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SPECIAL LIBRARIES

“Putting Knowledge to Work”

VOLUME 26 MARCH 1935 NUMBER 3

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Self-Education in Business

By FREDERICK M. FEIKER

Executive Secretary, American Engineering Council, Washington, D. C.

THE enforced analysis and solution of group business problems is probably the greatest contribution made by the NRA. Under the whip of recovery, men of business have met group by group; they have formed midget constitutions for industries, called "Codes" and they have discussed the deeper implications of their common purposes. The most advertised of these four hundred and odd codes, the determination of price policies and of labor bargaining, are to my mind the least important results of this vast and complex working organization in which thousands of business men have been and are participating. The plain facts are that business has been going to school and spending hundreds of thousands of dollars, and thousands of man-hours in the study of applied economics and psychology.

The editor of Special Libraries did not ask me to write an article on the NRA. I could be critical of some of its major injustices and failures, but from the point of view of business education it marks a great step forward in the self-education of business men. Most of the philosophy and many of the methods of the NRA are not new. At the worst, it is a bargain between acquisitive capital seeking to control profits and acquisitive labor seeking to control wages. At the best it is a dramatization of the need and value of exact knowledge in business as a basis for self-education in the making of business policy. In this respect it is the flower of the earlier work of trade practice committees, cost and accounting committees, arbitration committees and a dozen other association activities. It culminates the work done by the editorial leaders of the business press for thirty years, and it gives point to the profession of management to which engineering and business schools have turned their attention in the last twenty years. And lastly, and the reason for these remarks is that it makes evident the philosophy and creative purpose of the Special Library and the Special Librarian.

A Special Library is an instrument of the self-education of business. The greatest limitation to the Special Library is its name. My early impression, until I learned to the contrary, was that a Special Librarian was a sort of luxury to be paid out of excess profits, if any. That a Special Librarian could be and often is, a staff consultant, for an individual business or a community, I have discovered during some thirty years of vicarious business experience.

So, I have seen the public service rendered by a furniture minded librarian in a furniture town, a business-method librarian in one of our larger industrial cities, an advertising minded custodian of knowledge in an advertising agency, a financial minded person, posing as a librarian in a bank. I know experts in stores of knowledge in such widely separated fields as zinc and music, or textiles and sports, or government documents and styles. And all this diversity of purpose and of interest is embraced in the title "Special Librarian."

It ought to be possible to find a new name for these graceful, mostly, torch-bearers of light. But whether we call them "Special
Librarians" or research assistants, or the Marthas of marketing, or high-heeled encyclopedias, the fact remains that their function in this traditionless age is increasingly important. Whether the job is increasingly writing a speech for the "Stuffed Shirt" in the front office or preparing a précis on the number of NRA codes containing machine hour limitations, the job is fairly clear. They open the doors of special knowledge for the present benefit of the professions or the industries. Whatever named, the need of leadership in business self-education is a part of our present situation. We need intelligent understanding and interpretation of the daily news of business in terms of the specialized requirements of the industries and professions. This is the field that I visualize as opportunity for the Special Librarian—a opportunity that has been dramatized as never before.

If business is to meet the challenge of a fraction of the social and economic ideals, so widely publicized at present, it must come by the slow process of self-education. This increase in the intelligence of management will be hastened by the acceptance of the value of the work of those trained in the field of service we call Special Librarians.

Important Books of the Year

A Symposium by Correspondence

(Concluded)

FROM THE LIBRARIAN OF A STATE DEPARTMENT OF TAXATION AND FINANCE

The work done in the tax library is based so much on official statistics and current discussion in periodicals that it is rather difficult to select five or six entirely new publications of 1934 that have been most used. Whether or not "Tax Systems of the World," the 1934 yearbook issued by the Tax Research Foundation, qualifies as a new publication, it must be mentioned first in point of value—in fact, it would be very difficult to get along without it. When any question comes up as to whether a certain state has a certain tax, and if so, what are the rates, or when someone asks for a list of the states that impose a sales tax, for example, with comparison of their provisions, we need only turn to the conveniently arranged tables in the yearbook to find all the information requested in compact form. There are complete tables for 27 foreign countries, too, including the separate states of Australia, the cantons of Switzerland, and such important cities as Danzig and Vienna. This information is up to date as of January 1, 1934, and we find it necessary to write in the legislative changes as they occur, because questioners always ask for the very latest developments.

This year we have found the mimeographed prese releases of the Census Bureau on state general property tax levies, collections and delinquency, and on delinquency in cities very useful. Municipal tax delinquency has been a burning question since the depression began, hence we were glad to get figures on its extent. The figures are based on 1933 returns which makes them for Census figures most timely. They are classified as to kind of property, which makes them even more enlightening.

The reports of the New York State Commission for the Revision of the Tax Laws, authoritative analyses of the tax situation in New York State and of possible improvements in our laws, are in constant use. The fourth report, which appeared in 1934, discusses delinquent taxes, school costs and finance, and the municipal light and power problem. Though the facts and conclusions apply to New York, these subjects are of such universal interest that the report should be of help in the economic collections of libraries in any state.

Books covering the whole subject of taxation come out rather infrequently and there is just one that we have used very much this year. It is a handy little booklet, "Taxes and Tax Trends," issued by the League of Women Voters and written by the secretary of their
Department of Efficiency in Government. Its brief, unbiased, readable and up to date presentation makes it valuable for ready reference even to those who know a great deal about taxation, though it is most suitable for the inquiring taxpayer or chairman of a discussion group. The material is well arranged and easy to get at from the table of contents as well as the index, and there is a good list of references to supplement the frequent footnotes. — Beulah Bailey, Department of Taxation & Finance, State of New York.

FROM THE LIBRARIAN OF A NATIONAL SAFETY COUNCIL

In reply to your recent letter regarding the publications of 1934 which have been of special value in our work, it hurts me a little to recognize only the newcomers as so many of our standbys are older publications. Most of the questions which come to the library can be classified into two groups: Accident Prevention and Occupational Diseases.

In the first group, of course, the National Safety Council publications furnish most of our information. In the 1934 list we find our Annual Statistical report, "Accident Facts," and, being a detailed statistical report of all types of accidents, this publication is in constant use; also in this group are our series of Safe Practices and Health Practices pamphlets, issued at regular intervals, each covering a different subject, such as "Electrical Equipment in Industrial Plants," "Mechanical Power Transmission," and "Industrial Eye Hazards." Another set of publications in constant use is the "Industry Report" series published by the Retail Credit Co., Atlanta, Ga. These pamphlets are issued monthly and are short reports covering accident and health hazards of different industries; "The Cotton Industry," "The Petroleum Industry," and "The Carbonated Drink Industry" are some of the recent titles in this series.

Two recent publications covering occupational diseases consulted constantly in our work are Bulletin No. 582 of the U. S. Bureau of Labor Statistics: "Occupation Hazards and Diagnostic Signs," by Louis L. Dublin and Robert J. Vane, being a guide to impairments to be looked for in hazardous occupations; and "Industrial Toxicology," by Alice Hamilton. A subject in which we are very much interested just now is "Silicosis," and out of our large collection of material on this subject I believe the two of most value to us are the "Symptoms of Silicosis" of the Saranac Lake, N. Y., Conference in June 1934, and the "Pneumonkionises (Silicosis) Bibliography and Laws," by George G. Davis, Ella M. Salmons and Joseph L. Earlywine. — Mary M. Wells, National Safety Council.

FROM A BUSINESS RESEARCH LIBRARIAN IN A PUBLIC LIBRARY

I am sending you notes on "useful tools" that I hope will fit into your scheme: Bratter, H. M. "Silver Market Dictionary." A comprehensive encyclopedia on a subject very much in demand at the moment. We have found it useful for statistical data and discussion of current monetary problems as well as for definitions and historical data.

Meixell, Granville. "Trade Catalog Collections." Useful as a working manual for developing the trade catalog collection. Contains an excellent list of trade literature available and sources for future publications.


Manley, Marian C. "Business Directories: A Key to Their Use." An indispensable tool that is always in use by the staff and clients of the Bureau. Nearly 400 outstanding directories are annotated and indexed.

Bureau of Business Information, University of Wisconsin. "Retailing: A Select List of Books and Pamphlets." Has been particularly useful because of comprehensive treatment of various phases of retailing and of specific lines of retail trade. The addition of special services to the usual list of references to books, government documents and periodicals makes this worthy of mention.

Business Advisory and Planning Council, United States Department of Commerce.
"Notes on Existing Series of Data." Useful because it shows what information is available covering production, shipments and stocks of manufactured and mineral products; who compiled it; period for which it is available, and extent of coverage.

Alford, L. P. "Cost and Production Handbook." A welcome addition to the growing series of handbooks covering the field of business. Used as a "first place to look" for data on costs and production.

Special Libraries Association. "Business and Trade Dictionaries." Especially useful as a key to glossaries which are only small parts of larger books, and are not brought out in the library's card catalog. — Rose L. Vormalter, Business Information Bureau, Cleveland Public Library.

Board Meeting Notes

The Executive Board met in New York on February 9, 1935, to consider the budgetary items for 1935 and other items of immediate moment.

For the Committee on Chapter Budgets, appointed November 24, 1934, Mrs. Jolan M. Fertig, Chairman (the other committee members being Miss Laura A. Woodward, Treasurer, and Mr. Herbert O. Brigham, Director) reported that due to the late receipt of many Chapter estimates for expenditures during 1935, it had not been possible to complete the survey and study of the financial set-up of the Association. Therefore, the following recommendation was presented and approved:

"Local Chapter Budgets are to be approved for the first six months of 1935, amounts to be based on the old plan of budget allowances, using membership data as of November 17, 1934 as basis. Two quarterly payments should be allowed to be drawn by the Chapters in the same manner as was the practice during previous years."

Accordingly, checks for the first quarterly allowance under the old plan have been mailed to Presidents of Chapters, with the request that they advise Headquarters during the month of March as to their wishes regarding the second quarterly allowance.

The National Budget for 1935 was discussed, and, after many adjustments and readjustments, made necessary by the demands of the work and the shortage of funds, was passed.

The Nominating Committee for 1935-1936 was appointed as follows:

Miss Alta B. Claflin, Cleveland, Chairman.
Miss Maria C. Brace, President of the Baltimore Chapter and a member of the Commerce Group.
Mrs. Lucile L. Keck, Chairman of the Civic-Social Group and a member of the Illinois Chapter.
Miss Florence Wagner, a member of the New York Chapter and of the Newspaper Group.
Mrs. Charlotte Noyes Taylor, Chairman of the Science-Technology Group and a member of the Philadelphia Council.

The Petition of the Albany Capitol District Chapter, including also Troy, Schenectady, Rensselaer, and other cities in Northeastern New York, was presented and approved. The affiliation of this Fifteenth Chapter of the Association, under the Presidency of Miss Adeline M. Macrum, is heartily welcomed.

It was also reported that a selling letter and order form covering the tentative publication of the Technical Book Review Index is being mailed to a selected list, the response to which will definitely fix the status and time of such publication.

The attention of members and other friends is directed to the fact that a limited supply of the Organization and Activities Chart of the Association, as printed on pages 12 and 13 of Special Libraries, January 1935, is available for distribution, upon request, for widening membership.

A revision of the Membership Application Blank has been printed and a supply has been distributed to the Secretaries/Treasurers of all Chapters, as well as to the Group and Chapter Membership representatives of the National Membership Committee. Additional copies may be obtained, upon request, from Headquarters.
The Special Library Profession and What It Offers

7 - Municipal Reference Libraries

By REBECCA B. RANKIN
Librarian, Municipal Reference Library, New York

In preparing a survey of public administration libraries, a goodly share of our attention would naturally turn to the municipal reference library. This kind of special library was one of the first in the field and had a powerful influence in the development of special libraries in general. It was preceded by the legislative reference library, a library for state legislators, and the municipal reference library became its municipal counterpart.

State governmental officials and city officials came to the realization even before the heads of industry or the leaders of finance caught the idea, that a special library can furnish the proper facilities for procuring information which a business, either public or private, needs in order to function efficiently.

SCOPE

The primary aim of the municipal reference library is to supply to the city officials in their various capacities accurate data of municipal government and administration. Data may relate to executive, legislative or judicial functions, or to any of the thousands of activities of the administrative departments such as applied science in highway building, bridge construction, park administration, sewage disposal, water supply, or electrical production; it may be for accounting procedures or statistical science or municipal finance or tax methods or practical sociology.

The officials of an American city have the responsibility for deciding policies in such a wide range of activities, for all the functions which the modern city is called upon to perform in these days. Their positions are most important. Efficient service to the public demands power to perform, and a thorough knowledge of municipal affairs. The official must be kept informed about what other cities are doing, the successes or failures of other administrations, the experiences of other municipalities in solving problems similar to those confronting them, about new legislation, court decisions, state and Federal rulings affecting local government, new ideas and plans of other city officials and all efficient practices. For such purposes is a municipal reference library established.

The secondary purpose of a municipal reference library is to serve the ordinary citizen who wishes to be informed on the functions and responsibilities of his local government. These purposes help to give some idea of the scope of the library. Such a library has a large field of usefulness and many different functions. Its scope is as wide as the reaches of municipal government itself. These extend from the drafting of laws and ordinances to such mundane activities as street cleaning and the disposal of sewage.

HISTORY AND ADMINISTRATIVE ORGANIZATION

In Chicago the Mayor secured a small appropriation for the establishment of a Bureau of Statistics and Municipal Library in the year 1900. Not until March 31, 1913, was an ordinance passed which created the Municipal Reference Library under the jurisdiction of the Chicago Public Library. Actually it may be considered that Chicago had the first municipal reference library though not in name until thirteen years later.

It so happens that the second municipal reference library to be established was in Baltimore when on January 1, 1907, an amendment to the city charter went into effect creating a Department of Legislative Reference for the city. This library has always combined the work of legislative and municipal reference library as it serves the state legislature in addition to the city officials. It is an exception, however, because no other municipal reference library
serves the double purpose. A few of the legislative reference libraries, however, do have sections devoted to municipal reference work.

Milwaukee established the first municipal reference library by ordinance which was passed February 3, 1908, and amended June 1, 1908. It provided for a separate city bureau. In January 1911 another ordinance was passed which made the municipal reference library a branch of the public library.

Kansas City, Missouri, also established by ordinance a municipal reference library on August 19, 1910, as a separate branch of the city government. However, in 1913 its status was somewhat changed by the City Council and placed under the jurisdiction of its Public Service Committee.

On March 31, 1913, the Municipal Reference Library of New York City was formerly opened by the comptroller. At that time it was maintained in the Department of Finance under the supervision of the comptroller. In April 1914, a contract was made with the New York Public Library whereby the Municipal Reference Library was made a branch of the New York Public Library, administered by the trustees of the Library, maintained in the Municipal Building for the convenience of the city officials and departments and supported by the city.

In St. Louis the Municipal Assembly by a concurrent resolution passed on January 27, 1911, requested the public library to establish a municipal reference library in the City Hall. The library was opened as a branch of the public library on October 23, 1912, and has been maintained since. A similar situation exists either as a result of a specific ordinance, or by direct action of the library trustees in Cleveland; Oakland, Calif.; Portland, Oregon; and Toronto, Canada.

It can readily be seen that the municipal reference library has not developed in one set mold. The organization and administration may follow one of many patterns. In fact, we have in actual existence examples of all the different varieties. The problem of administration may be a difficult one which accounts for the many solutions advanced. In the early history of the municipal reference library, when it was first established, the feeling was current that the library could function best if it were a separate bureau or department of the city government and directly under its supervision. Baltimore is an example of this type, as was Kansas City, and Milwaukee.

Gradually, the theory was advanced that a municipal reference library could be more independent and absolutely non-partisan, and not affected by changing city administrations if the library were administered by the public library as a branch but maintained in the City Hall for the convenience of the city officials. St. Louis followed this idea from its establishment. New York adopted it after a year's experience, and Chicago has done so more recently.

A number of municipal reference libraries that began as separate city bureaus have changed to branches of the public library — for example, Milwaukee. Some cities maintain special divisions or separate rooms in the public library building for the use of city officers and departments, calling them municipal reference divisions — for example, Detroit, Philadelphia, and Seattle. Other cities have combined the work for city officials with that for businessmen of the city, which is known as the Business and Municipal Branch — such a branch library exists in Minneapolis.

Los Angeles constructed a new City Hall in 1927 and when it was opened for use on April 26, 1928, the Public Library inaugurated its Municipal Reference Library in suitable quarters; it is supported by tax funds but the quarters are provided by the Board of Public Works.

Toledo is a city which established a municipal reference library in its Commission of Publicity and Efficiency in December 1919. It is in their office for the use of the City Council and all the departments, and for the citizens.

At the present time, there are sixteen municipal reference libraries in the United States, and one in Canada, and one in Honolulu.

VALUE

The value of a municipal reference library lies in the fact that it serves as a bureau of economy and efficiency; it performs that function principally in saving the time and energy, not only of high salaried officials, but of the whole body of employees. Personal service is the largest item in a city's budget. More is
expended every year in salaries than in cost of plant or cost of materials and equipment; yet very little time or thought is given in most cities to methods of economizing the time and increasing the output even of the most highly paid officials. The library's value lies also in making easily available fact material for the city employees which provides the opportunity for increasing their personal efficiency.

The value of any special library really lies in its facility of always being ready to supply required and necessary information where it will do the most good at the right time and in the desired form. Now and then a direct profit can be traced to the use of such material furnished by a special library. It is more likely for a municipal reference library to be able to point to a saving which its service has helped to produce. The New York Municipal Reference Library, for instance, may cite a number of notable instances where city officials have reported back the good results of some of its intensive research. An investigator of one of the engineering departments of the city was called in a case where a piece of property was being purchased for a certain engineering project. A price of $750,000 had been placed upon the land by the Court. The engineer appeared as an expert witness and was enabled by use of scientific facts and concrete illustrations secured for him in the Municipal Reference Library to prove without a doubt that the value was too high and why. The result was a revaluation and the City actually paid $32,000 as the real value instead of $750,000 which previously had been established legally as the price the owner had a right to expect from the City. Upon another occasion the City was sued for an enormous sum for damage done to a building privately owned. It was claimed that the damage was the result of excavating under the foundations of the building. The proof of the private institution was a crack in the building. By diligent search, the Municipal Reference Library succeeded in producing a photograph which showed the crack in the building two years before the particular work had been done by the City.

GENERAL ORGANIZATION

We have previously discussed administrative organization. In any case, the municipal reference library functions as a unit and its efficiency depends upon the ability of the librarian in charge. In most cases, the budget is determined by the appropriation made for the purpose by the city, and limits are definitely set on amounts to be spent for each kind of activity. No municipal reference library has a large budget; in some instances there is only one person on the staff, the total annual budget is as low as $1,820 and the highest budget noted is one over $25,000.

The amount of floor space allotted to such libraries differs according to size of the collection, and whether located in the city hall or the public library. In some instances, the municipal reference library has as little as 350 square feet of space, several have a thousand square feet, another 2,000 square feet, another more than 3,000 square feet, and the largest occupies 7,230 square feet. Due to the limit of space which any city can afford to assign to its municipal reference library, the collection must be kept as small as consistent with its constant needs. These municipal collections consist of more paper bound and pamphlet material than of books; hence vertical files and map and chart files form a substantial part of the library's equipment. In one library the book collection is as small as five hundred volumes with more items in a 20-drawer vertical file unit; others vary from 2,000 to 20,000 volumes of books and the largest estimates its collection at 70,000 volumes.

The libraries as a general rule are opened during business hours, 9 A.M. to 5 P.M. daily and on Saturday mornings. Only one municipal reference library reports a reduction of opening hours as a means of financial economy and that was in the year 1933.

STAFF DETAIL

The number on the staff likewise is dependent on the size of the library and number of city officials and the public served. In one library, there is the librarian only; in another case, the librarian has two part-time assistants, several have three on the staff, another has five assistants, one of the larger libraries has a staff of nine and the largest staff consists of eleven. The average working week is forty hours.

In three libraries, the vacation period is
only two weeks, in one instance it is three weeks, and the remainder have four weeks or a month. In general, this follows the practice of the public library because the majority are branches of public libraries; in other instances it is consistent with the practice of general city employees.

The training and qualifications for different positions are given for one of the larger libraries as illustrating the normal requirements: assistant librarian and reference worker has a college and library school training and fifteen years' library experience. Assistants in reference work are college graduates and library trained with varied experience; Cataloger is a normal school graduate and library trained with legislative reference experience; assistant cataloger with high school education and library school courses, and ten years' experience; a clerk in charge of receipt records and mailing and routing is a college and library graduate with a two years' experience; pages for shelving, labeling, filing, mending, and errands are high school graduates with leanings toward library school; stenographer has a college secretarial course and some library courses.

**SALARIES**

Salaries vary to a considerable extent; this is reasonable because in some cases there is a staff of ten to administer while in others all the work is done by the one librarian. The single staff librarian receives a salary of $1,575 while the salary of an assistant librarian or first assistant substitutes for librarian, checks sources for new material, supervises all reference work, keeps contacts with all departments, reviews new books, prepares bibliographies and radio talks.

Clerical assistants do the shelving, the filing of all kinds, the mending, labeling and marking of books, add corrections to maps, check in periodicals and route them, checking in and file city documents, care for periodical shelves, assist with preparation for binding of periodicals, clip newspapers, mail bulletins, and run errands. All trained assistants, from the librarian down, are called upon to do much research on municipal subjects resulting in extensive memoranda to city officials.

**COLLECTIONS**

The basic needs of a municipal reference library are filled by the following types of printed material:

1. Publications of the city.
2. Material about the city, its government, description, civic organizations publications, maps, atlases, and charts of the city.
Local history and biography.
Documents of other cities of the same size and of the same state.
State documents of the state where city is situated.
Other state publications relating to municipalities.
Periodicals touching the fields of civic activity.
Theoretical books and text-books on all subjects, pertaining to municipal government, as finance, accounting law, police, fire, sanitation, public welfare, air fields, engineering, building, city planning, civil service, hospitals, home economics, nursing, public health, housing, parks, highways, ports, public utilities, real estate and taxation, social problems, transportation, water supply, public markets, etc.
All material or special studies issued by civic organizations and associations, chambers of commerce and citizens' bodies, and investment or bond houses.
U. S. Government publications relating to municipal affairs.

Much of this type of material may be secured on exchange between cities or governments; civic organizations and associations often provide their material gratis so that the size of the appropriations for books discussed in an earlier section of this article does not indicate the importance nor amounts of acquisitions in municipal reference libraries. Every library has suffered a material reduction in its book appropriation in 1933 and 1934. In one case we note a reduction from $3,000 to $650 and in another from $750 to $200; the smallest cut was one of 15 percent.

PUBLICITY

Publicity in general follows the same methods that all libraries follow. The larger ones employ a greater variety of methods. All of the sixteen municipal reference libraries make use of a bulletin board in the library and some manage to use the general one in the lobby of the city's building. Los Angeles has made splendid use of printed lists of books which were distributed to departments or put in books circulating. New York has used mimeographed lists on special subjects to good advantage. Cincinnati has paid particular attention to articles in the daily newspapers. The smaller libraries have made use of individual letters; the Chicago librarian has talked before many meetings of employees or associations, and made special contacts with individual councilmen. New York is the only one which published its own bulletin; from 1913 to 1933 the Municipal Reference Library Notes were issued regularly each week; economy has reduced it to a monthly bulletin during 1933 and 1934. The Notes are devoted exclusively to municipal news and civic publications; as a regular feature it carries a monthly check-list of all New York City documents. The Chicago Municipal Reference Library issues from time to time a mimeographed sheet entitled "What Our City Councils Are Doing," which is a brief list of references to ordinances in, or passed by, the city councils of the large cities. The St. Louis Municipal Reference Library issues a monthly Bulletin, now in its seventeenth year, printed on the final pages of the Monthly Bulletin of the St. Louis Public Library. The Municipal Reference Division of the Seattle Public Library issues a monthly mimeographed List of Recent Articles on Municipal Affairs. Cincinnati has a mimeographed weekly list of accessions and Seattle has a similar one monthly. Milwaukee gets publicity through a bulletin of a municipal research bureau, and Los Angeles has entered to its "City Employee" magazine. Milwaukee is responsible for the annual report of that city, and Cincinnati helps in theirs.

New York Municipal Reference Library is the only one to make use of radio broadcasting for publicity. The Library has cooperated with the City's municipal broadcasting station for the past six years. The librarian and four members of the staff prepare the radio talks weekly and give them at five o'clock every Tuesday.

THE FUTURE

The municipal reference library has developed only in the large city. The movement is not nearly as widespread as it might be. This is in part due to the establishment of municipal bureaus of research in colleges, universities, and other departments of city government.
which serve in much the same way as a municipal reference library does. The movement for such information has also developed through the state leagues of municipalities which maintain their own libraries or bureaus of information. The national organizations in the field of public administration are another outgrowth of the same need.

There is still plenty of opportunity for the special librarian who has knowledge of municipal government and ability to carry on municipal research, because there are many large cities without the resources of a municipal reference library or its equivalent. With local government becoming more important year by year, and with public interest becoming more apparent constantly, efficient local government is demanded and it can only be attained by means of better informational sources being made available.

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A Public Library’s Service to City Officials

By JANET CARTWRIGHT

Public Library, Cincinnati, Ohio

A MEMBER of the Board of Trustees of the Cincinnati Public Library first began the agitation for a special service to public officials. Himself a mayor of a Cincinnati suburb which has its own government set-up, he felt that the library should notify the superintendent of highways when there is a new book on road building; that waterworks officials ought to know of a fine new filtration method; and that health commissioners would be interested in a special health survey carried on in another city or county. Since the library system is organized on a county-wide basis, this service seemed entirely possible and the Board of Trustees voted to try the project for a period of four months. This limit was recently extended.

One of the first problems in the organization of the work was the compilation of an accurate and up-to-date mailing list for the mimeographed sheets which would describe the new books, pamphlets, and magazine articles on pertinent subjects. Within Hamilton County we included twenty-five mayors, twenty-five council presidents, boards of trustees of public affairs, boards of health and health commissioners, police and fire chiefs, city treasurers and auditors, park commissioners, and all Hamilton County officials. In spite of the existence of a good municipal reference library in Cincinnati’s City Hall, we did not exclude Cincinnati officials from our mailing list because we felt — and the librarian there felt — that the public library buys many books and magazines that the smaller library cannot afford to buy. This basic mailing list has been
constantly revised and enlarged mainly through the medium of the newspapers and from requests of those already receiving the bulletins.

Any special librarian knows that a bulletin of noteworthy happenings in a particular field is practically worthless unless it is timely. For this reason, on all new books added to our collection which we think worthy of book notes, we put a rush slip so that they go through the cataloging processes immediately. As soon as the magazines have been checked in the periodical department and before they go to their proper departments, they are sent to us. Pamphlets are treated in much the same manner. At present we are using material from all departments in the library with the exception of the children's room, even the art department sharing honors on the subjects of housing, municipal zoos, and markets.

With the combination of books, pamphlets, and magazine articles, we sent out what we are calling a Bulletin of Information for Public Officials as often as we have enough items on a subject or on related subjects. We average six bulletins a week with, of course, a variable mailing list. We are not trying to tempt waterworks officials to go over into the field of subsistence homesteads.

The Readers' Bureau found the material of use to them and asked us to index the bulletins by subject. We have recently been asked to keep the index also by author and title.

One very interesting phase of the work has resulted from the movement for the reorganization of county government in Ohio. After an amendment to the Ohio Constitution, Cincinnati and Hamilton County voted for a county charter and last November elected a commission of fifteen men to draft a charter which will be voted upon by the electors this fall. We ordered important material on new forms of county government which the library did not have and made an extensive bibliography which we are keeping up-to-date by issuing supplements as new material appears.

In connection with the work we have found it necessary to keep and gradually enlarge a clipping file. Working closely with such groups as the Bureau of Municipal Research, committees of the Public Health Federation, the court and traffic committees of the Woman's City Club, employment centers, housing authorities, civic clubs, traffic clubs, crime commissions, judges of the courts, and planning commissions, we feel that we must keep up with what they are doing. It takes daily, thorough checking of newspapers to learn the name of the new police chief, the new head of the Federated Civic Associations, and the fact that next year Cincinnati is planning to have its first municipal and industrial exposition.

The responses from the work have been as varied as they have been scattered. Welfare workers descended upon us one by one and have been constant in their demands. The employment center is using our lists as the basis for study for their employees who are asked to report at staff meetings on the readings they have been assigned. A library in California has subscribed to our bulletins in full. Civil service is a subject much in demand. The chairman of one of the housing groups is particularly grateful for the information we are able to send him.

While it has been done often within an organization, we believe that this kind of service is a new departure in the public library world. There is really no way to measure its direct results. A person may come into the library, ask for a particular magazine, and read the article to which he has been referred. Another man may come in and either get a book himself or ask for it by the proper author and title. In either of these cases we have no idea whether or not we have been the cause of the search. It is when we are called to the telephone because a man wants his bulletins mailed to his home address instead of to his business address; when a member of the planning commission of Norwood, Ohio, writes us that we have been referring to so many things that he ought to see, especially in the magazine Recreation, and asks us the address of the magazine so that he can subscribe for it; when the borrower actually comes in with a list to get what he wants; or when the borrower is confused about the items he has read and finally admits, after the usual questioning by the librarian, that he "saw it in a bulletin"; it is then we know that we are doing a useful piece of work and then that we believe we are really serving a new public—serving them both in a public and in a special way.
Conference News

COMMITTEE CHAIRMEN

Rapid progress is reported in Boston in preparation for the 1935 convention. Besides the committee chairmen reported in the February issue of SPECIAL LIBRARIES, the following have consented to serve:

- Committee on Local Arrangements — Loraine A. Sullivan, Technology Division, Boston Public Library.
- Dinner Committee — Georgiana Ames, librarian, Radcliffe College Library.
- Local Hospitality Committee — Ruth McG. Lane, Vail Library, Massachusetts Institute of Technology.

TENTATIVE PROGRAM

The tentative program is outlined as follows:

**TUESDAY, JUNE 11**
- Morning and afternoon — Visiting day at Harvard University.
- Noon — Lunch in Cambridge.
- Evening — First General Session. Addresses of welcome.

**WEDNESDAY, JUNE 12**
- Morning and afternoon — Group meetings.
- Evening — Annual banquet.

**THURSDAY, JUNE 13**
- Morning — Second general session. Business meeting.
- Evening — Entertainment.

**FRIDAY, JUNE 14**
- Morning — Third General Session. Election of officers.
- Afternoon — Group meetings.
- Evening — Visit to Wayside Inn, South Sudbury, followed by dinner at the Inn.

**HOTEL**

Reservations at the Hotel Statler should be made direct. The hotel offers a rate of $3.50 for a single room, and $3 for two persons in a room. All rooms have bath.

SNIPS and SNIPES

*Costume de rigueur pour la Bibliothèque.* . . .

Messieurs et Mesdames Patou, Worth, Molyneux, Schiaparelli, et Chanel agree — according to the *New York Sun* — that no librarian can get along without one, preferably two, good black dresses. For good measure, the couturiers throw in lace jabots, fine ruching, collars and cuffs of gold and silver lamé. Somehow there ought to be something ultimate to cap this gracious unbending but all we can do is say with the curate in *Pride and Prejudice*, "what amazing condescension!" . . .

Some of Them Are. . . . Last month, we asked if librarians are people when it comes to reading. We discovered two more who are. Florence Bradley offered as her choice for the book of the year, "February Hill." As for Marian Manley, we’ll let her speak for herself.

"Dear S. & S. —

"Why ask such limiting questions? Most of your friends may be able to say what book read during 1934 was most important to them — but not this humble admirer. How could I stop at one? Not that 1934 was my luckiest year in reading. It didn’t bring me James Truslow Adams’ "Epic of America" or Walter Lippmann’s "Preface to Morals" or Edward Martin’s "Meaning of a Liberal Education." But I have a note of three books that I am going to buy when events (and second hand book-stores) are propitious. They are books I want to keep. One is "Behind the Door of Illusion" by an *Inmate of Ward 8* — because it is a courageous, encouraging and revealing picture of an insane asylum that could be read for its help by anyone who has ever had the slightest contact with such an institution. Another is "The New Dealers" because of its vivid rendering of an engrossing situation which will be as interesting or more so, with a ten or twenty year perspective as it is now. The third is "While Rome Burns" just for the pure enjoyment of it.

"As for novels — those that have kept coming to mind are "Dusk at the Grove" because of its love for a place; "The Foundry" because it was alive, intensely masculine and free from propaganda; "Lust for Life" which I read because there was nothing else handy — and then couldn’t put down — and "Years Are So Long" because I ached with sympathy for everyone involved and knew the shadow of that situation to lie across so many lives.

"Don’t you know that it’s dangerous to ask ‘What’s your choice?’ when it comes to books?"

"Yours —

"M. C. M. . . ."
Changes and Chances. . . . The movement from here to there continues. Emma William- son, who has been the cataloguer in the library of the Guaranty Trust Company, is now librarian of the Magazine of Wall Street. . . . Dagney V. Anderson of the Queens Public Library went to Lehman Bros. recently to be head of their Library. . . . And Natalie Brown who worked in S. L. A.'s T. A. B. has been reorganizing the Archives and Files of the Men's Clothing Code Authority since November. . . . Mrs. Ruth McG. Lane is the new Vail Librarian at M. I. T. Mrs. Maynard has retired. To what, we don't know, but we hope it's to long, pleasant days of doing just what she likes. . . .

Shouts and Murmurs. . . . Katherine Uehlin, who spends her vacations acting with a summer theatre company in Connecticut went up to Union College at Schenectady on February 16 with the Columbia University Players to take part in John Howard Payne's "Maid of Milan." This old melodrammer, just produced in 1832, contains Payne's most famous work, "Home, Sweet Home." No, Cassie Uehlin didn't sing it, but by her own admission she did say at a critical moment, "Hear, husband, hear!" . . .

Snippets. . . . E. Lois Clarke tells us that nine institutional and 28 active members have come into the fold since November 17. Some have changed from associate to active, and some from active or subscriber to institutional, all of which must keep Headquarters busy. Do they have little flags on our membership cards, we wonder? Gold for institutional, silver for active, and tin for associate? Incidentally, Miss Clarke discovered while she was checking membership dues that about 500 members had no group affiliations. That's been remedied to about 250 cases by now. . . . R. R. Donnelly & Sons Company, Chicago, have sent out a personal invitation to all people interested in printing to visit and utilize their Graphic Arts Library. We wish we were near enough to accept. . . . The National Reference Library in Cleveland has a collection of odd and unusual facts which they retail at $5.00 per fact (adv't). . . . In one of my pet magazines, Hotel Management, we found to our pleased surprise that 20 large hotels have libraries for their employees, including the Simon in Almeria, Spain, and D'Angleterre in Copenhagen. . . . Another one up for Marian Manley's Business Branch. The 1935 Custom House Guide lists under the Port of Newark, the name of the Business Branch of the Newark Public Library, and it's the only library that gets itself mentioned. . . . We have just seen a report of the General Conference on Reference Data for Periodicals which the American Standards Association has sent out. Fred Davis is chairman and several S. L. A.'ers are members. The report looks good. . . .

Major Concerns. . . . The New Jersey Specials are seriously thinking of making themselves a chapter all their own. They've sent out a questionnaire asking for full and frank answers to leading questions. We suspect we'll hear more of this later. . . . And Albany Capitol District Chapter has had its first meeting. Albany selected the following officers: President, Adeline M. Macrun; Vice-president, Mrs. Ida G. Smith, Delaware & Hudson Railroad Corp.; Secretary-treasurer, Mildred Guffin, New York State Tax & Finance Library; Directors, James I. Wyer, director of the New York State Library, and Harriet Peck, Rensselaer Polytechnic Library. . . . Vice-President Dorothy Bemis, who is also Chairman of the University and College Departmental Librarians Group, is arranging for a series of local group meetings to be held between now and the first of May. . . . Technical Book Review Index Committee has gotten to the point where it is sending out subscription blanks. Sign on the d. l. if you want the project to go through. . . .

News of the Month. . . . Ex-Editor Florence Bradley has gone Indian on us — but only for a month. Secretary Ickes has appointed Miss Bradley to do a special investigation job for the U. S. Bureau of Indian Affairs. It will take her to New Mexico where she will study Indian libraries and the Indian's reading. When she returns, we hope she can tell us whether the N. R. ever reads "Westerns" and Indian stories, or if his reading inclines toward pent houses and West Indian cruises. . . .
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Business Book Review Digest

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

While space limitations permit only the more important books to be covered in these pages, the Business Branch maintains an index to business book reviews. This now covers approximately 5,000 titles, running from 1922 to date. This index may be freely consulted by special librarians.


This book is part of a study on legal valuation made under the auspices of the Columbia University Council for Research in the Social Sciences. "In three integrated parts, it embodies the economic and legal fundamentals, as well as the practical and procedural aspects of valuation, and gives special regard to objectives, policy and administrative requirements of public control." It contains a selected bibliography and table of cases, and will be of value not only to business men but to legislators and financial as well. No critical comment given.

Ind. Arts Index, November 1934, p. iv 100 words.

Management R., December 1934, p. 381. 210 words.


A manual of practice based on the profitable and successful methods of numerous companies, covering the fields of manufacturing, wholesaling and retailing. Discusses standard collection practice, finance company services, repossession, extensions, sales promotion and advertising methods. Outlines the procedure for small as well as large organizations. Spoken of as a well rounded exposition "containing several new angles which will give a different viewpoint, and new objective in making better policies and in increasing sales." No other critical comment.

Credit and Fin. Management, January 1935. p. 32. 100 words.

Dom. Comm., December 20, 1934. p. 203. 60 words

Ind. Arts Index, December 1934, p. iv 85 words.

Printed Salesmanship, December 1934. p. 196. 125 words.

Buck, A. E. Budget in governments of today. Macmillan, 1934. 349 p. $3.00.

Presents in a clear manner the background and actual working of the budgetary process. The origin and development of the budget in foreign countries and in the United States is discussed in the first chapter. This is followed by chapters on the general aspects of the budget, the role of the executive and legislature in budgeting, the budget as a financial plan, formulation, authorization, and execution of the budget, and accountability for the budget as executed. An excellent bibliography covering general works, and works on each of the countries discussed is included. It is well indexed.

One reviewer is skeptical as to the practicability of some of the author's suggestions and recommendations for improving current budgetary practices in the natural state to local government, but in spite of this, states that it has exceptional value. Spoken of as the most comprehensive treatment yet written, of interest to students of government and finance, public officials, legislators and business men.

+ Barrow's, December 24, 1934. p. 9 250 words

Ind. Arts Index, November 1934, p. v 75 words.

Management R., January 1935, p. 28. 85 words.

+ Trust Companies, November 1934, p. 523. 325 words.


An informal, frank, witty consideration of the problems connected with selling, particularly department stores, with the emphasis on advertising and merchandising divisions. There are chapters devoted to the manufacturer, merchandiser, controller, general manager, buyer, department manager, sales promotion manager, and a section covering advertising.

In the opinion of one reviewer, this section devoted to advertising is the most technical part of the book but is not, however, beyond the understanding of the layman. The last two chapters discuss the replacement problem under the new order and future opportunities in retailing. The book contains numerous ideas for increasing the effectiveness of store executives and sales personnel. Recommended for its constructive criticism and persistent optimism and spoken of as interesting, provocative and entertaining.


+ Management R., January 1935, p. 38. 100 words.


A practical, stimulating book containing 197 successful sales ideas used by merchants and manufacturers. Each idea is presented on a single page, which makes quick reading possible. The subjects are grouped as follows: Personal salesmanship advertising, retail selling, sales management, sales contests, showmanship in selling, food merchandising, finding new markets, watching trends, sales through new products, etc. No critical comment given.

Dom. Comm., October 10, 1934, p. 118. 50 words.

Western Ad., November 1934. p. 74. 100 words.


A penetrating, unbiased study of the distribution of national income, 1909-1938; 1929-1932. The author's purpose is to present facts that will be helpful in understanding what is wrong with the distribution of wealth and income at the present time. "He finds that overhead costs increased 129% from 1917 to 1932, through the total costs were unchanged and shows that the increased overhead is wasteful and that the facts of income distribution must be considered if the national economy is to be restored to a workable condition.

Barrow's, January 14, 1935, p. 8. 100 words.


Ind. Arts Index, November 1934, p. iv 73 words.

Management R., December 1934, p. 382. 275 words.

This study will be of value to individuals, institutions and trustees interested in investments. The machinery of trust investing together with the legal and economic problems involved are discussed, and a detailed picture of investment policies, practices and accomplishments of trust institutions from 1919 to 1932 presented. The material "represents the experience of the largest and probably the best known trust institutions in the respective areas."

"The author sets forth the various state statutes governing trust investments and includes some valuable tabular analyses showing relative distribution of investments by classes, distribution of bonds, of stocks, etc. The chart showing distribution of wealth is also of interest."

Barron's, November 12, 1934. p. 18, 150 words.
Savings Bank J., December 1934. p. 60, 175 words.


A simple, practical guide for the average investor and trader. Describes the operation and organization of the stock exchange, shows how to buy and sell stocks under the new conditions and explains the rights of the investor in his relationship to his broker. Some of the subjects covered are: Margin trading — mechanics and regulations; short-selling; puts and calls; types of orders — placing and execution; brokerage charges; business indices, chart and tape reading, averaging; pyramid; arbitrating, syndicates and pools, etc.

The appendices contain the Securities Act of 1934; a glossary of Wall Street terminology, abbreviations commonly used in connection with securities, a selected bibliography and an up-to-date list of ticker symbols. No critical comment.

Barron's, November 12, 1934. p. 18, 150 words.

NEW BOOKS RECEIVED


Buck, N. S. Survey of contemporary economics. Nelson, 1934. 862 p. $3.00.


Johnson, A. W. The legal status of Church-State relationships in the United States. Univ. of Minn. Press, 1934. 341 p. $3.00.


Mathieu, A. M., ed. The writer's market. Writer's Digest, Cincinnati. 1934. 207 p. $3.00.


March, 1935

Special Libraries


Weigert, Oscar. Administration of placement and unemployment insurance in Germany. Industrial Relations Counselors, 1934. 255 p. $2.50.


Publications of Special Interest


The straightforward biography of a pioneer in the field of scientific management. Those who now profit by the charts and other techniques he evolved will secure a broader understanding from this record of clear and accurate thinking and planning. His courageous and vigorous character and success in the face of opposition will have a more general appeal. A bibliography of his writings included.


A charming series covering the most familiar birds of North America. All the important facts about habitats, food, offspring, and similar data are given in a running autobiography story. Beautifully illustrated. Especially good in work with children. Unindexed.


A clear analysis of records of 500 cases. An interesting and informative study ably prepared. Includes a selected brief bibliography and gives examples of forms and records used. Many tables and illuminating footnotes. Well indexed.


The informal notes of an enthusiast on a subject with almost unlimited possibilities. Suggestions on organization, procedure, and special contacts. Short but enlightening notes on museums under way in small towns. No bibliography. Not indexed.


A clear analysis of the existing complexities in developing and enforcing carefully planned, integrated rules and regulations in connection with the many administrative authorities of the government.


A delightful series of essays showing paths by which the would-be book collector can inexpensively follow his desire. "For those who do not "collect" but merely enjoy, it suggests many different lines of reading through innumerable references. From detective stories to musical first editions, the range is wide.


The author constantly stresses the basic difference between Realism and Expressionism as the concern of one with the realities of the concrete world while the other reveals the abstract rhythms or universal structure. The many references, both in the text and in entertaining footnotes, to current art discussion, provide a guide to wide reading. The 203 illustrations give an engrossing survey of development in this art. Altogether a stimulating and refreshing volume. "Lust for Life" provides good collateral reading.

Claire, G. S. Administocracy; the recovery of the self and their enforcement. Macmillan, N. Y. 1934. 130 p. $1.75.

A clear, readable discussion of the major activities of the Recovery Program. The conditions resulting in the various administrative steps, the results of government action and its constitutional basis are interestingly presented. A handbook through which the general reader may easily inform himself of present trends in government. Text of Chief Acts given in appendix.

Commons, J. R. Myself. Macmillan, N. Y. 1934. 208 p. $3.00.

Another record of American economic progress in the

A clear exposition of the part the United States has played in recent international complications, limiting the record to essential steps but supplying comprehensive footnotes and an excellent bibliography. A valuable aid to an intelligent understanding of such current problems.


A simply told, charmingly illustrated story of the conquest of the American continent, concentrating on exploration from Ponce de León and Florida to Major Powell and the Grand Canyon. A graphic condensation of long years of history. Indeed, no bibliography. Many simplified reproductions of old maps.


A refreshing and stimulating series of papers on fundamental problems in education. Outstanding, liberal, and far-seeing Dean Johnston's work in exposing fallacies and in presenting sound programs for greater development of education as a preparation for life deserves wide study.

Lorimer, Frank and Osborn, Frederick. Dynamics of population. Macmillan, N. Y. 1934. 474 p. $4.00.

A clearly presented, amply documented study of the many problems affecting population growth. Many tables are given illustrating different ramifications of the subject. Among the topics are reproduction trends in various occupations, the cultural and intellectual background of American stocks, economic and social factors affecting fertility, etc. Amply illustrated through charts and tables. An extensive bibliography is arranged to supplement each chapter. Many interesting special studies included in appendix. An invaluable and illuminating book clarifying a basic problem.


Procedure and uses of short count traffic methods; costs, preparation of traffic flow maps all clearly treated.


A description of the methods and results in studies of product development by various companies.


Lists general discussions, projects by states. Original list supplemented by several issues.


A sympathetic description of the Navajo's way of life, with blanket weaving as the central theme, made by an understanding student and observer. Excellent photography. A valuable presentation of a little known part of American life.


A well-worked-out series of charts with supplemental discussion and bibliographic references. Based on the President's Research Committee Recent Social Trends: Interesting and graphic.


A guide to the use of a particular library that is applicable to many others. A valuable and stimulating tool for the student.

Ross, E. F. Beloved city. Author, 401 California St., San Francisco. 1934. 76 p. $2.50.

No facts or figures but much of the feeling of San Francisco is conveyed in the charming descriptions and illustrations that will bring San Francisco back to those who know her. All that is missed is a pictorial map.


A brilliant attempt to drill into the reader that his lack of understanding of modern art is due to limitations of his own, since the artist is more sensitively attuned to the finer tones of life. Well illustrated.


Another of this institution's comprehensive lists. This covers some fifteen hundred references and was compiled in collaboration with the Research Association of British Rubber Manufacturers.


Well arranged, clear and interesting presentation making the reasons for dietary combinations clear to the most hurried reader. Well indexed. Among the appendices are a selected bibliography of some 200 entries, various tables showing computation and number of calories of many foods, etc.
March, 1935

SPECIAL LIBRARIES


An illuminating picture of an earlier type of library problem when colleges of BS a year were a matter of course. Contains much of interest entertainingly expressed and carefully documented. The appendix contains a checklist of Colonial library donations, the catalogs of several notable gifts, and other related data.


This new publication supersedes the "Daily Revised Manual of Emergency Recovery Agencies and Facilities," published last year. It includes all government agencies, whereas the 1934 manual contained only recovery agencies. Full information is given for each department: personnel, creation and authority, purpose, organization, activities and organization chart. The address and telephone number of the office where information about the department may be obtained is included. A list of approved codexes and addresses of National Code Authorities as of December 31, 1934, is given also.


A charming, clear and scholarly discussion of various forms of "external criticism," palaeography, chronology, the seal, heraldry, etc., covering the various steps in tracing the authenticity of documents. A bibliography supplementing each chapter is included. The book is an agreeable guide to a wider understanding of historic witnesses.


In the 25 years since the first edition appeared, the great changes in governments and in sociology and science have added innumerable words to general use and the able compilers of the dictionary have done justice to them all. Even library terminology is adequately covered. The clear definitions are a joy and the comprehensive inclusion of verb, adjective and noun and noun phrases adds greatly to the value. This dictionary must prove a basic foundation for any library. For general reference work, its use should be a first step. The library world is greatly indebted to the editors. They themselves show full appreciation of the cooperation and effective help given them by many special editors and the office editors and assistants and express this appreciation appropriately in the introduction.


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S. L. A. Duplicate Exchange Committee

The publications listed here can be secured free, except for transportation charges, by communicating with Mrs. Mildred C. Chamberlin, Chairman, S. L. A. Duplicate Exchange Committee, Business Branch of the Library, 24 Commerce Street, Newark, N. J. Promptness is essential.

Candy buyers' directory. 1933-34

Crair — Market data book. 1930

Distribution and warehousing directory. 1933

Electrical World — Annual statistical number. 1934

Experimt encyclopaedia. 1934

Iron Age — Annual review number. 1934

Kelly's directory of merchants of world. 1930

MacRae's blue book 1930-31, 1932-33

MacRae's blue book 1930-31, 1932-33

Merindale-Hobbell law directory. 1930, 1933

Moody Investment Manuals — Moody's earning power of railroads. 1930, 1931

New York legislative manual. 1932

Official aviation guide. April, June, July, Sept. 1934

Packing & Shipping — Buyer's directory. Jan. 1934

Pocket list of railroad officials 1914

Political handbook of world. 1932

Poor's desk manual. 1931, 1932

Poor's Investment Manuals — Poor's register of directors. 1928

Port & terminal charges at U. S. ports. 1934

Printing — Annual trade review number. 1924

Rusty — Background for labor regulations. 1934

Soc. of Allied Bldg. Trades — Subcontractors' reg. 1934

Soc. of Automotive Engineers — Mem. Record. 1934

Steel — Yearbook of industry. 1934

Sweet's architectural catalogs. 1933 (4 vols.)

Thomas — Register of manufacturers. 1930-31, 1931-32, 1932-33

WHO READS WHAT?

Essays on the Readers of Mark Twain, Hardy, Shaw, Sandburg, William James, The Greek Classics

By CHARLES H. COMPTON
President, American Library Association, 1934-35
Assistant Librarian, St. Louis Public Library

Introduction by DOROTHY CANFIELD FISHER

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