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Special Libraries

ADELAIDE R. HASSE, Editor,
Office of the Assistant Secretary of War
Washington, D. C.

Vol. 13

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No. 6

A Library For Research in Government

SARAH GREER, LIBRARIAN

New York Bureau of Municipal Research

Sixteen years ago the New York Bureau of Municipal Research was organized as a non-partisan citizen agency to keep in touch with the government of New York City, to cooperate with its officials in establishing and maintaining efficient and economical city government, to gather information through research in the fields of municipal administration and to report to the citizens the results of its investigations.

The Bureau of Municipal Research was established originally in the belief that the administration of government is a science; that, as such, it is susceptible of analysis and criticism and historical review, and that these processes, in turn, may serve as a means of predicting and controlling future developments. Stated in another way its aim is based on the possibility of substituting accumulated experiences, facts and reasons for feelings, impressions and partisan considerations. An observer of governmental procedure in any typical American city will hardly question that the latter have customarily been the controlling factors in determining decisions and policies. Furthermore, government is considered not as something working automatically and according to set routine, but rather as something in a constant state of growth and expansion and development to be adapted to the changing demands of an eager and progressive people. This point of view is directly contrary to average public opinion with its inherited faith in constitutional checks and balances and the saving power of systems and methods of mechanical control.

One Need for Information

With the increasing complication of governmental activities and the consequent difficulty of marshalling the mass of facts pertaining to them, the public has become either increasingly indifferent or bewildered, a state that is not at all favorable to the passing of sound judgment on political matters. Administrators themselves who have been selected for a limited term of office and largely for political reasons rather than with reference to the qualifi-

cations requisite for carrying on their work have been no less bewildered, if not overcome by the responsibilities imposed by their office. Both sets of conditions point to the need of an organization to bring together pertinent data and information that would be of twofold use: (1) for the purpose of stimulating an active and intelligent interest on the part of the public; (2) for the purpose of developing and applying sound principles of public administration in such a way that they would be of use to those actually charged with the conduct of government.

One of the first efforts of the Bureau of Municipal Research was, therefore, directed toward educating and stirring up public opinion as to the functions of government, the shortcomings of existing government procedure and the way and means of bringing about improvements. The second function was to inform those actively responsible for administration concerning the contrast between current procedure where it was falling short of attaining reasonably satisfactory results, and standard procedure that had been developed elsewhere or might advantageously be developed under existing local conditions.

The Bureau's Program

Generally speaking, therefore, the Bureau of Municipal Research set for itself a broad educational program that called for a sound philosophy of government, for acquaintance with the best policies of administration wherever used, for the ability to bring together and interpret facts bearing on local conditions and finally for the ability to cooperate in a fruitful way with both the public and administrative officials.

The concrete program of the Bureau of Municipal Research has consisted of the following policies: The reorganization of departments in such a way that authority and responsibility shall coincide, budgetary procedure which implies the establishment of a balance between receipts and expenditures both current and capital, the working out of a uniform accounting system for all branches of the administration,

the introduction of accepted engineering standards in public works administration, a centralized purchasing department, and a uniform and standard salary scale for the whole personnel.

Those acquainted with the progress made recently in municipal and state government will recognize that the pioneer work of the New York organization has not been without avail.

From the outset emphasis was laid upon the fact that the conduct of the business of government called for experience and training. Therefore, the Bureau has urged a sharp demarcation between the policy-determining officers on the one hand who should be elective, such, for instance, as police and fire commissioners, the head of the water board, and on the other hand the officials responsible for actual administration, such as the police and fire chiefs and the city engineer. It has been contended that the latter should be selected or appointed solely on the basis of merit.

A natural outgrowth of this policy was the establishment of a Training School for Public Service, effected about six years after the organization of the Bureau itself. The Training School became an integral part of the Bureau. During its existence it has instructed several hundred men and women, many of whom occupy today positions of authority and responsibility in government.

Bureau Publications

In its early years, the Bureau of Municipal Research limited its activity to conditions in New York City. Later it sought to further the acceptance of better standards in government in general, adopting as its slogan "To Promote the Application of Scientific Principles to Government." This expansion of program led to the publication of periodical bulletins and special studies on a wide range of administrative policies. The Bureau has published and distributed throughout the country 780 bulletins or pamphlets, the number of copies of which run well into the millions. For several years the serial publications *Municipal Research and Efficient Citizenship* were issued as weekly and semi-weekly publications. The latter was discontinued in 1914, and beginning in January, 1915, *Municipal Research* was changed to a monthly publication. This was devoted entirely to the science of government and contains results of studies conducted by the Bureau. The regular publication of *Municipal Research* was discontinued in 1918, as a result of a decision to embody future research in a series of handbooks, some of which have already appeared.

Simultaneously with its entrance into the more general field, the Bureau was called upon to conduct special administrative surveys in other cities and states and

later the federal government. An imposing list of such surveys now stands to its credit.

A Partial List of Surveys made by the Bureau of Municipal Research Since 1914

Location	Character
1914—Subsequent to May	
Reading, Pa.	Survey
Denver, Colo.	Survey
Brandon, Canada	Survey
	1915
Rochester, N. Y.	Survey
Buffalo, N. Y.	Survey
Nassau Co., N. Y.	General Survey
Norfolk, Va.	Survey
	1916
North Adams, Mass.	Survey
San Francisco, Cal.	Survey
Detroit, Mich.	Public works survey
Jamestown, N. Y.	Survey
Columbus, Ohio	Survey
	1917
Rochester, N. Y.	Survey of private hospitals
Illinois	State budget study and report
Kansas City, Mo.	Audit and survey
Newark, N. J.	School survey
Harrisburg, Pa.	School and police survey
Indianapolis, Ind.	General survey
Richmond, Va.	General survey
	1918
Bethlehem, Pa.	Accounting installation
Montreal, Canada	General survey
Indianapolis, Ind.	Special survey of charitable institutions
Wyoming	Survey of the Province of the Northwest for the Protestant Episcopal Church
Delaware	State and county survey
	1919
Wilmington, Del.	General Survey
East St. Louis, Ill.	Finance and taxation
Newark, N. J.	General Survey
Dunkirk, N. Y.	General Survey
Saratoga Spgs., N. Y.	General Survey
	1920
Durham, N. C.	Report on the regulation of traffic
Rochester, N. Y.	Survey of Police Bureau
Lynchburg, Va.	Accounting installation
St. Albans, Vt.	Charter revision study
Vermont	Analysis of the expenditures of the state
	1921
Salem, Mass.	Survey of city government
Bridgeport, Conn.	Study of financial condition of city
New Orleans, La.	General Survey
Lakeland Fla.	Financial survey
	1922
South Dakota	Finance, administrative organization and institutional management

During 1921 alone, general administrative surveys were made in Salem, Mass., New Orleans, La., Bridgeport, Conn., Lakeland, Fla., and a special investigation of the employment policy in the Post Office Department in Washington, D. C., was also

completed. At present the staff is engaged in a general administrative survey of the government of South Dakota.

Another natural consequence of the activity in the broader field was the establishment of similar research organizations in other cities. At the time of the present writing there are twenty such bureaus. For the most part they concentrate their attention on local governmental problems and are working in fruitful cooperation both with citizens' agencies and the local government. There is hardly one of these institutions which has not at least one former student of the New York Bureau of Municipal Research as a member of its staff.

Since 1916 when the investigations of the New York City government were discontinued as the chief work of the organization, its efforts have been concentrated on field surveys, consultation, research and training. In accordance with the changed emphasis given to its work, the Bureau of Municipal Research adopted the name of National Institute of Public Administration, retaining, at the same time, the title Bureau of Municipal Research of New York.

One Bureau's Library

From the above brief description, it is evident that the library of this organization must have accumulated much material that will be of value to those interested in governmental matters. It has of course been an indispensable adjunct to the work of the staff. As historical, comparative and statistical methods have all necessarily played their part in the development of the philosophy and science of public administration, a considerable collection of books, documents and manuscripts has been brought together.

During the sixteen years that have elapsed since its foundation the Bureau has accumulated in its files a vast amount of documentary material relating to the various cities where it has made administrative surveys. Much of this material exists in the form of typewritten reports which have never been printed, but which are generally loaned on request. These include Reports on school lunches; lectures given at a special course on public health; reports on the administration of police departments in various cities; reports on special assessments and new sources of city revenue; memorandum in recharges made for water supply for fire protection; report on the supervision of departments; material on budget and sanitation exhibits. These are among the many reports loaned by the library throughout the year.

One of the special features of the library is the collection of administrative charts

made by the Bureau staff in the course of their various surveys. The information obtained concerning the organization of the several branches of the city or state government is charted in graphic form by the Bureau draftsman so that the lines of authority and responsibility may be more readily understood. These charts are embodied in the reports made on the surveys and duplicate copies are kept on file in the library. These charts have proved a source of great interest to students in government. Model forms for accounting installations are also kept on file, as well as a collection of model questionnaires for the investigation of various city departments. A study of library reporting methods was made in 1919 and it is hoped that this may later be worked up in such a form as to prove of permanent interest and value to librarians throughout the country.

Subjects of Special Interest

It can be seen that owing to the nature of the Bureau's work, it is necessary for the librarian to keep, in so far as possible, all of the most recent data on governmental administration both in the United States and in Europe and all of the latest financial and general municipal reports of the cities and states throughout the country. It is our aim also to keep the budget for the current year for all the states and principal cities of the United States where these are available and to keep a complete collection of municipal charters. The library has also made a complete collection of school surveys and school law.

During the year 1919-20 a special series of conferences on vocational guidance was held at the Bureau. The lectures at these conferences were given by the leading specialists on vocational guidance throughout the country. Mimeographed outlines of these lectures are now on file in the library and a limited number are available for distribution. During the course of these conferences a large amount of material on vocational guidance was collected and this was later supplemented by the generous gift of the collection of Mr. Benjamin Gruenberg.

The reports of the 200 and more surveys carried on by the Bureau are naturally among the chief assets of the library. On account of the confidential nature of much of this material, comparatively little has been published other than occasional brief summaries and digests. This holds as well for the reports that have been brought out by other bureaus of municipal research which have investigated conditions in the localities in which they are resident.

Taking it all in all, this collection of governmental reports, bulletins, documents and works on government, in conjunction with the manuscript material, probably has

no equal anywhere in the country. It may well form the nucleus of that collection of statistical data and other information which is indispensable in the development of the science of public administration.

When taxes were low and the work of government was fairly simple, readily responding to rule of thumb methods, the science of public administration was a matter of theory, if realized, to be realized in a dim and uncertain future. But now that

everyone has become an economist, and something of a political economist as well, the place of the informed expert in government is being recognized more and more. It is clear that development of expert advisors will be conditioned by the availability of facts, comparative data and records of experiences and experiments in government. It is in this direction that the library of the Bureau of Municipal Research has a real contribution to make.

Agricultural Books of 1921

COMPILED BY WILLIAM MURRAY HEPBURN

Librarian, Purdue University, Lafayette, Indiana

The output of agricultural books during 1921 was not large nor particularly notable except for the relatively large number that deal with the economic, sociological and educational aspects of agriculture as distinguished from those that treat of actual farming operations. Nineteen of the following thirty-seven titles may be said to belong to the first group and only twelve to the second. Only American publications are included in this list.

Agricultural Credit

Wiprud, A. C. The federal farm-loan system in operation Harper \$2.00 280 p. 7 p. biblio

Contains text of Federal farm-loan act. A sympathetic discussion of the act and its operation

Agricultural Economics

Boyle, J. E. Agricultural economics. (Lippincott's college texts) Lippincott. \$3.00 448 p. 12 p. index 30 il.

Written "for the average student of agricultural problems" In addition to usual topics there are chapters on Speculation, Agricultural press, State Aid, The County Agent. "Questions on the text" and "References" at end of chapters.

Agricultural Education

Martin, O. B. Demonstration work, Dr. Seaman A. Knapp's contribution to civilization Stratford, Boston. \$2.00 260 p. no index. 32 il.

An enthusiastic account of Dr. Knapp's achievements in the South with Boys' and Gals' Clubs, Home and Farm Demonstrators, etc. Largely in the form of personal narrative.

Agriculture—Essays

Babbitt, S. D. & Wimberly, L. C. eds. Essays on agriculture Doubleday. \$1.50. 394 p. no index

Intended for courses in English in agricultural colleges. Contents: The dignity of farming; The farmer of the present; The farmer as a man of business; The farmer as a scientist; Our forefathers and farming.

Agriculture—Teaching

Storm, A. V. & Davis, K. C. How to teach agriculture, a book of methods in this subject. Lippincott \$3.50. 434 p. 14 p. index. 222 il.

Most comprehensive book available for teaching agriculture in secondary schools. Exercises and questions at end of chapters. Has chapters on equipment, the agricultural library, use of charts, slides and films, etc.

Apples

Folger, J. C. & Thompson, S. M. The commercial apple industry of North America. (Rural Science Series) Macmillan. \$3.50.

466 p. 8 p. index. 24 pl. fig. tab

A comprehensive book on all phases of the industry.

Cattle Trade

Hastings, F. S. A ranchman's recollections, an autobiography in which unfamiliar facts bearing upon the origin of the cattle industry in the Southwest and of the American packing business are stated and characteristic incidents recorded. Breeder's Gazette. \$1.75 235 p. 14 pl. no index.

Interesting personal reminiscences by the manager of the S. M. S. Ranch, Stamford, Texas. Originally published in The Breeder's Gazette.

Chemistry

Willaman, J. J. Vocational chemistry for students of agriculture and home economics. (Farm life text series) Lippincott \$1.75. 294 p. 6 p. index 70 il.

Questions and laboratory experiments at end of chapters

Thatcher, R. W. The chemistry of plant life. (Agricultural and biological publications) McGraw. \$3.00. 268 p. 10 p. index.

Text-book for college students. References at end of some chapters.

Dairying

Mortensen, M. Management of dairy plants. Macmillan. \$2.40. 358 p. 8 p. index. 36 il., tab., form.

Covers all phases of creamery management including marketing, advertising, bookkeeping, etc.

Denmark

Howe, F. C. Denmark, a cooperative commonwealth Harcourt \$2.00 203 p. 3 p. index

Highly favorable account of Denmark's political and economic institutions and laws.

Entomology

Fernald, H. T. Applied entomology; an introductory text-book of insects in their relation to man. (Agricultural and biological publications) McGraw. \$3.50. 336 p. 12 p. index 388 il.

An introductory text-book. Main portion of book arranged by orders and families of insects.

Farm Bureau

Kille, O M Farm Bureau Movement. Macmillan. \$2.00. 282 p no index. 4 por. 2 charts.

Author has been closely associated with American Farm Bureau Federation. Treats of necessity and origin of the Farm Bureau, its aims, strength and weaknesses and its influence on business, legislation and government.

Farm Management

Adams, R. L. Farm management; a text-book for student, investigator and investor. (Agricultural and biological publications) McGraw \$4.00. 671 p. 15 p. index. 9 p. biblio. 97 il., tab.

Treats of general considerations involved in getting started in a farm business and the operation of a going concern; also of the duties and qualifications of a farm manager

Goats

Richards, Irmagarde Modern milk goats. Lippincott. \$3.00. 271 p. 13 p. index. 75 il.

A practical manual of the industry by one engaged in it.

Grange

Buell, Jennie The Grange Master and the Grange Lecturer. (Farmer's bookshelf.) Harcourt. \$1.50 178 p. 2 p. index.

Treats of the origin and ideals of the Grange and of the duties, responsibilities and opportunities of the Grange Master and Lecturer. Author has had 35 years experience in Grange work.

Grasses

Hitchcock, A. S. Manual of farm grasses. Author, Washington, D. C. \$2.00. 175 p. 7 p. index. 36 il.

Intended to give information for identifying cultivated grasses, determining their range, adaptability, cultivation, etc.

Highways

Chatburn, G. R. Highway engineering; rural roads and pavements. Wiley. \$3.00. 379 p. 13 p. index. 136 il.

Treats of types of roads best adapted to rural districts and small towns

India

Hilginbottom, Sam. The gospel and the plow; or, The old gospel and modern farming in ancient India. Macmillan. \$1.25. 146 p. no index.

A record of the author's experiences as a missionary in India in interesting the people and the authorities in better methods in agriculture.

Landscape Gardening

Taylor, A. D. The complete garden. Doubleday. \$6.00. 440 p. 62 p. index. 22 p. glossary. 9 p. biblio. 63 pl.

Contains lists of desirable plants, trees and shrubs for a great variety of conditions and uses, including those suitable for Florida, Minnesota, South Atlantic and Pacific states.

Marketing

Hibbard, B. H. Marketing agricultural products. Appleton. \$2.50. 389 p. 9 p. index.

Treats of the problems and mechanism of marketing; reforms through central organizations and politics and through co-operative companies controlling livestock, milk, butter and cheese markets. References at end of chapters.

Maclin, T. Efficient marketing for agriculture; its services, methods and agencies. (Social Science text-books) Macmillan. \$3.00. 418 p. 26 p. index. 53 il. 35 tab.

Author believes the middleman to be a necessary factor in the distribution of products. Selected readings at end of chapters

Milk

Erdman, H. E. The marketing of whole milk. (The citizens Library of economics, politics and sociology.) Macmillan \$4.00. 333 p. 11 p. index. 6 p. biblio. 29 fig. and charts. App. D. Comparative milk prices, 29 p.

Deals with distribution, collective bargaining, prices, remedies, etc.

New York State

Fippin, E. O. Rural New York. (Rural, state and province series). Macmillan. \$2.50. 381 p. 11 p. index. 37 fig., 8 pl

The first of a series to treat of agricultural conditions and resources of states.

Nuts

Morris, R. T. Nut growing. Macmillan. \$2.50. 236 p. 2 p. index. 29 fig.

Relation of nut industry to world's food problem; propagation of trees; species and varieties including hickories, walnuts, hazels, chestnuts, pines, beech, oaks and almonds.

Plant Breeding

Hayes, H. K. & Garber, R. J. Breeding crop plants. (Agricultural and biological publications) McGraw. \$3.50. 323 p. 10 p. index. 20 p. biblio. 68 il.

Treats of the general principles of crop breeding and goes into detail on breeding of maize, tobacco, cotton, potatoes, vegetables and fruits. Has a chapter on "Farmer's methods of producing pure seeds."

Poultry

Platt, F. L. The American breeds of poultry, their origin, history of their development, the work of constructive breeders and how to mate each of the varieties for best results. American Poultry Journal. \$2.00. 256 p. 2 p. index. 11.

Treats of Plymouth Rock, Wyandotte, Rhode Island Reds, Buckeyes, Dominiques and Javas.

Robinson, J. H. Fundamentals in poultry breeding; a complete guide to the successful breeding of American standard fowls, turkeys, ducks and geese for table poultry, for egg production and for exhibition. Reliable Poultry Journal Publishing Co. \$2.00. 168 p. 1 p. index. 11. size 8"x11 1/2".

— Standard poultry for exhibition, a complete manual of the methods of expert exhibitors in growing, selecting, conditioning, training and showing poultry . . . Reliable poultry journal publishing Co. \$2.00. 176 p. 1 p. index. 11. size 8"x11 1/2".

Rural Life

Boyle, J. E. Rural problems in the United States. (National Social Science series) McClurg. \$1.00. 142 p. no index.

Brief discussion of the institutions that make for rural well-being, the home, school, church, store, newspaper, bank, etc

Burr, W. Rural organization. Macmillan. \$2.25. 260 p. no index.

In text-book form. Questions and research problems at end of chapters. Considers the community as an economic and a social unit.

Hayes, A. W. Rural community organization. University of Chicago Press. \$1.50. 128 p. 4 p. index. 2 p. biblio. maps, tab.

"An attempt to arrive at the proper local unit which lends itself to comprehensive community organization." Practical studies based on communities in Illinois, Indiana and Iowa.

National Country Life Conference. Rural organization; Proceedings of the 3rd Conference of the American Country Life Association, 1920. University of Chicago Press. \$2.50. 242 p. 4 p. index.

Important for students of country life problems. Contains articles on rural prob-

- lems and reports of standing committees of the Association.
- Speck, P. A. A stake in the land. (Americanization studies) Harper. \$2.50. 266 p. 8 p. index. 13 pl.
- A study of the immigrant and his relation to land settlement.
- Silviculture**
- Hawley, R. C. The practice of silviculture with special reference to its application in the United States. Wiley. \$4.00. 352 p. 10 p. index. 82 il. Forest terminology. 43 p.
- Text-book form. References at end of chapters.

- Southern States**
- Bennett, H. H. Soils and agriculture of the Southern States. Macmillan. \$3 50. 399 p. 29 p. index. 56 il. 5 maps. 10 p. statistics. 7 p. biblio.
- Treats of varieties of soils found from Atlantic Coastal plain to great plains and central prairie region.
- Sweet Potato**
- Hand, T. E. The sweet potato; a handbook for the practical grower. (Rural science series.) Macmillan. \$3.00. 261 p. 5 p. index. 53 il.
- Comprehensive treatise on production, diseases, uses, marketing, etc.

Hospital Libraries

The letter which follows is self-explanatory. By a peculiarly happy coincidence SPECIAL LIBRARIES is enabled to couple this letter with an article on the same subject, by Miss Caroline Webster herself, so courteously referred to in the letter.

TREASURY DEPARTMENT

Bureau of
The Public Health Service
Washington

May 5, 1922.

Dr. A. S. Root,

President, American Library Association,
Oberlin College Library,
Oberlin, Ohio.

Dear Dr. Root:

You are familiar with the management, change and general development of the library service now being maintained in the hospitals operated by the Public Health Service, and doubtless know in some detail just what has been done in these hospitals to supply a library service to veterans of the World War.

On April 29 the President signed an Executive Order, effective May 1, 1922, transferring to the Director of the U. S. Veterans' Bureau the management and control of all of the hospitals previously operated by the Public Health Service for veterans of the World War, leaving this Service still in control of its own system of hospitals which were established primarily for beneficiaries of the Federal Government other than veterans.

This transfer contemplates not only the transfer of the hospitals themselves, but of all personnel connected therewith, including, of course, the library service as now operated under the supervision of Miss Caroline Webster of the American Library Association.

This separation of the Public Health Service from a large share of this work gives appropriate occasion for me to express to you, as the head of the American Library Association, the very keen appreciation of the Public Health Service for the most excellent cooperation of your organi-

zation in carrying on satisfactory work in the hospitals of this Service.

I wish to assure you that this work throughout, both before and after its transfer to the Public Health Service, has not only been satisfactorily done, but has shown itself to be a factor of essential importance in the operation of our hospitals. We have all been so much impressed with the value of this service as to consider it an essential part of the successful operation of our hospitals.

I also take this occasion to express my gratitude that the American Library Association should have found it feasible to lend us the services of Miss Caroline Webster, under whom this work has been developed, organized and managed. Miss Webster has shown a fine spirit of cooperation and without her services this organization would never have functioned with such satisfaction.

In the system of hospitals which the Public Health Service will continue to operate, the law provides also for the care of veterans of the World War, and a large number of these patients still remain in the hospitals which will be under the control of this Service. We should, of course, be most happy to have a library service continued in these hospitals and it is my earnest desire that you may find it feasible to lend us your help in the continuation of this very important work.

I would not at this time attempt to discuss the details of this matter, but after their consideration with Miss Webster I will be in a position to present you with further information. I am most keenly interested in the continuation of this work in our own hospitals and very much desire your continued cooperation.

Yours very truly,
(Signed) H. S. CUMMING,
Surgeon General.

Hospital Libraries Prove Popular

CAROLINE WEBSTER,

Library Specialist, U. S. Public Health Service, Washington, D. C.

"The only time I don't feel restless is when I am in my bunk and have a good book to read." Thus writes one of the boys, a patient in a tuberculosis hospital. "The good book to read" has been provided by a special appropriation of \$100,000 from Congress and if there were any doubt as to whether the boys would read the books thus provided this doubt would be dispelled by the study of the reports of the librarians in the U. S. Veterans' Hospitals. Librarians in twenty-two hospitals report a circulation of 28,000 books during the month of March. The largest number of books circulated in any hospital was at Fort Bayard, N. Mexico, and the largest per capita circulation was at Hospital 80, Fort Lyon, Colorado.

The taste in reading of the boys in hospitals covers about the same range as the reading of the general public in the "World Outside." As one sage librarian remarked—"A man's taste in reading does not change by putting pajamas on him and putting him to bed," but the chances are that the boy in pajamas will read more than his brother who is well and at work, for he will have more time for it. So all sorts of books for all sorts of men have been provided. Stories of course are in greatest demand, and for the bed patients very simple ones. The apparently unquenchable demand for western and detective stories which existed during the war and immediately afterwards is subsiding, but there is and always will be a demand for good stories. There are never enough copies of "If Winter Comes" and "Main Street."

The boys are constantly testifying to their appreciation of the books. The following is typical of letters received:

"As this library has been of so much use and comfort to me and my fellow patients during our sojourn in this place, I feel moved to write you a personal letter in behalf of the patients of Ward 16. As you may know, this is a sick ward and the only way that the majority of us have to pass away the long hours of the day is through reading the books and magazines that the librarian brings us. I am sure that we feel that we might more easily give up our doctors rather than our books. As I passed through the ward this afternoon, I took note of the boys who had books or magazines lying on their stands. Out of the 40 patients in this ward only one or two had no reading material on hand, one because he had never learned to read,

and another because he was too ill to do so."

In addition to stories the vocational needs are always in evidence. One librarian reports that during the month

"The library has supplied information on the following subjects: fish, culture, linotype work, X-ray photography, finger print work, stenography, journalism, various branches of farming with emphasis on poultry keeping, and carpentry. The assistance rendered on the latter subject consisted in obtaining for the patient, whose civilian occupation was carpentry, furniture catalogs and loose sheets of furniture design, his desire being to build up a working library on his subject preparatory to a return to that work when his health allows. Enough catalogs were obtained to allow for the sending of several to a brother in Lithuania, also a carpenter, and very much handicapped by the impossibility there of securing such aids."

Another writes:

"While the greatest proportion of books going out are fiction, there are enough demands for more 'meaty' reading to show a quite prevalent desire for good literature. James' Talks on Psychology has found a number of appreciative readers—one man re-reading parts for the third time, so impressed was he with the thought; Emerson's Essays have been much read, even to the extent of being used by one patient as a standard of comparison for subsequent reading, much of which he found trivial when measured against Emerson! In the same was Kipling's Light that Failed, read in close proximity to a 'wild west' story made the latter seem purposeless to another patient. These are just a few instances of the discrimination which the patients are constantly disclosing in their reading."

The public libraries of the country assist the hospitals in various ways—by lending books or by sending representatives to visit the wards of smaller hospitals where the services of a full-time librarian are not needed. They have been especially helpful in lending books in foreign languages. Books have been requested during the year in 26 different languages and as often there is only one reader of a language in a hospital, the resources of the nearby public or State libraries have been freely used. The Librarian at Palo Alto reports that during March the State Library furnished the library with a generous supply of books in

foreign languages, which are used a great deal by the many foreigners. Giving to a homesick, heartsick boy a book in the only language which he reads easily is like bringing an old friend to him. It has the same effect that the home town newspapers had on the boys during the war, and there was nothing that cheered the boys in the hospitals more than the paper from home.

Hospital library work develops slowly. There are today only a few libraries in U. S. Veterans' Hospitals that

have separate library buildings or even rooms, but as the collections of books grow, the space for housing them will increase. The most important phase of the work is being cared for, the delivery of books to the men in the wards by a worker who knows books and who studies the tastes and ambitions of the patients so that this knowledge may be of use in placing the right book in the right man's hands at the right moment.

A List of References on Business Budgets

Compiled by

ESTELLE L. LIEBMANN,

Librarian, Ronald Press Company

- Bennett, G. E. The Budget. (Constructive Accounting, 1920. p. 316-333.)
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Highly Specialized Reference Files

PIERSON WORRALL BANNING,

Vice President, Society, Sons of the Revolution, Historical Genealogical, Biographical, and War Reference Library, The "Repository of the Southwest," Los Angeles, California.

Specialized libraries, whether for public or private use, develop features that bear more directly upon their work than is often found in general libraries. The principles back of classification and system, however, are the same. The rapid increase in the number of libraries, both public and semi-public, that are developing their files for genealogical and allied matter, shows a marked awakening of interest throughout the country as to the part the families of present day descendants took in early American history.

The larger historical and genealogical libraries of the east and central west have

for years worked out methods of making usable such material. In some cases their methods are antiquated and uninviting, others are further advanced in their specialization and method of handling such material. The reference library of the Society, Sons of the Revolution in Los Angeles, known as the REPOSITORY OF THE SOUTHWEST has kept this work always up to date. Recent investigation leads us to believe some of our files are a few jumps ahead of any other library handling similar material. As there has been considerable demand in various parts of the country for more or less specific information

about the way these files have been developed by the writer, this article has been prepared.

Fundamentally, the principles back of the system used here are the same as those in use nearly everywhere. The extension of some of the phases of refinement in the work, however, is what is attracting general attention. Taking up the work by groups will enable us to better explain how each phase is handled. All files are alphabetical in arrangement, doing away with the need of cataloging, for they catalog themselves.

All equipment has been standardized in sizes, that is, four drawer legal size vertical files of the most modern type. Only the heaviest guides obtainable are used, while heavy manila folders of lasting quality are used also.

Geographical File No. 1 of Societies and Organizations

Is arranged geographically according to alphabetical order of the States. Each State under its own heading is further divided alphabetically. Each State file contains folders for constitutions, by-laws, communications, lists of names, literature, pamphlets and other small publications issued by patriotic societies, genealogical societies, historical societies, historical commissions, associations and groups, lodges, clubs, public libraries, library associations, colleges and universities and kindred organizations. In addition there is data on dealers in old books, County and State officials and local genealogists. A division in this file is also devoted to Patriots and Battles in various American Wars, and also a division covering national patriotic societies that have only a national organization, or headquarters. As the material of any organization in this file accumulates sufficiently it is bound in a standardized size and color and placed on the shelves.

Geographical File No. 2 of Historical Data

Is alphabetically arranged according to States and with the same alphabetical arrangement for other things, as File No. 1. These files contain mounted clippings, pictures, picture postal cards, descriptive and pictorial pamphlets and folders, and any other historically descriptive material obtainable, relating to cities, towns, villages and hamlets that have existed or exist today in every part of the country, as well as some material of this sort on foreign countries. All newspaper and other clippings before being filed are mounted on stiff paper, letter size with a binding margin on the left side. As this material accumulates sufficiently it is also bound in a standardized binding of distinctive color and put on the shelves.

Membership Historical File

This file contains material about our members and their ancestry and covers a

information obtainable about each branch of their family as far back as it is able to trace them, and includes old wills, old deeds, old commissions, both military, naval and civil and other documents bearing upon the early history of the member's ancestry and family. It is fast becoming a source of original information posterity can refer to latter on, which, had our ancestors done, would have made genealogical research far easier today. As this material accumulates sufficiently for an individual member or group of members, it is bound into permanent form in a uniform and standardized binding that we are adopting. As our members die or leave the Society and enough material accumulates for those whose names belong under any one letter of the alphabet, it is bound in permanent form and classified under the letter of the alphabet to which it belongs, and the name of each person whose material is contained therein, is printed on the back of this volume. As additional volumes accumulate under any letter of the alphabet, these volumes are numbered. They are attractively bound in a uniform and distinctive color and size, and are kept in the files under lock and key for reference only.

Genealogical Manuscript File

Our genealogical manuscript file contains genealogical material on families of every name obtainable, no matter in what part of the country, or the Anglo Saxon world. This file affords a means of preserving notes or manuscripts prepared by the many persons who hope at some time to publish what they have gathered, but who eventually find they are unable to do so. This file insures its preservation in a way no family can expect to from generation to generation. In some cases the material in this file is gathered from newspapers and other publications. Such clippings are mounted on letter size paper leaving a binding edge so that it may be bound as it accumulates sufficiently. When enough of this genealogical material on any one family is secured, it is bound in standardized binding and a distinctive color and marked with the name of the family, etc., and kept in its alphabetical place in the manuscript file. Binding all small material as it accumulates sufficiently prevents its being lost or disarranged.

Pamphlet Genealogy File

Our pamphlet genealogical receiving file is divided into alphabetical divisions, each large enough to contain a sufficient number of pamphlets, to make, when bound, a volume of convenient size. When enough of these pamphlets are secured under any one letter of the alphabet, they are bound uniformly in permanent form and placed on our shelves, each volume being marked with the title, "Miscellaneous Genealogies" with the letter of the alphabet under it, such as

"W," then the volume numbers as Vol. 1 or Vol. 10 or whatever the next volume number may be under that letter. An alphabetical list of all genealogies bound into a volume is lettered on the back of the binding for convenience. Each volume of this class is bound in the same color, which we are making distinctive for this class of material.

Scrap Books

The various scrap books in the hands of the Society which have been completed, and also the current volumes in course of completion, are a valuable source of information and reference. They include the genea-

logical pages of the Boston Transcript from 1900 to date. Almost a complete file of the same department in the Hartford Times, the Norwalk Hour and various other papers which affords excellent genealogical reference. The vital statistics of Los Angeles as they appear in the local papers are preserved and kept up to date. The same information for Pasadena has been compiled and presented to the Society in scrap books all indexed. Other scrap books covering a wide range of subjects have been, and are being, compiled, among which are several on the World War and various historical subjects.

Government Services Department

CONDUCTED BY CHARLOTTE CARMODY
Library, U. S. Department of Commerce.



This Department was inaugurated in April, 1921. A careful study of the detail of these services will disclose the great variety of information they comprise on specific points, to discover which much time is often spent in wearying searches. The services here described are intended for immediate and temporary use.

ABBREVIATIONS

bal.=balance	imp.=imports
comp.=compiled	mo.=monthly
cons.=consumer,-sump tion,-suming	prec.=preceding
cor.=corresponding	prev.=previous
cur.=current	prod.=producer, -duc tion
est.=estimated	Q., q.=quarterly
exp.=exports	rept.=report

BUILDING MATERIALS—PRICES

Building Material Prices, mo. (U. S. Div. of Building and Housing of the Bureau of Standards, Dept. of Commerce.)

History of Service: Begun Sept., 1921.

Scope of Service: Table showing average prices paid by contractors for building materials at local distributing points. Commodities quoted: Common brick, portland cement, yellow pine no. 1, Douglas fir no. 1, N. Carolina pine no. 1, common boards no. 1, y. p. flooring, E. G. C., Douglas fir V. G. No. 2, shingles (red cedar, cypress, composition), gypsum plaster boards, lime, building sand, crushed stone, wire nails, window glass, hollow tile, cast iron pipe, steel pipe, reinforcement bars, structural steel, white lead, zinc oxide, gypsum plaster, linseed oil, roofing slate, tar paper (roofing), rosin sized sheathing. Cities reporting: Louisville, St. Louis, Little Rock, Kansas City, St. Joseph, Sioux Falls, Shreveport, San Antonio, Tucson, Haverhill, Fitchburg, Albany, Buffalo, Niagara Falls, Baltimore, Fairmont, Columbia, New Orleans, Pittsburg, Erie, Akron, Lorain, Warren, Cincinnati, Toledo, Dayton, Detroit, Pontiac, Flint, Saginaw, Milwaukee, Chicago, Rock Island, Cedar Rapids, Waterloo, Des Moines, Council Bluffs, San Diego, Pasadena, San Jose, San Francisco, Alameda, Tacoma and Seattle.

PRODUCTION STATISTICS: DISTILLED SPIRITS—TOBACCO—OLEOMARGARINE—PLAYING CARDS, U. S., PORTO RICO, PHILLIPINES.

mo. (U. S. Office of Commissioner of Internal Revenue, Treas. Dept.)

Scope of Service: Gives comparative data of tax-paid products as indicated by monthly sales of stamps obtained from statement of Internal Revenue collections. (Figures are subject to revision until pub. in an. rept.) Products: (U. S.) Gals. of distilled spirits (non-beverage), distilled spirits (beverage—withdrawals by foreign legations at Washington), spirits or wines, rectified. No. of cigars: (large, 5 classes—small, 1 class). Cigarettes (large—small). Snuff, manif. (lbs.). Tobacco, manif. (lbs.). Oleomargarine, colored and uncolored (lbs.). Playing cards (packs). Tax-paid products from Porto Rico: Gals. of distilled spirits (non-beverage). No. of cigars (large, 5 classes—small, 1). No. of cigarettes (large—small). Tax-paid products from Philippine Islands: No. of Cigars (large, 5 classes). No. of cigarettes (large—small) Lbs. of tobacco manif. These figures are all for one mo only, with comparative figures for cor. mo of prev. yr.

Special Libraries

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EDITORIAL

President Hyde's Administration 1920-1922.

The Special Libraries Association elects its executive officers annually. For two successive years it has chosen as its Chief Executive, Dorsey W. Hyde, Jr. The Hyde Administration marks a milestone in the history of the Special Libraries Association. A comparatively small association with a very widely dispersed membership, requires leadership of an unusual sort to maintain not only an interested membership, but even a coherence of interest. This President Hyde has done. Not only has he been conspicuously successful in this regard; he has done more. He has given the Association a voice. It is safe to say that, due to his effort and that of the Committees working under him, the Special Libraries Association has become better and more widely known outside of its own membership, than are many older, larger associations. This effort was prompted by the wisdom and ability of a good administrator. In increasing and widening the circle of interest in and acquaintance with the possibilities of special library work, a service is done to every member of the Association. In so far as he has done this, President Hyde has benefited each special librarian.

In the past two years, also, the Special Libraries Association has adventured in the publisher's domain. First there was issued "Workshops for Assembling Business Facts," a clear, succinct statement of the special libraries' scope. It was quickly absorbed and has, doubtless, been instrumental in instigating the interest in special libraries shown during the past year in a number of Metropolitan communities by business and civic organizations. Next there appeared the Special Libraries Directory. This was so spontaneously welcomed both by the general and the trade press, that it is safe to assume that a far larger latent interest in the special library exists than even its most enthusiastic supporters dared to hope. More recently there has been issued a report on "Commercial Libraries and the Department of Commerce."

In leaving the Special Libraries Association to carry on, President Hyde may take with him the assurance that his administration has enabled the membership to realize the very great possibilities attaching to its work.

Association Activities

SPECIAL LIBRARIES ASSOCIATION

Committee on Nominations

Early in the year the Chairman of the Committee on Nominations, by circular, requested advice as to nominations for officers of the Association for the coming year. The work of Dorsey W. Hyde, Jr., as President of the Special Libraries Association has been so outstanding, so conspicuously constructive, that it is not surprising that a large number of the replies to the Committee's Circular, carried a request for Mr. Hyde's renomination. Unfortunately President Hyde's engagements and the state of his health prevented his complying with the very flattering intimations on the part of a large quota of the membership that his services were so much appreciated that his continuance in office was desired by them during the coming year. In this hour of misfortune the strength of the Association was demonstrated. While regretting the loss of one strong leader it was happily possible to summon from the ranks of the membership another strong leader in the person of Miss Rebecca B. Rankin, who will, we feel sure, secure and deserve the same support given to President Hyde.

Committee on Methods

Miss Ruth Nichols, Librarian of the Federal Reserve Bank of Chicago, was appointed Chairman of this Committee by President Hyde. Miss Nichols reports that all acceptances are now in and the committee membership stands as follows:

- Miss Ruth G. Nichols, Chairman,
Librarian—Federal Reserve Bank of Chicago.
- Miss Virginia Savage, Librarian,
Western Society of Engineers, Chicago.
- Miss Janet M. Green, Librarian,
Hospital Library of the American Conference on Hospital Service, Chicago.
- Mrs. A. S. Perkins, Librarian,
National Association of Manufacturers, New York City.
- Mr. Daniel N. Handy, Librarian,
The Insurance Library Association of Boston.
- Dr. Clarence J. West,
National Research Council, Washington, D. C.

The purpose of the Committee is to gather information concerning special library methods and procedure and to study and report on such methods with an eye to some degree of standardization. The committee will go to work at once and further announcements may be expected later.

SPECIAL LIBRARIES ASSOCIATION OF BOSTON

The annual meeting of the Association was held on May 22d, at 6 p. m., at the Town Room, 3 Joy Street. Final reports of committees were presented and the adoption of a new constitution was considered. The Nominating Committee made the following report:

President: Miss Harriet E. Howe, Simmons College.

Vice Presidents: Mr. E. H. Redstone, Mass., State Library; Mr. Geo. Maynard, Boston Public Library.

Secretary: Miss Mildred Bradbury, Harvard School of Landscape Architecture.

Treasurer: Miss Margaret Withington, Social Service Library.

Misses Bradbury and Withington had planned a social acquaintance meeting which proved most successful. A buffet supper was served.

NEW YORK SPECIAL LIBRARIES ASSOCIATION Officers

President, Frances S. Cox, Librarian, Metropolitan Life Insurance Co.
Vice President, Frank Place, Jr., Asst. Librarian, New York Academy of Medicine.
Secretary-Treasurer, Margaret Wells, Librarian, American International Co.

The final meeting of the year of the New York Special Libraries Association was held on May 16th at the Chamber of Commerce of the State of New York. It was a notable occasion; first—because privileged to gather in the beautiful halls of the Chamber of Commerce of the State of New York, the oldest Chamber of Commerce in the world; second—because the speakers of the evening were especially interesting; and third—because this Association is the first of its kind to be entertained by this great organization. The Chamber had thrown open the Great Hall as a reception room for the guests. After all had arrived we ascended to the dining hall on the top floor of this very attractive building where we were served a splendid dinner. The dining room and tables were very attractively decorated with wild flowers. Mr. Irving T. Bush, President of the Chamber, greeted the Association and welcomed us. In this short address of welcome Mr. Bush ably illustrated to us by references to a recent visit in Vienna the permanency of the treasure which the Library has as compared to the fleetingness and fluctuation of the economic treasure or currency. The President of the local Association responded with an appreciation of this hearty wel-

come. A word of explanation concerning the Union Subject Catalog was also made at this time.

Dr. Luther Gulick, Director of the National Institute of Public Administration, by means of many fables set clearly before us the most essential reasons for the recording of civic experience in order that these facts should be available for the public administrators as well as the citizen body itself. We were then favored with a charming talk by Dr. John H. Finley of the New York Times. He stressed the importance of the Library as the best means of education for the adult.

The Civic Group which arranged and carried out the plans of this meeting which is perhaps the most successful of the year is entitled to the thanks of the entire Association. During the course of the dinner the retiring President was presented with a fully equipped auto lunch case as the gift of the Association. Miss Rankin turned over to Miss Frances S. Cox, the incoming President, the reigns of the Association and Miss Cox graciously assumed the chair.

SPECIAL LIBRARIES COUNCIL
OF
PHILADELPHIA AND VICINITY

Officers:

Louise Keller, Chairman,
Librarian, Independence Bureau.
E. M. Taylor, Vice-Chairman,
Librarian, Philadelphia Electric Co.
Florence G. Humphreys, Treasurer,
Librarian, Corn Exchange National Bank.
Helen M. Rankin, Secretary,
Librarian, Municipal Reference Division,
Free Library of Philadelphia.

The March and April meetings of the Special Libraries Council of Philadelphia were of unusual interest. The program consisted of a round table discussion on the Council's accomplishments to date, and its plans for the future.

The Council is about to print an enlarged edition of its Directory of Libraries. The Committee in charge of this work, of which Josephine B. Carson, Librarian of the Pennsylvania Compensation Bureau is Chairman, has been actively engaged in searching for new business libraries, with results which enable them to include in the new edition about 35 additional libraries. As a part of the campaign, letters were sent to all Philadelphia newspapers requesting publicity, and they in turn published very satisfactory notices of the Council and its work.

An urgent need has long been felt for a better knowledge as to the location of the unusual magazines in the special libraries of Philadelphia, and for that purpose the Council appointed a Committee on Periodicals, with Dr. Frank G. Lewis, Librarian of Crozer Theological Seminary as Chairman, to undertake the work. Besides Dr. Lewis, the Committee includes Jean E. Graffen, Chief Periodical Department, Free Library of Philadelphia; Deborah Morris, School of Fine Arts, University of Pennsylvania; Carolyn Shantz, Philadelphia Rapid Transit Co., the Chairman of the Council, Louise Keller and Secretary, Helen M. Rankin. The Committee decided in favor of a union card catalogue, as opposed to a printed list, both on account of the expense and because of the comparative impermanence of special library collections. The Periodical Department of The Free Library of Philadelphia will act as its custodian for the time being. The work is progressing. The Committee having decided on the form of card to be used, is about ready to call on the membership for its contribution of the work.

Since February the Council has been holding informal luncheon meetings each week for the officers and committee members, when committee work and business affairs of the Council are discussed.

Special Library Field Doings

Mr. Louise Bolander, who has been assistant librarian of the New York Municipal Reference Library, resigned April 15th to become librarian of the picture collection of the New York American Sunday Magazine.

Mr. Ernest W. Chapin of Boston has accepted the position of assistant librarian of the New York Municipal Reference Library. Mr. Chapin was formerly librarian of the First National Bank, Boston.

Miss Margaret Mann, cataloger of the Engineering Societies Library is giving a

few lectures during this month at Simmons College Library School in its Special Libraries course.

Mrs. Bertha Hartzell of the Social Service Library of Boston comes to Columbia University summer library school in July to act as reviser.

The Special Libraries Association of Boston is to meet with the Massachusetts Library Club at its annual meeting on June 17th at Scituate.

The President of N. Y. Special Libraries Association has received a personal letter

from Herbert Hoover acknowledging their contribution to Russian librarians.

Plant Welfare Libraries

The Southern Bell Telephone and Telegraph Co. and Cumberland Telephone and Telegraph Co., Inc., with General Offices at Atlanta, Ga., have issued a 15 page booklet, entitled "Our Library and How to Use it." It includes ten reading courses respectively for plant men, commercial men, chief operators, office women and stenographers, office heads, employment supervisors, engineers, district heads, superintendents and supervisors, and "for everybody else" connected with the company.

Bank Library Extension Service

A letter to every one of the 1,000 banks in Wisconsin announces the Library Extension Service offered by the Wisconsin State Chapter of the American Institute of Banking of the American Bankers Association, in cooperation with the Wisconsin Free Library Commission.

"We believe," says the letter, "there are bankers who like to read good banking and business literature, in book form, both for their own instruction and to obtain data for talks, etc. Many bankers are unable to obtain the desired books through lack of library facilities. There are 640 banking towns in Wisconsin. There are 210 libraries. Is your town one of 430?"

"If there is no library we will bring one to you and keep it up to date. The commission will announce this plan to all librarians and also purchase additional books from time to time."

Better library facilities are offered to charter members also.

Woman Chief in the Library of Congress

On May 20 the Washington papers announced the appointment of Mrs. Harriet de Kraft Woods as Superintendent of Buildings and Grounds for the Congressional Library. This is the first time such a position has been held by a woman.

Mrs. Woods has been in the Library of Congress for over twenty years. She is a daughter of the late Rear Admiral J. C. P. deKrafft, U. S. Navy, and the widow of Professor Arthur T. Woods, a graduate of Annapolis, an Assistant Engineer in the U. S. Navy, and from 1883 to 1891 Professor of Mechanical Engineering in the University of Illinois. For two years thereafter he was Associate Editor of the *Railroad Gazette* at Chicago. Upon



his death, in 1893, his widow took up active independent service, for three years as Secretary to a well-known consulting engineer, and later for a like period as manager of the Chicago office of the *Railroad Gazette* and one of its editorial staff, and concurrently as Librarian of the Western Railway Club of Chicago. Mrs. Woods came to the Library of Congress in 1900, at a pecuniary sacrifice but induced by the wish to be near her invalid mother then residing here. She brought remarkable testimonials—from the officers of the *Railroad Gazette*, from men of affairs, from Presidents and Professors of Universities and Colleges, and other professional men: all stressing, not merely her character and personality, but her general competence, her insight, her power of organization, and her executive ability. Accepting a subordinate position in the Library of Congress, she has advanced by her own ability and fidelity to the charge of one of the most important divisions in the copyright office, and to the highest salary paid there except that of the Register and Assistant Register. She is completely popular among the members of the staff; and has for years been a main reliance of the Register and of the Librarian in matters affecting their welfare.

Railway Economics

Barely a number of SPECIAL LIBRARIES goes to press without a recognition of some activity of the fruitful Library of the Bureau of Railway Economics. On April 7, it sent out a "Bibliography of the Nashville Chattanooga and St. Louis Railway." The bibliography covers 27 folios, and is an evidence, as are all the lists issued by this Library, of the most intensive search and careful historical display of the items.

First Radio Talk on Special Libraries

On March 5, Mr. Kenneth C. Walker, Librarian of the U. S. Bureau of Mines at Pittsburgh, gave a talk from the Pittsburgh Post Studio of the Westinghouse Electric and Manufacturing Radiophone Broadcasting Station on "Putting Facts to Work." Mr. Walker, who spoke on the work of the special library and its benefit to modern business, says that it was interesting to hear the reflection from his non-librarian friends on the talk. They all thought our work must be so interesting and valuable.

Missionary Libraries

The Woman's Foreign Missionary Society of the Methodist Episcopal Church has launched a Library Service. It is an ambitious undertaking, but as the Society is highly organized with a total membership of over 600,000 there is every reason to believe that it will be successfully carried out. In that case it is said that this will be the largest movement of books that

the world has ever known. The aim of the Society is threefold, viz., that the works of God may be made manifest; that learning may be advanced; and that world friendliness may be maintained. To carry out this aim there is a threefold plan, viz: You may be a "book friend," that is, you may send a book or books to missionaries (there are nearly a thousand) direct. A list of the local directors will be sent you by addressing the General Director, Mrs. Stephen J. Herben, Room 710, 150 Fifth Avenue, New York City. You, as an individual, or, with a group may support a unit library consisting of 100 or more books packed in a folding traveling library case. These unit libraries will be sent to foreign missionaries. You may help to support a permanent library in one of the 1564 institutions, from kindergarten to college, maintained by the Society. That this Library Service is deeply appreciated is touchingly shown in responses from recipients of books contained in a folder sent out by the Society. Here are a few. From China: "Some standard cook book, preferably one not calling for whipped cream in everything or specializing in ices." Also from China: "Some music charts for simplest methods of teaching singing." From India: "A medical library should be accessible at all times—hence permanent." Again from India: "Money for Hindustani books. Many of our teachers in the day schools run their schools for years on the inspiration they get from a short normal course." From Mexico: "I do need a book on home nursing and the use of simple remedies." Members of the Special Libraries Association wishing to help can get all necessary information by addressing Mrs. Herben.

Naval Library

Lieut. Commander Edward Breck of the Navy has been detailed as acting superintendent of the naval library in the absence of Col. H. K. White, United States Marine Corps, retired, who is on his way to Tokio, Japan, to attend the reunion of the Naval Academy class of 1881, of which he was a member. Referring to the proposed removal of the large collection of historical naval literature from the old library in the State, War and Navy building, he said today that it is planned to install all the books and records ordinarily used or called for in the Navy Department building in west Potomac Park, where they will be within reach of officers desiring to consult them, and to store the remainder of the books and records, embracing those not considered essential to current business, in the old naval magazine at Bellevue, on the banks of the Potomac below Anacostia.

Commander Breck added that Miss Caroline Mytinger is head of the research divi-

sion of the library and would act as superintendent in case of his absence. Mrs. Spencer Smith and Miss Isabel Smith are chiefs of the two divisions of the library.

Music Libraries

The librarian and music lovers of Kokomo, Ind., are co-operating in building up a music section in the public library. It is planned to include as much as possible of the world's best music as well as books dealing with the subject.

Civic Libraries

Detroit's Board of Commerce Library Reports.

Miss Christine Haller is Librarian of the Detroit Board of Commerce.

The commercial library of the Detroit Board of Commerce, which is affiliated with the Detroit Public Library, has been assimilating itself more and more into a barometric bureau for information on business, commercial and financial conditions. This has been necessary in order to furnish definite results along certain subjects instead of trying to meet half-way all kinds of requests. Special attention is given to economic subjects which affect business conditions, such as panics and financial depressions, economic and financial conditions, production and consumption, prices and wages before 1914 and at the present time, tariff and immigration questions, statistical information on many subjects, including Detroit. The demands for material on all phases of factory management have increased in spite of the momentary depression in industrial conditions.

The resources of the library have not been limited to Board members. Schools, other libraries, clubs, newspapers and even debating societies made frequent demands especially for statistical information and material on waterways and Detroit. Many inquiries come in through the mail and over the telephone. The real value of the library is attested by the service it renders, and one of the surest proofs that the information desired was received, has been the return of the clientele for more.

Number of inquiries from April 1, 1921, to March 15, 1922:—3531. Number of books, pamphlets and clippings loaned during the period: books, 449; pamphlets, 679; clippings, 725. (*The Detroitian*, official publication of the Board of Commerce, April 1, 1922, p. 19.)

Insurance Libraries

Mabel B. Swerig, recently first assistant in the Reference Department of Columbia University, is now Librarian of the Insurance Society of New York, 84 William Street, New York City.