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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 34

March 1943

NUMBER 3

The Womanpower Problem in the Arsenal of Democracy
Helen Baker

A Declaration of Interdependence
John MacKenzie Cory

Microfilm Reading Machines
Part III: Description and Evaluation
of Some Outstanding Models
D. H. Litchfield and M. A. Bennett

A Special Library for Telecommunications
Belle Robertson

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CONTENTS FOR MARCH 1943

The Womanpower Problem in the Arsenal of Democracy .	HELEN BAKER	75
A Declaration of Interdependence	JOHN MACKENZIE CORY	78
Microfilm Reading Machines, Part III .	D. H. LITCHFIELD and M. A. BENNETT	81
A Special Library for Telecommunications	BELLE ROBERTSON	89
Librarians Ferret Out Axis Journals Valuable to U. S. Wartime Research .		94
Events and Publications		95
March Forecasts of Forthcoming Books		99
Announcements		99

Indexed in Industrial Arts Index and Public Affairs Information Service

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[This issue contains two (2) sections—Section 1]

HARPER BOOKS for SPECIAL LIBRARIES

• March 1943 •

PRICE CONTROL IN THE WAR ECONOMY

By DR. JULIUS HIRSCH, *Consultant to Office of Price Administration.*
With a Foreword by LEON HENDERSON, *Former Director of OPA.*

Every business man and every consumer who has a case of the jitters with each new price regulation, who is apprehensive about what's going to happen next and wants to understand clearly the basic principles underlying the whole price control program will find reassurance and invaluable guidance in this book.

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DR. HIRSCH brings to this book probably a wider knowledge and practical experience in the handling of price control problems than anyone else. His was the determining voice in the administration of similar controls in the days of the German Republic and later in Denmark. Since 1941 he has occupied a strategic post as consultant to the Office of Price Administration where he has been in close touch both with the shaping of our legislation and with the methods of its operation. \$3.00

THE LABOR RELATIONS ACT IN THE COURTS

By HERBERT O. EBY, *Attorney on the NLRB*

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WARTIME SUPERVISION OF WORKERS

The Human Factors in Production for Executives and Foremen

By RICHARD S. SCHULTZ, *Director, Methods for Industrial Relations, Inc.*

This book is for foremen and every member of the supervisory staff who realizes that the human problems involved in getting maximum production require vastly more of their time and effort than the purely technical problems. Built around one hundred specific problems, it shows by a question and answer method how they can be dealt with effectively through worker cooperation. The methods suggested have been tested in scores of actual companies and have succeeded in getting peak performance from workers where other methods failed. \$2.25

DEMOCRACY AGAINST UNEMPLOYMENT

By WILLIAM H. STEAD, *Dean, School of Business and Public Administration, Washington University, St. Louis*

Everyone who wants to think constructively about how to achieve full employment after the war is sure to find this volume of first importance. The author analyzes unemployment both in quantitative and qualitative terms, discusses with a statesmanlike grasp the several measures of social policy, such as private and public planning, social insurance, organizing the labor market, etc., and his proposals for the post-war period will undoubtedly form the core of whatever program is adopted. He brings to his book an unusual experience in dealing with unemployment problems in the United States Employment Service and the Labor Supply Division of the War Production Board. "It is probably the best factual study of unemployment during the last decade which has been made so far: non-technical, clear, objective, and fair-minded as well as comprehensive."—*Saturday Review of Literature*. "An informed and practical discussion of the problem of unemployment and of the sensible ways of meeting it."—*Management Review*. \$3.00

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THE WOMANPOWER PROBLEM IN THE ARSENAL OF DEMOCRACY

By HELEN BAKER

Assistant Director, Industrial Relations Section, Princeton University,
Princeton, New Jersey

ESTIMATES as to the number of women needed in war industries have been almost startling in their changes in the past year. Less than 1,000,000 women were employed in war industries in January, 1942, and the estimate of three million by the end of the war seemed large. A few months later, it was suggested that three million would be employed by the end of 1942 with a possible total of five million in 1943. In December of 1942, the Office of War Information announced that approximately 4,000,000 women were employed in war industries, and estimated that "by December, 1943, we will have 18,000,000 women, about 29 per cent of the female population, in paid employment, and 6,000,000 of them or 30 per cent of our expected total war labor force of 20,000,000 in war industries."

The women now in war industries have come largely from civilian employment and from the ranks of the unemployed. While some of the estimated 2,000,000 increase in 1943 will also come from jobs in non-essential industries, a large percentage will have to be drawn from the group of women not previously employed. It is readily seen that this broadening of the sources of labor supply will add to the problems of the United States Employment Service, management, community welfare agencies and individual women. There is no question that the additional employment of women is an

essential step towards winning the war as speedily as possible. Perhaps making it unnecessary for mothers of young children to work, and assisting other women to handle their family responsibilities along with a job are also important national policies.

While some employers have postponed the employment of women as long as possible, even manufacturers of heavy machinery and ships have now recognized the fact that women can handle an amazing variety of jobs and that they will have to be used extensively to release able-bodied men for the armed forces. Companies earliest affected by defense orders, notably in the aircraft industry, learned months ago that women can be trained in many machine operations just as quickly as men and do a better job in many cases on light assembly and precision work. Great physical strength and a long learning period are the two chief job requirements limiting women's employment. The use of mechanical lifters, re-engineering of jobs, and the breaking down of skilled jobs into simpler parts are steadily reducing the importance of these two limitations. It is also being discovered that women can learn, and are learning, technical work just as quickly as men.

Most employment managers have stopped asking "Is it necessary to employ women?" and instead are seeking answers to the questions "How can we per-

suade them to apply for jobs?" and "What must we do to turn them into efficient employees as rapidly as possible?" How to get the required number of women into industry is a problem on which individual companies, local United States Employment Offices, and the War Manpower Commission are concentrating.

The question of compulsory registration has been discussed widely and apparently has been given serious consideration by the government. Earlier it was thought that a nation-wide compulsory registration of women would arouse hopes for employment that could not be fulfilled soon enough to maintain the women's interest. Now the chief objection is that a national registration would not solve the problems of the specific areas where the most acute labor shortages exist. The government is urging women living in these areas to prepare and apply for work *at once*, but at the same time it is discouraging recruiting from other areas in order not to worsen already bad social and housing conditions. Voluntary registration of women has already been carried out in many of these communities and undoubtedly will be tried in many more.

Several factors are important if women in sufficient numbers are to be persuaded to go into industry voluntarily. These include: (1) accurate and specific information for women who are interested in and free to undertake industrial employment; (2) an increasingly commendatory public opinion, in particular a favorable attitude among the women of a neighborhood; (3) work schedules which permit a housewife with family responsibilities to undertake regular full-time or part-time employment, and help for those on evening or night shifts in adjusting to new hours of work, sleep and recreation; (4) arrangements for the care of children of working mothers; (5) com-

fortable and decent housing for women who move into a crowded area.

Women who have had no industrial experience are timid about going to the regular public employment offices or applying at a factory. To overcome this hesitancy, a few companies and various United States Employment Offices in critical areas are setting up special information centers for women at convenient locations. One of the most recently established of such centers—in Buffalo, New York—not only supplies information as to the types of jobs for which women are needed, but also has installed machines on which women are demonstrating the work. A staff of United States Employment Service interviewers are on hand to select and refer applicants immediately to the individual concerns.

In a few cities, information bureaus have been established especially for college and technically trained women. Women's clubs and colleges are also being used to spread information as to the need for women, available training programs and specific job openings. Libraries cannot be expected to advise and counsel, but they can help to interest and inform women by giving as much publicity as possible to community training facilities and to descriptions of types of work which women are doing successfully.

The radio, newspapers, magazines and movies all are glamorizing the woman war worker. While these publicity measures arouse a general interest, they are not necessarily accepted by the individual woman in the area of acute labor shortage as applying to her. An intelligent recognition of the need and a willing response require knowledge of specific jobs and counseling as to how a woman can help the war effort without being derelict in her family duties. The approval of friends and neighbors is necessary to sustain even the strongest patriotic emotion, and the woman

who neglects her children for a job in a war plant is likely to be criticized rather than praised. The problem is a complicated one for many women, and they need advice and assistance if they are to carry two jobs successfully. Likewise younger girls need advice as to whether they should leave school or college for a job or undertake special studies to prepare for more responsible or highly technical work. The middle-aged woman with comparatively few household and family duties perhaps needs and should be given the most encouragement to take a war job—and to keep it. Although her personal adjustments may be fewer, they also may be harder.

One means of getting the housewife into industry that has developed much farther in England than here is to offer her part-time employment. A recent announcement by Mr. Bevin, British Minister of Labor, stated that "About 300,000 women now are employed part-time and an estimated 1,000,000 are needed to replace younger men and women." Judging from British experience, the manpower shortage in certain areas in the United States may require war industries to use part-time workers much more extensively than yet considered possible. It may also necessitate non-defense industries releasing able-bodied young women who can work 48 hours a week and replacing them by older women who can handle only shorter-hour work.

While some women find it difficult to accept full-time employment, others find it equally hard to work on the evening or night shift. The young girl dislikes the evening shift because it robs her of recreational activities, and the married woman because that is the time of day that her husband and children are at home. Many companies have found that women prefer the night shift (11 or 12 P. M. to 7 or 8 A. M.) to the evening

shift, but that if women work at night and carry on their regular household or recreational activities they are likely to become over-tired, and be absent frequently or quit the job. Perhaps both industry and community welfare agencies will need to give more attention to the problems of the workers on the second and third shifts in order to secure enough women workers to keep war plants running 24 hours a day.

The War Manpower Commission has stated: "No woman responsible for the care of young children should be encouraged or compelled to seek employment which deprives her children of her essential care until after all other sources of labor supply have been exhausted." However, economic need or interest makes many young mothers seek employment, and industry has found them to be good workers and will not refuse to hire them. Consequently, arrangements for the care of pre-school-age children and the after-school supervision of older children are essential if the increasing employment of women is not to affect seriously both the physical and emotional health of thousands of children. Nursery schools are being established in many communities and more will have to be set up. Since the majority of working mothers have had no acquaintance with nursery schools or have known of them only as charitable institutions, personal counseling and a good public relations program are required to persuade mothers to place their children in nursery schools in preference to leaving them with even a careless and incompetent neighbor. When the services of nursery schools become favorably known in a neighborhood, they will undoubtedly encourage more women to undertake industrial work.

All of the above points are factors in persuading or helping women to accept employment in their own communities.

Housing and social conditions are already so serious in some cities and towns that employers, hard pressed for additional personnel, agree with the government's request for cessation of outside recruiting. But even without recruiting, men and women migrate to the areas where jobs are easy to obtain and wages are good. Poor housing conditions and lack of healthful and socially desirable recreational activities discourage the better-type women from seeking jobs, and affect the health and morals of the women who do. New housing and new women's dormitories are badly needed in many places. However, more assistance by the employers and community social agencies in locating young women in supervised residences or in homes, and arrangements for group recreation would make war work safer and more attractive to the woman who must leave home for employment.

The factors discussed above which in-

fluence or retard the entrance of more women into the labor market are also important in keeping them on the job. A number of other factors are equally influential in making a woman stick when she is tired and economic need is absent. These include: good working conditions, careful training and induction procedures, reasonable hours of work, wages in accord with the work, opportunities for advancement according to one's abilities, and, not least important, information as to how the individual job contributes to the war effort. American women are eager to bear their share of the war burden, but, as many employers have pointed out, the patriotic emotion is an unstable driving force. Rather than depending too largely on patriotic motives to keep women at tiring jobs day in and day out, industry and the community must help them meet the problems involved in carrying a double load of work.

A DECLARATION OF INTERDEPENDENCE

By JOHN MACKENZIE CORY

Chief, Library Liaison Unit, Office of War Information, Washington, D. C.

THE Office of War Information was established in June, 1942, "In recognition of the right of the American people and of all other peoples opposing the Axis aggressors to be truthfully informed about the common war effort . . ." (Executive Order 9182). This represented a step toward consolidation at the national level and the Director of War Information was authorized to "Coordinate the war informational activities of all Federal Departments and agencies for the purpose of assuring an accurate and consistent flow of war information to the public and the world at large."

Special librarians will all recognize that there is also a need for "coordination" of informational and educational activities at the state and local level. But the word "coordination" has unpleasant connotations and is somewhat misleading. Even "cooperation" is not adequate. A more vigorous word is needed to express the growing interwovenness of all informational activities. Possibly "interdependence" expresses this mutuality of need best and it might be useful for librarians to consider the significance of this term.

This point may be emphasized by further reference to the Executive Order

establishing the Office of War Information which shows as one of its functions the formulating and carrying out of information programs "through the use of press, radio, motion picture, and other facilities." The last inclusive item should be broken down to indicate the full scope of OWI's activities. For example, the Library Liaison Unit has been established to secure the maximum utilization of library facilities in the war information program; the Bureau of Campaigns serves as a central point of contact with the advertising industry; and the Educational Services Division works with schools, colleges, and community organizations, in close cooperation with the Office of Education and the Office of Civilian Defense.

It should also be remembered that the Bureaus concerned with the press (News Bureau and Bureau of Publications and Graphics), the radio and the motion pictures are geared to work with special aspects of their fields such as books, magazines, photographs, outdoor displays, rural newspapers, technical and trade publications, etc. We thus see, in one agency, specialists concerned with devising a unified, *interdependent* program of war information and education.

LOCAL INTERDEPENDENCE

The recognition and declaration of interdependence at the state and local level is primarily a responsibility of the state and local agencies involved and special libraries might well take the lead in this process. There are several steps for consideration in this connection, including the somewhat overlapping topics of service, techniques, publicity and cooperative machinery.

The dissemination of information is one of the activities which the S. L. A. seeks to encourage and promote. It has therefore developed a spirit of streamlined service which could be profitably

recommended to other libraries and informational agencies in every community. The urgency of war compels every such agency to abandon traditional limitations on service, to pool its resources with other information outlets and to meet all requests for war-related information promptly and accurately.

This phase of interdependence can be understood best by imagining the variety of information media and channels to which we may turn for answers to vital war questions. An individual, group or organization in any modern community may seek information and understanding from newspapers, libraries, schools, colleges, motion pictures, magazines, books, club programs, discussion, bulletin and display boards, the radio, advertisements and many Government offices. Within each group there are many types—for example, we might note the wide range of libraries—public, special, school and college and a multiplicity of sub-types for each.

The fundamental question here is:—Would an inquiry directed to one informational agency in your community be referred promptly and intelligently to any other agency qualified to assist in giving the answer? Do the various special libraries draw sufficiently upon public library resources, newspapers, bookstores and government field offices? Conversely, how many agencies and individuals in the community know and use the special libraries? Do the radio stations, theaters and forums refer their audiences to libraries for further information on the vital war programs in which they are engaged? Finally, do the educational leaders in each community understand the cumulative effect that can be obtained by flexible and interdependent use of films, records, newspapers, magazines, pamphlets, books, posters and exhibits found scattered throughout the community?

TECHNIQUES

A second phase of interdependence is in the use of techniques which have proved successful in one type of informational agency and deserve wider application. Special library use of vertical files and compilations of war subject headings are examples. The use of union catalogues might be extended to include broad guides to all the informational resources of the community in addition to libraries. Selected reading lists might draw on a wider range of sources. Joint acquisition programs can be developed and other techniques can also be used cooperatively.

Paradoxically the interdependence of special and public library techniques and services leads to a recognition of the fact that public libraries must become more like special libraries in their emphasis on information, timely materials and personalized service; and special libraries must become more like public libraries in their scope of audience, and feeling of responsibility to the general public.

PUBLICITY

While improved service is the principal fruit of interdependence, publicity is the most powerful channel by which the services that exist can reach wider audiences. Good service is undoubtedly the keystone of public relations but it is not the whole story.

The pertinent questions affecting libraries in this connection are whether the library is doing its utmost to tell its users about other community sources of information and whether they are reciprocating. Does your library clip newspaper articles and display them along with pertinent background material from the library files? Do you bring together your material on Latin America or the Navy or Civilian Defense when a film or lecture is reaching local audiences and stimulating their interest in these or similar subjects? On the other hand, do your thea-

tters provide space for library exhibits? Do your newspapers and radio stations call attention to the timely material in the library, to the background material found only in books, and to the expert reference assistance available in modern libraries? Are special and public libraries mentioned in the war-related institutional advertisements sponsored by patriotic firms in your community?

Fundamentally it should be observed that reciprocal publicity of this type is not a favor to any one institution but a wartime responsibility to the public. It is the only way in which informational gaps about the war can be closed—and such gaps *must* be closed if we really want to win the war and the peace.

WAYS AND MEANS

Whether we recognize and declare our interdependence or not it will still exist—primarily because of the interaction of our existing services in the public mind. Since it is in the public interest for us to capitalize on this joint impact we should fully develop all possible channels of cooperation—vertically, among those interested at all levels (local, state and national) in libraries, books or information and education in general—and horizontally, among all the informational sources and agencies in a community.

This means we must devise and improve community committees and councils on the one hand and fully develop our professional associations and government liaison relationships on the other. The Wartime Council of Newark (N. J.) Libraries and the Committee on Public Information of Defense Councils such as Hartford, Connecticut, are well-known examples of horizontal cooperation. The Council on Books in Wartime and the Council of National Library Associations are similar vertical recognitions of interdependence.

(Continued on page 105)

MICROFILM READING MACHINES¹

By D. H. LITCHFIELD

Supervisor, Periodicals and Microfilms, Columbia University Libraries

and

M. A. BENNETT

Supervisor, Department of Binding and Photography, Columbia University Libraries,
New York, New York

Part III. Description and Evaluation of Some Outstanding Models

"A summary of the reading machine problem is discouraging. In the very field where greatest benefits to microphotography from special equipment could accrue, progress has been painfully slow. Little selection is now possible. Films must be made to fit one of the available reading machines, or be read on wall-type projectors, or made into paper prints. It is true that many developments are in prospect, but these have not yet reached the market, and their advent cannot be definitely predicted."

THUS Dr. Tate reviewed the reading machine situation five years ago.² Word for word, it is as true today as it was then. Added to the reasons for the slow development of reading machines which we discussed in Part I, there is another fateful drawback since Dr. Tate's 1938 summary: government priorities. The country's immediate need for metals and optical goods has forced these research materials into other channels, so reading machine perfection must await the end of the war. There are three machines announced as being on the market today, but delivery is uncertain. One manufacturer does not even quote a price.

The government has canvassed the libraries of the country and bought up a good many little-used reading machines, leaving some institutions with none or only one. Many of those left are old models, sometimes in a sad state of disrepair. We recently observed a machine that must have fallen down a flight of stairs. The condensers had been jolted so far out of position that they rested on

the flats. The screen was jammed. One door was broken off. The crank handle was bent and would not turn. In spite of the machine's condition its custodian said cheerfully that he thought it could be repaired and was ready to go to any expense to do it. A local retail store that had bought up several old machines and was putting them into shape for the second-hand market, had agreed to try. From another source, word has recently come to us that a New York company is dusting off some unused but superseded models in its warehouse, and preparing them for sale.

This movement toward salvage and reconditioning has led us to describe here all the reading machines of American manufacture that have been offered for sale and of which we have any record. Librarians who may find themselves suddenly in possession of a reading machine that is no longer on the open market will want to know its characteristics and capabilities, and there is every likelihood that copies of the original instruction booklet will no longer be available for distribution with these old models. We have had the opportunity of using or examining all but two of these machines, stud-

¹ Copyright 1943 by Dorothy Hale Litchfield and Mary Angela Bennett.

² On p. 44 of his "Present state of equipment and supplies for microphotography", *Journal of documentary reproduction* 1 (no. 3, pt. 2). Summer 1938.

ied the descriptions of them in the journals, gone over the advertising matter and instruction booklets issued by their manufacturers, corresponded with their distributors in a few cases, and listened to salesmen demonstrate their wares. Our opinions on these products, frequently at variance with the claims of their manufacturers and sponsors, are formed on the definition of truth which Ray Stannard Baker in *Native American* credits to his father:

"The Truth is that which has gotten
itself believed in by me."

Anscograph Reader. 1942.

Screen. Opaque, 17 x 19 inches.

Optical system. The lens is not described. Enlargements of 14, 22, 30 diameters. Micrometer screw for focusing.

Winding mechanism. Motor-driven attachment for rapid winding. Retractable flats.

Head. 360-degree rotation. Positions I, II, II-S, III.

Size. Floor model. No dimensions given.

Price. Not quoted. Approximately \$340.00.

Manufacturer and distributor. Graphic Microfilm Service, Inc., Waltham, Mass. Built to order. AA-1 priority required.

One of the questions widely debated today is whether an institution that wishes to film a large quantity of its records ought to rent the filming service from a commercial agency or set up its own equipment and personnel. Five of the largest microfilm laboratories in the country are in government libraries in Washington, D. C., but an equally large number of government departments there prefer to engage an agency to undertake the whole job of filming and developing their records. A new Washington agency, the Ansco Micrograph Company, was announced in June 1942.

This Company offers two distinct kinds of service: filming and processing of records in bulk; sale of microphotographic equipment if the library or department prefers to undertake its own

filming. It is an interesting cooperative venture between Agfa Ansco (Binghamton, N. Y.), a photographic supply house that makes film and cameras, and the Graphic Microfilm Service (Waltham, Mass.) which for several years has been the leading microfilm service agency for libraries in and around Boston. As an adjunct to its service functions, Graphic Service has made cameras and reading machines.

A product announced by the new Company is the Anscograph Reader, a floor model reading machine. The writers have not been able to see one of these, but have gathered information about it from the illustration and text of the announcement and through correspondence with the manufacturers. The new machine is manufactured by Graphic Microfilm Service, which at one time produced the Micro-Newsreader. Every new design profits from the mistakes of the previous models, and the Anscograph is no exception. One of the less favorable features of the Micro-Newsreader was the location of the head—in the base. It is now on top where it has always been located in other machines of its type.

No mention is made of the lens except that there are three approximate diameters of enlargement: 14, 22 and 30. Fourteen would be correct for all books and journals 12 inches or under; twenty-two would be useful for such material as large journals, early manuscript books of folio size, small-scale maps, holograph documents; thirty is obviously intended for modern newspaper size.

It is in the winding mechanism that the Anscograph embodies the greatest departure from other reading machines. A motor is installed¹ so that the film may be wound or rewound electrically, without

¹ Libraries that plan to buy a reading machine with a motor must remember that the factor of direct or alternating current (D. C. or A. C.) enters into the purchase.

manual effort. As the reader advances his film rapidly to find a certain page, the film remains in focus. A rheostat is installed to control the speed of the film advance.

We are assured that the glass flats open before the film is moved and remain open while it is in motion. We hope they do, and that they are open so wide that the film cannot touch them as it moves.

The announcement of the Anscograph does not mention by what magic a newspaper page magnified at a 30x ratio can be projected on a 17 x 19 screen. From the reference to a "scanning arm" we infer that only part of the newspaper page can be seen on the screen at one time.

For note-taking there is a shelf 10 x 26 inches at the front of the machine. This is actually the front ten inches of the floor of the machine, on which the opaque screen rests. To accommodate this writing space the designer simply installed the screen 10 inches back under the hood. The screen has been tilted, and as it is 19 inches high, the top edge is presumably almost a yard from the reader's eyes. In our opinion this is too great a distance for fine print, however good the definition at a 30x magnification. We have observed the same type of shelf on the Micro-Newsreader, the Anscograph's forerunner, and found that microfilm is hard to read on a reading machine screen so far away. Definition is never very good at the top edge of a screen anyway, and in films of early manuscript books it combines with distance to form a real drawback.

Aside from this, we question the advisability of making provision for a fixed writing shelf on a reading machine. Readers using a typewriter often place it in front of the screen on a typewriter table. In such cases a shelf on the machine would be a barrier. Only persons taking notes on cards or slips no longer

than 8 inches will find a 10-inch shelf comfortable. The average scholar we have observed needs a table at least 16 inches deep, and a shelf of that depth would remove the screen too far from the reader. In an opaque-screen model the top of the screen would be almost out of sight!

The Anscograph sponsors truly observe that the reading of microfilm is accompanied by eye fatigue. In the opaque-screen machine the light is reflected from the screen to the reader rather than transmitted directly to him as in the translucent-screen type. It is therefore claimed that users of an opaque-screen machine will feel less eye-strain. Tests for visual fatigue traceable to a reading machine screen may be influenced by such irrelevant and subjective factors as the definition and contrast of the film itself, the lighting of the room in which the machine is used, the reader's own eyeglasses (users of bifocals are put to an additional strain in using a translucent screen because of its position). We doubt that any tests conducted so far have been thorough or objective enough to be conclusive.

The feature of the Anscograph which, sight unseen, recommends it for careful consideration is its 3 ratios of magnification (diameters of enlargement). Although this will undoubtedly put its price over the \$300 mark, we feel strongly that if a library is going to buy only one reading machine it ought to select a model that will project all types of library material. True, it is harder to raise \$300 than \$100; but few libraries would consider the purchase of a small portable typewriter instead of a full-size model simply because it is cheaper. Only a full-size model like the Anscograph will solve our problem. The announcement of its development and presence on the market is a momentous one.

REFERENCE

Adams, Karl. A microfilm service in Washington, D. C. *Journal of documentary reproduction* 5:103-107. June 1942. Illus.

Argus Microfilm Reader, model II. 1938.

Screen. Translucent, 12 x 12 inches. Various materials have been used for the screen, the later ones being plastic between 2 sheets of glass.

Optical system. $f:4.5$ anastigmat projection lens; 12x enlargement. Bayonet base 100 watt lamp. Micrometer screw for focusing.

Winding mechanism. Crank handle connected to reel spindles by gears, automatically changing the direction of the film. Front flat retractable.

Head. 90-degree rotation. Positions, I, II, II-S, III.

Size. Table model. 23 inches high, 19 inches wide, 16½ inches deep. Weight 38 pounds.

Price. Originally \$75.00, later \$87.50 and \$97.50.

Manufacturer. International Research Corporation, Ann Arbor, Mich.

Distributors. The manufacturer; Science Service, Washington, D. C.; Folmer Graflex Corporation, Rochester, N. Y. No longer on the market.

In 1936 Dr. R. H. Draeger of the U. S. Navy Medical Corps described a microfilm camera and reading machine he had invented. The reading machine was recognized as a potentially valuable one by Science Service. They managed to interest the Bausch & Lomb Optical Company but the machine was finally put on the market by the International Research Corporation in 1938. Widely publicized by Science Service, the Argus was soon purchased by libraries all over the country. By June 1939 several improvements had been made in the model, of which perhaps the most important was a change in the type of screw that holds the front flat in place. Originally this screw, about $\frac{1}{16}$ inch thick, was countersunk so that it was extremely difficult of

access. This was a great time-consumer when an assistant had to remove it to clean the flat. The change to a $\frac{1}{4}$ -inch screw with a protruding head was a boon to struggling librarians.

Another important change was in the objective lens, which Dr. Fassin redesigned to give better definition. Finally, the finish of the metal case was changed to match that of the head. The price was advanced to \$87.50 and later raised again to \$97.50.

A word about the instruction booklet sent out with each machine. The edition issued with the early model was so crudely written that it was hard to understand. Such sentences as

"Do not lubricate the mounting ring and ease the head down into position carefully until the collar on the head rests firmly on the cabinet swivel ring."

were enough to cause the average scholar or librarian to shudder and avert the eye. The second printing of these instructions embodied a less technical language and a happier turn of phrase. It is to be hoped that the booklets of the future will read less like a draughtsman's specifications to the foreman of the plant.

The Argus has now been in use in a variety of libraries for five years. Its many excellent features show it to be very nearly ideal for reading films of any book page less than 12 inches in height. You may point out its undeniable limitation in projecting high reduction films, and we agree that it will not magnify enough for easy reading of a large page (filmed in Position I which cannot be projected on the wall) if the letters on it are very small. But against this we reaffirm our faith in the rugged construction which serves to keep the fixed parts of the optical and winding systems firmly in place, the micrometer screw that provides for such easy focusing, the wall-projector feature, the simplicity of design

that makes the external parts so easy to manipulate and at the same time conceals beneath a solid sheet of metal all the gear that the user need not handle. This last testified to the prescience of Science Service in backing a machine designed for a non-mechanical public.

In our opinion the Argus is still the best reading machine so far produced in the 12x enlargement field. Should it ever come about (and we hope it will) that the Argus is placed on the market again, we look for two improvements in the design of the film gate: both flats retractable and easily removable; and some provision made to permit reading of non-perforate film.

REFERENCES

1936

Draeger, R. H. Some technical aspects of microphotography. *Journal of the Society of motion picture engineers* 27:84-89. July 1936. illus.

For 2 illustrations of Draeger's reading machine, on which the Argus is based, p. 87.

Raney, M. L. Reading of films. *Bulletin of the American library association* 30:974-978. December 1936.

The Bausch & Lomb Optical Company planned to manufacture the Argus, p. 976-977.

1938

Davis, Watson. The Argus reading machine. *Journal of documentary reproduction* 1:79-81. Winter 1938. illus.

The original announcement that the Argus was on the market.

Film-book reading machine. *Visual review* 1938:49.

The Argus specifications summarized.

Tate, Vernon D. The present status of equipment and supplies for microphotography. *Journal of documentary reproduction* 1 (no. 3, pt. 2). Summer 1938. 62p. illus. Special number separate paging.

The Argus, p. 41-42. Illustrations, plates XVI and XVII. The latter show the Argus in actual use as a wall projector.

1939

Argus Reader changes. *Journal of documentary reproduction* 2:129. June 1939.

Raney, M. L. Microphotographic equipment. *American archivist* 2:145-153. July 1939.

Pages 149-150 for the defects of the Argus.

1942

Fussler, Herman H. Photographic reproduction for libraries. Chicago, Univ. of Chic. press, c1942. illus.

The Argus is discussed on p. 132-133.

Biblio Microfilm Reader. 1940.

Screen. Opaque, 10x10 inches.

Optical system. f:3.5 photographic lens stopped down¹; anastigmat correction; less than 10x enlargement. Automobile headlight lamp, 6 volt, 21 candle power. *Winding mechanism*. None. Flats: 2 glass discs.

Head. No rotation. Positions I, II, II-S, III by turning the film.

Size. Table model. About 26 inches high. *Price*. \$25.00

Manufacturer. Not a manufactured product. Several models were assembled by the collaborators, Dr. Atherton Seidell, Messrs. L. de Saint Rat and H. L. Flemer.

Distributors. Medicofilm Service, 7th Street and Independence Avenue, Washington, D. C. No longer on the market.

Research workers in the sciences were among the pioneers in the use of microfilm. Specialists working at some distance from large libraries and those who wanted a private collection of works in their own field, were early advocates of the new method of reproducing journal articles. The *Biblio Microfilm Reader* was designed for just such scholars. One of the three collaborators, on a pre-war trip to Paris, procured a small quantity of fine lenses similar to the Taylor

¹ By covering the outer area of the lens, where the aberrations have the greatest effect on the image.

triplet lens¹. It is this lens of photographic quality that distinguishes the machine from others of its type.

The designers of this Reader have used an automobile headlight lamp of 6 volts 21 candle power to give a large amount of light with comparatively little heat. One advantage of this lamp is that it doesn't require a filter to protect the film from excessive heat such as occurs in the reading machines that use 100 watt bulbs. A disadvantage is that it is made to receive its power from the automobile storage battery and therefore will not function on the ordinary house current. Used on a reading machine which is connected to the usual electric light outlet, it requires a transformer. One of these is installed in the base of the Biblio Microfilm Reader.

A significant attachment is a folding leg underneath the base which tilts the machine forward at the reader's convenience. This somewhat mitigates the uncomfortable reading position of an opaque-screen machine, which we mentioned in discussing the Anscograph.

As there is no winding mechanism and the flats are simply two glass discs fixed in an immovable position, the machine is only suitable for short strips of film. A microfilm of a full-length book used on this Reader would be subject to severe scratching and abrasion as it unwound from one side to the other.

The Biblio Microfilm Reader is an experimental model. The inventors have produced a machine low enough in height to enable the reader to reach up and change the film while he is reading. In this respect it is unique among opaque-screen machines. If it is ever produced commercially we hope to see a winding mechanism with retractable flats, and an

adjustable diaphragm instead of a fixed one. The latter improvement would allow for increasing the amount of light on negative films which now appear rather dim on the screen.

REFERENCE

Biblio Microfilm Reader. *Journal of documentary reproduction* 3:280-281. December 1940. illus.

Holbrook Universal Reading Machine. 1939.

Screen. Translucent, 14 x 18 inches. Plastic between sheets of glass.

Optical system. A Wollensak enlarger lens, $f:3.5$, 2 inch, anastigmat correction. Trade name: Velostigmat. 10 x to 25 x enlargement. 100 watt bayonet base lamp. Condensers and filter.

Winding mechanism. Crank handle and gears. The flats are not mechanically retractable.

Head. 90 degree rotation.

Size. Floor model on castors. 40 inches high, 33 deep at widest point, 18 wide.

Price. \$200.00.

Manufacturer. Holbrook Microfilms, Inc. 33 West 60th Street, New York, N. Y.

Distributor. The manufacturer. No longer on the market.

The firm of Holbrook Microfilms was one of the earliest microfilming service agencies. They specialize in large jobs of quantity filming such as runs of newspapers or business house records. In 1938 they completed a pilot model of this large reading machine. It was tried out under library conditions and announced for distribution in 1939. Certain technical defects prevented its ready acceptance and it was later withdrawn from the market.

One of its best features is the position of the screen, tilted at a 45 degree angle and built into the machine with the base about 26 inches from the floor. This is ideal and would be especially welcome to wearers of bifocals.

There are three 3-inch condensers and a green glass filter. The lens gives un-

¹ Described in any text-book on photography. For example, see p. 117 in C. B. Neblette's *Photography*. 3rd ed. N. Y. Van Nostrand, c1938. (New edition in preparation.)

usually good definition even at the outer edges of the screen at 10x. When the 24x magnification is used the lens must be refocused, but even with refocusing the definition is poor for newspaper films.

A word about the method of focusing on this machine. The writers believe that for focusing a reading machine lens it is advantageous to have a micrometer screw. This permits a very fine adjustment which enables the reader to bring his film into sharp focus on the screen. Several less satisfactory methods of focusing are used on reading machines. The Holbrook Universal uses a lens built into a helicoidal focusing mount. The inner lens barrel has a protruding knob. In the outer lens barrel there is a spiral slot through which the knob rotates to focus the lens. It is impossible to make as minute an adjustment with a helicoidal mount as with a threaded screw. After the adjustment has been made it is apt to slip. To improve the accuracy of focusing and for the convenience of the reader, the Holbrook Universal has a lever attached to the lens mount.

On the left side of the case is a lever which moves the screen forward and the inside mirror back. This changes the enlargement just as when a still projector is moved away from a wall screen. When the mirror and screen are farther apart, the image on the screen is larger. The film gate is designed for perforate film but another lever changes the position of the lens and film gate. Then even non-perforate film may be projected to the edge.

The design of the winding mechanism leaves something to be desired. The reader turns the handle, moving his film forward page by page. He decides to turn back a page or so, and is suddenly confronted by a full stop. The reel will not turn the film back unless the reader

pushes the crank handle in. Then the handle, though still turned forward, moves the film backward. The full stop is effected by a ratchet on one of the gears. While the reader is winding his film on the machine this ratchet clicks continuously. The noise proved so irritating to other readers that one library had to find a place for the machine in a separate room. This necessitated more supervision and proved to be an added burden on the staff.

A real fault is the design of the flats, which are non-retractable. Theoretically, when the film moves across two small revolving rollers its weight lifts the rollers and top flat. It is claimed that such a design will not scratch the film. This claim is not supported by the appearance of a piece of film after it has been used several times on the machine. An added hazard is the fact that the flats are not leveled off flush with the frame.

The Holbrook Universal has several good features: the position of the screen, just the right height for the reader; the ease with which the flats may be removed for cleaning; castors on which it may be rolled from place to place. But if it is brought out again by its manufacturer, the winding mechanism should be entirely redesigned and the definition at the higher magnification improved. In fairness to the manufacturer, we want to say that our judgment is based on an examination of a pilot model. This had been in use in a large library for several years.

REFERENCES

- Holbrook Universal Reading Machine.
Journal of documentary reproduction
1:341. Fall 1938.
- Holbrook Universal Reading Machine.
Journal of documentary reproduction
2:132-133. June 1939. illus.

The model pictured here appears to differ in several respects from the one we examined in the library.

Holbrook Microfilm Reader, model B.
1940.

Screen. Opaque, 14 x 14 inches.

Optical system. An $f:2.7$ anastigmat lens.

Condenser lens nearest lamp has a greenish tinge which serves as a heat filter. 16 x enlargement. 50 or 100 watt projection lamp. Lever for focusing.

Winding mechanism. Handle on each reel spindle. One reel is fixed, one removable. Flats not mechanically retractable.

Head. 360-degree rotation. Positions I, II, II-S, III.

Size. Table model.

Price. \$57.50.

Manufacturer. Holbrook Microfilms, Inc., 33 West 60th Street, New York, N. Y.

Distributor. The manufacturer. No longer on the market.

In 1939 the demand arose for an inexpensive reading machine. The Committee on Scientific Aids to Learning stimulated research by announcing that it would sponsor a reading machine made to certain specifications which would bring it in the low-price range. This offer interested several companies, and over a period of two years various fifty-dollar machines were put on the market. Like all these, the Holbrook model B is a reading machine reduced to its simplest elements. The head is a compact projection unit detachable from the case and may be turned through 360 degrees. The metal floor of the case serves as the screen. It has an enameled surface that can be washed with soap and water.

The winding mechanism is rudimentary. Each spindle, over which the reel fits, has a handle attached to it. The reader thus must manipulate two handles, right hand or left hand according to whether he wishes to wind the film forward or back. One reel is permanently attached; the other is removable. The designer evidently assumed that a reel of film is always delivered ready for use wound with the end of the book inside and filmed so that it unwinds from left to right. Until we reach this Utopian

stage of progress, some libraries will continue to film backwards and wind films inside out. We fear that the manufacturer who wishes to market a reading machine with a fixed reel had better wait until there is a fixed microfilm standard.

In discussing the Holbrook Universal Reading Machine, we went into the matter of non-retractable flats. The same type of flat is used on their model B and with equally unfortunate effects on the film.

Like the Universal, the model B has a good lens. The 16 x enlargement is adequate for almost any type of research material except newspapers and even those can be made out although they would be smaller than their original size. The gate aperture is movable so that non-perforate films can be read out to the edge. The lens is focused in the same way as in the Universal.

Like certain other opaque-screen reading machines, the Holbrook model B is too high for the reader to reach the winding and focusing mechanism conveniently if the machine is placed on the table at which he is seated. A typewriter table is almost a necessity for comfortable use of these machines. The factors involved are the focal length of the lens and the maximum enlargement desired. An opaque-screen machine that is compact in size could be built with a short focal-length lens.

Both Holbrook reading machines embody sound engineering practices and good lenses, but the models seen by the writers seem to be experimental rather than perfected for commercial distribution.

REFERENCE

- Holbrook Microfilm Reader Model B.
Journal of documentary reproduction
3:285-286. December 1940. illus.

(Part III will be continued in the next issue.
Reprints are available.)

A SPECIAL LIBRARY FOR TELECOMMUNICATIONS

By BELLE ROBERTSON

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IN the United States, telecommunication facilities, i. e. telephone, telegraph, radio and now television, have been developed by and are carried on by private enterprise, but in Australia, the Commonwealth Government, and in particular the Postmaster General's Department, is mainly responsible for the development, construction, operation and maintenance of domestic public telephone, telegraph services and of the National broadcasting systems and for the control of all other forms of domestic public radio services. Since Australia is equal in size to the United States, it will be appreciated that the distances over which communications extend are considerable, hence the Administration of the Postmaster General's Department is divided into six territories corresponding with the State borders, with a Central Office or Headquarters administration at present located in Melbourne. The Engineering Branch of the Postmaster-General's Department maintains Research Laboratories in Melbourne for the investigation of the various problems encountered in the provision and use of telecommunication equipment under the most varied of conditions and for the development of new methods of communication.

INDEXING MATERIAL

When early in 1939, the work of re-organizing the Research Laboratories Library was begun, it was recognized that, like most special libraries, the supply of

information in answer to enquiries would be one very important function, with the preparation of translations, circulation of books and periodicals, and other routine duties of a Library. It may be mentioned that translations can be supplied from French, German, Russian, Italian and Swedish, the usual way of handling them being to dictate direct onto a noiseless typewriter, thus producing a draft which very often is sufficient for an officer's needs, especially if the matter is urgent.

The prospect of war made the question of supply of information a very pressing one. As the staff includes officers dealing with special aspects of communication work, a large chemical and physical section as well as an instrument and instrument repair section and a model-making workshop, any indexing system would have to be sufficiently comprehensive to answer queries ranging from, say X-Ray analysis, or substitutes for some material subject to priorities to the latest ultra high frequency radio equipment as well as requests from engineers outside the Laboratories. The ordinary abstracting periodicals, such as *Science Abstracts*, *Engineering Index*, *Wireless Engineer Abstracts*, etc., although very helpful, are not indexed in as great detail as would be an index maintained in the Library, and also are not always indexed from the communications angle. Further, no printed index could cover all of the odd items which needed indexing, such as

practical hints from a periodical such as *Telephony*. Any one of perhaps twenty separate paragraphs on "saving of solder in cable jointing" may be a means of saving a considerable percentage of the pre-war quantities of tin used. Also published descriptions of commercial equipment are not always indexed, and are the subject of numerous enquiries.

For these and various other reasons, including the fact that the Librarian had had several years experience abroad in its use, it was decided to use the Universal Decimal Classification in the work of re-classifying and extending the existing subject index, which was partly on an alphabetical system, and partly on a decimal system covering only communication subjects which had been developed in the Laboratories. This second system, though entirely satisfactory in some ways, suffered from the defect that it had no place for the large amounts of chemical and physical material to be indexed unless quite a lot of subdivision were done. The Universal Decimal Classification, therefore, seemed to be the only satisfactory answer to the problem.

Since many people are not familiar with this Classification, which is really an expanded Dewey, it may be explained that by means of certain signs and endings not generally used with Dewey it is possible to express the subject matter of a publication by Classification numbers, e. g.

621.395.641.066.6 : 669.22 : 620.193

relay contacts silver corrosion
which means corrosion of silver relay contacts. By filing a card under each number, the publication can be located if a search is made in the sections for silver, corrosion and relay contacts. An added advantage is that relay contacts form a subdivision of relays, silver contacts a further subdivision and corrosion of them a further subdivision, and all cards on

the same subject together. Without becoming involved in a discussion of the relative merits of alphabetical and classified subject indexes, it may be said that the Library subject index now contains some 60,000 cards and a fairly complete survey of information available in the Library on any specific subject is contained in the cards filed under the corresponding number.

One minor advantage of the U. D. C. is the method of handling material such as serially numbered items of equipment. Any librarian who tries to maintain an index of electron tube types, comprising English, American and some European types, any of which may be found in purchased equipment, will appreciate this problem, which is especially acute when equivalent types available in Australia have to be found for replacements. All tube data is filed under the number 621.385, subdivided by the name of the tube in question. Thus, tube "XY" or "6A6" is filed under the number 621.385 "XY" or 621.385 "6A6", the various cards being filed within the subsection in proper order. The request so frequently received for information on a particular tube is then answered immediately by location or otherwise of a card bearing the appropriate number.

There are certain periodicals in which practically every article will be the subject of enquiry at some time or other, such periodicals being the publications of the Bell System and certain firms concerned with the manufacture and development of communication equipment used in Australia. To ensure that these publications are indexed in such a manner that information is readily available in response to a telephone request for details of a given piece of equipment, articles in many of these periodicals are being indexed back to 1930. Further, it was considered essential that material in the

Library should be well indexed, as often much time is spent in locating an article in a foreign or rare periodical which is indexed in an abstracting publication, and after location and perhaps translation the information is found to be available in the Library, either as a summary of the original in one of the journals or the subject of a discussion, and these have not been indexed in the abstracting periodicals, and so their existence was unknown. Of course, when a complete bibliography is required, all available sources are used in the search. There is no pretence that the Library index contains more than is put into it.

Although the work involved in such detailed indexing has been considerable and is considered as unnecessary by some people, it has saved a great deal of time in handling enquiries, particularly when the enquirer is hazy as to author, date and name of the publication in which he allegedly saw the information, as it saves searching volume after volume of abstracts.

As an initial step in the change-over of the pamphlet material to the U. D. C., typists were employed exclusively on typing of standardised catalogue cards for various series of Australian and British Post Office reports and specifications, running into several thousands of items, and on classification of these, work was begun on a collection of book and pamphlet material of between two and three thousand items. As a rough guide to location of material, books on the shelves have orange cards, pamphlets in vertical files white, and films yellow cards.

LIBRARY PUBLICITY

In the meantime, the problem of how to make up-to-date information available to engineers in the field as well as those in the capital cities, where the main State libraries are housed, was under examination. The only feasible solution seemed

to be the issuing every two weeks of an abstracting bulletin which contained abstracts of every item of value in all periodicals received during the two weeks covered, together with details of recent accessions (books, pamphlets and catalogues), a list of relevant Australian patents received as abridgements, and reports issued by the Laboratories. As each item bears the appropriate U. D. C. number, the maintenance of the subject index to periodicals is an easy matter, the abstracts being simply cut up and pasted on the standard 5x3 inch cards, one card being filed for each number. It may be of interest to note that index cards are filed within a maximum of three weeks of the journals arriving in the Laboratory. Also, as the abstracting bulletin, or *Library Circular* as it is called, is duplicated, any number of copies can be made and about 80 copies are sent outside the Department, either to firms which are making communication equipment or to other organizations with allied interests, or to assist other information sections in maintaining their subject index files. This service is of great importance under war conditions, with War Departments swollen to many times their size under peace conditions, and the maintenance of subject indexes, similar to our own for certain of the War signal organizations is now a routine matter, as it involves only the pasting and filing of extra sets of cards. As each issue of the *Circular* contains about 100 abstracts, many of which are filed under more than one heading, about 4,000 cards are added every year. Now that similar circulars are being issued by other organizations the possibilities of cooperation and exchange of information between the various special libraries no longer seem remote.

Periodicals received in the Postmaster-General's Department are circulated in the laboratories and in the Central Office.

Certain journals which are not received by the local territorial organizations are available on loan to engineers in those territories after circulation in Central Office is finished. Such requests are frequent as each engineer is kept informed of articles of interest by means of the *Library Circular*. As the amount of war work has increased it has become necessary to extend this system of loans to firms interested in manufacture of equipment as one method of assisting them in the handling of manufacturing problems never before encountered.

At present, over 100 titles of periodicals are received, the European ones being no longer available owing to the war situation. So far as possible all periodicals have been bound and runs completed, but unfortunately it was not possible to purchase much of the European material desired owing to the outbreak of war. Many of the early volumes of other periodicals which were to be ordered were out of print or not available for purchase. It became increasingly obvious that in order to enable the Library to play an effective part in assisting the work being carried out under war conditions, it would be necessary to obtain immediate access to many periodicals not then available. With new work being undertaken in the Research Laboratories, many investigators engaged in work for war services, and war equipment never before made in the country being manufactured in the Workshops or by manufacturers under contract to the Department, requests for information were being received continuously. Libraries in Australia are very much more scattered, and not as large, and much fewer in number than in the United States with the result that frequently a periodical reference which was urgently required could be located only in cities hundreds of miles away such as Sydney or Adelaide, and sometimes was

not available on loan. Although in such cases it was possible to arrange for photographic copies to be made by the local office of the Department, some time necessarily elapsed before the copy actually arrived, and when an article was required urgently, this time was too long.

USE OF MICROFILMS

The problem seemed incapable of solution until it was decided to make microfilm copies of all relevant periodicals which could be made available for the purpose. Dr. Roland Wilson of the Commonwealth Bureau of Census and Statistics very kindly loaned the Photo Record camera and Argus reader owned by the Bureau, and the Library embarked on a somewhat ambitious copying program. Thanks to the kindness of various libraries, particularly of Sydney University, practically all of the periodicals desired have been copied, to an extent depending on the value of the publication. Certain ones were copied completely, some back to 1930, some only to 1935, while in others, which were not entirely devoted to communication only the articles of interest were copied. As most of these are in languages other than English, any inconvenience of having the periodicals available only as film copies is lessened by the fact that any article required is usually translated before use. So far as possible, the film is used in the reader, without having enlargements made, unless of course the article in question is required very frequently for reference or is required outside the Laboratories, this procedure being more desirable than ever under war conditions so as to conserve photographic paper.

Through the English Association of Special Libraries, the Department is now arranging to obtain film copies of certain foreign periodicals imported into England since the outbreak of war, as prints from the 35 mm. master negatives are now

being made in England. Like most other libraries, the exchange of information, both interstate and overseas, by means of 35 mm. film is no novelty, more a matter of every day routine; for example a film copy of any article abstracted in the *Circular* will be sent on request.

Since the advent of the Photo Record, it has become standard practice to make a film copy of any material of interest brought into the Laboratories on loan, so that the material is still available if required again. The 35 mm. films are filed in the Library, so that if enlargements are required they are available immediately, and also if any article has been copied, there is no delay in locating the film, as all films are kept in the one place and indexed in the same way.

The long runs of periodicals and long articles are stored on 100 ft. spools, similar to the camera spools, which were made in the Workshop, and copies of shorter publications joined together and filed on similar reels. However, a large number of very short articles have been collected which average about 16 pages on one foot of film or less, and to file these on the 100 ft. reels would mean 100 articles on one reel. To locate one article might mean winding almost all of the 100 ft. of film through the reader, and if the film contains articles which are frequently in demand, the risk of damage to the film is increased in proportion and in an attempt to prevent this, a different system of filing has been devised for the short lengths of film. The 35 mm. negative holders containing 50 or more transparent envelopes which are on sale at photographic stores represent one method of filing films but it has the disadvantage that related films are not together, as the films are usually added in order of accession in holders of this type. However, by pasting the envelopes along foolscap-

sized sheets of paper in a loose leaf folder one film can be filed on one sheet on which the name of the article, author and other details can be typed, together with the U. D. C. number for the filing order. It has been the practice, also, before photographing the article, to print this information in bold print on white paper and to photograph this paper first, so that all details of a piece of film can be read with the naked eye, and without having to put it in the reader or to use a lens to identify it. To distinguish these films from other material in the catalogues a yellow card is always used for films, short lengths having the U. D. C. number under which the film is filed underlined, and the other films which are filed on reels not having a U. D. C. number underlined, but showing the location of the film on the catalogue card. While far from perfect, this method of filing has the merit of being convenient, and in line with the handling of the rest of the material in the Library.

It may be mentioned that the main inconvenience of film copying, the processing of the film, offers no difficulties, as the film is kept as far as possible in the 100 ft. lengths in the camera, and processed by a commercial organization. Only short strips which are required urgently are processed on the spot. A few enlargements are made on request, but if the original is available Photostat copies are usually made. However, since the outbreak of war, the camera has been used extensively in copying of essential records and plans of all kinds, as a precaution in case of damage to the originals as well as for Library work.

In conclusion, it is desired to thank Mr. S. H. Witt, Supervising Engineer of the Research Laboratories, Post Master General's Department for permission to publish this description of the Library.

LIBRARIANS FERRET OUT AXIS JOURNALS VALUABLE TO U. S. WARTIME RESEARCH

AMERICAN librarians are tracking down hundreds of publications which seep into this country from Axis-dominated areas and which contain valuable technical and scientific data eagerly sought by the nation's wartime researchers, it is reported by Librarian Harold Lancour of Cooper Union, chairman of the Engineering School Libraries Section of the Association of College and Reference Libraries.

Through an investigation in progress since last August, the Section has already ascertained that more than 800 periodicals published in Germany and Japan as well as in countries occupied by the Axis are reaching the United States sporadically and by devious channels, despite mailing restrictions and accidents in transit.

Many foreign periodicals legally mailed to American subscription lists go down with torpedoed ships or are held up to make room for more vital cargo. Others, not permitted to go outside the country which publishes them, are smuggled out by refugees; some pass the censor in limited numbers; still others reach Americans by mail from scientists in conquered lands which do not permit bulk mailings but which allow individuals to send out one or two periodicals.

"Spotty holdings of foreign periodicals by libraries throughout the country, with many issues and titles missing completely since 1939, has created a demand for a

master file through which every library will be able to locate quickly any issue of any foreign periodical known to be available in some library in the country", according to Mr. Lancour. "By referring to an over-all list showing which libraries are in possession of certain issues of the various periodicals, it will be possible for researchers to obtain urgently needed material by borrowing or by photostatic reproduction of the desired material."

Important government research projects, such as the experimental production of a substitute for hemp which is to be undertaken jointly during the coming year by the United States Department of Agriculture and Iowa State College are dependent to a considerable degree upon war issues of foreign journals, it is pointed out.

Almost daily calls are received in the nation's libraries for issues of foreign periodicals published since the war's beginning on the prevention of disease among human beings and animals, as well as publications shedding light on food and nutrition problems, it is declared.

"We are pledged to secrecy regarding the nature of much of the research work in progress," Mr. Lancour states. "Research in wartime is accelerated at a rate it would never reach in peace time, and the Government is spending money, energy and time to an unprecedented extent on technical and scientific investigations. The importance of intensive research in

wartime is amply borne out by Germany, who would be lost without her 'ersatz' products — largely made possibly by chemical research."

So important is the preparation and maintenance of a master file of current technical and scientific literature published abroad and obtainable in this country, that the Library of Congress has recently taken over the project begun by the Engineering School Libraries Section, which embraced only technological and engineering publications. The Library of Congress will continue the investigation and broaden the list to include publications devoted to agriculture, medicine, and other scientific and technical fields.

Hundreds of libraries throughout the United States are aiding investigators in establishing the whereabouts of missing issues and titles. Each library will report on its own holdings and make additions to the list of titles circulated to them for checking. The final list, which will also include periodicals available only on microfilm or photostats, will be kept up to date through regular checkup reports by participating libraries. All libraries on the mailing list of the Library of Congress will receive a copy of the up-to-date list at intervals for their own use in filling requests for foreign publications.

(From a Press Release issued by Cooper Union, Cooper Square, New York, N. Y.)

EVENTS and PUBLICATIONS

Reviews of Two Books Written by S. L. A. Members

Manley, Marian C. *Public Library Service to Business, a Comparative Study of Its Development in Cities of 70,000 and More*. Newark, N. J., The Public Library, 1942. 315p. \$3.50.

This book surveys and evaluates the informational services offered to businessmen in more than one hundred American libraries. It has been produced under the sponsorship of the Newark Public Library, where the expanding tradition of library service to business had its beginning. As pointed out in the prefatory note by Miss Beatrice Winsor, it presents much useful information not only for librarians but also for business, professional and governmental groups interested in the development of this field of business service.

The book is divided into three sections. Part One presents a comparative study of public library service to business and summarizes the trends reflected in the survey which it reports. The chapters on Business service and the community, The Individual and his use of business service, Sources of business information, Business service personnel, and Developing business

use of the library, constitute an introductory handbook on the organization of a business library. Part Two, which occupies more than two-thirds of the volume, summarizes the replies to a questionnaire returned by 113 libraries. Under each of nineteen topics, the replies of the several libraries are arranged alphabetically by the names of the cities. Part Three presents supplementary administrative information, a selected reading list, and checklists of business directories and periodicals.

The book has two notable weaknesses: It lacks an index, and the material in Part Two, while of great interest to the reader who has time to devote to it, is badly organized for purposes of quick reference. This part of the book could bear the title: "Materials for the Study of —," and as such it should be very useful to librarians and students of librarianship as a source book on the development of business information service in public libraries.

For those who do not read through rose-colored glasses, it will be apparent that library service in this crucial field lacks much of having received the attention which it deserves. In response to the question, "Is business use developed through special adjustments of loca-

tion, arrangement or regulation?" one-fourth of the libraries replied "No." One library answered "No, but it should be, since we are almost in the business district." The author of the book, in her conclusions, states that "With service to business, the library shows its consciousness of the economic problems of the community." It would certainly seem to follow that lack of, or poorly organized, service to business reflects a tragic lack of consciousness of the important place which the library can take in the economic as well as educational, artistic and moral life of the community. Miss Manley's book reviews the present status of public library service to businessmen. We can hope that another review a decade hence will show even greater progress.

HERMAN H. HENKLE, Director,
Processing Department,
Library of Congress,
Washington, D. C.

* * *

Mason, Mary Frank. *Patients' Library: a guidebook for volunteer hospital library service*. New York, N. Y. H. W. Wilson Co., 1942. 111p. \$1.00.

Now that it is another war-time, we are hearing a great deal about the use of the volunteer worker, occasionally to the discredit, but oftener to the credit of this member of society. So it is good to find that a new manual has come from the press on how to train this "person of leisure" into a much busier way of life with a sense of direction, a regard for schedules, and a realization of the returns that can be measured by what one gives.

Usually the volunteer suffers a great handicap in having no opportunity for training. Mary Frank Mason's new handbook, *The Patients' Library*, is a guidebook for volunteer hospital library service, and is the demonstration of how the New York Junior League has for the last four years believed in the theory of training for professional work. Aside from the help such workers contribute, they may have an added value in the extension of our profession of which we all should be conscious and make it work to our advantage.

Nothing can help the status of librarianship more than to have a better understanding of what to do, how and why we do it. If we give due consideration to the value of volunteer workers *en masse*, can we not see in them, after this emergency time, a potential support and power for whatever claims the library profession may want to make in our new world?

If we can train interpreters as well as helpers, we may find we have established a back-log for our importance in the scheme of things to come.

That is why all librarians need to give some thought to the training of volunteers and to know that our hospital and other institutional librarians have this manual in ready form to serve as a guide for either teaching or adapting. Mrs. Mason goes into such matters as qualifications for personnel, materials and equipment needed, ordering and cataloging. Very simple but clear drawings are used to illustrate technical equipment.

FLORENCE BRADLEY, Librarian,
Metropolitan Life Insurance Company,
New York, N. Y.

In an effort to assist libraries in their role of community war information centers, the American Library Association has just published a volume intended to clarify the present confusion in government publication activities. PUBLIC DOCUMENTS AND WORLD WAR II, edited by Jerome K. Wilcox, consists of seven papers presented before the A. L. A. Committee on Public Documents at the Association's annual conference last June. These papers and their accompanying lists have been brought up to date, and they provide last-minute information for government document users. (Chicago, Ill., American Library Association, 1942. 118p. \$2.00.)

* * *

AMERICAN DIESEL ENGINES, by Edgar F. Goad, is a thoroughly tested text. It was begun some ten years ago when the Diesel Institute of Los Angeles asked the author to prepare a practical course of instruction for it. These lesson sheets have now been revised and worked into a single, progressive and unified treatment of the operation, maintenance and repair of American diesel engines. (New York, N. Y., Harper, 1942. 336p. \$2.75.)

* * *

A plan has been developed jointly by the War Manpower Commission and the Selective Service System to assist industry in the process of withdrawals and replacement, and in taking the manpower inventory. This plan is explained in an article entitled "Manning Tables," which appears in *Factory Management and Maintenance*, November, 1942, pp. 74-82. (New York, N. Y., McGraw-Hill. 35¢.)

DIRECTORY OF GAS UTILITIES IN THE UNITED STATES, 1942 is a Federal Power Commission compilation giving a list of gas utilities by states, officers and directors, customers, financial data and other information. (Washington, D. C., Federal Power Commission, 1942. 536p. \$2.00.)

* * *

Those who are interested in lumber production, shipments, etc. will find its STATISTICAL SUMMARY 1929-1942, prepared by the Statistical Division, National Lumber Manufacturers Association (Washington, D. C., 1942. mimeographed. gratis) most valuable.

* * *

There are two new directories for the book profession. The AMERICAN BOOK TRADE DIRECTORY, corrected to November 1942, gives the names and addresses of the industry in the cities and towns of the United States, Canada and Newfoundland. (New York, N. Y., R. R. Bowker, 1942. \$15.) The fourth edition of ULRICH'S PERIODICALS DIRECTORY is a listing of the periodicals of the United States, Canada and Latin America. In this Inter-American Edition, the purchaser of periodicals can find such pertinent information as name, publisher, address, price, frequency, size, whether it has illustrations, reviews, how long it has been published, whether it is indexed in a cumulative index and other items characteristic of each periodical. (New York, N. Y., R. R. Bowker, 1942. \$10.)

* * *

A new HANDBOOK FOR NATURALIZATION WORKERS was prepared by Esther Beckwith and Helen M. Katz and published by the National Council of Jewish Women (New York City at 1819 Broadway. 1942. 76p. 50¢). This is an excellent buy—bound nicely and including late changes in naturalization laws. The process of becoming a citizen is detailed with forms and costs. Many of the usual legal questions are considered. Samples of the examination, the text of the U. S. Constitution and addresses of U. S. Immigration and Naturalization Service offices are included.

* * *

Papers presented at the annual meeting of the American Institute of Accountants have been published under the general heading, WARTIME ACCOUNTING. Accounting problems in price control and technical accounting problems arising from the war are considered. (New York, N. Y., American Institute of Accountants, 13 East 41st Street, 1942. 182p. \$1.00.)

If you haven't already heard, or wish to read more on the premise that children are not minding the war as much as the English people expected they would—see PRELIMINARY REPORT ON CHILDREN'S REACTIONS TO THE WAR by Dr. J. Louise Despert, (Josiah Macy, Jr. Foundation, 565 Park Avenue, New York City. 1942. 92p.+. Limited supply). Much more research on actual experiences must eventually come from the war-torn countries, but this is a splendid summary of what has already been published. Evacuation has been considered here without very much regard to whether the United States and England have similar problems. We might well consider the conclusions set up in this paper.

* * *

A truly delightful book is WITHOUT FAME. It is the autobiography of Otto Eisenschiml, well-known as scientist, business man and historian. It is "an intricate mosaic of little people and big ones, of lives and incidents, businesses and philosophies, all suddenly revealed with sharp-etched clarity as part of lusty industrial America, a growing, powerful, unpredictable thing of dreams and achievements." (New York, N. Y. Alliance Book Corporation, 1942. 368p. \$3.50.)

* * *

BUILDING MATERIALS AND STRUCTURES (Report BMS91) is a glossary of housing terms with definitions of closely related terms, compiled by a subcommittee of the Central Housing Committee on Research, Design and Construction. (Washington, D. C., Superintendent of Documents, 1942, 32p. 15¢.)

* * *

E. W. Kemmerer offers a simplified yet authoritative explanation of inflation in the A B C OF INFLATION. Inflationary trends are discussed together with the methods of control being applied or advocated. Present inflation is compared with inflation during previous wars. (New York, N. Y., McGraw-Hill, 1942. 174p. \$1.75.)

* * *

IS THERE ENOUGH MAN POWER is the question asked and answered in a recent publication of The Brookings Institution (Washington, D. C., 1942. 25p. 25¢). Harold W. Metz, the author of this instructive little pamphlet, discusses whether or not we have enough manpower to raise, equip and maintain an armed force of the size meditated by military authorities, and to produce sufficient supplies to meet essential civilian needs.

Thousands of people are bewildered by aviation terms, both general and technical, which have originated as aviation has grown. Even officials in the industry will appreciate JORDANOFF'S ILLUSTRATED AVIATION DICTIONARY, by Assen Jordanoff, which is an authentic dictionary of aviation. It serves a dual purpose—first, in simple words it takes the mystery out of aviation's jargon; then it shows each term in picture form. The volume concludes with a glossary of aviation "slanguage." This dictionary will be of value to those already engaged in aviation, those studying practical courses and also to the average news reader. (New York, N. Y., Harper, 1942. 415p. \$3.50.)

* * *

THE WORLD ECONOMIC SURVEY, 1941-42 describes the production, consumption, rationing, finances, prices, trade, etc. of the different countries of the world. Statistical tables are included insofar as statistics are available. (Geneva, Switzerland, League of Nations, 1942. 198p. \$2.00.)

* * *

The Bureau of Business Research, Boston University College of Business Administration has sponsored a 3rd edition of NEW ENGLAND COMMUNITY STATISTICAL ABSTRACTS. In this volume R. G. Wells and J. S. Perkins have compiled statistical, economic and social data for 175 New England cities and towns, so that the industrialist, investor, economist or student can make a quick analysis, comparison and interpretation of a given community. (Boston, Mass., 1942. 368p. \$6.50.)

* * *

A publication of the Economic Intelligence service of the League of Nations on WARTIME RATIONING AND CONSUMPTION (New York, N. Y., Columbia University Press, 1942. 87p. paper bound. \$1.00) is timely. The figures for countries all over the world are dated spring or summer of 1942. Tables are most illuminating and prophetic for the United States. They are given by products and for individual nations. The omission of the United States and South American countries from the detailed tables is to be regretted. The consumption figures at least might have been quoted, even though rationing is still in its infancy here.

* * *

Reprints of Mr. Elmer M. Grieder's article on "American Labor Publications in the Library—Some Special Problems," are available by writing S.L.A. Executive Office, 31 East Tenth Street, New York, N. Y.

Bibliographies:

AERONAUTICAL PERIODICALS. (Washington, D. C., Department of Commerce, Civil Aeronautics Administration, 1942, 2p. gratis.)

BEST BOOKS ON PUBLIC HEALTH, a selected list for 1942. Compiled by Public Health Division of the Municipal Reference Library, New York, N. Y. (Published in *Municipal Reference Library Notes*, December 1942, pages 81-90.) Annotated.

BIBLIOGRAPHY ON AUTOMATIC STATIONS, 1930-1941. Compiled by American Institute of Electrical Engineers. (New York, N. Y., The Institute, 1942, 50¢. 25¢ to members.)

CALLING ALL WOMEN. (Cleveland, Ohio, Cleveland Public Library, Books-Information-Service, 1942, 3p.) Annotated.

CHECK LIST OF PUBLICATIONS ON AMERICAN RAILROADS BEFORE 1841. Compiled by Thomas R. Thomson. (New York, N. Y., New York Public Library, 1942.)

GATEWAYS TO AMERICAN HISTORY, an annotated graded list of books for slow learners in Junior High School. Compiled by Helen McCracken Carpenter. (New York, N. Y., H. W. Wilson Co., 1942. \$2.25.)

LIST OF WORTHWHILE LIFE INSURANCE BOOKS. (New York, N. Y., Institute of Life Insurance, 1942, 6p.) Annotated.

LOCAL TRANSPORTATION. Compiled by Dorothy Campbell Tompkins. War Bibliographies No. 3. (Berkeley, Cal., University of California, Bureau of Public Administration, 1942.)

PEACE AIMS AND POST-WAR PLANNING, a bibliography. Compiled by Fawn M. Brodie. (Boston, Mass., World Peace Foundation, 40 Mt. Vernon St., 1942, 53p. 25¢.) Annotated.

SELECTED REFERENCES ON ALUMINUM. Compiled by the Aluminum Company of America, Pittsburgh, Pa. (Published in *Aluminum Service Bulletin*, October 1, 1942, 7p.)

U. S. GOVERNMENT PUBLICATIONS AND THE WAR, a selected list. Compiled by Carl H. Melinat. (Published as Part 2 of the A. L. A. *Booklist*, December 15, 1942.)

USE OF BLOOD PLASMA ON THE BATTLEFIELD. Mimeographed Bulletin No. 12. (Cleveland Ohio, Cleveland Public Library, War and Defense Information Center, 1942, 3p.) Annotated.

WORLD ORGANIZATION, an annotated bibliography of recent pamphlet material. Compiled by the Commission to Study the Organization of Peace. (New York, N. Y., The Commission, 8 West 40th St., 1942, 6p.)

MARCH FORECASTS OF Forthcoming Books

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

ACCOUNTANTS' HANDBOOK, 3rd edition, by W. A. Paton. Ronald Press.

AIRCRAFT ELECTRICAL SYSTEM, by Jorch. Ronald Press.

AIRCRAFT HYDRAULICS, by Aument. Ronald Press.

AIRCRAFT MATHEMATICS, by S. A. Walling, and J. C. Hill. Macmillan. Price \$1.75. "The best book for 'brushing up' on maths for men going into flying, as pilots, navigators, bombardiers or mechanics. Tested by months of use by the RAF, the RCAF, and in the CAA Preflight Courses."

AIR NAVIGATION, by Hamilton. Ronald Press.

ALTERNATING CURRENT CIRCUITS, rev. edition, by Kerchner & Corcoran. Wiley. Probable price \$5.00.

APPLIED ELECTRONICS, by Electrical Engineering Staff, M. I. T. Wiley. Probable price \$6.50. "Designed for use in first basic course in electronics for those later to specialize in power, communications, control, measurement or other fields of electrical engineering."

APPLIED NUTRITION, by N. D. Phillips. Longmans. Price \$3.50. "Practical basic nutrition and a new method of evaluating food by Percentage Food Factors."

BASIC ELECTRICITY FOR COMMUNICATIONS, by Timbie. Wiley. "First part of book aims to show fundamental principles upon which communication apparatus operates, while last chapter shows how each piece of apparatus requires correlation of many fundamental principles in order to understand its action."

BASIC MATHEMATICS FOR PILOTS AND FLIGHT CREWS, by C. V. Newson and H. D. Larsen. Prentice-Hall. Price \$2.00. "This immediately-needed self instruction course is in a class by itself. It will come as a godsend to countless prospective air cadets and those who hope to qualify, sooner or later, for military or civilian air training."

FOREST ECONOMICS AND FINANCE, by Buttrick. Wiley. Price \$4.50. "Presents basic economic factors concerning forest production, as related to economic aspects of lumbering. The financial aspects of each are discussed and tied in with general economics."

NOW THAT WE HAVE TO WALK, by Raymond Tift Fuller. Dutton. Price \$2.50. "A gold mine of suggestions in this timely book for profitable and pleasurable use of your leisure hours—now that the car is in storage. . . ."

RELIGION, SCIENCE, AND SOCIETY IN THE MODERN WORLD, by Alexander D. Lindsay. Yale University Press. Price \$1.50. "The master of Balliol College shows that there is a place in the modern world for both religion and science and that neither can exist freely and adequately without the other."

THEORETICAL SOIL MECHANICS, by Terzaghi. Wiley. Probable price \$5.00. "First complete treatment of the subject in any language."

TWELVE WAYS TO WRITE BETTER LETTERS, by William H. Butterfield. University of Oklahoma Press. Price \$1.50. "This book points out 12 of the most common and costly weaknesses found in business letters and shows how they can be corrected."

VICTORY GARDEN MANUAL, by James H. Burdatt. Ziff-Davis. Price \$1.75. "This book discusses clearly and simply how the home gardener should go about figuring out what and how much he should plant and how to make the most of his garden."

WHAT IS RELIGION DOING TO OUR CONSCIENCES? by George A. Coe. Scribner. Probable price \$1.50. The central theme is the relation of religion to the great issues of the day.

WORLD CONFEDERATION PEACE AND ORDER IN POST WAR RECONSTRUCTION, by Johan J. Smertenko. Fischer. Price \$2.50.

Announcements

(The following is an extract from a letter received recently by Mrs. Kathleen Brown Stebbins, SLA Executive Secretary, from Mrs. Theodore Dabagh. Mrs. Dabagh was known to her many SLA friends as Jean Lynch, formerly Librarian of the Los Angeles Civil Service Commission and Secretary-Treasurer of the Southern California Chapter. After her marriage to Lieut. Theodore Dabagh, Mr. and Mrs. Dabagh settled in Honolulu where Lieut. Dabagh was stationed.)

Honolulu, Hawaii
January 1, 1943

Your card and welcome note came last week and it was so nice to hear from you. Things have been happening so fast and furiously with

WANTED: Copy of first edition of the "American Wool Handbook" by Werner Von Bergen and H. R. Mauersberger, published in 1938 by American Wool Handbook Co.

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us here that I've concluded that my news must come by way of a New Year's letter. It hardly seems possible that Christmas has come and gone, but time just seems to evaporate when one is busy. I started to work again about the first of last March, as the librarian of the Honolulu Postal Censorship Office. I worked there till the first of September when I took a position as librarian in an elementary school here in Honolulu. Imagine *me*—a school librarian! The school is in the poorer section of town, and our youngsters certainly represent the contents of a "racial melting pot." We have Kaoles, Hawaiians, Portuguese, Chinese, Koreans, Filipinos and Japanese—and all the possible combinations, so you can imagine the fun I have in understanding their "pidgin" and in making them understand me! Almost all of our faculty are either Chinese, Hawaiian, or Portuguese, so it's all a new experience for me, but I'm enjoying it all. The youngsters are darlings, and they do seem to enjoy the library. . . .

It would be so nice if our friends from the mainland could only drop in, but I guess that's out "for the duration." But we can still maintain contact with you all by letters. And so, we send you our New Year's Greetings and our hope that the New Year may bring renewed happiness and security to us all!

Aloha—

Jean and Ted Dabagh

2997 Kalakana
Honolulu, T. H.

A letter from another SLA member also stationed in Honolulu appears in the February 1943 issue of the SLA San Francisco Bay Region Chapter *Bulletin*. Miss Marion Morse, Librarian of the Honolulu Academy of Fine Arts writes of "Library service in War Time in Honolulu."

**War Book Council Announces "Imperative"
Book Plan**

The Council on Books in Wartime, recently formed by leading publishers, booksellers and librarians now has ready for distribution to bookstores and libraries a colorful, permanent poster for promoting books that are adjudged "Imperative" to the nation's war effort. Requests for these book posters should be addressed to the Council on Books in Wartime, 347 Fifth Avenue, New York, N. Y., and accompanied by a remittance of \$2.00 for each poster to partly cover packing, shipping and maintenance costs for one year.

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S. L. A. War Roster

Miss Sarah E. Walsh, of the History Reference Department of the Boston Public Library, has joined the WAACS.

Mr. Robert L. Work, Librarian, New England Deposit Library, Boston, Massachusetts, is now in the army.

Mr. Donald T. Clark, Assistant Librarian, Baker Library of the Graduate School of Business Administration, Harvard University, has been appointed teacher in the Air Force Statistical School of the U. S. Army now located at the Graduate School of Business Administration, Harvard University. In addition Mr. Clark is helping to direct the work of the Baker Library.

Miss Frances R. Parker, Librarian, Insurance Institute of Winnipeg, Winnipeg, Canada, is in the Women's Royal Canadian Naval Service.

Mr. Harry J. Alderman, Librarian, American Jewish Committee, New York, N. Y., is with the U. S. Army.

Mr. Frederick C. Ault, formerly acting Librarian, Municipal Reference Library, St. Louis, Missouri, is now Pvt. Ault, Fort Benjamin Harrison, Indiana.

Chicago Public Library Conducts Course for Librarians in Materials and Methods of War Production

The course being conducted at the Chicago Public Library is one which might well be followed by other libraries. Arrangements for this course were made with the Chicago Board of Education. It is very broad in scope and includes defense training, tracing, industrial blue print reading, wiring blue prints, ship lofting, tool design, as well as technical displays with special emphasis on librarians' arrangements, groupings or portrayal of the factual information. This knowledge is most helpful to librarians in bringing to the attention of readers those books needed by them in their defense work.

American Librarians' Agency

American Librarians' Agency, founded in 1914 by Mrs. A. C. Hubbard of Windsor, Conn., has located its new office at 535 Fifth Avenue, New York, N. Y. The director, Dr. Webster Stover, has had several years of placement experience and has been a librarian, headmaster of a college preparatory school and college president. His full biographical sketch appears in *Leaders in Education*.

Bedside Money

Written by Mansur B. Oakes, this book is designed to give the layman an easy-to-understand knowledge of Accident, Health and Hospitalization Insurance.

For 25 years Mr. Oakes was Research Director on personal insurance problems.

The first edition was oversubscribed by insurance companies *before publication*.

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776 pp. 1941. Price \$6.00 plus postage. Volumes II, III, and IV in preparation.

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An SOS

Extra copies of the January 1942 issue of the *Technical Book Review Index* are needed at S. L. A. Headquarters. If you can spare a copy please send it to Mrs. Kathleen Brown Stebbins, 31 East 10th Street, New York, N. Y.

From Russia!

Here is a welcome development for all special librarians who for a long time have striven to add to their holdings of Russian periodicals.

News of the *Russian Scientific Periodicals Project* of the S. L. A. Science-Technology Group, has reached Moscow and printed below is a letter received by the Chairman of the Project in which the exchange system is extended to special libraries.

10 September 1942

Science-Technology Group S.L.A.
Care of Miss Nathalie D. Frank
512 West 162 Street, New York

Dear Sir:

We have just come across a note published in the "Special Libraries" no. 2, Febr. 1942, stating that the Science Technology Group at the SLA Hartford Convention in July 1941 had been discussing the difficulty in locating and securing Russian journals, especially odd numbers of a series of Russian periodicals.

The Section of International Exchange of the All-Union Lenin Library is carrying on an extensive exchange of publications with a series of foreign scientific institutions and libraries and has at its disposal for exchange large duplicate stocks of books and periodicals:—we might also offer on exchange current editions—books and periodicals—issued in USSR.

If you will mail us your lists of particular sets or odd numbers wanted, we could send you the material requested by book post, in registered parcels, as soon as we have been able to locate the items requested.

In return we should be glad to receive current periodicals and books of your country or duplicates in English, French or other languages—at our selection—approximately on the limits of the value of material delivered by us.

We are also very interested in filling up the gaps in our files of American periodicals and hope that we will be able to help one another in this connection.

Should our suggestion be of interest to you kindly mail your reply as well as you want

and exchange lists direct to the following address: USSR, Moskva (19), ul. Komin-terna 3, P/Otdel knigoobmena Gosudarstven-noj Biblioteki SSSR imeni V. I. Lenina (Section of International Exchange of the All-Union Lenin Library).

We are carrying on our exchange trans- actions on the basis of equivalent value of material exchanged and therefore ask that you kindly put in your lists the price of pub- lications offered on exchange or despatched to our address.

Hoping to hear from you soon we are

Yours very truly,

Director :

N. Jakovlev

CHIEF OF THE SECTION OF T. Serebrjakova
INTERNATIONAL EXCHANGE: L. Mashkevich

Despite the difficulties of communication this should prove to be a valuable source of elusive material.

Illinois Chapter Registers Protest against State Salary Schedules

Early in December the executive officers of the Illinois Chapter received information re- garding a survey which had been made of po- sitions in the code departments of the State of Illinois by the Public Administration Service for the Illinois Civil Service Commission. The resulting position classification and salary schedule was to be presented to the State Legis- lature in January. Among the positions sur- veyed were eight classified as *librarians*, Librarian I and Librarian II. The State Library and the University of Illinois were not included in the survey, however. Specifications had been drawn up for the two types of library positions, and the requirements were more than satisfactory, since they maintained high profes- sional standards of training and experience. However, the salary schedules for the two classifications placed librarians in a scale com- parable to clerical positions rather than to the professional ones which had equal professional requirements.

The Chapter officers decided, after examining the schedule, to register a protest, and, after negotiating through several agencies, sent two representatives to discuss the matter directly with the Public Administration Service. The final result was a victory for the Chapter. The recommendations of the two classifications re- mained as originally outlined but the salaries were raised to bring them into alignment with the other professional and technical positions in the survey.

THE AMERICAN LIBRARY DIRECTORY 1942

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Miss Ruth Miller, Librarian, Central Hanover Bank and Trust Company, New York, N. Y., has succeeded Pamela Williams as Vice Chairman of the National Financial Group. Miss Miller also succeeds Miss Williams as Editor of the *Financial Group Bulletin*, a quarterly publication containing valuable information on the methods and activities of financial librarians. Subscriptions may be placed for \$1.00 through Miss Siegmund.

An enthusiastic group of members in the Financial Group of the New York Chapter has volunteered to assist Anne Conrow, Librarian of the Joseph Conrad Memorial Library, Seamen's Church Institute, in keeping that library open every evening from seven to nine o'clock "for the duration." Not only are these volunteers doing a real war service, but they are thoroughly enjoying the work as many of the enquirers come from the far corners of the globe.

Obituary

Franklin O. Poole

Franklin Osborne Poole, librarian and general manager of the Association of the Bar of the City of New York, died on February 6, 1943, in the Manhattan Eye, Ear and Throat Hospital in New York, N. Y.

Born in Charlestown, Mass., Mr. Poole was graduated from Harvard in 1895 and served as assistant librarian at the Boston Athenaeum, where he compiled the index to its Washington Collection Catalogue. He was a member of an old New England family, members of which contributed the reference work *Poole's Index to Periodical Literature* to the library profession, and was assistant editor of the third supplement of the *Index*, published in 1897.

He became assistant librarian of the Bar Association in 1902 and librarian in 1905, and was instrumental in building up its sections on foreign and international law.

Mr. Poole, an authority in the field of law library administration, was a pioneer in many of the techniques now used throughout the country. He was a charter member of the American Association of Law Libraries, serving as its president in 1912-13 and as chairman of its committee on the Index to Legal Periodicals from 1923 until his death.

He was also a charter member of the Law Library Association of Greater New York and a member of the American Library Association and the Special Libraries Association.

A Declaration of Interdependence

(Continued from page 80)

The office of War Information is directly interested in encouraging wider co-operation at the community level and among the other levels of our federal society. In cooperation with the Office of Civilian Defense the OWI is encouraging wider use of information and education committees affiliated with the local civilian defense councils. The OWI Library Liaison Unit urges full participation by all types of libraries in such activities. Vertically the Library Liaison Unit works closely with the Library Service Division, U. S. Office of Education, with the state library extension agencies, with local libraries of all types; with library associations and chapters; and with other educational and informational agencies and associations.

Mr. Elmer Davis, Director of the Office of War Information, has indicated to librarians that he and his office would like to work beside them in the common cause. In this connection it is interesting to compare OWI's slogan, "In Truth is our Strength", with S. L. A.'s, "Putting Knowledge to Work". These slogans emphasize our own interdependence and indicate our readiness to meet the challenge of this war together.

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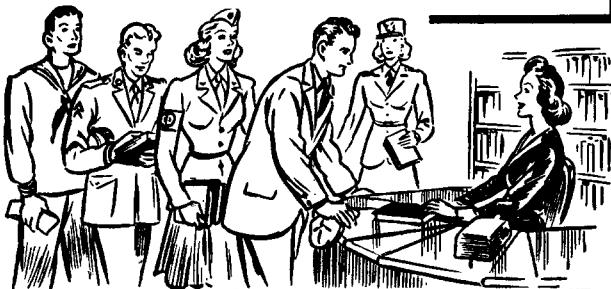
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