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## Special Libraries, May-June 1930

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# SPECIAL LIBRARIES

Vol. 21

May-June, 1930

No. 5

## San Francisco Convention Number

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to the  
22nd  
Conference



FAMED CHINATOWN

June  
18, 19,  
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1930

Program - - - Annual Reports  
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\*New members joined since last issue of *Special Libraries*.



# Special Libraries

Vol. 21

MAY-JUNE, 1930

No. 5

## Strike the Trail for California

"YOU cannot say that you have seen America until you have seen Northern California." With this sage remark of Arthur Brisbane's we introduce ourselves to you a second time. The words of the champion columnist who hails from your side of the Rockies should carry more weight than ours so we are letting him write our advertising this month.

That is if by now we need to advertise the fact that you will be more than welcome when you climb off the overland or out of your transcontinental plane and ferry over San Francisco bay on June 18th. There is a plan on foot to have seagulls flying in formation overhead, spelling the words "welcome" and "greetings" but if they prove slow pupils we will go up on the roof of the Ferry Building (State Chamber of Commerce Library to be exact) and wave you ashore ourselves.

It is our aim to provide a well-balanced convention schedule for you and in this regard we believe that the program committee has done nobly. As for entertainment outside of sessions here is a bird's eye view:—

*Wednesday* a banquet dedicated to the spirit of the Pacific, California, Honolulu, the Orient, with Milton Ferguson, our state librarian, as toastmaster. He will introduce Robert Newton Lynch, just returned from his good will tour of the Orient and everywhere in demand as a speaker, who will talk on international relations. Finally there is a surprise planned about which we can be mysteriously enthusiastic.

*Thursday.* After the group meetings we are going to pile you (gently but firmly) into autos and take you on a leisurely two-hour ride over the entire city. It won't be as strenuous as it sounds, because San Francisco boasting of a hundred spots of interest is a compact square city, seven miles long and seven miles wide. We will drive out through Golden Gate Park, with a few minutes at the famous Steinhart Aquarium, a few more at De Young Museum and the Academy of Sciences, before we journey off to Mission Dolores and Twin Peaks boulevard. On our way back we will show you the Cliff House, Palace of the Legion of Honor, Presidio, Fisherman's Wharf, reaching Chinatown at six o'clock for dinner. After dinner (Chinese American menu) you are to be personally conducted to all of the interesting places in Chinatown, accompanied by plain clothes escort. Again on *Friday* we are planning to capture you after group sessions, this time to take you off down the skyline boulevard, along the edge of the Pacific Ocean and through tall redwood groves to Palo Alto and Stanford University. Here we will visit the one library which you have all heard so much about—Our President's own collection of world war material, the Hoover War Library. We'll stop at the mosaic walled Stanford chapel, drive past Hoover's California home and then motor on to the Woodside Country Club for dinner. Then Home to San Francisco by way of Burlingame and San Mateo.

It turned out more like an aeroplane panorama than a bird's eye view but, we are so anxious to spread our plans before you that we don't know when to stop. Seriously we hope that you are busy maneuvering and cutting all sorts of corners so that you can make the glorified convention-vacation trip that the travel committee has planned for you.

Then on the eighteenth of June we want you to deliver yourselves into our hands for three days of work and play. Emulate your covered wagon ancestors! Strike out on the trail to California! They got here and liked it, so will you.

## Reference Facilities of The New York Times

By M. E. Walker, Librarian, New York Times.

REQUESTS come from all over the country to The New York Times asking what are the facilities for reference offered by the newspaper to its staff. They are considerable to say the least. Besides the Reference Library proper, there are the Biographical and Subject Indexes, more familiarly known in the newspaper world as "the Morgue," the Editorial Index which edits The New York Times Index, the two million or more photographs filed in the Art Department, the half-million photographs in the Wide World Studios and its 100,000 prints, and finally the Circulating Library.

It is inevitable that these various collections, each so large in itself, should in reality be separate departments scattered throughout the building and located in or near the department which apparently makes most use of it. Though it would be more readable to tell you in a general way the make-up of the whole yet requests have been so numerous for specific information that we may find it necessary to be a little technical.

### THE REFERENCE LIBRARY

The Reference Library is like a branch library in a large city, except that it has much fewer patrons, with the result that the routine work is reduced to the minimum and, of course, there are no books of fiction. It gives practically twenty-four hour service and is served by a librarian, an assistant librarian, and an assistant in charge of the Information Bureau and the night librarian who is on duty from 6 P. M. to the early hours of the morning. The subject of sociology more familiarly known by librarians as forms the 300's largest section with the emphasis on speeches and works of statesmen, economics, law, federal, state and municipal reports, commerce and navigation. The bills of Congress and of the Legislature are kept for the current sessions only. Encyclopedias, annuals, almanacs, year books are of the utmost importance. The other large classes are travel, history, biography and literature.

Under no circumstances are books allowed to circulate.

The library occupies the centre of an entire floor around which are offices of the editors and the Conference Room where they and the executives meet daily to discuss matters of policy. The collection comprises about 20,000 volumes, some 3,000 pamphlets, about 90 periodicals, American and foreign, and 80 bound files of The Times.

The latter are laid on steel shelves equipped with rollers which make it easy to remove them. Only the files of the past three years are kept in the library as there is no room for more. The complete files are kept in the Biographical Index.

The magazines are filed separately in a section by themselves and in alphabetical order. Only a few of them are bound which obviously are of reference value.

The pamphlets are filed in steel cabinets equipped with guides on which the subject headings are typewritten. What has seemed to us the most obvious subject headings have been selected though every effort has been made to adhere to those of the Library of Congress. The importance of some pamphlets cannot be overlooked and we have found it advisable to gather a number of them together into folders like books, and place them on the shelves.

The books which rest on steel shelves are classified according to a slightly modified form of the Dewey Decimal classification. When the work of recataloging the library was undertaken a few years ago it was decided to use Library of Congress cards. Though it has been necessary to make additional headings in order to make the most of the material contained in the collection, now that the work is completed we can but say that the Library of Congress cards have proved of inestimable value to us. It was a saving in every way and their usefulness can hardly be questioned, even in a newspaper library.

The library is attractively enclosed in oak panelling with its series of slight

arches which very faintly recall the aqueducts of the Roman Campagna. The upper part of the partitions which separate the editors' offices from the corridor around the library, are of leaded glass with inlaid medallions of stained glass depicting the various kinds of presses used in printing, and the means used to transport the news: telephone, telegraph, railroad, airplane, etc. The vaulted ceiling lends an atmosphere of dignity and grace conducive to quiet study. Indeed it breathes nothing of the bustle and energy commonly attributed to the newspaper office.

#### THE INFORMATION BUREAU

The Information Bureau is in the library and is not what its name implies. First of all it is a clearing house for odd requests which come to The Times and do not fall within the domain of any particular department. Often these requests involve considerable research and, though we would be happy to answer them, our limited staff is unable to take care of them. Every effort however is made to direct the inquirer to the source best able to answer his question. Newspapers and organizations who have attempted to answer every question directed to them long ago found out that the more questions they answered the more they were called upon to answer. It has therefore been judged sufficient to have one person responsible for this work.

The purpose of the Information Bureau is really to take care of requests for the dates of articles which have appeared in The Times since the publication of the last Index and it seems to all intents and purposes to be about as much as one person can handle.

The reader probably wonders how requests for the dates of articles already listed in the earlier indexes, which go back with occasional interruptions to the foundation of the paper in 1851, are taken care of. For those who live in New York or in Washington, the Index and the files of The Times are available in those cities at the public library and at the Library of Congress respectively. It is for this reason we have discouraged their use at the Times Annex. The Indexes and files published since 1913

are available in a great many cities throughout the country. We direct the inquirer to them. It need not be added that there are other inquiries from individuals who can not avail themselves of these collections and we make every effort to secure the desired information for them.

The reason for dealing with this problem in just this way is to be found in the fact that The Times has published an index to the material in its columns since 1913. This has involved great expense, in fact to date the loss has been estimated at over \$150,000. There is no doubt that The Times has really fulfilled its obligation to subscribers and to the public at large without incurring further obligations to make the information available.

#### THE BIOGRAPHICAL INDEX AND SUBJECT INDEX

The Times maintains two separate clipping departments, the *Biographical Index* and the *Subject Index* in which The New York Times, several other newspapers, monthly magazines, public documents, news releases, etc., are filed alphabetically under subject, and numerically under the name about whom or by whom the article is written.

The subject clippings are placed in envelopes or folders about 9 inches by 12 and are classified according to the most obvious headings of which there are at present about 7,000. If a subject is judged to be of little importance the clipping is given a more general heading and cross-references are made to locate the material with ease. If an article refers to several subjects it is filed under each subject it covers. There are at present more than 3,000,000 clippings filed in the Subject Index. Its staff numbers 9 people.

When the Biographical Index was begun it was arranged numerically, i. e., each new name was typed on a card with whatever identification seemed necessary, and filed alphabetically. It was given a number corresponding to the number on the envelope in which the clippings concerning that person were filed in numerical order. Each clipping also bore the number in case it should be lost.

No change has since been made in this method, which obviates the difficulty met with in alphabetical arrangements of such names Cook, Cooke, Smith, Smythe, Browne, Brown, Broun, etc. There are to date 418,427 envelopes, 8 inches by 5, containing from one to many thousand clippings. One need but to recall such names as Woodrow Wilson, Theodore Roosevelt, Calvin Coolidge, Alfred E. Smith, Herbert Hoover, etc., to think of the extent of this file which numbers at least 4,000,000 clippings.

These clippings must of necessity be filed to date otherwise the material is of no value and a staff of 8 people is needed to do the work. Both the Biographical and Subject Indexes give practically twenty-four hour service.

#### THE EDITORIAL INDEX

The Editorial Index, as the department is called which makes up The New York Times Index, comprises a staff of 13 persons. The Index is familiar to librarians and needs no description here. However it is interesting to know just how the indexing is done. One assist-

ant cuts the items out of the paper, writes the date, page and column on each one, and distributes them to the persons assigned to the various subjects. The information to be given in the Index about each item is typed on cards and arranged alphabetically. When these are revised and corrected they are all ready for the printer.

The collection of 2,000,000 photographs filed in the Art Department is arranged numerically as are the clippings in the Biographical Index.

The 100,000 negatives and the half million prints of the Wide World Studios are also available for reference to the members of the staff.

The Circulating Library has a splendid collection of 3,500 books of fiction, travel, history, etc., which circulate for two weeks, and extension of time frequently allowed.

A messenger service is maintained for bringing material from one department to another with the greatest speed possible.

Of recent years all reference facilities have been enlarged according to the demands made upon the various departments and the needs of progress.

## Collections and System of the St. Louis Post-Dispatch Library

By Charles T. Moore, Librarian

THE St. Louis Post-Dispatch reference department consists of five divisions: clippings, photographs, cuts, books and pamphlets, named in the relative order of quantity and inquiry demands. The accumulation now on hand comprises approximately 2,500,000 clippings, 12,500 photographs, 3,500 cuts, 3,500 volumes, and 2,500 pamphlets. A haphazard collection of clippings was begun about 1900 and from about 1905 was carried on in cumulative envelopes filed in cyclopedic-alphabet sequence with subjective inserts wherever justified. Many of the earlier clippings were undated or had no source indications. Cuts and photographs were filed together under a numerical card index.

The department was reorganized in 1919 by substituting a continuing consolidation envelope plan for clippings, the separation and alphabetical filing of cuts and photographs and the systematic filing of pamphlets in cabinets instead of among volumes on library shelves as had been the previous practice. Revision, not re-indexing, of the clippings for the elimination of obsolete material was begun and is still in progress. For some time after the reorganization a policy of expansion in all lines was pursued which, however, in the opinion of the management was not justified by results and for the last two years a more conservative course has been followed.

In addition to the product of our staff photographers we receive the complete service of four photographic news bureaus of international scope which contribute pictures to the number of about 750 a week, all told. From these we file about 25 new pictures daily. New cuts filed will average about 10 a day. No negatives or films are filed in the reference department. Cuts and photographs are filed in 10" x 12" jute envelopes on the cumulative plan for all sizes except over-size photographs for which we have cabinets of 18" x 22" capacity. The photographic section is divided on a personal and geographic basis and such "subject pictures" as we carry are filed among the geographical material.

Cut filing is limited as closely as possible, to avoid bulk and weight. Only such one and two-column cuts are filed as promise to be of more or less immediate availability. The only three-column cuts stocked are of persons of unusual importance for possible emergency use. It is the ambition of the editorial department always to use the latest available pictures, in which view it is considered economy to discard metal for which there may be no proximate demand and make the cut again, if needed, with the probability that in the meantime a newer picture may have been received. Constant revision goes on in both sections to obviate the use of antiquated material.

In the present scheme the test for every piece of material filed in any collection is the probability of future use, the guide in selection being the experience of the director. The intent is to establish a readily accessible file of world-a-day material rather than a research cold storage warehouse. Exceptions must be made now and then in favor of feature workers and special writers, but these are held to as close a minimum as possible.

This is especially true of clippings. Where it formerly was the practice to cut practically every item, including many syndicate features from every edition, we are now taking only such as seasoned editorial and copy desk experience knows will be wanted again. The basis for the work is the edition

bound as a permanent file. All other editions are carefully examined and anything found in them not appearing in the record edition and which meets the test is included in the day's clip. Other local papers are examined for worth while items not carried in our own columns, or for significant variations of articles we may have printed. The Exchange and other desks assist with clippings from out-of-town papers. Few cuttings are made from magazines and periodicals, largely because of liberal reprints from such sources and the use of much material of this character in our daily magazine and the Sunday editions.

Before cutting, the clippings are marked with the page and column numerals and dated with a stamp which also shows their source. Subject-headings and cross-references are indicated with a blue pencil. The envelopes used are light-weight, tough white bond paper, 5" x 8" and the subject-headings are typed at the top. The nature of each item inclosed is told in a brief entry below, the effort being to identify rather than to summarize the article, and the date, page and column numerals are affixed.

Items taking the same subject heading from day to day are inclosed in the same envelope in chronological order until it is filled when a new one is begun. This plan, of course, is merely an adaptation of the individual envelope plan to meet our own conditions. Cross references are made on light-weight white cards the same size as the envelopes. Envelopes and cross-cards are filed in dictionary-alphabet sequence and with respect to chronology in series so that a story continuing throughout a considerable period will be found in consecutive envelopes, while any specific item or point usually is readily found by means to the identifying entry without the necessity of groping through the entire mass.

All biographical material, from whatever source, is carried at the head of the file section of the personage involved. Clippings from other papers or magazines, manuscript memoranda and the like are filed in the consolidation envelopes in chronological order with sub-entries showing their nature and source.

Like the individuals envelope system carrying subject-headings, identifying entries, date page and column numerals this plan lends itself to the compilation of an index to the bound file similar to the published index of *The New York Times*. This may be accomplished by the typing or printing of the subject-headings and their relevant sub-entries, date, page and column numerals and binding the pages thus made in volumes of convenient size, after which the envelopes, clippings and cross-cards may be discarded, thus obviating the necessity for the continual purchase of new filing equipment and providing additional storage space.

The active life of clippings, that is, the period during which they are most frequently called for is from three to five years. After this lapse of time it is observed that in by far the majority of cases the information sought usually is disclosed by the sub-entries. In the judgment of financial executives the inconvenience of these occasional uses of the bound files is more than offset by saving in the expense of carrying on the storage of clippings indefinitely.

We have no printed requisition form. Requests and inquiries are made by editors, copy desk and reporters on scraps of copy paper, by telephone or in person as may be convenient. Loans are charged out on a form showing date of transaction, subject-heading, number and dates of pieces, the names of the borrower and the attendant making the loan. These cards are kept in alphabetical sequence in a sorting box on the file clerk's desk and serve the double purpose of a check on borrowers and of out-cards. The use of out-cards in the main file has proved impracticable because of the process necessity of keeping many consolidation envelopes containing "running stories" in a temporary file on the indexer's desk.

All material loaned is returned within 24 hours except in special instances of continuous use, in which case it must be accounted for, though not necessarily returned, each 48 hours. Requisitions and inquiries from all sources average about 80 a day, involving the handling of more than 300 pieces of material. At present the staff consists of seven persons, including the office boy. Each

member, except the boy, is sufficiently familiar with the collections to be able to satisfy any ordinary inquiry, though the bulk of the chargeouts are made by the file clerk and the picture clerk. The only scholastic qualification required for employment is ability to do the work. The general filing plan approaches the cyclopedic form which, in emergencies, enables almost anyone to find material needed should no attendants be available, as may happen in the case of night or Sunday extras. The department operates on a 44-hour week with all but two members off Saturday afternoon.

The book section, though nominally under the direction of the reference department, is housed in the associate editors' general room and is under the supervision of an associate editor whose long acquaintance with the collection is utilized by his co-workers as frequently as the card index. It includes a half dozen encyclopedias, unabridged dictionaries, foreign language dictionaries, year books, almanacs, the usual "Who's Who-s" of different lands, vocations, etc.; census digests, economic and industrial manuals, Federal and Missouri statutes and law reports, world, U. S. and Missouri histories, a respectable accumulation of data concerning St. Louis and its people and numerous miscellaneous "handy reference" works. Except for certain English and ancient classics no cultural or fiction volumes are stocked.

## Courses on Special Libraries

Special librarians may not realize the unusual value of the course given at the Columbia School of Library Service by Miss Linda H. Morley. This course, known as *Library Service 226—Special libraries*, aims to present the purpose and point of view of a special library and to discuss the technical methods adapted to such a library. The course surveys the conditions under which library service may exist, the different methods used in special libraries and the ways in which general library methods may be selected, adapted and applied to meet diverse conditions. It is undoubtedly the only course of its kind given in the country during a summer session and is conducted by an unusually competent and inspiring teacher. The course extends from July 7th to August 15th meeting five times a week at 8:30 A. M.

## San Francisco Awaits Our Coming

"ONE moment, please," a voice comes over the telephone. "San Francisco calling. Miss Ferguson speaking. We are waiting for you at San Francisco. Everybody is working hard. We are planning to give you a good time." An imaginary conversation, but it reflects the spirit behind the westward movement. In another column of this magazine "Clip and File," the clever pseudonym of the local publicity committee, sends a double-barreled greeting. Elsewhere in this issue are printed well written stories about the leading libraries of San Francisco. A column describes novel eating places, something out of the usual to tempt the appetite.

"The Lure of California" states a caption in the *American Banker*. "A piece of California is a piece of Gold," to quote Arthur Brisbane. "The charm of California has in the main three features—scenery, climate and freedom of life," says David Starr Jordan. "California is really the most beautiful spot on the earth's surface," carols Inez Haynes Irwin.

Thus the peans of praise for sunny California.

So there is only one alternative. Journey across the continent and see for yourselves. The special party leaves New York on Thursday, June 12th, over the New York Central Lines. En route many will join the train. At Chicago the travellers will be greeted by members of the Illinois Chapter, enjoy a sightseeing trip of the city, after nearly seven hours rejoin their special Pullman and continue westward over the Santa Fe. A glorious day at the Grand Canyon on June 16th and final arrival in San Francisco on June 18th, two hours before the conference opens.

California will impress even the most jaded traveller. Few people in the eastern and midland states realize the remarkable progress in wealth, population and culture found on the Pacific Coast. The Far East with its tremendous trade possibilities, the great empire of Alaska to the north, and Hawaii, our possession in the mid-Pacific, all depend upon this growing section of the country.

San Francisco has a charm that is irresistible, facing an immense landlocked harbor with entrance through the Golden Gate, the city and its environs create a scene which suggests the French Riviera. Ocean and bay and hills have made a beautiful setting for a group of communities. The Spanish background always in evidence, unique civic features and racial elements present changing bits of local color and the people have a dash and spirit which seems to go with this vivid, brilliant country.

Chagrin, embarrassment, humiliation. In correcting an error concerning the Columbia School of Library Service in the April issue, we called it the Columbia School of Library Science. Again we apologize.

\* \* \*

We extend felicitous greetings to the new chapter in Baltimore which held its initial meeting on May 15, 1930.

\* \* \*

The membership list now on the press will be welcomed by all of our members as a great aid in making contacts.

\* \* \*

We recently received unofficial notice that the Cincinnati Chapter had voted for affiliation. Only one association is now outside the fold.

\* \* \*

With a convention on the Pacific Coast and general office on the Atlantic seaboard the air mail has been a great help in expediting correspondence.

Through the courtesy of the New York Central Lines an attractive advance circular of the travel itinerary for the San Francisco conference has been sent to active and institutional members.

\* \* \*

A Bibliography on Illumination, 1928-1929, is published with the co-operation of the Illuminating Engineering Society as Information Bulletin, No. 9. The Bibliography was prepared by the Committee on Illumination of the Commercial-Technical Group with Miss E. Mae Taylor of the Philadelphia Electric Company as Chairman.

\* \* \*

In four busy days at San Francisco there will be three general sessions, fifteen group meetings, three special dinners and four sight-seeing trips to points of interest. Better send your name to the Travel Committee or to your local President.

## A Good Year for S. L. A.

**P**ROSPECTS for a worthwhile conference at San Francisco in June have become certainties. There has been the best sort of teamwork between East and West. The Program Committee has wrought successfully, and some of the best minds of the Pacific will be present to bring their message to S. L. A. The Committee on Local Arrangements, co-operating with the Program Committee, has selected for the entertainment and diversion of members a list of things and places which extend from San Francisco's Chinatown to the great Hoover War Library at Leland Stanford

Combining business and pleasure the Travel Committee has selected for the official route to the Pacific one which permits a day's visit at Grand Canyon, while on the return trip, via the Canadian Rockies, there will be a short water trip from Seattle to Victoria and Vancouver, in British Columbia, with stopovers of one night each at Lake Louise and Banff, and yet the party will be back in New York three weeks from the day of starting.

Reports of S. L. A. activities during the year are optimistic. Local associations and chapters report stated meetings throughout the season now closing of unusual interest and attendance. Group activities, despite certain handicaps, have been well maintained. Committee reports will tell of constructive work. A new chapter has been formed at Baltimore. The Cincinnati Chapter has applied for affiliation. The treasury is in excellent condition. Membership is at a new high point. The whole outlook is most encouraging as S. L. A. meets for the 22nd annual conference.

WILLIAM ALCOTT, *President.*

**T**HROUGH some mischance we have overlooked the activities of the transportation libraries who have recently formed an Association of Transportation Libraries for the purpose of promoting co-operation among library institutions interested in the collection and preservation of railway historical material. The general development of the plan has been left to a committee consisting of Richard H. Johnston, Librarian, Bureau of Railway Economics, Dr. James T. Gerould of Princeton University, and Professor Arthur H. Cole, Administrative Curator of the Baker Library, Harvard Graduate School of Business Administration.

The Association has prepared a series of resolutions on Inter-library Co-operation and as a result has received considerable support from librarians throughout the country. The plan tentatively contemplates the establishment of five general collections of historical material located at Boston, New York, Chicago, Washington and San Francisco. Correspondence concerning this matter should be addressed to Mr. Richard H. Johnston, Bureau of Railway Economics, Transportation Building, Washington, D. C.

**T**HE Commercial Information Services Handbook, issued in 1924 by the Special Libraries Association, is being revised by a committee of which Miss Eleanor Cavanaugh is chairman. The vast amount of work still involved in the annotating and editing of the whole list will probably prevent the final completion of the work in time for the San Francisco convention.

**T**HE Commercial-Technical Section of the Special Libraries Association has, as one of its projects, an index to statistical sources of information, with Miss Marian C. Manley, Librarian of the Business Branch of the Newark Public Library, as chairman of the committee. Through the co-operation of Mr. W. P. Cutter of the Baker Library of Harvard University, a rough outline of a chart for this purpose has been made available. The committee is now working on the project and plans to have definite progress to report at the San Francisco convention, if not before. Anyone interested in such an index and with suggestions to offer is urged to get in touch with the chairman.



## San Francisco Convention Number

### Editorial Board

EDITOR, Herbert O. Brigham, State Library, Providence, R. I.

#### Associate Editors

D. N. Handy, Insurance Library Association of Boston; M. E. Pellett, Library The Port of New York Authority; Rebecca B. Rankin, Municipal Reference Library, New York City.

#### Department Editors

Charlotte L. Carmody, Department of Commerce Library, Washington, D. C.  
 Ethel Cleland, Business Branch, Public Library, Indianapolis, Ind.  
 Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C.  
 Emilie Mueser, Engineering Societies Library, New York City.  
 Louise Keller, Independence Bureau, Philadelphia, Pa.  
 Marion C. Manley, Business Branch, Public Library, Newark, N. J.  
 Mary C. Parker, Federal Reserve Bank, New York City.  
 Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wis.  
 A. A. Slobod, General Electric Co., Schenectady, N. Y.

### Westward Ho! A Vacation Motto

IF there is any truth in the saying that the third time is a charm, this last epistle from us should charm the undecided ones into coming to California on June 18th. That is, if the undecided ones could read the Travel Committee's Tour and remain undecided. The itinerary is one which would make us go out with the family heirlooms under one arm and the radio under the other in an attempt to raise the money. It seems to be the most ideal combination of business and pleasure that could be arranged.

Everything here resembles the children's birthday party with the grown folks standing around waiting to light the candles on the cake. We have reached the point of breathless anticipation and our committee chairmen are running here and there tying up the loose ends hoping that "we haven't overlooked some perfectly obvious and important thing."

Letters come in one on top of the other telling us of this group or that group which will attend the convention. We have heard from the north and the east and the south, but there are still many from the north and the east and the south that we would like to hear from, and to see on the great day.

It's not too late to leave the ranks of the undecided and join us. We still have enough room for you in our hotels although reservations in San Francisco are at a premium during that particular week. How about making Westward Ho! your vacation motto, and the Golden West your destination? Here's hoping that you do.  
 CLIP & FILE!

\* \* \*

DURING the week following the conference of the Special Libraries Association at San Francisco members will have the opportunity of attending the convention of the American Library Association and affiliated societies. Tentative programs for these associations have been printed in the A. L. A. Bulletin, in the *Library Journal* and *Libraries*. Reports of the final programs received by the Editor indicate that the conference at Los Angeles will be very interesting and members of our Association should take advantage of their presence on the Pacific Coast and journey to Los Angeles.

\* \* \*

IN another column we present the program of the twenty-second annual conference. In twenty-three days the convention will be in full swing and during this interval minor changes may occur in the final program which will come from the press at San Francisco.

## Epicurean Adventures

WHEN you don't happen to be banqueting or committee lunching you might like to cruise around on a tour of your own for a bite to eat. With this idea in mind we have prepared the following list of places with their general price range and their specialties. This list results from our day to day experience and includes those places within an easy radius of the Clift. In case you are in doubt as to the location of the tea rooms or restaurants they will gladly guide you at the information desk.

To begin with there are the three places mentioned by an international authority on good food, Coppa's, Madame Solari's and Pierre's. These, the famous writer ranked with cafes the world over for their delicious food.

*Madame Solari's* is on the north side of Geary street two blocks from the Clift Hotel. Here you order a la carte one of a half a hundred luncheon and dinner dishes that prove to you the truth of the writer's assertion

*Pierre's* is on Pine Street between Kearny and Montgomery just off the financial district. A business man's lunch and a table d'hote dinner at \$1.50 are offered for those who do not care to choose from the extensive array of entrees and special dishes.

*Coppa's* on Spring Street, off California. Let one of the San Francisco Clan show you around or ask ex-president Cady for directions. Whatever you order don't miss the murals done for "Papa" Coppa by San Francisco's foremost artists.

The following, despite the fact that they do not bear the hallmark of an international epicure's approval, will not disappoint you.

*Julius' Casile*—perched on a jagged rock, far above the hubbub of Montgomery Street, (The Wall Street of the West), looking out over the bay as the sentinel of old looked out to signal the approach of a coming vessel. The road leading to the castle is so narrow that it necessitates a turn-

table. But don't be alarmed, a handsome Italian will greet you, and take charge of your car, while you remain entranced by the view and forget to order from the enticing menu.

*Martha Jean's* Mason off Geary  
Geary Between Sutter &  
Post  
Sutter, near Grant Ave.

These three tea rooms identical in ownership offer an a la carte lunch with crisp salads, melba toast, and appetizing vegetable plates predominating. Dinner is .85 for chicken or waffles, \$1.00 with steak. Soup, salad and dessert are included.

*La Casa Alta*—Powell just below Geary  
"Hot breads a specialty." All of the popovers, scones, or cornbread which you could possibly eat passed to you by girls in attractive costumes. Lunch may be ordered a la carte and there is also a special menu for .65. Dinner is .85 and \$1.00 according to your choice of chicken or meat.

*Bernstein's Fish Grotto*—Powell, two blocks below Geary

Just what the name implies. All of the fish in season served in any manner desired. Their boast is that fish caught at 6 A. M. is served at noon. Lunch .50. Dinner \$1.00 or \$1.50 for a fourteen-course fish dinner.

*Charlotte's Tavern*—Powell three blocks above Geary

Here you have your choice of a fifty, sixty-five and eighty-five cent lunch with cornbread sticks that are worth the climb up the hill. Dinner is .85 or \$1.00 depending again on your choice of roast.

*Temple Bar Tea Room*—On Grant Ave. between Post and Sutter Streets, down a glorified "alley" behind Joseph's flower shop.

Chinese girls in native costume serve you at luncheon and tea time. The salads are "a meal in themselves" and desserts are excellent.

*Russian Tea Room*—Sutter street just west of Grant Avenue.

Once inside the door of this charming place you have left San Francisco a hundred miles behind you. It is a place that deserves the title "Charming." If you like Russian sour cream

soup and Russian pancakes you will enjoy your table d'hote lunch or dinner. Every meal has a choice of food so that you need not order Russian food if it does not appeal to you. Luncheon is .50 and dinner \$1.00. At dinner time you have Russian music in addition to Russian cooking.

## Captivating California Causerie

By Margaret Reynolds, Librarian, First Wisconsin National Bank

SAYS Inez Irwin in her little book "The Native Son:" "My idea of a pleasant occupation would be listing, cataloguing, inventoring, describing and—oh joy! visiting the wonders of California." Like Susanna in the song we S. L. A. members are off for California. Browsing around some book stores, Robertson's in San Francisco, Copeland's in Santa Barbara or Powner's open front shop in Los Angeles has meant picking up some books for my California shelf.

Perhaps while you are in California you may want a tip or two as to what to purchase and read upon your return. Turning the pages takes you back to a romantic land, recalling the memories of big trees, the Pacific and all things great and wonderful. For poets let's choose George Sterling, Robinson Jeffers and Ina Coolbrith, one-time librarian of Oakland. When you see a eucalyptus tree think of these lines by Robinson Jeffers—

"To see these lofty trunks gray-barked and broad  
Wall with clear shade a long white southern road  
I have been as one devoted who receives

An impulse, or a promise on high."

Fitting, too, for us librarians to read, are the poems in "Wings of Sunset," Ina Coolbrith's posthumous volume. Isn't "To San Francisco" a little gem?

### TO SAN FRANCISCO

Fair on your hills, my City,  
Fair as the Queen of old,  
Supreme in her seven-hilled splendor—  
You, from your Gate of Gold,  
Facing the Orient sunburst,  
Swathed in the sunset gleams,  
Throned in an ultimate glory,  
City of mists and of dreams!  
Bret Harte is brilliant in his "Tales

of the Argonauts" and "Rose of Tuolumme" is good. Once we meet the padres, the vaqueros, the stage-drivers and the Colonel Starbottles in his books, they come back to us again and again as other authors try to imitate his inimitable style. Dana's, "Two Years Before the Mast" pictures the beautiful daughter of the De La Guerra family and that old home which still remains in Santa Barbara. Then there is "Silverado Squatters" the story of the famous claim which Stevenson wrote after a camping trip out of Monterey which he and his wife had. Margaret Cameron's "John Dover" is diverting. For splashy color read "Adios" by the Bartletts. If you have skipped the second half of "Ramona" as many people do, read it now or you will not appreciate seeing her numerous alleged marriage places. If the hills about La Jolla please you, read Sloane's "Smiling Hill Top."

Ernest Peixotto, author and artist, has lovely descriptions and charming sketches in his "Romantic California." In "California; An Intimate History" by Gertrude Atherton, native Californian, we are told the story of the growth of San Francisco. For the story of the missions beginning with Father Junipero Serra, whose statue you will see in Golden Gate Park, read "In and Out of the Old Missions" by George Wharton James.

"A Short History of California" by Hunt and Sanchez is not so short as its title might suggest, but it is a delightful volume.

These are but a handful of the many titles that might be mentioned. Browse around for yourself and discover what Keyserling and many others have said about California.

Hasta la vista and may it be in San Francisco on June the eighteenth.

## Travel Notes

**M**OST of those who are members of both bodies will probably be attending the Convention of the American Library Association, which opens on June 23rd, two days after our Conference ends. This probability was one of the factors taken into account when the Executive fixed the date of our Conference for June 18th.

The journey from San Francisco to Los Angeles is an easy one, and for those who wish to return by the Southern route during the last week in June the schedule given in the official route can of course be reversed. This would save the expense of a special trip to Los Angeles and would not eliminate any of the special sightseeing features of the journey.

The lowest round trip rate from New York to San Francisco and return, exclusive of everything in the way of Pullmans and side trips, is \$147.66, as compared with the round trip rate between the same points as arranged for the official tour of \$156.32.

The lowest rate would enable a passenger to go from New York to San Francisco by any of the Central or Southern systems, and thence to Los Angeles, with unlimited stop-overs up to October 1, and to return to New York via any of the Central or Southern systems.

The Travel Committee will be glad to give full particulars to anyone who is interested. Arrangements could also be made for A. L. A. members to join that Association's parties from the Coast.

The round trip selected by the Travel Committee is not the cheapest way of getting to the Coast and, as stated before, they will be glad to help anyone who wishes to go by a quicker or less expensive route.

The Travel Committee once again call upon all members of the S. L. A. to make a great effort to get to the Coast this year. Our friends in the West are sparing no pains in the preparation of a delightful and interesting programme. Their hospitality and kindness are proverbial. Let us accept it, and repay them as they would like best—with a large attendance.

## Historic Spots

**R**IDER'S California Handbook chooses as the places most interesting historically in San Francisco, three which the Special Libraries Association delegates will visit on Thursday afternoon, June 19th. They are the Presidio, Portsmouth Square and Mission Dolores.

The Presidio, our military reservation by the Golden Gate, was chosen for the same purpose by the Spanish. In 1776 General Juan Bautista de Anza came north with instructions to found a mission and establish a garrison. He planted the Spanish flag on the south shore of the Golden Gate at Fort Point and the land surrounding the present fort was taken in the name of the King as the fourth Spanish Garrison in California.

Mission Dolores, or as it was formally named, Mission San Francisco del Assisi, was established at the foot of Twin Peaks by Bautista the sixth of the chain of California missions in 1776 after the founding of the garrison. A new mission built after the fire of 1906 stands beside the older building which dates back to the last of the eighteenth century. The burying ground used by the missionaries during the Spanish regime stands at the rear of the older mission.

Later in point of time is our interest in Portsmouth Square. Now, a cool, green, tree-fringed park at the edge of Chinatown, in the days of the Mexican rule the square was the civic center, its custom house the official Mexican headquarters. Shortly after the United States and Mexico entered hostilities, in 1846, Captain John B. Montgomery of the U. S. Portsmouth landed his troops at the foot of Clay Street, marched them up to the Mexican plaza and raised an American flag on the custom house. The street fronting on the square is today called Montgomery Street in memory of the Captain and the square itself carries the name of the ship which brought him to San Francisco.

A monument to Robert Louis Stevenson, who spent many hours around there when he lived in San Francisco, stands in the center of Portsmouth Square. On the base of the monument are carved a number of Stevenson's best known verses.

# 1909-Special Libraries Association-1930

## TWENTY-SECOND ANNUAL CONFERENCE

Clift Hotel

San Francisco, Cal.

June 18, 19, 20, 21, 1930

### PROGRAM

Wednesday, June 18, 1930

#### 10 A. M. FIRST GENERAL SESSION

ADDRESS OF WELCOME: Almer J. Newhall, President, San Francisco Chamber of Commerce; Milton J. Ferguson, State Librarian, Sacramento. (5 min. each)

RESPONSE: Miss Eleanor S. Cavanaugh.

ADDRESSES: (a) "The Industrial West," F. T. Letchfield, Wells-Fargo Bank.

(b) "Part Library is Playing in Development of Industrial West," Thomas Cowles, President Special Libraries Association of San Francisco, introducing Mrs. Amy Caya, State Chamber of Commerce, San Francisco; Miss A. Windele, Financial Libraries.

Guy E. Marion, Research Department, Los Angeles Chamber of Commerce, introducing B. E. Edwards, El Segundo Standard Oil Company; Miss H. G. Percy, Paramount-Famous-Lasky Corporation, Hollywood; Mrs. Creveling, San Diego Consolidated Gas & Electric Company. (5 min. each)

PRESIDENT'S ADDRESS.

12 to 2—LUNCHEONS

2 to 4 GROUP SESSIONS

*Financial Group, Newspaper Group*

6:30—Banquet, in Western Women's Club Ballroom. Milton J. Ferguson, toastmaster.

ADDRESSES: Robert Newton Lynch on "Pacific Relations;" Judge J. F. Davis on "California;" Gerald Campbell, British Consul General, "The Far East."

Thursday, June 19

8:30—BREAKFAST CONFERENCES

*Civic-Social Group, Newspaper Group*

10 to 12—SECOND GENERAL SESSION

SUBJECT: "Public Libraries for Business Use."

"Los Angeles Municipal Reference Library and Its Service to Business," Miss Josephine B. Hollingsworth, Municipal Reference Library, Los Angeles. (10 min.)

"Los Angeles Science and Industry Department and its Work for Business Men." Mrs. A. F. Leidendecker. (10 min.)

"How the Private Business Librarian Helps and is Helped by the Public Business Librarian." Miss Florence Bradley. (15 min.)

"What the Public Business Librarian Offers the Special Librarian, and *vice versa*." Miss Rose L. Vormelker. (15 min.)

"Summary of National Survey of Public Business Libraries and Suggestions for Co-operation between them and Special Libraries." Miss Marian C. Manley. (15 min.)

DISCUSSION: "Library Service to Business in San Francisco:"

(a) By the Public Library, Robert Rea, Librarian, San Francisco Public Library. (5 min.)

(b) By the Mechanics Library, Otto Von Geldern, Chairman of the Board. (5 min.)

(c) By Special Libraries of San Francisco, H. A. Worthington, Pacific Gas & Electric Co. (15 min.)

12 to 2—LUNCHEON CONFERENCE

*Financial Group*

2 to 4—GROUP SESSIONS

*Commercial-Technical Group, Newspaper Group*

4 to 6—TRIP AROUND THE CITY

The San Francisco Chamber of Commerce has arranged a tour to all places of interest.

6—DINNER IN CHINATOWN

Chinese-American menu. After dinner there will be a trip through Chinatown, including Chinese Theater, Society of Six, Pekin Exchange, Chinese Native Sons Hall, and to other interesting places, with plain-clothes escort.

Friday, June 20

8:30—BREAKFAST CONFERENCES

*Civic-Social Group, Newspaper Group*

10 to 12—THIRD GENERAL SESSION

Group Reports.

Local Association Reports.

Committee Reports.

Report of Nominating Committee.

Election of Officers.

Plans for 1930-1931.

12 to 2—LUNCHEON MEETINGS

*Insurance Group, Museum Group*

2 to 4—GROUP MEETINGS

*Civic-Social Group, Newspaper Group*

4:00—Trip to Palo Alto via Skyline Boulevard, and visit to Hoover War Memorial Library, Stanford Library, Stanford Chapel.  
6:00—Dinner at Woodside Country Club, on return from Palo Alto. Return to San Francisco through San Mateo and Burlingame.

### Saturday, June 21, 1930

10 to 12—GROUP MEETINGS  
*Commercial-Technical Group, Financial Group*

### Group Sessions

#### Civic-Social Group

Thursday June 19

8 A. M.

BREAKFAST CONFERENCE.  
Publicity methods.

Friday, June 20

8 A. M.

BREAKFAST CONFERENCE.  
Election of officers and other business.

2 P. M.

"Unemployment"—Dr. Louis C. Block  
Statistician, Division of Labor Statistics and  
Law Enforcement, California.

"The White House Conference on Child Health  
and Protection"—Miss Edith Guerrier  
Supervisor of Branches, Boston Public Li-  
brary.

"Metropolitan Districts"—Mr. Rolland A.  
Vandegrift  
Secretary, California Taxpayers Association

#### Commercial Technical Group

Thursday, June 19

2 P. M.

SUBJECT FOR DISCUSSION — "Tools of the  
Trade"

"Bibliographies"—Miss Mary Louise Alex-  
ander, Batten, Barton, Durstine & Os-  
born, New York City

"Indexes"—Mrs. Louise P. Dorn, Detroit  
Edison Company, Detroit, Mich.

"Trade Directories"—Miss S. F. Warn,  
Newark Business Branch, Newark, N. J.

"Special Tools"—Miss Grace England, Civics  
Department, Detroit Public Library, De-  
troit, Mich. (Paper to be presented by  
Miss I. M. Ely, Detroit Public Library)

Saturday, June 21

10 A. M.

#### REPORTS OF COMMITTEES

Talks on representative libraries within  
group:—

- a. New York Consolidated Gas Company,  
Miss Josephine Greenwood, Libra-  
rian
- b. Emporium Department Store Library,  
Miss Margaret Hatch, Librarian
- c. British Library of Information, Mr.  
Angus Fletcher, Librarian

#### ELECTION OF OFFICERS.

#### Financial Group

Wednesday, June 18

FIRST SESSION, 2 P. M.

Acting chairman: Miss Marguerite Burnett,  
Federal Reserve Bank of New York.

INTRODUCTION of the speaker by Miss K.  
Dorothy Ferguson, Chairman of the Program  
Committee.

GROUP AND BRANCH BANKING. Mr. Howard  
Whipple, Vice-President, Bank of America  
of California.

Distribution of list of reference on Group  
and Branch Banking. Prepared by Miss  
Ethel Baxter, American Bankers Association,  
and Miss Dorothy Watson, Bankers Trust  
Company.

ROUND TABLE. Magazine subscription agen-  
cies, Yes or No. Leader: (Miss Marguerite  
Burnett.)

#### BUSINESS:

Report of A. B. A. Exhibit committee for  
1929.

Chairman: Miss Dorothy Ferguson.

Report of I. B. A. Exhibit committee for  
1929.

Chairman: Miss Virginia Savage, Halsey  
Stuart & Co., Chicago.

Exhibits program for 1930-31. Appointment  
of committees.

Report of Publicity Committee.

Chairman: Miss Margaret Reynolds, First  
Wisconsin National Bank, Milwaukee,  
Wisconsin.

Distribution of Financial Libraries Directory,  
revised to May, 1930, by Miss Dorothy  
Watson.

Saturday, June 21

SECOND SESSION, 10 A. M.

Acting chairman: Miss Burnett.

*Investment Research.* Mr. R. D. McKenzie,  
Statistician, San Francisco News.

## ROUND TABLE

Finding and using foreign material. Miss Marion Eaton, Federal Reserve Bank of Boston.

*Survey of investment Trust Library Activities.* Paper by Miss Mildred A. Lee, Selected Industries, Inc., New York.

*Bibliography on the Bank for International Settlements.* Prepared by the Library of the Bankers Trust Company of New York, for distribution to the Financial Group.

*Unfinished business and Election of Officers.* Report of nominating committee. Chairman: Miss Marion Eaton.

## Insurance Group

Friday, June 20

1 P. M.

LUNCHEON and ROUND TABLE DISCUSSION of Everyday problems in the Insurance Library—Miss Laura A. Woodward, Secretary of the Group will preside.

## Newspaper Group

Wednesday, June 18

FIRST SESSION, 2 P. M.

ADDRESS OF WELCOME: William Wallace Vaughan, librarian, Oakland Tribune.

RESPONSE: William Alcott, librarian, The Boston Globe, President of Special Libraries Association.

## ANNOUNCEMENTS.

REVIEW OF THE YEAR: Joseph F. Kwapil, librarian, The Public Ledger, Philadelphia, Chairman of the Newspaper Group.

REPORTS OF COMMITTEES: Membership; Classification.

REPORT OF THE SECRETARY.

Thursday, June 19

8:30 A. M.

BREAKFAST CONFERENCE: In charge of Miss Agnes J. Petersen, librarian, The Milwaukee Journal

2 P. M., SECOND SESSION

"The Newspaper Group: Its History and Achievements," William Alcott, librarian, The Boston Globe.

"Thoughts on Subject Filing," William Wallace Vaughan, librarian, Oakland Tribune.

"Cowles Reference Library," Wilbur D. Kirkman, librarian, Spokesman-Review, Spokane.

"Back State in a Newspaper Reference Library," Miss Blanche L. Davenport, librarian, The Christian Science Monitor, Boston.

"Solving the Personnel Problem," Mrs. Marjorie D. Brown, librarian, San Francisco Chronicle.

"The Los Angeles Daily News Reference Department," Mrs. Gertrude Blackledge, librarian.

Friday, June 20

8:30 A. M.

BREAKFAST CONFERENCE OF NEWSPAPER GROUP: In charge of A. Dwight Newton, librarian, San Francisco Examiner.

2 P. M., THIRD SESSION

"The Newspaper Library as Viewed from the City Editor's Desk," Thomas Bellew, City Editor, San Francisco Chronicle.

"Can the News and Library Departments Get Along Amicably?" Roy Harrison Danforth, assistant managing editor, Oakland Tribune.

"Review of the Book" by Robert W. Deamond, instructor in journalism at University of Minnesota; "Newspaper Reference Libraries: Their History and Service," Miss Agnes J. Petersen, librarian, The Milwaukee Journal.

"Making the Reference Library the Hub of the Wheel," Joseph F. Kwapil, librarian, The Public Ledger, Philadelphia.

"The College Newspaper and the Library," William F. Calkins, Managing Editor Daily Californian, Berkeley, Calif.

BUSINESS. Report of Nominating Committee and election of officers.

NEW BUSINESS.—

## Museum Group

THE MUSEUM GROUP will hold its second annual meeting with the American Association of Museums at Buffalo from June 4 to June 6

Papers presented at the Buffalo meeting will be forwarded to San Francisco in time for the S. L. A. Conference where at an informal luncheon meeting, presided over by Mr. Thomas Cowles of the California Academy of Sciences, museum problems will be discussed. A trip through the various museums in Golden Gate Park will follow the luncheon

1930

## CONFERENCE COMMITTEE CHAIRMEN

**Program**—Miss K. Dorothy Ferguson, In, Bank of Italy, San Francisco.

**Local Arrangements**—Thomas Cowles, In, California Academy of Sciences, Golden Gate Park, San Francisco.

**Travel**—Angus Fletcher, In, British Library of Information, 551 5th avenue, New York.

**Hospitality**—Chairman, Miss Rebecca B. Rankin, In, Municipal Reference Library, New York.

## Libraries of Interest in San Francisco

### Executives' Library of the "Emporium"

IF you will go up to the fourth floor of the Emporium (*Market Street at Powell*), walk through the toy department and the camp outfitting section, then turn sharply to your right you will come to a door marked "Executive's Library—Miss Hatch." It is here in her new five-months' old library that Margaret Hatch from the Standard Oil Company dispenses such fascinating magazines as "Creative Art," "Home Furnishings," "Vogue," "Arts and Decoration," and "Vanity Fair."

Her magazine collection contains more than 150 periodicals devoted to every one of the ninety-odd departments of this huge store. A few of the titles show how huge the realm of trade publications really is. There are "Toys and Novelties," "Lamps," "Costumes," "Carpets," "Shoes," "Trunks," and a hundred more dealing with the merchandising problems of a single department or even a single product.

Books, and Miss Hatch already has more than five hundred of them, touch every phase of the retail merchandiser's problems. Advertising and selling and interior decorating works predominate and there is a wide selection of material on personnel management.

Catering to the wants of the executives in the departments through a study of the needs of each type of merchandise she has done wonders in increasing the circulation of the library in the few months that she has been at work. The San Francisco Special Libraries association is justly proud of its newest library.

### Bank of Italy Library

YOU will see half of the Bank of Italy Library at *Powell and Market Street* in San Francisco and the other half when you go on to Los Angeles for the American Library Association Convention. Founded in San Francisco in 1922 by K. Dorothy Ferguson the library grew with the growth of the branch system of the bank until about three

years ago Miss Ferguson sent Marjorie Robertson, her first assistant, down to Los Angeles to take charge of a branch library. This later library now cares for Los Angeles branches and branches in the southern part of the state while the original library in San Francisco caters to the demands of the northern part of the state.

As would be expected the specialty of the Bank of Italy library is Branch Banking, with Agricultural Credit running close second. Both libraries have the same periodicals and book collections and issue a weekly bulletin of current articles in financial journals which is circulated to all employes of the bank. The San Francisco library contains a complete file of all of the publications of the California state banking department, and is also working to complete its files of banking directories.

### Business Branch of the San Francisco Public Library

ABOUT a year ago the officials of the San Francisco Public Library took a room in the new Russ Building (*Montgomery Street, Between Bush and Pine*) in the heart of the financial district and established the Business Branch of the Public Library. Miss Anita Levy from the main library was put in charge and with a few notices in the daily papers and library bulletins the library came into being.

From a circulation of about three hundred or so during the first few months, the library has grown until in the past month the circulation has reached beyond the eleven hundred mark.

This is a remarkable growth considering the fact that out of town readers cannot take out books, and it happens that a large number of the people in the financial district are commuters from the eastbay region or from the Peninsula and Marin County. Considering this handicap of being able to serve only San Francisco residents in a locality which draws on so many out of town



workers, the library is making excellent progress.

A complete collection of business books is augmented by the popular type of biography of men of business, as well as by travel books and the most called for non-fiction. The Pacific Coast Edition of the Wall Street Journal is on file together with the outstanding financial and business periodicals, and the investment services are available for consultation.

This, our second youngest library, has been of inestimable value to the special librarians located in the downtown district and they have become quite used to taking an express elevator to 1104 Russ Building to consult directories and reference books.

### Standard Oil Company

WITH a range of interest from the early history of the oil industry to current prices of petroleum products, the library of the Standard Oil of California, at *Bush and Sansome Streets*, collects material on all phases of the industry, as well as such related topics as advertising, economics and general sales methods. Aviation and natural gas are two newer subjects of interest. Besides sending new magazines through the building on a regular routing schedule, the library relies on a monthly summary of articles of outstanding interest to keep all employees informed of the latest developments in their industry. Since 1918 when it was first started the library has been organized for reference work for all Home Office employees. Miss Bonnie Strong recently succeeded Miss Margaret Hatch as librarian.

### Pacific Telephone and Telegraph Company

ON the twenty-sixth floor of the headquarters building of the Pacific Telephone & Telegraph Company at *140 New Montgomery Street*, is a spacious and delightful room, far above the busy life of the street. This room holds the Company library which from a small beginning made about four years ago, has grown to a substantial size with more than three thousand books and pamph-

lets. While a large proportion of them is devoted to scientific and technical subjects, there are many dealing with matters of general interest.

This library is a useful adjunct of the telephone business as evidenced by its membership of more than fifteen hundred telephone men and women. In it is much material for the young student just starting his telephone career, the casual reader, the lover of good books or the seasoned engineer.

### American Trust Company

THE library of the American Trust Company, *464 California Street*, was established in August, 1920, following the merger of the Savings Union Bank and Trust Company and the Mercantile Trust Company. Later the thus formed Mercantile Trust Company acquired the American National Bank and the name of the combined institutions was changed to American Trust Company. In addition to providing banking periodicals and books for the use of the officers, employees and customers of the bank, the library has specialized in the collection of material pertaining to the commerce and development of the eleven Western States and trade of the Pacific Basin. Miss A. Windele is librarian.

### Commonwealth Club

THE Commonwealth Club of California, an organization comprising 4,400 representative men, has for 27 years maintained a library and reading room which is now located at *345 Sutter Street*, San Francisco.

This library is largely designed to assist research students who are investigating questions of public importance, particularly with respect to the State of California.

The Club is constantly conducting informal research studies through its 40 large standing committees which hold 500 luncheon conference meetings each year, and also conducts a formal research service through a paid staff under the director, Professor Samuel C. May, and also extends its library facilities freely to non-members.

There are 5300 bound volumes and 12,000 pamphlets, maps, etc., which are fully catalogued. Miss Virginia Rucker is the Librarian.

### Federal Reserve Bank

IN the mornings it's gray and cool. Magazines lie in order on the table; pamphlets and periodicals in neat piles in their bins. Even shelves of fiction seem subdued. In the afternoons, magazines have been used and flung aside. The stacks seem to have moved closer—the room is intimate—almost genial. There is an atmosphere of comfortable disarray, fat and formidable government reports no longer stand in even rows—they have given up vital facts—proved themselves cogs in the machinery of progress. Oh, facts? It is to forget that facts and not atmosphere are the foundation of a financial library's usefulness! So be it. The library of the Federal Reserve Bank of San Francisco had its beginnings in 1919 with some fifty books. Moved from the old building to the new at *Sansome and Sacramento Streets*, it reached its present quarters on the third floor in 1927. It now consists of 1555 volumes, has a subscription list of 75 periodicals and newspapers, and houses uncounted pamphlet material, bank reports and clippings. Miss Elizabeth Holden is librarian.

### Southern Pacific Railroad

THE Southern Pacific General Office Library, located at room 1102 Southern Pacific Building, *65 Market Street*, is one of the oldest business libraries in San Francisco, having been established in 1908 as a recreational feature of the company's personnel system. Since June 1, 1911, all library service work has been done under the direction of Miss Julia Evans.

At the present time, however, the circulating fiction collection forms only a minor part of a reference service planned to contain information and source material of a general nature, as well as a highly specialized transportation library. The library now contains 1357 volumes of fiction, 4608 volumes

of non-fiction and 1498 annual reports of railroads and other public utilities.

Besides the research information furnished in the regular routine of a technical library, fiction and 48 current magazines are circulated to some 500 employees regularly enrolled as library borrowers.

The annual reports of all railway companies form an especially important part of this library, and a system is imperative whereby all reports may be carefully preserved and still be immediately available. A union card catalogue covers all bound material kept in various departments throughout the organization with the exception of the Law and Geological Libraries. This catalogue makes available to the Librarian a mass of source material not contained in the main library collection.

### Foreign and Domestic Commerce

THE collection and dissemination of timely foreign trade information is the chief purpose of the Bureau of Foreign and Domestic Commerce, *510 Customhouse, Washington and Battery Streets*.

The information contained in the printed publications of the Bureau is compiled primarily by the commercial attaches and trade commissioners of the Department of Commerce stationed in the principal capitals and trade centers of the world; consular officers of the State Department; regional and commodity experts of the Washington staff of the Department; and statistical units in American customhouses. These publications may be classified in two groups—periodicals and special bulletins or monographs. The special bulletins deal with particular markets, commodities, or trade problems.

The catalogue of the bureau of Foreign and Domestic Commerce does not list the rapidly increasing quantity of mimeographed material. These circulars are distributed free to any American firm making application to the appropriate bureau division. Miss Grace Weber is most generous in distributing necessary circulars to San Francisco special libraries.

### California Academy of Sciences

THE California Academy of Sciences, a privately endowed institution, was founded in 1853, the first of its sort on the West Coast. Its collection and library were housed downtown until the fire of 1906, when everything it owned but a handful of books and some scientific type specimens was destroyed. An expedition to the Galapagos Islands was away at the time, and upon its return the collections it had made formed the beginning of the new museum. Scientific societies all over the world and many individuals contributed in books and in other ways to restore the Academy to its former flourishing condition.

In 1915-1916 a building was erected in Golden Gate Park, midst beautiful surroundings and safe from fire hazards, to house the museum, laboratories and library. The book collection comprises approximately 40,000 volumes and 10,000 pamphlets, chiefly in the field of natural history, a good part of which has been received in exchange from about 600 scientific and technical institutions over the world. As is necessary in most research organizations, the literature bearing directly on the scope of each of the departments of research and administration, namely botany, entomology, exhibits, fishes, herpetology, mammalogy and ornithology, paleontology, and the Steinhart Aquarium, is kept in departmental collections, while the main library retains reference works and material of a general nature. The library is at present in the process of a thorough reorganization, including recataloguing according to Library of Congress Practice. Thomas Cowles, San Francisco, S. L. A. president is assistant in charge of the library.

### Forest Library Service

A FORESTRY library should be a sylvan bower with rustic log seats and tables, presided over by a person in snappy Ranger uniform with a pine-tree badge prominently displayed. Unfortunately, the United States Forest Service Library in the Ferry Building, established in 1908, is a modest library composed of five thousand books, period-

icals, pamphlets, and government documents in the field of Forestry, the allied subjects of grazing, pathology, engineering, mining, law and recreation. This library has nineteen small branches, one in the office of the supervisor of each National Forest and one in the Forest Experiment Station in Berkeley.

It is unusual in that about three-quarters of the persons it serves are scattered over the eighteen National Forests in California and southwestern Nevada. It uses the U. S. Department of Agriculture classification system. Mrs. Esther Lundgren has charge of the library.

### Pacific Gas & Electric Co.

THE Pacific Gas & Electric Company library, 245 Market Street, was first established in 1913 as a memorial to James Hugh Wise. The library bears his name although it is better known as the Pacific Gas & Electric Company Library. In 1925 it was reorganized as a technical library for reference and research work and since then has built up a well rounded collection consisting of 3,700 volumes, a pamphlet collection and subscription list of 175 periodicals. Ten newspapers are read and clipped for a file, by subject, kept in the Statistical Department. Mrs. Agnes Reinero is in charge of the library.

### San Francisco Chronicle

IN the Library of the San Francisco Chronicle, third floor of the Chronicle Building, Fifth and Mission Streets, a staff of four headed by Mrs. Marjorie D. Brown, librarian, is kept busy clipping and filing material from the daily papers, doing reference work and bringing forth with necessary speed material for impatiently glowering editors and breathless reporters. In addition to its vast store of printed material, the library houses the "art"—files of pictures which have been used and others kept ready for use and a file of metal cuts, all available at a moment's notice.

The Chronicle Library has recently been going through a process of reorganization under direction of Mrs. Brown and Miss Dorothy Frisch, assistant librarian. Useless material has been

weeded out, classification has been improved and the reference work greatly facilitated. From the old "morgue" of former days the library has developed into one of the leading newspaper libraries of the West.

### San Francisco Stock Exchange

THE library of the San Francisco Stock Exchange, in the handsome new Stock Exchange building at Sansome and Pine Streets, is for the use of the members of the Stock Exchange Institute which is made up of the employes of the various member firms of the San Francisco Stock and Curb exchanges.

Since it serves only people interested in the stock market, it is comprised

chiefly of technical books relative to financial subjects such as corporation finance, economics, business statistics, stock exchanges, financial statements, etc. However recently books of a less technical nature have been added.

The facilities of the library have been augmented by the more important financial magazines so that current information is also available. All of these features contribute to making the San Francisco Stock Exchange Library one of the most complete financial libraries on the Coast. Plan to visit here when you attend the financial group meeting in the Stock Exchange Auditorium on Wednesday afternoon, June 18th. Miss Amy Thomas, librarian, will gladly show you her charming new quarters.

## California Notes

San Francisco settled in 1776 as Yerba Buena. American occupation in 1847 when name was changed.

\* \* \*

San Francisco Bay has 450 square miles of roadstead making it one of the greatest harbors in the world.

\* \* \*

California is equal in area to the combined area of the six New England states, New Jersey, Delaware and Ohio.

\* \* \*

California is called "The Playground of the World." Its recreational facilities are unequalled and the gain in physical health is unbelievable.

\* \* \*

Southern California has countless attractions and should be included in your itinerary. The added stimulus of the A. L. A. conference will cause many to journey southward.

\* \* \*

The Spanish influence on the Pacific Coast is everywhere evident. The streams, the mountains, the communities and the streets therein all suggest Spanish origin.

\* \* \*

"I confess to a great weakness for San Francisco," states H. L. Mencken. "Its people take the time to live and they are aided in that laudable enterprise by the best climate in the world."

"If I could start in all over again I should choose for my earthly abiding place," says Irvin S. Cobb, "some spot within a hundred mile radius of San Francisco."

\* \* \*

"The early Mission buildings are time-mellowed medieval structures with bell tower, cloister and garden sun baked and shadow colored."

\* \* \*

California portrays the dignity of the Spaniard, the spirit of the French, the passion of the Italian and the courage of the Anglo-Saxon.

\* \* \*

We have just quoted from *The Native Son* by Inez Haynes Irwin, Vice-President of the Authors' League of America, a description of California well worth your perusal.

\* \* \*

The Chinese Quarter of San Francisco will be an attraction to the library visitors. The local committee have reserved Thursday evening for a dinner in Chinatown.

\* \* \*

A relief map of California, 600 feet long, showing the entire state in graphic detail on a scale of six inches to one mile, is on display in the Ferry Building, San Francisco. It is illuminated with flood lights and was built at a cost of \$100,000.

### Secretary's Report 1929-1930

The 1930 convention of Special Libraries Association is the third since the formation of a General Office. In 1928 the work was still in its infancy. In 1929 it was reported under the jurisdiction of the Secretary, then an elective officer. Therefore the present annual report is an auspicious occasion to submit to the Association as a whole a brief accounting of accomplishment at headquarters.

Owing to the fact that all bills are rendered by the Secretary and all money collected and deposited in the bank by her, much of our progress can be expressed in terms of the finances of Special Libraries Association. As the report of each treasurer covers one year only, a survey of these figures during the management of the paid executive might not be amiss.

Let us first consider the question of membership. On April 30th, 1930, our total membership amounted to 1,250. Last year the total was 1122, in 1928 it was 910 and in 1927 only 566. These figures show the splendid co-operation on the part of all our members and particularly the efficient and constructive work of the national membership committees during that period.

At the formation of the General Office, however, there was the problem of the delinquent members. The Association had grown to such proportions that billing took more time than a volunteer officer with a regular position could possibly give without injuring her professional work and in consequence bills had not been rendered and records were more or less in a tangle. This gives you a background of the membership problems which required full time by someone. Here are the figures which express the question in tangible form:

Dues, delinquent collected Sept.-	
Dec., 1927 . . . . .	\$18.50
Dues, delinquent collected 1928 . .	647.75
Dues, delinquent collected 1929 . . .	206.32
Dues, delinquent collected 1930 . . .	70.90

Note what a large amount of money owing for delinquent dues was collected in 1928 and how much smaller an amount there was in 1929 after the systematized methods showed results. Yet the membership total was 910 in 1928 and 1122 in 1929.

Here are the dues, current which bring out the encouraging facts with still greater clearness:

Dues, current collected Sept.-Dec.,	
1927 . . . . .	\$376.75
Dues, current collected 1928 . . . .	4,831.40
Dues, current collected 1929 . . . . .	5,377.84
Dues, current collected Jan.-April	
30, 1930 . . . . .	5,083.55
Dues paid new members since April	
30, 1930 . . . . .	136.75
Dues outstanding from those who	
paid in 1929 . . . . .	469.00

The publications of the Association were as much in need of supervision as the membership files. Before the concentration at Providence the publications were in various places and the distributing and accounting officials in six different locations. Distribution and billing were necessarily confused and desultory. Our task was to collect all publications in one place and then to systematize orders, shipping, billing and accounting. As these items form an important factor in our income I am sure that you will be interested in the total for these three years:

1928 Receipts from publications . . .	\$301.68
1929 Receipts from publications . . .	671.84
1930 Receipts from publications . . .	766.49

These represent the year closing with the annual report presented in the Spring of the year designated. In 1930 the figure is the more significant when you take into consideration the fact that 1929-1930 has not brought forth as many new publications as 1928-1929. There are several items about to appear but even Information Bulletin No. 9 appeared too late for inclusion in the 1929-1930 report.

The same systematization has been applied to the magazine and the advertising accounts, and we feel that we have co-operated efficiently in helping the Editor bring his advertising report from \$996.16 last year to \$1,600.39 this year with an additional \$257.00 outstanding and payable for advertisements which have already appeared.

Since the organization of the General Office Special Libraries Association has added two new Groups, the Civic-Social and the Museum, and six affiliated local chapters, Pittsburgh, Cleveland, Detroit, Illinois, Cincinnati and Baltimore. To each of these we have rendered assistance in various ways.

We have worked with all the presidents of local associations, chairmen of Groups and national committee chairmen, serving as liaison officer between them, between new members

and one or several of these officials, and helping with membership lists and payments.

During the current year just closing the inventory of publications has been completed. This is to be used by the Chairman of the Publications Committee as a basis for deciding the quantity and price of future publications and constitutes, we feel, another step in the systematic control of our affairs.

We have laid the foundations for what we hope will prove to be several new local associations and we have endeavored to promote goodwill among our various groups and local chapters.

During the year 1929-1930 there have been some striking instances of co-operation from outside organizations. Among these are the "Sources of Investment Information" published as a result of the relations of the Financial Group with the American Bankers Association and which resulted in the gift to Special Libraries Association of a number of these pamphlets. There has also been the Petroleum Bibliography which has brought credit to all of the Association and the proposed gift by the Boston Elevated Railway of copies of Mr. Armistead's Steam Railway Bibliography for our Institutional membership list.

As part of the routine work of the General Office we handle all convention invitations, co-

operate with the local Chairman of Arrangements in convention plans, take charge of headquarters during the period of the convention and compile the official copies of the Proceedings from which the data for Special Libraries are published.

In our function as representative of the Treasurer at the General Office we submit to the Executive Board an annual budget and submit a monthly financial statement of receipts and disbursements, together with a list of bills outstanding, if there are any unpaid. This statement has been the work of President Alcott and it has been under his guidance that Special Libraries Association has attained the achievement of paying its bills on the basis of 30 day credit.

Another achievement of President Alcott is the national membership list compiled by the Secretary at his instigation and printed under his supervision.

In closing my report I want to express my appreciation of the loyal co-operation and excellent work of our Executive Board, local officers, Group and committee chairmen and many other members.

MARY H. BRIGHAM,  
*Secretary.*

## Group Reports 1929-1930

### Civic Social Group

The Civic-Social Group was organized in 1929. Various members of the Association felt that there was a need for it and the enthusiasm over the first Group program presented at the conference in 1929 proved without doubt the soundness of their insight.

The response shown by those who have been asked to make suggestions for the program this year has been most gratifying and gives evidence of a marked increase in interest among our members. We trust that the result will measure up to last year's standard. No definite undertaking other than the annual conference has been begun by the Group. Under the leadership of the national chairman and secretary the members in New York City have had several interesting gatherings, the most recent one a trip to the experimental town, Radburn, N. J. Similar efforts in other centers would no doubt stimulate interest.

INA CLEMENT,  
*Chairman.*

### Commercial-Technical Group

Before the group had started on its work for the year it was startled by the news of the death of its newly elected Chairman, Mrs. Jennie Lee Schram. Those who knew Mrs. Schram and who were familiar with her abundant store of energy realized what her loss would mean not only within the group but also in the association. It was with a very heavy heart that the present Chairman resumed the duties as leader of the group for another year.

Although there has not been any outstanding developments in the work of the Commercial-Technical Group during this past season, there have been started several projects which it is hoped will bear fruit before the next Convention. One of these is an index to Statistical Sources of Information which is being prepared by the Committee on Sources of Statistical Information, of which Miss Marian Manley is Chairman. Through the co-operation of Mr. W. P. Cutter of the Baker Library of

Harvard University, a rough outline of a chart for this purpose has been made available. When completed it is planned to have the chart printed in such a way that it can either be placed under the glass top of a desk or mounted and hung on a wall for ready reference.

Another project which was started during the year was the distribution of a "Round Robin." It is hoped that by means of this publication to bring each member of the group into closer contact one with the other. Although only one number has so far been sent out, it is planned to continue the issuance of these letters in the fall. In addition to these two new developments, the group through its Chairman, has been of assistance to the Committee to revise the "Handbook of Commercial Information Services," in compiling and editing the section on Commercial Services.

Nor have the committees within the group been inactive. Miss Mary Louise Alexander, Chairman of the Advertising Committee, has written to the librarians of seventeen advertising agencies, telling them of the aims of the Association and group and asking that they join us. The Electrical Engineering Committee through its Chairman, Mrs. Katherine Maynard, has almost completed its "List of recently published bibliographies on Electrical Engineering," 1918-1928. Miss Josephine Greenwood, Chairman of the Illuminating Engineering Committee, reports that the 1928-1929 "Illuminating Bibliography" is being distributed and that the one for 1929-1930 is in preparation. Mr. D. F. Brown and his committee on Oil are doing a fine piece of work with the Bureau of Mines Bibliography. This bibliography is published in co-operation with the Special Libraries Association and the American Petroleum Institute and has been under way for a little more than a year. It is essentially a compilation of abstracts, current patents, and journal articles relating to the various phases of the petroleum industry. Two hundred and seven journals are being covered regularly. The Public Utilities Committee, with its Chairman, Mrs. Louise P. Dorn, is compiling a list of Public Utility House Organs. Miss Edith L. Shearer, Chairman of the Rubber Committee reports that Part I of the first bibliography on Rubber has been distributed to the original purchasers of the bibliography. The third Rubber Bibliography for the year 1928 is now in the hands of the Publication Committee and will be ready for distribution in the summer. There are several bibliographies under way in the Transportation Committee

of which Mr. M. E. Pellett is Chairman. Mr. L. Armistead, is working on a "General bibliography on urban electric railways," Miss Louise Evans has issued a mimeographed bibliography on "Toll Bridges," and is working on other highway transportation bibliographies, especially along the lines of safety and finance, Miss Clara J. Widger has compiled a "List of references to material on air transportation, May, 1928-May, 1930," consisting of thirty-nine pages. The Water Transportation Bibliography which Mr. Pellett himself is working on is approaching its final preparative stage, and is expected to go to press during the month of September. Nearly fifty libraries have co-operated in this work and the collections of about thirty of them will be keyed in the bibliography. The bibliography will contain approximately 15,000 references to books and pamphlets, periodical references being excluded.

Again I wish to take this opportunity to thank the Group Committee Chairmen and the other group officers for the splendid co-operation they have given me in carrying on the work of the Commercial-Technical Group during this past year.

ALMA C. MITCHILL,  
*Chairman.*

### Insurance Group

The work of the Insurance Group has been planned to cover a two year period because so few members will attend the San Francisco meeting. All important discussions will have to be carried over until the 1931 convention. Besides, the compilation of a pamphlet on the insurance library, which is now being prepared, will require two years of work before it will be in shape for general discussion.

*Pamphlet on the insurance library.* Under the direction of Mr. Handy, the Chairman of the Publication Committee of our group, we have been working on a pamphlet to be called the Insurance Library. This booklet is to cover problems that arise in the organization and management of an insurance library, and will deal with such questions as classifications, subject headings, sources of insurance information, etc. The pamphlet will include a list of insurance libraries in the United States and Canada, a list of the important annuals and yearbooks in the insurance field, and a list of the "best" insurance books. While this list of "best" books is being voted upon by the members of the group at the present time, the final revision of the list will not be made until the

members have discussed the selection at the 1931 meeting of the group. Insurance librarians are receiving many calls for lists of books that might be purchased as a foundation for an insurance library, and we expect that when this booklet is finished we shall have a ready answer for this type of question.

*Industrial Arts Index.* The H. W. Wilson Company has come to the aid of insurance librarians by including four more insurance periodicals in its Industrial Arts Index. Through the efforts of Miss Woodward, the Secretary of our group, the members were given a chance to indicate their choice of the magazines to be included. As a result, the Eastern Underwriter, the Insurance Field, the National Underwriter, and the Weekly Underwriter are now indexed regularly in Industrial Arts Index. The Spectator had already been indexed, as well as some of the industrial safety and labor magazines. As a group we wish to express our appreciation to the H. W. Wilson Company and also to Miss Woodward for her share in the work.

*New members.* The Insurance Group now consists of thirty-four members, four of whom have joined during the past year, due largely to the efforts of Miss Bradley, the Chairman of the Membership Committee of the Association and a member of our group. One of the four new members is from India, Mr. R. S. R. Iyer of Bombay. We hope that some day he may be able to attend a meeting of our group. One of our members, Miss Woodward, has been working to organize a new chapter of Special Libraries Association in Baltimore, and the group as a whole is proud of her activity.

*Co-operation.* I believe all the members of the Insurance Group will agree that it would be hard for any one of us to get along now without occasional help from the other members, and that, as we gradually learn the resources of the other insurance collections, our own libraries are becoming more and more useful to our readers and patrons.

MABEL B. SWERIG,  
*Chairman.*

### Museum Group

The Museum Group of the Special Libraries Association is now one year old. It has forty-one members representing art, history, and science museums, art schools, academies of science, etc. The most distant member is at the Bernice P. Bishop Museum in Honolulu.

The membership may be analyzed as follows: Art museum library, 10, Art reference library, 2;

Art school library, 3; General museum library (art, history, science), 3; History museum library, 5; Miscellaneous museum library, 4; Science museum library, 12; Science academy library, 1; Science society library, 1.

Soon after organization, the Group had the misfortune to lose its very able chairman, Miss Isabel L. Towner, due to her resignation as Librarian of the United States National Museum. The Executive Board made a very happy choice in the appointment of Miss E. Louise Lucas, Librarian of the Fogg Art Museum at Harvard University, to "carry on." (No vice-chairman had been elected.)

During the year reprints of two papers presented at the 1929 meeting and several letters and announcements have been mailed to approximately seventy-five members and potential members.

The discovery that only two of our members expected to attend the conference at San Francisco (one of whom being Mr. Thomas Cowles, President of the San Francisco Chapter) caused considerable consternation, especially as two would not constitute a quorum. Since the returns indicated that at least fifteen would be able to go to Buffalo, it seemed advisable to meet there with the American Association of Museums, June 4-6. The Association's response to the suggestion was most cordial; they have extended very gracious hospitality, and, in addition, have given us generous publicity in two issues of the Museum News. "Ill blows the wind that profits nobody." Already the plan is beginning to bear fruit. Museum directors are becoming more library conscious. In one instance, at least, a museum librarian who was not planning to attend the meeting was "requested" to do so by her director!

MINNIE WHITE TAYLOR,  
*Secretary.*

### Newspaper Group

During the past year activities in newspaper library circles, in my opinion, have been greater than any similar period. Newspapers in all parts of the country have been enlarging, reorganizing and re-equipping their reference departments to cope with modern conditions. I might call your attention to a few that I am familiar with. In New York the Herald Tribune, Daily News and the Brooklyn Eagle have new buildings and the libraries have been moved into more commodious quarters, and have added much new equipment, the Brooklyn Eagle getting new equipment throughout.



In Philadelphia the Evening Bulletin is planning to move its reference department into much larger quarters, purchasing much new equipment, and are changing over to a new system to meet new conditions. The Public Ledger has during the past year completed the installation of 287 steel vertical units, five drawer height to replace the old type oak units, this step has added equivalent to 700 square feet to the capacity of the room covering 3600 square feet. In Chicago the Daily News when it moved into its new building, doubled the floor area and re-equipped its reference department with all new equipment. The Herald and Examiner also moved into much larger quarters to increase the working facilities. I mention these facts to show that the general tendency everywhere is to lay more stress on the reference department end of the newspaper, and despite the general depression of business in all lines, reference libraries have continued with unabated pace. It is a good augury for the future of newspaper reference departments everywhere.

At the Swampscott conference in 1925 it was suggested in the Newspaper Group meetings to a member of the New York Times Index staff, that if the Times would change its index into a monthly accumulative rather than a quarterly, its value would be enhanced many fold to those using it, especially the newspaper librarian. This year the Times for the first time has acted upon our suggestion, and I am sure that every newspaper library that has occasion to use it, is more than appreciative for this fine contribution to the profession. While on this point, I would like to suggest that a committee be appointed to draw up a set of resolutions, giving an expression of appreciation to the Times management for this fine enterprise.

Schools of journalism in several of our large universities have recognized the importance of the work of the newspaper librarian, and in doing so have added to the course in their journalism classes, studies in newspaper reference work. They contend that even if the student of journalism does not follow library training as a profession, this knowledge will make them better journalists, teaching the advantage of using the reference library, and insuring more accuracy in their writing. Those persons who decide to follow library work as a profession will be better equipped with this background to assure success. It has been my privilege during the past year to try out this theory. As an experiment, last summer, I engaged a young woman student to work in my

library to help out during the summer vacation. When she returned to take up her work at the University in the fall, in her place I engaged one that graduated in June from this same school. The experiment was most gratifying, I found both of them intelligent, quick to learn and most willing to do any task I asked of them. Their work was of the very highest order, and I found this graduate could in six months' time assume the responsibility, that it would under ordinary circumstances take several years to reach that stage. These students were from the School of Journalism of University of Minnesota, and if they turn out any more of the same type, I am strong for students of journalism. This trend is a good omen for the future of newspaper reference libraries, and we who are present laying a solid foundation, can rest assured that the torch of progress will be carried by worthy successors.

Another incident worthy of comment is the publication of a book devoted exclusively to the newspaper reference library. The title of the book is "Newspaper Reference Libraries, their History and Service." We are indebted, for this fine piece of work, to Prof. Robert W. Desmond, Department of Journalism of the University of Minnesota. It was written for use as a textbook, in his classes of journalism as there was no book available for the purpose. Mr. Desmond has performed a very creditable piece of work, that it would have done justice to one in the profession. It not only is the first book of its kind, but is most comprehensive, covering the history of the newspaper reference library from almost the beginning to the present day. In it he also describes methods and systems of some of the leading reference libraries. It is a book that every newspaper librarian should have and read, and learn much about his or her profession.

Another incident worthy of note is the fact that one of the foremost filing equipment concerns in this country has recognized the importance of the reference department as a big field for exploitation. It has taken steps to enter it on a large scale. During the last two years at the yearly convention of the American Press Association this concern leased exhibit space with the object of stimulating interest in newspaper libraries among the visiting editors and publishers. The firm had a fine display of filing equipment, typewriter guides, folders, etc. They had high pressure salesmen and demonstrators showing modern ways of filing clippings, photographs, cuts, etc. I was informed that results have been very satis-

factory, and that they got a good many prospects.

The growth in membership has been steady and up to the usual during the past year.

The Association advanced the Newspaper Group \$100.00 for the use of the Membership Committee and other expenses. Most of this was used by the committee circularizing and writing letters direct to editors and publishers and I understand the results have been quite satisfactory.

The most gratifying incident of the year, in my opinion, is the spirit and the whole-hearted manner in which the newspaper librarians of San Francisco and other coast cities responded to my plea for assistance in planning this Newspaper Group program. It looked to me like a hopeless proposition. I sent

letters by air mail early in the spring to get the sentiment of west coast librarians. There was a great deal of talk among librarians in the east about a regional conference, the sentiment being that the group could not get a corporal's guard to turn out, and that there would be no use getting up a program. Then something happened. There was a deluge of letters in response to my plea, all offering to co-operate and assist every way possible. They not only said it with words, but with memberships. The result is this fine gathering of enthusiastic and earnest reference librarians.

The east is west and the west is east and let us hope it will ever be thus.

I take off my hat to California.

JOSEPH F. KWAPIL,  
Chairman.

## Local Associations, 1929-1930

### Boston

The Boston Association reports a membership of 242, and has added 30 new members during the year. We have held seven regular meetings and shall hold another before the close of the year.

The present year began auspiciously at the Boston Public Library on the evening of September 16, 1929, with addresses by President Alcott and other members of the Special Libraries Association Executive Board, who had held their own meeting in Boston that afternoon. Our only meeting dealing exclusively with matters of library technique was that of November 25, at the Congregational Library, when the program consisted of a series of addresses on *Encyclopaedias and other Reference Books*.

The other meetings have been of general interest and high cultural value. At the October meeting at the World Peace Foundation, we were addressed by Mr. Charles D. Belden of the Boston Public Library and other members, who gave accounts of their visits to European libraries and library conventions during the summer. Our January meeting was outstanding in attendance and interest. We were the guests of the Massachusetts Institute of Technology, three of whose faculty told of the work of the Institute and discussed scientific questions of popular interest. The February meeting was at the Fogg Art Museum at Harvard, where we were favored by addresses from members of the faculty on the relation

of the library to museums of art and natural history. At the March meeting at the Harrison Gray Otis House of the Society for the Preservation of New England Antiquities, Mr. Dow, the Curator, spoke most interestingly on the work of the Society; and at the April meeting in the United States Custom House, we listened to highly entertaining and informing talks on the customs service, from Mr. Mann, Deputy Surveyor and Mr. Frye, Deputy Collector.

At its November meeting, the Association voted to hold no regular meeting in December. In its stead, a dinner meeting unique in our history was substituted. Careful plans were made and very successfully carried out by a committee appointed for the purpose. The members were grouped at tables according to vocation; i e, there were banking, newspaper, insurance, engineering, religious and other groups. It was a memorable occasion and at several tables library matters were actually discussed.

Informal luncheons for members of the Association have been held on Tuesdays during the year at two Boston restaurants. They are known as the "up-town" and the "down-town" groups. No record of attendance has been taken, but it has been surprisingly good. These luncheons are proving so valuable not only for the promotion of acquaintance among the members, but for the exchange of ideas as well, that they seem destined to become a permanent feature.

Our Education Committee under the Chairmanship of Miss Burrage, secured the services of Miss Kimball of the Boston University School of Education, who gave to a class of eighteen members of the Association a course of ten lectures on reference work. These most instructive lessons were given on successive Thursday evenings during the winter.

For two years, our Committee on Methods, Miss Bowman, Chairman, has been at work on a Bibliography of Methods for Special Libraries. This task has been completed and the work has been submitted to the Executive Council of the Special Libraries Association for consideration with respect to printing.

We would especially commend the work of our Hospitality Committee, of which Mr. Lee has been Chairman and Miss Merriam the Power behind the Throne. They have provided us with excellent suppers, made new members feel at home, promoted acquaintance among members new and old, and have done much to promote the success of all the meetings.

Our largest meeting was that in January, at Boston Technology, with an attendance of 125. Our average attendance has been 78 with an average of 49 at the suppers. On the whole, our year has been both pleasant and profitable and we are happy to report that the affairs of the Association are in a prosperous condition.

FREDERICK T. PERSONS,  
*President.*

#### Cincinnati

During the year, 1929-30, six business meetings were held in addition to two meetings (October and March) with outside organizations. Activities of each month are listed as follows:

September 24, 1929—After a dinner served at the Sweet Clover Lunchroom, our members adjourned to the Public Library for a business meeting, followed by a general meeting with all Cincinnati librarians to discuss plans for the Ohio Library Association Convention.

October 9, 10, 11, 1929—Ohio Library Association Convention in Cincinnati. S. L. A. members were urged to attend as many meetings of the O. L. A. as possible and were especially well represented at the banquet at the Sinton Hotel, October 10.

November 18, 1929—Members were guests of The Proctor & Gamble Company at its Cincinnati-office library. After a delicious supper served in the company lunch room, Miss Stowell and Miss Gordon, librarians, showed us their interesting collection of books

and told us something of their work. In addition, Miss Stowell gave an account of the P. & G. contests in soap sculpturing, several prize winning models of which were on exhibition in the library.

January 20, 1930—A delightful trip to the Cincinnati Art Museum to see the collection of old and rare cards of the U. S. Playing Card Company was the principal feature of the evening. Immediately afterwards, members adjourned to the Kemper Lane Hotel for dinner.

February 17, 1930—Dinner in the cafeteria of the Masonic Temple was followed by a visit to the Masonic Library. Mr. Schmerr, the librarian in charge, gave us an interesting talk on his collection of books and showed us some rare first editions. A business meeting concluded the evening.

March 13, 1930—Instead of a regular meeting, we attended the banquet of The Cincinnati Business and Professional Women's Club, held at the Cincinnati Chamber of Commerce as a part of the activity of National Business Women's Week.

April 14, 1930—This evening was spent at St. Xavier College with Miss Sylvia Laithwate, librarian, as hostess. Dinner was served in the dining-room of the College and a visit to the library followed. Everyone enjoyed seeing the large collection of books, which includes many very old and rare volumes, and hearing Miss Laithwate's account of her work. A business meeting at which the members unanimously voted for affiliation with the national Special Libraries Association concluded the evening.

May 12, 1930—Dinner at the Mariemont Inn was followed by a business meeting which included election of officers. The results of this election are as follows:

President—E. Gertrude Avey—Cincinnati Public Library  
Vice-President—Virginia Hickman—Cincinnati Times Star  
Secretary-Treasurer—Elsie Flynn—Procter & Collier Company

The members then motored to the Cincinnati Observatory where the remainder of the evening was spent looking at the moon and stars.

Altho our business meetings for the year are over, we have planned one more gathering, which we are looking forward to with happy anticipation. Miss Avey, our new president, has invited us to spend the afternoon and evening of June 14 on her farm, a beautiful spot overlooking the Ohio River. A camp supper will be served.

ELSE L. SCHULZE,  
*President.*

### Cleveland

The chief object of our small organization this year has been the promotion of the good fellowship and co-operative spirit which has always existed among our membership. For that reason three of our six regular meetings during the year have been more or less social, while the other three have had quite ambitious programs to which interested friends have been invited.

"The Stock Market and Business" was the theme of the first of the program meetings, on November 26. The work of the stock exchange was described by the secretary of the Cleveland Stock Exchange in connection with the showing of a moving picture film loaned by the New York Stock Exchange. An official from the Federal Reserve Bank, and the economist of the Midland Bank of Cleveland were the other guest speakers, who discussed the relation of the stock market to the Federal Reserve System and to business in general.

A joint meeting with Pittsburgh and Detroit Chapters was planned for February 14, at which were present six members of the Pittsburgh chapter, including Miss Callan, president, Mr. Pettit, president of the Detroit Chapter, one librarian guest from Akron, and one from Chicago. The total attendance at dinner was 44. The very enjoyable program for the meeting had been arranged by the Museum group in our membership, at the Cleveland Art Museum, with Dean Henry Turner Bailey, of the Cleveland School of Art, as principal speaker.

The last of the program meetings took place at the Cleveland Chamber of Commerce on May 26, with Mr. Geo. H. Thobaben, managing director of the Cleveland Life Underwriters Association, and Mr. G. H. Culver, Assistant Estates Trust Officer, Union Trust Company, as speakers.

All the evening meetings have been dinner meetings, as most effective in getting attendance and promoting acquaintanceship. In addition the members who could conveniently do so have lunched together once a week at a regular place and hour. At one of our luncheon meetings we had the pleasure of having Mr. Alcott as guest.

### Membership

Our paid-up memberships now numbers 35, 12 of which are \$5.00 memberships, and the rest \$1.00. In addition there are four prospective memberships, not yet paid up. We have no institutional memberships (\$15.00) this year.

### Union List of Periodicals

Under the chairmanship of Miss M. C. Darby, Technology Division, Cleveland Public Library, a union list of periodicals in the field of economics and technology has been compiled and will be in shape for reference within a few months. The list will be kept on cards filed at the Public Library.

### Committees

We have Miss Rose Vormelker, chairman of our Program Committee, to thank for our exceedingly interesting programs and social meetings. Our good showing in the matter of paid-up membership is due to the efforts of Miss Emma Boyer, chairman of the Membership Committee. We feel that the members of our small Chapter are closely united in spirit and that our objective for the year in that respect has been fulfilled.

ALTA B. CLAFLIN,  
President.

### Detroit

The Detroit Chapter of Special Libraries Association has held monthly meetings, beginning with September, each month, except December, until June.

The luncheons are held at noon, usually with a brief talk by one of the librarians, occasionally with an address by an official of the firms which have special libraries.

The attendance has averaged thirty-five, though one meeting brought out nearly sixty and another had only twenty.

For the May meeting, on May 27th, a banquet was held, with Charles F. Kettering, Vice-President of the General Motors Corporation and head of the General Motors Research Libraries, as speaker.

FORD M. PETTIT,  
Chairman.

### Illinois

The friendly spirit of co-operation of not only the members of Special Libraries but all the library agencies of Chicago has been very evident this past year resulting in responsive interest and good attendance at meetings.

There have been six meetings—three luncheon and four dinner gatherings. The luncheon meetings were an innovation, giving those who were not able to attend meetings in the evening an opportunity to meet the special libraries group at noon.

A star attraction was the first meeting when Quin Ryan, nationally known broadcaster, gave a talk on Libraries, Research, and Radio. A dinner in the Petit Gourmet, one of Chi-

cago's most charming and unusual restaurants, preceded the talk which drew a record attendance.

The November luncheon meeting was held at Art Institute with a visit to Ryerson and Burnham libraries. Miss Ethelred Abbott gave an account of these special art libraries and Miss Marion Rawls told those present about the very fine architectural resources of Burnham Library.

In December a hurried call was sent to members to meet Mr. William Alcott, President of Special Libraries. It was the privilege of the few who were able to make hurried plans to meet Mr. Alcott at a luncheon at Le Petit Gourmet. Mr. Alcott's welcome was spontaneous and his brief remarks were heard with great interest.

The January meeting, a luncheon meeting at the Federal Reserve Bank, with a very interesting account of the Federal Reserve system by Miss Nichols, librarian, attracted quite a number of new people, several coming from important investment houses and financial institutions.

Mr. O. E. Norman gave an illustrated talk on "Romance in Business" at the February meeting at the People's Gas Company. At this meeting it was voted to affiliate with the National Special Libraries Association.

The March meeting was a dinner meeting at the Eleanor Club with five minute informal discussions on the libraries of Abbott Laboratories, The Journal of Commerce, Household Finance Company, La Salle Extension University, Michael Reese Hospital, National Safety Council, and The Standard Oil of Indiana.

Mr. William Shinnick (Scrutator of the Chicago Tribune) well known business analyst and economist was the speaker and an outstanding event at the final May meeting. This was a dinner gathering at Rococo House, renowned Swedish restaurant. Later the group went to Northwestern University where Miss Lammers, Librarian of the University Library, graciously acted as hostess and explained the many interesting projects which are being developed in the library of this most progressive practical laboratory of learning. The election of officers for the coming year occurred at this meeting. They are as follows:

Mr. Joseph A. Conforti, President.

The People's Gas & Coke Co., Chicago  
Miss Ethelred Abbott, Vice-President,

The Ryerson Library, Art Institute of Chicago.

Miss Buena Lindsay, Secretary-Treasurer,  
Marshall Field & Company, Chicago.

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#### Membership

There are about 125 people on the mailing lists to receive notices of meetings. It was considered a good promotional plan to place any one who might be interested on the mailing list hoping that constant hammering away in presenting the work of the Special Libraries would finally result in membership. The idea has been successful—there are now about 85 members in Institutional, Active, or Associate class.

#### Publicity

Several notices of meetings and special speakers have appeared in the local newspapers and Editor and Publisher magazine. Mr. Shinnick, in his talk on Business and Libraries emphasized the need that libraries have for publicity in gaining recognition of the importance of their work.

Special appreciation is due and readily acknowledged for the splendid work and cooperation of the officers for the past year—Mr. Joseph A. Conforti, Secretary-Treasurer, and Miss Carrie Jones, Chairman of the Program Committee. MILDRED BURKE, *President*.

#### Pittsburgh

A travel committee is not part of the organization of the Pittsburgh Chapter but the spirit of "going and seeing" seemed to animate the program for the season. The Cleveland Special Libraries Association invited this Chapter to meet in Cleveland with it and the Detroit Chapter February 14th, so that we midwestern librarians might become better acquainted and learn something of our neighboring city.

After a delicious dinner in the Cleveland Art Museum, the three groups, now become one because of the conviviality of the dinner, adjourned to the Textile Room to hear that delightful speaker, Henry Turner Bailey, Dean of the Cleveland School of Art, on the "Librarian and the Beautiful." Under the guidance of most gracious hosts the visitors were enabled to see the libraries and meet the librarians identified with each one's particular interests. Thus we entered into the spirit of cooperation which characterizes the work of the Cleveland Chapter. Perhaps we have learned the secret of the success of this youthful member of the Association, its gain in numbers and importance.

The members of the Chapter had the opportunity of visiting the Homestead Steel Mill of the Carnegie Steel Company through the courtesy of Mr. Stevens, Librarian of the Homestead Carnegie Library, in December. Although the steel industry plays a consider-

able part in the life of Pittsburgh the visits to the mills are rare and considered a privilege. Billets, ingots and slabs are well known terms for the basic commodities out of which are fabricated the major products of this district, but to see the actual processes of manufacture was a new and valuable experience for most of our members.

It is always a pleasure to visit the Mellon Institute, to glimpse the laboratories where so many researches valuable to the industrial and commercial world have been and are being pursued. The October meeting was held in the new lounge, Miss Lois Heaton, the Librarian, presiding. It was a singular honor to have Dr. E. R. Weidlein, the Director of the Institute, address the group, telling of the projects under consideration and the methods of applying scientific research to the needs of industry and business. There was much in this talk that concerned us as special librarians in our relations to our employers, business, professional and institutional. Hallowe'en refreshments were served. The library was visited by those who had not seen it in the new quarters.

The Business District Branch of the Carnegie Library of Pittsburgh is located in the heart of the business and legal stronghold of the city in the City-County Building. Miss Marian Hatch, Librarian, spoke at the March meeting held in this library, her subject covering the service of such a branch to the library needs of those engaged in business. Reports were had from the members who had visited Cleveland the week before. Since these were individual impressions and varied because of the diversity of interests of the visitors the discussion following was lively and entertaining.

The regular April meeting provided an interesting evening. After dinner the members were guests of Mrs. Jean Wilson Gilson, Librarian of the Philadelphia Company and the "Contact Club," a reading group of the Company. Mr. Edwin P. Griffiths, General Attorney of the Company, spoke of the place of the library in the organization and introduced Mr. R. D. McKinnis whose subject was the training of employees by the Educational Department. Mr. Ralph Munn, Librarian of the Carnegie Library of Pittsburgh, explained his recent survey of the library situation in Pittsburgh. A supper was served by the Home Economics Department of the Company in "Utility Hall."

Dinner at the "Pittsburgher Grill" and a short business session preceded this meeting. The officers for the coming year were elected, Miss Adeline Macrum, Librarian of the

Tuberculosis League, President; Miss Edith Portman of the Koppers Company Laboratories, Vice-President; Miss Esther Fawcett of the College of Fine Arts Library of the Carnegie Institute of Technology, Secretary-Treasurer; the Executive Board made up of Miss Mary Lynch, Librarian of the Pittsburgh Academy of Medicine and the outgoing President.

The Executive Committee has had frequent meetings during the year; since only four regular meetings of the Chapter are scheduled this has been a means of keeping track of program and business matters from month to month.

Two members of our Chapter lectured before the students of the Carnegie Library School this winter. Mrs. Blanche K. S. Wappat, a former President, gave the "History and Development of Special Libraries" in two lectures and Miss Adeline Macrum's subject was "Hospital Library Work."

The luncheon and bridge will be given June 7th at the "Mayfair Hotel." This has come to be a pleasant social wind-up of the program of our Chapter.

JESSIE CALLAN,  
*President.*

#### San Francisco

The San Francisco chapter's fiscal year is the calendar year, so this report, as usual, is a collaboration of two sets of executives. The sixth season of the chapter's affiliation with the national Association has seen a continuation of the practice in vogue last year, namely, visiting and getting acquainted with the resources of the special libraries of the San Francisco Bay area, as well as work on the uncompleted project of the union list of serials in such libraries. In addition, the revision of the 1927 directory of special libraries in California was undertaken, in co-operation with the Southern California chapter.

These two projects are now in the final stages. The union list committee, Miss Isabel H. Jackson, chairman, learned of a similar project being undertaken by a committee of the Commonwealth Club of California and is planning a very promising co-operative arrangement whereby a provisional list as a joint product may result, later to be printed. Meanwhile the card file will be kept up to date in some local library for reference. The Commonwealth Club is also planning a survey of the intellectual resources of the region, which will be aided by the co-operation of our Association. The revised directory is about to be printed

and will doubtless be ready for distribution at the convention.

The June 1929 meeting was given over to a report on the convention by Miss K. Dorothy Ferguson, librarian of the Bank of Italy, who was delegate. The July meeting was omitted on account of vacations. In August members met at an informal dinner downtown and then went to visit the famous exhibition of contemporary American sculpture at the California Palace of the Legion of Honor in Lincoln Park overlooking the Golden Gate. The official lecturer for the exhibit, Mrs. Rose Berry, was hostess on a personally conducted tour of the show, which occupied practically the whole building. In September Mr. Paul Clagstone, western division manager of the United States Chamber of Commerce, told of the various activities of his organization.

The October meeting was a visit to two of the special libraries at the University of California in Berkeley. Preceded by a dinner nearby, the inspection was informal as the libraries were in use. The bureau of economic research and the library of public administration, housed as one organization in the University Library building, under the charge of Dr. Helen Page Bates, is maintained by the economics and political science departments themselves. A large and important expansion of this library's activities will take place this year, due to financial aid from an Eastern endowment fund. The agricultural library is one of the larger regular branches of the University Library. In November an "among ourselves" meeting was held, with special treatment by Miss Annette Windele, librarian at the American Trust Company, of the practice of selective cataloguing. The December meeting was a luncheon devoted to business, the chief item of which was the election of officers, as follows: president, Thomas Cowles, assistant librarian of the California Academy of Sciences; vice-president, Mrs. Amy M. Caya, librarian of the California State Chamber of Commerce; secretary-treasurer, Miss Margaret M. Miller, department of economics of the Standard Oil Company of California; member of the executive committee, Miss Virginia Rucker, librarian of the Commonwealth Club of California.

The first meeting of the new year was a luncheon, at which announcement of the choice of San Francisco for the next annual conference was made. Committee reports were read and new committee appointments named, the most important of which was the special

convention committee with Miss K. Dorothy Ferguson as acting chairman. The February meeting was held at the Pacific Gas & Electric Company, where dinner was served in the company's dining room and Mr. W. G. Vincent, vice-president and executive engineer, spoke on the history and use of natural gas, a very interesting and appropriate topic inasmuch as his company was about ready to cut over the Bay region to natural gas coming from the Kettleman Hills fields 300 miles to the south.

The California State Chamber of Commerce was host to the Association in March, following a sea food dinner in a neighboring cafe. Mr. Herbert F. Ormsby, in charge of research activities, gave an illustrated talk on the organization and work of the Chamber, a young institution but with numerous and important undertakings in progress all over the State. The April meeting was a luncheon at which Mr. "Scotty" Mortland, news radio announcer for KPO, "the voice of San Francisco," spoke entertainingly about his work and about newspaper libraries, not forgetting to mention his forthcoming book of verse, from which he read several selections. The May meeting will be a dinner gathering for consideration of convention business and plans.

Our membership has increased from 30 to 47. We are in the midst of a campaign at present, under Mr. W. A. Worthington's charge, to increase our membership both within and without the chapter.

Miss K. Dorothy Ferguson has given her course of lectures on special libraries again this Spring at the University of California School of Librarianship, and will repeat them this Summer at the Riverside Library Service School. Miss Ferguson is also serving on the Federal and States Relations committee of the A. L. A., as well as on the hospitality hospitality of the A. L. A. convention committee. The president for this year was appointed secretary of the special libraries section of the California Library Association, which is to meet with the A. L. A. in Los Angeles the last week in June.

A busy and profitable year has passed. We plan to continue our visits to the special libraries in our region and to give some consideration incidentally to the technical ways and means in use among ourselves.

THOMAS COWLES,  
*President.*

### Southern California

The large percentage of members attending the regular meetings of the Southern California Chapter of the Special Libraries Association during the year gives evidence of the fine work on the part of the Program Committee. Beginning October 19th, a group of thirty or more assembled at El Segundo for an out-door meeting and picnic given by the Standard Oil Company of Southern California. The November meeting was an instructive visit to the Los Angeles County Free Library, including a fine luncheon. In December we learned the functions of the Research Department of the Los Angeles Chamber of Commerce, where a fine dinner was served and we were entertained by two moving picture films. On January 21st we had a reception and dinner party at the Los Angeles Public Library. One of the highlights of the season was the joint meeting, in February, with the American Chemical Society at the Los Angeles City Club. A comprehensive idea of the work done by a bank library was obtained from our March meeting at the Bank of Italy. A most enjoyable evening was spent at the home of Mr. and Mrs. Chase on April 15th when Mr. Chase gave a personal travelog of their recent experiences in Europe. The climax of this eventful season was the trip of fifty-eight members and friends to the oil shipping station at Terminal Island on May 10th under the auspices of the General Petroleum Corporation. With the nine members added this year we now have a total membership of sixty-seven in the organization.

Finishing the revised edition of the Union List of Periodicals in Libraries of Southern California is one of our greatest achievements for this year. It is now in the hands of the printer and we expect it will soon be ready for distribution.

The list of Special Libraries in Southern California has been revised for the new Directory of Special Libraries of California which is being printed in San Francisco for use at the National Convention. A dozen or more members from this Chapter are attending the National Convention in San Francisco, June 18-23.

The recent change in our organization from the one office of Secretary-Treasurer to the two offices, a Secretary and a Treasurer, has helped materially in the work accomplished by the society this year.

RALPH M. WHITING,  
*President.*

### European Tours

Under the auspices of The Open Road, 20 West 43rd Street, New York, a tour of seven and one-half weeks to the libraries and literary landmarks of Western Europe has been arranged for June 28 to August 25, 1930. It is planned primarily for librarians and student librarians under the leadership of Miss Mabel F. McCarnes, librarian of the Longstreet Library of Peddie School, Hightstown, New Jersey. The membership of the group is limited to twelve. The itinerary is well planned so that the world's famous library collections can be visited as well as literary shrines, and opportunity provided for entertainment in academic and library circles.

Editor, Special Libraries:

I believe that many librarians might be glad to know of a non-commercial CO-OPERATIVE trip to Europe being organized under the leadership of Prof. Tredwell Smith, of Teachers' College. For \$375 one can have a four-weeks' tour in England, Belgium, Germany and Austria, with ocean passage both ways included. For \$175 more, one can add a three-weeks' tour in Russia, all under expert guidance. Or one may plan one's own tour in any other direction. If there is any balance left, it will be refunded pro rata.

This is surely an unusual opportunity. Inquiries should be addressed to Prof. Smith at 229 West 48th St., New York. The party will leave New York, June 28th.

FREDERICK A. BLOSSOM,  
*Librarian of The Explorers Club.*

### Map Collections

Editor of Special Libraries:

Librarians with geographical or historical departments under their care will be interested in a "Comprehensive List of Map Collections in the District of Columbia" which has been issued, under date of January 1, 1930, by the Board of Surveys and Maps and copies of which may be obtained free of charge on application to the Board, Room 6204, Interior Department Building, Washington. The list describes the general classes of maps available in some forty government bureaus and independent establishments in Washington, with information as to those which are for sale.

FREDERICK A. BLOSSOM,  
*Librarian of The Explorers Club.*



## Executive Board

The Executive Board held its pre-conference meeting in New York on April 28, 1930 at the Metropolitan Life Insurance Library.

The Membership Committee, Miss Florence Bradley, Chairman, recommended solicitation of institutional memberships through co-operation of local associations, suggested personal memberships to accompany institutional memberships from an organization; believed persons securing employment through our association should become members; urged greater interest of Group chairman in membership problems and the development of new locals when opportunity permits.

The Publications Committee, Miss Linda H. Morley, Chairman, reported recent printing of Information Bulletin, No. 9, a third issue of Rubber Bibliography ready for press and a new edition of Commercial Information Services Handbook in progress.

Miss Isabel H. Jackson, Bank of Italy, San Francisco, was appointed Chairman of the News Committee.

The San Francisco Chapter was authorized to bring up to date the Directory of Special Libraries of California.

The membership list of the S. L. A. as of date May 1st was ordered printed, distributed to institutional members and the remainder placed on sale.

The Travel Committee reported activities in connection with the forthcoming conference.

Announcements were made concerning affiliation of the Illinois Chapter and the proposed formation of a new chapter in Baltimore.

## Engineering Index

The Engineering Index Service, maintained under the direction of the American Society of Mechanical Engineers with Mr. Walter E. Spear, Chairman, Engineering Societies Library Board, as Chairman of the Advisory Board, has in recent months changed its method of distribution so that persons may obtain bibliographic information on certain subjects at a reasonable price.

A recent circular prepared by the Service entitled "Divisions and Price List" shows the wide range of information furnished by the Service for a specified amount. For example, card reports on Aeronautical Engineering may be obtained for \$12.00 per year; Aerial Transportation and Aviation for \$40.00 per year; Highway Transportation for \$32.00 per year.

1 1 ★

Mr. F. Y. Stewart, Sales Director of the Service, would be glad to send copies of this Price List to anyone interested, and we are informed that the Service is rapidly growing in popularity and is now established in many of the large technical libraries of the United States both in the public and special field.

## Mines Bibliography

The Oil Committee of the Commercial-Technical Group, under the leadership of Mr. Delbert F. Brown of the Standard Oil Company of New Jersey, has been active in developing the Bureau of Mines Bibliography. This bibliography, published in co-operation with the Special Libraries Association and the American Petroleum Institute, has been under way a little more than a year. This publication is essentially a compilation of abstracts, of current patents and journal articles relating to the various phases of the petroleum industry. It is prepared from abstracts submitted to the Bureau of Mines by the various contributors, each of whom has assumed the responsibility of going through regularly a definite list of journals and noting therefrom all articles which might be of interest to the bibliography. These abstracts are then sent to the Bureau of Mines Office in San Francisco for compilation. Two hundred and seven journals are now being covered regularly for this bibliography.

## Materials for Research

The Joint Committee on Materials for Research of the American Council of Learned Societies and the Social Science Research Council is making a survey of the activities of learned societies and other agencies throughout the United States: (1) in the collection and preservation in American repositories of materials for research in the fields of the social sciences and the humanities; and (2) in the making of such materials more readily discoverable and accessible to scholars generally through the production of guides and the publication of source material.

The main purpose is to discover, for this committee and for all interested in promoting such activities, how the general field is divided, how well its several parts are being covered, and what portions are being overworked by needless duplication of collections, underworked by inadequately supported agencies, or overlooked entirely.

## Classification and Indexing

Louise Keller and Emilie Mueser, Department Editors

### Classification for a Law Library

"I should like to secure a classification scheme for a law library, preferably an expansion of D. C. Our collection now housed in a special legal library, is being made part of the regular company library. It is my intention, so far as practicable, to keep the law collection in a separate alcove, using but one card catalog. This collection is used by lawyers and members of the claim department. At present there are about 300 volumes in the collection, not including pamphlet laws."

The librarian, unfamiliar with the law and the professional use of law books will do well to first fix in mind certain facts.

1. The classification of law means, to the lawyer and the law librarian, the arrangement of the subjects dealt with by the law, which in the catalog becomes analogous to the subject headings of the lay librarian. In talking and reading one must distinguish between this meaning, which is as old as Blackstone, and the shelf arrangement of law books.
2. The books which comprise a law library are, roughly, statutes, reports, digests, encyclopedias and textbooks. For the most part, these arrange themselves; they naturally take a form classification, subdivided by country, state, or jurisdiction. On this point law librarians are in accord, differing only in minor details. It is the textbooks which form the real object of controversy. "Text-books are generally expositions of the law as found in statutes and reported cases" and are in effect "specialized digests, more or less carefully analyzed." It is these text-books which many law librarians claim are too broad in subject to allow of sufficiently close classification to gain the advantages of classification by subject. A sample of form arrangement in use at the New York State Law Library will be found in Kaiser's book (see Bibliography).
3. The professional users of law books differ greatly from the laymen who consult law books because of the bearing of the law upon their daily lives and avocations. Law books are as necessary to the lawyer as tools to the carpenter, and the experienced

lawyer knows his tools. The law student is the apprentice, learning the use of tools, while the research worker rather studies the tools, their tempers and their possibilities than uses them for an immediate objective, i.e., the winning of a case. It appears to be the research worker who is most critical of the lack of science in not merely the classification of law books, but the classification of law.

Law Librarians are agreed that the Dewey Decimal Classification is not suitable for a lawyer's collection of law books. The Library of Congress Classification includes only Constitutional Law, Class K, Law not as yet being worked out. The Cutter Expansive, Seventh Classification, has a section on law which was worked out by Dr. G. E. Wire, until recently librarian of the Worcester County Law Library, Worcester, Mass. Dr. Wire is the strong and consistent advocate of a classified arrangement of law books.

His arguments are—

1. It keeps books on one subject together.
2. It keeps editions of one author together.
3. It answers 95% of calls for books.
4. It makes it unnecessary for one person to keep in his own mind what books there are on a particular subject.
5. It puts law libraries in line with other libraries.

The majority of law librarians advocate, or use, author arrangement of text-books. The term author arrangement, seems to us who are unfamiliar with law books, somewhat unfortunate, since it seems to allow of varying interpretations and shades of meaning, even among the law librarians. W. J. C. Berry has plainly stated his conception that author should be strictly construed, as Green's Brice on Ultra Vires under Brice, and Chitty's Blackstone under Blackstone, and these again to be arranged alphabetically as Blackstone by Chitty, Cooley, Sharswood, Tucker, Wendell, etc. It appears to be analogous to the usual library arrangement of biography first by the biographee, and secondly by the author of the biography.

The advocates of author arrangement criticize subject arrangement as follows—

1. Book on two subjects cannot be in two places

2. Attendants must be educated to the classification.
3. Subject classification unnecessary when subject catalogue is used.
4. Confusion arises from subject arrangement, for different people will use different names.

The advantages of author arrangement is claimed to be—

1. The books can be found and delivered in shorter time.
2. As law text-books are always somebody's treatise on something, they invite author arrangement.

In connection with these claims and counter-claims, it should be interjected that marks and notations on law books seem to be considered unnecessary, except occasionally, when the marking on the book label does not plainly indicate its place in the scheme, or for an occasional class, arranged at the discretion of the librarian.

It is also necessary to state that the advocates of author arrangement do not claim that the rule should be unvaryingly applied in every particular.

Where a subject can be separated from the main body of the law, constitutional law, for example, or medical jurisprudence, there is no objection to the individual librarian doing so at his own convenience. The contention is that a consistent attempt to classify law books results in separation of books which must be consulted together, and there is a tendency for people to believe that the one section contains the best books on the subject, which very likely is not so.

In view of these facts the Advisory Council believes it would be the part of wisdom for any one charged with the classifying of a law library to first make the necessary form classifications, and then determine whether the collection of text-books is sufficiently extensive, and of a character to repay the refinement of subject classification. A trial period would also be advisable, in which the demands of the users could be studied, and their wishes consulted.

The classification of the law as it appears in the catalogue, being also an essential part of the librarian's work, a study should be made of the headings and methods in use. Information on this point is beyond the scope of the Council's work, but we recommend as "first aid" to librarians in charge of a law collection, Kaiser's book (see Bibliography), and the files of the Law Library Journal for further study. The question of the arrangement of law books

can also be studied in greater detail in these works.

Where for one reason or another the Dewey Decimal Classification is used, and the class division is not sufficiently detailed the Classification Décimale Universelle should be consulted, or, when less expansiveness is needed, the modification of the Dewey Decimal Classification as used in the Rhode Island State Library. A copy of the latter may be borrowed from Miss Keller.

Note. This is the third request for a classification of law books which has come to the Committee on Classifications within the last two years, so the answer covers more than the actual question, and we attach a bibliography. It has not been possible to consult, or check, all the references, which have been drawn from various sources.

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"Please advise me whether there has been published since 1924 a detailed breakdown of groups 651 and 658 of the Dewey Classification system."
- Taking for granted that you have the 11th (1922) edition of the D. C. containing the expansion of 651. A 12th edition of the D. C. appeared in 1927, including a slightly modified 651 class and an expanded 658 class. In 1929-30 there also appeared a French edition of the D. C. the Classification Décimale Universelle and will be referred to as the C. D. U.
- The following are specific comments on 651 and a brief outline of the 658 class.
- In the 12th edition of the D. C. 651.42 Daily hours has twenty-seven subdivisions whereas the C. D. U. 651.41 Duration of Work—refers to the 658.38 group for the same material. This being a subdivision of 658.3 Personnel where it seems to belong.
- Staff Rules has changed from 651.43 in the 11th edition to 651.44 in the 12th.
- 651.53 Arrangement, Classification; and 651.54 Storage; of the 11th edition has six and four additional subdivisions in the 12th edition. The C. D. U. has twenty-one further divisions.
- The 658 class in the 12th edition of the D. C. is briefly as follows, the numbers after each entry indicating the number of further subdivisions. Reference to the C. D. U. will be made only where an expansion is noteworthy.
- 658 Business methods
- 658.1 Generalities includes: Promotion (10), Financing (8); Financial management (8); Organization (7); Expenses (2).
- 658.2 Plant: Location (10); Material; Design (9), Lighting (3); Heating and ventilating; Power (4); Production equipment; Service (12).
- 658.3 Personnel: refers to divisions under 331.
- The C. D. U. has a well developed group here following in the main the outline of 331 but adding 55 common analytical subdivisions for factors influencing work and gives the whole class of 658.3 more the point of view of the actual personnel problems in any organization instead of the more impersonal economic aspect necessary in 331.
- 658.5 Production: Planning (9); Time records (6); Rate setting (7); Shop or-

- ganization (7); Research and experiment (5); Shop maintenance(4).
- 658.7 Buying (11); Receiving (5), Storing and material control (15); Shipping (15).
- 658.8 Selling (4); Department organization (7); Trade promotion (5); Marketing product (4); Channels of sale (11).
- 658.9 Specific industries, in C. D. U. this is a small group called Other commercial transactions.

The most important difference between the D. C. and the C. D. U. is that the latter has a series of auxiliary tables and common analytical subdivisions with which any group in the classification can be amplified and expanded to whatever extent desired. Besides this there is a symbol of relation which can link together any two subjects under consideration.

Examples: illustrating related subjects—

- 658.281 :666.1 Conveyor systems in glass factory.
- 658.5 :629.113 Production control in the automobile industry.
- 658.788 :665 Packing and shipping oil and lubricants.
- Use of auxiliary tables:
- 621.852.0014 Belt transmission tests.
- 658.78.054.6 Team work in the storage room.
- 658.312.6.051.2 Race observation in labor turnover.
- 662.6.0015 Report on the fuel research.
- 676(71) Paper making in Canada.
- 621.18(003.7) Steam boiler specifications.

**Mann, Margaret. Introduction to cataloging and the classification of books. Chicago, American library association, 1930. (Library curriculum studies.)**

The final edition of Miss Mann's book will be heartily welcomed by everyone interested in cataloging and classification. Those who have become familiar with it in the tentative edition of 1928 will find it greatly improved, not only in the compactness impossible to attain in a mimeographed edition, but also in the clarity and effectiveness of presentation which will put it at once in the front rank of books dealing with its subjects.

Since the viewpoint of the book as a whole is that of the public library system rather than of the special or technical library, it is an improvement to have the dictionary catalog treated as the basic form. In the tentative edition the classed catalog was presented first, and the dictionary catalog explained as a variation from it.

The most regrettable feature of the book is that certain problems not yet adequately treated anywhere are here also passed over without thorough discussion. Among these are joint authors, pseudonyms andonyms, entry for the Bible, and the cataloging of books in foreign languages. The more difficult classes of the D. C. are not touched. It is exasperating to find a definite statement of the most puzzling difficulties of alphabeting, without any advice as to their solution. The cataloging of periodicals and publications of corporate bodies, the topics of selective cataloging and the making of an authority list, are dismissed with scarcely more than a reference to other sources of information.

It would be expecting too much, however, to get solutions for all the problems of cataloging and classification in one book of this size, and Miss Mann has given us a wealth of information not to be found elsewhere. Her chapter on "How to read a book technically" alone would make the book indispensable. One would look far to find such clear, compact and adequate explanations of the Decimal Classification and especially of the Library of Congress Classification. Nowhere in print is there such good material on subject and form entries for the dictionary catalog, nor such adequate presentation of the merits of the classified catalog.

The book is readable enough to put into the hands of anyone interested in the theory of classification and cataloging, although it is intended for teachers or students of formal courses. For them, the references at ends of chapters, the thought questions generously provided, and the statistical information are of special value.

### An Advertising Librarian's Criticism

The following are extracts from a letter received disapproving the article on Advertising which appeared in SPECIAL LIBRARIES for April, with a few answering comments.

"I always believe that business libraries should cut all possible red tape and simplify library methods and practices to the utmost. The deciding factor for everything is always "Is it practical?" which means, does it fit our business and does it allow the library to do a thorough, quick job with a minimum amount of help . . . We own about 5,000 books and maintain a clipping file filling 130 standard file drawers and covering more than 3,000 different subjects . . . We call ours an "advertising library" only because it serves an advertising agency; in reality we are interested

in all industries and commodities and in the entire process of distribution."

"I have read the Classification Committee article on advertising and I am much distressed over it. In the first place, I cannot understand it. The terms and phrases are not those in common use in advertising; the specific subjects mentioned to illustrate certain sections are not the important subjects nor are they logically arranged. I really believe that after ten years of building an advertising library, I should find something helpful in an article on advertising classification, but I do not in this one . . ."

"I believe that there is a great deal that the Classification Committee could do for advertising libraries. We are badly in need of standard subject headings for a data file covering advertising, merchandising, sales management, and subheadings to fit every type of commodity and service. (Incidentally, I pray that everyone shall forever keep away from all sorts of numerical classifications for data files.) Here is a large job for any group but I think it will have to be done by studying the existing systems in advertising libraries and by getting the background and experience of people who have worked with advertising subjects."

"I do not believe there is any real problem over a classification for books. We have found Dewey entirely adequate with the addition of 5 or 5 extra points after 659."

A library so extensive reaches the proportions of a regular library emphasizing a special subject. It may reasonably be said that every library of 5,000 or more volumes has some special interest which it emphasizes. It therefore requires a classification scheme based on the whole of human knowledge and not on a section thereof.

The classification schemes on Advertising given by the Committee are parts of a whole and should not be used or considered out of their relation to the rest of the classification. In this relation they have been tested and found satisfactory.

The policy of the Classification Committee is to be a clearing house of information, to offer helpful suggestions but not to do basic work such as building a classification or compiling a list of subject headings. It hopes however, to stimulate other persons to offer expert advice in the field of their special knowledge.

The question of alphabetic subject filing versus numerical subject filing is controversial. Many factors enter into it and can be debated at length by those in favor of either.

## Digest of Business Book Reviews

Compiled by the Staff of the Newark Business Branch Library

**Adams, J. T. Our business civilization.**  
Boni, 1929. \$3.00.

"Mr. Adams weighs the increases in wages, electric ice boxes and mechanization against the decreases in access to sunlight, air, quiet, spaciousness and privacy, 'vestiges of a now lost mode of comely and gracious living.' These are the most expensive 'things to acquire, when they can be acquired at all, in the modern city.'" Otto T. Mallery. *Management Review*, February, 1930, p. 68. 410 words.

"Surely it is a tribute to our good nature and our youthful spirit that we read and enjoy these scorching criticisms of ourselves. What nation was ever known to take smilingly so much punishment? I cannot imagine an Englishman of the type so much admired by Adams reading a book so critical of himself and his ways. He would likely toss the book in the wastebasket and think no more of it. Americans, however, enjoy criticism, and cry for more. I like this characteristic, and hope it will

persist." William Feather. *Nation's Business* February, 1930, p. 160. 1369 words.

"This is no 'white collar' complaint. It is logical and requires analysis and argument. The numerous business men in America who have the imagination and the courage to look beyond the day's work into the future of America will find 'Our Business Civilization' tough, but necessary, reading." John Carter. *Forbes*, December 15, 1929, p. 82. 168 words.

**Edie, L. D. Capital, the money market and gold.** Univ. of Chicago Press, 1929. 50c.

"Professor Edie says among other things that in this country, more than at any other time or in any other place in the world, larger numbers of people are making an effort to provide themselves with invested incomes, and therefore society must carry an enormous overhead burden or fixed charge in the form of dividends due this expanding group of claim-

ants." George W. Cronyn. *System*, October, 1929, p. 77. 168 words.

"A brochure throwing a broad light on the chief financial problems of the day. It is in the nature of a short course in the new factors which have come to play about money and credit." American Bankers Association Journal, September, 1929, p. 296. 37 words.

Bankers Magazine July, 1929, p. 170. 130 words.

**Hackett, J. D. Labor management.** Appleton, 1929. \$5.

"Of special importance to concerns employing large numbers of workers, the principles of labor management are equally applicable to small groups of employees. This book is for every executive who has anything to do with the management of a labor force." Industrial Digest, May, 1929, p. 66. 180 words.

"The reader will find little philosophy and only a scanty consideration of 'labor problems' in their economic or social aspect. He will find a large reservoir of factual material bearing upon the practical administration of personnel, in some lines extended to include the most minute details as to methods and practices." E. S. Cowdrick. *Management Review*, August, 1929, p. 283. 1267 words.

"Mr. Hackett has supplied an excellent panorama picture of the activities now usually administered in industry by the personnel department. The procedures reviewed are up-to-date and are clearly set forth." Ordway Tead. *Personnel Journal*, February, 1930, p. 363. 280 words.

**Hayes, M. V. Accounting for executive control.** Harper, 1929. \$6.

"The entire approach from the management angle is suffused with a scientific management tint. Mr. Hayes while not a rabid Taylor man, has evidently accepted much of the Taylor philosophy of management so that the discussion is in terms of the procurement manager, the facilitation manager and so on—terms which indicate the assumption of Taylor principles." American Accountant, April, 1930, p. 175. 645 words.

"It is extremely doubtful whether, in these days of condensed literature, the busy executive would have either the time or the inclination to wade through this mass of theory to extract the worth-while practical points which are hidden in its midst . . . To the junior student, particularly to the student of management engineering, this volume should prove of considerable interest." Harold R. Caffyn. *Journal of Accountancy*, March, 1930, p. 233. 803 words.

"The expansion of the accounting office to the point where, under the direction of a controller, it will be able to gather and prepare all the data necessary to a factual control not only of production but of distribution, is visualized and its technique presented." George W. Cronyn. *System*, February, 1930, p. 181. 182 words.

*Credit Monthly*. February, 1930, p. 33. 595 words.

**Hoar, R. S. Conditional sales.** Ronald, 1930. \$10.

"The book aims to help the seller, not the purchaser. Its 'pitfalls,' in the final chapter, are for guidance only of the one party to the contract—showing him how to make sure of collecting his money." *Distribution and Warehousing*, April, 1930, p. 28. 605 words.

"Installment selling, which is so widely prevalent today in hundreds of industries, has many pitfalls for the unwary . . . This volume, prepared by the commercial attorney of a company doing an installment business of many millions of dollars a year, shows how one's interests can be protected at every stage of the contract and in every section of the U. S." Dartnell Reference Index, 1930.

"Law and local practices governing the now popular method of selling goods whereby the vendor retains title to the goods until they are paid for, are described and interpreted." American Bankers Association Journal, March, 1930, p. 882. 31 words.

"The book is intended for both lawyers and laymen. Its keynote may perhaps be found in the author's words, 'the best way to get out of trouble is to keep out of it, by complying in the first place with all possible requirements of both local law and practice.'" Harold Dudley Greeley. *Journal of Accountancy*, March, 1930, p. 228. 551 words.

**Jackson, J. H. Auditing problems.** Ronald, 1929. \$6.

"The problems are replete with realistic detail which must be seen to be appreciated. They cover every phase of the audit, from preliminary considerations to the final report." H. F. Taggart.

*American Economic Review*, March, 1930, p. 116. 210 words.

"As its title implies, it contains problems in the special field of auditing to which the student is expected to apply his previously acquired knowledge of principles and procedure gathered from standard textbooks. These problems are actual cases, or are adapted therefrom, drawn from business life." W. H. Lawton. *Journal of*

Accountancy, January, 1930, p. 72. 341 words.  
American Accountant, February, 1930, p. 86.  
790 words.

**Killough, H. B. and L. W. Raw materials of industrialism. Crowell, 1929. \$3.75.**

"Never before has a comprehensive knowledge of material resources been so necessary to an understanding of the growth of industrialism throughout the world as it is at the present time." Credit Monthly, October, 1929, p. 41. 455 words.

"This informing study makes a survey of all the world's products, dividing the investigation into five parts: textile fibers, crude products of the forest, population and the food supply, minerals and fuel and power. Without question, the native resources of each country are going to exert more and more effect upon that nation's place in the sun. Hence any study of raw materials has a profound political as well as economic significance." Industrial Digest, February, 1930, p. 27. 371 words.

"In defining the scope of their subject, the authors urge that factors other than physical resources are the raw materials of industry. They would include the human element and industrial organization with all that these imply." I. Lippincott. American Economic Review, March, 1930, p. 98. 407 words.

**Kitson, H. D. How to find the right vocation. Harper, 1929. \$2.50.**

"Many books are attractive to handle, but they become prosaic and preachy. This book is attractive to the average secondary school or college youth; he opens it and finds it amusing, interesting, sensible and real." Richard D. Allen. Personnel Journal, April, 1930, p. 449. 420 words.

"Asserting that over one-half of the wage earners of the United States are either dissatisfied or inefficient in their work, the author has presented in an easy and interesting style a summary of the principles of vocational guidance which may be helpful in pointing the way to occupations that will be pleasing and suitable to the individual worker." W. C. Bowen. Management Review, January, 1930, p. 72. 504 words.

"His conclusion is that most people are not 'born for a vocation,' but continually adjust and adapt themselves in accordance with the changes going on in society. A first-rate book for young folks, and for those who advise them in vocational matters." H. P. Dutton. Factory and Industrial Management, January, 1930, p. 79. 168 words.

**Lyon, L. S. Hand-to-mouth buying. Brookings Institute, 1929. \$4.**

"This is a very detailed study of the problem—the experiences of individual companies with orders over a period of years, a study of the size of orders in various industries, hand-to-mouth shipping, the costs of small orders, and other details of the far-reaching effects of hand-to-mouth buying are carefully analyzed." Dartnell Reference Index, 1930.

"This is a book for manufacturers who have the patience to examine minutely the causes and effects of hand-to-mouth buying, a practice here interpreted in terms of the business and economic issues involved. It is a social as well as a business problem, demanding in its analysis the study of masses of statistics on specific industries." Clayton Hoagland. New York Sun, November 30, 1929. 71 words.

"But hand-to-mouth buying in the present era, the author asserts, is more severe than in the earlier periods. The desire to be cautious may be no greater, but mechanical improvements make it possible for the buyer to buy less far ahead, to demand quicker delivery, to require smaller units than was ever the case before." Credit Monthly, March, 1930, p. 48. 637 words.

"This is a book which should be read with profit by every progressive purchasing agent with the vision to be interested in the basic economics underlying his vocation." Management Review, April, 1930, p. 143. 665 words. R. O. Beckman.

"On the whole, the book is a thorough piece of work, an excellent analysis and evaluation of a current business phenomenon. Purchasing agents, who have contributed largely to the situation and to the study, will find in it a broad view of a general movement in which their own policies, collectively, play a significant part." Purchasing Agent, December, 1929, p. 1398. 280 words.

"An important section of the book is devoted to a consideration of the relative amount of stocks and inventories carried by business over a decade. A number of striking disclosures are made in this connection." System, February, 1930, p. 181. 143 words.

**Maze, C. L. and J. G. Glover. How to analyze costs. Ronald, 1929. \$5.00.**

"The simplicity of the book, both in subject-matter and in form, should make it useful as a text . . . If the book does no more than show the student and the executive where to look for waste it has served a useful purpose. And this is perhaps the volume's greatest value."



American Accountant, April, 1929, p. 224. 475 words.

"Cost accounting is an aid to management, not a substitute for it. The aim of the authors is to present the ideals of the cost accountant in such a way that young executives may utilize costs to greater advantage." *Management Review*, December, 1929, p. 430. 152 words

"While there is little strictly new or original in the book, it presents a new form of compilation from sources not usually brought into close association, yet fundamentally related to the broad subject of costs . . . Considered primarily as a textbook for students, it has earned a place in the educational list." Arthur Andersen. *American Economic Review*, September, 1929, p. 464. 365 words.

**Miller, M. D. Bank sales management. Ronald, 1929. \$5.00.**

"It describes modern methods of obtaining new business that have been tried and tested and found to be successful not only in selling the services of a bank but of keeping them sold." *American Bankers Association Journal*, May, 1929, p. 1145. 57 words

"The book is well written and the banking departments analyzed indicate complete familiarity with the subjects. Possibly fifty per cent of the words could have been left out without decreasing the value of the book and at a saving of time to its readers." O. F. Meredith. *Management Review*, July, 1929, p. 251. 160 words.

"About all we hear nowadays is 'science,' but I guess it's inevitable. When business and industry become as complex as they are now, it's the only way out, so we might as well accept that fact and each of us become scientists in his own way." George W. Cronyn. *System*, October, 1929, p. 79. 92 words.

**Mottram, R. H. History of financial speculation. Little, Brown & Co., 1929. \$4.**

"It is a book for the banker who wants some interesting reading of the side which will develop his general knowledge and understanding of his field." *Bankers Monthly*, April, 1930, p. 49, 210 words.

"His book is a very useful corrective to loose thinking about the function of speculation in industrial society. It is also a valuable and compact account of the most misunderstood phase of financial life." *Forbes*, December 15, 1929, p. 82. 190 words.

"All the world and all time are drawn upon for material for this elaborate volume—elabor-

ate both in text and picture—which is an invaluable contribution to the literature of finance." *Industrial Digest*, March, 1930, p. 32. 445 words.

"For the business man the most fascinating and illuminating of his books is the recently published history of financial speculation which begins with prehistoric man and ends with America's domination of international finance." George W. Cronyn. *System*, February, 1930, p. 181. 234 words.

**Nystrom, Paul H. Economic principles of consumption. Ronald, 1929. \$5.00.**

"Not only scientific observers like Dr. Nystrom, but business men also are beginning to suspect that advertising is a weapon for the consumers as well as the producers. Originally intended to stimulate and control consumer demand, it has gradually tended to become a means whereby the consumer expresses his wants and desires and thus shapes the products and policies of the manufacturers. If the consumer is king and is going to use his kingly powers, it certainly behooves those who cater to him to find out more about his character, his habits, and his methods of exercising his prerogatives." George Burton Hotchkiss. *Advertising and Selling*, January 8, 1930, p. 38. 589 words.

"A sound and comprehensive analysis of the elements, social, economic, and personal, which affect consumption and determine the rise and fall of industries. If you have not thought through the relation of your industry to demand influences, it is time you did so, and you could not make a better start than with this book." H. P. Dutton. *Factory and Industrial Management*, January, 1930, p. 79. 152 words.

"If the reader of this book ask of it that the findings of many economists on the subject of consumption be presented in detail, he may consider it to have fulfilled its function. No less than 71 tables and 29 plates are included, and a voluminous bibliography in itself gives evidence of the width of material consulted." R. F. Lovett. *Management Review*, January, 1930, p. 36. 581 words.

**Reed, V. D. Planned marketing. Ronald, 1929. \$5.**

"For any person who is assigned the task of planned marketing and who is without special experience, this volume offers a helping hand. If the same task comes to one with experience, it is well worth the price as a guide, or outline, of what to do and what not to do." *Distribution and Warehousing*, November, 1929, p. 39. 330 words.

"This work deserves the careful attention of men engaged in the difficulties of forming and executing plans for the marketing of goods." C. L. Barnum. *Bulletin of the Taylor Society*, December, 1929, p. 278. 342 words.

"Effective planning of marketing, according to Professor Paul Nystrom, recognized authority on the subject, is one of the most important essentials of modern business practice. The widely variegated problems which one is called upon to face necessitate constant study and the ability to capitalize upon the experience of others." *Advertising and Selling*, June 26, 1929, p. 85. 140 words.

**Reilly, W. J. Marketing investigations. Ronald, 1929. \$5.**

"A book that presents problems—and attacks them, that asks questions—and answers them, is welcome in any field—in this particular instance—the Market Manager has been well served." *Lefax*, August, 1929, p. 29. 345 words.

"Any executive who contemplates the organization of a market analysis department, or employing some outside agency to make a study, would profit by perusing this volume. He will get, in an evening's reading, suggestions of the weakness and advantage of each method." *Distribution and Warehousing*, November, 1929, p. 38. 412 words.

"The book has much to recommend itself for classroom use. The organization and condensation of material should give the student of distribution problems a definite grasp on this rather elusive subject, and the analytical aspects of interpretation of market data merit careful study by student as well as research specialist." Arthur E. Nilsson. *American Economic Review*, March, 1930, p. 117. 605 words.

*Management Review*. August, 1929, p. 285. 240 words.

*Sales Management*. September 29, 1929, p. 654. 299 words.

**Sears, J. H. New place of the stockholder. Harper, 1929. \$4.**

"During the last decade the relations between corporations and stockholders have taken on new and wider ramifications. John H. Sears's book is designed to help show the corporation how it can profit by closer relations with its stockholders and to show the stockholder how he can best protect his rights and help his company." *Nation's business*, April, 1930, p. 232. 70 words.

"He shows the stockholder a new place, how much better it is than the old place, and how

to get to the new place, but he hasn't much faith that the subject will occupy it. A facetious reader might ask—"why send out the missionaries if the heathen don't want to be saved?" Albert S. Keister. *American Economic Review*, March, 1930, p. 119. 605 words.

"This book is designed, if not actually to awaken this comatose owner of American industry, at least to make him turn over in his sleep." John Carter. *Forbes*, October 15, 1929, p. 112. 305 words.

**White, Percival. Sales quotas. Harper, 1929. \$4.00.**

"Anyone who knows White's previous works will know his writing on distribution and advertising carries the undeniable evidence of intensive study, as well as the stamp of true experience and authority." Walter Mann. *Sales Management*, May 4, 1929, p. 270. 276 words.

"It is, I believe, the first complete statement of the underlying theory of various kinds of quotas, the use of market analysis, the application of scientific methods to quota setting, and the quota in operation and practice." George W. Cronyn. *System*, December, 1929, p. 86. 168 words.

"Reviewing existing methods of setting sales quotas the author classes them as follows: guesswork quotas, based on what is thought will be sold; psychological quotas, wherein sales quotas are allowed to be set by the salesmen; quota constants evolved from a statistical set of figures which bear a definite relation to market potentialities, such as automobile registrations for the manufacturers of specialties for automobilists; territorial quotas and quotas founded on sales statistics." *Industrial Digest*, October, 1929, p. 35. 294 words.

Theodore Swann, President of The Swann Corporation, Birmingham, who admits that he is neither a chemist or an engineer, but has a wholesome respect for research, was interviewed by the Editor of *Chemical and Metallurgical Engineering* and the result, "Making Research Pay Its Way," has been reprinted from the February issue of that magazine.

**SPECIAL LIBRARIES for June, 1926 was a California Number. A limited number of copies are available. Price fifty cents. Apply to General Offices, Providence, or S. L. A. Headquarters during the Convention week.**

## Associations

This issue features the initial meeting of the Baltimore Chapter which was welcomed into the organization by Miss Rebecca Rankin, a former President of S. L. A.

### Baltimore

A group of twenty special librarians from Baltimore City assembled at the Hidden Gardens, 721 St. Paul Street, on the evening of May 15, 1930, for the purpose of organizing a local chapter of the Special Libraries Association.

After a very delightful dinner, during which time was afforded those present to become acquainted with each other, the meeting was called to order by Dr. Horace Flack of the Legislative Reference Department, City Hall. Dr. Flack spoke very enthusiastically of the plans of the chapter and complimented those responsible for the organization of the group in being able to secure as a speaker for the evening Miss Rebecca B. Rankin, Librarian of the Municipal Reference Library of New York City and former President of the Special Libraries Association.

Miss Rankin gave an interesting résumé of the early history of the association from its organization at Bretton Woods in 1909. She reviewed the rapid growth of the association which in the first year consisted of 50 members and in six years had increased to 350. The many interests of the association demanded the formation of Groups and Local Associations and Miss Rankin recounted her experiences in aiding the development of these local Chapters.

In 1920 Miss Rankin was elected President of the New York Special Libraries Association and during her term of office it was found that the most successful meetings were the dinner meetings and that the interest shown and the benefits derived warranted a monthly meeting from October to May. Miss Rankin also mentioned the development of the Groups which are now an important part of the association and indicated that the Group idea originated in the Local Associations.

The main object of a meeting of Special Librarians is the interchanging of ideas in order to help one another and to learn the facilities of each special library. The fine spirit of cooperation which prevails among the National Association, the willingness of each member to help others is proof enough of the good that can be obtained by reason of such an organization. The various committees of the

National Association are constantly working on perplexing problems such as classification and the findings of the various committees are available to any member for the asking.

In closing Miss Rankin suggested that a centralized meeting place be decided upon, and after the appointment of a Chairman, Vice-Chairman and Secretary-Treasurer, the members be asked to vote upon the number of meetings to be held each year. There are ten local chapters and the Baltimore Association will be the youngest, and should in Miss Rankin's opinion be the most vigorous.

Following Miss Rankin's very interesting discussion, Mr. William S. Hamill of the Baltimore Association of Commerce, and a former technical librarian, made a brief address. Speaking from his personal experience he emphasized the advantages of the local association as pointed out by Miss Rankin, and laid great stress on the importance of contact of persons in work of this nature.

A discussion from the floor followed the two addresses, after which Dr. Flack suggested that the officers for the coming year be as follows:

Miss Laura A. Woodward, Chairman, Mr. William S. Hamill, Vice-Chairman, Miss Eleanor Falley, Secretary-Treasurer. A motion to this effect was made and carried.

In order to form a local chapter it is necessary that ten or more members sign a petition to be presented at the Executive Board Meeting. A petition addressed to Mr. William Alcott, President, and to the members of the Executive Board had been prepared and sixteen of those present very willingly signed the paper which will be acted upon at the next meeting of the Board.

### Boston

On April 28, 1930, forty-nine members met for supper at Ye Brass Rail, 5 Broad Street and proceeded thence to the U. S. Custom House where opportunity was afforded to see Boston from the Balcony on the 25th floor.

The meeting was held in the Civil Service Examination Room on the 16th floor. It was opened by the reading of the minutes of the February and March meetings and by the report of the Treasurer. The chairman of the Membership Committee reported five candidates.

Dr. Persons, presiding, then introduced Mr. Moses Mann, Deputy Surveyor of Customs,

who welcomed the membership and then most entertainingly told of his work in connection with the supervision of inspectors on the piers, narrating various incidents which had to do with efforts to evade payment of duty.

Mr. R. G. Frye, head of the Liquidating Department, spoke interestingly, but rather briefly, upon the financial phase of the Service, especially with reference to rates of duty, the tariff and revenue contributed to the Government.

Some discussion was had upon the revised constitution, a draft of which had been sent to the membership with the notices of the meeting. Further discussion and a taking of votes on the various sections was postponed to the May meeting.

A large group of librarians gathered for the annual meeting of the Special Libraries Association of Boston on May 26, 1930. The meeting was held in the Library of Boston College and a tour of that beautiful building preceded the evening's program.

Reports from the secretary and chairmen of committees summarized the work of the year and the members had the pleasure of hearing the Reverend John F. Murphy, S.J., speak on "Some Libraries of the Past." His picture of the woes of the early librarians made vivid the difficulties of preserving libraries which were threatened with destruction by fire, barbarians, and reformers, and suggested that, in comparison with the past, librarians were in Paradise today.

A brief talk on the "New Boston College Library" by the librarian, the Reverend William Stinson, S.J., supplemented what he had told informally on the tour of inspection.

After the two speeches of the evening, business was resumed. The proposed revision of the Constitution was discussed by sections and voted on. The name of the Association is to be changed from Special Libraries Association of Boston to Boston Chapter, Special Libraries Association.

The following officers were elected for the year 1930-31: President, Miss Abbie G. Glover, Assistant Librarian of the Insurance Library Association of Boston; Vice-President, Mrs. Gerhard Dietrichson, Chief of the Business Branch of the Boston Public Library; Secretary-Treasurer, Miss Elizabeth Downes, Librarian of the Boston University School of Education; Assistant Secretary-Treasurer, Miss Mildred E. Robie, Librarian of Lee, Higginson & Co.; Members of the Executive Board, Miss E. Louise Lucas, Librarian of the

Fogg Art Museum, and the Reverend Frederick T. Persons, Librarian of the Congregational Library.

#### New York

An attendance of 135 at the meeting on April 25 testified to the interest aroused by our meeting place,—the beautiful new library of the Rockefeller Institute. The latest improved metal stacks, book supports that really support, shaded lights at every conceivable spot, metal hinged drawers for magazines, visible index guides to the contents of the stacks for every tier,—these and many other devices of the perfectly equipped library inspired admiration and envy. Add to this a setting of panelled walls, the adornment of the beautiful painting of Lavoisier by David, the unobstructed view from a series of windows of the East River and the Queensboro Bridge with its twinkling lights and one doesn't wonder at Miss Trask's pride that her years of library service should have received this crowning recognition of the importance of the library in this medical research institution.

A delicious dinner was served in the dining room of the Institute with Dean's as caterer. At the head table the special guests were Miss Esther Johnstone, president of the New York Library Club and Miss Bertine Weston, managing editor of the Library Journal.

Miss Trask spoke informally about various features of the library which we were to examine in more detail later in the evening and the meeting then adjourned to another part of the building. Here, a remarkable moving film of cell life was shown, magnifying many thousands of times cells in the famous living embryo chicken heart of Dr. Carrel's fifteen year old experiment.

The vital part played by periodicals in current medical research was emphasized by Miss Trask, who pointed out that medical books become out-of-date almost as soon as written. The efficient system that she has evolved for indexing and advertising this valuable magazine material so that her clientele is kept informed up-to-the minute is in itself worth a visit by every special librarian interested in the intensive use of the periodicals in a library. It should be added, too, that any librarian who is weary of her own job and feels the need of a fresh vision should see Miss Trask at once and absorb some of her energy and enthusiasm for her work that seems to stimulate daily new interest and desire to outdo previous records of service.

**New York**

The Group Committees of the New York Special Libraries Association were active during the month of April. The Insurance Group held a luncheon on April 12th and the Financial Group had luncheon together on April 22nd. The Civic-Social Group, as a result of letters sent out by its energetic chairman, Miss Ina Clement, met in impressive numbers at a recent dinner meeting of the Association.

The May business meeting of the New York Special Libraries Association had the delightful and unusual setting of the Brooklyn Botanic Garden in all its spring glory of colorful azaleas, purple iris and charming rock gardens. After a walk through the grounds a buffet supper was served in the rotunda of the main building.

Mr. Calvin Foss, librarian, surprised us by arranging to have the director of the Garden, Dr. C. Stuart Gager, address us. Dr. Gager's very interesting, and often humorous, account of the study of botany beginning with Aristotle opened our eyes to the ever fresh attraction of this old science. He informed us that the library's collection of incunabula is one of the four finest in the United States, and pointed out that these books are not merely there as noteworthy examples of printing art but are used for the valuable Lotanic information they contain. The library subscribes to the almost unbelievable total of 930 periodicals devoted to botany. Much botanical literature is issued in the form of pamphlets and these are carefully bound, individually, because of their permanent reference value.

Various committee reports were read and approved. The membership now stands at 386. Of the new members added during the year, Miss Wray reported 37 for the Commercial-Technical Group and 15 for the Financial, as the largest Group additions.

Miss Ruth Savord reported progress on the Union List of Periodicals and urgently requested an expression of opinion from the members present as to the usefulness of the list, which represents the status as of January 1, 1929.

Miss Rebecca Rankin reported for the Employment Committee on active file of 289 registrants. Requests from employers during the year totaled 98 and 45 of these were filled by the committee. The president's annual report, in addition to summarizing the meeting of the year, referred to the special efforts made to co-operate with the National association, and also to establish neighborly relations with the

nearby local associations at Boston and Philadelphia.

After the acceptance of the nominating committee's report, Miss Bradley handed over the gavel of the association to the incoming president, Miss Marguerite Burnett.

**Philadelphia**

One of the most interesting meetings of the season was the annual dinner meeting of the Special Libraries Council of Philadelphia and Vicinity which was held at the Art Alliance on April 11, 1930.

Dr. F. Cyril James, Professor of Finance at the Wharton School of the University of Pennsylvania, was the chief speaker. His talk, of particular interest to those librarians who deal with commerce and finance in reports and surveys for large corporations, related to the Bank of International Settlements. He discussed the history and importance of this Bank and also the part which the United States will play in its activities.

Mrs. Eleanor Morton, a columnist of the *Public Ledger*, spoke informally on women in business. Mr. Angus Fletcher, Director of the British Library of Information, gave an enthusiastic talk on the coming S. L. A. convention in California and reasons why every special librarian should be anxious to attend. His remarks determined each one to put forth a great effort to make the trip.

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An invitation from the Curtis Institute of Music to hold our final meeting of the season on May 2nd in their library was accepted with real joy by the Special Libraries Council of Philadelphia and Vicinity.

Because of the interesting program arranged by the Institute, plans were made to reduce to a minimum the time required for the transaction of the annual business affairs. This was accomplished most satisfactorily by the distribution to the membership in advance of the meeting a composite letter from the chairman embodying the reports of officers and committee chairmen, showing the Council's financial position, its activities and its accomplishments for their consideration.

At the brief business session preceding the program of the evening, the report of the Nominating Committee was presented recommending that the affairs of the Council should again be placed in the hands of the group that had managed them during the past year. The report was accepted and the following persons were elected for the 1930-1931 season: Chair-

man, Dorothy Bemis, Lippincott Library, University of Pennsylvania; Vice-Chairman, Alfred Rigling, The Franklin Institute, Secretary, Helen M. Rankin, Municipal Reference Division, The Free Library of Philadelphia; Treasurer, Laura E. Hanson, American Philosophical Society.

On behalf of the Council, Mr. Rigling paid a well deserved tribute to our Chairman, Miss Bemis, for her skilful guidance and participation in every phase of the Council's activities during the past season, and expressed our pleasure at her consent to continue in office in spite of the increased pressure of her own work. A vote of thanks was also extended to officers and members who were serving the Council.

Our hostess, Miss Marjorie Winn, Librarian of the Curtis Institute of Music, welcomed the guests most cordially and told of the interesting and important part the library plays in this great conservatory of music, the gift of Mary Louise Curtis Bok, which, it is conceded, ranks second to none in the world. The library contains one of the most valuable and extensive collections of books on music in America, and approximately fifteen thousand separate musical compositions. Miss Winn spoke of the necessity of deviating from certain library standards in administering her library, all with the idea of making its services of the greatest value to the faculty of the Institution which includes on its teaching staff such celebrities as Josef Hofmann, Mme. Marcella Sembrich, Emilio de Gogorza, Leopold Auer, Felix Salmond, Carlos Salzedo,—just a few of a long list of artists who devote part or all of their time to instruction.

A tour of this beautiful building to the studios, Casimir Hall the auditorium, and the instrument rooms was most inspiring, and made one feel most assuredly that "the beauty of his surroundings and the facilities placed at his disposal can scarcely fail to inspire the best efforts of any pupil who has within him a spark of ambition."

#### San Francisco

On April 15th the Special Libraries Association of San Francisco held a luncheon meeting at the Plaza Hotel. Mr. Scotty Mortland, a member of the *San Francisco Chronicle* staff, spoke on newspaper libraries with special reference to the *Chronicle* library.

#### Cataloguers and Classifiers

On Wednesday evening, April 23d, the Boston Group of Catalogers and Classifiers gathered at the Vendome for their 1930 Spring

meeting. Sixty-five were present for the dinner and twelve more came later for the program.

During a short business meeting the following officers were elected for the year 1930-31: Chairman, Miss E. Louise Lucas, Fogg Art Museum Library, Harvard University; Secretary-Treasurer, Miss Elsie A. Grob, Lynn Public Library.

"Methods of co-operation between the Catalog and Reference Departments" were discussed briefly by Miss Ruth H. Calkins, Seattle Public Library; Miss Mary E. Hyde, Simmons College, School of Library Science; Miss Marion A. Cooke, Providence Public Library; Miss Ruth E. Brown, Brookline Public Library, Mrs. Frances R. Coe, Massachusetts State Library; and Miss Mildred Tucker, Harvard College Library.

Professor Chester N. Greenough of Harvard University told of the Hollis Collection of books at the college library, sketching the personality of the third of that name who sent so generously of volumes on political theory, many being beautifully published and ornamented according to his directions.

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There was a dinner meeting of the Maryland, Virginia and District of Columbia Regional Group of Catalogers and Classifiers, at the American Association of University Women Club House, Washington, D. C., on April 19th. Thirty-one persons were present. The Chairman, Miss Mary Louise Dinwiddle, Assistant Librarian of the University of Virginia, presided. The dinner committee consisted of Miss Lina Carnahan, Miss Jane Cooke and Miss Harriet Pierson, and to this committee, in great part, was due the success of the meeting.

Mr. Miles O. Price, Librarian of the Law Library, Columbia University, gave an interesting address on classification in a law library. Dr. George E. Wire, Librarian of the Worcester County Law Library, Worcester, Mass., spoke of his experience as a law librarian. Mr. Theodore A. Mueller, of the Library of Congress, gave an address on cataloguing theology, and Miss Harriet Pierson, of the Library of Congress, spoke in appreciation of the work of Dr. Walther Koenig, who recently retired as Assistant Chief of the Catalog Division, at the Library of Congress, after thirty years' service. The Group regretted that Miss Olive Jack, Assistant Chief of the Law Division, Library of Congress, who was to speak on law work at the Library of Congress, was ill and unable to be present.

## Events and Publications

Rebecca B. Rankin, Department Editor

*Book Marks*, the bulletin of the Public Library of Des Moines, March, 1930, devotes a page to "Books for the Business Man and Woman." \* \* \*

There has been so much demand for "Complete Sets Generally Found in Large Libraries," recently issued by the Queensborough Public Library, that the subject matter has been reproduced in pamphlet form. \* \* \*

Special Libraries Council of Philadelphia has brought its local Directory of 1926 up-to-date by issuing a Supplement, January 1, 1930. During those four years twenty-four new libraries have been added to the list, and necessary corrections and revision have been made. The Philadelphia Directory serves as a guide to the library resources of the community, public, institutional, and private. \* \* \*

The Sixth Yearbook of the Educational Press Association of America has recently been published for the Association by the Committee on Standards. The volume contains a classified list of educational periodicals, including a group of eight magazines devoted to the library field. \* \* \*

The Index in two volumes to that valuable set of nineteen volumes published in 1918 and 1919 by the City of New York, "Minutes to the Common Council of the City of New York, 1784-1831" is now available. Distribution is being made by the Municipal Reference Library, 512 Municipal Building, New York City, for the Mayor's Committees in charge of publication. \* \* \*

The Police Department of City of New York has its own official monthly organ entitled SPRING 3100, the Department's telephone number. The first issue of "Spring 3100," March, 1930, appeared a few weeks ago in an original cover in colors depicting the gold-domed Police Headquarters with one of its new airplanes poised above it. Dedicated to Mayor Walker, graced by a frontispiece drawing of Commissioner Whalen, printed in modern fashion without capital letters on the editorial page, illustrated with comic pen and ink drawings by De Milt and some cartoons and many photographs, the magazine is distinctly original. \* \* \*

Angus Fletcher, Director of the British Library of Information, contributes a very readable article on "Arthur James Balfour" in *Current History* for May. \* \* \*

*The Open Shelf*, the house organ of the Cleveland Public Library, for May, is devoted to the subject "Business Print." \* \* \*

*The City Builder* of Atlanta, Georgia, in its May issue describes a unique directory service compiled by the Post Directory Company of Georgia. The directories are placed out of doors on attractive weather proof self-closing pressed steel boxes, located at strategic points on the streets of the city. The directory itself is printed on water proof tag board and bound with a patented loose leaf binder. The Post Directory idea originated in Seattle, Washington, in 1926. \* \* \*

"A Survey of Special Work for Business Men in Larger Public Libraries," recently compiled by Marian C. Manley, Librarian, Business Branch, Newark Public Library, is now in print. Copies may be obtained upon application to the Business Branch, Newark Public Library, 34 Commerce Street. \* \* \*

One of the largest band libraries in the world is owned by the Goldman Band which is stated to have a repertory of ten thousand "ready to play pieces" with an individual score for each of the seventy players composing the band. Radio listeners always recall with pleasure the delightful musical programs presented by Edwin Franko Goldman especially the playing of his own compositions. \* \* \*

The report on Industrial Fellowships of Mellon Institute, reprinted from *Industrial and Engineering Chemistry* indicates the wide activities of this Institute organized exclusively for the application of science to technology. Among the noteworthy researches in progress are investigations on air pollution, bricklaying, iodine, a study of heat insulation, special investigations on petroleum, an investigation of sleep, and a special investigation conducted in behalf of the Laundryowners' National Association on all phases of laundry operations. \* \* \*

The Bulletin issued by the Investment Bankers Association for May 2d describes the Exhibit and Reference Library maintained by the Association. The article states that 10,000 copies of the source book have been distributed. It may be recalled that this source book was printed in co-operation with the Special Libraries Association.

\* \* \*

The School of Citizenship and Public Administration of the University of Southern California has recently created a new government research library for the use of the school. Special material has been gathered on state budget, utilities, city management and various municipal administrative problems.

\* \* \*

A nice bit of publicity for our colleagues in Philadelphia appeared in the *Philadelphia Evening Bulletin* on April 2, 1930. Under the heading "Men and Things" the writer notes the value of books as practical tools in the promotion of business and sketches in a graphic way the salient points concerning the principal special libraries in Philadelphia. The Special Libraries Council of Philadelphia and Vicinity is to be congratulated upon this interesting item.

\* \* \*

*Philadelphia*, the publication of the Philadelphia Chamber of Commerce, beginning March, 1930, will present each month two pages of business book information prepared by the Special Libraries Council of Philadelphia and Vicinity. This contribution will consist of short reviews and notices of new books and is another means of bringing public recognition to the Council.

\* \* \*

Under the title "The Door at the Right of the Arch," Mr. Frank H. Chase, Assistant Librarian of the Boston Public Library, in "More Books" for April, 1930, describes the new library building erected by Mr. Louis E. Kirstein in memory of his father as a home for the Business Branch. The article is also printed in the *Stone and Webster Journal* for May.

\* \* \*

Dr. T. P. Sevensma, librarian of the League of Nations' Library, has written a Foreword to a "Key to League of Nations' Documents, 1920-29," compiled by Marie J. Carroll, chief of the reference service on international affairs of the World Peace Foundation Library. The "Key" is being published as an aid to libraries and not for profit.

The Institute for Research in Land Economics and Public Utilities is developing a collection of public utility employees' magazines and the Librarian, Miss Lucile L. Keck, is anxious to know if any other library is making a similar collection. Correspondence regarding this matter should be addressed to Miss Keck at Northwestern University, 337 East Chicago Avenue, Chicago.

\* \* \*

*The Refiner and Natural Gasoline Manufacturer* for April devotes a full page to a sympathetic review of the Bibliography of Petroleum compiled by Miss Melissa Speer, bibliographer for the Petroleum Field Office of the U. S. Bureau of Mines in co-operation with the American Petroleum Institute and the Special Libraries Association. The story presents in detail the co-operating membership of the joint committee and is illustrated with a photograph of Miss Speer.

\* \* \*

The National Statistical Service recently issued a new edition of "American Underwriting Houses and Their Issues" under the editorship of Otto P. Schwarzschild of New York City. An innovation in the new edition is a list of American and Canadian accountants, appraisers, engineers and lawyers mentioned in the newspaper syndicate advertisements in connection with financial statements and other matters of legality. The new volume records the underwriting activities of over one thousand American and Canadian investment houses during the year 1929.

\* \* \*

The Weekly Bulletin published by the American Woman's Association in its issue for May 15th contains an interesting editorial by Isabella M. Cooper on librarianship as a profession. She keenly outlines the qualifications for librarianship and infers that specialization may be an ultimate aim. She suggests methods of education and emphasizes the value of special libraries as a field.

\* \* \*

A tablet in memory of John Cotton Dana, for twenty-five years librarian of the Newark Public Library, was unveiled in the library on May 16th. Miss Beatrice Winsler, librarian, unveiled the tablet which was presented to the trustees by Stephen B. Gilhuly, chairman of the tablet committee. Funds for the tablet were raised by children of the Newark public schools under the auspices of the Schoolmen's Club. Exercises in the Second Presbyterian Church preceded the unveiling.



## LIBRARY SUGGESTIONS

AN APPROACH TO LITERATURE by Hoxie N. Fairchild . . . . . \$2.00	THE WAY OF THE DRAMA by Bruce Carpenter . . . . . \$3 25
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SHAKESPEARE AND HIS FELLOW DRAMATISTS (in two volumes) by E. H. C. Oliphant. . . . . per vol. 5 00	THE NEW CRITICISM by Edwin B. Burgum. . . . . 2.50
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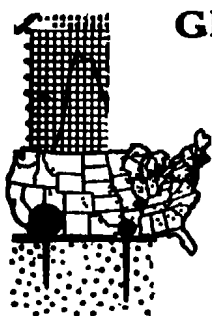
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## Personal Notes

Mr. Reinhold T. Pusch, librarian of the American Weekly, Inc., New York City, contributes an article to "The File," a monthly bulletin of The Filing Association of New York.

\* \* \*

Miss Helen Terry, senior member of the staff of the Municipal Reference Library of Milwaukee, has been appointed acting librarian.

\* \* \*

Miss Betty Ross, who has been in the cataloging department of the Princeton University Library, has taken a position with the Library of the McGraw-Hill Publishing Company.

\* \* \*

Margaret Fleming is now circulation assistant in the U S Rubber Company Library, New York.

\* \* \*

Hazel Merry, formerly with the Federal Reserve Bank, Chicago, has recently joined the library staff of the Museum of Science and Industry, Chicago, founded by Julius Rosenwald.

\* \* \*

Dorothy Watson, librarian of the Bankers Trust Company, New York City, has been appointed chairman of the Financial Group of the S. L. A. to fill the unexpired term caused by Miss Moe's resignation.

\* \* \*

Emily G. Davis recently joined the staff of the New York Public Library. Miss Davis was formerly librarian of the Johns-Manville Corporation.

\* \* \*

Martha Nichols has become assistant to Miss Morley at the Industrial Relations Counselors, Inc., New York City.

Aina Ebbesen, who has been first assistant in the W. T. Grant Company Library, New York, has resigned to accept a position in the library of Batten, Barton, Durstine & Osborne. Miss Ebbesen has been succeeded by Katherine Uhelin, who was already on the library staff.

\* \* \*

Miss Geraldine Rammer is now in charge of the library of the Hardware Mutual Casualty Company of Stevens Point, Wisconsin.

\* \* \*

John Henry Parr, librarian of Ford, Bacon & Davis, New York, has assumed additional duties as library adviser of Sneed & Co.

\* \* \*

Ruth Schulmerich is now identified with the National Committee for Mental Hygiene in New York and has charge of the files for that organization.

\* \* \*

Our sympathy is extended to Hollis W. Hering, librarian of the Missionary Research Library, upon the recent death of her mother. Mrs. Hering often attended meetings of the New York Special Libraries Association

\* \* \*

The New York County Lawyers' Association recently adopted a resolution upon the death of Richard L. Crump for fifteen years librarian of the Association. The resolution on behalf of the library committee was published in the New York Times.

\* \* \*

Mrs. Virginia Cleaver Bacon, Librarian of the Oregon State Library, passed away April 12, 1930. Mrs. Bacon was a graduate of the University of Oregon and the Riverside School of Library Service. Prior to assuming the position of State Librarian she was Library Adviser in Adult Education in the Library Association of Portland, Oregon.

\* \* \*

Eleanor ff. Duncan, formerly editor of the "Library Journal," back in this country after an extensive trip abroad, contributes an interesting study on Co-operation of Libraries with Recreational Institutions which is printed in "Libraries," April, 1930.

\* \* \*

Mary B. Day, now librarian of the Rosenwald Museum of Science and Industry, describes the purposes of that institution and the library's part therein for the April number of "Libraries"

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