

9-1-1919

## Special Libraries, September 1919

Special Libraries Association

Follow this and additional works at: [https://scholarworks.sjsu.edu/sla\\_sl\\_1919](https://scholarworks.sjsu.edu/sla_sl_1919)

 Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

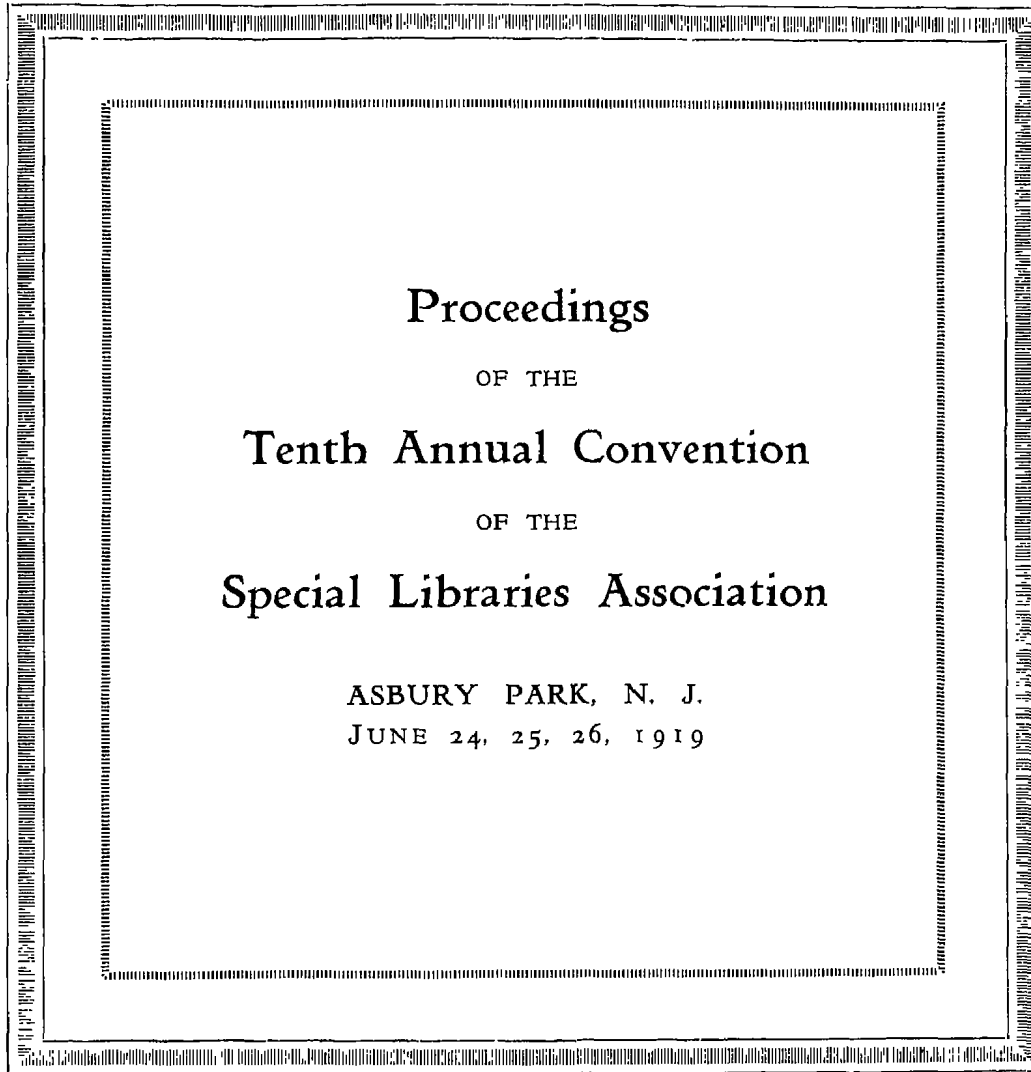
---

### Recommended Citation

Special Libraries Association, "Special Libraries, September 1919" (1919). *Special Libraries, 1919*. 6.  
[https://scholarworks.sjsu.edu/sla\\_sl\\_1919/6](https://scholarworks.sjsu.edu/sla_sl_1919/6)

This Magazine is brought to you for free and open access by the Special Libraries, 1910s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1919 by an authorized administrator of SJSU ScholarWorks. For more information, please contact [scholarworks@sjsu.edu](mailto:scholarworks@sjsu.edu).

# Special Libraries



Published by The Special Libraries Association

PUBLISHED MONTHLY EXCEPT JULY AND AUGUST

Entered at the Post Office at Boston, Mass., as second class matter. Acceptance for mailing at the special rate of postage provided for in section 1103, Act of October 3, 1917, authorized June 10, 1919.



MISS MAUDE A. CARABIN  
President-Elect Special Libraries Association

---

# Special Libraries

---

Vol. 10

SEPTEMBER, 1919

No. 6

---

## Looking Back on the Convention

---

The tenth annual convention was perhaps the most noteworthy in the history of the Special Libraries Association—noteworthy in attendance, in accomplishment, in spirit and in outlook. Measured by numbers, the attendance at some of the sessions ran well over 250. Measured in another way it may be noted that those who attended the sessions and registered at the central desk came from 21 different states, representing every section of the country. To say this of a meeting held at a place bordering on the Atlantic is to imply a great deal. The distribution of those attending indicated not only the national scope of the Association but also the widespread interest in it. In addition there was one representative from China, while another from Sweden who had hoped to be present was prevented at the last moment.

So we continue in our work, undaunted by problems which to those who know appear overwhelming. Gradually, however, we master them all, not perhaps so much because of our superiority as an organization but because the idea upon which the Special Libraries Association rests is sound. Upon that solid foundation we have been experimenting to determine the type of structure that we shall build.

But experiments take time. We do not feel that we have yet evolved an ideal form of association. That is what the institution of an Advisory Council, as determined by the Convention, signifies. However, the method of procedure of the Executive Board is apparent to all. We will build slowly, but what we shall build will not crumble. Having faith in democracy we will proceed only by democratic methods. Anyone present at the meeting at which the Advisory Council was formed saw the methods of democracy at work as one rarely does. We will not have an association run by the few for the few. Too often in the past have we been content to follow other models; today we are determined that we shall not be a tail to any association kite.

We shall work out our own future on the basis of our own concrete experience and not on the good-willed but erratic conceptions of outsiders who in a world of reality and practical affairs are living a dreamer's life. That is what the session following the report of the Executive Board signified.

Confident of the future as we are, and determined that none but special libraries shall control the special libraries movement, the spirit of the Association as of the convention is one of helpfulness and service in its broadest significance. The sessions of the newly-organized Engineering Section of the S. L. A. displayed this spirit. On a larger scale the discussions on the resolution proposed by the Executive Board requesting representation on American Library Association committees *only where our interests are involved* brought out an almost unanimous expression of friendship for the A. L. A. In fact most of the opposition to the resolution centered not about the injustice of our demand, but about the implied criticism of an association with which we are affiliated, for which during the war we have all been glad to work and to which we are all inclined to look when national policies are to be determined.

The convention was infused with a get-together spirit which animated all. Copies of *Special Libraries* were distributed liberally with a "when this you see remember me" festive spirit. Our own committees and those of the A. L. A. outdid themselves in making this a real after-war convention.

The A. L. A. is making plans for the future of American librarianship in the drawing up and carrying out of which it is confidently hoped that we shall have a share. But the spirit of active enthusiasm which has always characterized the Special Libraries Association will find expression in many directions. Foremost among these is a drive to increase our membership. "Every special librarian a member of the S. L. A." is to be our slogan, and we hope that every member will do his or her share in the joint task.

J. H. FRIEDEL.

SPECIAL LIBRARIES ASSOCIATION  
Tenth Annual Convention, New Monterey,  
Asbury Park, New Jersey, June  
24-26, 1919

FIRST SESSION

The first session of the convention of the Special Libraries Association was called to order by the President, Guy E. Marion, Tuesday afternoon, June 24, in the Lounge of the New Monterey, Asbury Park, New Jersey, with approximately one hundred persons present. This was the tenth annual convention and as Mr. Marion was one of the charter members of the association, the opening of his presidential talk was retrospective. He compared the association to an invention which passes through the states of ridicule, experimentation and acceptance and mentioned many definite contributions which have been made to the library movement in recent years. In Mr. Marion's words "The formation of the special libraries was a direct result of the demand for ready reference material furnished with expedition, coupled with its presentation in organized and digested form. This function with due justice to its numerous readers the public library could hardly be expected to perform. Hence the creation of the special libraries."

Mr. Marion extended thanks to the members of his Executive Board who have faithfully supported him during the year. The work of Miss Williams, secretary-treasurer, and Mr. Friedel, editor of the *Special Libraries* received special comment. Miss Williams has placed the association on a firm financial basis due to her untiring efforts throughout the year.

*Special Libraries* speaks for Mr. Friedel's efforts. Its increasing quality and merit showed the result of his untiring work.

The following definition of a special library was given by Mr. Marion in his address:

"A special library consists of a good working collection of information either upon a specific subject or field of activity; it may consist of general or even limited material, serving the interests of a special clientele, and preferably in charge of a specialist, trained in the use and application of the particular material"

With this definition as a guide, Mr. Jacob, Chairman of the Survey Committee, will proceed in the work of collecting data about special libraries throughout the country.

Mr. Marion laid great stress on the desirability of all library systems working in harmony. Again quoting from his talk: "These special libraries should be built up rapidly and effectively under the help and stimulus of the local public librarian. If encouraged and helped thus to get onto their feet, every one of these special libraries

will naturally become a prop to the public library itself in its time of need. No public library in a large community of diversified industries can ever hope to compete with its public funds as backing against the special library when well developed in any one industry and backed by its unlimited resources, but on the other hand the public library should encourage the coming and growth of these special libraries to strengthen its own resources. In such a community I picture a progressive public library doing everything to lead its local industries to establish special libraries of their own by loaning books and other data pertaining to their work and thus sowing the seed, so that in time the public library may be able to command through its contact with these highly developed special libraries information which would never have found available. In this way we have a complete and entire library system for the whole nation. It centers in the Library of Congress at Washington, from there it radiates to every state in the union to the several State Libraries, thence to the local public libraries within each state and these in turn will be surrounded by a group of financial, commercial, industrial, medical, technical and other special libraries. We thus disarm all opposition and construct a whole organism. . . . No one element alone is complete with out the others. All are stronger with the other's help."

The Secretary-Treasurer's report was then given. Owing to Miss Williams recent illness, Miss Phail was acting secretary for the duration of the convention. In consideration of the fact that all the secretarial work for the year has been done by Miss Williams, she was asked to read the report. The most striking statement was that the Secretary-Treasurer received a balance of \$10 in 1918 and turns over a balance of \$273.25 to the incoming Secretary-Treasurer. The effort Miss Williams has made this year speaks for itself.

The report of the Editor of *Special Libraries*, Mr. J. H. Friedel, was given. Mr. Friedel gave a history of the revivification of *Special Libraries*. At the beginning of the year, the magazine had a mailing list of 325 subscribers and 150 exchanges. The end of the year shows a mailing list of 430 subscribers and practically no exchanges. The editor was given a rising vote of thanks for his faithful services of the past year.

The program shows, as Mr. Marion very aptly states "That men with breadth of address, vision and executive qualities have identified themselves with the Special Libraries Association and are willing to bring their rich business experience to our meetings."

As the papers will appear in *Special Libraries* during the coming year they will only be mentioned here. The first paper was

"Documentation in the Field of Rehabilitation of the Disabled" given by Mr. Douglas McMurtrie, Director of the Red Cross Institute for Cripples, New York City. This most interesting paper was followed by a moving picture called "The Cheer-up Film," the story of a man who had lost both arms, yet was cheerful and capably earning his own living.

Mr. F. M. Feiker, Editorial Director of the McGraw Hill Company Inc, New York City gave a short talk on "How the Special Library Can Help Build Industry." The paper brought forth much discussion. A motion was made by Mr. Friedel and seconded by Miss Carabin that a committee of five or more be appointed by the Chairman to consider with Mr Feiker the problems of the coming year. The following committee was appointed:

Mr. G. W. Lee, Stone & Webster, Boston Mass.—Chairman.  
Miss Campbell, Goodrich Rubber Co., Akron, Ohio.  
Miss E. L. Baechtold, College of Engineering, Urbana, Ill.  
Miss L. B. Krause, Byllesby & Co., Engineers, Chicago, Ill.  
Miss Gaston, Western Electric Company, New York City.  
Miss Edith Phail, Scovill Mfg Co., Waterbury, Conn  
Mr. W. F. Jacob, General Electric Company, Schenectady, N. Y.

Mr. George A. Deveneau, Representative from the Federal Board of Vocational Education, gave a ten minute talk describing the work the Federal Board is doing with the returned disabled soldiers. Monographs covering 104 occupations for disabled persons can be obtained upon request.

Mr. F. S. Crum, Asst. Statistician of the Prudential Insurance Co, Newark, New Jersey, gave an excellent address on the Library and Statistical Work with the Prudential.

A motion was made by Mr Lee and seconded by Mr. Johnston that a nominating committee be appointed by the Chair to report at the next session. The following were appointed on the Nominating Committee:

Mr. D. N. Handy, Chairman.  
Miss Mary B. Day.

Mr. Herbert Brigham.

The first session adjourned at 6.30 P. M.

#### SECOND SESSION

The second session of the Special Libraries Association was called to order at 3.00 P. M. by the President, Mr. Guy E. Marion, with approximately two hundred and fifty persons present.

Mr. E. D. Tweedel, Asst. Librarian, John Crerar Library, Chicago, Ill. read his paper on "Special Libraries and the Large Reference Libraries."

Mr. D Ashley Hooker, Technology Librarian,

Detroit Public Library, Detroit, Michigan read a paper on "A Technology Department as a business Investment."

Mr. R. S. Rife of the Bond Statistical Division of the Guaranty Trust Company New York gave a very enlightening and interesting discourse on "Investment of Capital in Foreign Countries—America's Opportunity and Responsibility."

Mr. F. S. Faurote, Manager of Dept. of Education and Sales Promotion of the Curtiss Aeroplane & Motor Corporation, New York City gave an illustrated talk on "Aviation—as applied to the Indexing of Aeronautical Literature." He made a special appeal to the members of the Association for suggestions for a classification applicable to his work.

Mr. Leon I. Thomas, Editor of "Factory" Chicago, Ill. gave some sage advice in "Some Whys and Hows of Our Library and a Few Dont's."

Miss Edith Phail, Librarian of the Scovill Mfg Company gave some interesting suggestions in "Aids to Magazine Routing Systems."

A short business meeting was held, but due to the lateness of the hour the meeting adjourned to an extra business session to be held at 9.30 A. M. June 26, 1919.

#### EXTRA BUSINESS SESSION

The extra business session was called to order at 9.30 A. M. in the Lounge by the President, Mr. Guy E. Marion with about 75 present.

The report of the Nominating Committee was read and accepted.

It was moved and seconded that the Secretary be instructed to cast one ballot for the nominees as proposed by the committee. The officers for the coming year are as follows:

President—Miss Maud E. Carabin, Librarian, Detroit. Edison Company, Detroit, Mich.

Vice President—Mr. E. H. Redstone, Librarian, Massachusetts State Library, Boston, Mass.

Secretary-Treasurer—Miss Estelle L. Liebmann, Librarian, National Workmen's Compensation Bureau, N. Y.

Executive Committee—E. H. McClelland, Carnegie Library, Pittsburgh, Pa. for two years.

Mr. J. H. Friedel, National Industrial Conference Board has another year to serve on the Executive Board.

Another progressive step made at the Special Libraries Association was the division of the Association members into groups of allied interest.

After the report of the Executive Board had been made by Mr. Friedel, a motion was made and seconded that the formation of an Advisory Council to the Executive Board be chosen to represent the

various groups in the Special Libraries Association, each group to elect two members. The groups were formed by those present and the following elected on the Advisory Council.

*Commercial group.*

Miss Rose Cameron  
Miss Laura R. Gibbs.

*Financial group.*

Miss Alice Rose  
Miss Josephine, M. Hefron.

*Insurance group.*

Mr. Daniel N. Handy  
Miss Estelle L. Liebmann.

*Legislative Reference group.*

Mr. Clarence B. Lester.  
Mr. Dorsey W. Hyde, Jr.

*Technical & Engineering group.*

Miss L. E. Baechtold  
Miss Anne E. Draper

*Industrial group.*

Mr. Wm. F. Jacob  
Miss Edith Phail.

*Welfare group.*

Mr. F. W. Jenkins  
Miss Orrena L. Evans.

Meeting adjourned at 12.30 P. M. to another short business session to be held at 5.00 P. M.

*EXTRA BUSINESS SESSION*

The extra business session was called to order by the President, Mr. Guy E. Marion at 5.00 in the Lounge, with about fifty present.

The report of Mr. Jacob, Chairman of the Survey Committee was heard and accepted. A motion was made and seconded that—the committee be continued for the coming term.

The report of a number of other committees closed the business session at 6.00 P. M.

*THIRD SESSION*

The third session of the Special Libraries Association was begun at 8.00 P. M., Thursday evening June 26, by the President, Mr. Guy E. Marion, with about two hundred and fifty persons present, Miss Estelle L. Liebmann acting as Secretary.

The first paper on the program was "Industrial Accidents and the Library's Share in their Reduction" by Miss Estelle L. Liebmann, National Workmen's Compensation Bureau.

Mr. Dorsey W. Hyde, Jr. Librarian of the New York Municipal Reference Library gave a very interesting paper on "Good Government and Better Citizenship via the Civic Library."

Mrs. G. B. Easley, Director of the Wel-

fare Dept. of the National Civic Federation, gave an illustrated lecture on Welfare Work in Industry.

Miss Klager of the U. S. Dept. of Labor spoke of Bulletin 250 which describes welfare work in all its phases in the U. S.

The qualifications of a Librarian for a library of a League of Municipalities are very aptly put in the paper "The Library and the League of Municipalities" by Mr. Homer Talbot, Executive Secretary of the New Jersey State League of Municipalities.

Mr. Leslie Willis Sprague of the Community Motion Picture Bureau, New York City gave an illustrated talk on "Americanization by Indirection."

The last session adjourned at 11.15 P. M.

The convention was most satisfying as a whole. New members and subscriptions were received daily at the Registration Desk. The Association can look forward to a bright future.

EDITH PHAIL, Secretary.

June 24, 1919

Address of the President

INTERPRETING THE LIBRARY MOVEMENT

By Guy E. Marion, Director of Record Section of Community Motion Picture Bureau, New York City

It is now ten years since the Special Libraries Association came into existence. I am convinced that library ideas may grow into facts not differently from inventions in the scientific world. As the invention passes through its stages of ridicule, experimentation and acceptance so we have had our vicissitudes, but looking backward I am certain that definite contributions have been made to the library movement as a whole. Men with breadth of vision and executive qualities have identified themselves with our Association. They have brought into our counsels from their rich business experience new ideas and a fresh approach to our problems. The entrance of these personalities into our library conferences has acted as a strong leaver and has had a marked beneficial effect upon the parent organization and its affiliated societies. The formation of the special library was a direct result of the demand for ready reference material furnished with expedition, coupled with its presentation in organized and digested form. This function with due justice to its numerous readers the public library did not perform. Hence the creation of the special library.

This association was born out of that idea. For two or three years it suffered from the criticism it met at the hands of the older school libraries who had little sympathy for this rather rough treatment of their cherished ideals. Yet it forged on in the hands

of a devoted band of supporters—I could name many of them, I see them sitting here before me—passing through the experimental stage working out many of its own ideas and practices until it stands today a well recognized and accepted fact. The Special Libraries Association has builded its success around this new idea and still champions it. That the idea, then, as originally conceived and promulgated, has proven itself to be the correct interpretation of librarianship is ever more and more increasingly evident from the attending facts. Today we are a strong body of over 400 members widely distributed in every corner of the country and overseas in several foreign lands. Let us accept then the fact that the "Special Library," perhaps unwisely so called, for lack of a better term, has found itself and become a real living and vital part of the whole library movement.

With this thought in mind, may we call attention to a few of the striking occurrences of the past year as they have impressed themselves upon your President.

A year ago we, too, stood "at the crossroads." The affairs of this association were at a critical position. Larger national issues had compelled many to devote less time to the usual plans and their encouragement. After passing this meeting new officers were installed by a nominating committee which the convention had charged with this difficult task. Let me say here and now that such a method of election should never again be resorted to by this or any other body should it even become necessary to lock the doors and compel an election by real congressional methods. Fortunately, we have had a most happy issue out of all our afflictions due to the devotion of each and every one of my associates upon the Executive Board and to the cordial and loyal support of our members everywhere at large. Here let me acknowledge to you all publicly the splendid work done by our new Secretary-Treasurer, Miss Williams of Wilmington, Delaware, who has devotedly stuck to her work even under the trying conditions imposed upon her as a result of the increased price we were obliged to put on the magazine, necessitating as it did much additional correspondence with our entire membership. I am told she did most of this upon her own personal time. We fear that the Association even may be guilty of causing her recent illness which finally forced her to give up the secretarial portion of her duties. However, we know where her heart is and we have been able to command the help, through her influence, of Miss Phail, the other member of our Executive Board who took up her work and consented to see it through until the date of this Convention. Our acknowledgments are also due to Miss Elizabeth Kruse, Miss Williams' assistant, who stood at the wheel during her illness

and helped tide over the period until her recovery.

To Mr. Friedel of Boston who took up the Editorship, when Mr. Power left for France, we owe many thanks. He not only did this actively and earnestly but the results have been only too evident in the increasing quality and merit of the paper itself. Mr. Redstone, our Vice President, who during the year has personally undertaken his largest work as State Librarian of Massachusetts has found time and energy to devote to the work of our Executive Board, attending all its meetings. Many others have helped in one way or another.

As a result of much correspondence and several conferences we now advance the following definition trusting that it will cover with some degree of satisfaction the ideas of all.

"A Special Library consists of a good working collection of information either upon a specific subject or field of activity; it may consist of general or even limited material serving the interests of a special clientele, and preferably in charge of a specialist trained in the use and application of the particular material."

To thus consolidate the ideas of many into a concrete definition, I consider to be one of the accomplishments of the year and one which will do much to remove opposition and concentrate, on the other hand, diversified interests into solid support.

We should turn ourselves to the problems of using this definition. It is so clear that any business man can understand it. He can, without our help, on seeing this definition, classify himself as "within" or "without." It was our one thought that this should be so clearly done that this might be true. Then, with wide publicity through technical papers, we can hope to unearth and bring to light many now unknown special libraries and gather to ourselves, their support giving in return our cooperative help. It should be one purpose then of the next administration to bring about a complete survey of the Special Library Field throughout the United States and in foreign countries.

This problem is a vital one and requires careful work. Your president during his administration has been privileged to cross the country from coast to coast and see special libraries in a new light and also in relation to the whole library movement. It is but yesterday that it could be safely said that there were a few special libraries in the larger cities along our eastern seaboard and that was all. This is no longer true. In a thriving Pacific Coast city I found no less than 10 or 12 such small library beginnings, one in a large power company, another in a prominent furniture store, two more in the motion picture plants of the larger producers, still others in the leading banks and



manufactures of the city. Tomorrow they will be full fledged special libraries, well organized, properly manned and performing a vital service in that community. I may add that I discovered these without the help of the local public librarian and from this fact I wish to draw some observations. These special libraries should be built up rapidly and effectively under the help and stimulus of the local public librarian. If encouraged and helped, thus to get onto their feet, every one of these special libraries will naturally become a prop to the public library itself in its time of need. No public library in a large community of diversified industries can ever hope to compete with its public funds as backing against the special library when well developed in any one industry and backed by its unlimited resources but on the other hand the public library should encourage the coming and growth of these special libraries to strengthen its own resources. In such a community I picture a progressive public library doing everything to lead its local industries to establish special libraries of their own by loaning books and other data pertaining to their work and thus sowing the seed, so that in time the public library may be able to command through contact with these highly developed special libraries information which it would never have found available. In this way we have a complete and entire library system for the whole nation. It centers in the Library of Congress at Washington, from there it radiates to every state in the union to the several State Libraries, thence to the local public libraries within each state and each of these in turn will be surrounded by a group of financial, commercial, industrial, medical, technical and other special libraries. We thus disarm all opposition and construct a whole organism. Special libraries should be helped not hindered, their association should be supported and fostered, and the very greatest cooperation should exist between all libraries. No one element alone is complete without the others. All are stronger for each other's help.

Another reason why we should begin to see this whole problem in its entirety is this. The war has sown the library idea far and wide and sown it through the support of all classes of librarians alike. Where may we look for the first reaction from this effort? I am lead to believe that these thousands of young men returning to industrial and commercial life will not fail to remember that they looked up some things in books and pamphlets while engaged in the world's greatest undertaking and were able to do the thing at hand better because of information in print. If this is so, they will call for books and they will use the printed page in their daily work. Our business executives will readily accede to their demands and

information collections will grow up in spots heretofore uncultivated. This is more likely to be true than that a wider use of public libraries will immediately follow, for the workmen always asks to have his tools close at hand. This will mean a new group of special libraries in every city not a lot of new branch libraries in each community. Furthermore, we must always remember that where there may be one public library system in each community there may be as many special libraries as there are separate important enterprises able to support them. Recently a publisher has prefaced his circular letter to sell books with this statement, to the effect that many of his customers "have found that it paid to install libraries of practical books of interest to their employees and workmen. They have found that it not only stimulated production, but improved the personnel of their force, by developing more interest in the work and a higher state of mentality." This sums up well the essence of the special library movement and I have only hoped to point out these things to the end that our friends—perhaps I should say our foster parents—the public librarians will eventually accept us and aid us, that we in turn may gladly and willingly uphold their hands. We are both parts of one organic whole.

If this then be true, we believe a spirit of cooperation should exist between the two groups and neither one should encroach upon the other's field. It is no more ridiculous to see a special librarian assuming to run a public library than it is to see a public librarian complacently attack a special library problem feeling his own capacity to do the thing without the help of the one who has spent his days and nights working in this particular field. Each should look naturally and logically to the other for those things belonging within the other's scope.

I have been impressed further on returning by way of Chicago by finding a great technical library well handled and with a fine conception of its relation to the surrounding smaller libraries of which you will hear more during this conference. And under the same roof we found a highly developed and flourishing special library in the world's greatest retail merchandising emporium. We think this latter type of library is but an expression of what will ultimately be found in hundreds of similar establishments in all of our cities.

It is gratifying to note the westward trend of things. I have no doubt a complete survey carried out this coming year will reveal similar conditions along our entire west coast cities and in many of our midland areas. Abroad we have noted signs of England awakening to the special library idea as expressed at York and other cities. Hardly a great enterprise in this country was started of a war character during the con-

fict that did not rapidly build up information close at hand for its workers. We are facing the future confidently believing that the next ten years may see the Special Libraries Association equal or outnumber the parent organization.

Of the problems of our internal organization I shall barely speak. Much is needed to take care of our steady growth. The work, if it continues to be voluntary, will have to be split up. A Vice-President might well be added, perhaps two and a definite assignment of duties for each laid down. The office of Secretary-Treasurer may need to be divided.

A publicity manager becomes imperative if we are to get the much needed revenue so easily to be found in this field. A handbook, which has often been urged, is still highly desirable. These are all constructive plans useful to make us develop as we should. Paid services with increased income can well supplant volunteer effort in our work, in fact paid services are becoming imperative if we grow much more. It is worth while for us to be considering the problem of a headquarters in some large eastern city, since our stronghold lies here still, where the Association's activities could be pressed not sporadically but daily as a part of a regular program. These things I lay before you and urge that you do not go away from this conference without discussing and acting upon as many of them as you deem wise.

In conclusion I can do no better than to quote from a recent letter from our former Vice-President, Mr. Herbert Brigham, who urged that more stress be put upon the development of research in the Special Library field. He continues "By research I mean an active development to keep pace with the changed conditions due to peace and the unusual position of the United States in world politics. The export field, transportation, business costs and kindred commercial problems will probably require extensive research.

"The Special Libraries should have a stronger background in commercial practice and should be ready to meet the growing demands for subjects that I have enumerated. The special librarian should be *more* than the keeper of books; he should delve deep into the problems which surround the specified business to which the special library is attached and should have a ground work for the larger aspects of the business world."

#### Report of Secretary-Treasurer

The Secretary-Treasurer's report was given. Due to Miss Williams' recent illness Miss Phail was acting secretary for the duration of the convention. In consideration of the fact that Miss Williams had done

all the secretarial work for the year, Miss Williams was asked to give the report.

Outlining in a brief concise way the enormous amount of work she has accomplished in the past year, a most important recommendation was made that the Association in the near future should be able to engage the services of a secretary permanently.

This would give stability to the Association. A paid editor for *Special Libraries* was also recommended. The double duties of carrying on one's own work and that of the Association are extremely burdensome. An advertising manager was suggested.

#### Treasurer's Report

##### SPECIAL LIBRARIES ASSOCIATION

Statement of the Financial Condition as of the above date.

##### Receipts

Cash on hand July 20, 1918.....	\$ 10.76
Received from membership dues and subscriptions .....	1273.60
Received from sale of back numbers .....	46.75
Received from advertising.....	35.75
Total .....	\$1366.86

##### Expenditures

Publication of Special Libraries....	\$728.37
Miscellaneous printing... ..	31.11
Postage and expressage.....	55.12
Telegrams .....	2.10
Envelopes and office supplies....	19.30
Refunds and exchange subscriptions.	
Stenographic services for editor. . .	40.00
Miscellaneous .....	4.99
Total .....	\$880.99

Cash balance on hand.....	\$485.87
Accounts receivable .....	501.25
Accounts payable .....	228.00
Balance .....	\$273.25

Total Financial Resources..... .. \$759.12

Upon motion it was voted that the report of the Secretary-Treasurer be approved and printed. Miss Williams deserves great credit for the splendid way she has handled her duties. It is to be greatly regretted that illness made it impossible for her to finish her year as secretary to the Association.

#### Report of the Editor of "Special Libraries" By J. H. Friedel

As editor of the official organ of the Special Libraries Association I am pleased to be able to make the same report of progress as have your other officers. Our work this year has been two-fold, internal and external. The internal work is that with which the members of the Association are perhaps least acquainted and I shall touch

on that in a moment. The external work involving the appearance and content of *Special Libraries* as you see it each month, is perhaps more familiar to you. The favorable comment which many have made of the work of the editor has naturally been a source of pleasure. But actually we have performed no miracles; all I have tried to do is to reflect your own thought and opinion as I have been able to catch it. If, therefore you have seen any merit, it is with yourselves that you should be pleased.

When your editor began his work, there was in the treasury as your treasurer has told you less than \$20. When I tell you that the average cost of an issue has been between \$150 and \$200, you will realize that it required a certain amount of audacity to begin. But we did, and I am glad to say that in your support you never faltered. We found a mailing list of 325 paid subscriptions and about 150 unpaid, mainly exchanges who received free copies. In other words 325 were also carrying the burden of the 150. It seemed neither right nor wise. So after due deliberation, every free copy was cut off at one time and the proper persons notified. Many thereupon became subscribers. Today our mailing list consists of 430 subscribers and only one exchange, the *Library Journal* which we find necessary in our work. And from a working fund of \$10 we are able to enter upon the next year's work with a balance greater than any that the Association has ever had. We have no fears for the future.

In taking over office, I found no satisfactory mailing list, no manual of style, no plans for the future, no records of the past, not a single paper which might be used in a forthcoming number. Those early days were not pleasant. But we have remedied all this, and your next editor when he starts on his work will find material gathered for at least one or two numbers. We have made our plans and never for a moment have we hesitated in going forward. We have tried to help the Association to find itself, and have aimed to develop the interest of new members. If you will look through the issues of *Special Libraries* for this year and compare them with those of former years, you will see that we have succeeded in getting new writers and that we have not catered to a fixed group for our material. The contributions have invariably been of a high order. The result is that today we have subscribers on every continent. Instead of a second-rate magazine we have become a pace-setter. I wish I could read to you some of the letters that have come to me. You would realize then why I am able to report to you that your official organ is very widely regarded as the best library magazine in the country.

We have tried to answer questions that

have come to us, to help with advice those who were seeking to prepare themselves for special library work, to help those seeking employment and those seeking employees to get together. Our range of activity has been broad, indeed, but wherever there has been opportunity to serve, we have tried to do our best.

The work has, however, not at all times been easy and most of it has fallen upon your editor. To whomever he turned for aid in any form, he was never disappointed. Your officers and the associate editors have shown a most commendable spirit. But we cannot and should not forever rely on voluntary effort alone. We should aim to have a paid assistant to aid the editor and aim ultimately at some profitsharing scheme for the entire editorial staff. A permanent secretary would not only prove a boon to the Association but be also a great aid to the editor in his work.

We have made great progress this year, and the momentum of success will carry us forward even further. Pressure of other work may necessitate my withdrawal from the editorship before another year. Teamwork has made for success; let us continue our teamwork.

(Upon motion it was voted that the report of the Editor be accepted. A rising vote of thanks was given the editor for his commendable work during the year.)

#### Report of the Executive Board. By J. H. Friedel

I have been asked to present the report of the Executive Board. The Executive Board consists of your President, Mr. Marion, your Vice President, Mr. Redstone, your Secretary-Treasurer, Miss Williams, Miss Phail and myself. We have had meetings in New York, in Boston and at Ashbury Park. At every one of these meetings all the members of the Executive Board were present. This will seem the more commendable to you when I tell you that your Association makes no provision for the remuneration in any way of any of its officers, and each of the members of your Executive Board has had to meet his or her own expenses in attending the meetings. Not once has a member been absent. This shows the spirit which has animated your Executive Board, and I will say that the Board feels more than recompensed for its labors by the very large attendance which we have noticed at these sessions.

Your Board wishes to recommend to you two distinct proposals. One is for the creation of an Advisory Council to be chosen from among you to advise with the officers on questions of policy as the need may arise. We feel that as the Association is growing that we are losing touch with you

individually. We do not want that to go on, and we feel that with an Advisory Council we shall be able to maintain the direct contact no matter what our size may be. Our suggestion is for two representatives to be elected from each of the several groups in the Association, the Council to serve for one year. Each section shall have power to elect in its own manner, to recall its representatives and employ such checks upon them as it may deem best; it shall also work out some means of contact with its representatives.

The other proposal is of a different nature. It touches upon our relations with the American Library Association. We feel more and more the need of a representative of the Special Libraries Association on every committee or official body of the A. L. A. where our interests are concerned. Today this condition does not maintain. We have no representatives on such committees as that on War Work, on Professional Training, on the Committee on Enlarged Program, yet we are told by those in charge that the Library War Service is being carried on as a special library service, while the proper training of persons for special library endeavor, and the place of the special library in reconstruction are of concern to us all.

I have tried to state our position in an editorial in the June issue of *Special Libraries*. If the A. L. A. is to be the national association of librarians which it aims to be, it should obviously represent and give representation to the associations affiliated with it whenever their interests are concerned. We feel the need of it. We suggest to you that a resolution be drafted and sent to the Council of the A. L. A. apprising them of our position and our attitude. (Here a suggested resolution was read.)

We have no criticism of the A. L. A. but we think the present situation anomalous, and that a change should be made. This is the report of your Executive Board.

(After due discussion it was voted upon motion That an Advisory Council in the manner suggested by the Executive Board be created. The names of those elected are given elsewhere. It was also voted to refer the question of relations with the A. L. A. to the incoming Executive Board with full power to act.)

June 25, 1919

**LIBRARY AND STATISTICAL WORK  
WITH THE PRUDENTIAL, FREDERICK  
S. CRUM, PH. D., ASSISTANT  
STATISTICIAN**

The Library of which I shall speak is the library of statistics and information of The Prudential Insurance Company of America which has always been under the

direct charge and personal supervision of Dr. Frederick L. Hoffman, Third Vice-President and Statistician. In fact the present library represents a growth and extension of Dr. Hoffman's private library which he brought with him to the Company twenty-five years ago.

#### Collection of Information

The accessions to the library have been secured largely in the usual ways. Constant perusal of catalogues, and personal selections from secondhand and other bookstores, have added greatly to the utility and value of the library as most of the sets of official reports on insurance, help, labor and other subjects have thus been completed and many now rare and almost invaluable documents, reports and books relating to the early history of insurance and to allied subjects have thus been secured. Special efforts have always been made to secure all Federal, State and Municipal reports which may be of any value in our insurance, statistical, public health and other work. Our collection of such documents is exceptionally complete. We have also laid special emphasis on the importance of making the foreign section of our library as complete and valuable as possible. To this end thousands of letters are sent out every year to the officials of some 140 different and more or less politically independent foreign states and countries. This section also has been largely supplemented by purchase of books selected from catalogues of new and secondhand books and in part by personal selections.

In the foreign division of the library we also have a special section containing information relating to life insurance companies of the United States and foreign countries. This information includes annual reports, special reports, rate-books, policy forms, application blanks, etc. We here have in conveniently available form data for some 460 life insurance companies located throughout the world.

Another valuable and more or less unique part of our library consists of clippings from newspapers and from medical, insurance and other periodicals. These clippings are dated, the source indicated and they are then filed in strong, linen-cloth-lined envelopes—the envelopes being labeled and classified in alphabetical order under five main classifications. When the items on any given topic become too numerous for convenient use in the envelope file, they are pasted in book form, indexed and placed on the library shelves. We literally have hundreds of thousands of these clippings thoroughly classified and indexed and not a day passes but that this information is found suggestive and practically useful. I shall refer again to this feature of our library under the heading of organization of information.

Our book knowledge has always been sup-

plemented also by special inquiries, by personal investigations, etc., and the results in all cases have been made a matter of careful record. If it were a territory investigation, or an occupation inquiry, or an elaborate study of some phase of insurance or mortality, in any and all cases the data are carefully classified and the final results are usually bound in book form and provided with a thorough index. In this way all of our reports are made a matter of record and are always readily available for future reference.

nary branch to the end of 1918 some 88,457 death claims had been paid. These have all been coded and the data transferred to punched cards, making any tables or analysis which may be required easily and quickly obtainable by mechanical methods.

#### Organization of Information

Our library proper is divided into nine main divisions with three additional subdivisions. For convenience we designate these as follows:

Division A—Statistics and Economics.

## ARRANGEMENT OF LIBRARY

### Div. F

#### U. S. STATISTICS AND INFORMATION

- |  |  |
|--|--|
| 1 General Information and Maps.            | 12 Commerce and Trade.                                     |
| 2 Government and Annual Executive Reports. | 13 Labor and Factory Inspection.                           |
| 2a Statistical and Legislative Year Books. | 13a Workmen's Compensation and Industrial Accident Boards. |
| 2b Public Finance.                         | 14 Immigration.  |
| 2c Banking.                                | 15 Education.  |
| 3 Laws and Legislation.                    | 16 Railway transportation                                  |
| 4 Army.                                    | 16a Water Transportation.                                  |
| 4a Navy and Marine Corps.                  | 17 Public Works and Engineering.                           |
| 5 Geographical and Geological Surveys.     | 17a United States Engineering Reports.                     |
| 5a Water Supply.                           | 17b United States Coast Survey.                            |
| 5b Mining and Mine Inspection.             | 17c Rivers, Harbors and Port Terminals.                    |
| 6 Climate                                  | 17d Canals and Inland Waterways.                           |
| 7 Census                                   | 17e Drainage and Flood Control.                            |
| 7a Anthropology.                           | 17f Irrigation and Reclamation.                            |
| 8 Public Health and Vital Statistics.      | 17g Sanitary Engineering.                                  |
| 9 Agriculture.                             | 17h Rural Engineering and Highways.                        |
| 9a Markets and Food Control.               | 17i Parks, Reservations and Lands.                         |
| 10 Forestry.                               | 18 Judiciary and Crime.                                    |
| 11 Fisheries.                              | 19 Charity and Social Work.                                |
| 9-11 Conservation of Natural Resources.    | 20 Hospitals and Institutions                              |

Aside from these and other outside sources of information it is one of our important functions to compile and analyze the insurance experience and particularly the mortality experience of our own Company, The Prudential. It is doubtful if any other life insurance company in the world has so extended and so thoroughly well-analyzed an experience as The Prudential. The mortality in the Industrial branch alone to the end of 1918 represented 2,546,931 death claims and of that number 836,764 have been coded and the data transferred to punched cards in such manner that any useful analysis can readily and quickly be made by mechanical methods. Similarly, for the ordi-

Division B—Insurance.

Division E—Occupations and Industries.

Division E(a)—Labor Department Reports.

Division F—U. S. Statistics and Information.

Division G—Foreign Statistics and Information.

Division H—Public Health and Vital Statistics.

Division H(a)—U. S. Census.

Division H(b)—Hospitals and Institutions.

Division I—Medical and General Scientific.

Division J—Anthropology and Immigration.

Division K—Expositions and Exhibits.

The library is physically so divided as to correspond with these divisions and the floor plan of our department, which is available on request, indicates how this is done. I personally have direct supervision of Division A—Statistics and Economics. An assistant has direct charge of Divisions B, E and E(a), that is, of Insurance, Occupations and Industries and Labor Department Reports. Another assistant has direct charge of Division F, another of Division G and another of Divisions H, H(a), H(b), I and J. The books and pamphlets are arranged topically and in alphabetical order in Divisions A, B, E and I. In Divisions F and G logical and uniform classifications of the data have been developed and these are used for each State or Country as the case may be. Division H lends itself readily to a classification by states and municipalities. The states are arranged alphabetically and the cities for which reports are available are also arranged alphabetically under their respective states.

The following subject index for Division F may prove useful and is, therefore, given in detail:

A similar index of subjects is used in the Division of Foreign Statistics and Information (G). Of course we do not have data on all these subjects for every state and country. If, however, information is available a properly labeled library pamphlet box of standard size acts as a subject divider and usually also serves a useful purpose in keeping pamphlet and other data on the given subject in good place and condition. These boxes, which are used throughout the library, bear different colored labels according as they belong to one or another Division. Boxes for Division A bear neutral grey labels, Division B light brown, Division E yellow orange, Division F yellow green, Division G green yellow, Division I blue green, Division J red orange, etc.

In Division F (U. S. Statistics and Information) we have a special and very valuable file containing health, topographical and other information by counties for every county (nearly 3,000) in the United States. An envelope, size 6½ x 10 inches is used for this particular purpose.

This brings me again to the subject of envelopes for filing of clippings. For this purpose we use a strong white envelope, size 4½ x 10½ inches. In our clipping files we have the five following main divisions: Insurance, Occupation, Foreign, Medical and Nativity. This envelope system of filing and classifying fragmentary and fugitive information we have found extremely helpful and it makes possible the quick availability of a mass of current information which we could not otherwise so readily control. Under insurance there are approximately 4,000 envelopes representing as many different subjects; occupations require over 2,000

envelopes, including 275 on the recent war, foreign countries and cities are represented by about 1,000 envelopes; medical topics 2,000 and race and nativity, 600.

We also have on file some extremely valuable and unique data supplementing the vital statistics as reported by the Federal Census and by State and municipal registration officials. In many of the Southern and Western States and cities, official records of deaths are either entirely lacking or are at best very incomplete. For this reason we have collected a large number of records of births and deaths from the tombstones in hundreds of cemeteries. These data give us the ages at death and knowing the dates of birth and death, tabulations are possible showing the average duration of life at different periods, in different sections of the United States and with distinction of sex. We have collected at least 120 thousand of these records and have found them quite suggestive and helpful in determining whether or not certain areas are healthful.

#### Use of Information

Enough has perhaps been said under the headings "Collection of Information" and "Organization of Information" to give a fairly complete resume of how we obtain and how we classify or organize our information" to give a fairly complete resume of how we obtain and how we classify or organize our information. It now remains for me to sketch very briefly some of the many uses which this truly enormous amount of information is made to serve. Every large life insurance company is confronted with many problems relating to substandard lives. The applicant for insurance may be physically substandard; he may be engaged in an unhealthy or dangerous occupation or he may be below standard for other reasons. Our exact knowledge of occupations, our extensive information on height and weight and other physical conditions in their relation to probable longevity, our exact and comprehensive information on the healthfulness or otherwise of localities in this and other countries and our large fund of knowledge relating to race and nativity as factors in disease, mortality and longevity, make it possible for us to render better judgment on doubtful risks than would otherwise be possible. Substandard risks are thus rated according to the best available facts to the mutual advantage of the company and the policy holders. Much of the rating practice has now become so standardized that only occasional changes require to be made in the principal industries. In recent years phosphorus match making has been abolished in this country and also in recent years a new and less health-injurious process of cut glass polishing has been generally introduced in the cut glass industry. These are illustrations of how important it

is to keep up to date in our information so that our policy holders may get the advantage of lower premium rates when occupations formerly hazardous or health injurious become relatively safe and healthful through changes in industrial processes, methods, etc. During the last five years we have rendered written reports and recommendations on 1564 cases referred to us by the Issue Department on account of the occupation of the applicants; 277 cases have been referred to us on account of doubt as to the healthfulness of applicants' residence in the United States and 195 cases have been referred for recommendation on account of proposed foreign residence of the applicants. In short in short, our extensive and thoroughly well-classified information is an invaluable aid in our company's effort to rate its applicants with fairness and with the nearest possible approach to scientific accuracy.

We have always given wide publicity to our Company's Insurance and Mortality Experience. Our industrial mortality data have been analyzed and charted and our insurance statistics have been put in graphic form and exhibited at all the International Expositions since 1900.

We have also made wide use of our information for educational purposes and for the promotion of all disease-prevention agencies, the promotion of the campaign for safety, the anti-tuberculosis movement, the fight against cancer, malaria, leprosy, polio-myelitis, measles, whooping cough, scarlet fever, diphtheria, influenza, etc. More than 300 books and pamphlets have been published by The Prudential and given wide publicity through gratuitous distribution in order that our valuable data may be made available to anyone to whom they may be serviceable.

In the organization and development of our library the primary aim "has not been to collect rare and interesting works of antiquarian value, but rather to meet the needs of a large company, transacting life insurance business throughout the United States and Canada." Every helpful source has been drawn upon for material which will help us to solve the numerous problems constantly arising in a business which touches and affects almost every human interest. There is no limit to the practical utility of the numerous facts now conveniently available in our library and statistical archives. We realize, however, that new problems will continually arise; problems which will require new methods of attack if they are to be solved. It is our constant endeavor to collect new data in advance of emergencies for we have long since realized that to be prepared in advance is the determining factor in deciding whether or not a library of statistics and information for insurance purposes is to function with complete success

#### SPECIAL LIBRARIES AND THE GENERAL REFERENCE LIBRARY

By Edward D. Tweedell, Asst. Librarian,  
John Crerar Library

It has been my good fortune to be connected with a large reference library located in the city of Chicago. We are practically a series of special libraries under one roof. Covering pure and applied science and sociology, we are able to be of service to the business house in all its activities both from the office and workers' standpoint.

If one looks about our reading rooms, most any time of day, at least one of the special librarians will be seen making use of our collections. I have often thought how different the methods in a special library are from those used in a large reference collection, and have often discussed this question with the special librarians to our mutual advantage.

I believe it was Dr. Dewey who said that the public library was a well and not a cistern. If this is true the modern business library is an up-to-date water works system with water pipes leading to the individual desks of the heads of all departments; in some cases perhaps furnishing filtered water in small quantities, in others delivering unconcentrated and in bulk according to the desires of the individuals as discerned by the librarian.

To carry the illustration a little further, the house library is a small and efficient reservoir constantly kept full by a high-powered gasoline engine pumping from its own resources. However, there is a pipe line of large dimensions connected with the Public Library which is a large natural lake supplying in emergencies or when the gasoline engine has not succeeded in giving the desired water. The librarian is an expert in gasoline engines, sources of supply, and piping.

But to speak seriously, it seems to me that the special librarian must depend on the large city libraries for considerable of his material. Miss Krause in an article in *Public Libraries*, says, "We will keep our library down as far as possible to a working collection of books and our librarian shall be a go-between for us and the other library facilities of the city when we want information not available in our own collection." I believe this is the only economical adjustment in a large city having a library large enough to meet the demands made upon it by the local institutions. I refer to the demands for technical information and not to the furnishing of general material for educational and recreational uses, which is so necessary and so well done by many libraries. It seems to me this is easily possible provided there is a mutual understanding between all concerned and an honest desire to know one another's needs and limitations

The four large libraries of Chicago without any written agreements have, for over twenty years, carried on an arrangement by which each develops its own lines without overlapping. This works out without any machinery or apparent effort on the part of any concerned.

Public libraries with an understanding of the needs will attempt to meet them. A number of years before this Association was formed the Providence Public Library had one entire floor known as the Special Libraries Floor. Dr. Foster realized the needs of the community and placed his technical books and books on art and design in close proximity, and this was much appreciated by the jeweler engaged in designing.

The demands for assistance needed by the business house are so great that it is not possible to give all the time that is needed. Special librarians must make these searches themselves. A chart of a particular business organization was a small matter but it took many hours to locate it.

Frequently we are criticized for our lack of recent material and in many cases this is just, but consider the difference in the machinery of a large reference library and that of the business house. We have to take not to duplicate; being in charge of trust funds we cannot buy if there is a possibility of obtaining the book as a gift. A multiplicity of records have to be made, etc. Whereas, in a business house you are practically buying for yourself. I look forward to the time when, after having ascertained that a book has not been purchased, we will be able to call up the local book dealer and have it sent up and charged on a monthly bill.

Routine is a wonderful thing and a difficult proposition to get around, but it seems to be necessary. We are gradually eliminating unessentials. The war camp library will assist to some degree but not so much as some of us thought. I was interested in noting that it was the sense of the A. L. A.'s Committee that not many of the methods of the camp libraries could be adopted in the general library. What we will gain, however, is the desire to be more generous, to give out our information where needed with the least routine, rules and reasons. The business library has many similarities with the camp libraries. They are to meet emergencies. Rules do not exist and are not necessary. One does not have rules for one's own private library. Although some years ago we recovered nearly one hundred books which had been stolen from the public libraries of Chicago and the thief had inserted his own book plate which had this for a motto, "Positively no loan of this book."

In a small business library your file is your catalogue in many cases. The rules of cataloguing are of the simplest because everybody sees what comes in. In a large

library it is a difficult matter to see all the titles that come in, let alone the books themselves. Let us hope, however, that enough cataloguing is done to enable the successor to find out what is in the library. With a changing and large reference staff good cataloguing is a necessity. The old time assistant can answer numerous queries from previous experience and this is very pleasant for the reader and for the assistant but equally unpleasant for the new assistant, who would be entirely lost except for the catalogue. However, cataloguing and classification must not be considered a mental exercise for those engaged in the work.

The special library can gather in the ephemeral and fleeting material much easier than the large library. As the man who has the reputation for telling good stories has good stories told to him, so business houses have much material sent to them which the general library must ask for.

It seems to me that for reference purposes ordinarily the very short time loan is sufficient. In my own experience I find that if I am permitted to have a book two weeks, I use it the first day and allow it to remain on my desk until considerable fine has accumulated before returning it.

We, at the Crerar, have a very fine example of the mutual benefits of cordial cooperation between a large business house and ourselves. Many of you are doubtless familiar with the crop reports issued by the American Steel and Wire Company. You also know the value of the articles on a specific subject which occupy the inside pages. One week it may be the castor bean, use of potato flour, the manufacture of starch, rabbits, goats, or take-all. This material is all worked up in *The John Crerar Library* by Dr. H. E. Horton, their Agricultural Commissioner. Historical and research experience with a complete bibliography are found in our library while from his connections with firms and individuals in active work, he is able to give the practical experience of these people. In a recently issued bulletin on guinea hens you will see some very fine reproductions which were taken from Elliott's *Phaniscidae*. One would hardly expect the business library of a steel and wire company to have this somewhat rare book, but it is exceedingly helpful to have a nearby large city library where it can be obtained. It would be impossible for the most highly endowed public library to give the reference service necessary to ascertain the facts used by Dr. Horton. We gain in having Dr. Horton as a genial expert on whom we may call for information in regard to sources and reliability of certain works and also in matters of classification. However, the greatest service is in bringing to our attention desirable new titles and in turning over to us a great deal of material impossible for us to obtain.



The special librarian must develop knowledge of the library resources of the locality. For instance, it was hardly to be expected that a historical and genealogical library would be able to furnish a list of dates of the coming state fairs in South Africa. I am not sure that any library could furnish the information and least of all a historical collection. A business librarian should have been too well informed to write such a request to a historical library. The private and public library facilities in any large city deserve much study and will yield a great deal of useful information.

I have wondered many times if I was not becoming a little over sensitive. Wrong feelings are stirred up in me when a letter comes to the reference desk something like this:

Librarian, The John Crerar Library.

Dear Sir: Please send by return mail a complete list of books and periodicals with prices attached on the separation of nitrogen from the atmosphere.

Yours truly,

The request is sent in just as if the writer were ordering his winter's coal and expected to pay as much for it. One responds more willingly to a request for information which one does not expect to pay for nor could ever repay in similar courtesies if the request is less mandatory and shows some appreciation of the effort which must be expended.

Among the specific ways in which we feel we are a help to the special libraries are storing long sets of periodicals and society transactions needed only occasionally by them very much; cameragraph service; furnishing expensive textbooks in technical and allied lines; bibliographic cards.

The special libraries aid us by their expert knowledge of subjects and of means of obtaining information. We quite often call them up to answer questions put to us.

As in everything else the secret of greatest usefulness lies in having cordial relations between all concerned. I have felt that this spirit was especially prevalent in the library field. Visit any library and they will give you all the data they have both as methods and general information.

In the future I believe the special library is going to depend on the large collections for more and more of their material and the large library will receive and care for much material which has a use but for which the current call has ceased. A clear conception of the idea of service and an understanding of the necessary limitations of the large library's facilities will react to the benefit and helpfulness of all concerned.

#### A TECHNOLOGY DEPARTMENT AS A BUSINESS INVESTMENT

By D. Ashley Hooker, Technology Librarian,  
Detroit Public Library

Technology departments are a comparatively recent development in public libraries in the United States.

Detroit, although a great industrial center was one of the last of the large cities to have one, although it had been trying to secure one for many years.

It takes a lot of money to start one and to maintain it, but it has met with instant support and recognition.

The public has been coming so fast and continuously that there has been little time or opportunity for the work of organization as we usually think of it.

The department has just grown, and most of its growth has been the result of trying to catch up with the demand for one subject after another.

These were built up somewhat in the following order:—aeronautics (this was the first collection we built up), millwrighting, accounting, mechanical drawing, blue print reading (when we started, there was nothing on this subject), welding, liquid air (we had the Sloane but not Claude), machine shop practice, shipbuilding, explosives, navigation, marine engineering and seamanship, manufacture of munitions, torpedo boats and submarines, office management, stenography and typewriting, wireless telegraphy, cost keeping for factories, scientific management, coal and peat, petroleum, iron and steel, heating and ventilation, farm tractors, lumber, lubrication, model engineering, toy making, building, mathematics and machine shop mathematics, real estate and salesmanship.

In those early days, our hearts sank when we went to the shelves and found nothing with which to satisfy hungry minds, but our reward came when we were gradually able to satisfy those demands and began to hear "That is just what I wanted."

Many subjects had received such good attention that they needed little but to be kept up-to-date. Among these were electrical engineering, pure chemistry, gas and steam engineering and, of course, automobiles.

Among the subjects needing more attention than they have yet received are pharmaceutical and technical chemistry.

This list of wants revealed and supplied shows a natural sequence from demands brought forth by the war into demands of reconstruction and peace. The books on the choice of a vocation and business salesmanship, accounting, real estate and advertising have been in especial demand since the soldiers and sailors began to come back.

Only a beginning has been made in filling in on the more important sets of periodicals

and society publications. We do not know yet how far it will be advisable to go with that. It is doubtful if it is a proper function of a technology department of a public library to attempt to compete with the large university or reference libraries as store-houses of technical literature.

This is one of the many questions that can be decided best by looking at a technology department as a business investment made by the people of a city after due deliberation by their representatives, the board of directors, or trustees. Up to the present time the demands have been so insistent that there has been no difficulty in deciding how the people wanted their money invested.

Everybody uses the department, from the heads of businesses and factory departments to the humble workers in machine shops. And that is as it should be, as they are all participants in this investment and should share alike in its dividends.

And we know that some have received a direct personal financial return on their investment. We know of one whose pay was increased from 50 cents to 80 cents an hour, another whose salary was increased \$7 a week and still another whose salary was increased \$1,000 a year.

These practical results raise the standard of living of the recipient, enable him to become a more valuable citizen of the community, and increase his opportunity of self-development.

The constant demand on our resources has made it inadvisable or impossible to do very much publicity work so we cannot know very definitely what proportion of our possible public we are reaching and consequently what proportion of the bond holders are receiving a return on their investment.

The little we have been able to do has been direct publicity to the people especially interested in one line or another, an example of which was the exhibit we placed in the Builders' Show held early in the spring.

However, we shall be able to do more of this direct publicity when our available space increases and when we are able to serve a larger proportion of our investors.

Even now we feel that it has been a paying investment and we shall be doubly sure of it when we have completed and carried out plans for making every bond holder realize his opportunity of sharing in the dividends. For this is the end and aim of an ideal investment

#### AIDS TO MAGAZINE ROUTING SYSTEMS

By Edith Phail, Librarian Scovill Mfg. Co.,  
Waterbury, Conn.

When the title of this announcement—(I would hardly call it a paper)—came be-

fore my vision in print, I rather gasped for breath. If there are any in the audience who are in the same position I was in last year, I feel sorry for them. I went to the convention for the main purpose of finding out the best way to handle a large collection of magazines, therefore routing of magazines was my constant query. If you will mentally substitute the words, "possible aid" for aids, I will feel more comfortable to go ahead.

Last year a number of special librarians left the convention early and visited Mr. Jacob, the librarian of the General Electric Company. Of course my insatiable curiosity about magazines routing systems took advantage of a sudden lull in the conversation. This announcement is the result of that talk.

In discussing the pros and cons of the subject, we all agreed most heartily that the quicker the magazine material could be placed before the business man the better. The plan for the quickest way, involved the publishers of technical and business magazines. Probably your curiosity is now aroused to the pitch where you are wondering what the "plan" is—it is simply this: The receiving of the contents sheets of the magazines in advance of the issues. It will depend upon the publishers to submit them. That necessitates only an extra quantity of the page-proof of the contents sheets of the magazines being struck off at the time of printing. While the magazines are being finished the contents of the coming issues are in the hands of the librarians. Mimeo-graph sheets of the contents can be made and sent out for the heads of the departments to check the articles they would like to see. The checked sheets being returned to the Library. By the time the magazines begin to arrive, a mailing list for the incoming issues is established. The value of the magazine to the company can also be determined by the checked lists. Should a certain issue prove very much in demand, duplicate copies could be ordered, received and sent upon their way almost as soon as the magazines which are regularly received. I have not put this plan into operation, reasons, for which I have not the time to give here, but I sincerely believe there are possibilities in it for any one who cares to try it out. Now this is not the only use to which the advanced copies of the contents can be placed. During the year I have used them to supplement the Industrial Arts Index and Engineering Index. If the recent issues of magazines happen to be in circulation—and they usually are—and some one wants to know where he saw a certain article, the copies of the contents usually places the article and the magazine is easily procured.

Then the McGraw-Hill Company put another idea into my head by sending me some

contents sheets of magazines for which I do not subscribe. They happen to be magazines which I do not need regularly, but through watching the contents I have several times sent for certain issues because they contained certain articles which I could use.

If there are any general librarians here they might use these sheets on a bulletin board to advertise good technical or business magazines.

The use the librarian can receive from this plan has been fairly expounded, but you are probably wondering how the publishers would receive it. There will be the extra mailing list, the postage, and the extra page-proofs of the contents. There is no better way of showing how the publishers might be expected to receive the plan than to cite a number of interviews Mr. Jacob and I had. We approached McGraw-Hill Company first. I admit with fear and misgivings. We thought that if a number of the publishers were set to thinking about this matter, by the time of this convention we might have a few of them in favor of it. Our interview with the McGraw-Hill people lasted about ten minutes. In the next week's mail all the page-proofs of the contents of the McGraw-Hill publications were received and have been received promptly ever since. The same thing was true of Industrial Press for "Machinery." In reality it is a very cheap easy way for the publishers of magazines to advertise. Industrial Press issues a monthly announcement sheet giving a general idea of the scope of the coming issue. But the page-proof of the contents would not mean the setting up of extra type and the contents sheets would be much more valuable, because they contain the exact titles and paging of articles. After a mimeograph copies are taken from them the articles can be cut up and filed under subject for ready reference.

It maybe that some one will find merit enough in this plan to work out some of these suggestions, I will be glad to answer any question to best of my ability, or talk with any one after the meeting. My own routing system for magazines gives satisfactory service, but as soon as I have the time I expect to work this plan into it.

**Remarks by Mr. Geo. A. Deveneau of the  
Federal Board for Vocational Education**

As Americans we should be very proud of the excellent provisions our Government is making to re-pay its debt of honor to the men who have suffered in the war. Instead of paying the men a pension which could never be adequate to allow them to live in comfort, yet which would be sufficient to act as an incentive to live in idleness, our Government is endeavoring to train the men who have been disabled so that they can

carry on in civil life as well as a normal man.

All men who have been disabled in service should be acquainted with the provisions for their vocational rehabilitation, and the general public should be instructed as to the nature of this work so that they will be able to inform these men and encourage them to take training to overcome their handicap.

Under the Vocational Rehabilitation Act of June 27, 1919, provisions are made for the vocational training, for the maintenance while in training, and for the placement in permanent positions of soldiers, sailors and marines who have been disabled in line of duty by disease, accident or wounds. The disability must be of such a nature as to prevent the man from successfully taking up his former occupation. While effort is made by the Federal Board to utilize fully the man's previous experience and train him for a better position within his old occupation, he is, however, trained for a new occupation if it is desirable. The man is assisted in choosing the occupation for which he will take training by a skilled vocational adviser who from his knowledge of the requirements and opportunities of the various occupations is able to give valuable counsel to the disabled man as to the course which is best adapted to overcome his disability. The best technical, agricultural, academic, and vocational schools and colleges of the country are giving the disabled men vocational training. If the disabled man cannot attend the regular classes and needs special courses of instruction, the Federal Board makes arrangements so that he may receive the training he requires.

"In some cases the men are trained on the job"—on farms, in offices, shops and factories. In this placement training special care is taken that a man shall be thoroughly and carefully trained in the various operations in the occupation for which he is preparing. In every case the Federal Board endeavors to have the course of instruction definitely adapted to the special interest and needs of the disabled man, and planned with the idea of training him so that he can earn a living as good or better than he earned before the war.

On the completion of the course of training a permanent position is found for the man where he can make the maximum use of his training. As the official friend and adviser to the disabled man the Federal Board keeps in touch with him for such a period after he has entered employment as is necessary to insure his success at his work.

As librarians and as patriotic citizens, you can help the Federal Board in the following way:

Acquaint yourself with the provisions for the vocational rehabilitation of disabled soldiers, sailors and marines.

Direct any men who have been disabled in the service and do not know the provisions for their training to the nearest District Vocational Office of the Federal Board.

Secure the Opportunity Monographs and the Vocational Summary, and the posters of the Federal Board and display them in your library.

Use such opportunities as are at your disposal to assist the disabled men who have taken training to secure positions with the industrial concerns which you represent.

When these men have secured positions do what you can to help them to make good at their jobs.

The Federal Board will be glad to send you its publications, and heartily appreciates your interest and assistance in this work of human reconstruction.

#### EXTRACT FROM ADDRESS

By F. M. Feiker, Editorial Director, McGraw-Hill Co., New York

Special librarians and editors of engineering and industrial journals have something in common in the selection of certain classes of information from the great masses of material available. They must give to the men in the business coming within the scope of their work a definite sense of direction concerning what is being said and done along those lines. I would like to see closer cooperation come about between the editors of engineering, industrial and other specialized publications, and special librarians.

There are masses of material constantly coming before us for attention. Out of these masses we must pick certain groups of subjects that are vital to industry today and if we pick these subjects broadly enough we can keep all our specialization heading in some broad general direction.

I would welcome suggestions from special librarians as to the kind of subjects their clientele want to know about. I would like to know what kind of articles in the field of our publications the librarians find a lack of in order to answer specific questions. There ought to be some way of getting this information back to the editors to whom it is of interest.

How can indexes to current technical and business literature be made more helpful? I should like to see some kind of functional indexing done in such a way that the vast storehouses of information locked up in the volumes of these periodicals can be put to active use

Mr Raleigh S. Rife, of the Guaranty Trust Company, New York, delivered address on "Investment of Capital in Foreign Countries." Inasmuch as this dealt mainly with finance, we have not seen fit to reprint the address here.

(The Editor.)

#### SOME WHYS AND WHATS OF OUR LIBRARY AND A FEW DON'TS

By Leon I. Thomas, Managing Editor,  
"Factory" Magazine

The special library which we maintain in our company is hardly a library at all, at least as the layman understands the term. Rather, it is a clearing house of information. It may obtain information from one department of our business and give it in modified or classified or co-ordinated terms to another department. It may, and does obtain information by letter from outside concerns and supplies this information or data to some one department in our business, or to some reader of one of our papers who has made an inquiry. It is true that this information is very often obtained from books or periodicals, but not necessarily so. In other words, it is a reference library of inquiry. The library may be called upon to get cost figures on one department's work from our accounting department and use them to produce an estimate to some other department.

The point I am trying to make is that to a layman, "library" means books and publications, such as periodicals. In truth, books and periodicals may play almost no part in special library work on one day and perhaps another day the same week, form a very large part in supplying the requested information.

Now everything in the business world must be sold. It will not sell itself, and that statement applies equally well to special libraries in business concerns. I know because I have had to pay the salesman in selling some of the features of our library to our management. Now I wonder if some libraries are not making this sales work difficult for themselves by the very use or over use, to the exclusion of all qualifying adjectives of the word "library" as a name of this information department. You know the efficiency engineers had a hard time of it until they learned to divorce the word efficiency, and now you find them as "management engineers," "management service companies," "industrial engineers," and so on, thriving under the new names. To the layman, a library means shelf upon shelf of books, and most executives are laymen insofar as libraries are concerned.

I simply leave it as a subject of thought and a possible suggestion to the Special Libraries Association that attention to terminology may be worth while. I have no single word to offer to take the place of the word library. Perhaps one could be found. But, as a business man, learning for the first time what a special library would do for me. I think I could be brought to the point of voting an appropriation for such a department much easier and quicker if it were called a service library, or information serv-

ice department perhaps, than under the academic term "special library."

I said a few minutes ago that everything must be sold. When we have sold the library idea to the executive of a business, the selling job is by no means completed. We must keep on selling the services of the library to the whole organization, from week to week, and from day to day.

You have all heard no doubt of suggestion systems which have been started in many large offices and manufacturing companies. If you have heard about them you doubtless have also heard the wails which have gone up from many executives in these plants where the system has been adopted, to the effect that the suggestions come in well when the scheme is first put in operation, but after that the employees lose interest, and the scheme will not continue to work.

Of course it won't work, of its own accord. It is not self-perpetuating, it must be advertised to such an extent that the interest in it is maintained. Nine-tenths of the work in maintaining a suggestion system to get good results, is in sustaining an interest in the scheme. Perhaps a dinner must be held every few months, a meeting called every once in a while, ample space given to advertising the system in the company house organ, or in fact, perhaps special literature on the subject. In other words, an active advertising campaign must be kept up continuously.

Now isn't just the same thing true of a special library? A library into which no advertising ever is put may be a nice quiet corner with row upon row of neatly arranged books and tables with nicely placed periodicals, and that the library is there will be evidenced each month on the cost figures of the company. But how many inquiries will be answered, and how many asked, for that matter. How many people in the organization will be leaning upon the library as a source of information necessary to their work?

Let us assume for a minute the company has a very efficient special library, insofar as efficiency is measured by the way in which they handle the inquiries asked of them. Let us assume that the people in the organization use the library amply. Let us also assume that no advertising of any form is done within the organization. Gradually the personnel of that company changes; it is bound to change in some measure. Labor turnover will always exist to a certain extent. Now after this has gone on for three or four years, let us take account of stock once more. Say 100 new people have come into the organization in this time. Now how many of this hundred do you think will even know that the organization has a library unless it may be that it is located in a very prominent position? Probably there will be fewer than you think.

This is not mere speculation on my part. I am speaking from experience. Frankly, the library in our company started with a rather active interest; they all do. Then came a period of two or three years of pure routine, without a specially live and active management applied to it. As a result, I daresay there are fifty people in our office today that do not know we have a library, and if they did, haven't the faintest idea of what it is for, other than that library means books to them.

I am willing to make this frank confession because the condition is being rectified right at the present time, and if I had been coming here a month later, I would have something different to report, I feel sure, but perhaps for purposes of this meeting it is better as it is, for it provides an example of what *not* to do.

As I see it, there is at least one useful and strong word in the term "special library," and that is the word "special." If such libraries are anything they are special, and in their nature, they ought to be so. A library which might be highly successful in my company, would serve you rather poorly perhaps. Is it worth the cost? This is the test, for any special library, as I see it. It may pay a life insurance company for its librarian to make a very elaborate investigation of some subject for some one of its departments. Similarly, a company of chemists may have its librarian make an investigation at considerable expense, and yet have the cost of it be very reasonable in proportion to its value. On the other hand, obviously, in our company we could not afford to spend a thousand dollars in some library investigation to answer an inquiry from some \$2.00 a year subscriber, unless it happened that his inquiry was on the mouths of hundreds of other readers, in which case we would gladly spend that sum and much more, too, and put the answer in the magazine where these inquirers and other readers might see it.

By this last statement I don't mean to imply that we measure the work we put in on inquiries by any \$3-a-year yard stick given to readers every year where the cost to us far exceeds the figure. And the reader inquirer often says thoughtlessly or perhaps by habit "Hurry it" and only in rare cases "Thank you."

But it's good business just the same, we think, to give the information cheerfully and give full measure too, forgetting the curt form of the request and assuming an implied "thank you."

But I am getting away from the point, which is that the special librarian requires a sense of proportion. He should know where and when to dig deeply, and where and when a shallow scraping is the proper procedure.

It seems to me that the librarian of a special service library should be very clearly

impressed with the policies of that library, as regards this very point. We hear it said often of almost every line of activity, that a person must use plain "horse sense," but it seems to me that the special librarian, to do his job well, must be supplied with a double dose of common sense, solidly founded on his library policy so that he spends his appropriation where it will do the most good for his particular "customers." He must sell goods that meet his customers' needs. He must not stock up on silks and satins if his trade demands and will pay only for gingham. It would be equally a mistake to take the opposite stand.

Now I am going to give a few "don'ts" about a special service library, based upon our experience. Frankly, we have used our library as a training school for executives in the editorial department of our business. If I were not myself a graduate of this training school, I might be more free to state that I now am, that this plan has been a good one from the editorial point of view. I can say, however, with emphasis that it is a disastrous one from the library point of view.

The reason it is good from the editorial point of view is that the librarian has an excellent opportunity to familiarize himself with the publications, with outside business, and with every branch of our own organization. But what of the library? It is true that new blood and fresh enthusiasm are brought in, but after the librarian learns of the history of former librarians, is it to be wondered at that he has his eyes on an editorial job and begins to fret under the necessary consistencies of a librarian? He likes to believe with Emerson that "a foolish consistency is the hob goblin of little minds, adored by little statesmen and philosophers and divines. With consistency a great soul has simply nothing to do."

There has been one saving grace in this training school policy, and the constant changing of librarians which it involves. I refer to the fact that we have a standard practice book applying to the library as in fact we have one applying to all branches of our editorial work. In this book is set down in black and white every single piece of routine duties that the librarian has to perform. And so, as many put it, who visited our organization and saw the book, "if your librarian has appendicitis tonight, and falls to reappear, the job goes on just the same." In this book is a sample of every card and every form that is used, with instructions as to how it is filled out. In fact, the specimens which are placed in the book are themselves filled out.

Now while I am preaching, here is one more don't. I suppose every one likes a change. You know how the housewife, about every once in six months, moves the piano from the northeast corner to the northwest corner of the room, and otherwise readjusts

or misadjusts things in such a way that the man can't find his cigar humidor. What I am getting at is that this policy of move-the-piano-to-another-corner was never meant, in my estimation, for special libraries. The fewer changes in mechanical methods and in filing technique, the better, and the more changes in methods of selling the service of the library to the various departments of a business, the better. In other words, it seems to me the efforts of a special librarian should not be expended in changing the machinery in his own little factory, but focussed upon better operation of the machinery there, with a view to turning out a quality product, and above all, a product which is advertised to its legitimate customers in every possible way.

Now it has been said, with a good deal of truth, it seems to me, that if you are talking to an audience of college professors, you should talk business, and if you are addressing a group of business men, you should talk the theory of economics. So you see on that basis I am taking my life in my hands when I attempt to talk special libraries to special librarians, but prominent business men say that worth-while ideas sometimes come from rank outsiders, from people who are sufficiently removed from the details of a business not to have their vision blurred by it. Most of this may be old stuff to you, to use editorial parlance, but if there is a single idea here worth taking note of, I shall count the trip here not lost.

#### LITERATURE ON FOREIGN TRADE

By E. E. Pratt, President of E. E. Pratt and Company, Incorporated, New York, and Formerly Chief United States Bureau of Foreign and Domestic Commerce

The material on foreign trade is not voluminous, in fact those who seek information about foreign trade in print are apt to be disappointed. As is the case with so many other practical subjects, the material is written by those who know little about it, because of the lack of writing ability or lack of time on the part of those who really know. There is very little practical informing printed material on the subject of foreign trade proper. There is a great deal of slush masquerading under foreign trade titles. It is, therefore, the first duty of the careful librarian to separate the wheat from the chaff. How that is to be done I can hardly say, although I may venture a few suggestions.

My somewhat random remarks will be made largely from the point of view of the export house or of the manufacturer engaged in export trade and sufficiently interested to have a foreign trade library.

For the sake of convenience only, let us

divide all the works on this subject into four main classes:

1. General Descriptive Works.
2. Foreign Trade Technique.
3. Reference Material.
4. Current Material.

#### I

The most general, and perhaps the most important, of all descriptive material are maps. I should say that every foreign trade library should begin with a collection of maps; good big wall maps giving in detail the countries or territories which are of the greatest interest. There are several good commercial atlases available, and several map manufacturers, here and abroad, are specializing on maps that will meet the needs of the business public.

Next should be mentioned the commercial geography, such as that published by J. Russel Smith.

They are more or less alike and a pot-pourri of useful but not too valuable information about the countries and their products. There is, in this class, a vast multitude of books and pamphlets that must bulk large in any foreign trade library, extending from the merest guide books like Baedeker to the scholarly works of N. D. Harris on "Africa," and the voluminous work of Henry D. Baker on "India." These, with Worcester's, "The Phillipines"; Ross' "The Changing Chinese"; Bryce's, "South America"; Reade's, "Finland and the Finns"; Bonsal's, "The American Mediterranean"; Millard's, "Our Eastern Connections"; and a host of others, form the background for the whole field of foreign trade. Guide books and travel books even find a practical commercial value where travelers are being sent abroad.

There are entirely too few books that give in any comprehensive way a political setting for modern commerce. Harris, in his "Colonization and Intervention in Africa," has set a higher standard than has been attained, so far as I am aware, by any other writer. He gives us the political antecedents of modern commercial life in Africa, and it is of the greatest importance alike to students and practical men.

A more specifically descriptive work is that of Henry D. Baker on "India," published by the Bureau of Foreign and Domestic Commerce. It is voluminous and verbose, but full of real information. The Bureau of Foreign and Domestic Commerce publishes many works of this kind particularly valuable, among them are the works "South America as an Export Field," and "Central America and the West Indies as an Export Field." Such publications should form the backbone of the geographical section of every foreign trade library.

There are quite a few publications published by foreign governments that are use-

ful and illustrative; for example, there is an excellent two volume work on Sweden published by the Swedish Government in 1914; an excellent book on Japan has been published by the Bank of Japan; and a remarkably interesting, although badly translated, set of pamphlets on the Dutch East Indies published by the Colonial Government of Holland at the time of the San Francisco Exposition.

The various hand books on China, Japan, Australia, South America, etc., are too familiar to all of you to need further comment at this time. They also form indispensable sources of information in a foreign trade library.

#### II

It is under the general head of Foreign Trade Technique that our printed literature is weakest. The list properly begins with B. Olney Hough's "Practical Exporting"; is enriched with Filsinger's "Exporting to Latin America," and practically ends with the "Course in Foreign Trade," published by the Business Training Corporation. To the man who would get a complete picture of foreign trade, and who would entirely omit the usual unimportant items to which learned authors devote so much time, let him cleave to these three. The "Course in Foreign Trade" has been unusually effective at long distance. It consists of twelve volumes, is accurate, brief and informing. Old heads at the export game have found it as useful as the beginners.

There are other publications which deal with particular specialties in foreign trade, such as, Foreign Exchange, Shipping Port Operation, etc. It is difficult to suggest particularly good titles under these headings, because here again we find that the practical is rare and the theoretical and descriptive abundant. Some of the banks have recently gotten out very useful publications dealing with the financing of foreign trade, and have attached to their publications specimens of the documents used, which are particularly valuable.

There are also a considerable number of publications dealing with foreign trade in particular lines of business or which refer to particular lines of merchandise. The Bureau of Foreign and Domestic Commerce has been specially prolific with regard to this class of material; in fact, the only really practical works on the exporting of special lines of merchandise from the United States are to be found among the publications of the Bureau of Foreign and Domestic Commerce. No better discussions of export trade are to be found anywhere than those dealing with the export of cotton textiles prepared by Ralph M. O'Dell. There are many others dealing with export markets for hardware, machinery of all kinds, drugs and chemicals, food stuffs, furniture, and even going so far

as to include the opportunities for American capital in foreign countries.

There are a few publications to be found outside of those of the Bureau along this same line, as, for example, Copeland's study on "Wool" in the Harvard Series. There are also numerous works dealing with raw materials that are imported into the United States, such as, rubber, tea, coffee, wool, rice, tin, etc., but in the main the works on these subjects, that I have seen, deal almost entirely with descriptive material describing conditions in the producing countries, and giving a pretty comprehensive picture of local conditions, but scarcely ever dealing with the really fundamental questions involved in the marketing of their products in the chief centers of the world.

Tariffs and Trademarks are another class of Export Technique. The ordinary exporter is not usually concerned with the question of tariffs; he permits his foreign customers to worry about tariffs. He is, however, interested in Trademarks, and many manufacturers, particularly of trademarked, patented, and internationally advertised articles, are constantly seeking information with reference to trademark registration in foreign countries. Here again the Bureau of Foreign and Domestic Commerce is publishing practically the only literature on the subject, and their studies of tariffs in particular lines of business are exceedingly useful and represent a vast amount of research and study.

Some of the most valuable material on the subject of Foreign Trade Technique is to be found in reports of conferences on the subject of foreign trade which have been held from time to time. Much valuable information is to be found in the reports of the Foreign Trade Conferences held under the auspices of the National Foreign Trade Council. These publications, of which there are now five and a sixth coming along shortly, form a valuable body of foreign trade information. In this connection, the report of the International Trade Conference, held under the auspices of the National Association of Manufacturers, should be mentioned. The reports of other conferences, such as the Pan-American Commercial Conferences, and the meetings of the Export Managers' Association in New York, are also valuable sources of information on foreign trade technique.

Some of the best and most practical material on foreign trade operation, and particularly with reference to the conduct of foreign trade business, is to be found in magazines. "System" has from time to time published material with reference to foreign trade that is particularly valuable, and there are other articles that appear from time to time in periodicals such as, Scribners and the Saturday Evening Post which are well worth special attention on the part of the

librarian seeking information on foreign trade.

### III

An extremely useful part of the foreign trade library are the works of reference, and particularly the directories. Kelley's Directory is well known, as is also Thomas' Directory of American Manufacturers. Both of these are indispensable to the export house, or in fact to any export organization. The directories published by the Bureau of Foreign and Domestic Commerce, of which there was a world trade directory now very much out of date, and later publications on South America, Central America and the West Indies, have been extremely useful. These publications, however, have been withdrawn since the beginning of the war, and the Bureau will probably find it necessary to issue new ones in the very near future.

Special general reference books, as State-man's Year Book, Export Trade Directory, and others, should be found in every library on foreign trade. Many export organizations have need for directories of foreign countries. These can be obtained without great difficulty.

I place statistical information along with other reference works. The amount of statistical information to be obtained from our government is very considerable. The monthly and annual reports of the Department of Commerce give the general statistical information needed by most exporters. The "Statistical Abstract" of the United States condenses much of this information, and there was once published a "Foreign Statistical Abstract," which, however, has since been discontinued. The best compilation of world wide statistical information is now to be obtained in the Statistical Abstract of Great Britain, published by the Board of Trade.

Statistical information published by foreign countries is difficult to obtain, and is usually so incomparable with that published in this country as to be of comparatively little value except for purely statistical purposes. I should say that in general it is hardly worth while for the librarian in export houses or manufacturing establishments to endeavor to make up a complete collection of foreign statistical material. If, however, a concern is interested in only one or two territories, it would probably be worth while to get all the statistical information available from those countries.

### IV

Some of the most valuable information with reference to foreign trade is to be obtained from current sources. First in importance is "Commerce Reports," published by the Bureau of Foreign and Domestic Commerce of the Department of Commerce. "Commerce Reports" is published daily and



brings to the exporter from day to day much information which he can secure in no other place. The material published in "Commerce Reports" is usually concise and generally accurate, and should be carefully carded and indexed; in fact, I would suggest to every foreign trade librarian that not less than three copies of "Commerce Reports" be taken, and that at least two of these copies be cut up and pasted to sheets of paper and indexed in such a way as to be most useful to that particular organization.

There are numerous other periodicals that are of special interest and importance to the exporter. As in the case of the books on the subject, we have periodicals devoted primarily to travel and description, as, for example, the very excellent magazine "Asia" and the very interesting "Scandinavian Review." There is also "The South American" with its complimentary paper published in Spanish, "El Norte Americano."

There are also the publications dealing with foreign trade all over the world, such as "Dun's International Review" and "World's Markets," also published by R. G. Dun & Company. The "American Exporter," "Export American Industries," and other export periodicals are likewise very valuable to the exporter, principally, however, to keep him in touch with the advertising of his competitors.

House organs are already beginning to appear in foreign trade, and one of the very best publications in the whole field is the "Americas" published by the National City Bank. The publication entitled "Russia," gotten out by the firm of R. Martens & Company, also deserves a place in the foreign trade library.

By reason of its foreign trade information, as it undoubtedly is the best publication in the United States, the Christian Science Monitor deserves a place on the desk of every export executive. There is no other available paper or magazine publishing as much or as accurate foreign information.

Every foreign trade library should also be a subscriber to important periodicals, chief among which are "The Economist" and "The Statist" published in London, and in fact at least one newspaper published in each important city in the world should be found in the foreign trade library.

In closing let me again refer to the work of the Bureau of Foreign and Domestic Commerce. Every foreign trade library should begin and end with the publications of the Bureau of Foreign and Domestic Commerce. They comprehend the whole field of foreign trade. They include "Commerce Reports," the daily newspapers on foreign trade; practically all of the statistics of the United States Government relating to foreign trade; trade directories of foreign countries; descriptive material with reference to foreign markets, and technical trade infor-

mation with reference to special lines of merchandise and special phases of foreign trade, such as foreign tariffs, shipping, terminal facilities, etc.

This is a rough, and very unsatisfactory, discussion of foreign trade literature, but it may give librarians an idea of the scope of the subject and the scope of the literature that is needed in foreign trade.

June 26, 1919

**GOOD GOVERNMENT AND BETTER CITIZENSHIP VIA THE CIVIC LIBRARY**

By Dorsey W. Hyde, Jr., Librarian New York Municipal Reference Library

Out of the stuff of war-time struggle and self-sacrifice has come a new vision of the possibilities of community effort, and the American citizen has developed a broader conception of his duties and responsibilities as a member of his community. He served unselfishly to "help win the war" and learned to crave for such service. He recognized a similar unselfish craving on the part of his neighbors and respected them for it. He worked with such neighbors on war-time committees, strove side by side with them in numerous money-raising "drives": he saw the widow give her mite and successful business men cast aside personal interests in the effort to "do their bit" to insure the success of democratic ideals.

Hand in hand with this spirit of patriotic service has come a new interest in the affairs of government—in the administration of public services and in the rewards and efficiency of government officials. Every American waxed enthusiastic over the success of government war-time undertakings and learned a deeper appreciation of the patriotism and high average efficiency of underpaid government employees. But sometimes close contact with government departments and bureaus, and with "official" red tape and ceremony, led him to ask himself whether our much-advertised democracy is as effective as he had imagined it to be. He doubts, for example, the efficiency of a democracy which spends more money for the eradication of hog cholera than for the care of tubercular children.

Questions such as the above, far from rendering him less patriotic, have tended rather to increase his patriotism and to enhance his craving for opportunities to render unselfish civic service. But with the war now happily over, the number of such opportunities has greatly diminished. This, of course, was the inevitable result of the termination of the various special war-time activities. But the silencing of the guns on the Western front has by no means arrested the individual citizen's desire to be of service to his community. He is demanding

rather, new ways to satisfy his desire for self-expression, and to his demands are added those of the home-coming soldier and sailor and of the newly-enfranchised woman. Faced with such pleas it devolves upon public administrators and civic workers generally to create a new vehicle for community self-expression through which these ideals and strivings may become articulate.

The demands for a new vehicle for civic self-expression of late have crystalized, and are now generally referred to under the term Reconstruction. Throughout the country American citizens are feeling that there must be a change—a re-formation of the political, economic and social fabric. The Secretary of the Interior recently voiced this feeling when he said: "We shall reconstruct, build anew, for a broader democracy, in which men will learn more perfectly to work together, not for the making of a great state, but, on the contrary, for the making of more self-owned and growing individuals." The new feeling for reconstruction grows more definite every day; governmental changes advocated for years take place almost over night; in the business world there is talk, and actual experiment, with new methods of employee relationship aiming at democracy in industry, and in social life a new spirit of neighborliness has been developed through war-time recreational services. If further evidence be needed we have but to refer to the reconstruction program and activities planned and now being prosecuted by federal, state and city governments and by the various civic organizations throughout the country. One city raises a million dollars to solve its labor problem; another city draws up a program to guide future community development, and hundreds of others plan the expenditure of huge sums to beautify their city, to furnish work for the unemployed, and to build a better place for the citizens that are to come.

Any Reconstruction program implies two things—Good Government and Better Citizenship—and among the public agencies concerned with these two subjects, there is no agency so well fitted for constructive service as the Civic Library. From the start the Civic Library has been looked upon as a clearing-house for civic information and its character as an agency to serve not only municipal officials but all citizens as well, has been increasingly emphasized. Thus in his address at the opening exercises of the New York Municipal Reference Library the Hon. William A. Prendergast, then City Comptroller, said: "Public officials, public employees, civic organizations and citizens generally, should be able to appeal to the Municipal Reference Library for information on any subject that may be reasonably considered within the domain of municipal performance."

The function of the Civic Library today may be summed up in three words: Information, Education, Interpretation. The Civic Librarian must diligently collect, classify and file all books and other data on civic subjects and have such material readily available for the use of Library patrons. But he must not merely collect and classify. Through the mediumship of library bulletins, the public press, and public addresses, he should endeavor to educate officials and citizens generally regarding civic and municipal matters. Lastly, the Civic Librarian, as the official interpreter of his city's history and achievements, should endeavor to awaken in the citizenry, a renewed civic consciousness. A prominent government official recently said: "The people will give confidence to a government if they are satisfied that it is doing the best it can under circumstances of which they are fully and fairly apprised." The Civic Librarian, by making existing information more readily available, can do much towards the development of this popular confidence in the government of the city.

Civic Library service is by no means, as some have supposed, a new development to be credited to the present day municipal expert. Public Libraries since their origin have been important agencies in the spread of civic knowledge and it was only within recent years that the need for more highly specialized service became apparent. The first suggestion for a service of this kind must be credited to Melvil Dewey—the father of so many modern library ideas—who in 1890 as Director of the New York State Library, appointed Mr. A. B. Shaw a legislative reference librarian for service in Albany. The New York precedent was followed eleven years later by Dr. Charles McCarthy who established the Wisconsin Bureau of Legislative Reference at Madison. One day in the State Library at Madison, Professor McCarthy, affectionately called "Mac" by many grateful students, witnessed the difficulties of a legislator who had asked for data on "Railroads." Later he found a little-used room in the cupola of the State Capitol building and gathered together certain reference books and other data. The services rendered were of such value that the Governor became interested and the result finally was a small appropriation and the official creation in 1901 of the Wisconsin Legislative Reference Bureau.

But the above-mentioned bureaus were created primarily for service to state rather than municipal officials. In 1907 there was established in Baltimore, by Charter Amendment, a Department of Legislative Reference and three years later a similar department was established by ordinance in Kansas City. The St. Louis Municipal Reference Library and this plan, providing for ad-

ministration by the City Library authorities, seems now to be most generally favored. The New York Municipal Reference Library was fathered by Comptroller Prendergast and because of early opposition the Library was started under the auspices of the Department of Finance. Official services took place March 31, 1913 when the Library was opened, with 5,000 books and pamphlets on its shelves, in rooms provided for the purpose at 280 Broadway. During the six years of its existence the collection has more than tripled in size, the personnel has increased in numbers from two or three to twelve, and a Public Health Division, with an extensive collection of health books, has been opened in the building of the New York Department of Health. At the request of the Municipal Art Commission plans are now being worked out for the establishment of a Civic Art Division. The main offices of the Municipal Reference Library are located in three large rooms on the fifth floor of the new Municipal Building.

But adequate equipment is but a start toward the upbuilding of effective Civic Library service. The Civic Librarian today is faced with the necessity of "selling" library service to patrons most of whom are indifferent and few of whom realize their need of his assistance. Every Library patron must be made to feel that he is getting a definite service and that that service is valuable. The Librarian should study his clientele, classify them according to their interests and needs, and collect data in advance of specific requests and send it to them. He should visit the various departments and organizations which he serves and establish personal relationship with his patrons. In the publications of the Library the scope of its service should be emphasized and every effort should be put forth to awaken an interest in the Library as an integral and necessary part of civic economy.

The special services upon which the Library may embark are without number. If the Mayor or some department head evinces an interest in some contemporary movement it is sometimes a good idea to send the interested person periodic reports on the subject. At the present moment great service can be rendered to women's civic organizations. The Civics course in the Public Schools offer interesting opportunities for constructive service. In New York City the Municipal Reference Library is cooperating with Frank A. Rexford, Supervisor of Civics Courses—the Librarian visited some 30 High Schools with Mr. Rexford, addressed meetings of civics teachers and distributed 6,000 or more civic documents. A special room in the Library, which can be reserved in advance by telephone, has been placed at the disposal of Civics classes. The Library cooperated, finally, with the Executive Committee on Community Councils, gathered

data for its Information Bureau and sent representatives to local Community Council meetings.

But the great opportunity for the Civic Library has come with the signing of the peace, and the nation-wide demand for a comprehensive program of Reconstruction. Civic Libraries throughout the country report a constantly increasing demand for civic information and it is becoming more and more generally realized that intelligent civic action must be based upon a knowledge of the facts. Mr. Rex of Chicago, for example, reports: "We have aggressively attempted to place the information obtained on Reconstruction at the disposal of appropriate committees and members of the Chicago City Council, municipal departments and bureaus and other organizations and individuals." In this connection it is interesting to note that the Chicago Plan Commission was one of the first municipal bodies to come forward with a suggested local program of Reconstruction.

There has been talk of late of discord and radical propaganda as a menace to social ideals and to the democracy of the future. There is a French maxim which says: "Tout comprendre est tout pardonner"—to understand all is to forgive all—and the Civic Librarian knows that such discord as may exist is traceable to ignorance of American history and of the development of her public institutions. It is hard for the migratory citizen of today to understand or to appreciate institutions in the creation of which his hand has placed no part, and there is urgent need for the dissemination of knowledge about such institutions. The Civic Librarian, therefore, must endeavor to obtain a broad gauge conception of the history and development of his city. He must learn to have real affection for his community and faith in its future development, and he must be able to transmit this feeling to the persons with whom he comes in daily contact.

In his speech at the opening of the New York Municipal Reference Library Dr. John H. Finley recalled the story of Prometheus who brought down fire from heaven, so that there might be procured to the many that which was formerly the prerogative of the few. The Civic Library today is a torch of knowledge in the dark continent of partizan politics and civic indifference, and the Civic Librarian can, if he wills it, become the Aeschylus of the modern Promethian drama of government, and interpret to his community the significance of her political institutions, the vision and self-sacrifice of former public servants, and the glory of the reconstructed democracy that is to come.

### THE LIBRARY AND THE LEAGUE OF MUNICIPALITIES.

By Homer Talbot, Executive Secretary of the New Jersey State League of Municipalities

In order properly to assess the value of the library to the league of municipalities, it is desirable first of all to define the purposes for which a league of municipalities is formed.

These purposes may be said to be three-fold. First of all, the cities and towns of a state organize a league of municipalities to inspire and encourage efforts for better municipal government.

A second object of a league is to furnish information on municipal subjects to the officials and citizens of the member communities.

A third purpose is to provide a means for concerted action in matters in which the cities of a state have a common interest.

The first object mentioned—the encouragement of efforts for better municipal government—is achieved through annual conferences, committee work and the publications of the organization.

The third object—providing a means for concerted action is largely cared for through the organization and activities of the board of directors and the committees.

The second purpose—the furnishing of information on municipal subjects—has to do with a wide, and I may say a very interesting range of interests. The instruments and instrumentalities of this activity are: A director of a bureau of municipal information, his assistants, a well organized filing system for ordinances, codes, reports, compilations and special articles, and a wisely selected municipal reference library. The library required by a league of municipalities is distinctly a special library.

There is undoubtedly a real and important field of public service in the work of the librarian of a league of municipalities. You will note the suggestion that there should be a librarian as well as a manager of the leagues service. There is no doubt whatever in my mind as to the correctness of this view, or as to the advantages resulting from its acceptance in practice.

The librarian of a league of municipalities may be a man or a woman. The important things to be considered in the selection to be made are: First, understanding of the significance and possibilities of the work; second, a genuine interest in it; third, a good general training (including political science and sociology, in particular); and fourth, special training in library methods and in research.

The librarian may be called upon to "find everything on building zones ordinances;" to prepare a compilation of tax rates of all the cities of a state; to assemble all avail-

able data on community houses as war memorials, or to select from letters and periodicals material of current interest for use in items in the *Municipal Doings* department of the league periodical. These duties, in addition to classification and indexing of books, pamphlets, reports, magazine articles and newspaper clippings.

The labors of the librarian of a league of municipalities are varied, and call for a considerable use of trained imagination, concentration, resourcefulness, power of analysis, common sense and pleasant persistence.

The services of such a librarian may be of very great assistance to the manager of the league's bureau of municipal information, and to the membership cities, boroughs, towns and villages—their officials, and the people.

Mr. Leslie Willis Sprague of the Community Motion Picture Bureau, speaking on "Americanization by Indirection," said:

"Patriotism is a love of one's country that expresses itself in service of the nation and its ends. Love for country, like love for persons, come not by force. It cannot be driven in—it must be drawn out. In the nationalistic reaction which naturally follow the World War, there is danger of a too direct attempt to force Americanization upon the alien and foreign born. The result of an insistence upon speedy nationalization, the learning of English, may be to turn aliens against America, rather than to win them to a patriotic love.

As a people our gates have been more open than our hearts and homes. We have admitted the peoples of the earth to our land without concern to invite and welcome them to our best life. Without emphasizing the danger of unwise attempts at Americanization, I would confine myself to a few phases out of my topic "Americanization by Indirection."

The way to get happiness, it has been said, is to forget it. The way to achieve Americanization is not to forget it, but to aim at its great and worthy ends which it is the glory and unique distinction of America to have striven for and, in a measure, to have achieved.

Democracy means more than equality and something different from the assertion "I am as good as you are." True democracy means the recognition of the worth of every life. It declares "you are as good as I am." America is democratic in essence, scorn of aliens, hatred of races and classes, prejudice toward anything is un-American. To redeem our slums, improve housing and working conditions, making the life of the alien brighter, more truly human, would be a sure way, though indirect, of achieving Americanization.

A square deal, according to Doctor Henry

VanDyke, is the characteristic purpose of America. Any exploitation that the alien suffers must be corrected. He must be given a square deal, if he is to be won to a recognition of this part of the spirit of America. Strict justice to the alien on the part of employer, landlord, tax gatherer, merchant and court will win him to an allegiance which will be helpful to the country.

America stands for education and education is more than the English language. To attempt to force English upon the alien as a means of citizenship only is to attempt less than America means to do. English is a tool to be used for education and education is an agency toward success and happiness. Every educational opportunity should be given to the alien and he should be encouraged to avail himself of whatever will increase his life value. Incidentally he will be glad to learn English and in doing so will become an American.

Motion pictures have an un-utilized potency, not only in general education, but in the specific work of Americanization. They are to be used to acquaint the alien with the interests, achievements, ideals and undertakings of the land which has become his home. In the use of motion pictures for Americanization the method should again be that of indirection, first of all making recreation the center purpose and incidentally using educational material which will lead the mind of the alien to an understanding of the meaning of citizenship and the greatness of America. By the use of historic incidents, great American literature, travelogues showing America's beauties, and pictures which declare the great heart throbs of the American people much can be done to help the new comer into that inheritance which always by indirect means contributes to the richness of the life of those who are most loyal American citizens."

Mr. Sprague showed some motion pictures illustrating the ways in which motion pictures used for entertainment and general education may be so programed as to win the interest of those who view them in the ideals and undertakings of the nation.

#### INDUSTRIAL ACCIDENTS AND THE LIBRARY'S PART IN THEIR REDUCTION

By Estele L. Liebmann, Librarian, National Workmen's Compensation Service Bureau

There are three aspects to the problem of industrial accidents, namely, the social, economic and technical. It is claimed that from 25 to 65 percent of all accidents occurring are due to carelessness; 15 to 25 percent are due to structural defects and only a very, very small percentage unavoidable. The greatest problem is the education in safety of employees and employers alike

Technical knowledge is the expert's field. The safe construction of a machine or a plant must begin with the first draft of the design. The problem is to think safety and in terms of safety. The guarding of machinery has very often been merely an afterthought to rectify faults of construction. What the future machine designer and builder will do and is doing now to some extent, is to build safely from the start.

With every speeding up process the danger to the workman becomes greater, there is less care, more speed. We know already that the accidents for the war period will be greater than perhaps at any other period in the history of this country. The reports for 1917 and 1918 as they are being received, show a tremendous number of accidents. The toll of lives in the industrial plants will probably be almost as high as on the battle fields, while the number of those permanently disabled by industrial accidents in the last year will be almost as great as those permanently disabled by war, if we figure only on those wounded in battle, omitting those who are killed or disabled by sickness. We shall never be able to compare them exactly, as the statistics of war casualties are much more accurate and complete than those for industrial casualties. According to one recent authoritative statement the accidents occurring in this country are equal to two European Wars.

The total annual number of industrial accidents has been estimated by both Dr Rubinow and Dr. Hoffmann as about 2 million, including 22,500 fatal accidents. According to the Standard Accident Table compiled by Dr Rubinow, 4.8 percent of non-fatal cases retain some permanent disability, which added up for 2 million cases results in 96,000 permanently injured men each year. The total number of fatal cases in our army omitting those dead of diseases is over 60,000, but the number wounded, does not show how many permanent disabilities there will be. Up to April, the War Risk Bureau has had nearly 50,000 applications from permanently disabled men.

Persons who have followed the safety movement since its first inception in this country some ten or twelve years ago, have been fully aware of this tremendous scourge in our industrial world. We have enacted compensation laws in all but seven states, nearly every state has some kind of a department of labor or factory inspection, and large corporations and plants have organized their own safety work. But laws and rules can be written on the books and be of no avail unless the life and spirit is there to make them vital and living.

The economic side is even more important than the social. We know how much money is spent for compensation but no one will ever know the exact costs of accidents. We cannot figure the exact cost to the com-

munity, the employer and the victim of an accident. We have never valued labor as it is being valued now.

Libraries of every description, whether public or private, can be of the greatest value to this problem. Many have large and extensive collections on labor questions but I doubt whether more than a very small number have even given any special consideration to safety literature. Plant libraries are much better equipped than public, as so many large concerns have employment managers and safety engineers to whom these questions are of vital importance and who must know the latest and best information. It is largely due to some of the large plants that safety has become a vital matter. The census of 1910 lists the number of manufacturers employing 500 and more at about 2,000, but the present estimate is about 2,500. There are very few plants employing less than 500 that would undertake to establish a separate safety department with a safety engineer. The greatest number of plants have some one who divides his duties as safety engineer with other duties, or a committee organization is formed, or perhaps the safety work is simply a matter of physical inspections. There are about 2,500 special safety engineers in this country and between 40,000 and 50,000 people whose duties are partly connected with safety work. To keep up the interest and effectiveness of safety work requires constant pressure, enthusiasm and a good morale. The National Safety Council has a membership of about 4,000 representing about 7,000,000 workers. It is now reaching out and organizing safety in public and technical schools and colleges and in promoting public safety. The Safety Institute of America also reaches many by lectures and slides and gives advice on safe practices and devices. But there are still many people in all conditions of life who are not touched and it is only by constructive and educational effort that these can be reached.

Every library, no matter what kind, how small or how large, that has anything to do with the laboring element should have at least the first aids in accident prevention and safety. Workmen, foremen, builders of machinery, sellers of machinery, manufacturers in all lines, are interested in the safety and care of their men and of themselves. A workman invents a new safeguard, does it comply with the law? A foreman cannot understand why one of his men constantly disregards the rules and others don't care until he finds out that he can create an interest by forming committees and starting a safety organization. The

builder of a machine wants to lay the foundations of a well planned, safely operating machine, the seller of machinery wants a good selling project and so you see safety is a far reaching problem.

There are four libraries in the United States that have made safety engineering and accident prevention their specialty. These are the libraries of the National Safety Council in Chicago, The Safety Institute of America in New York, The Independence Bureau in Philadelphia and the National Workmen's Compensation Service Bureau in New York. The first two are public or semi-public in character, depending upon their membership for support. They have focused their attention largely upon commercial undertakings but are now extending their work to municipal and educational activities. The other two are special libraries connected with private concerns. The Independent Bureau is a firm of consulting engineers for fire and accident prevention and industrial relations. The National Workmen's Compensation Service Bureau is a service bureau under the auspices of the casualty insurance companies. None of these have been in existence very long but all are organized and equipped.

The ten state rating bureaus for workmen's compensation rates are information bureaus for their respective states. Among these, Pennsylvania has a library. The Federal Labor Department, the Bureau of Standards and the Federal Board are also building up collections that include safety engineering and accident prevention. But the four libraries specified are all willing to act as aids either in helping other libraries select books or in answering questions. The most important thing for both industrial and public libraries is to know the literature of safety, some of which is undoubtedly familiar, a great deal of which has been catalogued but very little of which has been distributed to the people who ought to have it and who want it.

There are not half a dozen books that treat adequately of safety. The greater part of the literature is to be found in pamphlets, documents and periodicals. The most valuable government documents are those of the Bureau of Labor Statistics in Washington. Some states publish excellent standards, some very poor ones, some none at all. For the engineer and technical man the safety specifications published by the United States Steel Corporation, the Shipping Board and the DuPont Company rank highest. The Bureau of Standards will eventually issue

safety standards. These are at present in a tentative stage and it may be a few years before the final draft is adopted. Not many libraries realize that the fire and casualty insurance companies have large and expensive engineering departments whose business it is not only to give the members of the company staff advice but also to give their clients advice. The Travelers Insurance Company and the Aetna Insurance Company are some that have published some excellent treatises written by authorities and containing reliable data.

The annual proceedings of the National Safety Council contain articles by the best authorities. Seven volumes have been published and they cover practically every industrial hazard.

A friend of mine who is a foreman in a machine shop and foundry has been keeping a diary for a good many years. He let me read it and permitted me to take out parts of it to read to you. He said: "Tell them librarians they may have books but they ought to help us fellows more. We ought to know more so's we can help ourselves more."

These accidents did not all happen in one month or even in one year but describe the ordinary every day hazard in a factory and were selected at random.

#### Extracts from a Foreman's Diary

Dan Pederson is in the hospital and will probably lose the sight of one eye. He was chipping and didn't wear goggles. Said afterwards he was sorry, but he couldn't see so well with them on, and they bothered him.

Annie Casey won't be so vain about her pretty hair after this. She has been running a machine since the war. Yesterday something went wrong and instead of calling for the machinist she removed the guard while the machine was going. She wouldn't wear a cap because it covered her curls. She got her hair caught in the belting and before they could stop the machine she was scalped. She will live but will have to wear a wig.

John Dumbrowsky, the new Pollak, didn't understand the warning when the ladle came around with the molten metal and was terribly burned. He says now that if he recovers he will learn English as soon as he can.

We were sitting in the front of the power house today at noon—Billy Watson, Sam and myself. Suddenly we were hurled about twenty feet, and heard a terrific roar. When we came to, we rushed into the house. Found the engineer stunned but not hurt

very much. The engine room was nearly wrecked. The nineteenth flywheel of the generator exploded without warning.

Sam Cady caught the end of his sleeve in the set screw today. He never is neat about his clothes—says his old woman hasn't any time to sew for him. His right arm had to be amputated. I wanted the management to put safety screws in a long while ago and now they say they will do it. It would have been cheaper to have done it before any one was hurt.

Jimmy Watson was stealing a ride on the back platform of the plant railway when Engine number 3 ran into the train and Jimmie was killed. He went all through the War without a scratch.

Sam Maguire who used to work in the enameling department came in to see me today. I hardly knew him, he lost about thirty pounds in a couple of months and he trembled so that he could hardly shake hands. He has been away for over a month. Said the doctor told him he had lead poisoning and that he should have quit the enameling shop long ago."

What is to be regretted is that there are no popular books on safety. Do you remember the tragic note in Dr. D. H. Lawrence's "The Widowing of Mrs. Holroyd" or the little play the Neighborhood Playhouse in New York gave a few years ago called "The Price of Coal?" Do you remember the death of Stephen Blackpool in "Hard Times" and his dying words as he is brought out of the coal pit: "I ha' fell into the th' pit, my dear, as have cost wi'in the knowledge o' folk now livin, hundreds and hundreds o' men's lives—fathers, sons, brothers, dear to thousands and thousands, an keepin' 'em fro' want an hunger. I ha' fell into a pit that ha' been wi' th' Fire—damp crueller than battle. I ha' read on't in the public petition, as onny one may read, fro' the men that works in pits, in which they ha' pray'n and pray'n the law-makers for Christ's sake not to let their work be murder to 'em, but to spare 'em for th' wives and children that they loves as well as gentlefolk loves theirs. When it were in work, it killed wi' out need; when 'tis let alone, it kills wi' out need. See how we die an no need, one way an another—in a muddle—every day!" That is what I mean by a popular book. The epic of labor has not yet been written. Some day some one will appear who will give us the life of the workman from the point of view of some one who has really lived it—A Jean Christophe of the working classes.

This is my message of safety. Let every library containing technical engineering in-

formation, whether public or private, develop its safety side. Let every library containing social and labor problems whether public or private, develop its safety side. Bring to the libraries who are specializing on this subject your problems. They will be glad to assist you, advise you, and in turn take advice. They need you as much as you need them.

*Correction*—In the June issue appeared an article entitled "The Financial Library and the Student" in which it was stated that Princeton University was given a very fine library that belonged to one of the downtown New York investment houses . . . collected largely through the efforts of Miss Beatrice E. Carr. The library referred to was that of Harvey Fisk and Sons and was collected, we learn, not by Miss Carr but by Miss Louise Erwin, at present librarian of the Bankers Trust Company in New York. The error was called to our attention by Miss Carr and we are glad to make the correction.

(The Editor.)