Special Libraries, April 1918

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Special Libraries

Vol. 9 APRIL, 1918 No. 4

Technical Literature and How to Use It.

By EDWARD D. GREENMAN, Librarian,
Arthur D. Little, Inc., Cambridge

Probably in no other branch of human knowledge is the problem of collecting and keeping up-to-date on the literature of a subject so difficult, or so important, as in that of technology. This is largely due to the fact that scientific and technical literature is so extensive and so soon becomes out of date. In these days of such rapid strides in science and such constant changes, it is the latest information on a subject that is usually desired.

Sources of technical information will be discussed under the following heads:

(a) Books
(b) Periodicals
(c) Indexes and abstracts
(d) Trade Catalogues
(e) Specification and standards
(f) Technical bibliographies
(g) Technical libraries

Book selection.—So many technical and scientific books are published every year that it is impossible to know only a few of them. The determination of the merits or demerits of any work requires the judgment of a specialist. Fortunately, however, the librarian or the interested person has several means by which he can estimate the value of current publications.

(a) Publishers. There are certain publishers in the United States whose publications are usually the works of authorities. Among these are McGraw-Hill Publishing Co., D. Van Nostrand & Co., and John Wiley & Co. These companies publish excellent annotated catalogues and will send books to any library or individual who requests them to be returned if unsatisfactory.

(b) Book Reviews. These are critical estimates of books written by men who are authorities in the field covered, and originally appeared in scientific and technical journals. Frequently these reviews are collected and published in pamphlet form, where they comprise the best means of keeping in touch in books on technical subjects. Among the most useful of the collected reviews of technical literature are the

(c) Authoritative. In science there are many names which represent leading authorities and works by these men are quite sure to be worth while. Whenever we see a novel by Winston Churchill we confidently feel that it will prove very entertaining. If Edison wrote books they would be in great demand, so books by

R. C. S. on Electricity
Taylor & Thompson on Contro
Wiley on Electric
Rennert (Great & Horse on Chemistry)
Readwood on Petroleum

and numerous others on other subjects, are almost always sure to be works of great value.

(d) Technical Reference Books. Although it is true that most of the books published in science and technology are used for reference purposes and not for pleasure reading, there are a great many books which are more or less encyclopedic in form and which are used exclusively for reference work. In science the number of these is small compared with those on other subjects, because of the fact that they are so soon become out of date. The most important in this class are the handbooks, or pocketbooks, which are regularly revised and kept up to date.

Handbooks. The so-called technical engineering handbooks and pocketbooks originally designed to fit one's pocket, have grown so in value and volume as to, at present resemble a small encyclopedia. These handbooks are encyclopedic in scope and cover every conceivable phase of the subject treated. They are invaluable to the engineer in that they supply condensed information in readily accessible form. In Civil Engineering, Merriman's "American Civil Engineer's Pocket-Book," which now rivals the old standard "Trautwine," in Electrical Engineering Foster's "Electrical Engineer's Pocket-Book" and Fowle's,
especially difficult one for the librarian or
information.
information of the publications is-
searches for the latest infor-
regularly received.
result, there have sprung up thousands of
tional journals and trade periodicals,
new line of industrial activity. In the libraries of New York
City alone there are 6,000 current journals on scientific
and technical subjects being regularly received.
and new industries are established, new journals come into
existence. Only recently the manufacture of
dyestuffs has been undertaken on a large
scale in this country, but there are already
about a dozen periodicals devoted to this
industry. It is in this class of literature
that the investigator first publishes the
results of his investigation, and it is here
also that he searches for the latest
information.

The field of periodical literature is an
especially difficult one for the librarian or
the investigator because of the great num-
ber and diversity of the publications is-
ued.

The following represent a few of the
older current journals:

American Journal of Mathematics, 1875—date.
American Journal of Science, 1818— date with ten year indexes.
Annalen der Physik und Chemie, 1810— date with indexes.
Brass world, 1905— date.
Dingler's polytechnisches journal, 1820— date with indexes.
Electric Railway Journal, 1891— date.
Electrical World, 1883— date.
Engineering News, 1874— date.

Engineering and Mining Journal, 1866 — date.
Industrial Management, 1890 —date.
Machinery, 1894 — date.
Metallurgical & Chemical Engineering, 1914 — date.
Metal Industry, 1903 — date.
Mineral & Engineering World 1962 — date.
Oil, Paint & Drug Reporter, 1875 — date.
Popular Science Monthly, 1875— date.
Power, 1883 — date.
Repertorium der technischen Literatur, 1833 — date.
Science, 1883 — date.
Scientific American, 1845 — date.

(3) Indexes and Abstracts

The Engineering Index is an index cover-
ing the important subjects in about 150
engineering publications. Titles are listed
under a classified arrangement of subjects, as
Civil, Mechanical, Electrical, Engi-
ning, etc. It appears monthly in Indus-
tial Management (formerly Engineering
Magazine) and cumulates annually. It
serves as a guide to the great mass of in-
formation contained in many foreign as
well as English technical journals and
forms a continuous index from 1884 to
date.

Industrial Arts Index is a subject to a
selected list of about 50 engineering and
trade periodicals. It has appeared bi-
monthly since 1913, with annual cumula-
tions.

The Mining World Index, published semi-
annually from 1912-1915, covers more
than 400 periodicals in various lan-
guages. The International Catalogue of Sci-
centific Literature, is an annual bibliography of books and
periodical articles in all lan-
guages classified in 17 sections covering all
branches of science. Issued nearly two
years out of date, but still very valuable.

The Agricultural Index, 1916 — date,
published five times a year with annual
cumulations. Indexes about 200 peri-
dicals, bulletins, reports, etc., all in English.
Just as the amount of technical litera-
ture is so large as to prevent any library
from collecting everything published, or
to make it possible for any librarian to
know all this literature, so it is impossible
for even the chemist, physicist, engineer,
etc., to read everything published, on his
own special line of work. To assist in
keeping up to date on special subjects; to
enable the specialist to judge and esti-
mate the value of any article and to
get at the gist of the subject matter with-
out reading the complete article, concise
resumes are published called "Abstracts".
One of the most used abstracts on tech-
nology is Chemical Abstracts, a semi-
monthly publication issued by the
American Chemical Society. It gives ex-

SPECIAL LIBRARIES
cellent abstracts of the periodical chemical literature of the world, arranged under about thirty subjects heads. This has appeared regularly since 1907 and includes a collective index of authors and subjects from 1907 to 1976. Abstracts of chemical literature are also published in chemical journals, as the Journal of the Society of Chemical Industry, Journal of the Chemical Society of London and Chemische Zentralblatt, a German publication giving abstracts of the chemical literature of the world.

In agriculture we have the U. S. Experiment Station record, a monthly publication giving excellent abstracts of the recent literature in agricultural science. The Journal of the International Institute of Agriculture, published at Rome, gives abstracts of the foreign literature on agriculture.

Science abstract is a monthly publication issued by the Institution of Electrical Engineers of London. It comes out in two sections: A. Physics; B. Electrical Engineering. Excellent abstracts with annual index of authors and subjects. On Metallurgy we find abstracts of current literature in all languages in the Journal of the Iron and Steel Institute published from 1884 — date, and in the Journal of Metals, 1900 — date.

The most comprehensive collection of abstracts in engineering literature is found in the "Reperorium der Technischen Journal-Literatur" published from 1823 to 1913.

(5) Society Publications

More than in any other branch of human knowledge, science and technology have caused the founding of numerous societies to aid the development of science and to assist in promoting scientific investigation. The results of the investigations instituted by these organizations, the proceedings and transactions of their meetings, and their bulletins and other publications comprise the most valuable sources of technical information, and constitute the most up-to-date material on technology. The art of an industry is frequently years ahead of its literature, but the latest information may be found in the papers of learned societies. These organizations cover all phases of modern science, and as each is so specialized and appeals to such a limited class, their publications are less often indexed in technical indexes. Some of the older institutions are:

- American Association for the Advancement of Science, Proceedings, 1848-date.
- American Chemical Society, 1879-date, Journal General Index.
- American Institute of Electrical Engineers, 1887-date, Proceedings and Transactions.
- American Institute of Mining Engineers, Transactions, 1857-date.
- American Railway Association, 1886-date, Proceedings.
- American Society of Civil Engineers, Transactions, 1867-date.
- American Society of Mechanical Engineers, Transactions, 1880-date.
- Franklin Institute Journal, 1826-date Index V. 1-160.
- Iron & Steel Institute, Journal 1869-date Indexes.
- Royal Society of Arts, Transactions and Journal, 1853 Indexes.

(6) Bibliographies

"State of the Art", searches and thorough investigations of any subject demand comprehensive bibliographies. A great many bibliographies on technical subjects are published every year. These may be found in books, periodicals, or as separate lists of references, but are so numerous that it is impossible to find all of them indexed or listed in any one place.

The American Library Annual gives a list of the bibliographies of each year, arranged alphabetically by subjects. The Industrial Arts and the Engineering Index list under subjects the bibliographies which have appeared in the journals covered by these Indexes. However, the problem of keeping in touch with this
The great value of government document and their low cost makes it essential that even the small special library and the investigator should make use of them to the fullest extent. The only difficulty is that this material is published in countless forms and sets, and is, therefore, usually difficult to use. As an aid in keeping in touch with this class of material, the U. S. Superintendent of Documents, issues a "Monthly Catalogue of U. S. Public Documents" which is a current list of all the publications issued by the Government, indicating those available for free distribution and the cost of others. In addition to this catalogue, there are issued price lists of publications on various subjects, by which documents may be identified and ordered. Many of the Government departments also issue monthly lists of publications which are of considerable assistance in keeping in touch with this material.

In connection with the existence of such a vast amount of technical literature, the investigator will undoubtedly say "Where can I find this material?"

Nearly every public and industrial library will have on file the "Engineer's" or the "Industrial Arts" index, a liberal supply of government documents, a few books, and some technical or trade journals. With a good selection of the above to work with, information can be found on countless subjects. The larger the library, the greater will be the possibility of securing these indexes, reference works, etc. For the investigator who seeks exhaustive information on any subject, the following libraries offer unusual opportunities for information on certain classes of technical literature.

In Agriculture, the library of the U. S. Dept. of Agriculture contains 125,000 volumes and pamphlets relating to all aspects of agriculture, and including many sets of periodicals and complete sets of the publications of the State Experiment Stations. The U. S. Experiment Stations located in every state in the Union also contain libraries of varying size, largely on agriculture.

Astronomy—The Harvard Library has 15,000 volumes and 30,000 pamphlets on this subject, and Columbia University about 7,000 volumes. (Continued on next page)
News Notes.

The Railroad Wage Commission has established a library to provide the necessary material for its work, located at the offices of the Commission in the Interior Department Building at Washington.

The McGraw-Hill Publishing Company, New York are developing, in their research department, a work while research library of technology to be used in connection with their editorial work on technical books and their many technical periodicals.

The following states have legislative commissions studying health insurance this year: Massachusetts, New Jersey, California, Delaware, Wisconsin, Pennsylvania and Ohio.

The Fifth National Foreign Trade Convention will be held at Gibson Hotel, Cincinnati, Ohio, April 18, 19, and 20. "Greater Prosperity Through Greater Foreign Trade."

The University of California Library has received a gift of 1,200 volumes of the late Prof. George M. Dawson, for 25 years Mills Professor of intellectual and moral psychology and civil policy.

The preliminary announcement of the National Conference under the auspices of engineers and the Western Efficiency Society is announced at La Salle hotel Chicago March 27-28-29. The general topic will be "Labor Problems under War Conditions" with sub-topics:

(a) "Women in Industry" — replacing men.
(b) "Men Remaining — securing their maximum production."
(c) "Mechanical Equipment."
(d) "After the War — Readjustments to care for those returned."

Complete program may be secured from George C. Dent, Secretary, 327 S. La Salle Street, Chicago, III.


J. F. Jeniines, Reference Librarian, Iowa State State College Library, contributes to "School and Society of February" of an interesting article entitled "Plan for advanced instruction in library summer schools."

"Librarianship, with its great possibility for service," says Mr. Jenius, "must not be allowed to become a blind alley; and one of the first doors to be opened should be that of the school for advanced professional instruction."

(Continued from page 92)

Chemistry and Chemical Technology — The Chemists' Club of New York City have a library containing 10,000 volumes.

Pittsburg Public Library has 2,000 volumes. Mass. Institute of Technology, the Franklin Institute, Harvard, American Chemical Society and the library of Arthur D. Little, Inc Cambridge, have extensive collections on this subject.

Geology — The U. S Geological library contains about 200,000 volumes and pamphlets.

Civil and Mechanical Engineering — The Engineering Societies, New York City houses the library of the American Society of Civil Engineers containing over 30,000 volumes.

New York, Pittsburgh, and St. Louis public libraries contain much engineering literature.

Mass. Institute of Technology has 15,000 volumes and 6,000 pamphlets and all colleges of engineering maintain large collections of technical literature.

Large collections of literature on general science and technology may be found in the New York Public Library, the Pittsburg Public Library, the John Crear Library, Chicago, the Library of the United Engineering Societies, New York City, the Smithsonian Institution Library, Washington, Massachusetts Institute of Technology, Harvard and Yale Universities.
ONENESS IN LIBRARY WORK

By G. W. Lee, Librarian.

Oneness is a moral quality which in library work should concern all librarians, regardless of their general or special scope. The subject seems almost too obvious to write about, and my inclination would be simply to name some of the big problems which have long been on the docket, a solution of which calls for oneness, and then to have discussed the questions: Why are these problems solved? Why have we talked of these things and not put them through? Where is the big difficulty?

The live work of librarians is to answer questions and to stock up with facilities for answering questions to have books that the clientele is likely to need, to acquire a knowledge of where to borrow such additional books, where to get such extra information as may be beyond the scope of what it pays to be equipped with, yet which are likely to be called for occasionally. The mere stock-in-trade, the book collection, is hardly a question of oneness, but what to do with and where to look; where to borrow, does involve oneness, if we are to have concerted action and scientific methods in building up our joint resources. I have for some time been urging, as a fundamental for the advancement of library science, a system of sponsorship for knowledge. A little headway has already been made toward establishing such a system, and a committee of the American Library Association has been appointed to consider its possibilities. How can we escape doing something of the sort if we are going to have an efficient library system, which shall make the library fraternity (general and special) one great unit to help the rest of the body politic to the knowledge it is seeking or (to put it in a wordly way) to enable the librarians to get higher pay, as being thought more valuable to the community.

The Standard Oil Company has thrived as a business monopoly. Librarians as a whole need to avail themselves of monopoly; which, of course, need not be a business monopoly, in the sense that it would be frowned upon by the Sherman Act, but a natural monopoly, in the sense that a true gentleman in his own vantage ground is a natural monopolist.

It has been said of Helmholtz that such was his eyesight that he could see in the dark. To that extent he had a monopoly, and is it not true that the great American public is very much in the dark on sources of information, but that the library public is much less so? Is it not further true that if we librarians choose to develop our inter-connection possibilities, we can afford to abandon much work that we are now doing in favor of getting it done by those in a better position to do it, and in Stone and Webster, Boston.

whom we will trust; and accept for our apportionment special work which, by accident, local demand, or particular training, we should find well suited to our resources? Is it not true that by such inter-arrangement we should probably give over to others much more than we in turn had taken ourselves, and that the result would be more time for us to generalize and more time for us to specialize, a broader outlook, because more in touch with fellow workers, and more personal attention to local, individual problems, because more time available; and thus, because doing something in particular with more thoroughness, a better trained mind to appreciate the particular works of others, which in the aggregate means the whole of knowledge?

Naturally there arises an objection that it is not practicable, for instance, that the library in Portland, Maine, should depend upon the library in Portland, Oregon, for answers to questions bearing upon the salmon industry, because the client is likely to want information today. Of course, that is true. But the answer is, that the Portland, Oregon, library, as sponsor-in-chief on salmon, would have the special duty to keep an up-to-date card bibliography of the subject, from which a general bibliography could be constantly corrected, and distributed annually if the demand justified: so that Portland, Maine, could have its annual corrections. Moreover, Portland, Maine, should trust to a local sponsor, or sub-sponsor, or sub-sub-sponsor, for the very latest touches upon the subject.

Why write a long paper on so simple a topic as this? There are business details to be worked out, but the general proposition seems so simple that I believe the debate should be on why we should not put the plan into operation today. Why have librarians not done so forty years ago, when Mr. Dewey first told them what system was? When I think of all the papers presented at conventions, and all the write-ups in the organs of the library profession, of the presidents' addresses at annual meetings, and the possibilities that with the time to specialize thousands of librarians could, in taking the subjects assigned to them, pull out the treasures of thought from all that has been written, and how the library training is logically the one that should conserve the ideas in every department of knowledge; when I think of all this, I am appalled at the gap between what we might do and what we have done.

I know it will require faith to bring about such oneness, but my hope is that the necessity for oneness will be brought forcibly home by the experiences of today, and that the instituting of oneness will be a happy by-product of the war.

*Address June 26, 1917 at annual convention of Special Libraries Association, Louisville, Ky.
The special librarian has a peculiar field to cover in almost all cases and by "peculiar" I mean that word in its literal sense, for the field of each librarian is always unique and no two libraries, even though they are in libraries housed in other places which do exactly the same type of work, are ever the same in their needs.

In the modern office, space is very difficult and expensive, therefore the library should be as compact as possible and shelf room should not be given to any book which is not in use or needed. Where to draw the line between those books which it is desirable to have and those which it is necessary to retain is difficult, yet on the point rests much of the success of the library.

Certain manuals and year books are essential, even though they are only occasionally consulted, as the information is wanted at once, as a rule, and official figures required. Each librarian must decide upon the selection of these and unless the library is to be a large one, only one of each kind should be needed. In this section should also be included a dictionary and a good encyclopaedia.

Next in general importance might come the various reports, of interest to the particular librarian, which are gotten out by all kinds of commissions, boards, the states, foreign governments and our own, dealing with a very wide range of subjects. They are usually free or sent upon the payment of the actual cost of printing, and contain much valuable and official information. Their one important drawback is that they are apt to be rather slow in being issued and their information is not always up to date.

Then come the books dealing with the special phase for which the library is maintained. This may mean many subjects or only one or two, but a great effort should be made to have books which give definite information, rather than those which make general statements, however interesting. The ones which convey an idea of the general atmosphere of a subject should be carefully gotten over but only a very few selected for the library. In this type of writing there is usually much similarity and the choice is comparatively simple to make.

A special field exists where foreign books are used and there should be a good dictionary and a grammar of each language in which the books are written.

Magazines form an important part of the special library and the ones subscribed to must be determined by the librarian to fit the conditions of her own case. The list should include at least one or two of general interest as distinguished from technical publications, and there should be a good daily newspaper included. The more important magazines should be filed and later bound with a card index made of articles of interest. This does not require much work as it is in small amounts, a little being done almost every day. The other magazines and papers should be clipped and filed.

A clipping file is a most useful adjunct to the special library and knowledge allowed to grow in the way that seems to be best adapted to the special conditions. It might be well to start it as a subject file, selecting those in which the library is directly and constantly interested and then adding to these as the need for others is developed. In this file might also be placed copies of interesting letters written or received by the organization and dealing with these subjects and perhaps also references to any relating interesting and informing articles placed elsewhere, and to sources of information existing outside the library.

The above is only a very general outline of what is possible. The actual books which are best adapted to various types of special libraries will be considered in future articles.

A special library should be kept as small as it feasibly can be. To my mind it ought to be possible in the majority of cases to limit its size to 2800 books, with perhaps ten cases of clippings. The above quantity of books does not include back numbers of magazines nor does it include the small thin pamphlets which, as a rule, are more conveniently considered part of the clipping file.

There is another side to the special library, and indeed to all libraries, than that of books—the use which is made of it. The successful librarian will make the library an integral part of the life surrounding it, and to this end should keep in close touch with the needs of the organization for whom it is maintained, as well as seeing that the library and the service which it can render is kept constantly before the organization. One of the most important means to this end is a thorough knowledge of the contents of the library and of how to quickly and accurately obtain information of all sorts. New books of interest should be brought to the attention of the users of the library and an attempt made to see that all clippings, articles, and so forth, of interest

(Continued on next page)
SPECIAL LIBRARIES

Useful Things in Print.


The Portland Railway, Light & Power Company, Portland, Ore., issue a house organ called "Polarct," which is published weekly, and will be sent on request.


The Stenotypists' Companion is a new periodical publication issued by the Stenotype Press, Indianapolis. First number dated in December, monthly.

Mergenthaler Linotype Co., New York, has issued three new illustrated pamphlets: Double Magazine Linotype Model 16, Multiple-Magazine Linotype Model 17, 15 pages in length; "Two Magazine Model 5 Linotypes, Model 18 and Model 10," colored illustrations, and "Model Fourteen" a new Linotype, colored illustrations and 12 pages long.

Industrial Service, Volume 1, No. 1, January 1918, is the official house organ of the Industrial Service & Equipment Co., Boston, which manages several industrial organizations. Originally announced as a monthly, it has been changed to a bi-monthly publication.

St Paul Public Library has recently issued excellent lists on retail merchandising, advertising, and office work.

Scovell-Wellington & Co., Boston, recently issued a list of business books—2t pages.


The service which the Detroit Board of Commerce is extending to business men and corporations in its field is being enhanced by another branch of activity of far-reaching possibilities, the establishment of a branch of the Detroit Public Library, in the Board's building. The branch, which is in charge of Miss Christine Haller, will place at the disposal of industrial Detroit the entire bibliography on industry and all allied subjects on the shelves of the library.

In addition, clippings from local, state and national periodicals will be assembled on live topics for which there is a demand and a library of pamphlets issued on current subjects of significance will be kept on hand.

The purpose of the branch is to extend to business men the utmost service which can be given to commerce by library facilities. This service will be built up as the demands and need become apparent, and as they expand.

The selection of Miss Haller as librarian of the business branch is a fortunate one. She has had considerable experience in reference work in the Detroit library. Her purpose is to have a clearing house for all varieties of business information of importance and value, and is seeking suggestions and ideas from every possible source which will be valuable in building up this service.

Miss Haller would also be glad to furnish boards of commerce throughout the State desiring to establish branch libraries with data as to the system established in Detroit.

—Michigan Manufacturer and Financial Record.

The War Service of the A. L. A. has issued an interesting illustrated pamphlet of 32 pages on its work. Dr. Koch of the Library of Congress is the author.

The Kansas City (Mo.) Public Library has issued as its special list no. 13 an annotated list of income and war tax literature.

(Continued from page 95)
List of References on the Organization
and Work of Trade Associations.

(Exclusive of Boards of Trade and Chambers of Commerce.)

Compiled under the direction of H. H. B. MEYER, Chief Bibliographer,
Library of Congress.

1. Activities among trade associations.
   Metal worker, Jan. 5, 1917, v. 87; pp. 11-12.
   "...The startling changes in demand,
   with exacting requirements, which
   have come up in the unusual year
   just passed, have not overwhelmed
   the individual tradesmen as in the
   past, but have been satisfied with
   surprisingly, prompt-acting, through
   the cooperative work of the associa-
   tions in all the leading trades."

2. Association of British chemical manufacturers. Business digest, January,
   April 1917, v. 1:43 H. 1001. B8, v. 1
   HT 101, T6, v. 7
   "The Association of British chemical
   manufacturers, it became
   known in January, had been or-
   ganized, with the purpose of plac-
   ing before the government, govern-
   ment officials, either in the British
   dominions or elsewhere, the views
   of the members of the association
   and others upon matters affecting
   the chemical industries."

3. Barstow, Ralph. The small city organization: problems that confront it
   intelligently discussed in the light of practical experience.
   HT 101, T6, v. 7

   L'association dans les métiers et négocios.
   1912. De vereeniging in die amb-
   bachten en nijverheden [Bruxelles, 1912].
   294 p.
   HD 101, T6, v. 7

5. Boosting home products. A review of the recent work of the Cincinnati
   commercial association's committee out-
   lines wide and useful scope. Town
development, June, 1912, v. 6: 180.
   TI 101, T6, v. 7

6. Brutier, H. J. The new city government,
   a discussion of municipal administration
   based on a survey of ten commis-
   sion-governed cities 2d ed.
   N. Y. and London. D. Appleton and
   company, 1913. 438 p.
   JS 101, T6, v. 7
   "Analysis of cooperative activity of
   business men's organizations", p
   384-400

7. Butterfield, K. L. Farmers' social
   organizations. (In Bailey, L. H. ed.
   Cyclopedia of American agriculture,
   S403, B3, v. 4
   Among the various societies dis-
   cussed are those primarily for
   commercial or business ends, which
   usually seek some form of cooperative
   selling or buying.

8. Cardwell, K. G. Man who wouldn't
   join. Domestic engineering, Dec.
   1914, v. 60:332.
   TH 101, T6, v. 7
   Discusses the advantages to be
   gained by joining a trade association.

9. Combs, J. H. Successful methods of a
   local retail association
   7:19-26.
   "The Retail merchants' board of
   the Toledo commerce club, known
   as one of the most forceful and ac-
   tive organizations of its kind in the
   country, has extended the scope of
   its work and usefulness, until it
   covers a wide territory, and a
   great variety of subjects."

10. Co-operation for national defense is
    proposed. The Merchants' association
    of New York) takes the lead in sug-
    gesting united action among commer-
    cial organizations in bringing about
    the adoption of a defensive programme
    which will guarantee so far as possible
    the maintenance of peaceful conditions.
    417-3.
    HS 101, T6, v. 7

11. Co-operation in the machine tool
    trade. Engineer (London), May 4,
    T1 101, T6, v. 7
    "The new body which has been
    named the Associated British
    machine tool makers, was
    sought rather to eliminate the
    internal competition for home and
    foreign trade without grafting on to its
    constitution the objectionable fea-
    tures of a trust."

12. Co-operative advertising for trade
    associations. The suggestions of an
    enterprising business man for developing
    trade by apprising the people of what
    is being done. Metal worker, Sept. 1,
    TS 101, T6, v. 7

13. Co-operative wholesale societies, lim-
    ited. Annual, 1917. Manchester. The
    Co-operative wholesale society, limited,
    1917. 332 p.
    HD 101, T6, v. 7

14. Co-operative work of national organi-
    zations. Views of the leaders on the
    benefits derived by connection with
    these associations. Metal worker, Jan.
    TS 101, T6, v. 7
The greatly improved conditions enjoyed in all branches of trade are due to the co-operative work done through the associations of tradesmen.


Contents — The jobber's justification — Business house-cleaning by associations — The love feast of competitors — Teamwork in trade building. — Association mag. H1233


Discusses the position which the state association occupies in relation to business.


Discusses its organization and growth.


TS200 M4, v 85


TS200 M4, v 85

Discusses the work of the National association of store manufacturers.


TA1.ES, v 123

Discusses important trade associations that were organized before and since the German war.


HT101 T6, v 7

Discusses the business trip of the Wichita business association.


HT1D65, v 75

"These associations, when conducted intelligently and rationally, with the thought of bringing about improved business conditions, will make it possible for our industries to compete in price and quality in the markets of the world."


HT101 T6, v 5


"Note bibliographique" p. 333-355. H12649:18865


HT101 T6, v 1

"The Chicago association of commerce is the outgrowth of two preceding organizations: the National association of merchants and travelers, and the Chicago commercial association.

27. Gilbert, C C. A manufacturer's association as a state chamber of commerce. The interesting work of a business organization for the people of a whole state. Town development, March, 1915, v 1: 72-73. HT101 T6, v 1

Discusses the Tennessee manufacturer's association.

28. Gilbert, Frank N. Boards of trade, village improvement societies, business men's associations and chambers of commerce; forms and laws for their organization and successful management in every state and the Dominion of Canada. Albany, N. Y., Weed, Parsons, and company, 1890. 130 p.

HT294 A4


Discusses the organization of the association and the work of the various committees.

HD903 G68 1914


HD778 H3


HT308 A3 H3

(Continued on page 100)
Library Work As a Vocation for Women.

References Prepared by Ethel M. Johnson, Librarian, Women's Educational and Industrial Union, Boston

Association of Collegiate Alumnae
Library training (Vocational training—A classified list of institutions training educated women for occupations other than teaching Bulletin No. 1. 1913, p. 99-76)
Schools open to women, tuition, length of course, degree, if any, New edition is in process.

Barnum, Mabel P.
Opportunities for college women in the library profession. (Boston, April 1913, p. 1-7)
Excellent survey of the field, kinds of work, training, salary. Writer is a library school graduate and librarian in a college library.

Bascom, Elva L.
Library work for college women. (Kappa Alpha Theta, May, 1919, p. 321-328)
Considers advantages of profession, qualifications, training, and salaries. Article appears in abridged form in N. Y. State Library School bulletin “Librarianship as a profession”

Bennett, Helen
Women and work (N. Y. Appleton, 1917, p. 215)
Discusses, very briefly the temperament which according to the author is suitable to library work.

Bird, M. Mostyn
Library work. (Women at work. Lond. Chapman, 1911, p. 233-234)
Brief note on opportunity in the United Kingdom.

Boswick, Andrew Linn
Some administrative problems of special librarians: (Special Libraries, June 1915, p. 97-100)

Brunner, Max A. R.
The library as a place for women (Library World, October 1907, Vol. 10, p. 137-39).

Brewer, Florence M. comp.
Library work. (Choosing an occupation Bd. of Education, Poughkeepsie, 1911, p. 77-79)
Short outlines of general information.
(Continuation from page 98)


42. King, L. M. Practical town development results. The Merchants' association of San Francisco has gone after the things which directly affects its members and in most instances has succeeded in its efforts. Town development, July, 1910, v. 2:168-179.

43. Lackens, F. I. Toledo's big club merger. After years of overlapping work the business men's club of Toledo and the Toledo Chamber of Commerce merge into the Toledo commerce club with a combined membership of 3,300 for united work — How it was accomplished and the benefits gained. Town development, July, 1911, v. 5:109-111.

44. Laurin, T. Les instituteurs et le syndicalisme (universaux & syndicats d'instituteurs). Paris, M. Krieger, 1908, 64 p. (L'illuminisme du mouvement sociales, VIII.)


68. A Retail merchants' association. Town development, April 1912, v. 2, 5-10.
75. Trade associations and business methods of government experts to substitute customs that will give permanence to prosperity. Metal worker, April 7, 1916, v. 85, 478-480. TS200 M4, v. 85.

"The Federal trade commission has called the attention of Congress to the necessity for the enactment of legislation regulating the activities of trade associations."
77. Trade organization. (In Encyclopaedia britannica. 11th ed., v. 27 New York, 1911, p. 135-140) AE5.E.36, v. 27
An account of the commercial organizations of Great Britain, Germany, France and the United States. Discusses trade protection societies, which look after the interests of retail as well as wholesale traders.

"Four and a half years ago the Kenosha (Wisc.) retailers' association was organized, and today the one accomplishment to which the Association points with pride is the substantial returns from its trade extension propaganda."


81. Bureau of foreign and domestic commerce (Dept. of commerce). Commercial organizations of the United States. Washington, Govt. print. off., 1917 (Miscellaneous series, n. 61)


84. Commercial organizations in Switzerland and the Swiss Department of commerce, by Archibald J. Wolfe. Washington, Govt. print. off., 1915. 28 p. (Special agents series—no 101)

85. Commercial organizations in the United Kingdom with a description of British manufacturers' and employers' organizations, by Archibald J. Wolfe. Washington, Govt. print. off. 1915. 53 p (Special agents series—no 102)

86. Commercial organizations in France with a summary of governmental activities in promoting commerce, by Archibald J Wolfe. Washington, Govt. print. off. 1915. 75 p. (Special agents series—no. 98)


88. What is your association doing to make its meetings interesting? Letters that have been received from those who have been active in such work giving the result of their experience. Metal worker. Nov. 24, 1916, v. 86: 651-653.


See also following issues.


92. The work of automobile dealers' associations. Local shows the most conspicuous results of their efforts—Protection against dead beats and oppressive regulations—Establishment of harmonious relations and correction of trade abuses—The used car problem. Horseless age, May 6, 1914, v. 33: 707-713.


The Red Cross Institute for Crippled and Disabled Men, 311 Fourth Avenue, New York City, has issued a Bibliography of the war cripple. Economic Consequence of physical disability, Provision for disabled soldiers in New Zealand, and other similar publications which will be sent on request.

We print in this issue this list of references by Miss Johnson because it will prove of interest to every Special Library worker. The same compiler has also compiled references on Journalism as a vocation for women and many other similar titles. We advise communication with Miss Johnson in regard to reference lists of vocations for women.
Mr. Thomas P. Ayer, formerly of the Brown University Library, has been appointed assistant librarian of the Federal Trade Commission, Washington.

Mr. E. W. Chapin, a graduate of Harvard is cataloguing the Vail Collection in the library of the Institute of Technology Cambridge, Mass.

Miss Helen R. Cochran has resigned from the staff of the Wisconsin Library Commission.

Miss Vena E. Fenson, Riverside '15-'16, is now with the Los Angeles Retail Merchants Credit assoc.

Miss Alta D Fifield, Wisconsin '16, is serving temporarily on the Wisconsin Library Commission in place of Miss Cochran who resigned.

Miss Berenice J. Finney, Carnegie '13, is cataloguing in the Signal Corps Office, Washington.

Miss Jessie J. Glass, Illinois '16-'17, has left the University of Neb Library to become librarian of the Omaha High School of Commerce.

Miss Esther J. Helfrich is now librarian of the A. W. Shaw Co., Chicago, publishers of System.

Miss Florence A. Huxley, office editor of the Library Journal for the past few years, and formerly of the New York Public Library, became Managing Editor of the Library Journal on January first.

Miss Huldah M. Johnson has resigned as librarian of the A. W. Shaw Company, Chicago.

Miss Mildred N. Johnson, librarian of the Northwestern University School of Commerce, Chicago, has gone to Washington temporarily.

Mr. W. H. Kerr, librarian of the Kansas State Normal School, spoke on "Library Work in Army Camps," at the Conference of Central and Southwestern Kansas librarians.

Miss Helen H. Morgan, Pratt '15, is now cataloguing at the Illinois Museum.

Miss Sarah N. Nelson is in charge of the re-search dept of McGraw-Hill Pub Co., New York which includes the library.

Miss Jean Oertel has been appointed librarian of the Railroad Wage Commission at the offices of the Commission in the Interstate Commerce Building at Washington.

Miss Phyllis Price, Carnegie '13, is now indexing at the Signal Corps Office, Washington.

Miss Helen Sayre, Pratt '11, has been appointed an assistant in the Rockefeller Foundation Corporation.

Mr. Asa C. Tilton, Camp Devens Library, has been appointed Librarian of the University of Wisconsin and Historical Society war collections.

Mr. A. D. Welton, manager of public relations dept., American Bankers Ass'n, has been appointed librarian in addition to other duties.

Dr. Robert H. Whitten, formerly librarian-statistician for the Public Service Commission, first district, New York City, and the second President of the Special Libraries Association, has opened an office for consulting work on city planning and zoning at 277 Broadway, N. Y.

Miss Elizabeth Wray, Pratt '03, is now librarian with Ivy Lee, who has charge of the Rockefeller Foundation publicity work.

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SPECIAL LIBRARY TYPES

The excellent article in this issue on "Building up the Special Library" by Miss Eleanor Kerr, Associate Editor, serves as an introduction to a general series of articles on the subject of Special Libraries.

Miss Kerr has admirably treated the scope and purpose of special libraries. She has not covered the needs of any particular type but rather the entire field.

In articles to appear later, different writers will cover the different types of libraries, namely, the economic, business, financial, hospital, sociological, engineering, industrial and so forth. In these articles there will be an attempt to describe no specific library of a company, but rather what a library of each type should contain, how it should be administered, and how to organize one and to extend its service.

Several librarians and statisticians of note are now at work on this series, and we should be glad to have suggestions as to types of libraries and as to possible writers. Miss Kerr will contribute further in the series by treating the subject of a financial library, and another article, not included in the series, will appear in an earlier number on magazine indexing. These two articles, coming from such an authority as Miss Eleanor Kerr of the William Morris Impri & Co., should prove of widespread interest.

We have been sending SPECIAL LIBRARIES regularly to all camp librarians. Some report that they are not received each month. We shall be glad to forward a duplicate copy to camp librarians who do not receive each issue regularly.

This volume, by the President of the University of Wisconsin, first published in September, 1910, has been reprinted several times. The latest being exactly seven years from the first. It includes roughly the mineral resources, water-forests, and the land. The book is used in many colleges as a text or collateral reading for courses in natural resources, commercial development, etc. It has been written largely through the information brought out in the Report of the National Conservation Commission. Conservation is a term constantly before the American public today. While in its present sense it largely concerns the food supply, yet it is directly concerned with every natural resource in the United States. It is just this conservation that the "Conservation of Natural Resources" aims to present.


This volume, issued in October, forms volume 5 of the miscellaneous division of the Yale Historical Publications. The book traces the growth of the committee system in law-making bodies of the colonies and states from the period 1730 to 1790 and in the National House of Representatives from the beginning to 1825. It was during those years the committee form of organization—a distinguishing feature of American legislatures of today—became established. It also shows to a certain extent how colonial legislatures were directed by party leaders, how the caucuses and the executive influenced the work of the federal House.


This volume was translated from the Danish after going through twenty editions. A vividly gripping story of a Dane who was forced to fight. From the time "The Silent Dane," as he was afterwards called, left his home, to the time of his return, and during his experiences in the trenches and convalescing in the hospital, the narrative will appeal to you. It is interesting to note that this book has been suppressed in Germany.


As a missionary Dr. Case has had exceptional opportunity to view the Mexicans and their land south of the Rio Grande. He divides his book in three parts. The first, Mexico in peace, the second, Mexico in revolution, and last past, present and outlook. The author writes from his personal experiences. He sums up his observations and conclusions in the last three chapters on American help for Mexico, educational, religious, and social. An informing book on a wonderful country with wonderful future possibilities.


Here is a book for training junior employees that explains the origin of advertising and shows just how modern advertising and selling developed. It shows how to study the specimens of early advertisements which are reproduced, and to compare them with advertisements in the press and magazines today.


The author has divided his book into eleven sections: useful phrases, significant
phrases, felicitous phrases, impressive prepositional, business, literary, conversational, public speaking, miscellaneous and striking similes.

It should be in the library of every businessman to supplement the dictionary and synonym book. A practical plan of study is also useful.


This is not a revision of Mr. Escher's former book "Foreign Exchange." It contains the necessary information for the businessman and student interested in foreign exchange, with important principles of international banking, rates of exchange, foreign exchange market, import and export credits, dollar credits, silver exchange. It has a good index appended, monetary systems of world and how to convert foreign currency into U.S. currency.


This second edition is identical with the first: except the last 12 pages. The material first appeared in Industrial Engineering in 1916. The book has long been a standard text of the practical application of Taylor's system to factories.


Political ideas, capitalism and the wage system, pitfalls in socialism, individual liberty and public control, national independence and internationalism are the topics covered in "Political Ideals" by Bertrand Russell, a brilliant philosopher. The author considers the problem of how the people of the world can be made more comfortable, more valuable to themselves and to others. He discusses the problem and the remedy.


A discussion of English agriculture after the war from the national standpoint. The book suggests a policy to provide employment immediately and to secure production of food at home so as to render the country secure in time of war. The probable cost and result of the policy are estimated.


With this book is appended the text of Federal Farm Loan Act of 1916 debt-paying tables, and compound interest tables. Material is indexed and the manual shows the organization and operation of national farm loan associations and joint stock land banks with hints on how to obtain fullest benefit of the system.


This is a volume of the National Social Science Series and presents the subject of statistical methods with special regard for social workers. A one page list of references is appended.


A series of addresses by a professor in the University of London dealing with the factory executive and his problems of management.


This small pocket volume covers essentials of navigation. It covers chart sailing, astronomical and sidereal time, compass error, dead reckoning, latitude by sun on meridian, chronometer rating, and longitude by sun, stars and planets. It has been developed from practical instruction in navigation.

SPECIAL LIBRARY INSTRUCTION

NEW YORK PUBLIC LIBRARY

On March 28th and 30th, students visited libraries in Boston including the Boston Public Library and the Boston Athenaeum. The Business Administration Library, Commercial Museum and Secretarial Laboratory at Boston University were visited as well as other special collections.

NEW YORK STATE UNIVERSITY

On the second of March to the second week of April classes were suspended to enable students to take the annual library trip. The "business libraries" class inspected the General Electric Company's Library of research and the general library, Schenectady, and the technical library of the Remscheider Polytechnic Institute. A few students have been assigned in other special libraries for their practice work.

UNIVERSITY OF WISCONSIN

The months of February and March were spent in visits to libraries in the state as usual. Among the special libraries in the list were: the package library of the Wisconsin University Extension Department, the state Legislative Reference Library, and the library of the Governor's Office.
(Continued from page 99)

**Brush, Matthew C.**

The so-called librarian's real duties. (Special Libraries, June 1917, p. 138-84)

Work of the business librarian.

**Cleveland Public Library**

Work of the Cleveland Public Library with children, and the means used to reach them. Ed. 3, 1912. 40 p.

Training for library work with children. p. 34-35.

**Countryman, Gratia A.**


Training and requirements

**Dana, John Cotton**

Women in library work. (Independent. Aug. 3, 1911. p. 244-250)

Nature and variety of work in a library. Training required in different branches.

**Davis, Reba**

Travelling libraries. (Anchor of Delta Gamma. April 1914. p. 165-266)

Vocation opportunities.

**Dewey, Melvil**


Of interest from historic point of view.

**Evans, Henry C. comp.**

Library instruction in universities, colleges and normal schools. (U. S. Bureau of Education Bulletin No 34, 1914)

Lists schools and colleges giving courses, with information regarding curriculum.

**Farrar, Cora H.**

Personal qualifications of a business librarian. (Special Libraries, Nov. 1917. p. 139-140).

**Fairchild, Charles B. Jr.**

The opportunities of a special librarian. (Special Libraries, May 1915. p. 91-92)

**Fairchild, Salome Cutler**


Historical account of women in library work. Discussion of the number of women and their salaries, in comparison with men.

**Gardner, Mary C.**

The training of library apprentices. (Library Journal, July 1917 p. 324-328)

**Hasse, Adelaide R.**

Women in libraries. (Journal of the Association of Collegiate Alumnae, Oct. 1917, p. 73-80)

Critizes present methods of training. Considers some of the opportunities for the reference librarian.

**Hazelton, Mary**


Considers briefly types of positions, training, and salaries.

**Henry, W. E.**

Librarianship as a profession (Library Journal, May 1917. p. 359-355)

Nature of service, training, requirements, apprenticeship system and library schools

**Hirth, Emma P. comp.**

Library work. (Classified list of vocations for trained women. N. Y. Intercollegiate Bureau of Occupations, N. Y. 1917. p. 22-23)

Lists types of positions in private, public, school, and college libraries, also in technical and business libraries.

**Inadequate Salaries of School Librarians**

(Library Journal, Oct. 1916. p. 752-754)

Conditions in Cleveland, based on report by Leonard T. Ayres on "The public library and the public school".

**Intercollegiate Bureau of Occupations**

Library work. (Opportunities in occupations other than teaching. N. Y. July 1915. p. 4)

Information regarding training and positions.

**James, M. S. R.**


Paper read before the International Council of Women. Considers the question of fitness of women for library work. Historic interest

**Johnson, Ethel M.**

The special library and some of its problems. (Special Libraries, Dec. 1915. p. 157-161)

Considers some of the requirements and opportunities in business library work.

**May, Gertrude E.**


**Munsterberg, Hugo**

Vocation of the librarian. (Vocation and learning. People's University. St. Louis, 1912. p. 232-233)

Knowledge and training needed. General.

**New York State Library School**

Librarianship, an uncrowded calling. 23p Albany, N. Y. State Ed. Dept 1917
Reprinted under title "Librarianship as a profession".

Includes articles on:
- Librarianship as a profession; A brief for the library schools; Library work for college women, by Elza L. Bascomb; and Library work for women, by Josephine A. Rathbone.

Reprinted from pamphlet by School "Librarianship an uncrowded calling".

Olcott, Frances Jenkins
Qualifications of successful candidates. Methods of training.

Plummer, Mary W.
Reasons for training, how training may be secured, the work as a profession.

Power, Ralph L.
Business education for business librarians. (Special Libraries, Nov. 1917, p 135-139)
Considers some of the qualifications and problems of business librarians.

Qualifications of High School Librarians. (Library Journal, Sept. 1915, p. 643-645)
R. F. B.
Library work for college girls. (Public Libraries, Jan. 1915, p. 62)
Advantages of library work for educated women. Where training may be secured.

Rathbone, Josephine A.
Library school courses as training for business librarians. (Special Libraries, Nov. 1917, p. 133-134)
A discussion of the features of Library school training that fit for business library work.

The field types of work in public; school and college; and in special libraries; salaries.

Salaries of Library school graduates. (Library Journal, March 1914, p 189-90)
Returns from graduates of Pratt Library School. Salaries for different kinds of library work, and for different positions shown. Brief information as to hours and vacations is given.

Richardson, Anna S.
Work in libraries (Girl who earns her own living. N Y Dodge, 1909, p. 74-75)
General outline of nature of the work and training required, Chiefly devoted to library school requirements.

Rebbins, Mary Esther
An account of the principal library schools of the county; entrance requirements, tuition, length of courses, degrees conferred.

Sawyer, Harriet P.
Professional training section (Library Journal, Aug. 1917, p. 650-652)
Report of conference on library training at Louisville meeting, June 28, 1917.

Shoemaker, Helen R.
Library work 4 p. Phil 1916
One of a series of bulletins on vocations for women issued by the Bureau of Occupations for Trained Women.
The articles are written by women engaged in the professions they describe.

Simmons College Quarterly
Library number January 1912. Articles on Library work with children; by Alice G. Higgins; and Library work for the blind, by Louise Phillips Hunt.

Smith, F. E.
Interesting college women in library work (Library Journal, April 1915, p. 363)

United States. Education Bureau
Salaries of librarians in public, society, and school libraries reporting over 5,000 volumes in 1913 are given p 40-170.

Weaver, E. W.
Librarianship (Profitable vocations for girls. N. Y. Barnes, 1915, p. 138-148)
Popular account. Discusses training, qualifications, duties, salaries.

Based on chapter in "Place aux femmes," by X. Renneley.