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Special Libraries, May 1914

Special Libraries Association

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Special Libraries

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Special Libraries and Shoes

The late O. Henry tells a story of a discouraged shop-keeper who lived somewhere "up in the states" and who was persuaded to embark in the mercantile business in Central America. A shoe store seemed the right stepping stone to international fame and fortune because of inviting representations of the special opportunities in this business. Friends that lived in Central America wrote the shop-keeper that their town, although it had a large population, had not a single shoe store. The shop-keeper lost no time in preparing for shifting his residence and seat of commercial activity. He sold out his business in the "states", invested the proceeds in a new stock of shoes and loaded them on the steamer for Central America. When he arrived in the town he found the representations previously made with regard to the population were true, also, there were no shoe stores in the town. A few days later, however, he discovered a very important bit of information which he should have obtained before embarking in the shoe business in Central America. He learned that ninety percent of the people of Central America went bare-footed twelve months in the year.

If this disappointed shop-keeper had had access to a special library on the shoe business and had known how to use it, he would have been spared the humiliation of trying to sell shoes in a land where people have no need for them and also he would have avoided a considerable loss of money, which is more important.

CARL MOTE.

The Evolution of the Special Library

By John Cotton Dana, Librarian, the Newark Free Library (Abridged from *THE NEWARKER*).

The character of libraries, their scope and the methods of managing them depend ultimately on the character and quantity of things intended to be read. When things to be read were written upon stone, whether in hieroglyphics or in sculptures or in ornaments of buildings, libraries were unknown. When things to be read were impressed upon bits of clay which were dried or baked, and preserved as records, collections of those records were made and kept, and libraries began. When things to be read were written upon paper or any of the many kinds of material which were used before paper was invented, it was clearly wise to collect them, store them safely and arrange them conveniently for use. Things to be read thus gathered and housed formed the first libraries properly so called.

The Ancient, and Surviving, Reverence for Books.

After the invention of printing, things intended to be read became more common; but, as they were still quite rare and expensive, the old methods of collecting and preserving them were kept up and the habit of giving them a certain reverence was continued.

The reverence was due in part to the fact that few could either write or read, in part to the rarity of books, in part to the mystery attached by the ignorant to the art of reading; but chiefly to the fact that writing and reading and the practice of preserving books were largely confined to exponents of accepted religious cults.

As time went on and books increased in number and reading became more common, this reverence for the book decreased, but it decreased very slowly.

Books were for the promotion of culture. Culture was something which the upper classes only had a right to get. Science was pursued by few, and those few were scarcely admitted to the aristocracy of book-users. It is only within very recent years that in England, for example, the study of medicine and its allied subjects, even if carried on to most helpful results, gave him who followed it a good position in the social hierarchy.

What Our Fathers Called "Real Books."

The real books in the opinion of the educated among the upper classes, and, indeed, among all of the members of the upper classes who were competent to form opinions, were held to be, first, the literary masterpieces, the books which time had spared

because they were thought to tell things so skillfully as to make them of interest and value to all men for all time. Among these were included all the older Greek and Latin writings, which were looked upon in a certain awe, largely because they were in Greek and Latin. Second, books on these classic books, studies, expositions, criticisms. Third, books on religious subjects and especially on theology in all its phases, and including philosophy. These books continued to form the greater part of libraries until within a few years.

Library Proprieties in 1876.

When the public library movement took form and celerity in our country, about forty years ago, the accepted field of library book collection had widened to cover all kinds of writings. Novels were still looked on with a little disfavor, unless they were by writers time had tried and the ministry approved; science was closely looked at to see that it did not incline to infidelity; and discussions of sex and society and government were feared as tending to promote immorality and insurrection. On the whole, however, almost anything that had the form of a book could find a place in the public library of forty years ago, even though it might not be thought proper to admit it to the presence of a mere reader.

As a collection of all printed books the library had arrived; as a something established to gather all knowledge and all thought that the same might be freely used by all classes of the community, it had not.

The failure of the public library of forty years ago to address itself to all the community without distinction of wealth, social standing or education, and its failure, so far as it did so address itself, to find its advances welcomed and its advantages made use of, were due to two factors chiefly: The tendency of the librarian to think of his collections as rather for the learned than for the learner, and the tendency of the community at large to think of a collection of books as rather exclusively designed for those who had been reared to use them.

How the Library Idea Was Broadened.

This long-continued, self-imposed opinion as to the proper limitations of the library-using group was broadened in due course for several reasons.

The output of print increased with great rapidity; and the newspapers, to speak of one form only of printed things, caused a rapid growth in the reading habit and led

millions to gain a superficial knowledge of many aspects of life and thought.

Public and private schools and colleges taught more subjects and taught them better, until finally the sciences were, a few years ago, admitted as proper fields of knowledge and tools of discipline even to the most conservative of English universities. From acquaintance with a wide range of required school reading it was but a step to the demand that a still wider range be furnished by the public library.

The habit of reading increased very rapidly among women. More of them became teachers, more of them entered industrial life, more of them joined study clubs, and these changes in their forms of activity all led to an increase of reading, to a wider range of reading and to a notable and insistent demand upon libraries that they furnish the books and journals on whatsoever subjects woman's broadening interests included.

Indeed, a certain almost apostolic devotion to the reading done by children and an enthusiastic welcoming of women as readers and students have been two of the most marked features in the development of the library work in the last twenty years.

The Radical Change in Library Work Now Under Way.

Another change in library activities is now taking place, and is being mainly brought about by the increase in things printed, already alluded to. And here it may be well to refer to the opening statement, that the character of library management is dependent on the character and quantity of things to be read; and to call attention to the fact that the immediate causes of changes in the contents and administration of libraries—newspapers, children's wider reading, women's greater interest in world-knowledge—are themselves largely the results of the growth of print and the resulting increase in things to be read.

The Amazing Growth of Print.

Modern invention, making printing much cheaper than formerly, has led inevitably to a tremendous growth in output. And by way of explanation of, though not as an excuse for, the failure of librarians as a class to realize the great changes in scope and method of library management which the growth of printing and of the use of things printed will soon bring, it may be said that printing and print-using gained their present astounding rate of increase only within the past ten or fifteen years. Few yet realize that printing is only now, after 450 years of practice of the art, at the very earliest stages of its development and is but beginning to work on mankind its tremendous and incalculable effects.

The increase of print is marked in new book production; is far more marked in per-

iodical literature; perhaps still more in the publications of public institutions and private associations; still more again in the field of advertising by poster, circular, picture and pamphlet; and perhaps most of all in the mere commercial wrapper.

Print Grows by Being Consumed!

Every added piece of print helps to add new or more facile and more eager readers to the grand total of print consumers. As commerce and industry have grown, print has increased also, and naturally and inevitably more rapidly than either.

Considered merely as an industry and measured by money invested and value of output, print seems to be growing now faster than any other of the great industries, among which it is one of the first; and in view of the fact that a like expenditure each year produces, thanks to invention and discovery, a greater output of things to be read, it must be admitted that in its products, properly measured, print today stands in the front rank of all our manufactures.

The Need of Mastering Mere Knowledge and the Difficulty Thereof.

As modern production, commerce, transportation and finance have grown and become more complicated, they have found in print a tool which can be well used in the effort to master the mass of facts which daily threatens to overwhelm even the most skillful in their efforts at safe and profitable industrial management. In spite of all that is reported in print of things done, projects planned, tests made, results reached, in the ten thousand wide-ranging lines of the world's work—from a new gold reef of unexampled richness in the fastnesses of New Guinea's mountains, to the new use of a by-product of a city's garbage, much escapes, or, being printed, is unknown to, him who can use it to his advantage. And so our worldly information goes on piling up; not all of it in print, but so much of it in print as to make that which is printed almost impossible of control.

Other-Worldly Literature.

The problem of efficient handling of worldly information is difficult enough in itself, but to this is added what we may call in contrast other-worldly information. Social questions which were seemingly quite few in number only a generation ago, have multiplied marvelously as modern industrialism and universal education have produced their inevitable result of complicating our social structure.

These social questions demand solution; societies to solve them straightway arise, and proceed to inquire, to study, to investigate, to experiment, and to publish results. These published results inevitably throw light on the daily routine of the industrial-

ist, a routine already complex enough; also, they tend to modify public opinion or even almost to create a new and hitherto unheard of public opinion, and this new-born opinion again affects, and often most seriously, the industrialist's routine. Meanwhile this new social service spirit takes hold upon questions of government, complicates them, gives unexpected answers to them, reverses the old ones, and, so doing, affects in a startling way the attempts of the industrialist to establish and maintain his routine.

Of all this social-service and government activity the printed output is amazingly multitudinous.

In any city of moderate size the social service institutions, including departments of the city, county, state and national government, and the private and quasi-public organizations which are attempting to modify opinions, customs, ordinances and laws directly or indirectly, through study, experiment, investigation, exhortation and demand, are so numerous, so active, so persistent and in the main so effective, and publish annually so many thousand pieces of things to be read, as to make it almost impossible for any organization to have in hand full knowledge of them all. Yet upon every enterprise in that city many of those countless institutions have already produced an effect, or will tomorrow, next week or next year. The wise industrialist would take them into account in planning his campaigns, and finds it extremely difficult to do so.

The Literature of Science and the Arts.

Add to this other-worldly literature the tremendous stream of worldly literature already alluded to, and include in the latter the vast flood of trade, technical and scientific journals, proceedings of societies and books and brochures from individuals; and then consider the difficulties which confront, on the one hand, the industrialist who would know of the social, economic, industrial, technical and scientific changes, advances and movements which may affect his enterprise; and confront, on the other hand, the organization, be it public or private, which is trying to keep him duly informed! Moreover, beyond all this is the vast field of research within which countless widely scattered workers, who for lack of swift interchange of knowledge of their respective successes and failures are wasting their time on misdirected and needless effort.

The Changes Demanded in Library Method.

The change which this swift growth of things-intended-to-be read is today imposing on libraries can now be roughly outlined.

They may properly continue to serve the student, in the old sense of that word, the child and the inquiring woman; they must also serve the industrialist, the investigator

or scientist and the social service worker.

It is too soon to say in just what manner this new form of service will be rendered. The difference in the amount of material to be mastered makes a wise method of administration most difficult of discovery; and added to this great difference in amount is a difference in what one may call the proper length of life.

The technique of the management of printed material gathered by libraries has, in its development in the past forty years, been devoted almost solely to the accurate description, complete indexing and careful preservation of that material. So elaborate was the ritual in this field which was established and quite generally adopted some twenty years ago that today it costs a library of moderate size from twenty to fifty cents merely to prepare and put on the shelf each one of its collected items, be the same a pamphlet of four pages costing nothing or a scientific treatise of a thousand pages costing ten dollars. And this takes no account of binding.

It would be useless to attempt here to describe or to enumerate the countless sources from which comes this mass of material which confronts us, and demands of the librarian a reasonable control. It comes from governmental bodies, public and quasi-public institutions and businesses; from private bodies, scientific, artistic, philosophic, educational, philanthropic, social; and from private individuals. It even includes print which is designed to advertise but informs as well; and in this line thousands of makers of things are putting out printed notes on optics, chemistry, travel, food, machines, machine products and a thousand other subjects, which often contain later and fuller and more accurate information than can be gained elsewhere.

The Problem of the Print Which Is Useful and Yet Ephemeral.

Nearly all this vast flood of print, to the control of which libraries must now in some degree address themselves, is in pamphlet form, and, what seems to be of the utmost importance in considering the problem of how to handle it, nearly all of it is, as already noted, ephemeral. Herein, also, as already said, is a characteristic which distinguishes it from nearly all the printed material with which librarians have heretofore busied themselves.

Everything intended to be read which comes into a library's possession must be preserved—such is the doctrine based on the old feeling of the sanctity of print which once was almost universally accepted. Even to this day those are to be found who urge the library of a small town to gather and preserve all they can lay hands on of all that is printed in or about that town. When President Eliot of Harvard a few years ago, seeing clearly, as can any whose eyes are

open to the progress of printing, that print may overwhelm us if we do not master it, urged that great libraries be purged of dead things, the voice of the spirit of print worship of a hundred years ago was heard proclaiming that nothing that is printed, once gathered and indexed, can be spared. Whereas, did any large library attempt to gather, and set in order for use under the technique now followed, as large a proportion of all that is now printed, as it did of what was printed in 1800, it would bankrupt its community.

The amazing growth of the printing industry is overturning the old standards of value of things printed and the old methods of use, has indeed already done it, though few as yet realize that this is so.

To establish this fact is one of the primary purposes of the whole argument. To emphasize its truth, two more things may be mentioned, the moving picture film and the phonographic record. Historically these are as important as are any printed records of our time. Yet what library dare take upon itself the task of gathering and preserving and indexing them?

Here we have two kinds of records of contemporary life, both closely allied in character to printed things, which the all-inclusive library does not even attempt to gather, list and index. Difficult as it would be for any one library, or even any group of large libraries, to collect and preserve all these records of the human voice and of the visible activities of men, still more difficult would it be to gather and save all that is printed today.

The Proper View of What to Do With Print.

The proper view of printed things is, that the stream thereof need not be anywhere completely stored behind the dykes and dams formed by the shelves of any library or of any group of libraries; but that from that stream as it rushes by expert observers should select what is pertinent each to his own constituency, to his own organization, to his own community, hold it as long as it continues to have value to those for whom he selects it, make it easily accessible by some simple process, and then let it go.

Both the expert and the student may rest assured that the cheapness of the printing process of our day and the natural zeal and self-interest of inquirers, students, compilers, indexers and publishers, will see to it that nothing that is of permanent value, once put in print, is ever lost. Not only are there made in these days compilations and abstracts innumerable by private individuals for their own pleasure and profit; but also a very large and rapidly increasing number of societies are devoting large sums of money, high skill and tireless industry to gathering, abstracting and indexing records of human thought, research and industry in all their forms.

The New Library Creed.

Select the best books, list them elaborately, save them forever—was the sum of the librarians' creed of yesterday. Tomorrow it must be, select a few of the best books and keep them, as before, but also, select from the vast flood of print the things your constituency will find helpful, make them available with a minimum of expense, and discard them as soon as their usefulness is past.

This latter creed has been as yet adopted by very few practicing librarians. It is gaining followers, however, in the fields of research and industry whose leaders are rapidly and inevitably learning that only by having accessible all the records of experiment, exploration and discovery pertaining to their own enterprise, wherever made, can they hope to avoid mistakes, escape needless expenditures and make profitable advances in any department of science or in any kind of industrial or social work.

Special Libraries and Their Association.

In recent years has arisen an organization called the Special Libraries Association. It came into being in this way:

A few large enterprises, private, public and quasi-public discovered that it paid to employ a skilled person and ask him to devote all his time to gathering and arranging printed material out of which he could supply the leaders of the enterprise, on demand or at stated intervals, with the latest information on their work.

This librarian purchased periodicals, journals, proceedings of societies, leaflets, pamphlets, and books on the special field in which his employers were interested, studied them, indexed them, or tore or clipped from them pertinent material and filed it under proper headings, and then either held himself in readiness to guide managers, foremen and others directly to the latest information on any topics they might present, or compiled each week or each month a list of pertinent, classified references to the last words from all parts of the world on the fields covered by his organization's activities, and laid a copy of this list on the desk of every employe who could make good use of it.

Roughly described, this is the method of controlling the special information the world was offering them which perhaps not more than a score of progressive institutions had found it wise to adopt up to five or six years ago.

Newark's Special Library.

At that time the public library of Newark was developing what it called a library for men of affairs, a business branch. This was in a rented store close to the business and transportation center of the city. The library's management believed that men and women who were engaged in manufactur-

ing, commerce, transportation, finance, insurance, and allied activities could profitably make greater use than they had heretofore of information to be found in print. They were sure that this useful industrial information existed, for they knew that the most progressive among men of affairs in this country, and still more in Germany, found and made good use of it. Indeed, they knew that they already had in the main library's collections much material which almost any industrial organization and almost any industrial worker could consult with profit. Such material was already used to a slight extent in the central building; but they believed that if what might be called "the printed material fundamental to a great manufacturing and commercial city" were so placed and so arranged that it could be easily consulted by men of business, the habit of using it would spread very rapidly.

An Uncharted Sea of Print.

From the first it was evident that the library was entering a field not yet greatly cultivated. There were no guides to selection of material; there were no precedents to serve as rules for handling it when found. Professional library literature did not help, because this particular form of library work had never been undertaken. It was not difficult to learn that the old rule, gather everything possible, index and save forever, must here be in the main, discarded, and the new rule, select, examine, use and discard be adopted.

But to put the new rule into practice was very difficult.

An Association of Inquirers.

This question naturally arose, are others attempting work at all similar to this of ours? Inquiry soon brought to light a few librarians of private corporations, public service institutions and city and state governments which, as already noted, were also working on the new line. Correspondence and conference followed; an organization for mutual aid promised to be helpful and the Special Libraries Association was formed.

Merely as a matter of history, and chiefly because the active and skillful workers who now have the movement in hand, promise to make of this association an institution of very great importance, it may be well to state here that the suggestion of an organization of those engaged in what may be called the sheer utilitarian management of print, was made by the Newark library, and that from that library and from the library of the Merchants' Association of New York, were sent out the invitations to a preliminary conference at Bretton Woods, in July, 1909.

Representatives of about a dozen special

libraries were present, and the librarians of several public and university libraries as well.

When is a Library Special?

The name Special Libraries was chosen with some hesitation, and rather in default of a better; but it has seemed to fit the movement admirably. It may be said, of course, that every library is in a measure special, in its own field, and that state libraries, libraries of colleges and universities, of medicine, law, history, art and other subjects may be called special. But a special library, and the special departments of more general libraries—like the business branch in Newark—are the first and as yet almost the only print-administering institutions which professedly recognize the change in library method that the vast and swiftly mounting bulk of print is demanding; realize how ephemeral, and at the same time how exceedingly useful for the day and hour, is much of the present output of things-intended-to-be-read, and frankly adopt the new library creed as to print management, of careful selection, immediate use and ready rejection when usefulness is past.

The Growth of the New Idea.

The story of the growth and work of this association of special libraries not only demonstrates the truth of the statement that the modern printing press is giving us a new view of its own importance and helpfulness, it also shows how rapidly the new view is being taken by the world of affairs; and, furthermore, it suggests some of the methods to which adoption of the new library creed is giving rise.

The association began with about 30 members, of whom more than half represented special libraries that could be properly so called. In one year the number of special library representatives increased to more than 70, and in the next two years to 125. In January, 1910, the association began the publication of a monthly journal. The distribution of this journal, which has been very wisely and economically edited and published by Mr. John A. Lapp, legislative reference librarian of Indianapolis; the distribution of circular letters, reports and articles in the public press; the meetings of the association itself and of sub-divisions of it and outgrowths from it, all have served as an excellent and effective propaganda of the idea of the systematic use of print in the world of affairs.

A list of special libraries in this country, published in *Special Libraries* for April, 1910, not including libraries of law, medicine, history and theology and including very few public, scientific and reference libraries, gave 118 names.

Most of the libraries that have joined the association since its first year, 1909-10, have come into existence since that year. They

now increase in number so rapidly that it is impossible to keep the record of them complete. One can only say that managers of scientific, engineering, manufacturing, managerial, commercial, financial, insurance, advertising, social and other organizations, including states, cities, government commissions and the like, are, as the records of the Special Libraries Association show, coming every day in increasing numbers to the obvious conclusion, that it pays to employ an expert who shall be able, when equipped with proper apparatus, to give them from day to day news of the latest movements in their respective fields.

The Journal, "Special Libraries."

The Journal, Special Libraries, has published a total of 35 numbers, over 100 pages, and has printed scores of helpful articles on such subjects as "The earning power of special libraries," "The value of the special library for the business man, the salesman or the shop expert," "Industrial Libraries," "A reference library in a manufacturing plant," and many carefully prepared lists of books, magazine articles, new legislative enactments and the like, with titles like the following: Accounting, Motion pictures, Open shop, Short ballot, Efficiency, Public Utility rates.

This association and this journal are described here thus fully because they seem to point so clearly to the coming change in general library method with which this whole argument concerns itself. In this journal we find recorded, as maintaining libraries for the special purpose of gathering by world-wide search all that can throw light on their work, their processes of manufacture, their methods of sale and distribution, such establishments as these:

The Amer. Banker's Assn., N. Y.; the Amer. Brass Co., Waterbury, Conn.; The Amer. Tel. & Tel. Co., N. Y.; The Boston Consol. Gas Co.; The National Carbon Co., Cleveland; Stone and Webster, Boston; United Gas Improvement Co., Philadelphia.

By no means all the industrial organizations which have what one may call proprietary bureaus of research have become members of the Association, directly or through their librarians. In fact, as already stated, there must be many of these special bureaus of which the Association has as yet no knowledge. It is worth noting, however, that representatives of many firms, so far as they have expressed themselves, are enthusiastic over the success of their new department.

The Limitation of the Older Type of Libraries.

The fact that we now have an active movement for the establishment within large industrial enterprises of special departments for the proper control of all pertinent printed information, is of itself good evi-

dence that the needs these departments supply are needs which public and college libraries of the conventional type are not supplying. Other evidence could be set forth from State libraries, municipal libraries and libraries of legislative research.

It is not suggested that libraries of the type of ten or even five years ago, public, proprietary, State, historical, could ever do the work which the enlightened industrialist of today asks of the special print-handling department he sets up in and for his own organization. But this seems evident enough from all that has been said, that the old type of library must modify itself in accordance with the new needs which the evolution of knowledge and the growth of print have created. Speaking of the free public library only—tho' what is true of this is true in a measure also of the college, university or historical library—it should try to master so much of the flood of print as is of importance to its community as a whole, and to those aspects of industrial life which are common to all men and women of affairs in its community.

This paper has failed of its main purpose if it has not shown that the public library should equip itself to handle a vast amount of ephemerally useful material, and should, by its methods in this work, suggest to the large business institutions how helpful they would find the adoption of similar work within their respective fields.

Definite Suggestions: Co-operation.

One may here ask if any definite suggestions can be made as to the selection of useful print from the useless, the making it temporarily accessible, and discarding it with ease when its usefulness is past. As already stated, these are the questions now confronting librarians.

As to solution, one plan already under way may be mentioned. Mr. John A. Lapp, director of the Bureau of Legislative Information, Indianapolis, has established a co-operative enterprise for the collection and distribution of certain social and law-making information. From 25 to 100 libraries and individuals each contribute \$25 per year for maintenance.

The bureau, called "Public Affairs Information Service," collects announcements regarding information in the field of public affairs, digests the same and distributes the copies of the digests to subscribers. The information concerns such subjects as these:

- Agricultural Credit
- Civil Service Commissions
- Convict Labor
- Dance Hall Legislation
- Drinking Cup Question
- Elimination of Party Politics
- Occupational Welfare
- Market's, Reorganization in New York City
- Noise Prevention

Municipal Lodging Houses
Rural Life, Bibliography
Prison Laws, Digest of

Under heads like these a few lines give information sufficient to guide one to the source of printed material alluded to, with a note outlining its scope.

These notes, manifolded on sheets convenient for clipping and filing, are sent out to all the libraries, firms and individuals co-operating, at the rate, at present, of about two each week, each containing an average of 20 notes. The notes vary greatly in length. A recent one gave the results of inquiries into the progress, in every state in the Union, of drinking cup legislation.

It is impossible to set any limit to the growth of bureaus of information of this kind. Every one must make for economy of time and labor in the never-ending search, going on in every library, in every law-office, in every large industrial and commercial enterprise, for the latest news on thousands of subjects of the day.

In Boston a bureau of information has been organized by several libraries, which has a central office in the public library of the city, and tries to discover for any inquirer, on any topic whatsoever, the person, book, library, document, report, or what-not that can give the precise information he needs in the shortest possible time.

The League of American Municipalities has long had in view a plan for establishing a central municipal bureau which should gather notes on the countless activities of all our large cities and hold them in readiness for any demand. Such a bureau would not only save to every city department in every city the cost of making its own inquiries as to new legislation, administration, experiments, tests of paving, lighting, etc., it would also save to the country at large much of the present vast expenditure on new legislation and new methods of many kinds which have somewhere already proven failures.

Tentative Programme

Annual Convention of the Special Libraries Association, Affiliated with the
American Library Association, Washington, D. C.

Wednesday, May 27th—2 p. m.

(Opening Session)

Note—At the request of the programme committee of the American Library Association, the set parts of the programme have been considerably shortened to give opportunity for visits to places of library interest in Washington.

1. Opening: Brief review of year and explanation of current programme and ends to be achieved

2. Subject of afternoon: Co-operative information getting: What has been and is being done—What may be done.

(a) Report Methods followed and results achieved through co-operation of forty legislative reference and similar libraries By John A. Lapp, Director, Indiana Bureau of Legislative Information, Indianapolis, Ind.

(b) Report Methods followed and results achieved by "International Notes and Queries," an attempt at co-operation for the getting of information. By Eugene F. McPike, Secretary, American Railway Perishable Freight Association, Editor "International Notes and Queries," Chicago.

(c) Report The New Index Office—Its aims, methods and achievements. By A. G. S. Josephson, Secretary, Chicago, Ill.

(d) Report The Boston Co-operative In-

formation Bureau in the light of three years of service. By G. W. Lee, President, Boston, Mass.

(e) Discussion from the floor General Theme: "What is the matter with present co-operative methods? Are the methods at fault or are we ourselves a little bit queer?" An opportunity for a delightful session boosting and being boosted if everybody will only unbend and dip in.

(f) Co-operation and the Special Librarian—Can librarians themselves co-operate in ways that will be helpful and at the same time practical? Can co-operation be reduced to a simple system which will work itself? By R. H. Johnston, Librarian, Bureau of Railway Economics Library, Washington, D. C.

Wednesday, May 27th

Evening Session—8 p. m.

Round Table Discussion

Explanation—To give opportunity for the informal consideration by small groups of persons of matters of more limited interest, the Executive Committee have arranged for numerous Round Table conferences, each presided over by a leader chosen because of his fitness to guide the discussion into helpful and practical channels.

Subjects of Round Table conferences will be posted on the Official Bulletin Board of Special Libraries Association at the Association's Headquarters in the New Willard Hotel, Washington.

By assigning the greater part of these conferences to times in advance of business sessions, it is hoped that some matters discussed in Round Table conferences will be in shape for presentation as subjects of action at the business sessions.

Thursday, May 28th

Morning Session—10 a. m.

1. Subject of the morning: "The place of the special library in other than academic efforts for training to greater efficiency in business, commerce, government and industry."

(a) The place of the special library in training men and women for the public service. By Edward A. Fitzpatrick, Secretary Committee on Practical Training for Public Service of the American Political Science Association.

(b) Collected information in print and the training of employes of the Curtis Pub-

lishing Company, Philadelphia. By E. C. Wolf, Manager, Employment Department, Curtis Publishing Company, Philadelphia, Pa.

(c) Why the special library for a practical man? Or, "Business is business" Speaker to be announced.

(d) Discussion from the floor.

(e) Brief business session

Thursday, May 28th

Evening Session—8 p. m.

Business session.

Unfinished business.

Reports.

New business.

Election of officers

(To be continued to Friday morning if necessary.)

Note—Wall cards to show activities, scope and methods of representative Special Libraries will be on exhibit in Special Libraries' Headquarters at the New Willard during the convention. Delegates are invited to step in and examine them.

Commercial Museum of Trieste

(From U. S. Daily Consular and Trade Reports.)

The Commercial Museum (Museo Commerciale) of Trieste was founded and is maintained by the local chamber of commerce to promote foreign trade and especially to advance the industrial and commercial welfare of Trieste and vicinity. The president of the chamber of commerce is president of the museum, and is assisted in its administration by a board of 12 manufacturers and merchants, of whom 4 are elected by the Trieste Chamber of Commerce from its own membership, 4 by the municipal council, and 1 by the commercial high school, these 9 electing 3 additional representatives from the membership of the chamber of commerce. The active management of the museum is in the hands of a director general and a technical director.

Library—Technical Laboratory—Information Service.

The library of the museum contains the latest statistical and trade publications, commercial laws, and customs tariffs and regulations of the Austrian and other Governments, and books and pamphlets on scientific, technical, commercial and economic subjects.

The technical laboratory examines and analyzes imported goods to determine whether their condition is sanitary and whether refused goods correspond to samples; to render decisions as to the classification of goods not specified in the tariff law; to recommend methods of packing, handling, and transporting dangerous or perishable goods, and to ascertain damage to cargo and the "average" or proportionate distribution of loss caused by sea perils.

The museum's information service investigates industrial and commercial conditions and speculative foreign markets; supplies Austrian exporters with confidential bulletins on trade opportunities in their respective lines; catalogues and distributes information on the industries of Trieste and the adjoining Provinces; and compiles scientific, industrial, and commercial data. This information is acquired through the connection of the museum with similar organizations or chambers of commerce in foreign countries; with special correspondents among foreign producers and traders; with traveling salesmen and commercial students abroad; and with the Austro-Hungarian consulates and other departments of the Imperial Government

Other Museum Activities.

Directories of Trieste and foreign merchants and a descriptive catalogue of commodities new to commerce are kept up to date. Additional facilities provided by the information service include permanent exhibits of commercial samples of domestic and foreign products; designs of goods and models of appliances connected with the industry and commerce of the district; drawings and specifications of proposed public works, and sketches and illustrated descriptions of approved systems of canning and preserving food products, of packing goods for export, and of handling and transporting dangerous and delicate articles.

The museum publishes a daily statistical bulletin on the commerce and shipping of Trieste, monographs on commercial, indus-

trial, and economic subjects, and a quarterly bulletin on the mail schedules from Trieste to foreign countries.

Investigations have been made of the fishing, rubber, California fruit, and American cottonseed oil and mica industries; foreign markets for wines, Dalmatian sour cherries, magnesite, and marble; the use of chemical fertilizers in the Near and Far East; and other subjects. The museum has also studied the tariff systems of the civilized nations and their effects upon exports, imports, and the welfare of domestic and foreign industries; the organization, operation, and economic consequences of Government monopolies and private trusts; the relations of Government to industry; and the effects of legislation and administrative action in the regulation and encouragement of production and trade.

The Library of the American Bankers' Association

5 Nassau Street, New York City. By Marian R. Glenn, Librarian.

The American bankers association includes in its membership national, state, private, and savings banks, trust companies and clearing houses. To its headquarters in New York constantly come questions that are either too general or too detailed to be readily answered by the executive secretaries. So in November, 1911, a Library and reference department was created as a feature of the Association's service to its members, and to the American institute of banking, which is an affiliated organization with fourteen thousand students.

The average American banker is not a student of economics. He is far more interested in features of banking practice than in theories of banking function. The nature of the material necessary to the answering of his queries differs greatly from that in general economic collections, and from that in the collections of securities data often maintained in connection with bond houses or the statistical departments of banks. The general field of investment has become the province of the investment bankers association, so it has remained for the American bankers association, as the national organization of bankers, to develop an entirely different type of financial library.

To the uncertain problem of what to collect and where to secure the information on banking practice, for which there is a book literature of less than a dozen titles, is added the difficulty of making the Library's resources as available to any of the thousands of bankers in other states who

are entitled to its reference service as to those in New York.

It follows that the traveling loan collection becomes the most important feature of the Library. A press clipping service, duplicate copies of financial periodicals, proceedings of the forty-eight State bankers associations, pamphlets, etc., supply the material from which loans were made last year to bankers in thirty-seven states, in Canada and Hawaii.

The banker, for instance, who asks for information on commercial paper has sent to him, from this collection, material on the methods of commercial paper purchase, collection, registration and security; discussion as to the relative merits of single and double name paper; accounts of European acceptances and bills of exchange, and studies of foreign and domestic discount markets, with supplementary articles on credit bureaus and the management of credit departments. Requests for information on the clearing of country checks, the fiduciary functions of trust companies, thrift campaigns by savings banks, bill of lading legislation, currency controversy, branch banking, mortgage loans, interest on deposits, fidelity insurance and agricultural credit—are simply illustrative of the variety of the several hundred banking subjects which it is necessary to have available through the loan collection.

Legal size vertical files hold the material alphabetically arranged by subject, with numerous sub-divisions, and with cross ref-

ferences attached to the guide cards. Clippings are mounted on manila cards, $7\frac{3}{8} \times 9\frac{1}{2}$ in size, with marginal holes which permit of their being made up into loose-leaf books and placed on the shelves if necessary. Periodical excerpts and small pamphlets are placed in manila covers, while envelopes hold the clippings which are too temporary or trivial to mount. Small red metal "vise signals," made by George B. Graff Company, 24 Washington Street, Boston, Mass., are attached to articles to which reference is made from some general subject. For instance, a clipping on the issue of notes by State Banks may be filed under "Bank Notes." A red check mark before that word on the cross-reference guide card for "State Banks" indicates that a related article will be found under "Bank Notes," and the small signal avoids the necessity of hunting through all the articles on that subject for the one desired.

There is also a much used special collection of bank advertisements and one of mounted bank pictures. Material is sent out in large expansive, mailing envelopes with reversible address cards to save time and trouble in returning it. So far, but one or two unimportant losses have occurred.

The growing influence of the American institute of banking, the educative effect of bankers' conventions and currency controversy, with the international banking possibilities of the new Federal reserve law, will eventually necessitate the development of the Library's book resources into a large collection, including foreign publications, and permit an intensive specialization in certain subjects which its present few and uncertain funds make impractical. Of the two thousand books now in the Library those on money, banking, credit, and exchange constitute simply good working collections of practice rather than theory. They are loaned locally and plans are being made to duplicate them for loaning by mail to bankers in any part of the country.

The reference books include bank commissioners' reports; statistical manuals; proceedings of the national, state and foreign Bankers associations; reports of the Comptroller of the currency, the Treasury department, the Mint, etc.; and bound sets of the Commercial and financial chronicle, the American banker, the Chicago banker, Banking law journal, Trust companies magazine, the Bankers magazine, the Financier, and Moody's magazine. Both bound and unbound periodicals and proceedings are card-indexed for leading articles and statistics. In addition to author and subject entries for books and periodicals, the card catalog contains analyticals for the Library's large collection of State bankers association Proceedings, and for the text of Comptroller's Reports since 1865.

The decimal classification devised for the Library covers the general subjects of Money, Banking, Credit, Exchange, Eco-

nomics, Investment, Agriculture and Industry, Trade and Transportation, and Public Finance. The 000 class is allotted to general reference books, including periodicals, yearbooks, etc., while government documents are classified with public finance in 900. One class has been left for the possible future addition of books on banking law which are now the property of the Association's Legal department.

One of the Library's most important tasks is the keeping of a chronological record of currency controversy, supplemented by all available pamphlet literature and government publications. Discussions of the proposed National reserve association, and the recently enacted Federal reserve act are covered by thousands of clippings chronologically arranged in books, and indexed. Separate files of mounted clippings are kept for loaning purposes. A daily index of comment on the Federal reserve law in all the financial periodicals received at the Library, has been kept since the passage of the bill, so that the Association may have the most complete record of the new banking system in existence.

Association members are informed of the Library's resources through the official monthly publication, the "Journal-Bulletin."

The following excerpt from an article in a recent issue may convey a better idea of the work of the Library than further details of its methods.

"A morning's mail may bring requests from bankers in as many states for information on subjects as widely different as bank pensions, days of grace, Christmas saving clubs, overdrafts, reserves, credit, statements, and real estate loans. The letters may come from a banker who is to make an address before his next state convention, from another banker who wants pictures which will suggest a design for a new bank building, or from the enterprising cashier of a country bank who writes for specimen advertisements 'which will make the farmers around here sit up and take notice.' While this material is being looked up and prepared for mailing, perhaps a reporter comes from one of the financial papers for the picture and biography of some well-known banker, or to find out how many states have 'blue sky' laws, or what the bankers are doing in agricultural extension. The answering of his question may be interrupted by a telephone call from some New York banker asking for the total capital of all banks in the United States, the name of the president of a bank that went out of business thirty years ago, or the total amount of deposits in national banks.

"A young bank clerk who aspires to become a bond salesman may take advantage of the noon luncheon hour to consult the Library's articles on securities, or it may be a student of the American institute of banking in search of arguments for the next

chapter debate. Possibly a bank examiner studying up on clearing house examinations is the next caller, and he may be followed by a messenger from some banker in a nearby New Jersey town who has sent over for 'everything you have on transits and collections.'

"Special collections on trust company,

clearing house and savings banks subjects must be made for the section secretaries, and whether a question be as general as 'the value of co-operation,' or as specific as a request for a 'good system of handling passbooks,' the Library must be prepared either to furnish the desired information or to suggest where it may be found."

Bibliographies

Accounting—Municipal

The National municipal review for April, 1914, prints a bibliography on "Municipal accounting; list of publications issued in the United States since Jan. 1, 1900 (not including articles in periodicals)," compiled by Mary Banks, of the Municipal research bureau, West Sound, Wash. p. 449-453

Advertising

Two books of the past year on advertising.—"How to advertise a retail store, including mail order advertising, a complete and comprehensive manual for promoting publicity," by A. E. Edgar (4th ed. Adv. World, 1913) and "Advertising and selling, principles of appeal and response," by H. L. Hollingsworth (Appleton, 1913), contain bibliographies on advertising, the former 9 pages and the latter 4 pages

Agricultural credit

The Ohio members of the American Commission to study European agriculture and rural credits, include in their Report, issued Feb. 12, 1914, a "Select bibliography" p 85

Agricultural education

An "Agricultural study bibliography, arranged for ready reference" completes a study by R. W. Stimson on "The Massachusetts home-project plan of vocational agricultural education," recently issued as U. S. Bureau of education Bulletin, 1914, no. 8, wh. no. 579. p 75-94.

Ammonia vapor

An article on "The properties of superheated ammonia vapor" by G. A. Goodenough and W. E. Mosher, published as a Bulletin of the Engineering experiment station of the University of Illinois, contains a 3 page bibliography.

Beef

A Bulletin of the Texas Department of agriculture, "Baby beef," by E. E. Scholl, contains a 5 page bibliography on the subject. 1913

Chemistry—Absorption spectra

A bibliography on the chemical significance of absorption spectra (organic compounds and the rare earths) may be found in a Circular upon Spectrophotometers

issued by Adam Hilger, Ltd., 75a Camden Road, London, England.

City charters, ordinances and documents

A supplement to the "List of city charters, ordinances and collected documents in the New York Public Library," which has appeared serially in 5 parts in earlier numbers of the Bulletin, is printed in the April, 1913, number of the Bulletin. p.313-359.

City planning—New York (city)

The Division of public documents of the New York Public library has compiled a "Selected list of references bearing on the city plan of New York," which appears in the Bulletin of the Library, May, 1913. p.396-408.

Compulsory education

Part 6 of U. S. Bureau of education Bulletin, 1914, no. 2, wh. no. 573, entitled "Compulsory school attendance," is a "Bibliography of compulsory education in the United States" p.131-134.

Defectives

A list on "Mental deficiency and eugenics" by Frances E. Cheney may be found in the Bulletin of the Massachusetts Library club for Oct. 1913.

Consumers' leagues

The Report of the Consumers' league of the city of New York for 1913 contains a bibliography of general works on women's labor, references on hours of labor and on wages, and articles on the Consumers' league. p 46-52.

Corporations—Federal control

The Library of Congress published in March, 1913, the first part of a "List of references on federal control of commerce and corporations," which took up the general aspect of interstate commerce. Part 2 of this list, which appeared early in 1914, is devoted to special aspects and applications. The author and subject indexes simplify the use of the very exhaustive list. 104p.

Directories

The entire issue of the Monthly bulletin of the St. Louis Public library for August, 1913, is taken up by a "List of United

States and Canadian directories in the St. Louis Public library." p.177-208.

Drainage

A. L. Bostwick, Municipal reference librarian, is the compiler of a list on "Land drainage; its economic, agricultural and engineering aspects," which is published in the Bulletin of the St. Louis Public library, Dec. 1913. p.302-10.

Drugs—Deterioration

The Lilly scientific bulletin, a publication recently inaugurated by the Eli Lilly Company, Indianapolis, contains in the number dated April 6, 1914 (Ser. 1, no. 5), "A bibliography of the deterioration of drugs and pharmaceutical products," which was presented by E. G. Eberhardt and F. R. Eldred to the Scientific section of the American pharmaceutical association at Nashville, Tenn., Aug., 1913, and printed earlier in the Journal of that Association, Jan., 1914. p.181-193.

Electric welding

"A list of works in the New York Public library relating to electric welding" compiled by W. B. Gamble, Chief of the Division of technology, is printed in the Bulletin of the Library for May, 1913. The items are arranged by years, beginning with 1786, and thus give an historical view of the subject and its literature. p.376-393.

Eugenics

A selected bibliography accompanies an article on "Eugenics" by A. E. Hamilton, in the Pedagogical seminary, Mch. 1914. p.58-61.

Geography

Mary J Booth contributes to the Jan., 1914, issue of the Journal of geography a list of "Material on geography which may be obtained free or at small cost." p. 129-151

Granger movement

S. J. Buck's "The granger movement; a study of agricultural organization and its political, economic and social manifestations, 1870-1880," contains 39 pages of bibliographic material, 1913. (Harvard historical studies.)

Industrial education

Bulletin no. 2, Vocational series no.1 from the Indiana Department of public instruction, entitled "Tentative course of study in industrial subjects for the public schools of Indiana," contains, under the head "Bibliographies and equipment," short lists on; Vocational and industrial education—general; Suggestive list of books on manual arts for teachers; Helpful references for domestic science courses; References cited in the courses in agriculture. p.186-205.

Jewelry

The Attleborough (Mass.) Public library has issued a list of "Books of practical interest to jewelers." 1913.

Jews

A "List of works relating to the history

and condition of the Jews in various countries" has appeared in four parts in the Bulletin of the New York Public library. July-Oct., 1913.

Municipalities — Administration — Bibliographies

Joseph Wright, Librarian of the Bureau for research in municipal government, Harvard University, has compiled a bibliography of "Bibliographies relating to municipal government," which appears in the National municipal review, April, 1914. The items are grouped under the various subjects into which municipal government branches. The list as a whole will prove a very valuable guide, particularly to those interested in the accumulation of a municipal library. p.430-449.

Music

The Chief of the Art department of the St. Louis Public library has compiled "A selected list of books on the appreciation of music," which is printed in the Bulletin of the Library for Feb., 1913 p.50-53.

Labor organizations

A recent Publication in economics from the University of California, "Launching of the Industrial workers of the world," by Paul F. Brissenden, contains 29 pages of bibliography. 1913.

Numismatics

"A list of works in the New York Public library relating to numismatics" is appearing serially in the Bulletin of the Library. Parts 1, 2 and 3 may be found in the Bulletins for Dec, 1913, p.981-1049, Jan., 1914, p.59-86, and Feb., 1914, p.149-175. The order of arrangement is: Bibliography; Periodicals; General works—collections and dealers' catalogs; Individual countries. All but part of the last division have been printed

Patents

The Bulletin of the St. Louis Public library for May, 1913, contains a "Select list of references to books and periodicals on patents and inventions," compiled by S. D. Watkins. p.125-127.

Psychology—Education

"Bibliographies of educational psychology" from the Library of Clark university are edited by W. H. Burnham. 44p. Sept., 1913.

Public service of University officers

Under the above heading, are listed, in the Columbia university quarterly, March, 1914, the names of the members of the faculty of Columbia with the various services each renders to the public through his association with government or voluntary activities of various kinds. The list occupies 12 pages and is a revelation of the numerous and various undertakings in which these officers share.

Public utilities—Commissions

Appendix 3 of "The work of public service commissions with special reference to the New York Commission" by William Anderson, published as Current problems,

no. 1, of the University of Minnesota, consists of a bibliography of sources, books and articles which were found particularly valuable in the preparation of the paper. p.42-44. Nov., 1913.

Quartz lamps

A short list on mercury-vapor quartz lamps supplements a paper on that subject by W. A. D. Evans, printed as part of the Proceedings of the Association of iron and steel electrical engineers for 1913. p.167-8.

Sex education

A short list of "Books on sex education and hygiene" first appearing in the Quarterly list of books of the Brookline Public library, March, 1913, has been reprinted in the Massachusetts Library club Bulletin for the same month. p 40-45.

Smoke

"The smoke nuisance; its cause, abatement, prevention, etc. List of references to books and periodicals," compiled by S. D. Watkins, may be found on p.54-56 of the Bulletin of the St. Louis Public library, Feb., 1913.

Social forces

"Social forces, a topical outline with bibliography" prepared by the Education committee of the Wisconsin Woman's suffrage association, a Committee created for education in the duties and responsibilities of citizenship, contains over 75 short bibliographies accompanying the various topics of the outline. The following are the main divisions: Modern governmental methods and ideals,—National, State Municipal; Labor and industrial topics; Woman—and some human problems; Educational problems; Social forces at command; Lessons other countries teach; Moral responsibility of the citizen or voter.

Steel mills—Motor driven

A "List of references on motor drive steel mills" may be found on p.205 of the Proceedings of the Association of iron and steel electrical engineers for 1913. (James Farrington, Sec.-treas. LaBelle Iron works, Steubenville, O.)

Teachers—Pensions

A book on "The teacher and old age" by C. A. Prosser and W. I. Hamilton, appearing recently in the Riverside educational monographs series, contains a long list on teachers' pensions. 1913.

Telegraph and telephone

The American telegraph and telephone library has had printed vol. 1 of the Catalog of its Accounting library, in a pamphlet of 76 pages. The list is arranged in order of the classification numbers, and, although the Library was intended originally to serve only the office of the Comptroller of the company, it has broadened out so as to include many books, pamphlets and periodicals of interest to the other departments of the company. 1914.

Telegraph and telephone—Government Ownership

"A list of references and authorities" constitutes appendix H of Commercial bulletin no. 7, "Governmental and private telegraph and telephone utilities—an analysis" issued March 2, 1914, by the American telegraph and telephone company. p. 85-95.

Tuberculosis—School children

To an article on "Tuberculosis among school children" by G. E. Jones, in the Pedagogical seminary, March, 1914, is appended a bibliography of 106 titles of books, articles, reports and works referred to in the text. p.89-94.

Typewriters

"A list of works in the New York Public library relating to the development and manufacture of typewriting machines" compiled by W. B. Gamble and first appearing in the Bulletin of the Library for Sept., 1913, has been issued in a separate pamphlet of 18 pages.

U. S. President—Term

Estella E. Painter is the compiler of a recent volume in the Abridged debaters handbook series, entitled "Selected articles on the six-year presidential term," which contains a 4 page bibliography. 1913.

Veterinary medicine

A recent volume on "Veterinary toxicology" by G. D. Lander contains a 3 page bibliography on the subject.

Vocational Education

Since Sept., 1913, the magazine "Vocational guidance" has conducted in each issue an Index to periodical literature on vocational education. It also reviews new books on the topic and notes all publications received in that line.

Current References

Agricultural credit

The Ohio members of the American commission to study European agriculture and rural credits have issued their report under date of Feb. 12, 1914. The subject is considered under the different foreign country headings, Ohio conditions are discussed and the appendices contain suggestions for forming and conducting co-operative societies. 84p. 1914.

Agriculture

"Case and comment" issues for April, 1914, a law and agriculture number in which such subjects as markets, ownership of crops, relation of farm laborers and their employers, are discussed.

Art commission

A committee appointed at a conference of members of art commissions in New York city Dec., 1913, to consider practical questions relating to the powers and functions of art commissions and the organization of such commissions in the future, has issued a printed report of 21 pages. The appendices give forms for contracts, certificates, etc. Dec., 1913.

Children—Statistics

Part 1 of the Handbook of federal statistics of children which is being issued by the U. S. Children's bureau has appeared and contains the number of children in this country with their sex, age, race, nativity, parentage and geographic distribution 106p. 1914. (Bureau publication no 3.)

City planning— Newark (N. J.)

In a volume entitled "city planning for Newark" the city plan commission of Newark, N. J., reviews its work for the two and one-half years of its existence, includes a few of the many facts gathered concerning the city's condition, summarizes earlier recommendations and adds a few late suggestions and an outline of the more important aspects of city planning not discussed in earlier reports. Maps, 163p. 1913.

Compulsory education

U. S. Bureau of education Bulletin, 1914, no. 2, wh. no. 573 is devoted to the subject of "Compulsory school attendance" as it exists in this country and foreign states. A tabular statement of laws of the various states of this country may be found on p.28-77. 134p.

Drainage

The Indiana Bureau of legislative information has issued as its Bul. no. 2 an historical discussion of the drainage question, as it affects the whole country and particularly Indiana, with suggestions for legislation, under the title "Drainage and recla-

mation of swamp and overflowed lands" by Charles Kettleborough. 68p. Apr., 1914.

Expert witnesses

The American institute of consulting engineers has published under the title "Expert evidence" a discussion held at a meeting of the Institute, Oct. 25, 1912. The arguments were particularly on the question of whether the courts should designate expert witnesses rather than the parties in the controversy. 58p.