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## Special Libraries, April 1935

Special Libraries Association

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# SPECIAL LIBRARIES

"Putting Knowledge to Work"

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VOLUME 26

APRIL 1935

NUMBER 4

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## • CONTENTS •

University Press and the Special Library— <i>Joseph A. Duffy, Jr.</i> . . . . .	83
Membership Campaign—Your Share in It— <i>Adeline M. Macrum</i> . . . . .	85
To Aid Collectors of Municipal Documents— <i>Josephine B. Hollingsworth</i> . . . . .	86
Reading Notes . . . . .	87
Special Libraries Directory of United States and Canada . . . . .	88
Special Library Survey	
The Banking Library— <i>Alta B. Clafin</i> . . . . .	90
Conference News . . . . .	93
Nominating Committee Report . . . . .	95
Snips and Snips . . . . .	96
"We Do This" . . . . .	97
Business Book Review Digest . . . . .	98
Whither Special Library Classifications? . . . . .	99
New Books Received . . . . .	100
Publications of Special Interest . . . . .	101
Duplicate Exchange List . . . . .	104

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# SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

APRIL, 1935

Volume 26

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Number 4

## The University Press and the Special Library

### An Outline for Joint Action

By JOSEPH A. DUFFY, JR.

Columbia University Press

THE university press and the special library have a common heritage. Each is the result of a sort of refining process in the technique of transmitting information through the medium of print. Each grinds somewhat finer than does the commercial publisher or the general library. However, being specialists does not of itself make them brothers and sisters under the skin. The problem of the special library confronted with the purchase of a book lies in the book itself and not in the publisher. Yet there is a relationship to be developed, which if properly fostered will contribute to the greater effectiveness of both.

The imprint of a university press upon a book is generally conceded to be the hall mark of scholarship. It is too often this very scholarship which prevents a wide circulation. The book is usually the result of an intensive rather than an expansive approach on the part of the author; the very sort of treatment demanded by a special library. Consequently, unless the special librarian is ever watchful, invaluable material will slip by unnoticed. A too casual reliance upon general sources of book information will lead to costly oversights; costly, that is, to the library's complete usefulness. The university press cannot afford to advertise or circularize as lavishly as its colleague, the commercial publisher. A circular or seasonal catalog is directed to the special library. An advertisement is placed in the proper scholarly or technical journal. Review copies are placed

where it is assumed they will do the most good. Then it is up to the special librarian to act, either to buy at once or to make a note for future reference, or if additional information is required get in touch with the press. There will be no constant hammering or frequent reminders, the cost is too high. Very few of these books make money, but considered as a group they present a gold mine to the special library.

It has become the custom of many university presses to conduct a joint book exhibit at the annual meetings of such organizations as the National Education Association and the American Library Association, as well as many less prominent conventions. Anyone who has seen these displays may judge for himself the scope of activity. Recent Bowker statistics indicate that 10 per cent of all new books published in the United States in 1934 were the product of university presses. If we eliminate fiction and children's books as not strictly within the jurisdiction of the special library, we find that the rate rises to about 15 per cent. The first university press was founded in 1891 at Johns Hopkins and shortly thereafter was followed by Chicago and Columbia. Since then the number has grown to about thirty in all, now joined in the Association of University Presses. It is obvious from this that the university press has become a considerable source of supply.

The matter of utilizing this rich soil becomes a question of the interchange of information

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between the university press and the special library. The extent to which a press may go in publicizing its wares was suggested above, but with the cooperation of the special library these methods may be greatly perfected. They may be pointed with direct reference to the needs of the library. In the first place, every special library should file the latest information concerning its requirements with every university press. Let the presses realize that it is up to them to see to it that the libraries get book notices as near to publication date as possible. It is also recommended that unnecessary material on non-pertinent books be weeded out and thus save much time for the librarian. The special librarian ought to be able to depend upon every university press for selected data and prompt service. This does not merely mean promptness in filling orders, but speed and thoroughness in searching out hidden material. It often happens that a chapter in a book under some classification foreign to the needs of the special library contains the very material required to round out a bibliography. The university press should be one of the first places to which a librarian may turn for additional help in performing its duties. On the other hand, the press is confronted with the problem of keeping its mailing lists productive. If the library is in the habit of purchasing its books through a jobber or retailer rather than direct, pass the word on, let it be known that the special information has not fallen on deaf ears.

A university press is easily encouraged. When it is serving the cause of scholarship it will go out of its way to perform those services which to a commercial publisher are economically prohibitive. Publication of a press book is not undertaken for the sole purpose of making money. It is a special service, an elaboration, if you will, of the same principle upon which our libraries are based. No one can appreciate better than a librarian what it means to have an encouraging pat on the back. The university press is delighted to extend its function through the medium of the library into the realm of special knowledge. If the special library finds that it is drawing more and more on the presses for information which does not directly result in the purchase of books, that may be due to a closer contact ultimately pro-

ductive of a common good. The special library may contribute its share by reporting the needs in its own field. If some phase of its subject appears to be inadequately treated a report should be made to the several presses to be, in turn, transmitted to that department of the university wherein the study may be made. This may sound a bit far fetched, but it is not unlikely that it may carry some weight in the assignment and selection of topics for doctoral dissertations. Also, with such notes at hand a press may guide its own activities and lay out its publishing program with a definite object in mind.

There is great diversity in all this specialization. The many special libraries throughout the country each with its own problem makes it difficult for one publisher to visualize a unified market. Yet here is a unified market, not for any one book, but for the product for the industry as a whole. And when that market becomes articulate and calls upon publishers to supply its needs it will be found that as a group the university presses are not only willing but equipped to do more than their share of the job.

As a start in the right direction it is suggested that all special libraries check over the following list, be sure that they are receiving catalogs and notices, in brief, be sure that they are getting the full benefit of a form of special publishing.

- \*Clark University Press  
Worcester, Mass.
- Columbia University Press  
2960 Broadway  
New York, N. Y.
- Duke University Press  
Durham, N. C.
- Fisk University Press  
Nashville, Tenn.
- Harvard University Press  
Randall Hall  
Cambridge, Mass.
- Indiana University Press  
Bloomington, Ind.
- Johns Hopkins Press  
McCoy Hall  
Johns Hopkins University  
Baltimore, Md.
- Loyola University Press  
1076 West 12 Street  
Chicago, Ill.

- New York University Press  
32 Waverly Place  
New York, N. Y.
- Oglethorpe University Press  
Oglethorpe University, Ga.
- Ohio State University Press  
Columbus, Ohio
- Princeton University Press  
Princeton, N. J.
- Oxford University Press  
144 Fifth Avenue  
New York, N. Y.
- Stanford University Press  
Box 3001  
Stanford University, Calif
- \*University of Buffalo  
Bureau of Business and Social Research  
Buffalo, N. Y.
- University of California Press  
Berkeley, Calif.
- University of Chicago Press  
5750 Ellis Avenue  
Chicago, Ill.
- \*University of Colorado  
Boulder, Colo.
- \*University of Illinois  
Urbana, Ill.
- \*University of Iowa  
Iowa City, Iowa
- University of Maine Press  
Orono, Maine
- \*University of Michigan  
Ann Arbor, Mich.
- University of Minnesota Press  
234 Administration Building  
Minneapolis, Minn.
- University of North Carolina Press  
Chapel Hill, N. C.
- University of Oklahoma Press  
Norman, Okla.
- University of Oregon Press  
Eugene, Oregon
- University of Pennsylvania Press  
3438 Walnut Street  
Philadelphia, Pa.
- \*University of Southern California  
Los Angeles, Calif.
- University of Texas Press  
Austin, Texas
- University of Washington Press  
Seattle, Wash.
- \*University of Wisconsin  
Madison, Wis.
- Western Reserve University Press  
10940 Euclid Avenue  
Cleveland, Ohio
- Yale University Press  
143 Elm Street  
New Haven, Conn.

\*Names of universities starred have issued books but are not listed as university presses.

## The Membership Campaign—Your Share in It

By ADELINE M. MACRUM, Chairman

A NEW plan in membership committee work is being tried this year, in many chapters. The former local membership committees have been expanded to contain if possible one representative of each of the ten national groups. The national groups, in turn, have appointed membership representatives who work with the local appointees. The main idea, of course, is that prospective members will be more likely to join if asked to do so by someone in a library similar to their own, or with allied interests. During March, *each member* of every local membership unit was asked to bring in one institutional member and two or more active members.

Your part in this scheme of things is not to sit back and hope that your local committee

makes good. Passivity is not indicative of good citizenship nor of good membership. You benefit by every new person who enters the Association because his advice and his experience along professional lines are now yours to share, and the specialized resources of his library are more readily available. There are probably half a dozen colleagues of whom you can think right now, who are not members of Special Libraries Association. By asking them to share our activities you will be doing them a service and helping to increase their professional prestige as well as that of the Association. Year after year, the Association works through its various channels to raise the standards of librarianship, to increase salaries, to make available new sources of specialized

knowledge, to help us all do better work and get more out of life. Will you, in return, consider yourself an ex-officio member of your local membership unit or of the National Association, and write today to those librarians you have in mind, explaining from your own experience the advantages of membership?

On December 31, 1933, we had a total membership, paid and delinquent, of 1,387, while in November 1934 we had a total of 1,654, or a net increase of 267. A preliminary survey shows that from September 1934 to March 15, 1935, the following new memberships were recorded: 12 institutional, 46 active, 120 associate, or a total of 178. This represents much solid work on the part of local units, group leaders, and national headquarters.

Good as it is, the record is not good enough. It is absolutely necessary for the success of the many undertakings which our Association has under way that we make a better showing than we have done hitherto. Unless we can

increase our numbers, curtailment of certain activities may be unavoidable. We don't want that to happen, any of us. Business seems to be on the up-swing; new members should not be hard to get. We are counting on each of you to pull your fair share of the load. Your loyalty and confidence in the past have been our greatest asset. There is no more vital way you can help than by bringing in active members. The improvement in statistics over 1934 shows this need not be difficult. The comparison of figures is definite proof.

NEW MEMBERS, JANUARY 1 TO MARCH 15

	1934	1935
Institutional . . . . .	4	9
Active . . . . .	24	19
Associate . . . . .	111	70
Total membership dues . . . . .	\$291.00	\$300.00

What firm in your city would benefit by institutional membership? Will you write the letter today?

## To Aid Collectors of Municipal Documents

By JOSEPHINE B. HOLLINGSWORTH

Chairman, Special Committee on Municipal Documents, Civic-Social Group,  
and Librarian, Municipal Reference Department, Los Angeles Public Library

THE importance of municipal documents as sources of information to those engaged in economic and governmental research has never been so thoroughly appreciated as during the past three or four years of social and political change. The federal and state agencies have depended largely upon local officials to furnish work projects for the unemployed. The acute financial stringency of the cities brought on by the diminished or uncollected taxes has necessitated the search for new sources of municipal revenue or more economical governmental organization. As individual incomes have diminished all forms of government have had to assume more responsibility toward the citizen. All these factors, as well as many others, have focused public attention on city governments and so have created a greater need for official sources of information. Unfortunately, with the increased demand for municipal

publications has come the decreased budget, requiring a curtailment in the number of copies and titles issued. To meet this situation, a renewed effort is now under way to provide an adequate means for libraries and research agencies to assure themselves of the receipt of the publications desired.

At the 1934 conventions of the Special Libraries Association and of the American Library Association, a plan was discussed and favorably recommended whereby the public or municipal reference library of each city of 100,000 population or over is to be requested to furnish the publications of its own city to other libraries or research agencies desiring them.

This service is now being performed by some public libraries and many municipal reference libraries, but it is hoped that more can be persuaded to undertake the work. As a prac-

tical means of putting the plan into operation a model ordinance has been drafted and is recommended for adoption by local city councils. This ordinance, based on those now in effect in some cities and modified by the suggestions of librarians experienced in this work, provides for the distribution of publications furnishing public information about activities of the city or matters of interest related thereto to librarians and other research agencies through the public or municipal reference library, the number printed to be in part based on the library's mailing list records and anticipated requests. A preliminary copy of the ordinance may be found in the Proceedings of the Public Documents Committee of the American Library Association for 1934, pp. 53-57.

The Public Documents Committee of the American Library Association and the Special Committee on Municipal Documents of the Special Libraries Association are actively supporting this program and will be glad to assist libraries desiring to undertake this service. The cooperation of local public officials will be sought through contacts with such organizations as the International City Managers Association, the American Municipal Association and the Municipal Finance Officers Association.

While believing that a workable scheme for the regular distribution of municipal documents is particularly vital at this time, the members of the Special Committee on Municipal Documents have also felt very strongly the need of additional checklists and other bibliographical aids for those collecting and using this type of reference material. As a first contribution in this field, the *Basic List of Current Municipal Documents* was compiled by this committee and published in 1932 by the Special Libraries Association. This is a checklist of the serial publications of 255 American and Canadian cities. Through the cooperation of local libraries, current serials are now being listed in *Public Affairs Information Service* for nine of our largest cities, while New York City documents are given monthly in *Municipal Reference Library Notes*.

Another activity which promises to aid libraries in the collection of municipal documents is the movement for compiling union lists of local documents. Mr. A. F. Kuhlman,

Chairman of the Public Documents Committee of the American Library Association, has just made available through the University of Chicago a union list of the publications of Chicago and Cook County, while the Sixth District California Library Association has undertaken the preparation of a union list of local documents in the libraries of Southern California. Both of these have been accomplished with the assistance of S. E. R. A. workers, and libraries or library associations are urged to avail themselves of S. E. R. A. help in carrying out similar enterprises. Where trained help is not procurable, it has been suggested that typists be used to make exact copies of title pages of all documents, both serial and separates. Later this could be used for the compilation of a checklist with full bibliographical data or a copy could be loaned to other libraries for checking and cataloging purposes. Each city, large or small, should have a complete list of its own publications, and the local library is the most suitable place for the compilation of such data as well as the collection of the documents themselves. The altruistic library will endeavor to share both information and reports with other libraries and research agencies. May we have your support in the proposed program?

### Reading Notes

A new publication of interest to museum members or the special librarians who have been vacationing in Mexico and adjoining regions is "Maya Research," a quarterly publication which is edited by Frans Blom, director of the Department of Middle American Research of Tulane University of Louisiana. This has a bibliographic section under the supervision of Arthur E. Gropp, librarian of the Department of Middle American Research. It has reviews and annotations of books and a list of recent books and articles on the Maya area.

\* \* \*

The salesmen for Phoenix Mutual Life Insurance Company are fortunate in the opportunities for reading offered by the library. The Reading Plan worked out by Mrs. Bevan for 1934-35 is stimulating and offers a wide range of interest. Her list would be of value for anyone working out such plans.

## Special Libraries Directory of the United States and Canada

SPECIAL Libraries Directory is coming out big on its Silver Anniversary. A quarter of a century ago it borrowed a few pages in the little brand-new SPECIAL LIBRARIES and there its small coterie of 108 organizations made a first bow in unison, testifying to the library world that something was really doing in this matter of specialization. Then Dorsey Hyde (a name we conjure with) after the Survey gave us the 1921 pamphlet where the coterie became a chorus of 429 voices. In 1925 a book, twice the size of the first edition, showed us the stage was filling and the wings alive with some 975 participants. Truly enough in its preface, Mr. Dana predicted "the end is not yet"; for the third edition of 1935 is a sizeable book from whose pages, now shorn of moribund members, a gathering of 1,475 organizations spreads into the arena.

The laborious compilation of the present book has run to nearly a year and its labor has by no means been unseasoned with love. A round dozen persons had a hand in the making and many a holiday, to say nothing of many a drop of midnight oil, has been freely spent. The whole thing took approximately 1,300 hours.

This is the work the hours saw in the order of their passing:

Decision made to include Canada, to omit all libraries of the general type, and to arrange alphabetically by city under state with organization, personnel and subject indexes.

All available lists of libraries, i.e., old S. L. A. directories and local directories, checked with S. L. A. membership and a card file made, — yellow for members, blue for non-members.

Two thousand mimeographed questionnaires with page of instructions sent out.

Returns checked by S. L. A. Secretary against her files for possible corrections in name, title, address.

Card record checked "received."

Copy edited.

Copy typed.

Follow-up sent.

Second follow-up sent.

Special urgent and last follow-up:

(a) To members.

(b) To non-members.

Geographical lists made of those still "out-standing" and mailed to Chapter presidents and secretaries with request to check.

All typed copy re-read.

From 200 to 300 letters written to individual libraries, questioning data on questionnaire, asking explanation or filling in of incomplete data.

In the meanwhile there were regularly received from Headquarters Office the names of new members, library or individual, and cards for these were made out for inclusion in the directory; and lists of non-members were typed and sent to the membership chairman.

Additional labor consisted in:

Planning procedure.

Planning typographic set-up.

Obtaining preliminary estimates.

Preparing the three indexes (10,000 cards used).

Editing whole manuscript.

Obtaining advertisements.

Obtaining final estimates (from six printers).

Set-up of instructions for printer.

Proof reading.

Preparing, addressing, etc., advance orders.

Preparing advertisements and releases for directory.

A man-size job for, and from, the Publications Committee and the Directory Committee chairman, Eleanor Cavanaugh!

And now just what do these directories record of our growth? The list published in April 1910, or Volume I, No. 4 of the little eight-page magazine published by the Special Libraries Association, was the first record of such sources of information. Admittedly incomplete, it represented all the libraries that could be discovered through the resources available. Of its 108 libraries, 25% were legislative and municipal reference, — that is, either the state libraries and their divisions, or municipal libraries and associations dealing with that type of information.



This Special Libraries Directory of the United States and Canada, appearing twenty-five years later, covers 1,475 organizations as against the 108 listed in 1910, — an amazing growth showing that, of the total recorded libraries, all but 8% have developed since 1910; showing also the almost unlimited possibilities inherent in the field.

It is of interest to note that, excluding the state libraries, the following thirty charter entrants in that earliest list are still active. These long established libraries, grouped by their predominating interest, are as follows:

**SPECIAL LIBRARIES LISTED BOTH IN 1910 AND 1935**

**CIVIC**

Baltimore Department of Legislative Reference  
 Merchants' Association of New York  
 New York State Chamber of Commerce

**COMMERCE**

Business Branch of the Newark Public Library  
 Price, Waterhouse & Company

**INSURANCE**

*Associations*

Association of Life Insurance Presidents  
 Insurance Library Association of Boston  
 Insurance Society of New York

*Business*

Equitable Life Assurance Society  
 Prudential Insurance Company of America

**MUSEUMS**

*Art*

Ryerson Library of the Art Institute of Chicago  
 Brooklyn Museum Library  
 Cincinnati Museum Association  
 Metropolitan Museum of Art

*Commercial*

Philadelphia Commercial Museum

*Natural History*

American Museum of Natural History  
 Field Museum of Natural History

**SCIENTIFIC AND TECHNICAL ORGANIZATIONS**

*Engineering*

General Electric Company  
 Arthur D. Little, Inc.  
 Engineering Societies Library

Massachusetts Institute of Technology  
 Western Society of Engineers

*Public Utilities*

Commonwealth Edison Company  
 Edison Electric Illuminating Company  
 United Gas Improvement Company

*Scientific Associations*

Academy of Natural Science  
 American Entomological Society  
 American Geographical Society  
 Arnold Arboretum Library  
 Massachusetts Horticultural Society

In the fields of information covered, the greatest growth has appeared in that of commerce and finance. Municipal and reference legislative libraries were early firmly entrenched; insurance libraries, well started. The development in the use of libraries as vital departments in financial and commercial institutions, however, is a story of recent years. The rapid establishment of special libraries in all fields is shown by the number of libraries, roughly grouped by predominating interest, in each of the four directories.

**BROAD CLASSIFICATIONS OF LIBRARIES COVERED IN THE SEVERAL DIRECTORIES**

	1910	1921	1925	1935
Civics and Sociology . . .	39	43	153	236
Commerce . . . . .	5	84	135	154
Finance . . . . .	2	32	56	77
Insurance . . . . .	5	14	27	48
Museum . . . . .	6	8	21	84
Newspaper . . . . .	0	5	39	81
Science and Technology..	35	122	161	323
All other types . . . . .	16	121	383	472

The tremendous strides in geographical range are as conspicuous as the mere numbers and made visible at a glance by the arrangement of the present edition. In 1910 only one special library was listed for California. In 1935, 175 are recorded for that state. As for the cities, where New York in 1910 had 25 special libraries it now has 278; Philadelphia has leaped from 6 to 102, Chicago has moved from 11 to 95; Boston from 13 to 91; and San Francisco has 67 as against none in 1910.

To what limitless resources in information is this 1935 edition not a key. How will it tally with the directory that appears in 1960? How are we going to grow?

MARIE L. PREVOST.

# The Special Library Profession and What It Offers

## 8—The Banking Library

By ALTA B. CLAFLIN

Librarian, Federal Reserve Bank of Cleveland

THIS attempt at a composite picture of financial libraries as they are today has been suggested by a summary of replies to a recent questionnaire sent to certain typical libraries in this field, supplemented by personal impressions resultant of sixteen or more years of general acquaintance with financial libraries and librarians. The picture will be blurred, and perhaps distorted, from lack of first-hand knowledge of many details, but it may still be profitable at this time to examine even an indistinct likeness of ourselves as we have grown to be in the comparatively few years of our existence.

Very few financial libraries can look back on a history of twenty years, or of barely fifteen. In most cases their almost imperceptible beginnings took definite shape in the years following the World War. The reasons for this, in the case of the investment libraries, might be found in the greatly broadened interest of the general public in all investment securities as a result of the popularizing efforts of the Government during the Liberty Bond sales campaigns; and in the growing financial underwriting demands of American industries. Several investment research and service organizations, newly formed about this time, added their efficient libraries to the growing list. Some of the great public utilities companies, as, for example, the American Telephone and Telegraph Company in New York, and H. M. Byllesby Company in Chicago, also felt the necessity of maintaining complete informational collections along financial lines, as well as in their own technical fields.

War finance and its aftermath greatly extended the scope of the larger commercial banks in international affairs, so that many others began to follow the already well-known examples of the National City Bank and the Guaranty Trust Company of New York in building up informational collections in charge of competent staffs. About this time, too, most

of the Federal Reserve banks, finding themselves more or less the financial arbiters of their own Districts, began to fortify themselves with files and shelves of financial, statistical and business data in charge of trained statisticians and librarians.

In 1929 Miss Cavanaugh made the statement that over one hundred financial institutions in the United States at that time were maintaining libraries within their organizations, about 75 of which were in New York City. An informal list compiled in 1933 puts the total number of such libraries in the United States and Canada nearer to 70 or 75. This reduction to a large extent has been due to the high mortality of the organizations themselves during the depression years. In other cases, consolidations have brought together several originally separate library collections. We cannot fail to observe however, and it is borne out by a study of the questionnaire summary at hand, that almost all of the organizations which have managed to weather the storm have retained their library service and their library staffs, however much reduced in size and budget allowance.

### PRESENT SITUATION

We come now to a survey of the physical characteristics of our composite picture. Fortunate indeed is the library which in its more prosperous days was able to acquire—and to hold—housing space sufficient to contain the whole of its growing collection in one central location, without recourse to transfers to other inaccessible and unwanted corners of the building, or being compelled to discard, for lack of space, much material still capable of real historical value.

Within the library itself, the vertical files, with their priceless, though ephemeral, contents, form the backbone of the whole collection. It may seem heresy, but it is true that the book collection, however large, is only an

adjunct or supplement to the files, — certainly in such libraries as ours, whose chief objective is the supplying of statistical and other data on what happened last year, last month, last week, yesterday — or tomorrow. The most important duty of the chief librarian is keeping this file collection as complete and up-to-the-minute as possible, at the same time continually weeding out the dead or obsolete items or such as have later been compiled more compactly in book form.

The size and contents of the shelf and files collection differ radically with every library. From the present survey it is found that book collections vary from 2,000 to 23,000 volumes, and the files from five or six four-drawer units to 70 or more.

The types and subject matter of the material collected differ as radically with every library. Basic lists on what every financial library should contain have been compiled from time to time by good authorities, but it is safe to say that no library has ever found it necessary to accumulate all the items noted in such lists or to confine itself to the subjects specified. The principle on which the building up of the library collection is based may be stated as follows: Have everything that is needed for the proper functioning of the organization for which the library is maintained — *and no more.*

#### ORGANIZATION AND STAFF

It is quite vital to the full efficiency of the library that it should rank in the organization which it serves as an independent department answerable only to a higher official; and the definite recognition of the librarian as a department head or manager is most desirable. It is usual that the greater proportion of the service performed is directed to the needs of some one department, such as the Research or Statistical Department, the Credit, Trust, or Investment departments, and the library naturally is under the supervision of the officer to whom such department also reports.

The independence of the library, moreover, makes it possible to centralize in that department all acquisitions of printed material needed within the organization and the economical supervision of such material whether acquired for the organization as a whole, or for the exclusive use of any one department or individual.

From the present survey it is seen that library staffs range in number from one to eight persons, although we know that, in palmier days, the personnel of some of the larger banking libraries comprised a much greater number. It is also seen that in almost all cases staffs are made up entirely of women. It is hard to find a reason why this work should appeal so much more to women than to men, or why the organizations themselves seem to prefer women for such positions.

The various grades of work performed by the members of the staff of average size have become fairly standardized. The librarian and the first assistant as a rule have had the advantages of both college education and library school training. Upon these two devolve general administration, the selection of new library material and the discarding or otherwise disposing of the obsolete, the main reference work, classifying, cataloging, indexing, and assigning of headings for the subject files.

The next in rank is apt to be a college graduate, but not necessarily library school trained. The mental discipline and breadth of interest gained during her college years qualifies her for intelligent reading and summarizing of the daily news items, the indexing and digesting of periodical articles, reviewing of new books and pamphlets, and the handling of the less exacting reference questions. The filing, clerical, record, and mechanical duties of more or less responsibility, to be performed in all libraries, are assigned to junior clerks of at least high school education. Very often these assistants have been promoted to the library from other departments in the organization.

In such a set-up the range of salaries is fairly wide. It is most essential to come to an early understanding with the officials who have the decisions as to promotions and salaries just about how much each grade of work calls for in background, experience and financial remuneration. Otherwise the staff may always be at the mercy of the caprice or financial situation of the moment.

As to hours and vacation periods it is apparent that most of us abide by those prevailing in the organization. It is always unwise to insist on special privileges of any kind for the library staff.

No survey, of course, can be made of the

personal attributes of members of the library staff, yet it is well to emphasize here that, in organizations such as ours, managed by hard-headed, practical, virile men of affairs and their juniors, it is absolutely essential that each member of the staff be personally acceptable. Probably as much as in any other type of library, selection of the personnel must be made with special regard to adaptability, good manners, personal grooming, self-respect, and ability to maintain her just and proper footing within the organization.

#### USE OF THE LIBRARY

The decision as to whom the library service shall be extended very largely governs the make-up of the whole library collection and the duties performed. Is the library to be maintained only for the officials, for only one department, or only for the organization as a whole? Shall the clients of the organization, or the general public, be allowed the privileges of the library?

Practically all financial libraries are now endeavoring to serve to the utmost extent every individual and every department in the organization, though very likely the preponderance of the service performed will be for the benefit of the one or two departments which need it most. In addition the library facilities are usually quite freely extended to the clients of the bank or investment house, or, in the case of Federal Reserve banks, to the member banks of the district.

In any institution where research and study are a very small side issue in the business of the day, the majority of potential users of the library have to be reminded of its facilities, and the library services brought unsolicited to their very desks. There are many ways by which most of us endeavor to reach all possible users,—by mimeographed daily news reviews, printed monthly bulletins of book reviews and periodical notes, bulletin boards, definite space assigned to library news in the employees' staff magazines, etc., etc. We must be most careful, however, not to overdo this sort of thing, in our zeal to bring the library facilities to every employee, for we should soon become a bore and destroy the very object we are striving to attain. After all, the very best publicity for any library is a quietly and slowly

built-up reputation for accurate, thorough, interested and *intelligent* helpfulness.

#### BIBLIOGRAPHY

Many good descriptions of the various bank libraries have appeared from time to time in the house organs of the banks in which they are located. Aside from these the following is a brief (and undoubtedly incomplete) list of periodical articles, arranged chronologically.

SPECIAL LIBRARIES, June 1919. Most of the issue is given to descriptions of the work of several financial libraries.

How a bank library gains public favor, by Osgood Baley (*Bankers Monthly*, Nov. 1919, p. 30).

Describes the establishment of the library at the First-Wisconsin National Bank of Milwaukee under Margaret Reynolds.

Scope of financial library for a modern bank and trust company, by Raleigh S. Rife, Guaranty Trust Company of New York (*Trust Companies*, Mar. 1920, p. 287).

The special service of a banking library, by Jeanne B. Foster, Kuhn, Loeb and Company, New York (*SPECIAL LIBRARIES*, Sept.-Oct. 1921, p. 177).

Value of a library service to the smaller banking institution, by Alta B. Clafin, Federal Reserve Bank of Cleveland (*Bankers Magazine*, Oct. 1921, p. 635).

Functions of a bank library, by Vivian G. Smith, Security Trust and Savings Bank, Los Angeles (*Coast Banker*, Apr. 1923, p. 407).

How a financial library aids in underwriting foreign loans, by Raleigh S. Rife (*SPECIAL LIBRARIES*, May 1923, p. 77). Speech made before New York S. L. A. Feb. 27, 1923.

How financial libraries are serving bankers, by Alice L. Rose, National City Bank of New York (*Bankers Monthly*, June 1923, p. 19).

Financial libraries, a radio talk, by R. E. Wright (*American Banker*, Nov. 3, 1924, p. 11).

How financial libraries serve banks, by Margaret Reynolds (*Bankers Magazine*, Dec. 1924, p. 1075).

Start a "run" on the bank library, by K. Dorothy Ferguson, Bank of Italy N. T. & S. A., San Francisco (*Coast Banker*, Oct. 1926, p. 365).

Where can I find it? Some data on the organization of a financial library, by Eleanor S. Cavanaugh, Standard Statistics Company (*Your Money*, Aug. 1929, p. 26).

The modern bank and trust company library, by Laura Jane Gage, Central Republic Bank and Trust Company, Chicago (*Trust Companies*, Aug. 1931, p. 179).

## Conference News

FOUR full days of business, helpful addresses and valuable contacts, with opportunity for visits to notable libraries and historic places, are included in the program for the 27th annual conference of Special Libraries Association, which will be held in Boston, June 11-14, 1935.

James F. Ballard, director of the Boston Medical Library, has been appointed chairman of the Program Committee. Serving with him are:

William Alcott, librarian, *Boston Globe*.

Dr. Arthur H. Cole, librarian, Harvard School of Business Administration.

Marion G. Eaton, librarian, Federal Reserve Bank of Boston.

Elinor Gregory, librarian, Boston Athenaeum.

Milton E. Lord, director, Boston Public Library.

Edward H. Redstone, librarian, Massachusetts State Library.

Howard L. Stebbins, librarian, Social Law Library, Boston.

Besides visits to the Harvard College Library and that of the Business School, followed by luncheon at the Faculty Club, Harvard Day on June 11th will include visits in the afternoon to the Germanic and the Fogg Art Museums, and a visit to Radcliffe College. The Harvard Business School has planned a tea for the afternoon. Announcement is also made of a reception by the Boston Public Library on Thursday evening, with music and dancing from nine to eleven.

## TENTATIVE PROGRAM

### Hotel Statler—Boston

June 11-14, 1935

TUESDAY, JUNE 11

#### Newspaper Group Meeting

9.00 A.M. Breakfast conference.

#### HARVARD UNIVERSITY VISITING DAY

Morning. Visits to the Business School library, the Harvard College Library and its special collections.

Luncheon at the Harvard Faculty Club.

Afternoon. Visits to the libraries of the Law School, the University Museums, the Germanic Museum, the Fogg Art Museum, Radcliffe College. Tea at the Business School.

4.00 P.M. Executive Board and Advisory Council Meeting.

#### First General Session 8 P.M.

Speaker: President Karl T. Compton, Massachusetts Institute of Technology.

WEDNESDAY, JUNE 12

#### GROUP MEETINGS

Biological Science

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8.00 A.M. Informal breakfast, Hotel Statler.

9.30 A.M. Boston Medical Library: Inspection of library and exhibits. Round table discussion and seminar. Leader, James F. Ballard, librarian, Boston Medical Library. Topics: Book selection and purchase; Coöperative buying and allocation of material; Weeding out and discarding; Binding and its substitutes.

1.00 P.M. Informal luncheon.

2.15 P.M. Massachusetts Horticultural Society Library: Round table discussion. Leader, Miss Dorothy St. J. Manks, librarian, Massachusetts Horticultural Society. Topics: Research materials in the biological sciences; Indexes and their deficiencies.

#### University and College Departmental Librarians

8.00 A.M. Breakfast conference, "Experience" meeting for the purpose of becoming better acquainted.

2.00 P.M. General meeting with outside speakers.

**Commerce and Financial**

10.00 A.M. Joint meeting. Speaker: Dr. Joseph B. Hubbard, editor, *Review of Economic Statistics*; author, *The Banks, the Budget, and Business* (1934). Second speaker to be announced.

**Financial**

1.00 P.M. Luncheon.

Check List of Foreign Financial Material, report by Miss Eleanor S. Cavanaugh, librarian, Standard Statistics Co., New York. Subject Headings List, report by Miss Marguerite Burnett, librarian, Federal Reserve Bank of New York. Business meeting and election of officers, etc.

**Insurance**

10.00 A.M. "What an Executive Wants from His Library," discussion by two insurance company executives to be named later. Address by John M. Holcombe, Jr., Life Insurance Sales Research Bureau of Hartford.

**Newspaper**

9.00 A.M. Breakfast conference, "Some New Reference Books," discussion led by Miss Marie-Anne E. Walker, librarian, *New York Times*. Followed by a panel meeting on "Preventing Loss of Library Material," led by William Alcott, librarian, *Boston Globe*.

10.30 Address, "Advertising and the Library." (Speaker to be announced later.)

12.30 P.M. Luncheon meeting, followed by visit to the *Boston Herald* Library.

2.00 "The Romance of a Picture: Its Travels from Photographer to Files," an exhibit and discussion by Maurice Symonds, librarian, *New York News*.

**Science-Technology**

10.00 A.M. General group meeting. Speaker, Mrs. Ruth McG. Lane, librarian, Vail Library, Massachusetts Institute of Technology. Second speaker to be announced.

**Annual Banquet, Hotel Statler, 6.30 P.M.**

Speaker: Professor J. Anton Dehaas, Harvard Business School.

THURSDAY, JUNE 13

**Second General Session**

Business Meeting, 9.30 A.M.

**GROUP MEETINGS****Biological Science**

2.00 P.M. Harvard Medical School Library, Boston. Inspection of library and exhibits. Round table discussions. Leader, Miss Frances N. A. Whitman, librarian, Harvard Medical School Library. Topics: How to "Sell" your library to its clientele. What I do that is different from standard practice. Economies, good and bad.

**Commerce**

Informal luncheon.

**Financial**

Luncheon for Federal Reserve librarians at the Federal Reserve Bank.

**Insurance**

2.00 P.M. Librarians of different types of insurance libraries will talk about the work of their libraries. Questions and discussion. Business meeting.

**Newspaper**

8.30 A.M. Breakfast conference.

1.00 P.M. Luncheon meeting at "Old France."

2.30 "Clearing House of Difficult Questions," discussion led by Miss Agnes J. Peterson, librarian, *Milwaukee Journal*. Reports of committees and election of officers.

**Public Business Librarians**

Informal discussion of administrative problems.

**Science-Technology**

1.00 P.M. Luncheon. Group symposium.

**Afternoon Tea.** The Association will be the guests of The Christian Science Publishing Society at the Society's beautiful new building.

**Evening Reception.** The Association will be the guests of the Boston Public Library from 9 to 11 P.M. Music and dancing.

FRIDAY, JUNE 14

**Third General Session**

**Business Meeting, 9.30 A.M.**

**GROUP MEETINGS**

**University and College Departmental Librarians**

1.00 P.M. Luncheon. Symposium on the Departmental Library.  
Business meeting.

**Commerce**

2.00 P.M. Talks by members of the Group.  
Business meeting.

**Newspaper**

8.30 A.M. Breakfast conference.  
1.00 P.M. Luncheon meeting, followed by visit to libraries of the *Boston Globe* and the *Boston American-Advertiser-Record*.

**Public Business Librarians**

1.00 P.M. Luncheon, followed by visit to the Kirstein Business Branch of the Boston Public Library.

**Science-Technology**

2.30 P.M. Business meeting.  
Evening — Visit to Longfellow's Wayside Inn, Sudbury, followed by dinner at the Inn.

NOTE. — The programs of the Civic-Social and the Museum Groups will be announced later.

**TRAVEL COMMITTEE**

**ROUND TRIP**

*Summer Excursion*

New York City . . . . .	\$13.80 by rail
Philadelphia . . . . .	19.00
Baltimore . . . . .	24.55
Washington . . . . .	26.85

**ROUND TRIP**

*By Eastern Steamship Lines*

New York City .	\$10.00	30 days limit
Philadelphia . . .	16 05	rail & boat via N. Y.
Baltimore . . . . .	21.60	" " " " "
Washington . . .	23 90	" " " " "

NOTE: On rail tickets on through trains via Hellgate Bridge Route Washington, Philadelphia and Baltimore add \$1.80.

**ROUND TRIP PULLMAN LOWER**  
*Season Ticket One Way*

Pittsburgh . . .	\$39.15	\$6 38
Cleveland . . .	39.20	6 38
Detroit . . . . .	42.95	7.50
Chicago . . . . .	58.65	10.13
Montreal . . .	20 00	3.75
Pacific Coast points . . . . .	142 25	24 13

A suggestion is made that those from the North Atlantic States who come to Boston by the Eastern Steamship Lines through the Cape Cod Canal on the evening of June 10, register in advance with the local committee members so that a block of staterooms together for the party might be purchased, the prices being \$1.00, \$2.00 and \$2.50 for inside rooms, \$3.00 and \$3.50 for outside rooms, one way, each room accommodating one or two persons.

**Nominating Committee Report**

THE Nominating Committee submits the following list of candidates as officers of the Special Libraries Association for the year 1935-1936:

- President, Howard L. Stebbins, Librarian, Social Law Library, Boston
- First Vice President, William F. Jacob, Librarian, Main Library, General Electric Company, Schenectady
- Second Vice President, Etheldred Abbot, Librarian, Ryerson and Burnham Libraries, The Art Institute of Chicago
- Treasurer, Mildred B. Potter, Librarian, Business Department, Hartford Public Library
- Director for Term of Three Years, Marguerite Burnett, Librarian, Federal Reserve Bank of New York

- Maria C. Brace Charlotte Noyes Taylor
- Lucile L. Keck Florence Wagner
- Alta B. Claffin, Chairman

The Directors whose terms have not expired are: Ford M. Pettit, who retires in 1936, and Mrs. Jolan M. Fertig, who retires in 1937.

By the provision of section 3, paragraph 5 of the Constitution, Ruth Savord, the retiring President, becomes a member of the Executive Board for one year.

## SNIPS and SNIPES

*Open Letters.* . . . Dear Pres.: This will tell you what you may have vaguely suspected — that we were all concerned about your Operation and that we're glad to learn that you've gotten through it so smartly. We heard that you left the hospital today! Well, mind the doctor and get your strength back.

SNIPS AND SNIPES.

P.S. We read that John Barrymore was at your hospital, also being sick. Did you see him? . . .

Before the above communication could reach President Savord, the following came to us . . . "Dear S. & S.: Could you spare me a few lines in your valuable (sic!) column — enough to say thank you to the generous well-wishers throughout the Association who remembered me so kindly while I was in the hospital? I shall get around to notes, but at present the best I can do is send my thanks in this form.

R. S. . . ."

*Snippets.* . . . M. Dorothy Howard was married on February 14th to Mr. Henry Atkinson Bowen in Los Vegas, Nev. . . . We don't know where or when it happened, but Rosalind Wilson, librarian of the Gulf Research & Development Corp. of Pittsburgh, is now Mrs. Rosalind Noble. . . . Margaret Reynolds, librarian of the First Wisconsin National Bank, was in New York recently. . . . Edith Flagg found June in January down South. . . . And Mildred Potter flew to Punta Gorda for a ten days' visit. . . . Mrs. Maynard is in Winter Park planning her new job, which will be a small mail order business conducted from her farm near Boston. . . .

*Happy Birthday to You.* . . . Happy birthday to you, etc., Pandick Press, Inc., on March 15th, and congratulations on being 12 years old. . . .

*About It and About.* . . . Mrs. Clara Harvey Josselyn is now librarian of the Garden Center

of Buffalo. Her headquarters are at Grover Cleveland Park, which sounds very pleasant to us. . . . Jerome K. Wilcox of the John Crerar Library, Chicago, is giving a series of lectures on special libraries and uses the series of surveys running in *SPECIAL LIBRARIES* as the basis for his discussion. . . . And while we're on the surveys, the Director of the University of Illinois Library School likes 'em, and so does an executive of a large corporation who is studying the surveys with a view to enlarging his own library. . . .

*S. L. A. in Print.* . . . Carrie Maude Jones, librarian of the National Association of Real Estate Boards, has been having a most impressive series of articles on the reorganization of defaulted bond issues in the *Journal of Land and Public Utility Economics*. . . . Rebecca Rankin published an article on "The Earning Power of Special Libraries" in the March issue of the *National Municipal Review*. . . . Adelaide R. Hasse, Research Consultant, Federal Emergency Relief Administration, edits the Legislative Bulletin for the FERA Research Library. The issue we saw was a splendid summary of State Work Relief Bills. . . . Mary Jane Henderson is up and about and has just finished compiling a bibliography of articles on investments of life insurance companies. If you want a copy, write her. . . . Cincinnati Chapter has compiled and published a Union List of Periodicals in the 40 special, public and university libraries of their city. There are 3,613 magazines entered and the list sells for \$2.00. . . . Did you see the nice editorial in the February 15th *Library Journal* on *SPECIAL LIBRARIES'* 25th Anniversary?

*Pick-Up Note.* . . . The Newark Business Branch is almost back on a full time basis. When the city discovered that people didn't like a four-day week for libraries, it gave the libraries a 20% increase in their appropriation and there are now no more bookless days in Newark. . . .



## "We Do This"

**Clippings.** \* \* \* In marking and underlining the clippings for our daily clipping service, we have found a combination red-and-black pencil to be invaluable for eliminating extra motions. A red and a black pencil are bound together with adhesive tape, end-to-end, with the red point at one end and the black point at the other. A pencil on the market has removable lead. — *Federal Reserve Bank, New York.*

\* \* \* For our corporation clippings we have a device called the sortograph, that facilitates the work of dividing many items on corporations into alphabetical groups, after which each letter-section is given to the girl who pastes the clippings in that particular group. The sortograph is a collection of alphabetical guides arranged on a track the length of a work table. The operator sits at the table and slides the machine back and forth rapidly as she files each clipping in the correct place. Next to its rapidity the best point in its favor is that the girls enjoy using it and the executives get a thrill out of running it for all visiting officials! — *Standard Statistics Co.*

\* \* \* Years ago we took a tip from some library which arranged articles clipped from magazines by the name of the magazine. No recataloging is needed, as the name of the magazine is the constant factor by which the article may be found, no matter how much subject indexing has been done. — *Metropolitan Life Insurance Co., New York.*

\* \* \* To help the men who use the clippings, we separate the dividend items and file them on blue paper; confidential statements are on white paper; all other clippings are filed on manila paper. — *Standard Statistics Co.*

\* \* \* During the year the library clips thousands of clippings on municipal and related subjects from the daily newspapers. In order to avoid duplication and provide more compact mounting we find it convenient to allow these to accumulate for a month. They are then sorted and classified, and the duplicates, which are especially numerous in the local field, weeded out. As many articles as possible classified under the same number are mounted on one of the manila cards used for this purpose. In this way the time of the paster and

the space of the library are both conserved. — *Milwaukee Municipal Reference Library.*

\* \* \* We use loose-leaf notebook rings about 2½ inches in diameter for fastening our clipping scrapbooks together while we are working with them. This enables us to insert the sheets in their proper place at once, thus having the scrapbooks instantly available at all times without having to stop to insert sheets by dismantling the entire scrapbook through removal of the regular lacings. These same loose-leaf rings are also very useful in keeping carbon copies of letters temporarily in order, as any desired letter may be taken from the file without disturbing the chronological order of the others.

An alternative for these rings that we have also sometimes used are long, spike-like paper fasteners. These are useful when it is desired to remove some of the latest additions to the sheets without disturbing the whole scrapbook, before the final lacing with cord takes place. As the standard fasteners are too wide for the holes in the Gaylord multi-binders, we have to order fasteners specially ground down to size in the bank's workshop. — *Federal Reserve Bank, New York.*

### Periodical, Newspaper and Document Files.

\* \* \* We have a simple and inexpensive method for shelving pamphlets and unbound government documents. We buy red rope in sheets, cut it in strips of a width corresponding to the height of the pamphlets and a length sufficient to wrap around several pamphlets and lap over. A label describing the same is pasted on the back, pamphlets are wrapped with the strip of red rope, tied with a string around the package and placed on the shelf. Our documents are arranged on the shelf by issuing office. The advantages are: They do not take up as much room as pamphlet boxes; more pamphlets may be put in the package as creasing the red rope does not hurt it; there is protection from dust and they are easier to handle than loose pamphlets. — *Standard Oil Company of California.*

\* \* \* We use special wide double strength rubber bands for bundling our back numbers of

newspapers, instead of the wrapping paper and cord formerly used. These papers are kept for six months, and may be referred to at any time and easily strapped together again after using them without having to bother about knotted strings, etc. So little dust collects on newspapers in the storage room in these few months, that an outside wrapping is unnecessary. — *Federal Reserve Bank, New York.*

\* \* \* The library uses a different color each year in binding magazines. This has proved a time saving device in taking volumes from the shelves. — *Commonwealth Club of California.*

**One thing and Another.** \* \* \* If pins are used in mounting clippings on backers for circulation, the job of removing the pins in order to file the clippings soon results in sore or bruised finger-tips. After experimenting with scissors, knives, etc., we discovered that a small tin strawberry huller is an excellent substitute for soft fingers. This can be bought for five

cents. This is also useful in removing the spike-like bank pins that are often used to fasten together office correspondence or other sheet material sent to the library. — *Federal Reserve Bank, New York.*

\* \* \* We have had some success from sending *advance* overdues, giving a reader full warning of the date on which a popular book is going to be due. — *Metropolitan Life Insurance Co., New York.*

\* \* \* We have just discovered in another department of the bank a typewriter that has extra-large type (Remington No. 12), which now saves us time and effort through eliminating much hand printing. This type can be used for chart work, for headings on vertical file folders, for shelf and stack labels and many other uses for which laborious hand printing is usually necessary. Make inquiries in your organization, and see if one such typewriter is not available somewhere. — *Federal Reserve Bank, New York.*

## Business Book Review Digest

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

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

**Appleman, Earl.** Inland marine insurance. McGraw-Hill, 1934. 232 p. \$2.50.

Explains the origin of inland marine and its relation to other branches of insurance. Interpretates and analyzes the meaning of the various clauses used in the principle policies, "relying principally upon the decisions relating to similar stipulations in marine, fire and casualty policies from which these policies have been developed."

More than 600 legal decisions are cited. The appendices contain bibliography, table of cases, and authorities cited. While intended primarily for those in the insurance field, it will be of interest to those in the legal profession as well.

*Ind. Arts Index*, August 1934. p. 3. 75 words

**Baer, J. B.** Commodity exchanges. 3rd ed. Harper, 1935. 319 p. \$3.00.

An authoritative, comprehensive explanation of the workings of commodity exchanges, easily understood by the layman. Consideration has been given, in this revised edition, to the broader influences which are needed for a proper appraisal of the present status of the exchanges. Changes have been made in some of the illustrations and a short bibliography has been included. Spoken of as a standard work.

*Burrton's*, March 4, 1935. p. 10. 250 words.

**Clark, L. E.** Central banking under the Federal Reserve System. Macmillan, 1935. 437 p. \$5.00.

A history and analysis of the establishment, development and operation of the Federal Reserve System as a central banking institution.

One reviewer states that very few references to the principles of modern central banking or to its functional adjustment to the particular national economic set-up are found, but recommends it highly as a book of great usefulness because of the systematic organization of material and for its clearness of presentation. In the opinion of other reviewers it will serve as a permanent record of the Federal Reserve System during the twenty years of its existence and though thoroughly scientific, is interesting and easy reading for the general public. Includes a bibliography.

+ *Banking*, March 1935. p. 77. 400 words.

+ *Burrton's*, February 25, 1935. p. 8. 175 words.

*Dun & Bradstreet Mo. Rev.*, February 1935. p. 35. 175 words

*Ind. Arts Index*, February 1935. p. iii. 110 words.

**Converse, P. D.** Elements of marketing. Rev. ed. Prentice-Hall, 1935. 985 p. \$5.00.

An enormous amount of information made available since the publication of the first edition, has been included in this revised edition. Functional and commodity approaches, market institutions, commodity

marketing, merchandising and prices and competition have been considered in detail. The appendix contains information on the total cost of marketing. Bibliography at end of chapters. No critical comment given.

*Dom. Comm.*, March 10, 1935. p. 111. 75 words.

*Management R.*, March 1935. p. 95. 150 words.

**Epstein, R. C. Industrial profits in the U. S., 1934. National Bureau of Economic Research, 1934. 678 p. \$5.00.**

The author has used for this statistical study of profit rates on invested capital an unbroken record of income statements for 2,046 manufacturing and 664 trading companies for each of the years 1919-1928, with supplementary statements for 71 corporations to carry the record through 1932. There is a preliminary note by Wesley C. Mitchell on the problem of measuring profits, followed by four main divisions as follow: — The board findings, earnings of large corporations, earnings of small corporations, and problems of estimation and interpretation. The earnings of large and small corporations are classified by industries. A glossary and appendices containing statistical tables and charts are included. No critical comment given.

*Business Week*, December 29, 1934. p. 27. 40 words

*Dom. Comm.*, December 20, 1934. p. 203. 50 words.

*Ind. Arts Index*, January 1935. p. iv. 40 words.

**Herndon, J. G. Our new federal taxes. Winston Co., 1934. 281 p. \$2.00.**

Explains in clear, non-technical language, how the new law on income, gift and estate taxes, capital stock values, and excess profits actually operates and answers many questions concerning them. The organization and powers of the Bureau of Internal Revenue and Board of Tax Appeals is described and the assessment and collection of deficiencies. In the opinion of one reviewer, this book can be recommended virtually without qualifications to anyone who would make out his income-tax return with the assurance that he is doing it in the right way. No other comment given.

+ *Barron's*, January 14, 1935. p. 8. 125 words.

*Ind. Arts Index*, January 1935. p. v. 40 words.

*Management R.*, February 1935. p. 59. 157 words.

**Jordan, D. F. Investments. Prentice-Hall, 1934. 425 p. \$4.00.**

The third revised edition of one of the most popular and useful books in its field. This revision was necessary because of the Federal legislation enacted in 1933 and 1934. Covers all types of investments. The chapter on "Sources of Information" will be especially interesting. Written in clear, practical language, this book will be of value to the investor and helpful to the student. No critical comment given.

*Barron's*, October 29, 1934. p. 18. 150 words.

**Lester, Bernard. Marketing industrial equipment. McGraw-Hill, 1935. 307 p. \$3.50.**

"This book presents an outline for a study of the distribution of durable or capital goods—machinery and equipment—from the manufacturer to the ultimate consumer. Bibliography included. This comprehensive study will be of value to those interested in the distribution of engineering products."

*Management R.*, February 1935. p. 64. 115 words.

**Patterson, E. W. Essentials of business law. McGraw-Hill, 1935. 500 p. \$4.00.**

"A non-technical summary of legal doctrines in their relation to insurance practices." A brief selected bibli-

ography is included and citations of decisions and statutes follow each chapter. This book will be of interest and value to the student and lawyer in helping him to understand what is behind legal rules.

*Ind. Arts Index*, January 1935. p. iii. 75 words.

*Life Assn. News*, February 1935. p. 476. 600 words.

**Slichter, S. H. Towards stability. Holt, 1934. 211 p. \$2.00.**

A thorough, readable analysis of the problems of economic balance that emerge in connection with business cycles. One of the most interesting and thoughtful chapters, in the opinion of one reviewer, is that entitled, "Our Obsolete Constitution". Spoken of as a searching and painstaking analysis of every phase of the problem, although not optimistic.

+ *Barron's*, February 11, 1935. p. 4. 275 words.

*Ind. Arts Index*, December 1934. p. iii. 150 words.

*Management R.*, January 1935. p. 30. 150 words.

### WHITHER SPECIAL LIBRARY CLASSIFICATIONS?

THE work of the Classification Committee moves on apace. The members of the committee are coöperating in an excellent manner, both in the work of collecting classifications and of advertising them. Thus far, we have advertised the fact that there is such an institution as a classification file at headquarters, through the publications of the local and national groups.

We are doing a thriving business in answering requests from members and potential members, ranging from law and finance to perfumes and printing. One would scarcely imagine there could be so many angles to any subject one might name.

Recent accessions include the following:

Pettee, Julia.

A classification for a library of religious education. 1934.

Lehmann-Haupt, Hellmut.

A classification of the book arts and industries. 1934.

Boston Athenaeum.

Signatures covering religion, history, and philosophy.

Doyle and Casamajor.

Classification for a nursing school library. (Summary)

Massachusetts College of Pharmacy. Sheppard Library.

Classification, 1916.

## NEW BOOKS RECEIVED

- Abraham, R. M.* Diversions and pastimes. Dutton, 1935. 153 p. \$1.75.
- Armer, L. A.* Southwest. Longmans, 1935. 237 p. \$3.00.
- Bartlett, F. C.* Problem of noise. Cambridge Univ. Press, 1934. 97 p. \$1.25.
- Becker, C. L.* Everyman his own historian. Crofts, 1935. 325 p. \$2.50.
- Better Government Personnel*; Report of the Commission of Inquiry on Public Service Personnel. McGraw-Hill, 1935. 192 p. \$2.00.
- Brewster, S. F.* Twelve men in a box. Callaghan & Co., 1934. 188 p. \$2.00.
- Brisco, N. A.* Retailing. Prentice-Hall, 1935. 686 p. \$5.00.
- Chant, S. N. F.* Mental training. Macmillan, 1934. 205 p. \$2.50.
- Chapman, J. M.* Concentration of banking. Columbia Univ. Press, 1934. 404 p. \$5.00.
- Cookson (Mrs.) Nesfield.* Costume book. McBride, 1935. 278 p. \$2.00.
- Cooper, C. R.* Ten thousand public enemies. Little, Brown & Co., 1935. 356 p. \$3.00.
- Dafoe, J. W.* Canada; an American nation. Columbia Univ. Press, 1935. 134 p. \$2.00.
- Davis, M. M. and Jarrett, M. C.* Health inventory of New York City. Columbia Univ. Press, 1929. 391 p. \$2.00.
- Davis, Watson, ed.* Advance of science. Doubleday, 1934. 414 p. \$3.50.
- Dubois, Florence.* Guide to statistics of social welfare in New York City. Columbia Univ. Press, 1930. 332 p. \$2.50.
- English, G. L.* Getting acquainted with minerals. Mineralogical Pub. Co., 1934. 334 p. \$2.50.
- Everett, Samuel.* Democracy faces the future. Columbia Univ. Press, 1935. 279 p. \$2.50.
- Financial reports for colleges and universities.* Univ. of Chicago Press, 1935. 299 p. \$3.00.
- Fritz, W. G.* Contributions to business-cycle theory. Edwards Bros., 1934. 71 p. \$1.60.
- Greer, Sarah.* Bibliography of civil service and personnel administration. McGraw-Hill, 1935. 153 p. \$2.00.
- Harding, T. S.* Popular practice of fraud. Longmans, 1935. 383 p. \$2.50.
- Haslett, A. W.* Radio round the world. Cambridge Univ. Press, 1934. 203 p. \$1.75.
- Hill, D. S.* Control of tax-supported higher education in the United States. Carnegie Foundation for the Advancement of Teaching, 1934. 385 p. Gratis.
- Kennedy, A. J. and Farra, Kathryn.* Social settlements in New York City. Columbia Univ. Press, 1935. 610 p. \$5.00.
- Larrabee, C. B.* How to package for profit. Harper, 1935. 222 p. \$3.50.
- Lough, W. H.* High-level consumption; its behavior; its consequences. McGraw-Hill, 1935. 357 p. \$4.00.
- Marshall, L. C., comp.* Hours and wages provisions in NRA Codes. Brookings Institution, 1935. 125 p. 50¢.
- Mather, F. J.* Concerning beauty. Princeton Univ. Press, 1935. 314 p. \$3.00.
- McDannald, A. H., ed.* Modern encyclopedia. Wm. H. Wise & Co., 1935. 1334 p. \$1.95.
- Men of turmoil.* Minton, Balch & Co., 1935. 376 p. \$3.75.
- Meredith, S. B.* What the figures mean. Appleton-Century, 1935. 72 p. \$1.00.
- Niles, H. E. and Niles, M. C. H.* Office supervisor. Wiley, 1935. 255 p. \$2.00.
- Outhwaite, Leonard.* Unrolling the map. Day, 1935. 365 p. \$3.75.
- Pound, Arthur.* Golden Earth. Macmillan, 1935. 326 p. \$3.50.
- Ross, F. A. and Kennedy, L. V.* Bibliography of Negro migration. Columbia Univ. Press, 1934. 251 p. \$5.00.
- Ryder, Violet and Doust, H. B.* Make your own job. Wilson, 1934. 217 p. \$2.00.
- Sadler, M. E.* Arts of West Africa. Oxford Univ. Press, 1935. 112 p. \$2.00.
- Scouller, M. M.* Women who man our clubs. Winston, 1934. 231 p. \$2.00.
- Sell, L. L.* Pan-American dictionary and travel guide. International Dictionary Co., 1935. 600 p. \$2.50.
- Steel-Maitland (Sir) Arthur.* New America. Macmillan, 1935. 251 p. \$2.50.
- Studebaker, J. W.* American way. McGraw-Hill, 1935. 217 p. \$2.00.
- Survey of work for boys in Brooklyn.*

- (Study 7 of the Research Bureau of the Welfare Council of N. Y. C.) Columbia Univ. Press, 1931. 334 p. \$2.00.
- Tannenbaum, Frank.** Peace by revolution. Columbia Univ. Press, 1933. 317 p. \$3.50.
- Truett, R. B.** Trade and travel around the Southern Appalachians before 1830. Univ. of North Carolina Press, 1935. 204 p. \$2.50.
- Werner, M. R.** Privileged characters. McBride, 1935. 510 p. \$3.75.
- Woon, Basil.** San Francisco and the Golden Empire. Harrison Smith and Robert Haas, 1935. 407 p. \$3.00.
- Young, Ruth.** Life of an educational worker: Henrietta Busk. Longmans, 1934. 148 p. \$1.40.

## Publications of Special Interest

**Ahrens Publishing Co.** Travel American guide and hotel directory. N. Y. Winter 1934. 208 p. \$ .50.

A convenient hotel guide for those who do not wish to afford the more complete Red Book. The arrangement is similar and under each city is a brief listing of descriptive and commercial information.

**Bassett, E. M., et al.** Model laws for planning cities, counties, and states. Harvard Univ. Press, Cambridge. 1935. 145 p. \$2.50.

As Number VII in the Harvard City Planning Studies this provides model laws to regulate the problems discussed in the earlier texts. The interesting diversity of opinion as to method is shown by the difference in discussion and laws prepared by the compilers. It provides opportunity for fruitful consideration by any city planning body or by those advocating foresight in city growth.

**Black, T. M.** Know your stamps. Walter J. Black, Inc., N. Y. 1934. 53 p. 25¢.

A concise little handbook giving the meaning of terms used in philately. Includes short descriptions of types of stamps with illustrations; a list of abbreviations and what they stand for, besides the main section of terms with clear, simple definitions.

**Broadcasting Publications, Inc.** Yearbook. Washington, D. C. 1935. 240 p. \$2.00.

This yearbook is issued as Section 2 of the February 15th issue of *Broadcasting*, combined with *Broadcast Advertising*. It gives the usual listing of stations, both United States and foreign, radio personnel for agencies and newspapers, and much information on the broadcasting companies and those supplying programs. In the legal field, the code and Communications Act of 1934 are covered, with a listing of stations taking liquor advertising. A glossary and bibliography make this a most complete handbook.

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

A record and discussion of the major economic events in the United States from January 1933 to July 1934 compiled from the columns of the *New York Times*, *Current History* and *The Annalist*. While prepared as supplementary reading for a course in elementary economics, it provides an excellent condensed record of economic discussion in that experimental period.

**Cowgill, G. R.** Vitamin B requirement of

man. Yale Univ. Press, New Haven. 1934. 280 p. \$4.00.

Chiefly a study of diet requirements adequate to prevent beriberi, giving analyses of diets from this standpoint. Extensive bibliography.

**Cuyler, J. P.** Calvary church in action. Revell, N. Y. 1934. 79 p. \$1.00.

A picture of the manifold works of a church organization strongly allied with the Oxford Group and filled with its zeal.

**Darling, M. L.** Wisdom and waste in the Punjab village. Oxford Univ. Press, N. Y. 1934. 383 p. \$5.00.

The author as Registrar of Co-operative Societies visits many small villages and in his day-by-day record of a horseback tour of duty, gathered many notes on social customs, farming methods, schools, even a brief note on village libraries. The book is an unpretentious record based on first-hand close observation. A glossary is included.

**Frank, Robert.** Social integration. Christopher Pub. House, Boston. 1935. 213 p. \$1.75.

The title notwithstanding, the book is a brief fictional history of the United States during the period 1935-1945, based on a geographic change that crystallizes sentiment for an entire change in our economic and political program. The result expresses a naive confidence in the logic, philosophy and coöperation of the mass mind.

**Gailbraith, V. H.** Introduction to the use of the public records. Oxford at the Clarendon Press, N. Y. 1934. 112 p. \$2.00.

The wealth of historical data available for research through state archives of Great Britain and the problems arising in connection with their use are set forth in a short series of clear and scholarly papers. The appendix gives a list of books and references as well as the rules relating to the use of the public records.

**Hansl, P. W.** Years of plunder. Harrison Smith & Robert Haas, N. Y. 1935. 312 p. \$2.50.

An engrossing record of financial history since the turn of the century, presenting vital episodes clearly yet briefly. An interesting and fair short-cut to acquaintance with contemporary figures of present or recent importance and momentous events.

**Haydon, A. E., ed. Modern trends in world religions.** Univ. of Chicago Press, Chicago. 1934. 266 p. \$2.50.

A series of articles on world religion and modern scientific thinking, social-economic problems, intercultural contacts and the task of modern religion presented in turn from the standpoint of Islam, Buddhism, Christianity, Hinduism, Confucianism and Judaism. Extremely interesting for the light thrown on a basic similarity in spite of an apparently different tradition and aspiration. The various contributors have succeeded admirably in presenting impressive and sympathetic aspects of their subject.

**Hodes, Barnet. It's your money.** Reilly & Lee, Chicago. 1935. 218 p. \$1.00.

A remarkably clear and sane little book on the distribution of taxes. Includes many figures on municipal salaries. Easy to read and understand. The problem of eliminating waste yet adequately maintaining essential services is presented clearly, together with constructive suggestions for its solution. Valuable in any consideration of the tax problem.

**Hollingsworth, H. L. Psychology of the audience.** Am. Book Co., N. Y. 1935. 242 p. \$2.50.

A rather disappointing college text in which the author quotes frequently from authorities to illustrate his points but fails to provide stimulating discussion. A bibliography is included.

**Holme, Geoffrey. Industrial design and the future.** Studio Publications, N. Y. 1934. 160 p. \$7.50.

An introductory discussion of the relation of design to everyday life and a summary of a questionnaire answered by manufacturers, architects, advertising agency officials and professors of design, covering relation of designer to industry, his remuneration, etc. Includes many fine photographs covering different aspects of the subject.

**Honey, W. B. Dresden China.** Macmillan, N. Y. 1934. 238 p. \$5.00.

An introduction to the study of Meissen porcelain with many fine illustrations of representative pieces, a chapter on the marks and a brief bibliography. The author, Assistant Keeper in the Department of Ceramics, Victoria and Albert Museum, writes both interestingly and authoritatively.

**Ireland, N. O. Picture file in school, college and public libraries.** Faxon, Boston. 1935. 89 p. \$1.25.

An elementary approach to the picture collection problem useful for beginners or those planning a limited collection. The author does not appear to be familiar with more comprehensive treatments of the subject as Frebault's "The Picture Collection," Wilson.

**Johnson, A. W. Legal status of church-state relationships in the United States.** Univ. of Minnesota Press, Minneapolis. 1934. 341 p. \$3.00.

A clear, concise and most illuminating record of the

many ways in which the question of religion in the schools has been handled, the legislation that has been adopted or advocated, and the associations fostering or opposing such action. The question of various types of Sunday legislation is also covered.

**Key, P. V. R., ed. Music year book, 1935.** Pierre Key Pub. Corp., N. Y. 1935. 495 p. \$3.00.

A comprehensive listing covering not only the artists, but also schools, library resources, musical organizations, data on festivals, foundations, competitions, awards, names of music critics, publishers. An impressive accumulation of valuable data in a pleasing format. "A highly suggestive reflection of the musical life of the nation as a whole."

**Landman, J. H. Since 1914.** Barnes & Noble, N. Y. 1934. 288 p. \$1.50.

A well-arranged handbook discussing concisely but clearly the momentous events of the last twenty years. International affairs such as the war, the League and the world economic depression are treated first while the balance of the book deals with the individual countries. Each chapter has a suggested list of collateral reading. Many excellent maps and well selected cartoons. A handy volume for desk reference.

**Lockwood, F. C. Story of the Spanish missions in the Middle Southwest.** Fine Arts Press, Santa Ana, Calif. 1934. 64 p. \$4.00.

A revealing picture of the energy and devotion of the Jesuit Missionary Padre Kino and his labors in Arizona, California and Sonora in 1681 to 1710. Colorful stories of border rioting and current motor touring bring the record to date. A delightful handbook for visitors to this region. Many charming illustrations.

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

A list of periodicals giving unusually informative and pungent notes on type of material used. List is divided into useful groups. The lack of a title index is unfortunate in an otherwise excellent handbook. The annotations for the selected magazines under "Keeping Up" are particularly pertinent and stimulating.

**Mauron, Marie. Mount Peacock or Progress in Provence.** Macmillan, N. Y. 1935. 181 p. \$1.75.

A series of episodes in the informal official life of the combination village schoolmistress and Mayor's secretary in a tiny town of Provence. The full flavor of these sketches of the peasants, their practical philosophy and their mode of life is brought out in the translation by E. V. Lucas.

**National Conference of Social Work. Proceedings, 1934.** Univ. of Chicago Press, Chicago. 1934. 621 p. \$3.00.

Many papers of vital interest on current social problems with those on "Are there reliable distinguishing characteristics of competent professional social work" and "Basic research in planning social-work programs" of particular importance to the special librarian interested in evaluating her work.

**Nyman, R. C. and Smith, E. D.** Union-management cooperation in "The Stretch Out." Yale Univ. Press, New Haven. 1934. 223 p. \$3.00.

Because of the many problems due to changing conditions in the textile industry, this careful, impartial account of union-management efforts at cooperative solutions is worth serious consideration by those interested in the social or industrial aspects.

**Peck, A. N.** Challenge of leisure. Macmillan, N. Y. 1934. 244 p. \$2.00.

A stimulating discussion of the opportunities for creative activity and mental enrichment possible through the increased leisure. Human relations, educational agencies, and hobbies all receive their due share of sane consideration.

**Periodical Trade Press and Weekly Newspaper Proprietors' Assoc., Ltd.** Official handbook. London. 1934-35. 191 p. 1s.

A list of publishers of Great Britain who belong to this association, with trade items on their magazines. Serves as a handy guide when more expensive directories are not available.

**Petroleum Register, 1934-35.** Petroleum Register Corp., N. Y. 1934. 724 p. \$10.00.

A fine trade directory full of an amazing amount of information. New features added to the almost complete information of earlier editions are lists of exporters, geologists (by states), owners of tank vessels, etc. All in all, one of the most satisfactory trade directories issued.

**Pinchot, Ben.** Female form. Bridgman Publishers, Inc., Pelham, N. Y. 1935. Unpaged. \$2.50.

A series of unusually good photographic studies for the beginning art student, supplemented by analytical drawings. A particularly helpful book of its kind.

**Pruette, Lorine, ed.** Women workers through the depression. Macmillan, N. Y. 1934. 181 p. \$2.00.

The A.W.A. membership was taken as a basis for this analysis and the data gathered through a comprehensive questionnaire. The result is an ably compiled and edited study covering women and unemployment, earnings, occupations, age and job stability. The sections on salaries are, as always, particularly interesting. The cooperative work on unemployment carried on by the A.W.A. bears a vital relation to the paper on the unattached woman in the 1934 proceedings of the National Conference of Social Work reviewed above.

**Radin, Paul.** Story of the American Indian. Liveright Pub. Corp., N. Y. 1934. 397 p. \$2.50.

A new edition of a comprehensive dramatic picture of the Indian cultures of both Americas. Beautifully illustrated with colored plates showing designs in ornaments and pottery, many halftones of ruins, implements and totems. Includes a carefully selected bibliography.

**Rice, J. H.** Aftermath of glory. Walker, Evans & Cogswell Co., Charleston, S. C. 1934. 324 p. \$2.50.

An ingenuous, enthusiastic, rambling mixture of anecdotes, history, ornithological notes and local color relating to the South Carolina coast with particular reference to Georgetown and Charleston.

**Swift, S. H.** Training in psychiatric social work. Commonwealth Fund, N. Y. 1934. 189 p. \$1.75.

While containing much comment on the psychological problems involved in handling students, of value to directors of apprentices or training classes, the lack of specific information about the work covered in the training is disappointing. Helpful, however, in indicating the problems in cooperative effort in a busy institution.

**Tead, Ordway.** Art of leadership. McGraw-Hill, N. Y. 1935. 319 p. \$2.50.

A book that crystallizes the general sentiments on leadership and puts them into clear, effective English so that the basic precepts can be read, re-read and discussed to general benefit. Women interested in any phase of organization activity should analyze their own procedure in the light of this study. The many footnotes lead to a number of interesting studies in allied fields.

**Todoroff, Alexander.** Food buying today. Grocery Trade Pub. House, Chicago. 1934. 96 p. \$1.00.

A question and answer text defining many varieties of groceries, vegetables, fish and meats. Excellent illustrations help to make the variations clear. An interesting and illuminating guide to the easily available food supplies and an extremely useful gift to the novice at housekeeping.

**Toynbee, A. J.** Survey of international affairs, 1933. Oxford Univ. Press, N. Y. 1934. 646 p. \$8.00.

An annual volume giving a comprehensive scholarly survey of international adjustments with extended study given outstanding developments or those needing background information, as the relations between the Philippine Islands and the United States. Includes chronology of events by country and several important maps.

**Tugwell, R. G. and Keyserling, L. H., ed.** Redirecting education. v. 1, — United States. Columbia Univ. Press, N. Y. 1934. 283 p. \$3.00.

An engrossing and vitalizing discussion of the possibilities of redirecting education in the United States so that its major preoccupation is with the present and future rather than the past, thus equipping students to deal adequately with their future social problems.

**Verplanck, J. DeL.** Country of shepherds. Ruth Hill, Boston. 1934. 63 p. \$1.50.

The simple narrative brings up for consideration the trends in current handling of the problems. The unusually fine photographs show the Navajo at his various

occupations. The author is to be congratulated on establishing relations that would make such photographs possible.

**Verrill, A. H.** Romantic and historic Florida. Dodd, Mead, N. Y. 1935. 307 p. \$3.00.

The sort of book that is sadly needed for each of the states, though perhaps not many can equal the colorful history and development that Mr. Verrill presents so entertainingly. Excellent illustrations. The appendix includes a chronology, Indian names and their meaning, and a brief statement of places of interest and historic sites.

**Williams, J. J.** Psychic phenomena of Jamaica. Dial Press, N. Y. 1934. 309 p. \$2.50.

A surprising record of its current intrusion in the life of the "bush." A study by a Jesuit professor of anthropology of recognized standing. Many interesting sidelights on Jamaica. Includes a long bibliography. Well indexed.

**Williams, Michael.** Catholic church in action. Macmillan, N. Y. 1934. 358 p. \$2.50.

A description of the organization of the church and an interpretation of its history providing a handbook for those who wish to be intelligently informed on a major social movement. A model study of its kind—clear and adequate in treatment. A minor point of special interest is the note on the Vatican library.

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PUBLICATIONS listed here are free, except for transportation charges. Communicate with Mrs. Mildred C. Chamberlin, Chairman, S. L. A. Duplicate Exchange Committee, Business Branch of the Library, 34 Commerce St., Newark, N. J. Promptness is essential.

*American medical directory.* 1921; '25; '27  
*American school & university* 1933-34; 1935  
*Ayers' directory of newspapers.* 1929; '31; '34  
*Best's insurance guide.* 1916, '18-'23; '27-'31; '33  
*Brown's dir. of Amer. gas companies.* 1933  
*Dairy industries catalog file.* 1934; 1935  
*Gehring travel guide.* 1931; 1933  
*Int. Lab. Off. Holidays—pay; Hours—Post. Ser.* '35  
*Japan insurance yearbook.* 1931-32  
*Kelly—Privately controlled higher educ.* 1934  
*MacNair-Dorland—Bluebook.* 1934  
*Municipal index and atlas.* 1933  
*Nat. Bur. of Econ. Res.—Purchase of medical care*  
*New Deal laws of importance to corporations.* 1934  
*New York Times Index.* 1934  
*Official motor freight guide.* 1934  
*Paper trade journal—Ann review no.* 1934  
*Petroleum register.* 1933  
*Record of American & foreign shipping.* 1932  
*Spectator handy chart of ins. cos.* 1922; '27; '29-'33  
*Sporting goods dealers dir.* 1932; '33  
*Textile world—Annual review no.* 1934  
*Who's who in America.* 1926-27; '28-'29; '30-'31

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