Special Libraries, April 1937

Special Libraries Association

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Indexed in Industrial Arts Index and Public Affairs Information Service

APRIL 1937

VOLUME 28

NUMBER 4
Can S. L. A. Operate a Self-Supporting Program of Publication?

By Dorsey W. Hyde, Jr.1
Past President, Special Libraries Association

A SUCCESSFUL publication program depends upon the discovery of a logical series of publications which appeal to a buying market of sufficient size; it is necessary, further, that the publications be so planned as to avoid excessive production cost and that the sales price per unit be reasonable.

S. L. A. publishing history has shown that certain publications, when well planned, show a profit, while others, less well planned, barely bring in enough cash return to cover printing costs. The long-time success of our publication program will depend upon our ability to choose items of the first type and to avoid items of the second type.

More so than most other professional bodies, S. L. A. from the start was committed to a policy of publication of much wider scope than that of most other professional agencies. It was proposed that the Association not only publish information concerning its own profession, but that it undertake, further, the publication of little known materials for research and of bibliographies relating to all — or nearly all — of the fields of specialized knowledge.

A hasty survey of the lists and bibliographies published in the earlier issues of Special Libraries reveals this wide diversity in subject matter: we jump from Advertising to Public Utility Valuation; from Business Information Services to Constitutional Decisions; from Community Centers to Municipal Accounting; from Editorial Libraries to the Milk Industry; from Fire Prevention to Chemical Warfare; from Legislative Investigations to Street Railway Service; from Mothers Pensions to Motion Pictures, and from Real Estate to Business Dictionaries and Glossaries.

In the November, 1932, issue of Special Libraries, President Rankin wrote: "During the years from 1921, when Dorsey W. Hyde, Jr., published the first Special Libraries Directory until today, the Association has a long list of titles to its credit." This statement, so flattering to the author of this hasty article, is subject to misconstruction. While said author did edit and publish the publication in question the arduous initial task of material assembly was performed by a Census Committee headed by our present Vice President, William F. Jacob and including also Dr. John A. Lapp, Mr. Guy E. Marion, and Miss Alice J. Gates.

It should be noted, further, that, while the Directory was the first publication printed apart from Special Libraries, there were several other prior projects which were particularly noteworthy. Thus, in the October, 1915, issue of...
SPECIAL LIBRARIES, it was pointed out that the sale of Marion's Bibliography of Scientific Management and Efficiency "has been unusual," and that the sale of Theodora Kimball's City Planning reference list "has probably been almost as far reaching as that of the Efficiency number."

During the first ten years of S. L. A. history a market for more specialized publications did not exist; hence the wisdom of concentrating effort upon SPECIAL LIBRARIES magazine as did Dr. Lapp during his able eight-year period of editorship. Three pressing needs, however, were fully realized and advocated; a Public Affairs Index; an Artisan's Trade Index, and a Newspaper Index.

The first of these came to fruition as the Public Affairs Information Service, initiated by Dr. John A. Lapp "in connection with the S. L. A." The second project, sponsored by Joseph L. Wheeler in a plan printed in the June, 1910, issue of SPECIAL LIBRARIES, came to realization in 1914 when the H. W. Wilson Company commenced publication of the Industrial Arts Index. The third project was realized, in part, when, in 1911, the H. W. Wilson Company extended the scope of the Readers Guide to include newspaper articles, and was realized still further when, in 1913, the New York Times resumed publication of its well-known Index which had been discontinued since 1909.

Another important publication of these early days, not issued by S. L. A. but of inestimable value in spreading the special libraries viewpoint, was the pamphlet entitled "Special Libraries" by our well-loved fellow member, Richard H. Johnson, which appeared as Chapter 8 in the Manual of Library Economy published by the American Library Association.

In this early period, SPECIAL LIBRARIES was the principal publication venture of S. L. A. Later separate publications, such as the Special Libraries Directory, appeared in article form. The first "directory," for example, appeared in the April, 1910, issue of SPECIAL LIBRARIES and took up all of five and one-half pages of that issue!

The first era of S. L. A. publication history closed with the end of the World War; the second era coincided with that of the "tremendous twenties" (as opposed to the "gay nineties") when all that was needed was the initiation of an aggressive publication policy, based upon past traditions, which would offer to the buying public certain specialized types of reference publications the real need for which had been sufficiently demonstrated.

Those were the scary days! With a treasury balance insufficient to cover more than the regular association expenses, how were we to finance the printing cost of a separate book — the first Directory of Special Libraries in the United States! We took this matter up with an amenable printer who offered to print our 125 page book for something over $500. With fear and trembling we leaped into the void of possible deficit and personal responsibility. Then, we resorted to frantic publicity; we implored all special and public libraries to order copies; we sent specially prepared stories to newspapers and to trade periodicals. As a result we had 70 or more special write ups — and then the orders began to roll in!

Encouraged by this success the Association planned another Directory — of Commercial Information Services. A few years later this publication was marketed in the same manner and also proved to be a money-maker — not to mention its practical value to special librarians and to research workers in the fields of economics, finance and statistics.

In the field of publicity — to lay the basis for increased sales of future publica-
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...two other publications were issued. The American Library Association published, partially under their own and partially under S. L. A. imprint, a pamphlet entitled "Workshops for Assembling Business Facts," which was designed to carry on the educational task created by Brother Johnson's pamphlet on "Special Libraries," above mentioned, and the pamphlet entitled "Commercial Libraries and the Department of Commerce" which was designed to tie up S. L. A. with the Hoover program of business efficiency and to secure national recognition of the importance of special library service to business.

The publicity and profit outcome of these post war experiments emboldened the association and an enlarged program was adopted which definitely put S. L. A. into the publishing business. In 1923, the Association was advertising on the back page of SPECIAL LIBRARIES six separate publications: the Special Libraries Directory; the Handbook of Commercial Information Services; Workshops for Assembling Business Facts; the Preliminary Report of the Committee on Methods; Commercial Libraries and the Department of Commerce; and a reprint entitled Bibliography - Foundation of Scientific Research by W. A. Hamor. By 1931 the complete list of S. L. A. publications, the great majority dating since 1920, totalled more than 70 items (including reprints from SPECIAL LIBRARIES).

Aside from separate publications the "tremendous twenties" witnessed another outstanding development which made SPECIAL LIBRARIES self-supporting; Herbert O. Brigham, who, like Lapp, was Editor of SPECIAL LIBRARIES for approximately eight years, was most largely responsible for the development of SPECIAL LIBRARIES as an advertising outlet. Because of his efforts SPECIAL LIBRARIES became a recognized advertising medium and substantial revenues, of greatest importance to the Association, were derived from this service.

In the November, 1931, issue of SPECIAL LIBRARIES appeared an "Historical Review of S. L. A. Publications, 1910-31," in which the anonymous author stated: "To scan the progress of the 21 years of publishing is interesting and it is also interesting to note how closely we have held to the program as formulated in the first year. The influence of S. L. A. has made itself felt in two ways — by publications outside of the association that grew from ideas within the membership and promoted by them (P. A. I. S., Industrial Arts Index, and Times Index), and by those aids to the profession actually compiled and printed by S. L. A. (Special Libraries Directory, Directory of Commercial Information Services, etc.). The Association can well be proud of its (publication) accomplishments."

So much for the fairly successful "tremendous twenties." Then came the "tiresome thirties" which demonstrated the need for more careful scrutiny of all publication projects from the cost versus profit viewpoint. Although I do not have the exact figures for substantiation I am of the opinion that this period has demonstrated the need for more attention to types of publication to be undertaken, cost of such publication, and scope of probable buying market.

The ideal, in my estimation, would be to develop a series of reference publications — such as the Special Libraries Directory and the Directory of Commercial Information Services — which meet a general need and revised editions of which may be issued at short periodic intervals. I think we could easily extend this series to include five or ten standard reference works for which there would be an assured market and from which the Association could secure a dependable if moderate increase to its annual income.
In addition to such publications, however, we must consider the more specialized types of publications such as bibliographies of restricted appeal, the sales market for which is necessarily limited. Efforts in the past to print these specialized lists in SPECIAL LIBRARIES, or as separate pamphlets, have not brought in a proportionate income. The solution of this problem may be found by the adoption of a new policy regarding such publications.

The cost of printing these publications of restricted appeal is out of proper relationship to the sales return. This fact, however, may be overcome by the duplication of the more important lists or bibliographies by less expensive methods, such as mimeographing, multigraphing, or multilithing. A series of processed publications of this type might be offered to our members and to others at a reasonable cost which nevertheless would make such publications perhaps slightly better than self-supporting.

This plan, however, should be applied only to those lists and bibliographies of relatively wide appeal. I do not believe that those of the most restricted appeal could be handled on a satisfactory cost basis by the Association. For this latter class I suggest that provision for distribution be made through the agency of the new Documentation Institute now being created in Washington under the sponsorship of leading scholarly, scientific, library and other national bodies.

Under this plan S. L. A. would send the typed copies of its highly specialized bibliographies to the Documentation Institute, where they would be officially registered and filed and notice of this action, including a brief description of the list or bibliography would be printed in SPECIAL LIBRARIES. Then any member desiring a copy of the item in question would communicate with the Documentation Institute, which would supply, at reasonable cost, a micro-film copy of the required document. Thus S. L. A. would be relieved of editing, proofreading and printing costs; of advertising and sales promotion costs, and of stock storage and other incidental costs.

Furthermore, under this latter plan S. L. A., through the Documentation Institute, could undertake to make generally available a much greater number of specialized lists and bibliographies than it could ever hope to issue in printed or processed form.

As already stated by other S. L. A. historians, the publication record of our organization has been enviable. It is my firm belief that the adoption of a program such as that advocated above, will go a long way toward extending this basic aim while, at the same time, it should aid materially to put S. L. A. activities on a self-supporting basis.

Solving the Problems of a Pamphlet Collection

By Margaret G. Smith

(Continued)

Special Pamphlet Series

If the library possesses a long string of publications of one institution or of a government bureau, it is cheaper to shelve them or file them as a separate collection. Most collections of this sort, such as the Bureau of Standards Technological papers, or Farmer's Bulletins, publish their own indexes or price lists, the use of which saves the librarian the trouble of cataloging or indexing. A small amount of time spent in checking the collection against the index, reduces the
need for cataloging or classifying. If there is some reason why it is desirable to catalog, the clipping of a duplicate set of indexes and mounting them on catalog cards will not only answer the purpose, but will provide more information than can be typed on a card. Incidentally, duplicate copies of lists or indexes should always be checked. Nothing is more aggravating than for one index to be mislaid or in use and no other copy available.

The Question of Cataloging

Having considered the pros and cons of the various ways of handling pamphlets in the library, let us consider for a moment the cataloging of them. Cataloging in a special library may use short cuts, and omit some items from the cards, but it is fundamentally based on a sound knowledge of general cataloging. In a science library, for example, there is not much point in using the author's full name, and generally the initials will suffice; however if the publication is one of a series, whether government, university, foundation or any other institution, a series card is most important. Many a publication in a special library is known to the clientele only by the publisher and the number. Generally, title cards are a waste of time as material is not asked for by title but by subject. Subject headings are of great importance and more so in a special library where there is no check list or organized source for them. The imprint is useful in that it serves to identify the publication, but unless there is something very special about the publication, all the collation except the main paging or number of volumes can be omitted.

The liberal use of "see" references in the catalog, will save much duplication of cards. "See also" references are not used as much in the special library catalog, as much of the material is entered under specific headings. They are used in the catalog to refer to pamphlet or other collections of material on that subject which do not otherwise appear in the catalog.

Colored cards to indicate different classes of material may be used. For example one library uses blue cards for books, white ones for periodical references, orange for patent subject analytics, and yellow for patentees. In turning to any compound in the catalog, such as quinine for instance, if a patent is desired, the blue and white cards are automatically disregarded. Likewise, when hunting for an article by M. R. Jones, all the yellow cards and blue cards under his name are eliminated. Color is of use when some particular specialty in the library is of much more importance than the rest, and it is expedient to indicate its occurrence to save time in searching.

Classifying the Collection

It is necessary to have an adequate classification working in the library before trying to start classifying pamphlets. Of course, no standard classification fits a special library precisely, and must be adapted to fit the collection at hand. Too many librarians make the error of working out a minutely detailed classification, which is quite grand when they have it finished; but the progress of science and economics will outmode any but the most fundamental divisions in ten or fifteen years. All decimal classifications are weak. After having used up ten major divisions, there is no room left for expansion, and the inclusion of some future eleventh or twelfth major division in its appropriate and reasonable place. Some of the recent classifications using letters and a decimal system seem more adaptable for expansion.

Pamphlets on the shelves must follow the library's classification, but it is better to follow the major divisions only than to try to work each publication into the minute decimal division it should fit into.
In other words, it is better to group on the shelves all the pamphlets relating to paper, for example, in a library not devoted to paper as a specialty, than it is to try to subdivide them into various phases of the paper business. Of course, the number of pamphlets on the subject determines what is to be done with them. If there are 300 pamphlets on paper alone, it would be utterly foolish not to subdivide them according to some classified arrangement, while if the library possesses only five pamphlets on the subject, it would be just as ridiculous to try to fit one under paper pulp, another on the sulphite process, etc.

**Subject Headings**

The worst part of the pamphlet business is the assigning of subject headings. There is no one source which a special library can follow, so it becomes necessary to set up either a list of one's own headings, or check several sources for suitable headings. There are three types of sources; the first are the Indexes, general and specific. The special library can get the best subject headings from these. An old copy of Readers' Guide, Industrial Arts Index, or Chemical Abstracts may be used as a base. There is a great advantage in following the terminology in one of the standard indexes, as the "refer" and "refer from" references are usually indicated. For specific headings, use the index most closely related to your own field; for general headings, an old copy of one of the standard library indexes, such as Readers' Guide, can be used, and the headings used carefully checked. The second source for subject headings is found in encyclopedias, dictionaries and handbooks of the subject; the only trouble being, that they are of little use for the material which is just appearing in print, and isn't old enough to have found a place in the dictionaries. Also, dictionaries are exact in their terminology, and the term in current use in the profession and used in the indexes will never be found in a dictionary or encyclopedia. A third source for subject headings is Sears "Subject headings for small libraries." The special library will be able to get only very general headings from this book, but it is an excellent guide for making cross-references.

The most common method of making subject headings in special libraries seems to be by the trial and error method. These are a few things which are helpful: first, to adopt a sensible and consistent scheme of procedure, making sure that all headings used in the various indexes are carefully checked, and the cross-references, if any, noted. Cross-referencing liberally, a few good "see" references, means a saving of much time and effort. Little of new terminology will appear under that term in indexes, and it will be necessary to call in the expert in that field, and get his suggestions regarding terminology.

Specific headings are the most desirable and least complicated to use. In a small collection on a specific subject, there is no point in using general headings. On background material, for example, for a mathematics collection in a chemical library which is necessary for occasional use, it is probably wiser to use general headings. The headings should follow current terminology, not only of the literature, but of the organization. Inverted headings are not as good as specific headings, but this is usually the beginner's method of attack. Their use gathers too many things under one head in a narrow field of interest, but inverted headings are a good means of pigeonholing a new undetermined heading until the terminology adjusts itself and becomes stable. Then it is necessary to re-catalog or re-subject head all material under that heading. It is not advisable to use many general subject headings in the
specific field of interest, but a few well-chosen ones are necessary as dumping grounds until better places can be found or better headings originate in the literature. On the other hand, general headings on borderline or general material are very desirable in a special library, as they group together related material, which under individual specific headings would be lost in the mass. It is good practice to use main headings freely, until the bulk of material warrants a breakdown into subdivisions or other subject headings. It is a waste of time to try to anticipate the literature, and make specific subject headings until the subject expands enough to warrant the work.

In placing subject headings on pamphlets, the most important factor is visibility. It makes little difference whether the top right or top left corner is used, but most people seem to prefer the right. The headings may be written on, or typed labels pasted on. Various colors of labels may be used to indicate different sorts, classes or groups of material, or special things about the collection which need to be brought out. Colored binders or folders in the Information File may be used to indicate different types of material, for example, a brown folder for a photostat, a yellow envelope for a special set of clippings, etc.

Equipment for the Pamphlet Collection

Before discussing the equipment necessary for the pamphlet collection, let us consider the other types of ephemeral material and permanent material which are likely to be found in a special library. These consist mainly of clippings, reprints, translations, maps, charts and blue prints. Science libraries do very little clipping preferring to preserve their periodical material perfect and in long strings. Many other libraries clip articles of importance and add them to their Information File. Clippings may be either mounted on paper, with the source carefully noted, or placed in envelopes, and the source noted on the clipping itself. The mounting or envelope has the appropriate subject headings written on it and it is filed. In one large library where statistical information is compiled largely by clippings from papers, and journals, the clippings are mounted on sheets of paper of different colors, blue denoting dividend notices, for example; and these are bound together in springback folders.

Photostats can be treated in the same way, and if there are several pages, they should be stapled together, and the reference from which they were taken carefully noted. There is nothing more exasperating than a photostat of p. 21–23 of Liebig's Annalen with no indication of which of the 400 or more volumes it came from. Sometimes they can be identified by author or subject matter, by means of an index; and if not, they may as well be thrown into the wastepaper basket. If the library possesses a large collection of photostats, it is sometimes better to make a separate collection of them rather than to try to scatter them in the vertical file. One of the simplest means of doing this, providing the photostat is cataloged under author and subject, is to give it a number and file it numerically in a file drawer or on the shelf. The number appears on the catalog card, to locate it, and it can be charged for circulation, merely by number. In a library which finds it wise to maintain an inventory of photostats, a simple ruled book may be provided in which the numbers are entered in serial order together with a brief author entry, and the periodical reference. This constitutes an adequate shelf list. Discards can be marked out with a colored pencil, and the cards removed from the catalog; those lost, and known only by number can be identified, the catalog checked, and a replacement ordered. The same technique can be used
for other sorts of material of which there is a large bulk, for instance reprints of articles by members of that company. A similar scheme was employed by the librarian who was called in to catalog a large steel company's blueprint department. Blueprints present all sorts of problems mostly due to size. An occasional one fits best into the Information File, but several hundred of them should be treated as a separate collection, with either a number or subject heading scheme relating to them exclusively. Maps can usually be put in the Information File under geographical subject heading, unless a collection is maintained and then they are best hung in a map case, and filed geographically. Cards for these may be made for the catalog, and this is usually done in public libraries. It is doubtful whether special libraries would have enough maps to warrant such treatment, unless that library is concerned with civil engineering, mining or geology and has a special collection of such maps.

Some libraries, particularly advertising ones, make a collection of pictures. These are not filed with the Information File, but are maintained as a separate collection under the appropriate subject headings in filing cases. The reason for the separation is not due to the difference in the physical make-up of the material, but to the difference in the type of subject headings used by each.

It is pretty well agreed that the legal size filing case is best to house the Information File. Most pamphlets are 6 by 9, and two of these can be placed side by side in the legal size drawer, but can be filed only one after the other in the standard correspondence size. This leaves several inches on the side for the pamphlets to slide and slip around. All files should have sliding drawer supports, so that the maximum amount of filing space can be obtained from the drawer. Guides should be plentiful (most libraries skimp on these) and sufficient to hold the material in place. Without sufficient guides the material slides down and gets an acute case of the "bends." Stiff envelopes sealed, and cut open on the long side make excellent filing envelopes. An envelope not sufficiently stiff allows everything to slide down into it. The uneven packages of material make the use of a good grade of filing folder imperative. Some prefer a folder with projecting lip for the label, others use a straight folder with a label pasted in the corner. Colored labels for special types of material under a subject heading are convenient to use. Cross-references may be pasted on the guides, or a special guide card used, or they may be typed on a card and that card attached to the guide card. They should not be put on cross-reference sheets in the front of folders such as is the common practice with correspondence. A half a folder makes a good cross-reference guide, and the use of a different colored label for the cross-reference is a help in searching for material quickly. Visible index folders are too expensive for general use, but do offer the advantage that the slip can be changed at any time to a new heading without injuring the folder, and with a minimum of time.

The Question of Discarding

There is one advantage in a permanent pamphlet collection over a transitory collection, which is that the permanent collection needs little, if any weeding. The transitory collection whether shelved or in file cases, has to be regularly and periodically weeded, that is the material looked over, and that which is considered of no value thrown out. Many libraries have weeding programs, and weed at stated intervals; others have a continuous process. For instance, one library goes through its whole Information File
every two years, and discards about 10 per cent of the total. In another very large collection the process is continuous. Every time a folder is taken out, the material is examined before filing, and that which is over a year old is discarded. This means that every piece put in the Information File must be dated. Sometimes whole topics will lose their importance, and the whole collection may be thrown out. Temporary statistics are often issued in pamphlet form and followed later by more complete and final statistics, and the temporary ones are discarded. Even pamphlets on shelves must be gone over and discarded. It is probably easier to discard classified shelved material, than Information File material.

Just because a pamphlet is of no value for the information it contains is no reason to discard it. Sometimes it is well to keep it, to prove this point, especially if it has been noted in the literature of the subject, and the title indicates a close relation to some phase of the company’s business. Someone will inevitably ask for it, and doubt its lack of value so it is well to keep it on hand for exhibition purposes.

Summary

To sum up briefly, pamphlets give new and current information in compact form. They can be obtained from three different types of sources. Treatment of them depends mainly upon whether they are of permanent or transitory value. Those of transitory value may be housed in vertical file cases, as an Information File, or shelved as a Pamphlet Collection. Those of permanent value are best cataloged and treated as part of the book collection. The advantages and disadvantages of each method should be carefully considered. Cataloging and classifying follows the same general basis as that used for the book collection. Other types of ephemeral material may require different treatment. Good equipment is desirable for the storage and use of pamphlets.

Microphotography for the Special Library

By Vernon D. Tate

Chief, Division of Photographic Reproduction and Research, The National Archives, Washington, D. C.

From its inception photography has rendered great services to libraries, particularly to those with specialized collections. At present, photographic contributions may be classified in three general groups. The first is the familiar photographic print made with an ordinary camera and processed in the usual manner, of which picture collections and book illustrations are examples. The second is the direct paper reversed copy. This process has become so well identified with the products of the Photostat Corporation that the name ‘photostat’ has become synonymous with the direct paper print. The third, called microphotography, has attained relatively great prominence in recent years.

Microphotography is the making of reproductions of manuscript or printed material which are reduced to such a degree that some method other than direct visual examination must be employed to read them. In other words, a microcopy is a miniature facsimile on film, glass, paper, or other substance.

Microfilming has many uses in the library. Rare or fragile materials are being preserved economically and sheltered from the dangers of haphazard consulta-
tion. At the same time their contents are readily available. We are all familiar with the great changes in the art of making paper in the nineteenth century which brought about a tremendous expansion of printing. Unfortunately, wood-pulp paper has not withstood the ravages of time; hence, many eighteenth century books are in far better condition than books of the middle or later nineteenth century. By making films from materials printed on wood-pulp paper and by removing the originals from circulation, many valuable volumes will be safeguarded for posterity.

Almost contemporaneously with these changes in paper manufacture, substitutes for printing or aids in the art of recording made their appearance. The typewriter, the hectograph, the mimeograph, to mention a few, have facilitated the reproduction and dissemination of data, but at the same time have created a mass of transitory or fugitive material. Any librarian or scholar faced with a block of duplicated material or a pamphlet collection can comprehend the attendant labor involved in preserving, assembling, filing or binding, and maintaining such files. A recent Government experiment, known as the N.R.A., and its contemporary, the A.A.A., produced voluminous quantities of hectographed, mimeographed, and other cheap processed materials. The accumulation of a file of these was a problem. How to keep it, once obtained, was an even greater problem. Both the N.R.A. and A.A.A. code hearings were placed on film. In that condition they are permanent, easy to consult, convenient to store, cheap to maintain and the original cost was slight.

The circulation of books perplexes many librarians. To loan or not to loan—that is the question. Administrative economy usually dictates that loans shall be made. If the books are restricted in use to one organization in one city, the problem is not difficult. On the other hand, if an organization possesses many branches remote from the central library collection, quite a different situation prevails. The library of the Department of Agriculture in Washington contains an outstanding collection of books and files relating to all phases of agricultural endeavor. It is a special library. The Department of Agriculture has branches and also maintains close contact with universities, agricultural colleges, and experimental stations throughout the country. Suppose a library on the Pacific Coast desires to borrow from the Department library a bound volume or a periodical on inter-library loan. Perhaps 10 or 20 pages are all that is required. Still, the library must subject the entire volume to the danger of being damaged while traveling across the continent and back. The possibility of loss and replacement cost must be considered, and for the month or six weeks that the book is in transit or on loan it is not available for consultation by any other agency. Further, the financial outlay on the part of the borrower is not inconsiderable. The franking privilege will carry the volume to its destination, but in most cases return postage and insurance must be defrayed by the borrower. Here was a challenge to a new technique. Microphotography answered the challenge and through the kindness and cooperation of Miss Claribel R. Barnett, librarian of the Department of Agriculture, the Bibliofilm Service was formed.

The Bibliofilm Service is a non-profit organization supported in part by the Department of Agriculture library and in part by Science Service. It has installed a camera, together with the appropriate processing mechanism, in the Department of Agriculture, and has offered to scholars, scientists, librarians, and the general public a service at once
valuable and exceedingly cheap. Thirty-five millimeter motion-picture film is employed, with two pages being placed lengthwise on the film for each so-called double frame, which merely means that each page of the periodical or book is reduced 7 or 12 diameters from perhaps 6" by 9" by 3/4" by 3/4". It is possible to obtain at a cost of one cent for each page, together with a service charge of 10 cents for each order to cover mailing, a facsimile of all or part of any book or periodical housed in the Department of Agriculture library. This is indeed an outstanding achievement. The library need no longer fear for the safety of its books, for they are kept within its walls and are accessible at all times. The recipient need not pay excessive transportation charges for the temporary loan of a volume. Instead he purchases at a relatively low cost a facsimile copy of all material of interest to him, including graphs, pictures, charts, tables, maps, etc.

Let us return to the problems of the library itself. Space is always at a premium. The National Archives possesses approximately 10 million cubic feet of storage space. Surveys show that this entire area could be filled more than twice over by Government records now in existence, without providing for the annual rate of accumulation, which in itself is staggering to contemplate. Much of this material is intrinsically very valuable; hence, it must be housed and consulted with the maximum of care. On the other hand, much of it is merely informational in character; that is, the document itself is not valuable but the information it contains may subsequently prove to be exceedingly important. Canceled bonds, receipted bills, paid checks, filled-in forms, and tabulations of all kinds are examples. It is possible to microcopy and house facsimiles of this material for less than the cost of storing it for a few years, and the microcopies save from 85 to 97 percent of the storage space that would be necessary to care for the originals.

A more universal problem, however, is that of newspapers. These flimsy, fragile, important records are indeed a problem. The impermanence of their wood-pulp paper has long been recognized. The high cost of binding a volume is well known; the amount of space occupied by a file when bound is considerable; the ease of consultation is negligible; still, the newspaper is one of the most valuable records of contemporary thought and life. At one time, certain large metropolitan dailies printed limited miniature rag editions as a permanent record. The expense, however, was found to be prohibitive. It is possible now to microcopy satisfactorily a year's file of newspapers for less than the cost of binding it. The space occupied by the microcopy is less than one-tenth of that required by the originals. Consultation is far easier. In short, microcopying offers a most essential and economical method of space conservation.

Let us consider card files, or more particularly the index to the Veterans' Administration papers in Washington. It happens that many of these papers were transferred to The National Archives, but the one inclusive card index covering both current and past records could not be spared by the Veterans' Administration. Hence, an anomalous situation arose: some of the papers were in The National Archives, but the one inclusive card index covering both current and past records could not be spared by the Veterans' Administration. Because of the recent pension legislation, these past records have become increasingly active. As a matter of fact, no one who has not had immediate contact with them can conceive of their scope. Indeed, in 1934 the United States Government was still paying pensions to two widows of the War of 1812, and in 1935, to one widow.
It was decided to reproduce this card index. If it had been duplicated by any method known at the present time other than microcopying, the cost would have been between $26,000 and $75,000. Actually, it is costing approximately $2,000 to reproduce. The file is very carefully arranged with guides for about every 100 cards. It is then microfilmed by machine in accordance with a special procedure developed for the purpose. Cataloging experts state that the microfilm card file is easier to use than the original file and that consultations to it are far more rapid.

A project in card filming which has attracted considerable attention is the Union Card Catalog for the libraries of the Philadelphia area being prepared under the guidance of Mr. Paul Vanderbilt and financed by Federal relief funds. This very significant project was carried out in the following manner: A crew of operators with high-speed rotary photographic machines visited each library in the metropolitan area and photographed the entire card file on 16-millimeter film. The film was then transferred to a central point, or workshop, where typists prepared catalog cards directly from the negatives as they were projected in a viewing machine. Catalogers then arranged the material. While this scheme was not carried through in its entirety with photographic techniques, as it could have been, it is possible to obtain from it some idea of the tremendous economy which can be effected in work of this nature.

It should be pointed out, however, that a microfilm card file is a relatively inflexible device; that is, only closed or slow-growing files may be placed on film. The chief obstacle encountered is that of filing in. It may be possible, however, to solve this difficulty in the near future. Progressive thought directed toward the microfilming of card files indicates the desirability of consulting them by means of card-locating machines or stroboscopic index readers. It is now possible on a laboratory scale to index or key each microfilm card and employ a photoelectric cell as a selector device; hence, in the future it may only be necessary to classify and key all card files according to any standard cataloging scheme, then to run the entire film through a high-speed automatic machine which will stop the moment that the information is found, or which may even print off a note card or reference card automatically. Similar applications of the photo-electric cell permit tabulation and many other related operations. The frontiers of microfilm card files are widening daily.

(To be continued)

What Our Membership Figures Show

By Maud E. Martin, Chairman, Membership Committee

When we first glance at our membership statistics and see that on June 1, 1936, our total membership was 1,776, and that on February 28, 1937, it is only 1,712, our first reaction is one of horror at the falling off, but on close analysis we discover encouraging aspects.

Our total loss in members from June 1st to February 28th was 342, our gain 278. Of the total loss, however, 190 were dropped for arrears, in accordance with the provision of the new constitution, leaving 152 who died, resigned or were transferred. It must be mentioned in this connection (in our present system of keeping membership records) that those included in the "transferred" classification reappear as new members. While
190 seems a large loss in the total membership, we must remember that these have obviously been disinterested.

What are the encouraging factors? First, that we have cleared out the dead wood, and secondly, but not secondly in importance, we find that while the majority of our losses have been among Associates—265 out of the total 342, Institutional 8 and Active 69, our gains have been Institutional 25 and Active 102 out of the total 278, showing a net gain of 17 Institutional and 33 Active. On revenue balance we, therefore, are practically $200 to the good. As far as anticipated revenue is concerned, the gain is considerably more. While we may have to drop more members for arrears before May 31, since our dues are payable on a quarterly pro rata basis, we must also remember that the next month and a half are the final lap in the race for the gavel, and we may hope to continue to do as well as we did in February when we took in 60 new members.

The tables printed below give these figures in detail, together with Chapter standing in paid and unpaid dues for 1937. Four chapters showed completely paid up dues for 1936, Connecticut, Montreal, New Jersey and Pittsburgh, and of these Connecticut was paid up on December 31! The Chapter Membership Chairmen have been emphasizing paid up dues steadily all year, and we are sanguine enough to believe that the majority of their members shown below might be paid up by May 31st.

### S. L. A. Membership Statistics—Status as of February 28, 1937*

<table>
<thead>
<tr>
<th>Chapters</th>
<th>Institutional</th>
<th>Active</th>
<th>Associate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Paid</td>
<td>Unpaid</td>
<td>Total</td>
<td>Paid</td>
</tr>
<tr>
<td>Albany</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Baltimore</td>
<td>4</td>
<td>1</td>
<td>5</td>
<td>8</td>
</tr>
<tr>
<td>Boston</td>
<td>10</td>
<td>4</td>
<td>14</td>
<td>43</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>3</td>
<td>3</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>Cleveland</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Connecticut</td>
<td>6</td>
<td>6</td>
<td>12</td>
<td>9</td>
</tr>
<tr>
<td>Illinois</td>
<td>9</td>
<td>2</td>
<td>11</td>
<td>41</td>
</tr>
<tr>
<td>Michigan</td>
<td>7</td>
<td>1</td>
<td>8</td>
<td>14</td>
</tr>
<tr>
<td>Milwaukee</td>
<td>3</td>
<td>1</td>
<td>4</td>
<td>7</td>
</tr>
<tr>
<td>Montreal</td>
<td>3</td>
<td>2</td>
<td>5</td>
<td>19</td>
</tr>
<tr>
<td>New Jersey</td>
<td>16</td>
<td>3</td>
<td>19</td>
<td>32</td>
</tr>
<tr>
<td>New York</td>
<td>67</td>
<td>10</td>
<td>77</td>
<td>122</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>10</td>
<td>2</td>
<td>12</td>
<td>30</td>
</tr>
<tr>
<td>Pittsburgh</td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>15</td>
</tr>
<tr>
<td>San Francisco</td>
<td>5</td>
<td>1</td>
<td>6</td>
<td>19</td>
</tr>
<tr>
<td>S. California</td>
<td>2</td>
<td>1</td>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>Unaffiliated</td>
<td>10</td>
<td>1</td>
<td>11</td>
<td>55</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>162</td>
<td>31</td>
<td>193</td>
<td>450</td>
</tr>
</tbody>
</table>

* Preparing this table at Headquarters.

### S. L. A. Summary as of February 28, 1937*

<table>
<thead>
<tr>
<th>Number of Members</th>
<th>Institutional</th>
<th>Active</th>
<th>Associate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total, June 1, 1936</td>
<td>176</td>
<td>677</td>
<td>923</td>
<td>1,776</td>
</tr>
<tr>
<td>From June 1, 1936, to February 28, 1937:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gains</td>
<td>25</td>
<td>102</td>
<td>151</td>
<td>278</td>
</tr>
<tr>
<td><strong>Sub-Total</strong></td>
<td>201</td>
<td>779</td>
<td>1,074</td>
<td>2,054</td>
</tr>
<tr>
<td>Losses</td>
<td>1</td>
<td>22</td>
<td>167</td>
<td>190</td>
</tr>
<tr>
<td>Other</td>
<td>7</td>
<td>8</td>
<td>47</td>
<td>69</td>
</tr>
<tr>
<td>Net, February 28, 1937</td>
<td>193</td>
<td>710</td>
<td>809</td>
<td>1,712</td>
</tr>
</tbody>
</table>
ALL speaking at conventions is menaced by two pitfalls. It must not be so dull as to bore the listeners. If it is to be printed, it must not be so light as to lose value for permanent reference. The speaker's mood may be airy and entertaining; he may carry his audience along without conscious effort on their part. Too often in this case his remarks, captured in cold print, seem hardly qualified for preservation.

Another speaker may have prepared a report or an address packed with valuable observations and statistical deductions. On the printed page its value is instantly recognized; in oral presentation too often the attention of the audience wanders far afield.

Certain reports are always made at the S. L. A. convention. The President, the Secretary, the Treasurer and the Editors give an account of their stewardship. Leaders of committees, groups and chapters tell what they have done during the year and outline their plans for the future. All these reports are made permanently available by inclusion in the proceedings number of SPECIAL LIBRARIES.

Their value as printed matter is obvious; but, during the reading how many of you have fidgeted or looked out of the window or surveyed the hat three rows ahead? When so many reports are dealt with at one session, a certain amount of repetition is inevitable. Figures and percentages are sometimes included, and there is difficulty in appreciating their significance.

How, then, shall we avoid these two pitfalls? At the June convention something definitely new is to be tried. The reports will be printed and available to every delegate, and the report makers will discuss their work informally and answer questions.

Each delegate on registering will receive one pamphlet. This will contain the complete program of the convention, the complete set of printed reports, notes of what to see and do in New York and a liberal amount of advertising applicable to the convention and S. L. A. This one pamphlet, containing all needed information, will take the place of the half dozen items we have been dropping and picking up at previous conventions. The reports will later on be reprinted in SPECIAL LIBRARIES from the same type.

At the business meeting, Friday morning, each officer, chairman and chapter president who has occasion to report will not read the printed matter already available but will speak briefly on some outstanding point in his work and answer questions. Delegates are expected to cooperate by at least glancing through the reports during the week and being ready with questions on any points that interest them.

Notice has already gone to every person who will take part, notifying him of the date when copy must be in hand. Because of the necessity of printing the program in advance, the reports must be written up a little earlier than usual. Will each officer, chairman and president consider this page a personal appeal to him to make this innovation a success—first, by turning in his written report on time, and second, by picking out one salient feature for oral comment.

"There is no new thing under the sun," said a writer rich in wisdom. Possibly not, but changed approaches, changed methods and changed emphasis are potent factors for infusing old matters with the vitality of new.

HOWARD L. STEBBINS, President
A STREAMLINED convention, with time enough (well, almost) for all the exciting things you want to do in New York — that's the program now practically settled for the 29th convention of Special Libraries Association at the Hotel Roosevelt, June 16th to 19th. Except for the Executive Board and Advisory Council meeting, Wednesday morning is free for group meetings, registration, greeting your friends and visiting some of the famous metropolitan libraries. The Financial, Public Business and Insurance Groups have a joint session Wednesday afternoon featuring “Business Information Service.” At four-thirty there will be a tea where S. L. A. members will have a chance to renew old friendships and hear the latest news. A joint meeting of the Commerce, Insurance, Financial and Social Science Groups will be held that evening. Speakers (and they will be outstanding) for their joint meeting will be announced in the May-June issue.

At the first general session on Thursday morning, Rebecca B. Rankin, New York Municipal Reference Library, will welcome the convention to New York; William F. Jacob, General Electric Co., and our first Vice President, will respond for the Association. Howard L. Stebbins will give his President's Address, and a symposium, “Looking at Ourselves,” will be held with speakers, to be announced later. “How to Run a Library” will be discussed at the afternoon general session, with Eleanor S. Cavanaugh, Standard Statistics Company, Inc., as leader of discussion. Mrs. Marie S. Goff, E. I. du Pont de Nemours & Company, Inc., Caroline W. Lutz, General Motors Corporation, Florence Bradley, Metropolitan Life Insurance Company, and others will take part. Thursday evening comes the banquet and this will be a gala event!

Friday morning brings the general business session (but short!) and at the afternoon session, on “Shop Talk,” with Ruth Savord, Council on Foreign Relations, Inc., as leader of discussion. Katherine D. Frankenstein, Batten, Barton, Durstine & Osborn, Inc., Rose L. Vormelker, Cleveland Public Library, Jerome Wilcox, Duke University, and Alma C. Mitchill, Public Service Corporation of New Jersey, will be speakers. On Friday afternoon the National Industrial Conference Board will give a tea to members of the Financial Group. Friday evening we play — refined amusement or cultural entertainment, as you desire.

Saturday is Columbia University Day, with open house in the morning at all the campus libraries and a tour of the new library building, followed by lunch at the Faculty Club. Dr. Williamson and another speaker are on the program. The balance of the week-end is yours to command; breakfast, Sunday, at the Rainbow Room, Rockefeller Center, from one to three o'clock is sure to appeal to most of you. The next issue will also give the individual group plans in detail. If you have any further suggestions or wishes, send them to the Convention Chairman, Hazel E. Ohman, at once.

Special Libraries Association Convention Committees

Hazel Eleanor Ohman, Convention Chairman

Program:  
Eleanor S. Cavanaugh, Standard Statistics Corporation, Inc., Chairman

Banquet:  
Florence Bradley, Metropolitan Life Insurance Company, Chairman
Travel Information for the June Convention

ALL special convention rates have been abolished since last summer when the new, low rates went into effect. The table given here lists coach and first class one-way fares from the various chapter cities to New York. There is no reduction on round trips so that the round trip rate is twice the one-way rate. The first class rate represents the basic cost of Pullman transportation. To this the cost for the accommodation desired, e.g., chair, lower berth, upper berth, etc., must be added.

Please note that all tickets routed over the N. Y. Central Lines will bring you to Grand Central Terminal which is directly connected with the Roosevelt Hotel by an underground passageway.

The Roosevelt can be reached from Pennsylvania Station by taxicab or subway (Interborough Rapid Transit Co.).

<table>
<thead>
<tr>
<th>Chapter City</th>
<th>Coach Fare</th>
<th>First Class Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany, N. Y.</td>
<td>$ 2.85</td>
<td>$ 4.30</td>
</tr>
<tr>
<td>Baltimore, Md.</td>
<td>$ 3.75</td>
<td>$ 5.60</td>
</tr>
<tr>
<td>Cincinnati, O.</td>
<td>$ 3.15</td>
<td>$ 4.85</td>
</tr>
<tr>
<td>Cleveland, O.</td>
<td>$ 1.45</td>
<td>$ 2.15</td>
</tr>
<tr>
<td>Hartford, Conn.</td>
<td>$ 2.20</td>
<td>$ 3.50</td>
</tr>
<tr>
<td>Chicago, Ill.</td>
<td>$ 1.35</td>
<td>$ 2.25</td>
</tr>
<tr>
<td>Detroit, Mich.</td>
<td>$ 1.76</td>
<td>$ 2.60</td>
</tr>
<tr>
<td>Milwaukee, Wis.</td>
<td>$ 1.90</td>
<td>$ 3.00</td>
</tr>
<tr>
<td>Montreal, Canada</td>
<td>$ 8.45</td>
<td>$ 12.05</td>
</tr>
<tr>
<td>Philadelphia, Pa.</td>
<td>$ 1.80</td>
<td>$ 2.80</td>
</tr>
<tr>
<td>Pittsburgh, Pa.</td>
<td>$ 1.80</td>
<td>$ 2.80</td>
</tr>
<tr>
<td>San Francisco, Cal.</td>
<td>$ 49.41</td>
<td>$ 92.85</td>
</tr>
<tr>
<td>Los Angeles, Cal.</td>
<td>$ 49.41</td>
<td>$ 92.85</td>
</tr>
</tbody>
</table>

2. By Boat

<table>
<thead>
<tr>
<th>From</th>
<th>Line</th>
<th>Day Line Fare</th>
<th>Night Line Fare</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany, N. Y</td>
<td>(1) Hudson River</td>
<td>$5.00</td>
<td>$8.00</td>
</tr>
<tr>
<td></td>
<td>(2) Hudson River</td>
<td>2.00 + state room ($1.00)</td>
<td>5.00 + state room ($1.00)</td>
</tr>
<tr>
<td>Boston, Mass</td>
<td>Eastern Steamer</td>
<td>5.00 + state room ($1.00)</td>
<td>8.00 + state room ($1.00)</td>
</tr>
</tbody>
</table>

3. By Air — Air Rates to New York

<table>
<thead>
<tr>
<th>From</th>
<th>One Way</th>
<th>Round Trip</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boston, Mass</td>
<td>$ 32.00</td>
<td>$ 55.00</td>
</tr>
<tr>
<td>Cleveland, O.</td>
<td>$ 35.10</td>
<td>$ 55.00</td>
</tr>
<tr>
<td>Los Angeles, Cal.</td>
<td>$ 49.41</td>
<td>$ 92.85</td>
</tr>
</tbody>
</table>
April, 1937

SPECIAL LIBRARIES 123

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(b) NO turns on red light are permitted except

where designated.

The Roosevelt Hotel is located at Madison

Avenue and 45th Street. Inasmuch as the hotel is

located in a restricted zone, there are no garages

in the immediate vicinity. Cars can be left at a

garageat

$1.00

per day; they will

bedrivento

the

hotel or to the garage for

25b
each trip. As a means

of saving money, and for convenience, it is sug-

gested that members leave their

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and use the transit facilities instead.

NOTE. - Watch for special

excursions!

By Private Automobile

The two important approaches from

the West and South are the Holland

Tunnel (to downtown New York) and

the George Washington Bridge (to up-

town New York).

In connection with driving in New

York City attention is called to the

following traffic regulations:

(a) Even-numbered streets carry eastbound

one-way traffic; odd-numbered streets carry west-

bound one-way traffic. There are some exceptions

such as 14th St., 23rd St., 34th St., 42nd St.,

59th St., etc., which carry two-way traffic.

(b) No turns on red light are permitted except

where designated.

By Bus

BUS RATES TO NEW YORK

(Greyhound Bus Co.)

From

One Way

Round Trip

Albany, N. Y. . . . . . . . . . . . 2.00 $ 3.60
Baltimore, Md. . . . . . . . . . . . . 5.10 5.00
Boston, Mass. . . . . . . . . . . . . 2.95 5.35
Cincinnati, O. . . . . . . . . . . . . 11.25 20.25
Cleveland, O. . . . . . . . . . . . . 8.75 15.75
Hartford, Conn. . . . . . . . . . . . . 1.50 2.70
Chicago, Ill. . . . . . . . . . . . . 12.95 23.35
Detroit, Mich. . . . . . . . . . . . . 9.95 17.95
Milwaukee, Wis. . . . . . . . . . . . . 13.05 21.50
Montreal, Canada . . . . . . . . . . . . 7.25 13.05
Pittsburgh, Pa. . . . . . . . . . . . . 6.75 12.15

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the George Washington Bridge (to up-

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following traffic regulations:

From

One Way

Round Trip

Albany, N. Y. . . . . . . . . . . . . 2.00 $ 3.60
Baltimore, Md. . . . . . . . . . . . . 5.10 5.00
Boston, Mass. . . . . . . . . . . . . 2.95 5.35
Cincinnati, O. . . . . . . . . . . . . 11.25 20.25
Cleveland, O. . . . . . . . . . . . . 8.75 15.75
Hartford, Conn. . . . . . . . . . . . . 1.50 2.70
Chicago, Ill. . . . . . . . . . . . . 12.95 23.35
Detroit, Mich. . . . . . . . . . . . . 9.95 17.95
Milwaukee, Wis. . . . . . . . . . . . . 13.05 21.50
Montreal, Canada . . . . . . . . . . . . 7.25 13.05
Pittsburgh, Pa. . . . . . . . . . . . . 6.75 12.15

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Round Trip

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Boston, Mass. . . . . . . . . . . . . 2.95 5.35
Cincinnati, O. . . . . . . . . . . . . 11.25 20.25
Cleveland, O. . . . . . . . . . . . . 8.75 15.75
Hartford, Conn. . . . . . . . . . . . . 1.50 2.70
Chicago, Ill. . . . . . . . . . . . . 12.95 23.35
Detroit, Mich. . . . . . . . . . . . . 9.95 17.95
Milwaukee, Wis. . . . . . . . . . . . . 13.05 21.50
Montreal, Canada . . . . . . . . . . . . 7.25 13.05
Pittsburgh, Pa. . . . . . . . . . . . . 6.75 12.15

NOTE. - Watch for special excursions!

Official Notices

Notice of Annual Meeting

As required by By-Law VIII, Section 1,
notice is hereby given that the annual
business meeting of Special Libraries
Association will be held Friday, June 18,
1937, in the Hotel Roosevelt, New York
City, in connection with the annual
convention of the Association.

HOWARD L. STEBBINS, President
ELIZABETH LOIS CLARKE, Secretary

Nominating Committee Report

The Nominating Committee submits
the following list of candidates as
officers of Special Libraries Association
for the year 1937-1938:

President — William F. Jacob, Librarian,
Main Library, General Electric Co.,
Schenectady, N. Y.
First Vice President — Mrs. Lucile L.
Keck, Librarian, Joint Reference Li-
brary, Chicago, Ill.
Second Vice President — Alma C. Mitch-
ill, Librarian, Public Service Corpora-
tion of New Jersey, Newark, N. J.
Treasurer — Adeline Macrum, Assistant
Editor, Industrial Arts Index, The
H. W. Wilson Co., New York City
Director for Three Years — Mary Jane
Henderson, Librarian, Sun Life Assur-
ance Co. of Canada, Montreal, Quebec.

JAMES F. BALLARD
DOROTHY BEMS
FLORENCE BRADLEY
ALTA B. CLAFLIN
FORD M. PETTIT, Chairman

NOTE. — The Directors whose terms
have not expired are Miss Marguerite
Burnett, who retires in 1938, and Mrs.
Charlotte Noyes Taylor, who retires in
1939.
As the last retiring President, Mr. Howard L. Stebbins continues to be a member of the Executive Board.

Proposed Amendments to the Constitution and By-Laws

In order to clarify certain points in the constitution and by-laws the Committee on Constitution and By-Laws, and the Executive Board, have agreed to recommend three changes to the Association, to be voted on at its 1937 annual meeting.

The proposed amendments appear below, new or changed matter being printed in italics:

Constitution, Article IV, Executive Board

Section 2, Vacancies: Any vacancy occurring in the Executive Board by reason of resignation or death may be filled by a majority vote of the remaining members of the Board, the appointee to serve until the next annual election.

Constitution, Article VII, Amendments

Section 2, Proposals: Amendments to the Constitution may be proposed in writing by the Executive Board, by the Committee on Constitution and By-Laws, or by any twenty-five voting members of the Association, except that proposals originating in the aforesaid Committee shall be reported first to the Executive Board.

By-Law X, Publications

Section 2, Editors: The Editors shall be appointed annually by the Executive Board. They shall have charge of their respective publications subject to the editorial policies approved by the Board. The Editor of SPECIAL LIBRARIES shall attend the meetings of the Executive Board, and shall have the right to speak on any question before the Board, but not the right to vote. The services of any editor may be terminated after thirty days' written notice by either party.

The purpose of the first change is to limit the power of the Executive Board to fill vacancies, when the term of any vacant office extends beyond the next annual meeting of the Association.

The purpose of the second change is to do away with possible confusion as to the powers and responsibilities of the Committee on Constitution and By-Laws.

The purpose of the third change is to limit attendance of editors at sessions of the Executive Board to the editor of SPECIAL LIBRARIES only. As SPECIAL LIBRARIES is the journal of the Association this editor is particularly charged with interpreting the actions and policies of the Board to the membership at large.

For the Executive Board

HOWARD L. STEBBINS, President.

For the Committee on Constitution and By-Laws

DORSEY W. HYDE, JR., Chairman.

Letters to the Editor

A Correction

It seems that I was in error in stating in my report of last fall that Miss Hasse is doing certain indexing "with the approval of the Central Statistical Board" and that many people have an impression that she is now preparing indexes under the direction of the Board. At the request of Miss Joy, the Board's Chief Economist, I am asking you to publish this note to correct that impression.

MARGA C. BRACE, Chairman
Committee on Indexes to Sources of Statistical Information

Flood Time!

Great disasters, like the 1937 flood in the Ohio River Valley, are a different experience for each one affected. This account is just from one member of the Cincinnati Chapter of S.L.A.

Through much of January 1937 the weather was mild and it rained. All day long and for many days it rained. It was not normal winter weather. Then the Ohio River began to rise. Cincinnati has 26 miles of front on the Ohio River. High water is not unusual and a flood is a fairly frequent event. Just a word about the river. Today the river gauge is 16 feet. We call over 53 feet flood stage. But 79.99 feet was a new and different story. And just a word about the topography of Cincinnati. As the Ohio rose so did the Little Miami River running through the eastern part of the city, and Millcreek running through the western part. The bottoms, so called, are occupied by storage, factory, wholesale businesses, very modest houses, and some parks. The bottoms
flooded. The retail district is on a plateau far above the bottoms. The resident sections are on hills back from the river and far higher. These are never in danger of even this year's high water.

Black Sunday, January 24, everyone glued themselves to the radio for reports. These became blacker and blacker. The City Water Works pumping station went under water and there would be no water for anyone. The two electric generator stations of the Union Gas and Electric Co. became flooded, and lights, radios, refrigerators, street cars, and street lights went out. Even a few gas mains broke and added to the discomfort of those in certain sections. Then a fire broke out covering three miles in length and one-half mile in width. The entire Fire Department was placed into action and they fought this fire with water pumped from flooded Millcreek. Reports came of huge oil and gasoline storage tanks off of their foundations and floating here and there to add to the hazard.

Now of course there were many citizens and their families to be rescued out of houses which were used to floods, but many others from homes never before in the water. The two electric generator stations of the Union Gas and Electric Co. became flooded, and lights, radios, refrigerators, street cars, and street lights went out. Even a few gas mains broke and added to the discomfort of those in certain sections. Then a fire broke out covering three miles in length and one-half mile in width. The entire Fire Department was placed into action and they fought this fire with water pumped from flooded Millcreek. Reports came of huge oil and gaso line storage tanks off of their foundations and floating here and there to add to the hazard.

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The city authorities were wonderful. A holiday schedule was declared and all but food stores were closed. The Red Cross and all social agencies were organized for relief. There were many more volunteers willing to help than could be used.

Over the Editor's Desk

S. L. A.'s Marriages. . . . We hear rumors of the wedding of Elizabeth W. Willingham, of Fenn College, chairman of the Employment Committee of the Cleveland Chapter,—but details of to whom and where are not yet available. . . . Fern De Beck, librarian of the Ricker Library of Architecture of the University of Illinois, is now Mrs. Arthur S. Davis. . . . Constance Beal, cataloger of the Russell Sage Foundation Library, is now Mrs. Adams. . . . In October, 1936, the Secretary-Treasurer of the Baltimore Chapter, Miss Ruth E. King, assistant librarian of the Maryland Casualty Company, was married to Mr. Jesse Gore. . . . Doris Asplund, a member of the library staff of the Mechanics' Institute of San Francisco, is now Mrs. Canton.

Moving Here and There. . . . Mary K. Armstrong has succeeded Dorothea Vance Hall as librarian of the General Statistical Department of the Gulf Oil Corp., Pittsburgh. . . . James Brewster, acting state librarian for Connecticut, has received his permanent appointment as successor to George Goddard. . . . Mrs. Florence M. Hartman is now librarian of the Federal Reserve Bank of Philadelphia, succeeding Miss G. Jeannette Craven. . . . Miss Eileen d'Acme Smythe, former librarian of W. Atlee Burpee Company, Philadelphia, is librarian of the Engineering Division, RCA Victor Division, RCA Manufacturing Co., Inc.,
at Camden. . . . Mrs. Anne Bochow, formerly assistant librarian of the Financial Library of the Central Hanover Bank and Trust Company, New York, is now librarian of the Department of Philanthropic Information of the same bank. . . . Jeannette Randolph is now librarian of the Institute of Pacific Relations, New York, succeeding Ruth Earnshaw. . . . Leila K. Henderson has recently joined the library staff of the Bell Telephone Laboratories, Inc., New York. . . . James Lyle Bruce, for the past four years assistant curator of the Bostonian Society, has been placed in charge of the Society's collection, as successor to George R. Marvin, who died in January. . . . We have just had news of the appointment last fall of Barbara Beetle as librarian of the Amos Tuck School of Administration and Finance, Dartmouth College, succeeding Mrs. Constance W. Burbank.

S. L. A. is delighted to welcome back to its membership Edith Phail, now Mrs. Curtis Prout, of Summit, N. J. As chairman of the Industrial Group, 1919–20, director 1918–19, and an active worker for industrial libraries, Miss Phail's enthusiasm did much for the Association.

Chapter Meetings. . . . The plans for the final meetings of the season for the Albany Chapter are well under way. The March meeting was held in the New York State Library, where rare and early newspapers and other historical records of the State of New York were discussed. At the April meeting, Marian C. Manley will discuss the part played in the development of library business service by a Chapter of S. L. A. The May meeting is to be at the General Electric Company's "House of Magic". . . . At the February meeting of the Milwaukee Chapter, Miss Mamie Rehnquist discussed knotty reference problems in connection with government documents.

In keeping with its practice to get off the beaten track for its meetings, the Southern California Chapter met in March at the engineering laboratory of Electrical Research Products, where Mr. K. F. Morgan told of the work. His talk was followed by demonstrations of sound films. . . . At the San Francisco Bay Chapter's February meeting, Mr. Dwight Newton, librarian of the San Francisco Examiner, gave an entertaining and practical talk on his work and then took the Chapter on a personally conducted tour of the library. . . . The March meeting of the New York Chapter was held at the New York Telephone Company, where a fascinating demonstration of "Science Behind the Telephone Lines" was given. . . . The Montreal Chapter attended a meeting of the Quebec Library Association in January to hear Mrs. Mary Duncan Carter speak on library publicity. At the Chapter's February meeting, Professor Leonard Marsh, head of the McGill University School of Social Research, spoke on "The Balance Sheet of the U. S. S. R.". . . . The March meeting of the Boston Chapter was held at the Emerson College of Oratory, with Miss Marjorie Knapp, librarian, as hostess. The topic of the evening was "Quality Collections," a talk by George Brinton Beal, an instructor at Emerson College. . . . On Thursday, March 25th, at the Algonquin Club, Boston, there was an organization dinner of the Friends of the Library of Massachusetts Institute of Technology. Mr. Hensley represented the Boston Chapter, and Mr. Stebbins the S. L. A. . . . The State of New Jersey, in cooperation with the New Jersey Council on Adult Education and the American Association for Adult Education, called a conference on adult education for April 2, 1937. As one of the several interested organizations invited to cooperate, the New Jersey Chapter of the S. L. A. sent two delegates—Alma C. Mitchill, President of the Chap-
ter, and Marian C. Manley, Chairman of the Program Committee.

Exhibits. . . . The Chairman, Mildred A. Lee, Atlas Corporation, of the New York Chapter's Financial Group, is looking back with some satisfaction to two strenuous occasions — the Mid-Winter Trust Conference and the Spring Savings Conference of the American Bankers Association. This Financial Group maintained model library exhibits at both these conferences and distributed an excellent pamphlet compiled for the occasion, covering books, periodicals, services, as well as a list of subjects covered in the vertical files. . . . For the March meeting of the Northern New Jersey Chapter of the American Chemical Society, the New Jersey Chapter arranged an exhibit of books on patents, including a chart showing the relation of the library to patent work.

Directories. . . . The Philadelphia Council can breathe a sigh of relief and sit back for compliments in connection with its "Library Directory," recently published. This fifth edition covers 209 libraries, giving librarian, address, hours, telephone number, descriptive notes for the library, and both a personnel and topical index. Advertising for the directory shows the existence of excellent support in Philadelphia. The directory has an attractive format, and the chairman, committee members and editors deserve congratulations for their work. . . . The new "Directory of Special Libraries in the New York Metropolitan District" is in process of preparation, with Delphine Humphrey, of McCann-Erickson, working hard to get the material compiled and off the press for the convention.

Conferences. . . . June is to be a busy month for librarians, with S. L. A. holding its convention one week, and A. L. A. holding it another week. For those who set sail for England soon after these conventions, the ASLIB Annual Conference at Cambridge, September 24-27, is an added attraction. The conference is to be held at Gonville and Caius College. From the enthusiastic comments on these conferences by Miss Low and Miss Meixell, S. L. A.'s delegates for the last two years, these dates should be kept in mind.

On the Educational Front. . . . At the invitation of the A. L. A. Board of Education for Librarianship, the Training and Recruiting Committee of S. L. A. will meet with that group on Saturday, June 19th, just after the close of the S. L. A. conference and prior to the opening of the A. L. A. . . . The chairman of the Committee, Mrs. Margaret G. Smith, was asked to contribute an article to the Hunter College Bulletin on the possibilities in special library work. . . . Marian C. Manley (Business Branch of the Newark Library), Betty Joy Cole (Calco Chemical Company), and Ann Staley (New York University, Wall Street Division), were asked by the vocational director of the New Jersey College for Women to talk on various features of special library work at a vocational conference for the students. . . . Mrs. Mary Duncan Carter, formerly assistant director of the McGill University Library School, Montreal, is now director of the School of Library Service, University of Southern California. . . . After twenty-four years as director of Simmons College School of Library Science, of which many special librarians are graduates, Miss June R. Donnelley is retiring at the end of this session. Herman H. Henkle, of the faculty of the University of Illinois Library School, has been appointed director to succeed Miss Donnelley. Mr. Henkle's keen interest in special library problems will assure a continuance of Simmons graduates in the special library field.

Here and There in Print. . . . The March, 1937, issue of American Business,
published by the Dartnell Corporation, ran a double spread, "Information While You Wait," illustrated by photographs of sections of the special libraries of the National Association of Real Estate Boards, the Travelers Insurance Company, the Abbott Laboratories, the Phoenix Mutual Life Insurance Company, the First Wisconsin National Bank, and the Portland Cement Association. . . . In the February issue of *The Express Messenger*, the monthly publication of the Railway Express Agency, Inc., D. B. Gilchrist, librarian of the University of Rochester, wrote about "The Best There Is in Transportation," in moving the famed Samuel Johnson Collection from Buffalo to Rochester. . . . The *New York Woman* for March 3 has an amusing note about the telephone reference library of the New York Telephone Company.

Our friend and advertiser, L. A. Wells, of Waltham, Mass., has sent out a blotter carrying Massachusetts, New Hampshire and Vermont library notes, and a section on Special Library Notes with an announcement of the convention and a quotation from John Cotton Dana, S. L. A.'s first president.

*New Jersey's Good Fortune*. . . . By the will of the late Dr. Edward Weston, the Newark College of Engineering received his entire general and scientific library, all the scientific apparatus, and the models, drawings, and all material in connection with Dr. Weston's patents in the field of electricity, which numbered something over 300.

The general scientific library consisted of approximately 16,000 volumes of scientific works and about 110,000 transactions of scientific societies in American and foreign countries. Of particular interest and value were certain transactions of societies in Italy, Czechoslovakia, Russia, Germany and France. The scientific books alone comprise a valuable collection, and they exhibit, as Dr. Weston did in his own life, a tremendous breadth of interest.

The general library covered the field of manufacturing, management, economics, business, personnel, organized labor, and some of the legal phases touching science, invention and operation. As a result of this gift, New Jersey will be a Mecca for students of electrical engineering.

Another treasure in the field of engineering that New Jersey is fortunate enough to possess is the collection of Vinciana assembled through many years by the late John W. Lieb of New York, and given to the Stevens Institute of Technology Library in 1932. In the introduction to the catalog, Maureen Cobb Mabbott writes, "This unusually complete edition of Leonardo's works is not only the largest in this country, but includes all the facsimiles that have been published to date. It is the only collection of Vinciana that has been formed by an engineer with an emphasis on Leonardo's mechanical genius, and it therefore contains general works on the history of aviation and techniques out of the province of other collections."

*In Memoriam*. . . . Reginald T. Elmes, institutional representative of the Distinguished Service Foundation of Optometry, and a member of the *Boston Transcript* editorial staff for more than twenty years, died early in March. . . . Word has been received of the death of Olive L. Morrow, formerly librarian of the Aeronautics Reference Library of the U. S. Department of Commerce, Washington. . . . Adelaide V. Dougherty, of the National Council on Compensation Insurance, died early in February. . . . Miss Alice L. Stewart, children's librarian at the Perkins Institution for the Blind, and a graduate of the institution, died February 21st after a brief illness. . . . Sympathy is expressed for Rev. William J. Cloues, librarian of Andover-Newton Theological School, in the death of his wife, who died February 25th.
Publications of Special Interest

Adamson, E. I. So you're going to a psychiatrist. Crowell, N. Y. 1936. 263 p. $2.50.
A simply written, logical discussion of psychological problems in development. Number of apt illustrations used. Not indexed.

Interesting notes on Alaska with particular stress on the fishing industry. The relations of Japan and Siberia to Alaska are discussed and parts of each country described. A chapter on libraries in Japan is included. Bibliography with good annotations is included.

A study of the growth of zoning regulation during the first twenty years. Includes comprehensive references to court cases. The effect of various factors in developing such regulation is considered. Some definitions are included. The book provides a clear, authoritative account of an important civic movement. Comprehensive bibliography

The former U. S. Director of Prisons writes clearly and constructively of present and future programs. Interesting notes on prison activities are given, as well as specific mention of libraries in prisons with particular reference to the Lewishurg penitentiary.

In part twelve of the Report of the Commission on Social Studies, Dr. Beale has produced an engaging and arresting picture of a fundamental problem of our educational system. The many factors involved in the question, and the main of evidence affecting its consideration and solution are treated in a masterly fashion. A book that cannot be missed by anyone fundamentally concerned with the country's growth.

This pleasant record of the development of industry in a New England town from the Revolution to the twentieth century shows its variety, and the step-by-step methods of its growth. Easy to read. Much illuminating incident. Includes excellent bibliography.

The spectacular story of the great Californian promoter and financier, William C. Ralston, told with perhaps too much color and incident of San Francisco development for utility, but giving a vivid picture of its early days. Includes a list of references.

The whole field is considered, and the problems involved in fair and consistent regulation of such diverse methods as aviation, railways, pipe lines, water and motor transportation, are given due weight. Government versus private ownership, subsidies and methods in other countries are all given attention. Clear and readable.

A study of present-day liquor control made under the auspices of the Institute of Public Administration. Gives a clear picture of the different methods in effect in the various states and the parts played respectively by local, state and federal governments. Comparison of regulations and costs given. An able treatment of an administrative problem.

An excellent text on the operation of the average farm, covering the general organization, crop systems, livestock systems, the economical use of labor and labor, budgeting and the necessity of records, markets and external factors such as rise and fall of prices. It gives the costs and expected returns on various farm crops and livestock, and points out some of the fallacies the average farmer is likely to meet in considering profitable and non-profitable enterprises. The tables and charts are worthy of note, both for simplicity and for their pertinence to the subject.

Slight sketches of Russia, Germany, England and giving many formulas for cosmetics Glossary included.

A comprehensive question and answer treatment of the technical side of beauty parlor work including detailed descriptions of treatments from manicures to facial massage and giving many formulas for cosmetics Glossary included.

Slight sketches of Russia, Germany, England and travel problems on the continent that give a seasoned and helpful perspective on the Man in the Street and his relation to war. A consulting book in which tragic possibilities are recognized but to some extent discounted by an experienced observer.

A clear analysis of the forms and inter-relationship of state and local governing units, how they developed, their future and their possible place in any reorganization scheme. Well presented and documented.

A brave attempt to relate future economic welfare to world harmony and regulation. An independent approach without bibliographical references.


An effective though somewhat dramatic discussion of the value of the yardstick in electric rate fixing. Easy to read but giving many references to source data. Gives illustrations of rate changes caused by competition and on the other hand examples of stock manipulation at the expense of the investor.


This bibliography of occupational literature is well arranged and annotated and gives adequate bibliographical literature. If it had been possible to include more current references, its value would have been greatly enhanced but for a book published in October 1936, it seems weak in 1935 references. With improvement in that direction it will be invaluable. It is now an important tool in the use of vocational literature.


The many aspects of the conservation problem presented by specialists in each field. Primarily for textbook use, it also affords an excellent handbook. Many maps and statistical tables included. Good bibliography by subject.


An anthropologist studies and describes the life of an Indian town in Mexico. Includes sympathetic detailed account of the customs in family and social contacts. Many illustrations from snapshots. Maps included. An interesting record of an early civilization existing in the present day.


A local history volume that gives many interesting old records of the early settlement. Current material rather rare. Some old newspaper records included. Interesting illustrations of different types of early wrought iron work.

Price, M. P. *America after sixty years*. Macmillan, N. Y. 1936. 235 p. $3.00.

The American travel records of an English father and son, one kept in 1860 and the other more than sixty years later. Both public servants, the records show keen observation of social conditions, and an understanding and liberal point of view. Not only New York and New England but Utah, California, New Mexico and the south are visited and commented upon.

Rahn, A. W. *Your work abilities; how to express and apply them through men power specifications*. Harper, N. Y. 1936. 134 p. $1.75.

A practical method of playing up the individual’s abilities in a folder to be used in seeking positions. Rather too much discussion before getting to the basic features. No index.


A review of the writings of the classical and current economists on this basic factor. Freely documented. Long unannotated bibliography including book, pamphlet and periodical references.


Another careful study of national economic problems well arranged to show the situation needing improvement, the means taken to relieve the problem and the results of the methods. Carefully documented and including many charts and tables.

Richards, R. H. Robert Hallowell Richards: His Mark. Little, Brown, Boston. 1936. 329 p. $3.00.

A record of the development of mining engineering and the unsung and delightful autobiography of a great teacher of the subject who was associated with Massachusetts Institute of Technology from its beginning and for 49 years. The interesting aspects of his life from his boyhood in Maine to his school days in England and New England, in his association with a brilliant wife, one of the few women members of the A. S. M. E., all contribute to the charm of the book.


A fascinating book full of incident, recording vividly the part played by women in the newspaper world. The number of people and angles covered is amazing, the material engaging. Well indexed. Has portraits of forty leading women journalists.


The different considerations and traits involved in placing children in foster homes are considered and various psychological features in child development discussed from a sympathetic and sane point of view. Good description of various cases and the parts played by the children, the foster and real parents and the child placing agency.


The author’s complete familiarity with government publications ensures a careful and accurate interpretation of their types and purposes and the existing tools for their use, such as check lists and guides. A list of depository libraries divided into groups with complete and with selective collections is included.


A discussion of America and the Americans in which light is thrown on the jangled point of view of the intellectuals, and attention focused on the underlying strength and courage of the average American treatment of problems. Includes sketches of individuals unique in their contribution ranging from John Humphrey Noyes to Irving Berlin.
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Sherwood, M. H. From forest to furniture. Norton, N. Y. 1936. 263 p. $3.00.
A delightful descriptive history of woods, their native settings and their uses in furniture. The special qualities and the decorative features of different species are well described. Good illustrations. Bibliography and table of condensed data on 60 woods included.

Entertainingly written with 350 musical illustrations from the great symphonies. Makes clear the purpose and structure of symphonic music, and puts the important themes of the symphonies in a form easily remembered. For those wanting to increase and unify a slight knowledge of music.

The librarian of the Kansas State College at Fort Hays has compiled an interesting collection of colorful anecdotes of Fort Dodge, Abilene, and other parts of Kansas. A vivid footnote on a stage in the country development. Good list of references with rather inadequate bibliographic data.

A well arranged text that treats concisely the main problems in the administration of such a library; includes a short reading list on the subject, a carefully selected list of periodicals for the library as well as one of sources of free and inexpensive material. The subject heading list from the Bellevue School of Nursing as well as its classification outline are also given. A fine tool for the many aspects of the problem.

Sullivan, E. D. This labor union racket. Hillman-Curl, N. Y. 1936. 311 p. $2.00.
This so-called study of labor unions gives many detailed accounts of difficulties and unfaithful stewardship on the part of union officials, at the same time commending with fervor the development of company unions.

A noteworthy contribution to an understanding of basic financial problems since it develops an accounting method based on price indexs rather than on the dollar. Application to various industries, a public utility, a woolen mill and a factoring company are given. Includes a chapter on objections and their answers.

A masterly summary of expansion by different industries with specific references carefully documented. Includes material on organizing movements of labor and capital and the relation of political events to industrial progress. Includes excellent critical comment on bibliographic sources of all kinds.

This informal story of territorial development covers the river days, the hunt for gold, the tragedy of the Custer Massacre, army outposts, Roosevelt in the Badlands and the adventures of the romantic and ambitious Marcus de Mores. Another harvest of the tales that go to make a country's tradition. Brief bibliographical note.

A detailed discussion of methods of analysis illustrated by case reports in different lines of industry. Includes a chapter of definitions and formulae.

An enthusiastic account of things Mexican, by an unprejudiced but unapprized observer. Some notes on auto versus train travel included. Many fair photographic illustrations. Some statistical data and list of festivals.

New Jersey serves as an illustration of commission regulation of public utilities, and its history, activities and results are clearly and interestingly treated. An impressive amount of factual data on the state's development in these and related factors is included. An impartial but analytical treatment. Good bibliography and list of cases cited are given.