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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 33

March 1942

NUMBER 3

Functional Independence in Special Libraries

Elmer M. Grieder

Use of Microfilms in the Library of the American Philosophical Society

George T. Garver, Jr.

Guides and Aids to Public Documents, 1941

Jerome K. Wilcox

Special Library and the War

Eleanor S. Cavanaugh

Victory Book Campaign of New York City

Constitution of the Council of National Library Associations

S.L.A. Executive Board and Advisory Council Notes

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Special Libraries

VOLUME 33



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Indexed in Industrial Arts Index and Public Affairs Information Service

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HARPER BOOKS for SPECIAL LIBRARIES

◀ March 1942 ▶

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By WILLIAM HURD HILLYER

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By CLINTON S. GOLDEN, *Regional Director, SWOC*, and
HAROLD J. RUTTENBERG, *Research Director, SWOC*

All business executives, citizens and public officials who have been disposed to view the activities of labor unions as inhibitive or obstructive to the vital task of all-out war production, will find this book a revealing and unprecedented statement, not alone of CIO policies, but of the numerous instances in which full union-management collaboration has secured mutual trust and co-operation for unrestricted production. Says Russell W. Davenport, former Editor of *Fortune Magazine*, "... an extraordinary book. When you read this book you move from a crazy world into a rational one, in short, from industrial chaos into industrial democracy." A thoughtful analysis is included on the negotiating of collective labor agreements, their administration, the need for the union shop, problems of labor administration and leadership. \$3.00

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Functional Independence in Special Libraries

By ELMER M. GRIEDER

Assistant Librarian, Graduate School of Public Administration, Harvard University,
Cambridge, Massachusetts

THE vitality of the special library system, if so haphazard a phenomenon can be called a system, in universities is the more remarkable in that it has been the target of constant criticism for years. The first volume of *Special Library Resources*, published in 1941 by the Special Libraries Association, demonstrates the prevalence of the system. Here are four samples selected at random: the University of Southern California has seven special libraries which seem to be physically separated from, and to some degree independent of, the main library; the State University of Iowa has nine; Pennsylvania has seventeen; and Minnesota has seven. These include law and medical libraries, which seem to escape most of the adverse comment; treasure rooms and rare book collections are omitted.

If special libraries do not seem to justify the expense and the division of library sources which they involve, the fault is not always theirs. The functional relationships which they bear to the central collections may have a tendency to strangle them. While countless variations occur in these relationships among different institutions, and even among the libraries in a single university, there seems to be a minimum degree of independence necessary for a healthy special library, which ought not to be infringed except for the strongest reasons. This statement has reference only to the internal, as dis-

tinguished from the service functions, and it does not apply to small laboratory or classroom collections, seminar libraries, and other temporary or closely restricted collections. It refers to libraries serving graduate or professional schools, research institutions, and large departments which require special facilities; libraries which are physically separated from the main collection, and under the care of professional full-time librarians.

To elaborate for a moment, it appears that there are certain kinds of work which can be better done in the special library than in the general departments. These functions require some knowledge of the subject and its bibliography and a familiarity with the instructional and research work in it. If administrative bonds are so tightly drawn that this special knowledge cannot be applied, the library is not likely to reach its full stature as a service institution; nor will it gain from the faculty, other scholars and interested members of the public the interest and support which are invaluable aids in building the collection. In an attempt to demonstrate this point, three particular functions will be discussed briefly: the allocation of the budget, certain types of acquisition work and the preparation of materials for use.

ALLOCATION OF THE BUDGET

Whether the library is supported by an endowment fund—a source which may unfortunately provide a maximum as well as

a minimum income—or by grants from the university or the department which it serves, the special librarian should have a predominant voice in allocating it for his expenses. His own salary, of course, will be fixed elsewhere; and the salaries of his staff will conform to some more general standard, probably to that of the main library, although here also his recommendations should have much weight. Beyond that point, his word should be final, or very nearly so. Naturally, he will secure the "advice and consent" of his superiors; but he should be considered the one person best able to estimate the cost of each step in his work.

Library management is a matter of business as well as a matter of scholarship. The cost of reading matter and supplies, the condition of markets for the particular items needed by the library and the division of funds for the expenses of the establishment cannot be appraised without intimate knowledge of the peculiarities inherent in the literature of the special field. Apparently excessive binding costs may be scarcely adequate to preserve expensive and oversize periodicals; large labor costs may be compensated by small purchase costs. The proportions vary greatly with different subject collections and the variations are known only to those who work with the materials.

From time to time the whole question arises, whether or not the expense, however modest, of a special library is justified by its usefulness and the necessities of the case. Any answer must be predicated on the circumstances. But if it appears that an existing collection is not worth keeping as a separate organization, it may need something besides money. Independence is a powerful incentive to the staff; and the proprietary interest of the faculty or school—something more than toleration and less than absolute ownership and control—may be aroused by giving it more responsibility for supporting the library

and making it aware of the service possibilities. The importance of these two factors can scarcely be exaggerated. The last one named is generally recognized; but the first is of great importance, and it should be given careful thought. A too strict guardianship by the main library may discourage initiative. If more money cannot be given, the granting of a greater measure of independence, which will act as a challenge to the staff and an invitation to cooperation by the faculty, might be tried.

Some types of acquisition work certainly require specialized knowledge. It is a safe rule, though perhaps not a popular one with general library departments, to turn over to them all work which can be done suitably—with reference to the requirements of the special library—in the course of the usual routine. Commercially published books and periodicals, and others which go through "trade channels" can well be purchased through the central order department, which has valuable connections with foreign agents and such facilities as uniform accounting systems and extensive, as well as expensive, bibliographical tools. On the other hand, the special librarian is under obligation to examine microscopically the literature of the subject and to dredge up from it the fugitive items which escape the busy routine of the main library. Contacts with organizations and publishers who may be willing to place their publications in the library without charge should always be made by the special librarian. The particular name of the library, and perhaps a brief explanation of the value of an item, may act as a guarantee that the material is important, and that it will fill a real need.

PREPARATION FOR USE

There is a considerable weight of argument in favor of the economy and the uniformity of entries and cataloging forms

which are possible when all preparation work is centralized in the main department. This occasionally appears to be a device for keeping the special collections under control and it certainly minimizes the expenses which they entail. But these advantages are offset by disadvantages, and the tendency is to decrease not only the expense, but also the effectiveness, of the special library. The latter tends to become merely a part of the main library separated from it for convenience, without the particular service elements which are an essential part of the special library's contribution. While it may have begun as a reserve collection, it should not remain merely that.

If it is at all possible, the classification and subject cataloging should be done in the special library. Routine descriptive cataloging may well be done in the main library; but it is not satisfactory to assign classification numbers from a schedule when the work is done apart from the collection into which the material must go and the catalog into which the cards must be fitted. Least of all is it satisfactory to assign numbers from general schemes which are undoubtedly crowded in the very areas which the special library covers; for example, the 300 or 600 sections of Dewey. Moreover, classification should be done by those who handle similar items every day; who are in close contact with the research and instruction in the field and who know the terminology. They should use a plan especially adapted for the material and the subject.

The question is always raised, whether it is desirable to have several classifications in a single university library. Argument will not settle the problem, but it seems very doubtful whether much is gained by expanding *ad infinitum* the already crowded sections of general schedules. If this expansion is begun by dropping the first class letter or numeral, in effect a new classification results, especially if extensive

revision and interpolation are necessary, as is usually the case. If it seems absolutely essential that the same classification be used, the expansion of it, and the assignment of numbers in that area which the special library must use, should be entrusted only to those who will have to cope with the catalog and the collection.

This is true also of subject heading, which cannot be effectively done from a general list and must be done with reference to the terminology of the subject and the kind of use the material receives. It is easier, also, to change headings to conform with changing terminology, if this does not involve the alteration of many cards in the main catalog.

On the general subject of special library cataloging, it may be observed that it is often not feasible to adhere to main library practice. For example, items which may be classed as "minor publications" in the central collection will often contain valuable reference material, and will require cataloging in the special library, which must closely record a small section of all literature. Generally analytical entries will be used more freely and for material which would not receive them in the main library, such as statistical tables, charts, etc. New forms may have to be worked out for collections of blanks, or other items not amenable to routine cataloging. No practice should be followed merely for the sake of precedent and every step should be analyzed for its useful application to the special collection and the service it must render.

CONCLUSION

There is a great temptation, when a librarian is faced with more work than can be done by his staff, to concentrate on the technical aspects, at the expense of others more important. A new librarian, especially, should guard against attempting to perfect his technical organization, if

(continued on page 96)

Use of Microfilms in the Library of the American Philosophical Society¹

By GEORGE THOMAS GARVER, JR.

American Philosophical Society Library, Philadelphia, Pennsylvania

FOR CONVENIENCE I have divided my talk into three parts. The first will tell of the founding of our Photographic Department and its gradual development, not only along the line of equipment but also in technique and efficiency; the second will review statistics and the present work on the Franklin Papers; and the third, outline plans for future projects.

ORGANIZATION AND GROWTH OF PHOTOGRAPHIC DEPARTMENT

Our Photographic Department was specifically organized with the idea of aiding scholars. The manuscript collections, particularly the Franklin Papers, have always constituted a large percentage of the use made of our Library. Research workers unable to come to Philadelphia requested copies of letters. As the Library was not equipped with photostatic facilities, and as policy prohibited the manuscripts being borrowed, typescripts were the only means of reproduction available. These at best were not altogether satisfactory. When microfilm came to the fore, the Library Committee investigated its possibilities and found the answer to its problem.

The Photographic Department was formally opened in July 1937. The first

equipment consisted of a portable Graflex Photorecord Camera, Enlarge-O-Printer, S.V.E. Picturol Projector and one Da-Lite-Screen. Most of the developing at this time was done by commercial firms, but it gradually became apparent that time and energy could be saved if the library were provided with its own dark room. The Department was at first operated by a member of the staff who had some photographic experience, but as the library's activities increased it was apparent that a trained technician could better meet an accelerated program. In August 1938 a survey of the library's photographic equipment was made to investigate the possibilities of this equipment and to determine what should be done to bring the work of the service up to the standard of the country's better laboratories.

In the beginning it was our policy to keep a duplicate of all copied material sent out. This made it necessary to set up each copied item twice so as to make a duplicate continuous strip. In order to save time and labor a hand-run positive printer was bought, thus necessitating the making of only one strip of negative film from which any number of prints could be taken. The original negative was filed and the positive mailed with the order. Now that we are photographing all of our Franklin material it is no longer necessary to make a separate copy of each Franklin item ordered, as in time we shall

¹ Paper presented at the February 1942 meeting of the Special Libraries Council of Philadelphia and vicinity.

have a master negative of the entire collection which consists of about 15,000 pieces. We have also discontinued making duplicate films of printed items, except those which will be of special use to the Library. In addition to microfilms we also supply enlargement prints, the sizes being 5 x 8, 8 x 10 and 11 x 14. At present we are using S.W. glossy paper for all enlargements unless otherwise requested. The service of making 3½ x 4 lantern slides and 2 x 2 miniature glass slides was introduced. Some little work has been done in making copies in color through the use of Kodochrome film.

In 1938 an experiment was made in cooperation with Mr. Richard E. Deats, a commercial photographer, in the photographing of faded documents, by using an ultra violet machine.

In 1939, the real basis for our present photographic department was laid with a trip by our technician, Dr. Heilemann, to the Library of Congress and the National Archives. One immediate result was the purchase of a Kodak Precision Enlarger. Experiments were carried on with the idea of improving the quality of the work; and a new film having a higher resolving power was used. The Photorecord was anchored to the wall, and modernized by an improved lens and shutter assembly. An arm for turning the camera through 90 degrees proved useful in copying large volumes. This arm is being utilized in our present filming of the Franklin letters. The acquisition of an electric refrigerator made possible satisfactory work during warm weather and a definite program was mapped out for the development of photographic facilities.

At this time a system was established for numbering orders and films for record cataloguing purposes. When an order reaches the library, it is assigned an order number and if the film is to be kept in our files, a film number. Orders requesting only microfilm copies or the

master negative, with an enlargement, do not receive film numbers. Order and film numbers are photographed in a conspicuous place on the first frame, followed by a copy of the order. Each item on the film is numbered with numerals large enough to be read with the naked eye. If there are more than five items to an order, an index is compiled, and photographed at the beginning of the film with the order blank. One copy of the index is mailed with the film and another kept on file in the library. Any item microfilmed especially for the use of the Library is given only a film number. A note of the film number is made on the main catalogue card, or in the manuscript calendar, of items which have been filmed. A record of each filming is thus kept in three places:

1. The original order, filed alphabetically according to the name of the person ordering and separated according to its year.
2. A card briefly describing the nature of the material and the name of the person ordering. This is a separate file arranged numerically according to order number, which also contains the film number, and acts as a shelf list of all films.
3. The entry in the general library catalogue or in the manuscript calendar.

The films are stored in metal cartridges marked with the film number, and placed in cardboard boxes.

The year 1940 was more or less a conservative one. There was an increase in orders, but not many innovations were introduced in the darkroom or filming technique. The years 1941 and 1942, however, have proved our greatest period of acceleration. By far our greatest improvements in equipment have been made in this period and are continuing.

MICROFILMING THE FRANKLIN PAPERS

When it was decided to microfilm the Franklin Papers, it seemed best to improve the equipment so as to produce work of the highest quality and to allow the work to

be done with maximum efficiency. These improvements consisted of:

1. Affixing the camera assembly to the wall—having been previously utilized as a portable unit.
2. 4-110 V. reflector lamps were substituted for the original photoflood illumination.
3. The illumination was controlled through the use of a variable transformer.
4. A projection focussing attachment was bought for the Photorecord.
5. Various lenses were tested and the best selected.
6. A portable reading machine was acquired. In the dark room a cypress tank was installed, a drum type print washer and an insulated copper lined tank to maintain constant temperature during development. We also used a time delay device on the shutter to cut down the effect of film motion.

A program for checking the quality of the finished product was instituted. This consisted in keeping a careful record of the conditions under which each length of film was exposed and processed, intensity of illumination, developer temperature, room temperature and wash temperature. Checks were also made on resolution. We found the average resolution to be 70 lines per millimeter in the central part of the frame and about 50 on the edges. The densities were kept as near 1.1 as possible by the use of a densitometer. Unfortunately that was borrowed equipment which we do not have at present. In addition to keeping the quality of the work uniform these data should be valuable in determining the effect of working conditions on quality, they would also be of considerable value in the improvement of microphotographic technique in general.

In filming that portion of the Franklin Papers known as the Bache Collection, uniform white background was designed. At the top was printed Bache Collection of Franklin Papers. Then came a sliding strip of paper on which the page numbers were printed and directly underneath that the title card describing briefly the contents of the letter. By the use of an auto-

matic numbering device, each card was stamped with a frame number which corresponded with the large frame number at the bottom of the sheet. This number can be read when the film is viewed without the aid of a reading machine. Directly to the left of this is a centimeter scale and a note of ownership. The method of changing the frame number of the board was made simple by two rotating wheels; on the Franklin volumes by two sliding tabs. The Bache work consisted of about 5,000 frames and at present positive copies are being made.

The main collection of the Franklin Papers presented a more difficult problem than the Bache material, inasmuch as it is bound in volumes. For this part of the work we placed the title strip and numbering device on the glass cover of the book cradle. Although the decision to film the Franklin Papers was made last spring, the declaration of war brought nearer to us the need for better protection of these priceless documents against the possibility of bombing. This meant that the filming must be speeded up. To do this an assistant was added to the Department and we are now able to average about 100 feet of film a day. The work was started December 22, 1941, and to date we have completed 22,500 frames. The entire collection will total about 50,000 frames. It was first calculated that it would take six months to finish the work; under present working conditions we hope to complete it in a little over two months.

CONCLUSION

As to the future, we shall continue the policy of filming all newly acquired manuscripts. For the duration of the war, while the original documents are not available, we plan to have a positive film copy and our reader used by visiting scholars. The master negative will be employed for making enlargements. In this way we hope to give uninterrupted service.

Guides and Aids to Public Documents, 1941^{*}

By JEROME K. WILCOX

Associate Librarian, University of California, Berkeley, California

THE fiscal year 1940-41, particularly the calendar year of 1941, has been a very productive one in aids and guides to the use of public documents. Within this period a new edition of Miss Boyd's textbook, *U. S. Government Publications* (1), two important catalogues of the *W.P.A. Writers' Program or Federal Writers' Project* (2 and 30), the Wilcox's guides to *Official Defense Publications* (34 and 35), Volume IV of the *Book of the States* (44), all have been issued. In the field of government statistics, there appeared an *Index of statistical data for New York State* (36), a *Directory and a source book of state statistical agencies in Pennsylvania* (37 and 38), a *Handbook of statistical activities of twenty-two nations in the Western Hemisphere* (73), and a *Treatise on the principal Mexican statistical sources* (76).

During this period, also, three important studies concerning state printing have been made, one by the Kansas Legislative Council (46), another by the New York State Printing Inquiry (55), and the third, by the New Jersey State Chamber of Commerce (54). For one state, Pennsylvania, there has been issued an official list of state author or corporate headings (57), which is the first printed list for any state.¹

^{*} Previous lists on *Public Documents* compiled by Mr. Wilcox have appeared in *SPECIAL LIBRARIES* for July-August and September 1938 and November 1940.

¹ Numbers in text refer to entry numbers in annotated bibliography which follows.

The annotated list, which follows, brings together eighty items which serve as aids or guides to public documents use, or which are necessary for careful study to secure a clear understanding of public printing and publishing.

Federal Guides

1. Boyd, Anne Morris. *United States government publications: sources of information for libraries...* 2d ed., completely revised. New York, Wilson, 1941, 548 p., charts.

This second edition after ten years has been completely revised to June 1, 1940, including references to organization changes resulting from the President's reorganization plans no. III, IV, and V. See *Review, Library quarterly* v. XI, no. 3, July, 1941, p. 372-375.

2. Brentano's. *Catalogue of the American guide series and other Writers' project publications*. New York Brentano's, 1940, 32 p.

One of the most complete catalogues thus far issued of publications of the Writers' program (earlier Writers' project or Federal writers' project).

3. Claussen, Martin P. and Friis, Herman R. *Descriptive catalog of maps published by Congress 1817-1843*. Washington, D. C., The Authors, c1941, 104 p. (processed.)

Arranged by Congresses, 15th to 3rd session of the 27th, it includes only the maps in the Serial or Congressional set.

4. Schwarz, Sanford. *Research in international economics by federal agencies*. New York, Columbia University Press, 1941, 357 p. (Carnegie endowment for international peace. Division of economics and history. *International economic handbook* no. 2.)

Contents.—I. Agencies of research.—II. Fields of research.—Finding list of government publications.

In Part I "the research agencies are described seriatim with reference to their organization, the scope and orientation of their research interests, and the interrelations of their research programs with those of other agencies."

Part II contains "an inventory of official researches, completed and projected, grouped under appropriate economic heads." For most part, inventory 1933-October 1, 1940.

5. Scudder, Robert E. *Current bibliographical sources for government document acquisition: an annotated list*. Chicago, A.L.A., 1941, p. 270-276. (In *College and research libraries*, v. II, no. 3, June, 1941, p. 270-276.)

"Attempts to bring together some of the most useful current bibliographies and lists of new government publications, particularly those which include processed documents." All titles included have descriptive notes with emphasis on listings of federal, state and municipal publications.

6. U. S. Agricultural marketing service. *Agricultural marketing service. Organization and functions*. March, 1940 Washington, D. C., 1940, 97 p., tables, maps. (mim.)

Intended as a guide to the organization and function of the Agricultural marketing service. Includes general services and divisional activities.

7. U. S. Board of governors of the Federal reserve system. Library. *Data released to the press and public by the Board of governors of the Federal reserve system*. May, 1938, revised December, 1940, Washington, D. C., 1940. 6 p. (mim.)

Includes printed and processed publications giving titles of each with periodicity, brief description of contents and statement whether to "keep" or to "discard."

8. U. S. Bureau of agricultural economics. *Agricultural economic reports and publications*. . . July, 1941. Washington, D. C., 1941, 50 p., charts. (mim.)

Similar guides have been issued by the Bureau about once a year previous to this issue. This edition includes situation and outlook reports, agricultural finance reports, farm income reports, periodicals, radio services, etc. Available printed and processed publications arranged by broad subject appear on pages 17-50.

9. U. S. Bureau of foreign and domestic commerce. Division of foreign trade statistics. *Catalog of U. S. foreign trade statistical statements*. Revised August 1, 1940. Washington, D. C., 1940, 29 p. (processed.)

A classified catalog of the monthly processed statistical statements giving description of contents and annual subscription rates for each. Supersedes the issue of 1937.

10. U. S. Bureau of the budget. Division of statistical standards. *Directory of federal statistical agencies*. 5th ed., January 1, 1941. Washington, D. C., 1941, 176 p. (processed.)

11. U. S. Bureau of the census. Sixteenth census of the United States: 1940. *Key to the published and tabulated data for small areas* (preliminary). Population — housing — business — manufactures — agriculture. Prepared under the supervision of Calvert L. Dedrick, chief statistician, Division of statistical research. Washington, D. C., 1941, 66 p. (processed.)

Prepared by Esther Wright Staudt. "Presents in tabular form a relatively detailed guide (a) to the facts which are published for counties, cities and other small areas and (b) to the information which is available for such areas in tabulated but unpublished form."

12. U. S. Bureau of the census. Sixteenth census of the United States: 1940. . . *Tentative lists of reports, April 1, 1941*. Washington, D. C., 1941, 7 nos. (processed.)

Tentative lists of reports and publications with brief description of contents of each as follows: Agriculture reports (2 p.)—Business reports (3 p.)—Housing reports (2 p.)—Manufactures reports (1 p.)—Mineral industries reports (1 p.)—Population reports (3 p.)—Reports for territories and possessions (2 p.).

13. U. S. Bureau of the census. *Vital statistics records available in state offices*. . . Washington, D. C., 1941, 4 p. (processed.)

Gives in tabular form history of birth and death registration by states, cost of certified copy of certificate and directory of state bureaus of vital statistics.

14. U. S. Central statistical board. *Construction, housing and real property: a survey of available basic statistical data*, by Jean H. Williams. June, 1940. Washington, D. C., Government printing office, 1940, 169 p. (processed.)

Consists of three parts: pt. I. Summary. pt. II. Series descriptions. pt. III. Indexes.

"Part I presents a brief summary description of existing data with an indication of the major gaps and of the principal improvements needed."

Part II contains detailed description of 246 series and special surveys available from 21 federal and 20 private sources.

Part III consists of a separate agency index and subject index to series descriptions.

15. U. S. Department of justice. *The United States Department of justice*. . . *A brief account of its organization and activities*. April, 1941. Washington, D. C., 1941, 32 p. (mim.)

Describes briefly all bureaus and divisions with some mention of publications.

16. U. S. Department of justice. *A selected list of recent publications available for general use*. Washington, D. C., 1941, p. 1-11, 11A, 12-13. (mim.)

Lists available publications of the Department, its bureaus, offices and divisions.

17. U. S. Department of state. *List of memoranda, addresses and other material available on the Reciprocal trade-agreements program*. July 16, 1940. Washington, D. C., 1940, 7 p. (mim.)
18. U. S. Department of state. [Revised] *List of publications regarding cultural relations available upon request from the Department of state*. June 10, 1941. Washington, D. C., 1941, 11 p. (mim.)

Publications on Inter-American cultural relations.

19. U. S. Federal works agency. *First annual report... 1940, fiscal year ended June 30, 1940*. Washington, D. C., Government printing office, 1941, 451 p.

Part III contains lists of publications of Federal work agency, Public buildings administration, Public roads administration, U. S. Housing authority, and Work projects administration.

20. U. S. Office for emergency management. Division of information. *Handbook. Office for emergency management: functions and administration*. Washington, D. C., Government printing office, 1941, 72 p., illus., charts.

Originally issued in April, 1941, with title, *Office for emergency management: functions and administration*. For each agency or division gives directory, authority and functions.

21. U. S. Office of government reports. Information service. *Advisory commissions, committees, boards and councils under the national defense program*, August 15, 1941, Washington, D. C., 1941, 41. II p. (mim.)

A director of memberships with brief statement of purpose of each.

22. U. S. Office of government reports. Information service. *Directory lists: executive departments, agencies, and establishments of the United States government*. Chief clerks. Executive officers. Exhibit officers. Information and publication offices. Laboratories. Legal divisions. Libraries. Personnel officers. Telephones. Traffic managers. [December 15, 1940] Washington, D. C., 1941, 7, 7, 7, 16, 7, 7, 13, 7, 10, 6, 7 p. (mim.)

A collecting together under one cover of a number of directory lists, each separately issued previously.

23. U. S. Office of government reports. Information service. *A guide for federal executives to inter-agency service functions, contacts and procedures...* July 1, 1941. Washington, D. C., 1941, 105p.

For each agency included gives creation, purpose and service function with contact, authority and initiation of procedure for each function.

24. U. S. Office of government reports. Information service. *Reference list of national defense publications*. A selection of pertinent bulletins and articles prepared by federal agencies actively engaged in the national defense program. Revised to October 1, 1941. Washington, D. C., 1941, 35 p. (mim.)

Previous edition (21 p.) corrected to July 15, 1941.

25. U. S. Public roads administration... *Index of Planning survey memoranda...* November 7, 1940. Washington, D. C., 1940, 82p. (Planning survey memorandum no. 336.) (mim.)

Supersedes its HPS nos. 301 and 314. A chronological and subject listing through June, 1940, of HPS memoranda, circular letters, district engineer memoranda, general administrative memoranda, news bulletins, manuals of instruction and obsolete memoranda.

26. U. S. Surplus marketing administration. Dairy division. *Publications of the Dairy division*. August 1, 1940. Washington, D. C., 1940, 8 p. (mim.)

A comprehensive list of publications, from its creation under A.A.A.

27. U. S. Temporary national economic committee... *Investigation of concentration of economic power...* Description of hearings and monographs of the Temporary national economic committee. Washington, D. C., Government printing office, 1941, 32 p.

28. [U. S. Tennessee valley authority] [List of] *Technical reports [and Technical monographs]*. [Knoxville, 1940.] 5 p.

A numerical list of each, giving author, title, date and price of each.

29. U. S. War department. *The new army of the United States*. August 1, 1941. Washington, D. C., 1941, 141 p. (processed.)

Gives organizational and functional data of the army and its various units; of the War department and its various departments, services, corps, etc.; and of the joint agencies of the War and Navy departments.

30. U. S. Work projects administration. *Catalogue, W.P.A. Writers' program publications. The American guide series. The American life series*. September, 1941. Washington, D. C., Government printing office, 1942, 54 p. (processed.)

The latest complete official catalogue of the Writers' program (Federal writers' project).

31. U. S. Work projects administration. Division of community service programs. *Bibliography of research projects reports...* September 24, 1941.

Washington, D. C., 1941, 65 p. (W.P.A. technical series. Research and records programs bibliography no. 5) (mim.)

This is the fourth supplement to Volumes I, II, and III of the *Index of research projects* and contains references to approximately 725 reports on W.P.A. research projects received in the central office between July 1 and December 31, 1940, inclusive. A classified list as previous lists have been.

32. U. S. Work projects administration. Division of community service programs. *Bibliography of research projects reports*. Check list of Historical records survey publications... Revised September 1, 1941. Washington, D. C., 1941, 69 p. (W.P.A. Technical series. Research and records bibliography no. 4) (mim.)

Brings up to September 1, 1941, the list of publications of the Historical records survey, the Survey of Federal archives, the Inventory of American imprints with an appended record of microfilming for certain states. The previous issue of *Research and records bibliography* no. 4 was as of September 12, 1940. A checklist was also issued by the Historical records survey in Illinois August 1, 1941, entitled *Historical records survey list of publications, August 1, 1941* (61 p., mim.) which is without the "Appendix-microfilms."

33. U. S. Work projects administration. *Catalogue of research and statistical publications*... March 1941. Washington, D. C., 1941, 25 p. (mim.)

Lists the publications of the (1) Division of research, formerly the Division of social research, W.P.A., and the Research section, Division of research, statistics and finance, F.E.R.A.; (2) Division of statistics, formerly the Division of research, statistics and records, W.P.A.; and (3) the W.P.A. National research project. Preliminary research and statistical reports are not listed if now superseded by formal publications.

34. Wilcox, Jerome K. *Official defense publications. Guide to state and federal publications*. September, 1941. Berkeley, Bureau of public administration, University of California, 1941, 106 p. (mim.)

Lists 187 state publications and 684 federal publications for the period June, 1940, to Aug. 1, 1941, with a personal author index and a general subject index.

35. Wilcox, Jerome K. *Official defense publications. Supplement. Guide to state and federal publications*. January, 1942. Berkeley, Bureau of public administration, University of California, 1942, 136 p. (mim.)

Lists 387 state publications and 751 federal

publications for the period Aug. 1, 1941, up to the declaration of war, December 8, 1941, with a general subject index.

State Guides

36. American statistical association. Albany chapter. Central statistical committee. *Index of statistical data available in New York state departments*. Albany, New York state Division of commerce, Bureau of planning, Executive department, 1941. 107 p.

Contents.—pt. I. Index of statistical data available in New York state departments.—pt. II. Departmental guide to administrative personnel concerned with statistical data.

Part I is a detailed subject index to official statistics of the state, giving for each subject agency division, or bureau and source of data.

Part II is a directory of personnel with statement for each agency of the type of statistics collected or compiled by each.

37. American statistical association. Harrisburg (Pa.) chapter. Committee on state statistics. *Directory of state statistical agencies*. Revised January, 1941, Harrisburg, 1941. 33, 11 p. (mim.)

First issued October, 1939.

This directory contains the names of agencies and persons doing statistical work in local, state and federal agencies in Harrisburg, Pennsylvania, as of January, 1941. Arranged alphabetically by large subject with an "Index of statistical work and statisticians."

38. American statistical association. Harrisburg (Pa.) chapter. Committee on state statistics. *Source book of Pennsylvania statistics*. October, 1940... Index section. Harrisburg, 1940, 284 p. (mim.) Loose-leaf.

"This Source book and the Index contain detailed information on the statistical data available in Pennsylvania statistical agencies which are included in the government of the Commonwealth." It should be used in connection with the Directory of state statistical agencies (see entry no. 37).

The Sources section consists of individual sheets arranged alphabetically according to the agency preparing or making the data available. The individual sheets with subject captions on each identifies the source by title and agency, states when series began, how often collected, frequency of issue, nature and use. The Sources section is preceded by a table of contents (alphabetical list of reporting agencies) and a subject index. Up to January, 1942, p. 60-109 and 168-174 have not been issued.

39. Barthell, Russell. *State defense councils, 1941*... May 8, 1941. Berkeley, Bureau of public administration, University of California, 1941, 21 p., tables, charts. (mim.)
Although now out of date, still an important comparative study of all state defense councils as of May 8, 1941.
40. California. State chamber of commerce. Research department. *Handbook of sources of economic data pertaining to California*. San Francisco, California State chamber of commerce, 1941., iv, [7], 77, 95, 60, [52], p. (mim.)
W.P.A. Official project no. 665-08-3-235.
Sponsored by San Francisco State college and the Research department of the California State chamber of commerce.
Index and list of publications prepared by the Historical records survey.
Contents.—pt. I. California state and local governmental agencies, universities and foundations.—pt. II. Federal governmental agencies.—pt. III. Commercial agencies.—pt. IV. Subject index. List of publications.
41. Colorado. Legislative reference office. *Administrative code of 1941*. An act relating to the reorganization of state government as enacted by the Thirty-third General assembly of the state of Colorado. Approved by the Governor, March 14, 1941. Denver, 1941, 49 p. (Publication no. 41-1, March, 1941.)
42. Colorado. Legislative reference office. *Administrative commissions, boards and bureaus in Colorado*. Research report for members of the General assembly. Denver, 1940, 36 p. (Publication no. 40-3, December, 1940) (processed.)
For each agency gives statutory authorization, number of members, selection and qualifications, term of office, powers and duties, compensation, source of revenue, disposition of revenue and revenue expenditures.
43. The Council of state governments. *Advertising by the states*. Revised edition, August, 1941. Chicago, 1941, 36 p., tables, maps (BX-222).
In tabular form gives, by states, name of agency in each state, date established, status, appropriation, tax source, publicity designed to attract what groups, advertising media, results of state publicity programs, etc. Also gives, by state, brief summarization of the agency in each state, its activity, appropriation and results of program.
44. The Council of state governments. *The Book of the states, 1941-1942*. Volume IV. Chicago, The Council, 1941, 423 p., illus., ports., tables.
The fourth biennial issue of the *Book of the states* and by far the most compact and important one thus far issued of this *Manual for the forty-eight states*. See *Review, Library journal*, v. 66, no. 15, September 1, 1941, p. 722.
45. Culver, Mrs. Dorothy C. *State and federal regulation of the milk industry*. March, 1941. Chicago, The Council of state governments, 1941, 19 p. (The Council of state governments. BX-217.) (mim.)
"Selected reading list," p. 18-19.
46. Kansas. Legislative council. Research department. *Analysis of state printing costs*. A study of the state printing plant, covering volume and cost of state printing and efficiency of production methods. . . February, 1941. Topeka, 1941. 82 p., tables, chart. (Publication no. 111.) (mim.)
Study confined to the state of Kansas.
47. Kansas. State labor department. Division of unemployment compensation. Department of research and statistics. *Kansas employment security. Statistical abstract of 1940*. Part I, Cross index of publications of the Department of research and statistics. Topeka, 1941, 42 p. (Employment security topics, Series B, no. 7, March, 1941, part I.) (mim.)
Contents.—Definition of terms.—Outline of classification system of the cross index.—Cross index of publications. Includes data 1937-1940.
48. Louisiana state university. Bureau of government research. *The Administrative system of the state of Louisiana. Chart and descriptive statements*, prepared by F. J. Mechlin and Charles S. Hyneman. University, La., 1940, 8 p., chart.
This chart descriptive of situation prior to 1940.
49. Michigan. University. Bureau of government. *A manual of state administrative organization in Michigan*, by the State budget office, state of Michigan and the Bureau of government, University of Michigan. Ann Arbor, University of Michigan press, 1940, 240 p. (Michigan governmental studies, no. 4.)
Contents.—I. Governor.—II. Legislature.—III. Judiciary.—IV. Departments, boards and commissions.—V. Ex-officio boards and commissions.—VI. Examining and licensing boards.—VII. Study and special commissions.—VIII. Institutions.—IX. Miscellaneous activities and appropriations appendices. — References. — Index.
For each agency is given reference, personnel, duties, fees, compensation, financing.
50. Missouri. State planning board. Missouri surveys. *An inventory with descriptive abstracts of surveys of interest to planning that have been published between 1925 and 1940*. Jefferson City, 1940, 284 p. (mim.)
This inventory of statistical and research surveys was a project of the W.P.A. in Missouri, sponsored by the Missouri State planning board. Descriptive abstracts grouped by large subjects

- (e.g. Economics, Education, Government, etc.) with three appendices (A, Topographic quadrangles; B, Available county soil maps, Missouri; and C, Index to aerial photography, state of Missouri, December 1, 1938).
51. Morse, Lewis, W. *State tax commissions—their history and reports*. (In *Taxes. The Tax magazine*, v. 18, no. 4-10, 12 (April, 1940–October, 1940, December, 1940) p. 227-232, 302-308, 376-381, 400, 444-448, 499-507, 572-576, 582, 636-638, 648, 755-760, 763; v. 19, no. 1, 3-10, 12 (January, 1941, March, 1941–October, 1941, December, 1941) p. 38-41, 166-174, 234-238, 287-293, 320, 361-363, 415-421, 480-482, 550-557, 565, 613-617, 734-738, 745; v. 20+)

A discussion and check list of the published reports of regular and special state tax commissions.

 52. Nebraska. Legislative council. Research department. . . *State publications in Nebraska. . . October, 1940*. Lincoln, 1940, 33 p., tables. (Report no. 13)

Contents.—I. State publishing.—II. Publications issued.—III. Cost and adequacy of publications.—IV. Summary and conclusions.

 53. New Hampshire. State library. *Check list of New Hampshire state documents received at the State library, July 1, 1938–June 30, 1940*. Concord, 1940, p. 23-32. (In its *Reports of the trustees and librarian*, July 1, 1938–June 30, 1940, p. 23-32.)

Publication has cover title: Your state library. New Hampshire State library Biennial report, 1938-1940.

 54. New Jersey State chamber of commerce. Department of governmental research. *The State purchasing department: an administrative survey*, by Alvin A. Burger and Thomas J. Graves. . . June 6, 1941. Newark, 1941, 75 p., tables. Studies in the efficiency of the New Jersey state government. Survey report no. 2. (mime.)

State printing purchases, p. 59-75.

 55. New York (state). Printing inquiry. *Report to Honorable Herbert H. Lehman, Governor of the state of New York*, by Frederick E. Crane, Commissioner, appointed pursuant to Section 8 of the Executive law to examine and investigate the making and performance of contracts for printing between any department, agency, board, or commission of the state and any printing firms or companies. [New York, 1941.] 257 p., tables.

Report dated December 17, 1940.

Contents.—chap. I. Outline of the history of state printing.—chap. II. Department printing.—chap. III. T.E.R.A. and E.R.B.—chap. IV. State engraving.—chap. V. Group H (department printing).—chap. VI. Legislative printing.—chap. VII. Paper.—chap. VIII. Miscellaneous contracts.—chap. IX. Administration.—chap. X. Legislation.—chap. XI. State printing plant.

(to be continued)

Special Libraries and the War

By ELEANOR S. CAVANAUGH

Chairman, S.L.A. National Defense Committee

EVEN though we deplore the emergency that has created a defense activity for libraries and librarians, it is exciting and stimulating to observe how librarians as a professional group and as individuals have taken part and contributed in a hundred different ways to our Country's national defense effort.

It is true that public libraries are in a strategic position to act on a national scale in this effort. They are organized in large

and small communities and are ready to lend their assistance to any emergency affecting their populations. Through their large membership under a well-staffed headquarter's office they are able to promote plans and patterns to fit the occasion. On the other hand, outside of those representing special departments in public libraries, universities and learned societies, nearly all special librarians represent private organizations, whose interest and problems are their only reason for exist-

ence. S.L.A. Executive Office does not have a large organization nor money except from dues and sales of publications, therefore, the Association has been unable to organize or promote S.L.A.'s defense effort as a national project. However, it is hoped that before long we shall line up for coordinated action.

CONTRIBUTIONS OF S.L.A. MEMBERS AND CHAPTERS

For these reasons it is all the more interesting to review the contributions made by our individual members and by our local chapters. It all adds up to a very large and vital participation.

As individuals, special librarians are taking First Aid Courses, including the advanced courses for instructors. Many are air raid wardens in their communities, or volunteers in Red Cross Motor Corps, and last but not least there are others donating blood through the American Red Cross. In each chapter S.L.A. members are serving on committees with war activities.

Every chapter has held meetings on various phases of national defense and every special library has taken part in the Victory Book Campaign. A story on the New York Chapter's contribution to this Campaign appears in this issue of SPECIAL LIBRARIES. S.L.A., through its chapters has offered its services to our State and local defense councils and has asked to have a special librarian appointed on their councils. Except in California our offers have not been accepted.

Probably the most publicized activity has been the organization of Defense Information Centers to collect and disseminate defense literature for the purpose of supplying civilians with the answer to their current problems, offering local Defense Councils assistance when needed and directing those with research questions to the proper authority. With the aid of S.L.A. members, Centers have been

established in Los Angeles, Milwaukee, Chicago, Cleveland and Baltimore. In each of these cities the Center is in the public library. However special librarians have had part in planning, developing and administering their collections.

Los Angeles

Los Angeles led the way by opening in December 1941, a Defense Information Center in its Public Library, to dispense information as to the location of related materials and agencies in all fields connected with national defense. A daily column of questions and answers is being released by it to the *Los Angeles Daily News*. Answers are also mailed if a self-addressed envelope is enclosed with the query. Letters in volume are received from surrounding towns with the inquiries averaging 300 daily. More than half of these are defense questions, the others directional in the library. Telephone calls average 50 a day.

The staff consists of eleven professionally trained people, scheduled from eight to twenty hours each week, making an average of four full time employees with eight clerical workers assigned by the W.P.A., and three from N.Y.A.

Prior to the opening of their Defense Information Center Los Angeles librarians arranged a series of twelve exhibits which were displayed in the Public Library during June. Later, suitable portions of these exhibits were shown in the Rotunda of the City Hall. In addition to a display of books, pamphlets and other library materials, local firms cooperated by lending model airplanes, airplane parts, tools, models of plants, etc.

Cleveland

The Cleveland Public Library has a War and Defense Information Center, under the Direction of Rose L. Vormelker, Head of its Business Information Bureau. The purpose of this Center is to serve

chairmen of local committees of the Cleveland Civilian Defense Council, to provide speakers with data on Civilian Defense and related subjects, to act as a clearing house for official publications on Defense, to answer inquiries and to compile bibliographies and lists.

One particularly outstanding job has been the completion of a list for staff use of all war agencies and defense organizations in Cleveland. This covers all committees from air raid to waste paper and gives names of those in charge, their addresses and telephone numbers. Here is something that every city Information Center needs as a tool. Bulletins and lists have been prepared on emergency instructions, on rescue and first aid, on fire defense, on social welfare and health, on communications and on other subjects of Civilian Defense.

Baltimore

Mr. Eugene Hart of the Enoch Pratt Free Library in Baltimore, writes that they have a Civilian Defense Information Desk in their Central Library for the purpose of distributing literature and answering questions on all phases of Civilian Defense. The Enoch Pratt Free Library is also serving as a center for registering volunteers. The Baltimore Committee on Civilian Defense has appointed Mr. Stuart Sherman, Miss Ruth Heiss and Mr. Hart as a Committee on Publications. Their duty is to thoroughly read and digest material on the subject of Civilian Defense, particularly the practices in Great Britain and in states and cities of the United States. As a result of this study the Committee has prepared copy for twenty publications issued by the Baltimore Committee on Civilian Defense in 100,000 lots. These are for distribution to every home in Baltimore. They are eye-catching small pamphlets, telling what to do in black-outs, how to know your air-raid wardens and what the duties of the wardens are, safety suggestions, etc., and are written

in simple language for "home consumption."

New York

In New York City, a great many of the libraries such as Standard & Poor's Corporation, Municipal Reference Library and Lehman Corporation have complete files of Civilian Defense literature as well as all the official releases on allocations, priorities, etc. As yet no Civilian Defense Information Center has been established, but the New York Chapter has plans under way for the establishment of several of these centers in strategically located special libraries. Details of this plan will be made later.

Cooper Union in New York City has established a Civilian Defense Library containing technical and general information on air raids and has compiled an exhaustive list of books and pamphlets on civilian defense, including gas protection, structural defense, fire protection and first aid. There have been 800 copies of this list circulated and requests received for many hundreds more. The complete list will be published in the March issue of the *Wilson Bulletin*.

City College has also just opened a Defense Information Center to supply the general public, newspapers, faculty and students with information concerning the nation's war effort.

Albany

Albany Chapter reports that the Public Library is building up its technical collection and is running lists on special subjects in the local newspapers.

Chicago

Marion Wells reports from Chicago that the Chicago Public Library has just opened a Civilian Information Center. Illinois Chapter offered its assistance and cooperation to Mr. Roden and the suggestion was welcomed and accepted. Madge Collar, Chapter President, is taking an

active lead in this work and promises a more formal report later. We do know, however, that in this connection, S.L.A. members in Chicago are digesting and abstracting documents for the man in the street, have prepared bibliographical lists of documents and publications important in various fields and are ready to do volunteer work at the desk in Chicago Civilian Information Center in their off hours. The newspaper report on the Chicago Center calls it an "Arsenal of Defense Information"—not a bad name!

Charles Macko of the Public Library Staff who is in charge says that he dispenses information ranging from questions on cookery to questions on the technicalities of camouflage and chemical substitutes for silk and sugar. He also states that judging from questions asked, Chicago is becoming very food conscious. Manufacturers, however, inquire about air raid signal systems, radial drills and other types of machine tools.

The Insurance Library of Chicago has issued a bulletin on Fire Defense and has loaned the material listed to air wardens, engineers, fire department officials and government employees studying industrial plant protection.

Connecticut

Connecticut Chapter has a small and varied membership, many of whom are located in a busy defense area. It is amazing what they are accomplishing. Each library compiles lists and bibliographies on every phase of defense for both civilians and technical workers. They have exhibits and posters in their libraries, in store windows and in factories. They have a joint inter-library loan project and an extensive duplication of technical books. They supply material for radio broadcasts, write to all tenants of defense-housing projects and prepare dozens of excellent bibliographies and reading lists. Mrs. Marian Spater Magg of the New Britain (Connecticut) Institute has set up a model refuge room,

with blackout curtains and all the items needed for safety and comfort. This is intended to show householders how to prepare a room in their own home against bombing.

Indiana

One of our new chapters, Indiana, has appointed a committee to gather information from special libraries in its area for all material they may have on National Defense, i.e., technical periodicals, bibliographies and collections in specialized fields, so that, through mimeographed bulletins, librarians and defense organizations may have knowledge of where this material is located.

Michigan

Michigan Chapter has made a very substantial contribution. Its members last June collaborated with the Engineering Society of Detroit in making a Census of Technical Manpower for National preparedness. They are now transposing census classifications into the forms used by the National Roster of Scientific and Specialized Personnel. Inasmuch as the Michigan Chapter draws its membership from defense industries, it is safe to say that all its members are individually making vital contributions.

Milwaukee

Milwaukee Public Library has appointed Mr. John Dulka of the reference staff and a member of S.L.A. to take charge of its Defense Information Center.

Newark

There has been formed in Newark, a Wartime Council of Newark Libraries with Miss Beatrice Winsor, Librarian of the Newark Public Library, as Chairman. This Council composed of both public and special librarians is for the purpose of more speedily and accurately answering inquiries pertaining to Defense in all its various phases. This is another example

of pooled interests. The Office of Government Reports through its State Director is cooperating with the new Council.

Philadelphia

The Union Library Catalogue of Philadelphia is collecting all data pertaining to material dealing with national defense and is making an index to it.

Pittsburgh

The members of the Pittsburgh Chapter represent defense industries. A report from their Chapter president shows a reapportionment of funds to permit heavier purchases of technical books. They have special displays, compile book lists, do intensive research and have training classes in technical subjects. A special course on camouflage is being given in the Fine Arts College of the Carnegie Institute of Technology.

St. Louis

Greater St. Louis Chapter is too new to have progressed very far as a Chapter in Defense activities, but we do know that its members have cooperated in the Victory Book Campaign. Ida May Hammond, Chapter President, reports that they are "all out" in volunteering their time, and are ready and looking for a project along defense lines. Miss Hammond herself, puts in many "free" hours at the Information booth of the Service Men's Center.

Law Libraries

You might wonder what contribution law libraries can make to National Defense. The answer is found in the February issue of *The Legist* the news-letter of the Law Library Association of Greater New York, which has a supplement entitled, "A Reference List of Important War Legislation and Regulations Thereunder." This list is compiled by Raymond C. Sund-

quist, Librarian of the New York Law Institute.

Office of Civilian Defense

The Office of Civilian Defense in Washington through the impetus of Mary Louise Alexander has distributed over the signature of Dean Landis, a release outlining a plan to supply defense packets to libraries. These packets will include OEM, WPB and other defense agencies' publications. In order to be designated as a library to receive these, the library must promise to set aside a defense shelf or alcove and to keep the material organized for immediate use. While this plan is primarily for public libraries and universities, however, it is possible that special libraries may be included.

CONCLUSION

As National Defense Chairman, I have received from our members dozens of copies of lists, bulletins and bibliographies prepared on defense and related subjects. All are excellent lists, carefully compiled and edited. Why cannot we consider these for use by every chapter? If Connecticut has done a thorough job on one subject why cannot Philadelphia or New York save time and energy by making use of it instead of compiling one of their own. Would it be advantageous to have a list of bibliographies at hand compiled for distribution to S.L.A. membership?

Do you know that S.L.A. is represented on the A.L.A. Committee on War-Time Information? One of the Committee's projects is to collect war subject headings, with the idea of compiling an inclusive subject heading list. If you have prepared such a list send it to President Laura A. Woodward or to me.

Ed. Note: The pictures which were to illustrate this article had to be omitted due to the fact that the antique paper used in SPECIAL LIBRARIES does not reproduce prints satisfactorily.

Victory Book Campaign in New York City

IN CONNECTION with the Victory Book Campaign in New York City, the Financial librarians came to the front and organized the district below Fulton Street. WE WANT BOOKS posters were placed in all large banks, utilities and investment houses and collection points were set up. Nearly 2,000 books were collected in this section alone.

The Radio City Special Librarians bought a Defense Bond and sold chances to New York Chapter members. After expenses were deducted, \$200 was realized. Miss Althea H. Warren suggested that we write to the Head of the Army and Navy libraries and ascertain what would be the best books to purchase.

Miss Isabel DuBois, Director of Libraries, U. S. Bureau of Navigation, Washington, D. C., sent us a list of books and asked that they be shipped directly to Pearl Harbor. The following titles are those which have been purchased and sent on their way:

Barrows: Blow all Ballast. Dodd-Mead. \$2.75.
 Clark & Corbett: Aircraft electricity for electricians and designers. Ronald. \$2.50.
 Colvin: Aircraft handbook. McGraw-Hill. \$5.00.
 Cooke: Mathematics for electricians and radiomen. McGraw-Hill. \$2.50.
 Croft: American electricians' handbook. McGraw-Hill. \$4.00.
 Day: Instrument and radio flying. Air Associates Inc. \$3.50.
 Eschbach: Handbook of engineering fundamentals. Wiley. \$5.00.
 Ford: Practical marine Diesel engineering. Simmon - Boardman. \$5.00.
 Gregg: Aeronautical meteorology. Ronald. \$4.50.
 Judge: Maintenance of high speed diesel engines Van Nostrand. \$3.50.

Kent: Mechanical engineers handbook, 2 vols. Wiley. \$10.00 set.
 Kimball: Vibration prevention in engineering. Wiley. \$2.50.
 Low: Mine and countermine. Sheridan. \$2.75.
 Lucas, Graham, & Hawkins: Audel's new marine engineer's guide. Audel. \$3.00.
 Machinery (periodical): Machinery's handbook for machine shop and drafting room. Industrial Press. \$6.00.
 Manly: Aviation from the ground up. Drake. \$3.00.
 Marks: Mechanical engineer's handbook. McGraw-Hill. \$7.00.
 Masters: Submarine war. Holt. \$2.50.
 Norcross & Quinn: Aviation mechanic. McGraw-Hill. \$3.50.
 Mari, K.: Submarine in war. Stechert. \$3.50.
 Osbourne: Modern marine engineer's manual. Cornell. \$6.00.
 Patton: Aircraft instruments. Van Nostrand. \$2.75.
 Torman: Radio engineering. McGraw-Hill. \$5.00.
 Timble: Elements of electricity. Wiley. \$3.00.
 Timoshenko: Vibration problems in engineering. Van Nostrand. \$5.50.

Colonel Watrous of the Special Services Branch, War Department, requested that all corps area libraries be put on the list to receive *Technical Book Review Index*. A subscription to this *Index* has been placed for two years in the name of the Commanding Generals of these libraries.

With the remaining money, copies of *Special Library Resources* have been purchased and are being sent to certain corps area libraries.¹ These particular corps area libraries it was thought were near enough to concentrated library facilities so that the *List* would be advantageous to them.

¹ Special Services Branch, War Department: First Area, Boston; Second Area, New York; Third Area, Baltimore; Fourth Area, Chicago.

Constitution of the Council of National Library Associations

ARTICLE I—NAME

SECTION 1. The name of this body shall be the Council of National Library Associations.

ARTICLE II—OBJECT

SECTION 1. The object of the Council of National Library Associations shall be:

- (a) to consider the relationships between the several national library associations of the United States and Canada;
- (b) to facilitate the interchange of information among them;
- (c) to work out plans for cooperation in activities.

SECTION 2. The Council shall direct its efforts primarily to opening and then widening the channels of communication between the several national library associations, with a view to fostering cooperation between the member associations in their various activities. The Council shall not in its own right be an operating body except for the above purposes. To its member associations it shall reserve all rights of action, whether individually or jointly between any two or more associations, in any field of activity.

SECTION 3. The Council shall be a non-profit body of the scientific, literary, educational, charitable category.

ARTICLE III—MEMBERSHIP

SECTION 1. The charter members of the Council of National Library Associations shall be the following national library associations in accordance with their votes to participate in the Council:

American Association of Law Libraries
American Library Association

Association of College and Reference Libraries

A.L.A. Division of Cataloging and Classification

A.L.A. Division of Libraries for Children and Young People

A.L.A. Library Extension Division

American Merchant Marine Library Association

Association of American Library Schools

Association of Research Libraries

Catholic Library Association

Inter-American Bibliographical and Library Association

Medical Library Association

Music Library Association

National Association of State Libraries

Special Libraries Association

Theatre Library Association

SECTION 2. Any other national library association of the United States and Canada may be admitted into membership by a majority vote of the several member associations acting through their duly authorized representatives in formal meeting.

ARTICLE IV—REPRESENTATION

SECTION 1. Each national library association which holds membership in the Council shall be represented by two individuals from its own membership, one, the president or his appointed representative unless otherwise voted by his association and the other, its most recent past president (or its most recent past representative to the Council).

SECTION 2. Each member association shall have a single vote in the business of the Council. A determining vote shall be a

majority vote of the several member associations acting through their duly authorized representatives.

ARTICLE V—MEETING

SECTION 1. There shall be two stated meetings of the Council in each year, in the months of April and October unless otherwise directed by the Executive Committee. Additional meetings shall be called at the discretion of the Executive Committee when and as necessary.

SECTION 2. A majority of the duly authorized representatives of the several member associations shall constitute a quorum.

ARTICLE VI—OFFICERS

SECTION 1. The officers of the Council shall be a Chairman, a Vice-Chairman and a Secretary-Treasurer, to be elected in formal meeting from among the individuals serving on the Council as duly authorized representatives of the several member associations. They shall hold office for one year or until their successors are chosen.

SECTION 2. The officers shall be elected by written ballot upon the majority vote of the several member associations acting through their duly authorized representatives in formal meeting. They shall be chosen at the spring meeting in each year and shall begin their term of office on the first day of the following July.

SECTION 3. The officers shall constitute

an Executive Committee for the general direction of the business of the Council between meetings. They shall individually perform the duties usually pertaining to their offices.

ARTICLE VII—COMMITTEES

SECTION 1. The Executive Committee shall be charged with the responsibility of recommending action and machinery appropriate to the objectives of the Council, including the provision of means for financing the activities of the Council.

SECTION 2. The Executive Committee shall appoint such other committees as it may find necessary for accomplishing the purposes of the Council. It may appoint to membership upon such committees individuals other than those serving as authorized representatives of the several member associations.

ARTICLE VIII—BY-LAWS

SECTION 1. By-laws may be adopted and amended by a majority vote of the member associations acting through their duly authorized representatives in formal meeting.

ARTICLE IX—AMENDMENTS

SECTION 1. This Constitution may be amended by a majority vote of the member associations acting through their duly authorized representatives, voting at two consecutive meetings not less than two months apart.

SLA Executive Board and Advisory Council Notes

A two day session of the SLA Executive Board and Advisory Council was held in the Pennsylvania Hotel, New York, N. Y., on March 6th and 7th, 1942. The first day was devoted exclusively to a meeting of the Executive Board. The second day was divided into two sections: the morning being given over to a presentation of reports and to a discussion of proposed changes in the Constitution and By-Laws and to the time and place of the annual meeting;

and the afternoon, to a discussion of special libraries' contributions to Victory.

* * *

Laura Woodward in her presidential report of the Association's activities for the past six months said "The most encouraging factor in the growth of Special Libraries Association is the increasing sense of responsibility evidenced not only among its elected officers and members of the Advisory Council,

but also among the individual members. For only as a constructive sense of responsibility increases and is transmitted to the Executive Board and the President, can an approach to a democratic solution of the problems of the Association be made. Time was, according to a past member of the Advisory Council, when members of that now very active body sat in their chairs at its meeting feeling and acting 'like scared rabbits.' One needs only to attend such meetings today to realize that the Council shares and expects to share in the policy-making decisions of the Board. Individual members write critically and in no uncertain terms when moot questions are pending; and others find time to approve developments in the Association activities. From among all of these formal and informal expressions of membership reaction, the Board and the President attempt to develop a policy which will, in their opinion, express 'the greatest good to the greatest number.'

"It is on the continued expression of opinion on the part of members that the Executive Board and the President rely for discussion. No decision can satisfy each and every member. To those who feel most dissatisfied, I would point out that the Executive Officers of this organization do make a sincere effort to evaluate all points of view and to arrive at constructive and practicable decisions. Through cooperation and informed criticism this course of action has resulted, we hope, now, as in the past, in consistent progress. Our chief pride, as an organization, lies in the fact that it has a voluntary and willing membership."

Miss Woodward in her report also pointed out the fruitful progress of SLA Committees. The results of only a few of them can be given at this time. More detailed information will appear elsewhere or in future issues of *SPECIAL LIBRARIES*.

The Membership Campaign under the guidance of Mrs. Abigail Hausdorfer, Membership Committee Chairman, has netted from November 1, 1941 through February 28, 1942 when it closed and with final results not all available, 11 new or reinstated Institutional memberships; 13 Active memberships transferred to Institutional memberships; 93 new Active members, 3 Active memberships reinstated and 30 Associate memberships transferred to Active; 53 new Associate memberships. In actual dollars and cents, this means an annual income of more than \$938.00.

The Publications Governing Board under the direction of Eleanor Cavanaugh has published two leaflets for distribution to the membership, or to prospective members, and has been instrumental in interesting chapters and groups to sponsor a series of Source Lists. Approval has been given by the Executive Board to publish: (1) "Bibliography of Sources of Information on Obsolete Securities," compiled by Ruth Miller for the Financial Group. This is Source List #1; (2) "Manual of Routine for Corporation Files,"

prepared by a Committee of the Financial Group headed by Rose Boots as Chairman; (3) "Manual for Science-Technology Libraries," with Elma Evans, Chairman of the Committee of the Science-Technology Group, sponsor; and (4) "Descriptive List of U. S. Government Periodic Publications," sponsored by Washington, D. C. Chapter with Jeannette Hagen as Project Chairman. The Board had previously approved the publication of Volumes II, III and IV of *SPECIAL LIBRARY RESOURCES*.

* * *

In her summary on Chapter activities Gladys Haskin Chapter Liaison Officer, stated that the Chapter trend all over the Country was emphasis on War and Defense. In almost every case Chapters are cooperating with local National Defense Information Centers and the talks at many of their meetings are on "Defense."

In like manner Group reports were abstracted by Margaret Lloyd, Group Liaison Officer. The Groups as a whole are devoting their energy primarily to plans for programs at the Annual Convention, group bulletins, manuals and source lists. The Science-Technology Group reported the formation of an Aeronautical and Engineering Section within its Group.

Josephine Hollingsworth, Chairman of the Chapter Extension Committee, in her report to the Executive Board wrote of the new Greater St. Louis Chapter as "our Christmas child" and pointed out that the trend of present Chapter formation is southward and westward as shown by the location of our last three Chapters; Washington, Indianapolis and Greater St. Louis. There is also a growing interest in New Orleans to establish a Louisiana Chapter.

* * *

Mrs. Kathleen Stebbins reported on the Duplicate Exchange List which, with our Employment work, is now handled at the Executive Office. The Duplicate Exchange List is being issued in a more simplified form than heretofore and this has met with the approval of practically everyone. Seven thousand one hundred and twenty items have been claimed from the December 1941 and January 1942 lists.

The Placement Service shows a most satisfactory growth. Since last June when the Executive Office took over this work, 59 of the 125 openings coming to the attention of the Secretary have been filled. An advertisement placed in the *News* edition of the *American Chemical Society Journal* has resulted in 6 actual placements and a number of new members. During the period from June to date the Secretary has personally interviewed 277 applicants.

* * *

The Council of National Library Associations was reported upon by President Woodward at the Saturday morning session. An organization meeting of the Council had been held on March 5th in New York at

which time a Constitution was adopted and officers elected. The Constitution is printed elsewhere in this issue of *SPECIAL LIBRARIES*. The officers elected were: Chairman, Sidney B. Hill, President of the American Association of Law Libraries; Vice-Chairman, Laura A. Woodward, President of the Special Libraries Association; and Secretary-Treasurer, Milton Lord, representative of the American Library Association.

* * *

After a discussion of the correspondence received from Chapters, Groups and individuals by President Woodward in response to her request for suggestions relative to the 1942 Convention, the Executive Board met in private session at luncheon to make final decision. The result was a unanimous vote to hold the 1942 Convention in Detroit, Michigan, either prior to or immediately after the American Library Association Convention, June 22-27, 1942, in Milwaukee, Wisconsin: the date to be determined by the S.L.A. National President and the President of the Michigan Chapter.

* * *

Two resolutions adopted by the Executive Board on March 6th were presented to the Advisory Council on March 7th. They were as follows:

"In recognition of the services of Sir Angus Fletcher as an officer and a member of the Special Libraries Association, both national and Chapter, the Association desires to express the appreciation felt by its members for Sir Angus' generous contribution of time and effort, for his enthusiasm for its undertakings, and for his high conception of its *raison d'être*. During the years he has been a member of the Association, his genuineness, his forcefulness, his tact, his scholarship, and his service through the British Library of Information have merited the high esteem and respect of all who know him and have won for him a high place in our profession.

BE IT THEREFORE RESOLVED, that this expression of appreciation be sent Sir Angus Fletcher and also that it be spread upon the records of the Special Libraries Association."

RESOLVED: That for the period of their military service, membership fees for SLA members serving in the armed forces be waived: that this is not to

apply to members engaged in library service with the armed forces.

* * *

To the afternoon session on Saturday were invited all SLA members. At this time the subject of "Special Libraries' Contribution to Victory" was presented for discussion for the purpose of ascertaining by just what means SLA could on a national scale contribute to the war effort. President Woodward presided.

Eleanor Cavanaugh as Chairman of the SLA National Defense Committee opened the meeting by telling what the SLA Chapters are doing for the national emergency. "War Information Centers" were then discussed by Eugene D. Hart, Enoch Pratt Free Library, Baltimore, Md., Mrs. Marian Spater Magg, President of Connecticut Chapter, Madge J. Collar, President, Illinois Chapter, Ruth S. Leonard, Simmons College, School of Library Science, Boston, Mass. and Rose L. Vormelker, Business Information Bureau of Cleveland Public Library, Cleveland, O. Lillian A. Scardefield, The Lehman Corporation, New York, N. Y., sent in a paper on "What New York Can Do" and Mary Louise Alexander of the Office of Civilian Defense, Washington, D. C., closed the discussion by pointing out "The Effect of the War on Special Libraries."

As much of the material presented in the talks is covered in Miss Cavanaugh's article appearing in this issue, no attempt is made here to summarize them.

Mary Louise Alexander gave us the unpleasant news that in the reorganization of the Office of Civilian Defense the library program of which she had charge has been dropped. Miss Alexander urged that SLA act nationally to demand of Washington recognition of the service libraries can render. Adelaide Hasse also stressed the importance of SLA supporting Eleanor Cavanaugh's idea to provide a device for distribution of data and of our re-orienting ourselves to fully understand the necessity for providing this service.

The outcome of the meeting was the proposal that a Committee be appointed by President Woodward to study the projects suggested for the purpose of determining the best method of educating the Government and Washington officials to the value of the services rendered by libraries.

S.L.A. 1942 CONVENTION

As we go to press word is received that the dates for the 1942 Convention have been set for June 18, 19, 20, at the Hotel Statler, Detroit, Michigan. George Gilfillan, President of the Michigan Chapter, has been appointed Convention Chairman. Begin to plan now to attend.

Events and Publications

M. MARGARET KEHL, *Department Editor*

The Roosevelt Memorial Association of 28 East 20 Street, New York City, offers free, except for six cents transportation charges, the following: Michigan, Circuit Court—ROOSEVELT vs. NEWETT; a transcript of the testimony libel case (Marquette, Michigan, May 26-31, 1913. 362p.); and ROOSEVELT IN THE KANSAS CITY STAR; war-time editorials of Theodore Roosevelt, edited by Ralph Stout (1921. 295p.).

* * *

SOME ESSENTIAL SAFETY FACTORS IN TUNNELING by D. Harrington and S. H. Ash has just been released by the United States Bureau of Mines as Bulletin No. 439 (U.S. Supt. of Documents, 1941. 61p. illustrations and tables. 15 cents). It treats of causes and prevention of accidents in water supply, irrigation and railroad tunnel construction and includes many pictures of good and bad methods, with considerable data on the Delaware River Aqueduct.

* * *

Of interest in defense protection are the following pamphlets from the National Fire Protection Association of 60 Batterymarch Street, Boston, Mass. SUGGESTED ORDINANCE REGULATING CONSTRUCTION AND PROTECTION OF PIERS AND WHARVES (1941. 24p. 25 cents) will be valuable in combating sabotage. The sound comments and suggestions are enhanced by illustrations. A paper by Dr. Richard C. Steinmetz is reprinted from the Association's *Quarterly* of July, 1940, since it is even more pertinent now—ARSON IN TIMES OF WAR (1941. 16p. 15 cents). The last is A TABLE OF COMMON HAZARDOUS CHEMICALS in its fifth edition (1941. 28p. 25 cents).

* * *

THE FIRST YEAR; A STUDY OF WOMEN'S PARTICIPATION IN FEDERAL DEFENSE ACTIVITIES, by Lucille Foster McMillin of the United States Civil Service Commission (Washington: U.S. Supt. of Documents, 1941. illus. 39p. Apply) will tell you how important women are in the present emergency. Almost seven thousand are in the government-operated arsenals alone. It includes a general history of the subject prior to 1940, showing that the number employed has doubled since 1935.

* * *

FLUCTUATIONS IN CAPITAL OUTLAYS OF MUNICIPALITIES by Harold Wolkind is one of the Economic Series of the United States Bureau of Foreign and Domestic Commerce (Washington: U. S. Supt. of Documents, 1941. 87p. 15 cents). One hundred and forty-five cities

were examined as to total revenue and expenditures, both for ordinary and capital expenditures from 1900 to 1937. Of particular interest to post-war finance is the fact that during the depression the amount spent for permanent improvements such as highways, waterworks, education, etc. was comparatively low. Perhaps we have learned that construction of public improvements is important during a slump.

* * *

Volume I of the STANDARD INDUSTRIAL CLASSIFICATION MANUAL compiled by the Technical Committee on Industrial Classification, Division of Statistical Standards of the United States Bureau of the Budget for MANUFACTURING INDUSTRIES (Washington: U.S. Supt. of Documents, 1941. 99p. 15 cents) has just been revised. Looking forward to uniform records and data in industrial organizations, the arrangement is by major groups and individual products.

* * *

The third report in the series prepared by the National Resources Planning Board on data from the 1935-36 "Study of Consumer Purchases" can be obtained from the United States Superintendent of Documents, Washington, D. C. for fifty cents. It is the most detailed analysis yet made of family expenditures—FAMILY EXPENDITURES IN THE UNITED STATES; STATISTICAL TABLES AND APPENDIXES (1941. 209p.).

* * *

Did you know that the Cooper Union Library has been designated a Civilian Defense Reference Center and that Vocational defense training advice has been given for the past year? The LIBRARY BULLETIN of January, 1942 is a most important bibliography—CIVILIAN DEFENSE: A PRACTICAL BIBLIOGRAPHY, compiled by Maurice H. Smith, Reference Librarian and James W. Hyde, Students' Reference Librarian, with the cooperation and at the request of the Second Corps Civilian Defense Area Office of Civilian Defense. Write to Mr. Harold Lancour, Librarian of Cooper Union, Astor Place and Cooper Square, New York City, if you wish a copy.

Other defense items, which you may have missed are AIR-RAID PRECAUTIONS FOR PERSONNEL, PLANTS AND BUILDINGS (New York: Policyholders Service Bureau, Metropolitan Life Insurance Company at One Madison Avenue, 1942. 47p.) and WAR GASES, INCENDIARIES, INFERNAL MACHINES, SABOTAGE AND FIRE FIGHTING AS APPLIED TO MILITARY EXPLOSIVES AND AMMUNITION (College Park, Maryland: College of Engineering, University of Maryland, 1941. 111p.

mimeographed, diagrams, tables. \$1.75). The last is a brief manual intended for instructors of firemen, auxiliary firemen and civilians, with a most useful section on sabotage and munition plant fires. The compiler is Chief J. W. Just, State Fire Coordinator and Director of Fire Service Extension of the College of Engineering.

In the *American Gas Association Monthly* for February, 1942 is a supplement to the BIBLIOGRAPHY ON NATIONAL DEFENSE AND AIR RAID PRECAUTIONS FOR PUBLIC UTILITIES which was compiled by the Association's librarian, Luis Hilt, with the assistance of Miss Josephine I. Greenwood of the Consolidated Edison Library and Miss Alma C. Mitchill of the New Jersey Public Service Corporation Library, and appeared in the July-August, 1941 issue of the same magazine. There is a limited supply of that early issue at 25 cents, but we are assured that the list might be reprinted if there is sufficient demand for this bibliography. Write to the American Gas Association at 420 Lexington Avenue, New York City, if you are interested.

* * *

It is most important that each state know its industrial resources and how they may be stepped up for this emergency. The New York State Division of State Planning is hard at work, considering that up-to-date figures are not readily available. In *RECENT TRENDS IN IMPORTANT MANUFACTURING INDUSTRIES IN NEW YORK* (Albany: Division of State Planning, 1941. 341p. processed. Apply) the tables for each industry, its wage earners, location in the state and comparison with other states as to position and trend have been based on index number changes since 1929 and the percentage of United States totals up to 1937. As you know the *Census of Manufactures* for 1939 is not complete.

* * *

We hope it isn't too late to tell you about *WIN YOUR AUDIENCES* by Roy C. Scafe (Brooklyn, N.Y.: Edmund J. Pickup at 66 Court St. 1939. 88p. 25 cents) for it is a very good little handbook for public speakers which has just come our way. These days, the librarian should be especially eloquent and a few hints on what *not* to do are indicated.

* * *

More than 450,000 technical terms with their Spanish equivalents, and the several Latin American variations of that Spanish, are uniquely combined in a looseleaf *ENGLISH-SPANISH COMPREHENSIVE TECHNICAL DICTIONARY* (New York City: International Dictionary Company at 15 Park Row, 1941. \$30.65) by Lewis L. Sell. The rest of the title gives the subjects covered—aircraft, automobile, radio, television, aircraft and anti-aircraft armaments, aerial photographic

mapping, agricultural implements, sporting and commercial terms, as well as mechanics and machine tools, steam, automotive and diesel engines, boilers, paints and dyes, petroleum and steel products. The parts are distributed as completed and may be purchased in installments.

Note that the translation is from English to Spanish and uses a distinguishing numeral to group all like subjects on a page, as the numeral 20 after a word means it is an electrical usage. There are extensive "see" and "see also" references, synonyms and antonyms. We have seen the completed sections, and must add that the *American Library Association Subscription Books* recommends it.

* * *

PROBATION AND PSYCHIATRIC CARE FOR ADOLESCENT OFFENDERS by Paul Blanshard and Edwin J. Lukas (New York: The Society For The Prevention of Crime, 18 East 48 Street, 1942. 99p. 15 cents) follows the item in January *SPECIAL LIBRARIES on the Adolescent Court*. It suggests improvement in the social services in these courts, better distribution of case loads and the establishment of adjustment bureaus to assist in placement.

* * *

SHIPBUILDING TERMS: especially prepared for shipbuilding workers, (Chicago, Ill.: American Technical Society, at 58th and Drexel Ave., 1941. 50 cents) was prepared under the supervision of Fred C. Williamson of Alabama State Dept. of Education, for instruction in this defense occupation. It will be a handy booklet for the worker, for it is pocket size and its sixty-four pages include diagrams.

* * *

Also for an important defense trade is *A SIMPLE GUIDE TO BLUEPRINT READING* by William N. Wright of the Engineering Department of the Boeing Aircraft Company. Part I contains elementary mathematics and fundamental principles, while part II explains the Boeing Drafting system (Seattle, Washington: Craftsman Press, Inc. at 3145 Western St., 1941. 199p. diagrams and blueprints. \$3.00).

* * *

Always welcome in a field not too crowded with printed information is the fourth revised edition of *A BRIEF DESCRIPTION OF THE COMMONLY USED PLASTICS AND THEIR ORIGIN* by George K. Scribner (Boonton, New Jersey: Boonton Molding Company. 1941. 54p. Apply).

* * *

Selected Reading Lists #2 and #3 have recently been issued by the Library of the Federal Housing Administration, Federal Loan Agency, Washington, D. C. #2 compiled by Mary B. McDevitt covers *Rent Regulation in the United States* and #3 deals with *Regulation W: Consumer Installment Credit*.

Functional Independence

(continued from page 75)

it means cutting down excessively on solicitation and order work, or on service to his clients. It is probably true that the great libraries of today would never have become great if they had concentrated their energies on catching up, on perfecting their catalogs, and on working out perfect classifications. This is by no means an argument for slipshod cataloging or careless work of any kind. Whatever is done should be done as well as possible. But the library is primarily a service organization; it is more likely to fulfill its purpose with an adequate stock and a poor catalog than with an excellent catalog and a poor collection. This is especially true if it is used by experts who know their way around the field of study. In deciding what shall be done and what shall be postponed, the special librarian will again make use of his particular knowledge of the subject and of the work being done in it. Needless to say, it will be painful to omit anything which should be done; but occasionally it is necessary; and if the choice is wisely made, there is every prospect that in the future resources will be available to enlarge the staff and expand the activities of the library. This prospect will be much brighter if the library, meanwhile, has shown a vitality, a willingness to meet difficult situations, to continue its growth, and to innovate and experiment in methods for better handling and more effective servicing of the collection; and if the general administration is willing to allow it sufficient freedom to develop its possibilities, even at the expense of complete uniformity and absolute statistical accuracy.

In summary, it may be said that as much liberty should be permitted the special library as it requires to apply its special subject knowledge to its material; that the

degree of control over it from the main library should be dictated by the need for special handling and the possibilities of independent development which the circumstances and the subject seem to indicate. It seems probable that in the end better results, from the viewpoint of the collection and the service, will be obtained if doubtful areas of control are left to the special librarian until more evidence is at hand to point out a more efficient arrangement. Independence, tempered with constant contact and cooperation with the main library, provides the best atmosphere for the growth of special collections.

MARCH FORECASTS OF Forthcoming Books

(Where the publisher has supplied the price and a brief description of the book, these have been included)

- ALL THAT WE ARE; A STUDY OF THE AMERICAN PUBLIC, By M. Colby and A. Scheinfeld. Published by Doubleday, Doran, New York, N.Y. \$3.00. "This is the most complete and authentic study ever attempted of the Great Public of the United States, a factual picture of the American people—how we live, what we like, what we think, what differences exist among various sections of the country and what conflicts have developed from them."
- AMERICAN STRATEGY IN WORLD POLITICS, by N. J. Spykman. Published by Harcourt, Brace & Co. New York, N.Y. \$3.75. "This book is the first complete analysis of the United States' position in the world of modern warfare."
- ANNAPOLIS; GANGWAY TO THE QUARTERDECK, by Captain W. D. Puleston. Published by Appleton-Century, New York, N.Y. \$3.00.
- ASTROLOGY; ITS HISTORY AND INFLUENCE IN THE WESTERN WORLD, by E. McCaffery. Published by Scribner, New York, N.Y. \$2.75. "A complete history of the origins of astrology, of its development and of its influences in our civilization."
- BELOW THE POTOMAC, by V. Dabney. Published by Appleton-Century. New York, N.Y. \$3.00. "A book about the new South."
- (A) BOOK OF PROPHECY, edited by John Cournos. Published by Scribner, New York, N.Y. \$2.50. "A

collection of all the great and authentic prophesies of the world, including even the modern ones such as those of Berdyaev, Madame de Thebes, Rasputin, Tolstoi, William Blake, etc."

CHEMISTRY OF NATURAL COLORING MATTERS, By Mayer and Cook. Published by Reinhold Publishing Corporation, New York, N.Y.

DISTRIBUTIVE JUSTICE; THE RIGHT AND WRONG OF OUR PRESENT DISTRIBUTION OF WEALTH, by J. A. Ryan. Published by Macmillan, New York, N.Y. \$4.00. "Since the publication of its first edition in 1916, this book has been one of the authorities on the problems of the distribution of wealth. Dr. Ryan discusses these with relation to landowners, capitalists, businessmen and laborers; and considers their moral aspects. This new edition brings the book entirely down to date, even covering the new Federal tax law, passed in October 1941. Much old material has been eliminated and several chapters have been rewritten."

DU PONT; ONE HUNDRED AND FORTY YEARS, by W. S. Dutton. Published by Scribners, New York, N.Y. \$3.50. "This is the biography of a business as much as it is that of the family that founded it in 1802."

(THE) EMERGENCE OF AN AMERICAN ART, by J. Mellquist. Published by Scribners, New York, N.Y. \$3.50. "This book aims to set before the American people an account of the vital movement which has been stirring in American art since 1900."

EVE'S STEPCHILDREN, by sixteen well-known authorities on American folkways, edited by L. Jones. Published by The Caxton Printers, Ltd., Caldwell, Idaho. \$3.50. "The heart of America is not its geographical center in the plains of the Midwest but in its simple folk groups who are found in all their quaint individuality, from the backwashes of the great cities to the isolated mesas of the Southwest."

(THE) FOOD GARDEN, by L. and E. Blair. Published by Macmillan, New York, N.Y. \$2.00. "This attractive yet practical book on vegetable gardening with its working illustrations and diagrams actually shows you how to raise your crops. It follows the same pattern as the highly successful *The Garden Clinic*."

HERITAGE AND DESTINY, by J. A. Mackay. Published by Macmillan, New York, N.Y. \$1.00. "What is the most potent force shaping the destiny of mankind today? Our sense of heritage, replies this noted author. But what heritage shall be selected from yesterday? The answer to that puzzling question is given in this thought-compelling book."

(THE) HOME MECHANIC, by D. Tuomey. Published by Macmillan, New York, N.Y. \$2.50. "This practical how-to-do-it book will be useful to every man—and woman, too—who has tried to make

simple repairs around the house, build a pantry shelf, a window-box, and especially valuable for those 'who can't even drive a nail straight'."

MINERALS IN NUTRITION, by Z. T. Wirtschafter. Published by Reinhold Publishing Corporation, New York, N.Y.

MODERN BREAD; FROM THE VIEWPOINT OF NUTRITION, by H. Sherman and C. Pearson. Published by Macmillan, New York, N.Y. \$1.75. "What place should bread have in the diet? What are the principal nutritional differences between modern breads and what makes them? What about the recently introduced 'enriched' breads? This book answers these questions in terms of calorie, protein, mineral and vitamin contents."

MODERN FLY CASTING, by J. A. Knight. Published by Scribners, New York, N.Y. \$2.75. "The methods and techniques put forward in this book depart rather radically from some of the accepted and rather hide-bound beliefs, but Mr. Knight has gone far to simplify a complex subject."

(A) NEW HISTORY OF MUSIC; THE MIDDLE AGES TO MOZART, by H. Prunières. Published by Macmillan, New York, N.Y. \$5.00. "This should become one of the standard works in its field, occupying much the same place that *Grove's Dictionary* enjoys for reference purposes."

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SCIENCE AND MAN, edited by R. N. Anshen. Published by Harcourt, Brace & Company, New York, N.Y. \$4.00. "Here is full evidence of the contributions of science both to material progress and to our treasury of usable ideas. Here also is an analysis of the scientific method and its potentialities and a definition of the limits of science and a call for the reintegration of scientific thought in the world of humane values."

Announcements

Appointments

Marguerite Burnett, Librarian, Federal Reserve Bank of New York, N. Y., has been appointed Chairman of the Library Committee of the U. S. Treasury Defense Savings Payroll Allotment Program (Metropolitan Area). The purpose of this Committee is to send letters to organizations maintaining special libraries that are not included in the many industrial and business groups covered by their own surveying committees.

* * *

Gertrude Goldsmith, Social Sciences Department, Detroit Public Library, has accepted a position as Reference Assistant in the U. S. Budget Bureau Library, Washington, D. C.

* * *

Eugene D. Hart at present with the Enoch Pratt Free Library in Baltimore, Md., will shortly return to the west coast to become Librarian of the Pacific Aeronautical Library in Los Angeles, California.

The Medical Librarian

In the *Bulletin* of the Medical Library Association for January 1942 is a most interesting article on "The Medical Librarian" by Mildred V. Naylor, Librarian of the Academy of Medicine of Northern New Jersey. Miss Naylor begins her paper thus: "Much has been written about medical libraries, but comparatively little about their custodians."

Hooker Scientific Library

Dedication of the Hooker Scientific Library to American scientists was announced by the FRIENDS OF THE HOOKER SCIENTIFIC LIBRARY in the January issue of their official organ, *Record of Chemical Progress*. This is in fulfillment of Dr. Hooker's desire, but was not publicly announced until the Library was able to establish a comprehensive plan of technical literature services. As another step toward making these services universally available a revised schedule of corporation and institutional membership fees was also announced in the same issue of the *Record of Chemical Progress*.

Any laboratory on joining the FRIENDS OF THE HOOKER SCIENTIFIC LIBRARY may designate persons on its research staff as individual life members.

Full information about the Library as a nonprofit service institution may be obtained from the Hooker Scientific Library, Central College, Fayette, Missouri.

U. S. Senate Bill 1627

IN SPECIAL LIBRARIES for December 1941 attention was called to the pending U. S. Senate Bill 1627 and librarians and others were urged to write to the Secretary of the U. S. Department of Commerce or to the Director of the Budget protesting its passage.

Two letters received from Washington present the matter in a different light. In order to clarify the situation for the readers of the magazine the Editor is publishing the bill and these letters.

A BILL

To provide for a quinquennial census of industry and business and for the collection of current statistics by the Bureau of the Census.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress Assembled, That section 17 of the Act to provide for the fifteenth and subsequent decennial censuses and to provide for apportionment of Representatives in Congress, approved June 18, 1929 (46 Stat. 21) is hereby amended to read as follows:

"Sec. 17 (a) That the Director of the Census be, and he is hereby, authorized and directed to collect, compile, collate, and publish, for the year 1943 and every fifth year thereafter, statistics of the manufacturing and mineral industries and of business, commercial, mercantile, service and professional enterprises, and such other industries and enterprises as the Secretary of Commerce may deem it in the public interest to include; which shall be known as a quinquennial census of industry and business.

"(b) That the Director of the Census be authorized, when directed by the Secretary of Commerce, to collect, compile, collate, and publish current or periodic statistical data supplemental to any census or other statistical inquiry authorized by law. The collection of any such current or periodic statistical data shall be undertaken only if the Secretary of Commerce, after due investigation, shall find the inquiry necessary to serve a broad public need.

"(c) That the number, form, and subdivision of the inquiries in the schedules used to collect the statistical data authorized by this section, the date or dates to which such data relate, and the areas, including the Territories and insular possessions of the United States, and the classes of industries, enterprises, establishments, and individuals to be covered shall be determined by the Director of the Census, with the approval of the Secretary of Commerce; and the Director of the Census, with the approval of the Secretary of Commerce, shall be authorized to issue such regulations as may be necessary for the collection of such statistics."

Sec. 2. That the provisions for the decennial census inquiries relating to distribution and to mines provided for by sections 1 and 4 of the Act to provide for the fifteenth and subsequent censuses and to provide for apportionment of Representatives in Congress, approved June 18, 1929, are hereby repealed.

Sec. 3. That notwithstanding any other provision of law, any individual census report or any information contained therein may be used in connection with the national-defense program under such rules and regulations as may be prescribed, with the approval of the President, by the Secretary of Commerce. No person shall disclose or make use of any individual census report or any information contained therein contrary to such rules and regulations; and anyone violating this provision shall be guilty of a misdemeanor and upon conviction thereof shall be fined not exceeding \$500 or be imprisoned not exceeding six months, or both.

* * *

DEPARTMENT OF COMMERCE
BUREAU OF CENSUS
WASHINGTON

January 30, 1942

Dear Miss Bradley:

The Secretary of Commerce has referred to me your letter of January 20 regarding Senate Bill 1627.

I believe your attitude toward this bill is based upon a misunderstanding of its objectives. In order that you may fully understand our attitude toward the bill, I am enclosing a copy of a letter written by Under Secretary of Commerce Wayne C. Taylor to Mr. Richard P. Dodds, President, National Industrial Advertisers Association, Inc., Chicago, Ill.

A democratic government is based on compromises, of course, and we think that it is manifestly unfair to most business interests to take a census of manufacturers every two years, while the censuses of business and mineral industries are taken only once in every ten years. With the rapidly changing conditions as they exist today in business and industry, the crying need is for current statistics to bring up to date and supplement regular censuses. Please do not overlook the fact that an outstanding gain to be derived from the program proposed in S. 1627 is that we would have current statistics quickly available and readily applicable for determining trends.

In the second paragraph of your letter you mention the need for a grouping of manufacturing establishments according to size. This size grouping of establishments by wage earners and value of products was made in the last Census of Manufactures, and I am enclosing copies of the reports containing these statistics.

The bill under discussion is still being held in the Census Committee of the House of Representatives and we cannot as yet tell what action will be taken upon it.

Sincerely yours,
J. C. CAPT (signed)
Director

Miss Florence Bradley, Librarian
Metropolitan Life Insurance Company
New York, New York

* * *

DEPARTMENT OF COMMERCE
Office of the Under Secretary
WASHINGTON

September 24, 1941

My dear Mr. Dodds:

After reading your letter of September 9 to Secretary Jones, by which you transmitted a copy of your letter of Honorable Guy L. Moser, Chairman of the House Census Committee, I am convinced that it is based upon a misunderstanding of Senate Bill 1627. This measure must be considered not merely as applying to the census of manufactures alone. It must be viewed in the light of how it affects the entire commercial and industrial community of the country and, at the moment, how it affects the nation's defense needs.

The bill provides a well-rounded, fundamentally sound statistical program designed to meet the current and long time needs of business, industry, and government as well. We in the Department of Commerce sincerely believe the passage of S. 1627 as it now stands will give you and other business interests alike additional and more valuable statistical assistance rather than less.

Under existing law we are authorized to take a census of business and mineral industries only once in every ten years, while the census of manufacturers is provided for every two years. Clearly such a program is sadly unbalanced and seriously inadequate for the legitimate needs of businessmen generally. Moreover, manufactures, business, and mineral industries are so closely interwoven in our economic fabric that it is unwise, even wasteful, to cover one in a census without at the same time covering all three. This bill provides for taking concurrently every five years a census of manufactures, a census of business, and a census of mineral industries. Having all three of these censuses comparable as to time is a really great improvement over present practices. That improvement will benefit all businessmen rather than harm them because it will provide a complete and reliable picture of our economic life and activities which cannot be had under present laws.

Upon reading your letters to the Secretary and to

Congressman Moser, I gather the impression that you have overlooked what we consider one of the outstanding gains which will be accomplished by the bill under discussion. You will note that the measure provides that "the Director of the Census be authorized, when directed by the Secretary of Commerce, to collect, compile, collate, and publish current or periodic statistical data supplemental to any census or other statistical inquiry authorized by law." Herein lies a tremendous advantage to all users of factual information. The Bureau of the Census would be authorized to collect, in an effective manner, current information during intercensal periods as often as our rapidly changing conditions of life require.

There are other reasons why S. 1627 is wise legislation. For example, in complying with our present laws the Bureau is burdened with the enormous job every ten years (in the years ending with 0) of taking a complete census of population, unemployment, agriculture, irrigation, drainage, business, manufacturers, and mineral industries. This means coverage of approximately 3,000,000 business concerns, 185,000 manufacturing plants, 26,000 mineral extraction establishments, 6,000,000 farms, 100,000 irrigation enterprises, 80,000 drainage systems, and 132,000,000 persons making up our population. Such a great peak of work in each decennial census seriously overloads our staff and facilities in space and equipment. Of course, the result is that the publication of final census figures is materially delayed and you well know the great importance of timeliness of statistical data. S. 1627 is most important in that it will spread this tremendous load of work. Under its provisions the census of business, manufactures, and mineral industries will not be taken in the years ending with 0 as at present but will be carried on in the years ending with 3 and 8. Such an arrangement will make for a better census all around and materially shorten the time required to obtain and publish figures in all census undertakings. Government officials as well as all classes of businessmen need to know with the very least possible delay about economic and social developments and changes. This bill will go far in getting such much needed information to them with greater rapidity than is attainable under present laws.

There is yet another point of great importance involved in S. 1627. The highest officials of the Government's defense program have urged on the Congress and its leaders that this measure be passed to the end that the Census Bureau be empowered in law to render every possible service in the form of planning statistics to the nation's defense agencies promptly, efficiently, and at as frequent intervals as may be required by unforeseen and rapidly changing circumstances and conditions of defense needs.

The Bureau of the Census is the only statistical agency that now has appropriate specialized equip-

ment and personnel to take care quickly and adequately of current statistical inquiries needed by defense officials on industrial and business developments. Without the use of trained Census personnel using procedures already established, such new current inquiries could not be carried on effectively. If the Bureau of the Census is not implemented to undertake these tasks for the defense program, it will be necessary for defense officials to create an additional organization with new equipment and new personnel which would be both expensive and inefficient. Such a setup would duplicate equipment already in the Census Bureau, prevent the fullest use of the limited number of trained persons available for the work and cause a harassing multiplication of questionnaires going to businessmen.

Moreover, we cannot afford to ignore the undeniable benefits of this improved fact-gathering program in meeting the problems of our post-emergency period. Our experience in the first world war and the subsequent readjustment period lead to such a conclusion. Planning statistics on commercial and industrial activities and products are essential for carrying out a post-world war program of readjustment and rehabilitation and cannot wisely be dispensed with. They must reflect rapid changes. Accordingly it is imperative that the Census Bureau be in a legal position to gather data quickly and as frequently as changes occur. Historical data, valuable enough in themselves, are not a substitute for planning statistics. We need to know promptly what to do about each problem when it is upon us, not what we might have done if we only could have been well informed soon enough.

In judging this bill full consideration should be given to the interests of users, respondents and tax payers alike. That, we have honestly done and after much earnest thought we are convinced that the advantages which will accrue to businessmen generally and to their Government as well by passage of S. 1627 will far outweigh any possible disadvantage that could arise. This bill will provide a maximum of useful information as often as may be required from time to time, at a minimum of cost and delay.

Should you or any of your associates be in Washington within the next few days, I am certain that Census officials will be glad to discuss with you at length the advantages of the bill and to answer any further questions which you may have in mind.

Sincerely yours,

WAYNE C. TAYLOR (Signed)

Under Secretary of Commerce

Mr. Richard P. Dodds, President
National Industrial Advertisers Association, Inc.,
100 East Ohio Street,
Chicago, Illinois.

S.L.A. Public Relations Committee

The Public Relations Committee, under the chairmanship of Rose L. Vormelker, has set as its goal for 1942, special library representation on at least one large national convention program. It also is preparing a half dozen articles on the Association for publication in trade magazines. Miss Marcella Hasselberg, Librarian of Curtis Publishing Company and S.L.A. Treasurer, is in charge of this part of the program. A progress report will be offered in the next issue of *SPECIAL LIBRARIES*.

Obituaries

David Grant Rogers

David Grant Rogers, who had been in charge of the reference library of the New York *Herald Tribune* since 1923, died on December 30, 1941 from a heart attack.

Mr. Rogers was a former chairman of the SLA Newspaper Group and had written many articles on the development of modern newspaper libraries. In 1913 Mr. Rogers was employed by *The New York Times* Library to take charge of its Subject Index Division. Later he became Chief Librarian. In 1923 he was engaged by *The New York Tribune* to reorganize its reference library. As the library grew in size Mr. Rogers kept a step ahead of the ever-increasing numbers of clippings by instituting new methods and devising more efficient ways of handling reference material. For several years Mr. Rogers had been a consultant of the Eastman Kodak Company in the development of the "Recordak."

Mr. Rogers will be greatly missed by his many friends in Special Libraries Association.

Professor Mary Shaver

Professor Mary Shaver Browne, assistant professor of the School of Library Service of Columbia University, died on Saturday evening, January 31, 1942 at her home, 600 West 115th Street, New York, N. Y.

A native of Hollidayburg, Pa., Professor Shaver was graduated from Goucher College, Baltimore, in 1906 and studied at the New York State Library School in 1906-07 and again in 1917-18. From 1908 to 1910 she was librarian of John B. Stetson University in De Land, Fla., and served on the staff of the Vassar College Library from 1911 to 1924, when she became librarian and Professor of Library Science in Skidmore College, Saratoga Springs. Professor Shaver joined the faculty of Columbia University in 1927 as Assistant Professor of Bibliography, giving courses in the history of books and printing, book selection and

bibliography and reference. She also taught at the Summer sessions of the University of Michigan and the Chautauqua School of Librarians.

In 1938 she married Kermit D. Browne, secretary-treasurer of the Thomas Mason Company.

Dr. Arthur E. Bostwick

Dr. Arthur E. Bostwick, Librarian for twenty-eight years of the St. Louis Public Library, died of a heart ailment on February 13, 1942. He would have been 82 years old on March 8th.

Dr. Bostwick, a native of Litchfield, Conn., was well-known in library circles. The first years of his life, however, were devoted to teaching and editing. In 1886 he left the Montclair (N. J.) High School where he was an instructor, to aid in the preparation of the *Cyclopedia of American Biography*. He was assistant editor of *The Forum* from 1890-1892 and in 1892 he became one of the associate editors of the Funk and Wagnalls *Standard Dictionary*. From 1891-1933 he was associate editor of the Science Department of the *Literary Digest*.

In 1895 Dr. Bostwick was appointed chief librarian of the old New York Free Circulating Library. Four years later he became Librarian of the Brooklyn Public Library, which post he held until 1901, when he went to the New York Public Library as Chief of the Circulation Department. In 1909 he became librarian of the St. Louis Public Library.

Dr. Bostwick was President of the New York Library Club from 1897-1899, of the New York State Library Association from 1902-1903 and of the American Library Association from 1907-1908. He was also a member of the Special Libraries Association.

Andrew Bostwick (deceased,) who was president of S.L.A. during the year 1915-1916, was a son of Dr. Bostwick.

Corrections

The title of Hazel Ohman Oille's article appearing in the February 1942 issue of *SPECIAL LIBRARIES* should read "Employment Opportunities for Special Librarians" instead of "Employment Opportunities for Special Libraries."

* * *

In the January 1942 issue of *SPECIAL LIBRARIES* the letters H.B.M. after L. G. Holliday's name as author of 'Wartime controls and Restrictions on Domestic Trading in the United Kingdom' should have been printed as part of his title and not following his name.

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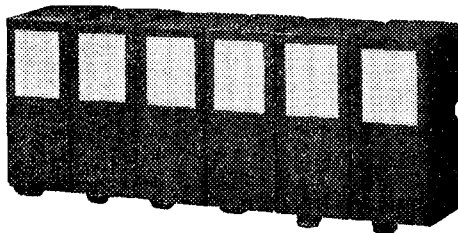
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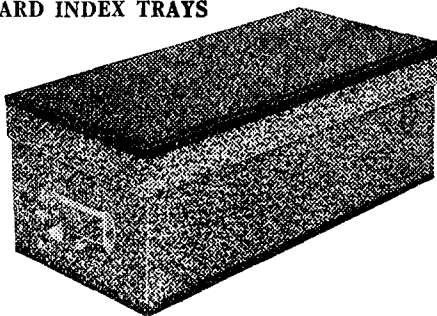
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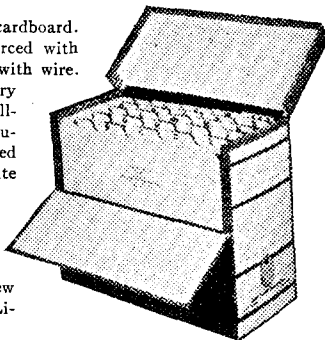


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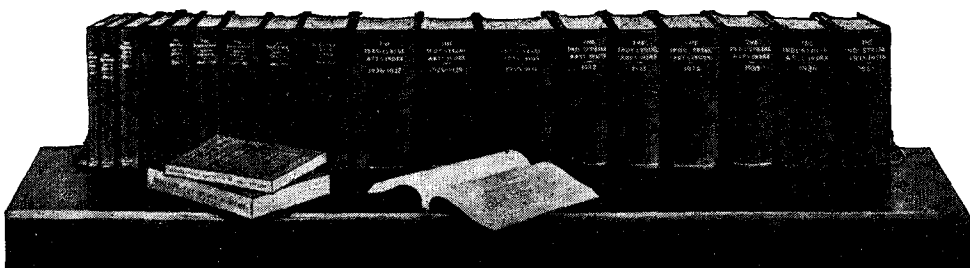
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