma Pinney, cashier for the trust department. However, Miss Pinney has no reference to money, but only to books, many of which she has in her care for lending to any who may desire them. And farmers, by far, are the best patrons of the library, since all the books relate to subjects that are distinctly rural.

It was many years ago that W. E. Pinney, founder of the bank, gave to Purdue University the old Pinney Homestead that has since been conducted as the Pinney Foundation Farm. Mr. Pinney passed on, and Mr. A. W. Clark, his son-in-law, desired to establish a fitting memorial for him. He chose the idea of a farm library in the bank. In order to get only those books that would seem best suited for farm reading from the standpoint of education and practical work, Mr. Clark consulted Purdue University specialists, and then made his selections.

What resulted is the comprehensive list of books in the corridor of the State Bank where they loom invitingly to any who come in to transact business with the bank in a financial way, or yet for the express purpose of borrowing from the bookshelves.

"Farmers are not the only ones who come for the books," said Miss Pinney. "There are real estate men who want to study crops and soils in order to show more intelligence on these subjects when they are selling lands. Then there is the county agricultural agent who usually has two books out, who comes here to find the answer to many a farm question for passing along to his people. Besides, there is an owner of several farms who borrows books for his renters to study, for the reason that it makes better farmers of them."

How many of you are getting the monthly "kick" out of the *National Sphere* that could be yours as a regular subscriber? Don't miss it.

Then there is *Commerce and Finance*. It not only publishes readable and worthwhile financial articles, but it also contains weekly "The Obverse Side" by M'Cready Sykes, which never fails to brighten a dark day and add to the cheerfulness of the library staff. As you probably all know, they have a library, too, administered by Eva R. Hickey, and they always give our annual meetings some excellent publicity.

It is not too soon to begin considering the program for our meeting at Lake Placid. Suggestions are in order. Neither is it too early to begin preparing for your attendance at this meeting. By laying careful groundwork, you may be able to accomplish what would otherwise seem an impossibility.

INSURANCE

Editor: Abbie G. Glover

MRS. MARY M. WELLS, Librarian of the National Safety Council, has revised her "Bibliography on Industrial Safety, Health and Hygiene." This is a twenty-eight page selected reading list, alphabetically arranged by subject and including all phases of industrial safety, health and hygiene. Publishers, dates, prices, and types of publication, whether book or pamphlet, are given. A complete list of the publishers mentioned with their addresses completes the bibliography.

* * *

The New Orleans pond of the Ancient and Honorable Order of the Blue Goose, an association of fire insurance field men, is proposing to organize an insurance library in New Orleans.

* * *

Mr. C. R. Pitcher, newly-elected President of the Insurance Institute of America, Inc., has started a tour of the various organizations which are members of the Insurance Institute. On January 14, 1932, he visited the Insurance Library Association of Boston. In the late afternoon Mr. Pitcher met members of the Educational Committee of the Insurance Library Association and of its Board of Trustees. In the early evening an informal supper was served, and Mr. Pitcher was given an opportunity to meet about sixty persons representing those agencies which have been actively interested in the insurance educational work carried on in Boston.

NEWSPAPER

Editor: Joseph F. Kwapil

THE NEWSPAPER LIBRARY AND THE PRESIDENTIAL CAMPAIGN

By Ford M. Pettit, Director of Reference Work, *Detroit News*

THIS being a presidential year, it is well for the Newspaper Librarian to look to his classifications along political lines. To this end, it is desirable to go over such allied subject headings as Politics, Political Parties, Presidents, Elections, Congress and Progressives

Politics is such a general term that it might include everything having to do with public office. Its use as a subject heading must be sharply defined. Political Parties as a subject heading is so closely allied with the word "Politics" that it is advisable not to group the various parties under this heading but to classify them individually under their own names.

For the purposes of the Newspaper library, the

term Politics should be used only for stories involving two or more political parties or, in municipalities having a non-partisan government, political groups or factions.

Among the various parties, the Progressive Party is the only one which may cause confusion because of the frequent use of the term Progressive for certain public men of all parties with a liberal turn of mind. The Progressive Party originated with Theodore Roosevelt in the Bull Moose movement of 1912 and was revived by the elder La Follette in 1924. Since then, however, the word Progressive has been used rather loosely for any one with an unorthodox political belief short of radicalism.

Following is a suggested method of dividing the subjects in the political group:

CONGRESS: Divided according to subject matter of bills introduced, speeches and discussions and as follows: Appropriations; Bills (general stories only; for specific bills see Congress; Subject matter with which bill deals); Blocs; Campaigns (divided geographically); Committees (divided by name and whether Senate or House); Directory; Editorials; Elections (divided geographically by states); Employes; Finances (not appropriations, but only the actual cost of Congress itself); History; Inquiries (general; specific ones under subject of inquiry); Members (divided into censured and expelled); Customs (meaning traditions); Fights; Elections (divided geographically by states); Geographically by states; Professions (in private life); Religion; Salaries; Women. Politics (divided into Democrats, Editorials, General and Republicans); Representatives (divided into District of Columbia for giving residents of the District representation; Organization; Rules; Speakers); Senate (divided into Editorials, Filibusters; Members; Organization; President *pro tem.*; Rules; Sessions (divided into Lame Duck, Special and by number, as 66th, 67th, etc.).

ELECTIONS: General stories only, on the subject in the abstract. Clippings on specific elections are filed under the name of the office voted for, as Congress: Elections; Presidents: Elections, etc. Elections also is a subdivision of the State and Municipal classifications. Where necessary the subject may be broken down geographically also, as Congress: Elections: Michigan or President: Elections: Michigan to show how one state voted.

POLITICAL PARTIES: Filed under own name and

divided geographically and according to subjects upon which the party has made a declaration and as follows: Conventions (National only, state and local being filed under the geographical classification, divided into delegates and general); Finances (for Senate inquiries see Politics; Finances; Inquiries); Platform.

POLITICAL PARTIES CAMPAIGN FUNDS: See under name of party; Finances.

POLITICS: Divided geographically and Advertising, Bosses, Conventions, Delegates, Emblems, Finances, Platform, Prohibition, Religion, Slander, Slogans, Third party.

PRESIDENTS: A general file with these divisions: Appointments; Assassination; Burial Places; Campaigns (divided into History, by year; Pre-convention to be weeded out at the end of the campaign and added to the Campaign file for that year); Candidates (divided into Dark Horse; Defeated; yearly and party divisions); Children and descendants; & Congress; Name of his home town, Visits to; Disability of; Duties; Elections (Dope stories; Editorials; Electoral College, General by year, Primaries by year; Primaries by states; & Prosperity; Statistics; Straw Votes); Former (still living); Fraternities; Governors who became President; History, Hobbies; Inaugurations; Letters and manuscripts; Masons; Messages; & Negroes; & Newspapers; Occupation (private life), Pardons; Personality (anecdotes); Pets; Powers; Religion; Salary; Secretaries; Senators who became President; Soldiers who became President; Succession; Summer White House; Taxes; Terms; Tragedies, Trips; Vetoes; Vice-presidents who became President; Wealth; Wives and widows.

PROGRESSIVES: Do not confuse with Progressive Party. This file for Liberals in American politics, divided geographically & according to branch of government.

* * *

The Program Committee of the Newspaper Group is anxious to get a program for the Lake Placid Conference that would be of interest to the greatest number of those in attendance. Suggestions from the members of the Group will be appreciated and should be sent as soon as possible to William Alcott, Librarian, Boston *Globe*, Boston, Mass. David G. Rogers, Librarian of the New York *Herald Tribune*, has succeeded Mr. Sheridan as Chairman of the Group.

Special Libraries Association 24th Annual Conference

Lake Placid Club, June 13-17, 1932

LAST month we announced that the dates chosen for our annual meeting to be held at Lake Placid Club, New York, were June 13-17, 1932, and we explained that the program would be so arranged during these five days that members not able to devote full time to this meeting would find plenty to interest them either at the beginning or end of the week. We pointed out, too, that it is such a real treat to be allowed to meet at this beautiful club that we believed a great many members were planning to stay several days at their own expense. Since then a number of people have confirmed this. Some tell us that they are making up parties to motor to Lake Placid and they mean to enjoy the Adirondacks to the utmost.

While no speakers have yet been approached for our program, the Committee has decided that the general theme for the week will be the increasing need for fact finding in the new era that will follow this world depression. We librarians know that our profession has barely scratched the surface. Every type of organization and of business executive is coming to realize the importance of organized information, and we hope that our speakers at Lake Placid will outline the opportunities that lie ahead and help us, as an association and as individuals, to steer a better course. Speakers at the first general session will describe the world changes taking place, political, social and economic. At the second general session, we shall discuss the relation of special libraries to the various factors at work in these changing times.

For the first time, we are asking the larger national groups in our Association to plan one big program which the entire Convention will attend. No other meetings will be scheduled at that same time. Each year the various Group Sessions have offered much of interest to the membership as a whole but, because of the overlapping of meetings, there has been no opportunity to get acquainted with all the groups. Therefore, we are going to try to remedy this lack by our experiment. An added advantage of this plan is that we shall not divide our audiences but make it worthwhile to invite important speakers if the groups desire. Of course, the groups will also be at liberty to hold as many informal sessions for their own members, as they wish.

MARY LOUISE ALEXANDER, *Chairman*
Program Committee

Preliminary Travel Announcement

Very attractive excursion rates will be in effect to Lake Placid for the month of June. The summer tourist fare from New York will be \$21.83; lower berth \$3.75; chair \$2.85. Proportionately low rates from other points will be announced later.

Under the Certificate Plan, which is predicated on an attendance of 100, the rate from New York will be \$20.46

Attractive tourist rates will be effective from Pacific Coast points; \$122.00 from San Francisco, for instance.

Travel directions for those wishing to drive to Lake Placid or those who can use the Airway Route to advantage will be issued as soon as details are arranged.

I will be glad to answer any inquiries as to routes, fares, etc.

GERTRUDE PETERKIN, *Chairman*
Travel Committee

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OUR cover has been designed by Julia Sabine of the Newark Public Library staff to show the far-reaching influence of the Special Libraries Association. The familiar symbols in the frame indicate the diversified subject grouping of our member-libraries while the location of our locals in all parts of the country is shown on the map, all focusing on a central point — our national headquarters. The Association, through its headquarters, binds together all these varied interests and thus fulfills its self-imposed task of "putting knowledge to work."

* * *

This month we present three more articles in the series on methods in special libraries which will be completed with the publication of two further articles in the April number. We say *completed* in the sense that we will have printed a paper dealing with each of the broad divisions of our daily work. However, as was pointed out in our February issue, we wish to reprint this series as a manual of practice but feel that such a manual should include further ideas as worked out in a greater variety of libraries. So once again we ask you to send the Editor a brief description of any particular methods which have been adapted to meet your problems. We are particularly anxious to hear about unusual labor-saving devices. Remember some of your colleagues may be struggling with problems which you have solved successfully. Here is a very concrete way in which we can show our interest, helpfulness, and national-mindedness. Won't you help?

* * *

The Editorial Board is hereby notified that the May-June number will not be issued until late in May so that copy need not reach the Editor until April 25.

PRESIDENT'S PAGE

I CANNOT do better this month than to give up the space ordinarily assigned to me, for a discussion of the objectives of an important new committee inaugurated this year. There surely is a place for the services of the Special Libraries Association in the coöperative projects of trade and professional associations. Let us find that place, and let us have already outlined a definite program for consideration at our June convention.

ALTA B. CLAFLIN, *President*

Committee on Coöperation with Trade and Professional Associations

WITH over 2,500 associations engaged in work along the same line as that of the Special Libraries Association, namely, gathering and distributing information and "putting knowledge to work," the opportunity for coöperative effort is obvious. The Special Libraries Association is represented directly or indirectly in every existing type of association — trade, commercial, professional, scientific, social, technical and engineering. Yet how many Special Libraries Association members have ever attended the conferences of these bodies and how many members of these associations have ever attended our meetings? Doesn't the first step of coöperation necessitate a knowledge of one another's problems and of one another's resources for their solution?

A committee on coöperation with outside associations has been appointed by your Executive Board. A similar committee has been proposed by the American Trade Association Executives.

The goal of the Special Libraries Association is to serve as a clearing house of information. Therefore, since trade associations form some of industry's most important sources of information and since special libraries are some of industry's most important distributors of information, it seems as though this committee will have ample opportunity for service to both.

The following are members of this committee:

Marian C. Manley, Business Branch of the Public Library, Newark, New Jersey
Linda H. Morley, Industrial Relations Counselors, Inc., 165 Broadway, New York City

Mary Louise Alexander, Research Department, Batten, Barton, Durstine and Osborn, 383 Madison Avenue, New York City

Marion Mead, Illinois Chamber of Commerce, Chicago

Carrie Maude Jones, National Association of Real Estate Boards, Chicago

Mrs. Louise P. Dorn, Detroit Edison Company, Detroit

Guy E. Marion, Research Department, Chamber of Commerce, Los Angeles

Charlotte Carmody, United States Department of Commerce, Washington

Rose L. Vormelker, Business Information Bureau, Public Library, Cleveland

All these people stand ready to receive your suggestions as to how and where this joint coöperative effort may be directed. Talk it over with your executives and let us hear from you.

ROSE L. VORMELKER, *Chairman*

Across the Secretary's Desk

MAY we say that the response to the membership bills which you have sent "Across the Secretary's Desk" this month is most gratifying? We appreciate your splendid cooperation. You are keeping the office mighty busy!

Can you count yourself as one of those very good members who has brought in a new member this year? There are many who have done that.

A copy of the Minutes of each Executive Board meeting is sent to each member of the Advisory Council by the Secretary. It has been suggested by an active member that if the President of each local chapter brought a copy of the Minutes to the local meeting and allowed members the privilege of reading them, it would assist in creating an understanding of the national association.

The Executive Board is desirous of having a full representation of the Advisory Council at each Board meeting. We are urging the group chairmen, local presidents, and committee chairmen to appoint a representative who is near enough to attend the Board meeting. This year, for instance,

we have met in Detroit and Chicago and if the chairmen or presidents were not able to come, they might ask some member of the committee or group or local in Detroit or Chicago to represent the chairman at that particular meeting.

The third meeting of the Executive Board was held on February 20th in the Maryland Casualty Company Club House, Baltimore, at the invitation of Laura A. Woodward, Librarian and President of the Baltimore Chapter. The Advisory Council was well represented. The Baltimore Chapter arranged a dinner meeting on Saturday evening, at which Dr. John C. French of Johns Hopkins University acted as Toastmaster. Other speakers were Hon. Howard W. Jackson, Mayor of Baltimore, Dr. Jacob H. Hollander, Economist, and Angus Fletcher, Librarian of the British Library of Information.

The fourth and last Executive Board meeting of this year will be held at the Lake Placid Club on Monday, June 13th.

Rebecca B. Rankin, *Secretary*

New Members Since February Issue INSTITUTIONAL

Federal Reserve Bank, Cleveland, Ohio, Alta B. Clafin, Librarian
Northwestern Mutual Fire Association, Central Building, Seattle, Washington, J. A. Sullivan, Librarian
Queensborough Public Library, 89-14 Parsons Boulevard, Jamaica, New York, Owen J. Dever, Director
G. E. Stechert & Company, 31 East 10th Street, New York City

ACTIVE

Kathryn M. Brown, Librarian, Griffenhagen & Associates, 221 North La Salle Street, Chicago, Illinois
California Fruit Growers Exchange, Research Department, 616 East Grove Street, Ontario, California
Harriet E. Howe, Director, University of Denver School of Librarianship, 16 West 13th Street, Denver, Colorado
Pearl M. Keefer, 22 East 29th Street, New York City
Hazel B. MacDonald, 714 Greenleaf Avenue, Wilmette, Illinois
Viola R. Mathl, 47 Elm Street, Elizabeth, New Jersey
Maryland Public Library Advisory Commission, 520 North Charles Street, Baltimore, Maryland, Adeline J. Pratt, Director
Hope Packard, Technology Department, Toledo Public Library, Toledo, Ohio
Sarah Q. Slaughter, Insurance Library Association of Atlanta, 550 Hurt Building, Atlanta, Georgia
Edward Taylor, 230 East 51st Street, New York City
Elizabeth Belle Tyler, Trinity College, Washington, D. C.
Eleanor M. Witmer, Librarian, Teachers College Library, Columbia University, 525 West 120th Street, New York City

ASSOCIATE

Geraldine Armstrong, American Institute of Banking, 420 Lexington Avenue, New York City
 Helen Baker, John Crerar Library, 86 East Randolph Street, Chicago, Illinois
 Mrs. Reina H. Belanger, Museum of French Art, 22 East 60th Street, New York City
 Mrs. Nathalie M. Bennett, 220 East 18th Street, Brooklyn, New York
 Klara K. Bickel, Brooklyn Public Library, Borough Park Branch, Brooklyn, New York
 Miss Randi Bing, 116 Henry Street, Brooklyn, New York
 Marjorie Church Burbank, New York Public Library, Assistant Superintendent of Work with Children, 476-5th Avenue, Room 105, New York City
 William E. Clegg, Kirstein Business Library, Boston, Massachusetts
 Pauline Dikeman, 2511 Dwight Way, Berkeley, California
 Mrs. Helen H. Downs, 3426 Parkview Avenue, Pittsburgh, Pennsylvania
 Anna Edmond, Metropolitan Life Insurance Co. Library, 1 Madison Avenue, New York City
 Elizabeth S. Fleming, 452 Riverside Drive, New York City
 Margaret E. Graefe, 1958 Anthony Avenue, New York City
 Hazel Granger, Barlow Medical Library, 742 North Broadway, Los Angeles, California
 Francis B. Graves, Librarian, Mechanics-Mercantile Library, 57 Post Street, San Francisco, California
 Elinor Gregory, Boston Athenaeum, 10¼ Beacon Street, Boston, Massachusetts
 Lilian van H. Gurnee, 364 Bard Avenue, West New Brighton, Staten Island, New York
 Margaret Hackett, Monmouth County Historical Association, 70 Court Street, Freehold, New Jersey
 Mrs. Sarah R. Hall, Kirstein Business Library, Boston, Massachusetts
 Anna Hogan, Roslyn Heights, New York
 Mr. Oren D. Hunt, Herman Goldberger Agency, 179 Lincoln Street, Boston, Massachusetts
 Edith A. Illsley, Boston University, Business Administration Library, 525 Boylston Street, Boston, Massachusetts
 Helen Jullia, Lithographic Research Library, University of Cincinnati, Cincinnati, Ohio
 Amelia Leist, 4012 Elsmere Avenue, South Norwood, Norwood, Ohio
 E. Janet Low, 631 Howard Avenue, Utica, New York
 Lois Martine, 1100 North La Salle Street, Apt. 619, Chicago, Illinois
 Elizabeth L. Mead, Cataloger, Free Public Library, Paterson, New Jersey
 Julia Nelson, 333 West 23rd Street, New York City
 Ann O'Dougherty, c/o Academy of St. Elizabeth, Convent, New Jersey
 Martha Podlasky, Milwaukee Public Library, Milwaukee, Wisconsin
 Mary E. Prim, Boston Transcript, 324 Washington Street, Boston, Massachusetts
 Louis Felix Ranlett, Boston Public Library, Copley Square, Boston, Massachusetts
 Georgia E. Roberts, Classifier, Engineering Societies Library, 29 West 39th Street, New York City
 Leonard A. Rose, 641 Crown Street, Brooklyn, New York
 Helen Satterthwaite, 533 South Clinton Street, East Orange, New Jersey
 Hallie I. Shearer, Assistant, Catalog Department, Toronto University Library, Toronto, Canada
 Fannie Simon, Assistant Librarian, McCann-Erickson, Inc., 285 Madison Avenue, New York City
 Marjory Stone, John Crerar Library, 86 East Randolph Street, Chicago, Illinois
 Anna Lord Strauss, The Library, 124 East 28th Street, New York City
 Mary P. Teele, Kirstein Business Library, Boston, Massachusetts
 Elizabeth V. Wight, Northwestern Mutual Life Insurance Company, Milwaukee, Wisconsin

NEW SUBSCRIBERS

Paul B. Coffman, Morgan Hall, Soldiers Field, Boston, Massachusetts
 First National Bank of Philadelphia, Philadelphia, Pennsylvania, Thomas W. Smith, Vice-President
 Gos Publitschnaja, Biblioteka, Pl. 25 Oktiabrja 37, Leningrad, U. S. S. R.
 Inst. Inostr. Bibliogr. Ogis'a, Mosk. Potschtamt, Abonementn. Jastsch. 666, Miasnizkaja 26, Moskwa, U. S. S. R.
 NISSL Inst. Knigowedenia, Kiew, U. S. S. R.

PERSONAL NOTES

The Report of the Nominating Committee of the A. L. A. contains two names of particular interest to special librarians. Edward H. Redstone, State Library, Boston, a former President of S. L. A., and Angus Fletcher, Librarian of the British Library of Information, are included in the list of nominees for members of the Council.

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Mr. M. Marean has replaced Dr. T. T. Budrow in the library of the Roessler & Hasslacher Chemical Company.

* * *

We regret to report the serious illness of Grace A. England, Head of the Civics Division of the Detroit Public Library. Miss England is progressing nicely, but it will be some time before she is able to resume her duties.

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Marriages seem to be the order of the day, as testified by the following changes of names. Camille Datil, Business Information Bureau, Cleveland Public Library, is now Mrs. Rehor; L. Ruth Hutchinson, Librarian, Naval Research Laboratory, Bellevue, Anacostia, D. C., is now Mrs. R. H. Hooker; Louise Tobey, Librarian, Household Finance Corporation, Chicago, Illinois, is now Mrs. Stephens; Sara E. Noyes, State Library, Boston, Massachusetts, is now Mrs. Hunt.

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Mary E. Mitchell, formerly the Librarian of the American Management Association, is now doing business as a Consulting Librarian, 123 Waverly Place, New York, N. Y.

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Oak Amidon, who has been in charge of the Sociology Department of the Los Angeles Public Library for the past few years, died very suddenly at Palm Springs on January 22. Mr. Amidon was away on a leave of absence hoping to recover his health, but a sudden heart attack on the street caused immediate death. He was a member of the Southern California Chapter of our Association.

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Hilda W. Palache, formerly with the Federal Reserve Bank of San Francisco, is now connected with the Wells Fargo Bank & Union Trust Company of that city.

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Mildred D. Robie, formerly Librarian of Lee, Higginson & Co., Boston, has accepted a position as cataloger in the Library of Standard Statistics Co., Inc., New York City. The New York local welcomes Miss Robie.

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We find that it is Mrs. Thomas Cowles who has accepted a temporary appointment as specialist in Slavic languages in the Periodical Division of the University of California library.

CLASSIFICATION and INDEXING

Louise Keller and Emilie Mueser, Department Editors

ADVISORY COUNCIL

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

THIS issue of the Department is devoted to the Committee on Classifications, which both asks news and gives it

A petroleum classification and subject heading list, both suitable for the library of an oil refinery, have been requested. What do our readers know of this matter?

This is the second time within a year that the question has been put to the Committee. Our first correspondent decided to use the Library of Congress Classification. Our present correspondent writes that neither the classification by Uren, nor that by Burroughs is sufficiently detailed. (Decimal Classification for . . . Petroleum and Related Industries, by L. C. Uren, National Petroleum News, October 1928; Scheme of Classification, by Elizabeth H. Burroughs. In U. S. Bureau of Mines Bulletin 220)

Comments, suggestions, and additions to our collection will be welcomed. Subject headings, as well as classification, is covered in the request.

Address communications to Miss Louise Keller, Independence Bureau, 137 South 5th St., Philadelphia.

The first fruits of the article, "A National Lending Library of Unpublished Classifications," which appeared in *SPECIAL LIBRARIES*, December 1931, page 458, is a gift from Nathaniel L. Goodrich of the College Library of Dartmouth. This gift and several letters of approval and appreciation give us reason to believe that the collection of classifications is a matter of interest to our readers. We accordingly asked Mr. Vanderbilt to review briefly some of our more recent acquisitions.

Recent Donations to the Collection of the Committee on Classifications

COPIES of a number of excellent classifications devised by various special libraries have been contributed, during the past few months, to the file maintained by the Committee on Classifications in Philadelphia. Brief reviews of these unpublished classifications may serve to

acquaint readers of *SPECIAL LIBRARIES* with the progress of the Committee and encourage librarians to actual classification achievement. As a recent article in these pages pointed out, one of the Committee's aims is to form a collection of this material for comparative study and to lend it to those who would otherwise be dependent solely on published classifications.

The Baker Library of the Harvard School of Business Administration contributes two masterful lists compiled by William Parker Cutter — one of the most extensive geographical outlines in existence, which lends itself to almost any application where fine geographical division is important; and "A Classified List of Industries and Occupations," prepared after consultation with every available authority, such as the U. S. Census, the Bureau of Agricultural Economics, and the Tariff Commission. Every kind of business, profession and service appears in classified order, down to "999 — Leisure classes; Unemployed." Both remarkable schedules are provided with full indexes

The printed report on "The Indexing and Filing of Catalogs; a Study of Several Systems in Use in Purchasing Departments" contributed by the National Association of Purchasing Agents contains a lot of valuable exposition applicable to a variety of cases.

A major European contribution is the trilingual "Classification Scheme of Agriculture" prepared and mimeographed by the International Institute of Agriculture in Rome. A decimal system with letter notation added as well as prefixed, this outline is very complete as it stands, but capable of extension. Even the raising of zebras and tortoises is mentioned. The geographical, sociological, legal, and international economic phases of the agricultural question are quite fully covered, as well as the technical and usual scientific aspects. An expansion of 581 used by the Botany Department of Columbia University may be of interest in this same connection.

The United States Chamber of Commerce's "Suggested Classification of Trade Association Activities" is really a practical numbered list of 55 alphabetical headings with sub-divisions. Its application would: (1) Make possible accurate

classification of associations by activities; (2) Promote accuracy . . . through use of standard terms; (3) Improve subject filing; (4) Improve library methods.

Three documents covering in part the same ground are the classification of the National Health Library (detailed decimal system of its own), of the New York Psychiatric Institute and Hospital library (simple list of 29 numbered classes with subdivisions), and a "List of Subject Headings for the Pamphlet Collection of a Hospital Social Service Department," prepared by Helen Frances Carleton.

From libraries devoted to particular fields, the committee has received a copy of the Day scheme of classification used in the Missionary Research Library in New York, and the Day Missions Library at Yale University; a decimal aeronautics classification used by the Air Corps Tactical School (cf. aeronautics classification used by the Lippincott Library, University of Pennsylvania, a Dewey extension); and a classification used by the Roosevelt House Library and Museum for writings by and all manner of material relating to T R. This last is an admirable example of extensive individual biographical classification, worthy of study for other biographical collections.

The industrial special libraries are frequent contributors. Limitation of space forbids detailed review, but the names and titles usually indicate sufficiently the nature of the material covered. Koppers Research Corp., Pittsburgh, shows a classification relating to fuels, with notable form divisions (we need more of these form divisions) for any natural raw material, manufactured raw material, process, apparatus, industry as a whole, etc. U. S. Rubber Co. (547 — Organic chemistry, 678 — Rubber), Consolidated Gas Co. of New York (665); New Jersey Zinc Co (665 — Oils, Soaps, Greases, 667 — Paint, 669.5 — Zinc metallurgy); duPont de Nemours & Co., Wilmington, Del. (Textiles, Dyes & dyeing) have given us their lists. The Lippincott Library of the Wharton School of Finance at the University of Pennsylvania has given its good decimal extensions of 335 — Real estate, 380 — Aeronautics, 385-389 — Selling and distribution, 386 — Advertising. The classification of languages (as such; not of books) used by the University of Pennsylvania will present a complicated problem in convenient form for those interested.

Nathaniel L. Goodrich, librarian of Dartmouth college, says in a letter: "We are sending you herewith a copy of those parts of our classifications wherein we have modified the existing ta-

bles of the decimal classifications. In 550 and 560 we have made some changes, mostly on the basis of the L.C. In 570, 580 and 590 we have adapted the L.C., with some changes, to D.C. numbers. 700-780 was worked out here, using suggestions from D.C., L.C., and the Boston and New York Art Museum classifications. 790 was worked out locally." This substantial contribution to the extension of Dewey classification is certainly welcome.

Art librarians will be interested in the treatment of the photograph-and-lantern-slide classification problem as worked out in the Art Institute of Chicago, a limited system with complicated letter notation.

PAUL VANDERBILT

Science and Useful Arts

"FOR many years, in classifying, I have felt the error made in the separate classification of science and useful arts, since there is no such separation in fact; a combined classification would be logical and helpful to the public. Can you tell me whether such a classification has ever been made and whether it has worked well? I am now putting everything in 600 and if I were here long enough, I should like to find place for everything and eliminate the 500's. The difficulty of course is with biology, mathematics and astronomy, for which there seems to be no space. Can you give me any information on this point?"

I know of no library that has attempted this plan. To some extent it could be carried out without much difficulty; the Decimal Classification tables point out many parallel numbers in the two classes, such as 537 and 621.3; 532 and 621.2; 537.81 and 654, etc. It would be possible in such cases to put all material in one number and abandon the other, instead of making the usual distinction between them. I am doubtful of the success of this scheme, however, in a large or growing collection; and there are several divisions of the 500's and 600's, as you have already discovered, that do not overlap at all.

Perhaps you know already that the classification scheme of James Duff Brown, formerly rather widely used in England, uses the very plan you favor; that of putting each branch of applied science as near as possible to the science on which it is based. A good account of this classification with comments on it is to be found in "An Introduction to Library Classification" by W. C. Berwick Sayers, published by Grafton and Co.

WHO'S WHO

MARY ETHEL JAMESON

"A CAPITAL ship for an ocean trip" is all that Mary Ethel Jameson of our Editorial Board asks when she sallies forth from the National Industrial Conference Board Library. But if an Elzevir, a Breton coif, or a choice French recipe is to be found at the ports of call, so much the better. Following in the waves of a British naval grandfather, Miss Jameson has tried army transports, freighters, and ocean greyhounds. Her first crossing was from Hamilton, Ontario, over the Canadian border, to Detroit, Michigan. After adventures in the Detroit Home and Day School and four years of strictly elective courses at the University of Chicago, Miss Jameson graduated from the New York Public Library School in 1913.

The next ten years she divided between the Technology Division of the New York Public Library and war service in France — as nurse's aid, canteen worker, and organizer with Major T. H. Halsted of the Medical Intelligence Bureau of the American Red Cross in Paris.

During the last ten years, while Miss Jameson has been librarian of the National Industrial Conference Board, she has presided over the New York Public Library School Alumni Association, acted as officer of the New York Library Club, and of the New York Special Libraries Association. She edits the latter's news bulletin, attends the opera regularly, and is active in the Overseas Service League.

Not content to skim the surface of things, Miss Jameson delved deep in submarine literature, during the war, at the request of the United States Government. Other published works, as the periodical indexes and the "United States Catalog" will tell interested readers, range from Ruskin to installment buying. When not coöperating with the

Chamber of Commerce of the United States, or other well-known organizations, in such pieces of work, Miss Jameson organizes libraries (that of the Dunwoodie Institute, etc.) in her spare moments.

MARIE KIERSTED PIDGEON

IN ADDITION to her research consultation service, Miss Pidgeon has recently undertaken high school work in the Curtis High School of New York City. Since editing is one of her avocations, our Editorial Board profits by her enthusiasm.

Miss Pidgeon describes herself as an "entirely local product" — trained in college and library school within a forty-mile radius of her birthplace, Saugerties, New York. She has, however, made excursions into New York City, Washington, Philadelphia, and Rio library resources, and almost took root in Brasil when the Minister of Agriculture invited her to reorganize that Ministry's library.

After six years in the New York State Library, Miss Pidgeon did foreign counter-espionage work in Washington during the war, and then library,

exhibits, and editorial work in the United States Department of Agriculture. She also represented that department at international congresses.

Following two years on the University of Pennsylvania campus, Miss Pidgeon returned to her native State and, for four years, was Research Librarian of Cleanliness Institute, New York City.

Miss Pidgeon confesses to a great interest in songs, gardens, and tennis. She is also keen on things Pan American, Dutch, and generally international, such as the folk arts. One of the first advocates of an illustrated librarians' "Who's who," all matters of library publicity are a hobby with her as are also library placement matters.



Photo by Bechtrach

MARIE K. PIDGEON

EVENTS and PUBLICATIONS

Margaret Bonnell, Department Editor

Industrial Arts Index is beginning with the 1932 volume to index *Fortune*. *Civil Engineering*, published monthly by the American Society of Civil Engineers, will also be indexed, beginning with the first number in October 1930.

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A publication of the United States Bureau of Standards of especial interest to libraries is **A Survey of Storage Conditions in Libraries Relative to the Preservation of Records**. Best conditions of air purity, temperature, and illumination, found as a result of this survey and of laboratory experiments, have been formulated and means of obtaining them suggested.

* * *

A new edition of the *Index to Economic Reports* published by the Policyholders Service Bureau of the *Metropolitan Life Insurance Company* is now available. The Reports are classified according to major subjects, as Accounting and finance, Advertising, selling and merchandising, Industrial health, Office management, etc., then as to type of business and industry, followed by a list of interest to business generally.

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Law Book Review Digest and Current Legal Bibliography began publication in October 1931. It will publish monthly (except August and September) digests of book reviews from about 29 periodicals. Published by W. L. Friend, Jr., P. O. Box No. 1872, Philadelphia, Pa.

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Selected Articles on Recognition of Soviet Russia, compiled by E. C. Buehler, B. W. Maxwell, and G. R. R. Pfaum, is a recent addition to the Handbook Series published by H. W. Wilson Company. The briefs, bibliography and selected articles are preceded by an introductory analysis.

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American Industry in Europe, by Frank A. Southard, Jr., published by Houghton, discusses the extent and form of American industry abroad, the reasons why it migrates to Europe, the organization and operation of American subsidiaries abroad, and general problems arising from the trend. An extensive bibliography consisting mostly of magazine and newspaper articles is included.

Plans calling for a National Industries Board are studied in **Planning for Economic Stability**, compiled by James G. Hodgson and published by H. W. Wilson Company in the Reference Shelf series. Since stabilization of employment has already been dealt with in another book of this series, little space has been devoted to that phase of the Swope plan, which, although it has received most attention from the public, is really a secondary phase of the plan

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The Bureau of Social Research of the Pittsburgh Federation of Social Agencies, 805-7 Wabash Building, Pittsburgh, is responsible for a comprehensive list — **Bibliography of Studies of Social Conditions in the Pittsburgh Area, 1920-1930**. The compilation is mostly the work of Edith Miller Tufts.

* * *

The Report of the International Committee of Experts Respecting Suspension of Certain Inter-Governmental Debts Falling Due during the year ending June 1932 is the report of the London Committee which grew out of President Hoover's recommendation for a moratorium on international debts. Part 2 deals with those measures necessary to make the proposal effective which concern Germany, Parts 3-5 with other inter-governmental debts. The report is available through the British Library of Information.

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Salaries for Routine Clerical Work in Private Industry, 1929 is a continuation of an earlier Report on Wage and Salary Survey of the U. S. Personnel Classification Board.

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A Monthly Review of Business in Illinois is prepared for the *Illinois Journal of Commerce* by the Research Department of the Illinois Chamber of Commerce, whose director, Miss Marion Mead, is President of the Illinois chapter of the Special Libraries Association.

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An evening course in book and periodical indexing is being offered as an extension course of the Department of Library Service of Columbia University.

A volume on the **Financial Condition and Operations of the National Government** analyzes official reports since the establishment of the budget system in 1921 in such a way as to bring out significant distinctions not emphasized in the reports themselves and to interpret important developments during the period covered. In exhibiting what financial data are desirable for all governments and the form in which they should be presented, the book is a contribution to the technique of financial accounting and reporting of value to all students of public finance. The author is W. F. Willoughby, Director of the Institute for Government Research. The book is published by The Brookings Institution of Washington. The price is \$3.00.

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Colleges and Schools in Virginia is a very informing 39-page folder published by the Virginia State Chamber of Commerce in Richmond. For any who may be contemplating a spring or early summer vacation trip through the beautiful Shenandoah Valley and other interesting sections of Virginia, the Chamber of Commerce also issues excellent road maps and other fascinating literature about the State.

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The New York Evening Post on January 29th published a column and a half interview with Mr. Angus Fletcher on the purpose and scope of the British Library of Information, under the caption "British Library Here Files Data from 'Cabbages to Kings'."

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Libraries interested in plans under way in various states for the reapportionment of representatives will want to know about **The Michigan Plan, an equitable proposal for the reapportionment of the Michigan State Legislature**. It is the report of a survey by a Special Committee of the Board of Supervisors of Wayne County Advocating Reapportionment, and was reviewed by Miss Rankin in *Municipal Reference Library Notes* for December 23, 1931.

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An Outline of the Municipal Refuse Problem was published as Bulletin No. 13 of the Division of Municipal and Industrial Research of the Massachusetts Institute of Technology at Cambridge, Mass. Price 10 cents.

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Miss Carolyn F. Ulrich, Chief of Periodicals Division, New York Public Library, has edited for the R. R. Bowker Company a **Periodical Directory, a Classified Guide to a Selected List of Current Periodicals, Foreign and Domestic**.

Its 7,000 titles have been selected from the fields of economics, science and finance, as well as arts and literature. An aid in the selection of titles for purchase are notations of library reference tools in which each periodical is indexed, reviewed or abstracted. The pre-publication price is \$7.50; after March 1st, \$10.00.

* * *

Business libraries interested in Porto Rico will want to know about a General Directory edited under the auspices of the Chamber of Commerce of Porto Rico. It contains much valuable information about the island and over 20,000 names properly classified of merchants, manufacturers and others. It is made up in both English and Spanish, and may be obtained from 600 West 139th Street, New York City.

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Metropolitan Hartford, January 1932, is devoted entirely to descriptive articles and statistics of industry in that city. A very useful number published by the Chamber of Commerce, price 20 cents.

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The U. S. Bureau of Labor Statistics is now issuing its wholesale price index numbers weekly as well as monthly, according to *Domestic Commerce*. This mimeographed news bulletin of the Bureau of Foreign and Domestic Commerce, by the way, is invaluable for keeping up to date with brand new publications and research projects in the field of business and industry.

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The League for Independent Political Action, 52 Vanderbilt Avenue, New York City, publishes a *News Bulletin* which carries notes of new books published in the field of its interest. The League was organized by John Dewey and the Secretary is Howard Y. Williams.

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Dr. G. Wright Hoffman, Professor of Insurance at the University of Pennsylvania and for some time Consulting Economist to the Grain Futures Administration of the U. S. Department of Agriculture, has published through the University of Pennsylvania Press a comprehensive and authoritative volume, **Future Trading upon Organized Commodity Markets**. The book, one of the few available on the subject, describes in detail the organization, facilities and methods of operation of future markets, especially the Chicago Board of Trade and the New York Cotton Exchange. The theory and practice of hedging and important market-making functions of future trading are discussed.

A 38-page mimeographed report on **Company Plans for Employee Savings and Investment** has been prepared by Miss Eleanor Davis, Assistant Director of the Industrial Relations Section of Princeton University. It is intended to afford a careful sampling of best plans in use by special companies rather than an exhaustive marshalling of all. It is the belief of the Industrial Relations Section, which greatly enhances the value of all its reports, that readers with limited time can obtain a clearer impression of what is best practice by examining closely a few well developed programs than by studying an extensive statistical analysis.

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Readings in Industrial Psychology, edited by Bruce V. Moore and George W. Hartmann, and published by Harpers, is, as the title implies, a collection from many sources. It offers a "cross-section of the most significant facts and the best thought available" on various aspects of the ways in which psychology serves industry. As such, although it does not pretend to make an original contribution to the literature of industrial psychology, it brings together within two covers in convenient form for quick reference, much information which otherwise would have to be gathered with considerable effort from many books and technical journals.

* * *

Secondary Aluminum, by Robert J. Anderson, D.Sc., represents the boiled-down results of many years of practical experience and systematic study. The book presents in clear language all the information necessary to a thorough understanding of the production and utilization of secondary aluminum. The design of melting furnaces, the pre-treatment of scrap and the equipment used, and methods of recovery are discussed. Published by the Sherwood Press, Inc., Cleveland, Ohio, for \$10.00.

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Users of Webster's **New International Dictionary** who desire information about any word not yet defined in Webster, or more information than is there contained, are asked by the publishing house, G. and C. Merriam Co., to communicate with them. The reply will be sent to the inquirer and, if of general interest, may be published in the company's leaflet *Word Study*. This service is likely to be of particular value in connection with new words that are constantly coming into the language.

Political Handbook of the World, 1932, edited by Walter H. Mallory, has just been issued by the Council on Foreign Relations. This valuable annual compilation gives in compact form for each country the programs and leaders of the political parties, the political affiliations and editors of the newspapers and periodicals, and a description of the organization and functions of the League of Nations. It may be secured from the Council, 45 East 65th Street, New York, for \$2.50.

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Narrative of Half a Century and Somewhat More is the title of the report of the Class of 1878 of Dartmouth College, prepared by William D. Parkinson, Secretary. It contains a nine-page article on the late John Cotton Dana, Librarian of the Newark Public Library, one of the founders and the first President of Special Libraries Association, and one of the most distinguished members of that class.

* * *

Dr. C. C. Williamson and Miss Alice L. Jewett (N. Y. S., 1914) have undertaken on their own responsibility the publication of **Who's Who in Library Service**.

This publication will meet the long-felt need of all who have to do with the library field, for, although many of the schools of library training have excellent registers of their alumni, it will be much more satisfactory to have a consolidated list which will include those holding responsible positions, but who are not graduates of any school nor members of the American Library Association.

The questionnaires have been distributed through the library schools to their alumni and methods are being perfected for selecting the names of others who should be included in a representative list.

The questions follow much the same lines as those sent out for "Who's Who in America."

* * *

W. P. Cutter of the Baker Library, Harvard University, reports the receipt of the preliminary printed edition of the classification of business to which he has devoted so much of his time during the last few years. It is expected that the final editions will be ready about July 1st. Mr. Cutter hopes to compile a briefer classification suited to the purposes of the average business library. The profession owes Mr. Cutter a debt of gratitude for his work in this field.

LOCAL ASSOCIATIONS

ON February 20 the Baltimore Chapter entertained the members of the national Executive Board at dinner. Dr. John C. French of Johns Hopkins University presided and introduced the other speakers: Honorable Howard W. Jackson, Mayor of Baltimore; Dr. Jacob H. Hollander, Economist, who told his impressions of special libraries and made some worthwhile suggestions for projects to be undertaken; and Mr. Angus Fletcher of the British Library of Information. Here is the greatest benefit derived from the holding of our Executive Board meetings in different centers—the opportunity for becoming acquainted with the local members and their activities.

Baker Library, Harvard Graduate School of Business Administration, was visited by Boston Chapter on February 29 when they were privileged to hear Dr. Arthur H. Cole, Administrative Curator, speak on "The Baker Library," and Dr. John A. Lapp, a former Editor of SPECIAL LIBRARIES, who took for his topic "Making Knowledge Work." Mr. Milton Lord, the newly-appointed Director of the Boston Public Library, was a guest.

Illinois Chapter met on February 8 in the new Lawson Y. M. C. A., recently completed as a memorial to the late Victor Lawson, who was for 50 years the publisher of the *Chicago Daily News*. Professor Graham Taylor, President of the Chicago Commons Settlement and former Professor of Social Economics at the University of Chicago, and William F. McDermott of the Editorial Staff of the *Chicago Daily News* discussed the advantages of special libraries in their own fields, giving many specific instances of their value.

The traditional joint meeting of the New York Library Club and the New York Special Libraries Association was held on February 25 in the Central M. E. Cathedral Church of Brooklyn. A most enlightening survey of "Chinese Characteristics as an Explanation of the Present Far Eastern Situation" was given by Dr. Eugene Stein, lately Russian Minister Plenipotentiary to the Argentine Republic and formerly at various posts in the Far East. It is hoped it may be possible to print this address, which gave everyone a new viewpoint and a more intelligent understanding of the Chinese-Japanese dispute.

Philadelphia Council has reported two meetings since our last issue—January 8 at the Eastern Baptist Theological Seminary and February

5 at Franklin Institute. Dr. David Lee Jamison, head of the Department of Religious Education at the Seminary, outlined its growth from its beginning six years ago. The members visited the library and were entertained with a program by members of the music departments. Mr. Alfred Rigling, Chairman of the Council, was host in February at Franklin Institute of which he is Librarian. Julia Pettee, Head Cataloger of the Union Theological Seminary, New York, spoke on "Subject Headings"—a subject of which Miss Pettee is a master. James Stokley, Associate Director in charge of astronomy at the Franklin Institute Museum, described the Fels Planetarium, various types of telescopes and, in conclusion, gave a demonstration of the Eclipsareon, a device for reproducing eclipses of the sun.

"Searching for Hidden Facts in Research Papers" was the keynote of the meeting of Pittsburgh Special Libraries Association on January 22. Mrs. J. M. Fertig of the Westinghouse Electric and Manufacturing Company, Edith Portman of the Koppers Research Corporation, Mrs. Vivian MacDonald of the Aluminum Company of America, and Mrs. W. H. Pugsley of Mellon Institute took part in this interesting discussion.

The library of the U. S. Bureau of Foreign and Domestic Commerce was the scene of the February 18 meeting of San Francisco Chapter when the Librarian, Mr. Ash, was the host.

Southern California has just reported on all their activities since October when the first meeting of the year was given over to Committee reports and discussion of plans for the year. On November 17 the beautiful new library building at the University of California held their attention, while December 15 took them to visit various offices of the Los Angeles Police Department, where they were addressed by Miss Kate Smith, Police Commissioner, Captain Howard L. Barlow, Superintendent of Records, and Captain S. T. Hawtray, Communications Division. On January 19 the Chapter was invited to the new building of the Southern California Edison Company, Ltd., whose organization and activities were most interestingly described by the Advertising Manager, Richard E. Smith.

As varied a range of interests is recorded here as could be found in any professional group—shop talk, foreign relations, astronomy, theology, commerce and police methods!

Digest of Business Book Reviews

Compiled by the Staff of the Business Branch
of the Public Library, Newark, N. J.

Accounting Terminology. Century, 1931. \$1.50.

"The results of a committee appointed by the American Institute of Accountants to make accounting terminology uniform" *Bankers Monthly*, September 1931, p. 563. 35 words.

"These definitions have appeared from time to time in the *Journal of Accountancy*, but have been collected in this volume." *Certified Public Accountant*, August 1931, p. 252. 140 words.

"While not the final solution to the problem of standardizing accounting terms, this book is a valuable contribution and should be a splendid basis for further discussion in bringing about even greater uniformity." *Lefax*, September 1931, p. 22. 175 words.

"A collection of existing definitions and the formulation of new ones where the old ones proved unsatisfactory. It is a glossary of accounting terms with explanatory definitions." *System*, September 1931, p. 180. 25 words.

Arendtz, H. F. Way Out of Depression. Houghton Mifflin, 1931. \$1.00.

"By figures and charts he proves that the silver dollar has not been as violent in its fluctuations as the gold dollar. Bimetallism has always been couched in difficult and obscure phraseology. Dr. Arendtz clarifies and simplifies it for you" C. H. McCall. *Credit and Financial Management*, November 1931, p. 38. 575 words.

"The author, an eminent economist, sincerely believes that the gold standard, which has been our standby for so many years, is fundamentally responsible for our economic troubles, and he stoutly maintains that the only remedy is to throw it overboard, and start anew on an international bimetallic standard." *Monthly Bulletin of the Associated Leather Goods Manufacturers*, December 1931, p. 36. 475 words.

"He proposes an international agreement to use both silver and gold for currency and keep them at the ratio of 30 to one. He doesn't explain what effect the relative output of gold and silver will have on that fixed ratio over a period of time." *Nation's Business*, December 1931, p. 75. 100 words.

"Mr. Arendtz is an uncritical exponent of the primary responsibility of monetary factors

for depression. . . . Formulac like his are attractive because of their apparent simplicity. But Mr. Arendtz is not likely to convince any one except those who are already convinced and those who have given little study to the subject." George Soule *New York Times Book Review*, December 27, 1931, p. 13. 290 words.

Bowers, E. L. Economics for Engineers. McGraw-Hill, 1931. \$4.00.

"This appears to be the first book directed at the engineers and the language used is for them. Examples of problems in consumption, fixed prices and statistics are set forth as bases upon which an engineer's work depends." R. L. Smitley. *Business Briefs*, September 1931, p. 955. 50 words.

"While the treatment of no one subject in a text covering the wide range of this one can be more than a brief introduction, the book does this successfully." H. P. Dutton. *Factory and Industrial Management*, September 1931, p. 359. 135 words.

"Some aspects of business activity, such as marketing, investments and insurance, not ordinarily included in texts on economics, are treated here for the convenience of the engineering audience to whom the book is addressed." *Lefax*, October 1931, p. 28. 90 words.

"Emphasis throughout the book is directed toward engineering aspects in order to heighten the appreciation of the technical student and economic theory is subordinated to the broad purpose of analyzing and interpreting the economic system for those who cannot devote much time in this direction." *Management Review*, November 1931, p. 350. 80 words.

Bruere, R. W. J. C. Penney — the Man with a Thousand Partners. Harper, 1931, \$3.00.

"He has always based his selection of men upon these four principles: Honor, Confidence, Service, and Cooperation. So important has he always considered the matter of training, that from the beginning, managers have been rated not alone on their sales records but equally upon their ability as trainers of men." *Dartnell Reference Index*. 110 words.

"The methods used by this 'department-store' chain of nearly 1500 units in the initiation of new men, education for the profession

of merchandising, and vocational guidance, as well as in public relations, may well be used by other chain organizations which find personnel their greatest problem." *Journal of Retailing*, July 1931, p. 61. 125 words.

"Mr. Penney attributes the success of this unique type of organization to the care with which he has selected men for responsible positions. The methods of selection are discussed throughout the book, as are also the many philanthropic activities of Mr. Penney." *Personnel Journal*, October 1931, p. 216. 145 words.

Dutton, H. P. Principles of Organization. McGraw-Hill, 1931. \$3.00.

"This book is more than an orderly analysis of the business structure of companies; it is a thought-provoking picture of men and women working under coordination. Any works supervisor, manager or staff member who may sometimes be worried over problems of group relations and of personal adjustment within his organization will find here many suggestive explanations and useful 'tools.'" G. A. Bowers. *Factory and Industrial Management*, December 1931, p. 812. 250 words.

"The book can be recommended to students who wish to prepare themselves for entry into the executive departments of business enterprises; it is not a work particularly suitable to the needs of the public accountant." F. W. Thornton. *Journal of Accountancy*, November 1931, p. 389. 360 words.

"The book discusses more the why than the how of management, it may nevertheless, prove to be of practical help in management. For there are few things of more practical service than a knowledge of principles, a knowledge of the properties, of the materials with which one works, and an understanding of objective." *Journal of Business Education*, October 1931, p. 31. 290 words.

"We all gain by reviewing occasionally the fundamental principles of good organization. In 'Principles of Organization,' Henry P. Dutton deals with cooperation, organized thought, measurement, standardization, selection, training, discipline. He treats of the organization and its outside relations." *System*, October 1931, p. 250. 50 words.

Eddie, L. D. Banks and Prosperity. Harper, 1931. \$2.50.

"The theme of Professor Eddie's treatise is the orderly control of credit. . . . He writes clearly, fairly and with authority. He deals

with problems of great importance, and in a manner calculated to stimulate constructive thinking." *Bankers Magazine*, December 1931, p. 841. 325 words.

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"The merit of a simple book like this is somewhat diminished by the fact that the subject itself is far more intricate than such a book would make it appear." George Soule. *New York Times Book Review*, December 27, 1931, p. 13. 225 words.

Haase, A. E. Advertising Appropriations. Harper, 1931, \$3.50.

"A valuable manual for any one concerned with directing sales or advertising." *Dartnell Reference Index* 140 words.

"Mr. Haase starts at the bottom of the whole situation and reviews the various methods popularly used to determine a year's appropriation." *Advertising and Selling*, November 11, 1931, p. 34. 600 words.

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"Mr. Haase measures an advertising agency by three yardsticks. ability, soundness and permanence, and ethics and purpose." *Class and Industrial Marketing*, December 1931, p. 74. 75 words.

"Provides the business man with answers to the essential questions regarding the money to be spent for advertising. How to determine the appropriation, how to organize an advertising department, how to select an advertising agency, are some of the many queries answered." *Industrial Arts Index*, November 1931, p. IV. 50 words.

Haney, L. H. Business Forecasting. Ginn, 1931. \$3.40.

"Dr. Haney has produced a work which, with all the defects to be expected in a new and difficult field of exploration, does provide a framework, which, as further light is thrown on the subject and precision given to details still in the rough, will undoubtedly serve well to dispel skepticism and create confidence in

the sane analytical approach to economic stabilization." N. J. Silberling. *American Economic Review*, December 1931, p. 794. 1800 words.

"It presents a restatement of the theory of business cycles, appraises the chief significant indexes of business conditions and points out their limitations, and endeavors to improve the basis for sound business forecasting." *Barron's*, June 15, 1931, p. 15. 160 words.

"This is another book, opportune during the period when fiat credit is being squeezed out of the economic organization." R. L. Smitley. *Business Briefs*, July 1931, p. 795. 80 words.

"Under the guidance of a trained statistician, the work will also prove an unexcelled text for a course in business statistics. Most courses in averages, deviations, correlations, and trends seem highly theoretical to the student. In this book, they have a clear purpose as means to an end — the forecasting of what lies ahead." *Journal of Retailing*, July 1931, p. 61. 340 words.

Mathewson, S. B. Restriction of Output Among Unorganized Workers. Viking, 1931. \$3.00.

"This is the first book to deal in a factual way with the extent of conscious restriction of output among unorganized workers. The accumulation of evidence is impressive and important." Ordway Tead. *Bulletin of the Taylor Society*, June 1931, p. 138. 635 words.

"A good many employers and some time-study men will be startled by the findings of Stanley Mathewson." H. P. Dutton. *Factory and Industrial Management*, April 1931, p. 639. 200 words.

"The difficulties of the cooperative students at Antioch College in getting along with their fellow workers and yet giving their best day's work to their employers inspired this study. . . . Many cases of worker-persuaded and even boss-ordered restrictions are described, some managers' explanations are given." *Management Review*, June 1931, p. 188. 350 words.

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Osborne, D. R. Self-management in Selling. Harper, 1931. \$3.50.

"This volume is suitable either for the sales manager or the salesman himself, as it offers the former suggestions for training his salesmen and the latter pointers which should enable him to make a success of selling." *Dartnell Reference Index*. 120 words.

"A book of principles which the salesman can understand and adapt to his own uses; a program of self-training with a view to advancement in pay and position." *Advertising and Selling*, June 10, 1931, p. 69. 29 words.

"A step by step program for developing ability to get orders. Somewhat off the 'beaten path' and quite appropriate for suggestions of a practical nature during this period of low business and high competition." R. L. Smitley. *Business Briefs*, June 1931, p. 715. 30 words.

"Specific examples of right and wrong selling technique which may be quickly recognized as authentic are outlined in this book. There are no generalizations." C. P. Grassmuck. *Management Review*, November 1931, p. 352. 300 words.

Rogers, J. H. America Weighs Her Gold. Yale Univ. Press, 1931. \$2.50.

"A timely book by an economist that attacks the old gold standard. In some respects the idea is similar to attacking the reputation of a dead horse, but since there are many who believe that the future may find international finance back on the gold standard, it is worth while to have this clear, sane presentation even if the writer is firmly settled in his ideas." R. L. Smitley. *Business Briefs*, November 1931, p. 155. 70 words.

"Perhaps the one great short-coming of the book is the fact that the recommendations are not as clear and concise as are the many tables, charts and other data presented. However, the principal feature is that it gives a most clear and absorbing exposition of the gold position of the entire world." *Industrial Digest*, January 1932, p. 39. 185 words.

"Current international gold situation described in a manner really interesting." *System*, December 1931, p. 411. 13 words.

Wess, H. B. Profit Principles of Retailing. McGraw-Hill, 1931. \$2.50.

"The ideas are novel and sound . . . though unexpected." R. L. Smitley. *Business Briefs*, July 1931, p. 795. 70 words.

"The author feels that stores that are applying fundamental principles are showing tremendous progress and development. It is those whose operations are not based on sound principles that bring the average showing down." *Journal of Retailing*, July 1931, p. 62. 150 words.

"The book does not pretend that all stores are profitable, or that profit making is easy. It does set up definite principles by means of which some stores, in spite of all hazards, write down a comfortable net profit figure each

year" Bishop Brown. *Management Review*, October 1931, p. 319. 750 words.

"Organized comprehensive knowledge of retailing and its problems is presented here so as to be applicable to both large and small stores." *System*, May 1931, p. 389. 25 words

"'Profit Principles of Retailing' presents the merchant's problems with comprehensive solutions; such as policy, growth, pricing, control, analyzing losing departments, promotion activities, competition, inventories." *System*, July 1931, p. 45. 30 words.

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Fifteen Decennial Census of the United States: 1930. **Agriculture, Vol. 1**—Farm Acreage and Farm Values by Townships or Other Minor Civil Divisions, compiled by Bureau of the Census. 710 p. Govt. Print. Off. \$2.

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Coordination of Motor Transportation. Report proposed by Leo J. Flynn, Attorney-Examiner, Interstate Commerce Commission, and noted in last month's list as available in mimeographed form has been printed as 72d Cong., 1st sess., Senate Doc. no. 43. 136 p. Govt. Print. Off. 15 cents.

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Farm Production Costs As Affected by Mechanical Farm Equipment, by L. C. Holmes. Address before American Association of Agricultural Engineers, Nov. 30, 1931. 12 mimeo. p. Office of Information, U. S. Dept. of Agriculture. Apply.

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A World Survey of **Life Insurance**, by A. S. Christenson. "United States Companies lead with 70 per cent of world total, followed by British, Canadian, Japanese, and German." "Life insurance in Latin America," p. 276-277 (summary by countries). "Summaries . . . in sections other than Latin America will be published in a future issue of *Commerce Reports*. Reports from oversea representatives of the Departments of Commerce and of State may be examined by interested parties upon application to the Insurance Section, Division of Commercial Laws." p. 277. *Commerce Reports*, February 8, 1932, p. 275-277.

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Marketing Texas Vegetables, Carrots, Beets, Snap Beans, Green Corn and Mixed Vegetables, Including Information of Citrus Fruits, Lower Rio Grande Valley of Texas: Summary of 1930-31 Season, by C. D. Schoolcraft.

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(Issued in cooperation with Texas Department of Agriculture, Markets Division) 49 mimeo. p. Office of Information, U. S. Dept. of Agriculture. Apply.

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Establishment of **National Economic Council**. Hearings before Committee on Manufactures, U. S. Senate, 72d Cong., 1st sess. on S.6215 . . . Oct. 22 to December 19, 1931. "Committee print." 777 p. Washington, Govt. Print. Off.

* * *

Price Sources—Index of Commercial and Economic Publications Currently Received in the Libraries of the Department of Commerce Which Contain Market Commodity Prices, compiled by Elizabeth M. Carmack under the direction of the Librarian. ". . . It is believed that this compilation of price-source data represents the most comprehensive field ever covered by such a survey." Letter of submittal, p. iv. "Index of publications and list of publishers with addresses," p. 305-320. 320 p. Govt. Print. Off. \$1.10.

* * *

An Act To Provide Emergency Financing Facilities For Financial Institutions, To Aid In Financing Agriculture, Commerce, and Industry, And For Other Purposes Public No. 2—72d Cong. Approved January 22, 1932. "Be it enacted . . . That there be, and is hereby, created a body corporate with the name 'Reconstruction Finance Corporation' . . ." 9 p. Govt. Print. Off. 5 cents. Note:—Hearings before the subcommittee on banking and currency, U. S. Senate on the bill to create this corporation [S.1] were held Dec. 18, 19, 21, 22, 1931, and printed as committee print, 229 p. **Circulars** are now being issued by the corporation, No. 1 "Information for banks and other financial institutions desiring to apply for loans under the Reconstruction

Finance Corporation Act," February 1932, 4 p., and No. 2 "Information for railroads and receivers thereof desiring to apply for loans . . ." February 1932, 10 p., being now (Feb. 9, 1932) available from the offices of the Corporation. * * *

Refunds and Credits of Internal Revenue Taxes 1930. Report of the Joint Committee on Internal Revenue Taxation . . . and Report of the Staff of the Joint Committee to the Committee. 72d Cong., 1st sess. House Document No. 223. 70 p. Govt. Print. Off. 10 cents. * * *

Revenue Revision, 1932. Hearings before the committee on ways and means, House of Representatives, 72d Cong 1st sess. Jan., Feb., 1932. "Committee print — unrevised." 13 parts (1106 pages) Govt. Print. Off. Apply to committee * * *

Don't Short Pay Your Letters To Foreign Countries, by G. Stanley Shoup. "Practice creating unfavorable impression of American business methods — Consult Official Postal Guide." Commerce Reports, February 8, 1932, p. 280. * * *

Text of the Forty-Fourth Annual Report on the **Statistics of Railways in the United States** for

the year ending December 31, 1930, prepared by Bureau of Statistics, Interstate Commerce Commission. "Including also selected data relating to other common carriers subject to the Interstate Commerce Act for the year 1930." Division II — Summary Statements includes for steam railways recapitulations of summary statements of financial condition (including interest and dividend charges, and taxes and assessments by States), Mileage, Receiverships (including list of roads in receivers' hands with date of receivership), Equipment, Employees, Traffic, Operation, etc. 152 p. Govt. Print. Off. 30 cents. * * *

Survey of Mississippi River between Missouri River and Minneapolis. Report from the Chief of Engineers on survey with a view to securing a channel depth of 9 feet at low water, with suitable width. Part I — Report. 72d Cong., 1st sess House Doc. no. 137. 120 p. maps. Govt. Print. Off. Apply. * * *

Women in Industry — A Series of Papers to Aid Study Groups, by Mary Elizabeth Pidgeon. Bulletin No. 91, Women's Bureau, Department of Labor. 79 p. Govt. Print. Off. 15 cents.

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