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Special Libraries, July-August 1929

Special Libraries Association

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SPECIAL LIBRARIES

Vol. 20

July-August, 1929

No. 6

21st CONFERENCE

PROCEEDINGS

Part II.

Planning and the Public

The Use of the Museum Library

The Museum Group

Conference Reports and Meetings

Program of British Conference

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CONFERENCE

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Special Libraries

Vol. 20

JULY-AUGUST, 1929

No. 6

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This month we print addresses at the Washington Conference before the Civil-Social and the Museum Groups. Later issues feature addresses before the other Groups of the Association.

The Use of the Museum Library

By Alexander Wetmore, Assistant Secretary, Smithsonian Institution

WHAT I shall have to say today regarding the museum library and what I conceive to be its function is considered from a double viewpoint, that of the museum administrator, and that of the scientific investigator. As may be expected from my official position it will outline the condition found in the United States National Museum, and will be discussed on the basis of the needs of that organization. Since the work of that institution is broad it may be supposed that in its demands on library facilities it includes all that may be expected in other museums with similar purpose.

In general the work of museums falls under the principal heads of research and exhibition. Of these research advisedly is placed first, since public exhibits are composed of objects, or diagrams and illustrations, taken from specimens or processes which can not be intelligently displayed for public education until they have been properly identified and understood by the curator

—in other words until they have been definitely classified and allocated in some scheme of current knowledge. Research then must precede exhibition. In many instances the training of the curator enables him to determine at a glance the kind of the objects that come to him; in other cases he may know the general group to which his materials belong but needs to investigate to determine certainly where in this group his object is properly placed. In such research the books available in the museum library come into constant play.

Research may have as its aim simply the determination of the particular kind of a specimen that it is desired to exhibit in a public hall, and the accumulation of understanding knowledge of what is known regarding it to enable the preparation of a label, descriptive card or leaflet that will outline briefly and in an attractive way some important part of this information that the visiting public may examine it. Or

research may have as its end the summarizing of previous human experience in some direction, and the addition thereto of new facts and ideas from the experience and mental deductions of the worker. For the latter purpose current works of reference and specimens are studied exhaustively to produce further books for the benefit of fellow workers and others.

With this brief explanation of the work of a museum we may proceed to consider the function of books in connection with this type of human endeavor. It may be said definitely that books stand next in importance to specimens in the operation of any large museum. For administrative purposes, therefore, the museum library has coordinate rank with the scientific divisions in which a museum may be organized.

The library of the National Museum is one of the principal units of the Smithsonian library system. Organization of its facilities is arranged to meet the needs of the scientific workers. The curator in each division has many works of reference pertaining to his own particular science that are in daily use. These consist of books, pamphlets and periodicals devoted to the particular work of his division, which are catalogued in the main library but are kept in a sectional library in the curator's offices where they may be consulted without the loss of time necessary if it were required that he go for each one to a central library located at a distance. As we have offices in three separate buildings the importance of this arrangement is evident. At present the National Museum has thirty-six such sectional libraries covering a wide variety of subjects, as administration matters, anthropology, birds, botany, echinoderms, fishes, geology, history, insects, mechanical technology, medicine, mollusks, organic chemistry, photography, reptiles and batrachians, taxidermy, textiles and vertebrate and invertebrate paleontology to mention only a part of them. In the sectional library of the division of insects where a large number of workers make use of the sectional unit, an assistant is detailed to oversee the many withdrawals of books. In other instances, where

fewer investigators are concerned, the curator is in effect a representative of the librarian in that he assumes responsibility for the books placed in his particular division.

Above these divisional units, in the sense of administrative organization, is the main museum library, which serves as the offices of the library staff proper, in which are held works of general reference required for consultation by the whole scientific staff. Here are kept the general catalogs of the entire library, and here come all books and periodicals for examination and cataloging, and decision as to whether they are to be held in the central library, or are to be charged out to some one of the divisions. Here also there is maintained a reading room where workers may come when in search of general information. In actual practise we now maintain three such reading rooms in as many buildings, each given to the use of the particular group of workers whose offices are in the building in question.

In a large organization like the National Museum each scientific specialist is conversant with the literature of his own field and knows definitely what he wants, or how to determine his required works of reference through the various bibliographies and abstracting agencies available to him. To the librarian there comes the highly important task of making every attempt to secure as promptly as possible the various books desired. Without this assistance from the library the work of the scientist is hampered and may become impossible. The museum library, therefore, is one of our important divisions on which all depend for aid and assistance.

To the main library come requests for the hundreds of books dealing with almost every branch of scientific knowledge and including old and new works of every description which are required weekly by the scientific investigators of the institution. Part of these are on the shelves and are readily available. For many it is necessary to call on the great Library of Congress, which maintains a regular delivery and call service to the libraries of the governmental institutions in Washington. For some of the needs of the curators it is necessary to

go to the library in the Surgeon-General's Office, to the Department of Agriculture, or to the Geological Survey. Rarely some unusual book must be secured from a library in some other city. It may be noted here that there is co-operation with these other organizations in this same type of service since not only do we borrow but also do we loan increasingly large numbers of rare and unusual books to other organizations both in and out of Washington.

The worker who is using books secures many of his references from the publications of others. Often these references are incorrect, sometimes necessitating a personal visit and the direct assistance of an assistant in the library to get the proper volume. Frequently the library worker detects an error in citation and is able to adjust the matter in a moment's conversation over the telephone.

The books that go on call to the various workers are carefully recorded, and from time to time these records are checked over, and for those outstanding for some time request is made for return if not in use. Investigators engrossed in absorbing problems often consult the books that come to them and then lay them aside to be forgotten until reminder comes from the library that the volume should be returned for the use of others. In all these matters the library serves as a co-ordinating agency that endeavors to assist all so far as possible and at the same time to so keep its records that none of its treasures may become misplaced and lost, a matter of importance when dozens of persons are using the library facilities.

To the library come also requests from the curators for the purchase of books. In this detail there must be exercise of considerable judgment since the funds available for purchase are decidedly limited and choice must be made of those works of greatest importance. The checking of the many scientific periodicals received is another matter that requires constant attention since many of these have limited editions which are soon exhausted so that lost numbers are replaced with considerable difficulty.

The difference between the work of the library of a large museum and that of

the public type of library is readily evident from what has been said. In the community library to which come many persons, old and young, for instruction and mental diversion there is required frequently tactful assistance from the librarian in suggestion as to proper material. This is particularly the case with children. The task of the librarian in a research library like that of the National Museum differs entirely in that the workers who use the library facilities except in very occasional instances come to the librarian with a definite request for a work of reference for which there can be no substitution. It is required in most cases that the investigator read a particular word, line, or page in one definitely indicated book. His idea is absolutely concrete and there can be no suggestion of use of another work than that which he requests. The proper function of the library in these cases is to supply the reference work required with a minimum loss of time so that the scientist may turn his attention to the next step in his investigation. Only rarely, in case of a worker in search of information outside his own field, is there opportunity for assistance of the other kind, and then this is ordinarily confined to indication of the shelves holding the groups of books in the particular science in question that the applicant may look through and take his choice.

It is evident that the keyword of our library structure is organization for service, and that this is built on efficient and orderly arrangement. The work of our librarian assistants is of the highest type, and requires broad training with more than the ordinary degree of education. In the National Museum we are fortunate in having a staff devoted to our interests whose work through proper organization becomes more and more efficient each year. The accomplishment in research of our laboratories results annually in the publication of some thousands of printed pages of reports in our own and other series that carry the Smithsonian torch of knowledge throughout the world. Our library staff may say with pride that they have their due and important place in this accomplishment through efficient service to our research workers.

Planning and the Public*

By Harlean James, Executive Secretary, American Civic Association

THE most critical problem which faces our Republic is that which is involved in making the fullest possible use of highly technical information and advice without sacrificing popular responsibility for and participation in the business of government. We must somehow contrive to maintain the balance between the two. One of the principal methods is through the Special Libraries established in cities, through the general libraries established in every rural hamlet and village and town as well as in the larger centers of population, and through local, State and National Civic organizations, such as the one I represent. The purposes of the Special Libraries are closely allied, therefore, to the purposes of the American Civic Association. We seek to disseminate accurate information within a specified field and to make such civic knowledge a working basis for action in the communities. William Bennett Munro has recognized the problem in his book on "Selected Readings in Municipal Problems," when he states, "How to disseminate sound, practical information among the people is the most crucial problem that democratic government is now facing." It is not enough that the experts must have popular backing to keep in office. And to keep their information from being purely academic it must be checked with the actual experience of the people who must live, work and play in the artificial conditions set up and controlled through their advice. Interpretation of the principles of technical city, town, State and Nation Planning is, therefore, a most important service and one in which the Special Libraries are playing an interesting and useful part.

The technique of city planning has been developed rather more fully than that of Regional, State or Nation Planning. The distressful results of lack

of planning of course, are first manifest in crowded cities. The need for planning became apparent in cities before we realized the need for Regional coordination. Therefore, I shall outline, if I may, the basic aims and practice of city planning. The exercise of control by organized society over the use and treatment of land by private owners in the interest of the community as a whole is quite as important in city planning as the actual control and administration of the publicly-owned land.

In the early days of City Planning we accepted the streets of our existing cities as the framework on which to hang future planning. This was necessary in the older cities. All that we could do was to patch up a street system that had utterly failed to fulfill its function. But we frequently approached the problem of city planning by saying that the first thing to do was to devise an arterial street system. In so far as establishing the need for an arterial highway system we were correct. But we did not at first perceive that no practical arterial street system could be devised until we knew to what use the different parts of the city were to be put. After all a street must go from somewhere to somewhere. It must be designed to carry a special type and volume of traffic and so far as possible the crossing of great streams of mixed foot and vehicular traffic athwart other streams at busy hours must be avoided. It is obvious that the sort of paving and proportion between roadway and sidewalk to serve a wholesale industrial section are quite different from the needs of a quiet residence neighborhood where occasional private motor cars and delivery carts serve a dozen or more householders.

Our first problem, therefore, either in revamping a plan or making a new one, is to assign the predominating use to every section of the city, present

*A talk before the Civic-Social Group, Special Libraries Association, Washington, D. C., May 15, 1929.

and prospective. If we build on the sector plan, rather than on the rectangular plan, we can readily preserve old residence neighborhoods near the center of town without making it necessary to displace homes by the outward push of business, for each section will have an increasing arc of influence as the city builds outward toward an ever increasing circumference. This provision for future growth which will follow the land set aside for it rather than the prevailing wasteful method of a constant displacement by a new use of land formerly devoted to other uses should tend to establish permanent occupation of the land.

Private Property

In most progressive cities, to-day, the entire area is mapped and districts are assigned to (1) Residences (a) Single-family houses, (b) Row or group houses and (c) Apartment buildings, (2) Commercial buildings, (a) Offices and Retail business, (b) Wholesale establishments, and (3) Industries, (a) Light and (b) Heavy. There are many nice questions to decide concerning Churches, Institutions, and Buildings which are not readily classified. But in the main these districts do take on the character assigned to them.

Public Property

In the very beginning of any re-study for a city plan or in the making of an entirely new plan, it is wise to survey the entire areas with the purpose of locating the suitable land for parks and parkway connections. Fortunately the land bordering small streams and the rougher country generally which is difficult and expensive to put in shape for use as building sites is most suitable for parks. Indeed the saving of whatever remnant of natural woodland and stream courses remain is one of the first aims of city planning. With these suitable areas in mind, a system of smaller parks and intensive play spaces may be located to serve the residence neighborhoods.

When the principal sites for public buildings, perhaps grouped around an impressive civic center, are determined, and a tentative assignment of sites for

Schools, Branch Libraries, Fire and Police Stations is set up, we are ready to consider the arterial street system, the width and arrangement of these and the secondary or minor streets to serve the purposes for which they will be used.

Street Uses

We are coming to find that a broad street which serves a large volume of mixed traffic, light and heavy, slow and fast, perhaps complicated by surface street car service, is not after all a complete answer to the problem of providing for heavy traffic. Increasingly highways within and without cities, are being classified for use. There are pleasure or light-traffic parkways and boulevards. There are a few heavily-paved commercial roads. These will probably increase in the future. In main arterial connections which join inter-city main State highways we sometimes see the right-of-way, from 100 to 200 feet, divided by strips of grass or planting of trees and shrubs, into three or four lanes of traffic. The Roosevelt Boulevard, leading out of Philadelphia toward Trenton is flanked on either side by trees and bushy shrubs. Then, working inward, come foot paths, then grass strips, then light, rapid traffic lanes, the one on the right to be used in one direction, the one on the left to be used in the opposite direction. Then grass strips and trees and down the center a two-way paved roadway for heavy, slow traffic.

Zoning

The process by which the municipal government controls the use assigned to the different districts is called zoning. Probably zoning is the most important advance in setting up social control of private property in the interest of the community which has been accomplished in recent years. Not only is the use of private property covered by zoning, but the area of the lot which may be covered by buildings and the height to which these buildings may reach. So far we have been rather timid in holding our National masterpieces to any scientific standard. I think there is not a city in the United States where, if all the land which is zoned for

high buildings, were covered with buildings of the legal height, the surrounding streets could possibly carry the resultant traffic, afoot and a wheel. There is no objection, per se, to high buildings. They can be and often are exceedingly effective architecturally. But the fundamental question involved is one of land crowding. In this country, we have no lack of land area. If we occupy a plot of ground with a thirty—or forty—or fifty-story building, we should require a certain amount of privately-owned space to be held open around it and we should see that we have enough street space to serve the occupants. Of course we may use two-and-three-level streets, but it is an open question whether good planning would not rather provide more surface space and avoid these necessities, except for possible through rapid transit.

Some of us believe that the skyscrapers, built today, may be in a quarter of a century from now, commercial slums, a financial liability on the land. Even in New York, which is subject to no ordinary municipal rules of growth, we find that the skyscrapers have been filled with tenants at the cost of great blighted down-town areas on which no one can afford to erect modern buildings because the supply would exceed the demand.

Building for Permanency

We come to the conclusion that modern city planning will make it possible to build more permanently, though none of us can promise that the buildings of today will not be obsolete in twenty-five years. Yet we still have the United

States Capitol in use after four or five times that number of years, and offices in the old Capitol are still at a premium over the rooms in the more modern House and Senate Office Buildings. Obsolescence, we may believe, can be retarded and perhaps even capitalized, in buildings of real architectural merit.

A Plea for Design

In American, as well as European, cities we have passed through a period of depressing and distressing ugliness. Let us hope that a new day has dawned. With the increasing number of trained architects, landscape architects, artists and sculptors, we should be able to profit by design and perhaps even to attain to a distinctly American architecture placed in landscapes of natural design undreamed of in the present day. When billboards shall be forgotten anachronisms, and dump heaps no longer tolerated, when Nature shall be allowed to cover the ugly scars of our careless civilization, we may perhaps begin to realize what it means to live in the midst of beauty, provided with the amenities of life.

We should not forget all of the unseen public works which, through the genius of modern engineering has made possible sanitary cities and has furnished us with utilities such as gas, electricity, power, telephone, telegraph, rapid transit, comfort-producers, time-savers, giving us leisure for the better things of life. Now that we have the leisure, let us pursue those better things and make it a privilege to live in America!

British Conference

In another column we herewith print the program of the annual conference of ASLIB. Special librarians from the United States or Canada who expect to be in England during the latter part of September should make an effort to attend this conference. Miss Isabel L. Towner, Assistant Librarian of the Smithsonian Institution, has been appointed as an accredited representative

and any librarian who desires to become a delegate should address a letter to President William Alcott, *Boston Globe*, Boston, Mass., who will issue proper credentials. As part of the conference there will be visits to various libraries and schools in connection with the University. It is also planned to have an excursion to Wicken Fen, a place of historic interest.

The Museum Group, Its Purpose and Plan

Minnie White Taylor, Librarian, Cleveland Museum of Natural History

WHEN a fellow staff-member happened to learn the topic assigned to me, he remarked, "Museum Group. Well, I suppose you will talk about the background and the foreground." Following his suggestion, I should like first to tell you something of the "background" of the Museum Group.

For the past two years it has been my privilege to attend the meetings of the American Association of Museums and, last year, those of the Special Libraries Association where I had the good fortune to meet Miss Towner. In the course of our conversation we agreed that the meetings of both of these Associations were most worth while, especially in making contacts and receiving inspiration, but that we had obtained little direct help in solving our problems as museum librarians.

It seemed altogether probable that there were other museum librarians who might have had a similar experience and who would welcome an opportunity for coming together occasionally for discussion. Miss Towner discovered by means of a questionnaire that there were seventeen such people.

Instead of creating a new organization for this purpose, it seemed much wiser to meet as a group with one of those already in existence.

There were three Associations wherein this might be possible: the American Association of Museums, the American Library Association, and the Special Libraries Association.

I firmly believe that we should all keep in as close touch as possible with the American Association of Museums. It is one of the very best ways of achieving the museum point of view and becoming museum conscious.

But, after all, we are primarily librarians and as such can probably accomplish more for our departments by an exchange of ideas with those of our own profession—just as the ornithologists and the mammalogists and the other varieties of curators find such conferences beneficial.

Inasmuch as museum libraries certainly are special libraries, the Special Libraries Association seemed to us to be the logical affiliation. Moreover, to form a group in the A. L. A., sixty-signatures are required with the petition, which of course would have been quite out of the question.

As you all know, the Special Libraries Association has within it several distinct groups: the Commercial-Technical, the Financial, the Insurance, the Newspaper, with the addition this year of the Civic-Social and the Museum groups. At the annual conference, besides the general meetings, there are the group meetings with speakers on subjects of special interest to the respective groups, and opportunity for discussion. Occasionally, a number of SPECIAL LIBRARIES is devoted to one particular group. Right here may I suggest that we all begin to think of what we should like to see in a Museum Number and, furthermore, resolve to make a contribution to such a number. In that respect we need not limit ourselves to this one issue. I am quite sure that Mr. Brigham, the editor, will welcome articles from time to time for the current numbers.

Throughout the year the groups are usually working upon some definite projects. For instance, the *Newspaper Group* two years ago made a survey of newspaper libraries and mailed the report to over two hundred newspaper librarians, managing editors, and organizations interested in newspaper activities. Last year the Group conducted an active campaign for members with a gain of twenty-six libraries. They have a committee preparing a newspaper-librarian's creed and another working upon a report on methods.

The *Financial Group* has five committees: bibliography, membership, publicity, program, and nominating. Last year the Membership Committee sent a personal letter outlining the history and purpose of the organization to each prospective member and also

made personal contacts whenever possible. The result was five institutional, fourteen individual, and seven associate members

The *Commercial-Technical Group* has an imposing array of committees: advertising and marketing; chemistry and physics; electrical engineering; English usage; illuminating engineering; industrial relations; oil; public utilities; rubber; transportation; bibliographies; source lists; book lists; classification, et cetera.

The Association itself has general committees on classification, continuation reading, co-operation with the Chamber of Commerce of the United States, co-operation with the Library of Congress, exhibits, indexing legislation, International Commerce Club, membership, news, publications, revision of the constitution, and training for librarianship.

The purpose of the Group, then, is identical with that of the Association itself: to promote the collection, organization, and dissemination of information, to develop the usefulness and efficiency of special libraries, and to encourage the professional welfare of its members

In considering this particular museum group, I find that the "background" stands out much more sharply and clear cut than the "foreground" but, inasmuch as it is a museum group *in the*

making, perhaps this is permissible and, indeed, fortunate because now we may all have a share in its preparation.

The various plans which the other groups are following are, of course, suggestive. We should without doubt have a membership committee. We feel that the purpose of such a committee should be not so much to act as an advertising agent for the Association but rather to spread the news to the museum librarians of the country that here is a group which is organized for the development of a closer co-operation between museum libraries and museum librarians and that we need every one! Interest in the Association itself will naturally develop in proportion to the success of the Group in satisfying the needs of its members

I am sure that we all realize that no one person can make such a group worth while, that real results can be achieved only through the ACTIVE interest and co-operation of each one of us.

To return to the metaphor, I believe that the chief points of interest in our "foreground" can best be selected after the Round Table discussion which I know you are all eagerly anticipating and which I am sure will prove to be one of the most helpful and stimulating features of our program.

The Association of Special Libraries and Information Bureaux Sixth Annual Conference

PROGRAMME

TRINITY COLLEGE, CAMBRIDGE. Sept. 20th-23rd 1929

FRIDAY, September 20th

Afternoon. VISITS.

6.45 p. m. RECEPTION OF DELEGATES by the Council of the Association

7. 15p. m. DINNER. Address by the President-elect of the Association (Sir J. J. Thomson, O. M., F.R.S.).

8.30 p. m. GENERAL SESSION.
Chairman: MR. H. L. JACKSON.

(1) **The Year's Work of the Association.**

BRIGADIER-GENERAL MAGNUS MOWAT, C.B.E., M. Inst.C.E., M.I.Mech.E.

(2) **The Approach of the Producer to the Consumer of Information.**

MR. LAURIE MAGNUS

SATURDAY, September 21st.

10.00 a. m. SECTIONAL MEETINGS.

- (A) Chairman: SIR J. J. THOMSON, O.M., F.R.S.

The Preservation of Places of Natural Beauty and Historic Interest.

MR. S. H. HAMER (Secretary, The National Trust).

- (B) Chairman: MR. B. M. HEADICAR, F.L.A. (Librarian, London School of Economics).

(1) **Duplicating Machinery: A Survey of Modern Methods.**

MR. ALBERT PARKER (Management Research Groups).

(2) **Duplication, and Infringement of Copyright.**

MR. E. J. MACGILLIVRAY, B.A., LL.B., Cambridge.

- (C) Chairman: MR. H. M. CASHMORE (Birmingham Public Librarian).

The Ideal Form of a Journal from the Librarian's Point of View.

DR. W. BONSER, B.A. (Birmingham University Librarian).

Afternoon. Free VISITS.

5.30 p. m. ANNUAL GENERAL MEETING.

8.30 p. m. SECTIONAL MEETINGS.

- (A) Chairman: MR. F. A. HOARE (National Union of Teachers).

Books versus Text-books, the Problem of the Schools.

MR. G. T. HANKIN, H M I

- (B) Chairman: MR. HUGH QUIGLEY (British Electrical and Allied Manufacturers' Association).

(1) **Organised Information in the Printing Trade.**

MR. R. A. AUSTEN-LEIGH, M.A.

(2) **Technical English.**

MR. E. W. ASHCROFT (of "World Power").

- (C) Chairman: DR. E. E. LOWE, B.Sc., F.L.A.

(1) **The Information Service of a Public Library.**

MR. E. GREEN, F.L.A. (Halifax Public Librarian).

(2) **The Information Service of a Bank.**

MR. P. A. GREEN (Canadian Bank of Commerce).

SUNDAY, September 22nd

10.00 a. m. SECTIONAL MEETINGS.

- (A) Chairman: DR. E. A. BAKER, M.A.

(1) **The Training of Special Librarians.**

MR. A. F. RIDLEY, F.L.A.

(2) **Indexing and Classifying of Individual Collections of Data.**

MR. H. ROTTENBURG, M.A., M.I.E.E.

- (B) Chairman: To be arranged.

(1) **Sources and Application of Business Data.**

MR. A. P. L. GORDON.

(2) **An Indexing System for Published Business Information.**

MR. E. T. ELBOURNE (Hon. Director, Institute of Industrial Administration) and MR. H. G. T. CANNONS, F.L.A. (Finsbury Public Librarian).

Afternoon. Free.

8.30 p. m. GENERAL SESSION.

- (1) Chairman: To be arranged.
- International Organisation of Information Services.**

MONSIEUR P. OTLET (Institut International de Bibliographie).

- (2) Chairman: DR. R. S. HUTTON.

REPORTS FROM SECTIONAL MEETINGS.

RESOLUTIONS.

VOTES OF THANKS.

1909 • Special Libraries Association • 1929

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General Office

EXECUTIVE SECRETARY—Mrs. May H. Brigham, 11 Nisbet Street, Providence, R. I.
Phone. Plantations 0798.

The National Association and the Local Chapters

OUT OF AN EXPERIENCE of three years as secretary of our Association, in a period of much activity and expansion, Miss Rose L. Vormelker, business research librarian at the Cleveland Public Library, lists five projects in her last annual report which, in her judgment, S. L. A. should immediately undertake. Two of these deal with aid to projected special libraries. One urges co-operation with other library or related organizations, and another points to the need of more publicity for all our efforts.

But right in the center of the group of projects is this: Closer co-operation between the National Association and the local chapters. That recommendation is especially timely, in view of the recent affiliation of local chapters with the National Association.

The National Association holds a conference once a year,—a big, enthusiastic and inspiring occasion, yet less than one-fifth of our membership find it possible to attend. It publishes a magazine ten months in the year, the very best magazine in its field, yet a large proportion of our members (nominally all of our associate members) never see it. Committees efficiently officered are doing valiant work throughout the year in the consideration of difficult problems, yet a comparatively small proportion of our members come in contact with them or their work. The association itself functions between conferences through the executive board which meets three or four times a year, usually in New York.

Meanwhile the local chapters are busy with their own problems, and through monthly meetings are able to work at their solution or to learn of progress on them through frequent written or verbal reports. How may we obtain closer co-operation? Two ways are suggested. Suppose the meetings of the executive board should be held in the city and on the date when a local chapter was holding its monthly meeting, so that in the evening the executive board and the local chapter were brought together face to face, and suppose the executive board members saw the local chapter in action and the members of the local chapter saw and heard of the aims and work of the national association from the lips of the executive board members, would not that make for one definite and valuable contact? And then suppose a considerable number of associate members should decide through this contact to become active members and to secure our magazine, SPECIAL LIBRARIES, would not we have made a big advance in co-operation and in attaining the goal of stimulating every member and every unit in our association to contribute more effectively toward the efficiency of the special library and the welfare of every member?

WILLIAM ALCOTT,
President.

A Leader Passes On

THE passing of Mr. Dana removes from American librarianship a leader of the highest rank. The tributes paid to him by editorial writers throughout the country indicate the eminent standing of Mr. Dana and the great respect in which he was held by the American press.

Always a strong believer in newspaper publicity and always alert to keep in active touch with the current phases of American thought, he has left a deep impress upon life, not only in Newark but in the entire United States. Mr. Dana linked the library and the museum and today both institutions in Newark stand as a tribute to his memory.

His relations with the Special Libraries Association have been noteworthy. In 1909 he felt the need of assisting the rapidly growing group of special libraries and at Bretton Woods urged a few librarians to form an association. He became the first president of S. L. A. and has always been active in its councils, although in recent years his professional duties and increasing ill health prevented attendance at meetings of the Association.

Personally, the writer has always felt a deep debt to Mr. Dana for many words of counsel and advice. His keen rapier wit punctured illogical thought and his quick grasp of library problems made his opinions respected. His passing is a deep loss to the Special Libraries Association.

California in 1930

WHILE the final vote has not been passed by the Executive Board, it is the opinion of members of the Board that the next meeting of the S. L. A. should be held in California. The place and date have not been determined, but will depend upon plans made by the A. L. A. and affiliated associations co-operating with the local librarians on the Pacific Coast. Naturally, California material will be of interest to our readers and anyone desiring to obtain books on the subject may secure two attractive pamphlets by writing Californians, Inc., 703 Market Street, San Francisco. Among the pamphlets issued by the Californians are "California Vacations" and "Why Manufacturers Choose San Francisco."

David Starr Jordan states, "The charm of California has, in the main, three factors—scenery, climate and freedom of life." Inez Haines Irving says, "To the Californian, California is always 'God's country.'" Margaret Reynolds, who resides in Milwaukee and occasionally visits California, has the same sentiments.

During the months prior to the convention SPECIAL LIBRARIES will contain brief items about California and its many, many attractions.

WORD has been received that Mrs. Jennie Lee Schram, Librarian of the Illinois Chamber of Commerce and associated with the Special Libraries Association for many years, died on Tuesday, July 23d. Mrs. Schram's keen and energetic personality made her a valuable member on committees and at the last conference she was elected chairman of the Commercial-Technical Group. She took an active part in the Washington conference and at that time gave no evidence of approaching illness. We print in this issue plans formulated by her for the forthcoming year.

THE Executive Board will hold its first fall meeting on Monday, September 16th, at Boston. This meeting is coincident with the monthly meeting of the Special Libraries Association of Boston which will take place in the evening.

These meetings are the initial step in carrying out the suggestion of President Alcott regarding closer co-operation between the national and the local associations.

Proceedings
SPECIAL LIBRARIES ASSOCIATION
FIRST GENERAL SESSION
May 13, 1929

The meeting was called to order in the Mayflower Hotel, Washington, D. C., at 10 A. M. by vice-president Angus Fletcher.

VICE-PRESIDENT FLETCHER: Many of you will be wondering why this chair is not occupied by Mr. Cady, the President of our Association, for whom we all have so much admiration and respect.

At the last Executive Board meeting, Mr. Cady explained with very great regret that owing to the pressure of business he would be quite unable to take his place at this Conference. I shall not detain you with details. His absence is a great loss to us and later on I hope we may take occasion to express our feelings of regret in a suitable manner. Unfortunately also the first vice-president, Miss Ethel Cleland, librarian of the Business Branch of the Indianapolis Public Library, was unable to be present and so, as you see, the responsibilities of the office devolved upon me. Under the circumstances I am sure I may count upon your co-operation and indulgence.

This morning I received the following telegram:

"While not able to attend in person my spirit is with you in what will I am sure be one of the most helpful and delightful conferences ever held by S. L. A. May it be but one link in a chain of unending progress. Greetings to all
FRANCIS E. CADY."

MR. ALCOTT: The message which you have just read, Mr. Chairman, brings to all of us a sense of sorrow. We shall miss Mr. Cady, his genial smile, and his quieting spirit. While I realize that this is not the time for long remarks, it seems to me we should pause in our deliberations to send a message of good will to him and I therefore move that the presiding officer be instructed to wire to Mr. Cady in Cleveland, the deep regret of the members of this Association that he is unable to meet with us this year; that we recall with gratitude and appreciation his constructive work for the Special Libraries Association; and, that we, the members of the Special Libraries Association, in annual meeting assembled, send to our

absent President our heartiest greetings and best wishes for success in his new undertaking.

MISS ALEXANDER: I second the motion.

MR. FLETCHER: You have heard the motion by Mr. Alcott and its second.

MR. HANDY: Mr. Chairman, I would like to add a second to that motion. I am sure we are all sorry that Mr. Cady is not able to be here. I feel the Association owes much to him; therefore, I heartily second the motion.

MR. FLETCHER: If there is no other discussion the Chair will take it as so ordered. I shall beg leave on your behalf to send the telegram which has been approved.

Now, Mr. R. R. Bowker, editor of the *Library Journal* of New York City, would like to make a few announcements. I should like to ask him to do so at this stage.

MR. BOWKER: This is not an announcement; it is a recognition. Some twenty years ago a Conference similar to this fine assemblage, which numbered about 20 people in this special field, met and is remembered by those of us who had the pleasure of being there. We had no gift of prophecy to look forward to this immense progress and achievement of the founders of the American Library Association. I should like to think of myself also as one of the founders of the Special Libraries Association because I was present at that assemblage twenty years ago, and I would like to feel, as a member of that body, that there is no serious difference between the members of this organization and those of any other or any rift within the Special Libraries Association. I hope, speaking frankly, that if any rift has come in it will disappear, so that this Association will function without question of rivalry in the important field which it has occupied for so many years.

I am glad to address you before going to the American Library Association meeting, to congratulate you as an association, and to say that I admire the efficiency with which it has been started

DR. FRANK P. HILL: It is a satisfaction to endorse the remarks made by Mr. Bowker

and to impress upon the Association that those of us who have followed its progress since the White Mountains Conference want to see it continue the good work it has done for the past 20 years.

I was present at that meeting when your association was formed and feel keenly that the splendid work which you have done should not be interfered with in any way.

I hope the good work will continue and that you will not permit the A. L. A. or side associations to hinder your program.

MR. BRIGHAM: Mr. Chairman, I would like to make an announcement regarding the publicity for the meetings. I want each one of the groups at the session this afternoon to select one of its number, the secretary or some other person, to make a prompt report of the proceedings of that group meeting and also transmit a copy of the papers to the headquarters in the adjacent room and at that time the Publicity Committee will at once take those documents and reshape them and use them in connection with their work. They will get in touch with the proper people in the service of the leading papers and within twenty-four hours there will be in print in this country some of the more important things occurring at this convention. It is extremely important that this thing be done and done promptly. The Publicity Committee will cover this session and all other general meetings, and we want each group to be specially represented in this national publicity.

In the absence of the president, Mr. Angus Fletcher delivered the address of the vice-president.

For vice-president's address see page 159 May-June issue.

THE CHAIRMAN: I shall now call on the secretary to read her report.

For report of secretary, Miss Rose L. Vormelker, see page 178 May-June issue.

THE CHAIRMAN: You have heard the secretary's report. What are your wishes in regard to this report? Shall we entertain a motion that it be received?

MISS RANKIN: I move that the secretary's report be received and that she receive a vote of thanks for the work she has done during the year.

(After being duly seconded, the motion was put to a vote and carried.)

THE CHAIRMAN: We are going to have the pleasure of hearing from a very distinguished authority in the field of government research and business, Dr. Lawrence F. Schmeckebier, of the Institute for Government Research.

It is a great privilege indeed to be able to have him address us and a great pleasure for me to be able to present him.

For Dr Schmeckebier's address see page 164, May-June issue.

THE CHAIRMAN: I am very glad that Dr. Schmeckebier began his address by a quotation from the Bible, for I feared as I read my address that it was obviously under the influence of the Church of England Prayer Book. However, I now feel in pretty good company. I wish to thank you very much, Dr. Schmeckebier, on behalf of this Association for the extremely valuable address you have given us. Indeed we need every helping hand when it comes to the pitfalls of statistics because those of us who work in the business world have hard masters. Now, I do not know whether you have time, sir, but possibly some of those present may have questions which they may wish to address to our distinguished guest and if he has time I am sure he will be glad to answer them.

DR. SCHMECKEBIER: I believe I have time to answer some questions.

MR. BRIGHAM: Is not there a committee of the economic associations which is conferring with the Bureau on the Census?

DR. SCHMECKEBIER: There is a Joint Committee on the Census which takes up the major questions and makes recommendations to the Secretary of Commerce.

THE CHAIRMAN: Are there any other questions? This is a great opportunity.

MR. TISDEL, Superintendent of Documents: In your speech, Dr. Schmeckebier, you called attention to my presence here, so I might call your attention to the use of mimeographing processes by saying a few words concerning them. I have been connected with the Document Division of the Government Printing Office for many years, and I might say that it is not at all surprising that confusion exists in the minds of the public and also the librarians as to where to apply for information or publications, on account of there being so many distributing agencies. The increase in the mimeographed material has added to the confusion and especially as this class is not recorded in our monthly catalogue. It would be impossible with our present force to attempt the cataloging of this mimeographed material but if either by law or executive order we were required to do this cataloging undoubtedly Congress would provide a sufficient force for that purpose.

A survey was made several years ago by our office and it was found that there was an enormous increase in mimeographed pamph-

lets, and whereas most of them were probably of a temporary character, a great deal were of a permanent value and merited cataloging.

We have given particular attention to the work of the Special Libraries Association and in an effort to assist, we have arranged to accept deposit accounts to be used in the purchase of publications, so as to prevent the necessity of first writing to our office to learn the price and then remitting. I am sure this service has been appreciated as we have had many deposits made by the libraries and I am sure as it becomes better known there will be a decided increase in this class of work.

THE CHAIRMAN: Thank you very much, Mr. Tisdell. The help which the Special Libraries Association obtains from your Department is always vital and I think you will all agree with me that we should establish the closest possible relationship with the Superintendent of Documents.

THE CHAIRMAN: Are there any more questions?

DR. SCHMECKEBIER: May I mention in passing that there is no field in statistics so elusive as police statistics? Taking for instance the Eighteenth Amendment, the revenue received from the manufacture and sale of liquors tends to prove that prohibition has been a great success. You go on the other side and find that prohibition is a failure. Now here I venture the opinion that no police statistics that we have in this country throw any light whatever on the prohibition problem. One year the law is enforced; one year it is not. I do not think it is possible at the present time to reduce those statistics so that they show anything whatever.

THE CHAIRMAN: I did not realize that we were going to get on the prohibition question, gentlemen; I suppose I am responsible. The Chair will entertain a motion which I am sure all of us will second; A vote of thanks to our distinguished speaker.

MR. ALCOTT: I move that we extend a vote of thanks to Dr. Schmeckebier.

MR. SHERIDAN: I second the motion.

(Upon being put to a vote the motion was carried.)

THE CHAIRMAN: We will have the Treasurer's report.

For report of treasurer, Miss Rose L. Vormelker, see page 177, May-June issue.

THE CHAIRMAN: Probably because of my Scotch ancestry the figure that interested me most was cash on hand \$3,141.82. I think that shows an extraordinarily sound financial con-

dition. Now will somebody move that this report be accepted?

(Upon being duly moved, seconded, and put to a vote, the report was accepted.)

THE CHAIRMAN: Is there any discussion on the report of the Treasurer? Well, I think that shows that the report of the treasurer is very satisfactory.

The next item on the program for the morning is the report of the editor of SPECIAL LIBRARIES.

For report of the editor, Mr. Herbert O. Brigham, see page 180, May-June issue.

THE CHAIRMAN: What is your wish with regard to this report from Mr. Brigham?

(After motion, duly seconded, the report was accepted.)

THE CHAIRMAN: Is there any discussion on this report?

MR. HANDY: I would like to say one thing in connection with this report. It strikes me as exceedingly illuminating. Mr. Brigham tells us that the advertising revenue in our last issue was something over \$400.00. When Mr. Brigham took charge of our publication it was a fact that in the years previous the entire revenue from advertising had not aggregated \$400.00.

THE CHAIRMAN: Is there any other comment? Are there any questions which you wish to direct to Mr. Brigham?

MRS. PERKINS: Is there not some way that we can have the proceedings printed separately? Many associations make a practice of printing their proceedings in complete form and I believe that such methods should be followed.

MISS RANKIN: It seems to me it is about time we were taking some definite action on this matter. Personally, I rather enjoy seeing the articles spread out but it is not a satisfactory way and if, as I have had occasion to do, any of you have tried to locate some particular information, you have a mighty hard search in SPECIAL LIBRARIES to find it.

MR. BRIGHAM: I quite agree with Miss Rankin regarding the proceedings. It has been our practice to print the proceedings in the mid-summer numbers and to devote the issues printed in the autumn to the various groups, each being assigned a special number. This procedure prevents the publication of important news and presents a serious problem for the greater part of six months. In order to put this procedure before you I move that a committee of associate editors with Miss Rankin as a member of it have charge of printing the proceedings of the Association.

(The motion was seconded.)

THE CHAIRMAN: Is there any discussion on this motion?

MR. BRIGHAM: I make an amendment to my own motion: The printing to be done in the journal at the discretion of the committee.

(The motion was seconded.)

THE CHAIRMAN: You have heard the amendment, the effect of which is to place the printing of the proceedings at the discretion of the committee. Is there any further discussion?

I have just a word with regard to the corresponding association in Great Britain. They not only print their own proceedings but they have them all printed and ready for distribution either prior to the convention or at the convention and, personally, I found that a great convenience. It saves time, for one thing, because it means that you can start in at your group sessions with discussion right away on the theses which have already been presented to you. However, that is a matter which the committee could decide upon. Is there any further discussion on this question? Are there any further questions in regard to the motion?

(When put to a vote, the motion was carried.)

MR. CHAIRMAN: I will now call for the report of the Committee on the Revision of the Constitution.

MR. ALCOTT: The Committee on the Revision of the Constitution, in preparing this report, reached a unanimous decision on every point and then submitted its report to the Executive Board in March. After full discussion and some changes the Executive Board unanimously approved the report and directed that it should be sent to every member of the Association, which was done in March, two months before the annual meeting, as provided in the By-Laws. The Committee on the Revision of the Constitution consisted of Mr. D. F. Brown, of the Standard Oil Development Company of Elizabeth, New Jersey; Mr. F. A. Robertson, engineer in charge of the library of the Hydro-Electric Power Commission of Ontario, of Toronto; and myself. To this committee were subsequently added Mr. D. N. Handy of Boston, a former President of this Association; and Mr. Howard L. Stebbins, President of the Special Libraries Association of Boston.

MR. ALCOTT: Last year the Association re-elected Mr. Cady and all new members of the Executive Board. We said right away that that should never again happen and provisions were made for electing so that there would always be three members of the Board holding

over. Then we discussed at great length the matter of making the Executive Secretary of the Association a paid officer. Mr. Cady on that held quite different views. An effort had been made to distinguish between the secretary and the executive secretary. I think that the position involves a vast amount of work for the voluntary official. That met with the approval of the Executive Committee.

Then, the Association having been incorporated under the laws of the State of Rhode Island, we were able to hold property and dispose of it as we saw fit.

Then the old Constitution provided for an Advisory Committee consisting of the chairman of each local association. We took that By-Law and enlarged it by including in that body the chairman of each group so that we would have the chairmen of the groups geographically. That also met the approval of the committee and the Executive Board, and those are the chief things which we recommend.

There are some other little details. We changed the name of the individual member to active member. The force of this Association rests with the active members. We changed no dues; they still remain fifteen (15) dollars for the institutional member, five (5) dollars for the active member, and one (1) dollar for the associate member. I think it will be unnecessary, in view of the fact that this report was sent to every member of the Association, to read any particular part of it, but I am ready to do so or read the whole report if you want to hear it, but I would like to move that the report of the revision of the Constitution which was made by the Committee, which has been discussed a number of times by the Executive Board, be adopted by this Association as the Constitution of the Special Libraries Association. I am ready to answer any questions that may be asked or will call on Mr. Handy or Mr. Brown who may be able to answer better than I can. I move the adoption of the Constitution as revised.

THE CHAIRMAN: Is there a second to this motion?

MISS BURNETT: I second it.

MISS RANKIN: I have some points I would like to make. I have been working on this revision of the Constitution for so long I am quite familiar with it. It came as a supplement to the March SPECIAL LIBRARIES. Really it is quite vital to change the Constitution as much as this is being changed. The welfare of this Association is dependent on the Constitution. There is only one section upon which I am taking any difference of opinion. I have

considered it with the special committee and the Executive Board and I agree with the several amendments that have been added to it with the exception of one, and I feel strongly upon it.

MR. ALCOTT: I would move that Miss Rankin read her particular amendment.

THE CHAIRMAN: Before we go into this: After all, the chief question is that we want to accomplish this in a very limited time. Is it not possible, Mr. Alcott, to take your amendments and go through them one by one? If there is no objection they can be passed and that should take up very little time.

MR. ALCOTT: There are five main amendments to the Constitution. I am ready to do anything you suggest and think we will make better time if we go very hurriedly over them.

MISS RANKIN: My contention is only on the point of Section 12, concerning dues: "The annual dues to the Association shall be determined by the Executive Board and may be changed from time to time, but no change shall be effective without notice to members." That is the way the section read as revised, and I insist that that was very poor policy and one which caused a great deal of confusion, misunderstanding, and consternation among the members.

Number 3 of the By-Laws reads: "The Executive Board may by vote affiliate with the Association any national society having purposes similar to those of the Special Libraries Association, or in like manner cause the Association to be affiliated with any national society having similar purposes. The Executive Board may by vote cancel an affiliation when in its opinion such affiliation is undesirable, but such vote to be effective shall be approved by the Association." Such an important thing as an affiliation shall not be effective unless approved by you—all of us—but when it comes to dues, they are changed by the committee and it does not ask your approval. It says that they will be changed from time to time but that no change shall be effective without notice.

Now let me tell you the history of this thing. I have nothing against any of the committees of any of the members of the Executive Board. This thing has come up insidiously; it does not belong in our Constitution. Now, then, in our Constitution, as it was adopted at the formation of the Association in 1910, the matter of dues appeared as follows: "The annual dues shall be two (2) dollars." The Constitution stood without any change until I became President in 1922. Now all that time

we were charging more than two dollars dues, I asked that a committee be appointed to consider the revision of the Constitution and it was done. The committee then asked for advice and got advice from many members of the Association and we worked on it for many years. The committee worked conscientiously and we rewrote the Constitution. That was in 1923. It was then suggested for adoption in Saratoga. I did not have the pleasure of meeting with you in Saratoga as I was abroad. Now in July, 1924, the section which was section 9 at that time was made to read in this way: "The annual dues shall be three (3) dollars for individual, five (5) dollars for institutional, and two (2) dollars for associate members. Any individual may become a life member upon payment of \$100." It was so printed in SPECIAL LIBRARIES of September, 1924, as being adopted with that wording. I assumed that it had been.

However, in November, 1924, a notice appeared in SPECIAL LIBRARIES stating that the dues for 1924 had been changed by the Executive Board "in accordance with the provision of Section 9 of the Constitution," and it was then stated that an error had been made in September SPECIAL LIBRARIES and that Section 9 had been adopted to read: "Section 9. Annual dues shall be determined by the Executive Board and may be changed from time to time on their authority."

In November, 1926, Mr. Cady, as President, proposed (see SPECIAL LIBRARIES, November, 1926, page 308) that there should be an increase in dues to fifteen (15) dollars for institutional, five (5) dollars for individual, and one (1) dollar for associate members and that the meaning of the term "associate member" should be changed.

In December, 1926, an article appeared in SPECIAL LIBRARIES by Mr. Cady, in which he stated incidentally that the institutional membership fee should be fifteen (\$15) dollars, and an editorial also appearing in the publication made a brief announcement of the increase in dues.

No explanation followed until the President's address at Toronto, which was printed in SPECIAL LIBRARIES of July-August, 1927. This lack of notification to the membership of an important action of the Executive Board caused a great deal of confusion among the whole membership of this Association.

This action by the Executive Board made amendments to the Constitution necessary. A committee was appointed by the President in the fall of 1927 and they worked for six months

and submitted a revision of the Constitution. In this revision, Section 9—Dues—read: "The annual dues of the Association shall be determined by the Executive Board and may be changed from time to time on their authority *with the approval of* a majority of the members voting at the next annual meeting."

However, the Executive Board took no action on this revision of the Constitution and it was *not* presented to the Convention in 1928—last year.

In the Fall of 1928, Mr Cady, feeling that we did not have a Constitution, appointed another committee on the revision of the Constitution, which reported at the March, 1929, meeting of the Executive Board. The present Constitution, the revised Constitution, revised by this committee, was approved by the Executive Board and is now ready to be submitted to the membership for approval at this meeting. It reflects what have been our customs during previous years with the exception of this one Section 12 relating to dues which reads: "The annual dues to the Association shall be determined by the Executive Board and may be changed from time to time, but no change shall be effective without notice to members." The only thing that the Executive Board was willing to allow you was that you should receive notice.

This section needs to have due consideration by the members. If the majority approve this it shall stand in the Constitution.

I have gone to the trouble to give you the history of this particular section and how it happened to be changed because I consider it important. To me as it is written in the Constitution it is not good.

The Executive Board should, of course, have the power to change the dues and should take the initiative in doing so. But it seems to me undemocratic to give them complete control in these financial matters. The approval of the majority of the members should certainly be required before final action is taken. We must have the approval of the majority of the Association. If we do not we will not function as an Association.

Now this is my proposal of an amendment to that section: "The annual dues of the Association shall be determined by the Executive Board and shall be effective only when approved by a majority of the membership." This would tend to eliminate any strained relations which might exist between the Executive Board and the membership as a whole. We all wanted what was accomplished by the Board but we did not like the method

by which it was done. We do not want to leave so much power with the Executive Board; we must have the power in the whole membership of this Association.

THE CHAIRMAN: We seem to have bumped into the old controversy of taxation without representation.

MR. ALCOTT: I want to second the amendment read by Miss Rankin and in making this recommendation I might say that the section in question was one of the sections which was not revised by the committee, that was one of the things we did not undertake to do. I agree with Miss Rankin perfectly. I am quite willing to accept this amendment and perhaps nothing more need be said about it.

MR. BRIGHAM: I want to have something to say about the background of the particular clause in question. While Miss Rankin was enjoying the scenic beauties of Europe, we were having a controversy at Saratoga. There is more to it than just the mere dues; there is more involved. We have to consider the magazine. As it is now we have a problem greater than the problem of dues—to allocate the money which comes through the magazine and from the dues. I think Miss Rankin's motion is well put.

THE CHAIRMAN: I find that it has been customary for these meetings to close at twelve o'clock. The hour is now long past. However, this business is of great importance so you might wish to finish it now.

MR. ALCOTT: No change is required at all—the dues will remain the same. We are not contemplating any change today or immediately, and I would move that unless the reading of the Constitution is called for, that the Constitution as amended and presented here be adopted.

THE CHAIRMAN: You men subject to the amendment by Miss Rankin? If that is so, would you read the amended section?

MR. ALCOTT: "The annual dues of the Association shall be determined by the Executive Board and shall be effective only when approved by a majority of the membership."

THE CHAIRMAN: The motion before the meeting is that the Constitution should be adopted subject to the amendment you have heard by Miss Rankin.

MR. HANDY: May I say just a word? I should like to make another motion after Mr. Alcott's is carried.

THE CHAIRMAN: Do you second Mr. Alcott's motion?

MR. HANDY: Yes.

THE CHAIRMAN: Is there any further discussion?

MISS RANKIN: May I make an explanation? The only point is that we simply want to change this amendment concerning dues. If the vote is taken on that and approved, which is that we adopt the whole Constitution and Mr. Handy wants to get another motion on the floor to approve their action, we are simply giving approval to the Board for what they have already done.

THE CHAIRMAN: We will vote first on Miss Rankin's amendment.

It was moved and seconded that Miss Rankin's amendment be accepted.

(Upon being put to a vote, the motion was carried.)

THE CHAIRMAN: We will now proceed to the consideration of Mr. Alcott's motion that the Constitution as printed and already amended by the motion just passed be accepted.

(Upon being duly moved, seconded, and put to a vote, the motion was carried.)

MR. HANDY: I move that the action of the

Executive Board in fixing dues as they now stand at fifteen (\$15) dollars for institutional, five (\$5) dollars for individual, and one (\$1) dollar for associate members, be, and is, hereby approved.

MISS RANKIN: I heartily second the motion.

THE CHAIRMAN: Is there any discussion?

(Upon being put to a vote, the motion was carried.)

MISS RANKIN: May I bring out just one more question? Section 5 of the By-Laws reads: "The Association shall publish an official organ, the control of which shall be vested in the Executive Board. The Board shall determine the rates, if any, to be charged for subscription." If they want to charge us only one dollar the Executive Board has that power.

THE CHAIRMAN: The important thing to remember is that the Executive Board is your friend.

The Chair announced the appointments of members of a Resolution Committee.

The meeting is now adjourned.

(Adjourned at 12:15 p. m.)

SECOND GENERAL SESSION

May 14, 1929

Joint Meeting with American Library Association

The meeting was called to order in the Washington Auditorium at 10 A. M., by the President of the American Library Association, Miss Linda A. Eastman.

MISS EASTMAN: I have said, on a former occasion, that no speaker should expect a convention to get more than one idea from his particular speech and that any speaker should be able to present that idea in about 50 words. That will give you an idea as to how many words I am going to use in my introductory remarks. I think I can say all I have to say in one word, and that is, Co-operation.

I am sorry that my fellow citizen, the President of the Special Libraries Association, is not with us this morning, but he is very ably represented by his Vice-President, Mr. Fletcher, and I shall now turn you over to Mr. Fletcher, who will preside over your part of this joint session.

MR. ANGUS FLETCHER: Madam President, may I at once reciprocate on behalf of the Special Libraries Association the words that you have spoken regarding the co-operation between these two great bodies.

Mr. Fletcher introduced the next speaker, Dr. Harry Miller Lydenberg, reference li-

brarian, New York Public Library, who spoke on the subject, "Special Libraries in Public Libraries." For Mr. Lydenberg's address see *Library Journal*, June 1, 1929, p. 478.

THE CHAIRMAN: I desire to extend to Dr. Lydenberg, on your part, our many thanks for his interesting address.

Doctor Julius Klein of the United States Department of Commerce, who is down on the program as the next speaker, is unfortunately unable to attend this conference. We are very fortunate, however, in having here Doctor Edward E. Hunt, who has agreed to speak in his place. Doctor Hunt was the medical expert on scientific medicine at the World's Economic Conference in 1927. He is the secretary of the Hoover Committee on Recent Economic Changes, the report of which committee I understand will be released tomorrow. Doctor Hunt is also an author. One of his books is entitled "War Bread," a name which to me, at any rate, is significant. It is indeed a great pleasure to have been associated with the gentleman who is now the chief magistrate of this country in what I regard as one of the greatest humanitarian works of the present

generation. I feel it indeed a pleasure to present to you Doctor Hunt

DOCTOR HUNT: Mr Chairman, ladies and gentlemen: That fourteen-year association with Mr. Hoover to which your Chairman referred has made me familiar with certain occupational hazards and occupational diseases, and in hearing the address just closed I have felt closer to the librarians before me in discovering that even librarians have their occupational hazards and perhaps their occupational diseases. As librarians you must have been particularly impressed with the attitude which has been developed by the American people in recent years towards economic information. It was only 20 years ago that Frank Vanderlip very properly called us a nation of economic illiterates, but surely something has happened in the past 20 years which makes that appellation wholly inappropriate today.

For Dr. Hunt's address see May-June issue, SPECIAL LIBRARIES, p. 162.

THE CHAIRMAN: I am sure that if the intention of this address was to whet our appetites, the speaker has succeeded, and the subject is so important that I believe we need not have any invitation to read the report when it comes out. May I thank Dr. Hunt, on your part, for the extremely interesting and

valuable contribution he has made to this conference.

MISS EASTMAN: We look with great interest to hearing Mr. Fletcher tell us about this meeting.

MR. FLETCHER: At the request of Mr. Cady I represented the Special Libraries Association at the Fifth Conference of the Association of Special Libraries and Information Bureaus, generally known in English library circles by the initial letters ASLIB. There was an attendance of 160, representative of the leading special libraries and research organizations of Great Britain. The conference was held at New College, Oxford, from September 14th to 17th.

May I digress for a moment to explain that New College was new in the Fourteenth Century. It was founded in 1379 by William of Wykeham, who also founded Winchester College and bequeathed to us the phrase "Manners maketh men."

For Mr. Fletcher's address see May-June issue, SPECIAL LIBRARIES, p. 169

MISS EASTMAN: We all certainly thank Mr. Fletcher for his interesting and scholarly speech.

(Whereupon, at 11:45 a. m., the program of the Special Libraries Association was concluded.)

THIRD GENERAL SESSION*

May 14, 1929

Joint Meeting with the American Association of Law Libraries and the National Association of State Libraries

The meeting was called to order in the Music Auditorium, Library of Congress, at 8 P. M., by Dr. H. H. B. Meyer, Acting Director, Legislative Reference Service of the Library of Congress.

Dr. Meyer opened the session by stating that the meeting was called for a frank discussion of the value of the State Law Index and of its merits and defects. Dr. Meyer gave a résumé of the origin of the Index and the work which has been performed by Miss Margaret Stewart and her assistants in preparing the Index. He announced that copies of the printed volume had been sent in advance to the various speakers and asked Dr. Chamberlain to become the first speaker.

Dr. Joseph P. Chamberlain, Professor of Public Law, Columbia University, and Chairman of the Committee of the American Bar Association of Noteworthy Changes in Statute Law, reviewed his own work as practicing attorney, draftsman of legislative bills and a professor of law. He commented at some length upon the subject headings and stated, "It is not the index carefully constructed under great subjects that is the most useful, but the kind that will give you a large number of topical headings." He added, "It is from that point of view—the large number of catch headings and the convenience of finding the subjects—that I approach an index." He paid a brief tribute to Mr. Luther E. Hewitt,

* A full report of this session was printed in the Law Library Journal for July, 1929.

who represented the Joint Committee in appearance before committees of Congress and added his appreciation of the effort that had gone into the preparation of the Index.

Mr. John T. Fitzpatrick, Law Librarian of the New York State Library, was the next speaker. Mr. Fitzpatrick commented briefly upon the New York State Index which was operated from 1890 to 1908, but stated that he disliked to compare the two indexes. In referring to the Library of Congress index, he believed that there was too much economy in the matter of details and the index seemed to lack the essential details that must be brought out in this sort of an index to make it of use to legislative reference librarians.

In considering certain phases of the Index he asked Miss Margaret Stewart, Legislative Reference Service of the Library of Congress, numerous questions and a spirited discussion ensued between Mr. Fitzpatrick and Miss Stewart.

Mr. Herbert O. Brigham, State Librarian of Rhode Island, representing the National Association of State Libraries and the Special Libraries Association, brought out the fact that there are two forms of indexing legislative material—the one prepared by a librarian trained in general indexing and the other by a lawyer trained in legal procedure. Mr. Brigham considered the chronological and historical phases of the subject, reviewing briefly the origin of the project in the New York State Library. He also mentioned the National Legislative Information Service, a project sponsored by committees of the state librarians and law librarians from 1914 to 1918.

In considering the Library of Congress State Law Index, Mr. Brigham urged a bolder type font for the principal entries and the use of secondary entries in place of cross references to the main topic. He considered that some of the principal subject headings, such as Banks, Railroads and Corporations should have sub-headings, and in conclusion emphasized the necessity of considering the user of the index—the lawyer engaged in statutory research, the layman and the persons who assist the lawyers and the laymen in obtaining legislative facts.

Dr. Meyer and Miss Stewart explained briefly the method used in preparing sub-headings. Mr. Fitzpatrick joined the discussion and said in part, "In an index put down the things that people are going to look for, Don't cross refer if you can help it." He believed that the Index should supplement the

indexes of the various states because some of these state indexes were so inadequate.

Mr. Luther E. Hewitt, Librarian, Law Association of Philadelphia, and Chairman of the Joint Committee on Indexing Legislation of the American Association of Law Libraries and the Special Libraries Association, expressed his appreciation on behalf of these Associations for the work of Dr. Meyer and his assistants. He deprecated the severe criticism of the Index and suggested that later editions could easily adjust any lapses that might occur. He reviewed the work of the committee in approaching Congress and hoped that the Index would be made cumulative in form.

Mr. Daniel N. Handy, Librarian of the Insurance Library Association of Boston, discussed the Index from the insurance point of view and stated that in his opinion the chief advantage of the Index to the insurance field would be for historical and comparative purposes inasmuch as the larger insurance companies maintain rather elaborate systems for informing themselves on current legislation, discarding records at the conclusion of a legislative session period.

Comments by Miss Gertrude D. Peterkin of the Legal Department of the American Telephone & Telegraph Company, were presented by Miss Eleanor S. Cavanaugh of the Standard Statistics Company. Miss Cavanaugh also suggested a study of the history of legislative bills, especially those relating to financial and public service matters. Miss Stewart in reply stated that any study of legislative bills would be out of the question.

Mr. Frederick William Schenk, Librarian of the University of Chicago Law Library, referred to the indexing of special legislation and the consideration of riders or jokers attached to measures.

Mr. George S. Godard, State Librarian of Connecticut, as the final speaker stated, "I want to add my expression of interest and testimony in three words: Greetings—Congratulations—Best Wishes."

Next month we print as a supplement to SPECIAL LIBRARIES a leaflet containing the Executive Board, officers of the Local Associations, Groups and Committees, and a statement concerning the various grades of membership.

Keep this list in a convenient place for easy reference.

Group Reports, 1928-29

Commercial-Technical Group

It has been customary during the past few years to hold a meeting of the group committee chairmen of the Commercial-Technical Group in the fall to discuss plans for the coming year. Such a meeting was held on November 19, 1928 in the library of the Western Union Telegraph Company. At this meeting it was decided to undertake the following activities as a group in addition to what was already being contemplated by each committee: (1) to cooperate with the Chairman of the Classification Committee by sending to her such subject headings and classifications as each member might have, (2) to compile book lists for distribution to those interested in organizing company libraries, and (3) to compile an index to Sources of Statistical Information.

As a result of this meeting subject headings and classifications on Aeronautics, Chemistry, Gas, Paint, Photographs, Mathematics, Physics, and Water Transportation have been sent the Chairman of the Classification Committee together with a paper concerning the classification used in the library of the Rochester Gas & Electric Corporation. Book lists covering such subjects as Explosives, Paint, Oil, Rubber, Industrial Relations, Advertising, Illuminating Engineering, and Public relations together with a list of books suitable for an Instrumental Manufacturing Company have been turned over to the Executive Secretary for her distribution. In this connection the Chemistry and Physics Committee highly recommends the "Guide to the Literature of Chemistry," by E. J. Crane and A. M. Patterson, New York, John Wiley & Sons, 1927, for any chemical library or any company organizing or expanding a chemical library. Cards are being prepared in accordance with a form drawn up by Miss Linda Morley as a preliminary to the compilation of the "Index to Sources of Statistical Data." It is the belief that this index when completed and published will be of inestimable value not only to the group but also to the Association as a whole.

Since each committee has its own particular problem it has seemed best to give as in last year's report a résumé of the outstanding activities of each.

Advertising and Marketing Committee. One of the most interesting contacts made during the year has been in connection with the

Associated Business Papers, Inc. By means of this contact which was made through Miss Mary Louise Alexander, Chairman of this committee, members of S. L. A. have been asked to contribute a full page of reviews of books, pamphlets and reports of general interest to the business man, these reviews to appear monthly in the magazine *Editorial policies, plans and methods*. The purpose of this publication to quote from the magazine itself is "for the interchange of practical ideas on business paper editing, to supply leads and suggestions for articles and editorials and to make available condensed informative data from authoritative sources." Mr. F. M. Feiker, Managing Director and Secretary of the Associated Business Papers, Inc., considers S. L. A. on a par with the U. S. Supreme Court and the League of Nations as an educational factor in the world's affairs and as such is better acquainted than anyone else with what is needed and wanted in the world of business. The opportunity presented through this medium is one which should bring considerable publicity to the Association.

Chemistry and Physics. Lists of wanted and duplicate material have been compiled and circulated among members of this committee thus enabling several libraries to secure material and needed for their files. A list of second-hand book dealers has also been compiled and distributed. Miss Katherine Ashmun is chairman of this Committee.

Electrical Engineering. Mrs. Katherine Maynard and her committee have been compiling a "List of Recently published bibliographies in Electrical Engineering, 1918-1928." This list is in a way a supplement to the bibliography published last year as Information Bulletin No. 6, although it will be treated as an entirely separate publication.

English Usage. Mr. George W. Lee is working on the best ways and means of making his committee of more value to the Association as a whole. A "six-inch shelf" on Business English is in preparation.

Illuminating Engineering. Miss E. Mae Taylor and her committee will have ready as usual by July the material for the yearly bibliography on "Illuminating Engineering." It may be interesting to note here that this bibliography seems to fill a particular need in

the lighting profession and requests for the list and also for material is received from many parts of the world.

Oil. Twenty-one companies and individuals through the endeavor of Mr. D. F. Brown, Chairman, are co-operating with the Bureau of Mines in issuing the monthly Petroleum Bibliography published by that Bureau. Each Company or individual has agreed to assume the responsibility of going through a certain number of journals assigned them regularly as the journals are issued and of briefly indexing data on every article which they think should be listed in the Bibliography. This data is then forwarded directly to the Bureau of Mines in San Francisco on or before the 5th of each month where it is correlated and published. This committee is also compiling a union list of periodicals for oil libraries.

Public Utilities. This committee, of which Miss Josephine Greenwood is Chairman, has devoted this year in securing publishers and prices of the material listed in the "Public Utilities Sources of Information List." This list is now in the hands of the Chairman of the Publication Committee for consideration as to the advisability of issuing it as an Information Bulletin of S. I. A.

Rubber. The 1928 Rubber Bibliography is ready for publication as an Information Bulletin. It is in the form of the bibliography issued last year and represents a great deal of hard work on the part of Miss Edith Shearer and her Committee.

Transportation. The various sub-committees of this committee have for the most part co-operated with Mr. M. E. Pellett, Acting Chairman of the Committee during Mr. Armistead's illness, and Chairman of the Sub-committee on Water Transportation, in preparing material for his "Water Transportation Bibliography and Guide to primary sources of Information on Marine and Allied Sources." A full account of the work involved in connection with this bibliography will be found in a booklet entitled "Water Transportation Bibliography," which may be obtained from Mr. Pellett. In addition to this bibliography the acting chairman has issued "Statistical data on the Port of New York District available in published and unpublished reports of The Port of New York Authority, 1920-1928," a "Directory of Business Libraries supplementing the Special Libraries Directory, 1925 and American Library Directory, 1927" and a list of "Company Research Departments." These publications may also be obtained from Mr. Pellett. The sub-committee on Air Transportation of which

Miss Widger is Chairman has submitted a "Bibliography on Air Transportation" covering material from January 1, 1928-May 1, 1929. Inquiries in regard to the disposition of this bibliography may be made to Miss Clara J. Widger, Librarian, Fairchild Airplane Manufacturing Corporation, Farmingdale, N. Y.

In closing I wish to take this opportunity to thank the Chairmen of the group committees and also the members of these committees for the splendid co-operation they have given me this year in the work planned and accomplished by the Commercial-Technical Group. Without this co-operation it would not have been possible for the group to have made the progress as set forth in this report.

ALMA C. MITCHILL,
Chairman.

Financial Group Report

The report of the Financial Group is one of progress rather than finished projects. One accomplishment during the year was the Financial Library Exhibit at the convention of the American Bankers Association at Philadelphia, October 1-4, under the management of Miss Ethel L. Baxter and her committee. A booklet on "The Bank Library" with a list of recommended books and periodicals was also prepared for the exhibit. The interest shown, and the number of requests for the booklet during and since the exhibit, has convinced those who helped to make it a success that a library exhibit is a very worthwhile undertaking at any bankers convention whenever at all possible. Funds for the exhibit were furnished by two publishing houses and ten banks, and the willingness with which the donations were made showed very plainly the interest of the bankers.

The Membership Committee under Miss Josephine Curry, chairman, has made a special effort this year to interest the librarians of investment houses, and the list of members, and of those eligible for membership in the Group, now numbers about 150.

Miss Marguerite Burnett, as chairman of the Committee on Bibliography, has practically completed for publication her "Bibliography on Government Releases." Another bibliography which our Group may be allowed to claim is that by Miss Eleanor Cavanaugh on "Stocks and Bonds Sources." Miss Nichols has continued as chairman of the Committee on Classification, and results of her work will be apparent at the Group program during this convention. Miss Emma Boyer, as chairman of the Program Committee, has helped greatly

in providing an interesting Group program, and publicity for the Group, both for the Exhibit and the present convention, has been ably handled by Miss Florence Wagner. We feel that we can report progress in Group unity and a fine spirit of co-operation.

Respectfully submitted,

ALTA B. CLAFLIN, *Chairman.*

Insurance Group Report

Early in March the chairman of the Insurance Group, Miss Pyrrha B. Sheffield of the Insurance Institute of Chicago, resigned the position, and the duties connected with the office for the remainder of the year seemed automatically to fall to the secretary. Miss Sheffield's resignation was a great disappointment to all members of the group, as her active interest and her efficient leadership had been plainly manifest during the year and augured well for very successful sessions of the group at this convention.

Aside from considerable correspondence aimed at the procurement of new members for the Association and especially for the Insurance Group, the fruit of which may not be immediately in evidence, nothing of importance has been attempted except the preparation and publication of a brief booklet on the organization of an insurance library. The committee appointed for this work was composed of the following librarians:

- Miss Grace Stephens, Retail Credit Company, Chairman
- Miss Mary S. Allen, Provident Mutual Life Ins. Co.
- Miss Edith H. Sillence, Association of Life Insurance Presidents
- Miss Emily C. Coates, Travelers Insurance Company
- Miss Florence Bradley, Metropolitan Life Ins. Co.
- Mrs. Grace Child Bevan, Phoenix Mutual Life Ins. Co.
- Miss Laura Woodward, Maryland Casualty Company
- Mrs. Alice F. Fitzgerald, National Life Ins. Co.
- Miss Helen D. Heitell, Connecticut General Life Insurance Co.

The booklet was printed for the group by the Retail Credit Company of Atlanta, Georgia, whose interest and cordial co-operation are here gratefully acknowledged and recorded.

Although it has been out but a few weeks, numerous calls for copies of the booklet have been received. They may be obtained from the Insurance Department, Chamber of Commerce of the United States, from Miss Reatha Heeden, Librarian, Retail Credit Company, Atlanta, or from the Secretary of the Insurance Group.

Respectfully submitted,

(MRS.) ALICE F. FITZGERALD,

Secretary.

Interim Report of the Secretary

The work of the Insurance Group during the year is remarkable for its quality rather than its quantity, the main achievement being the preparation of the booklet, "The Insurance Library," by a committee ably headed by Miss Grace Stephens of the Retail Credit Company of Atlanta, that company very generously providing for the pamphlet's publication. Miss Stephens' report, which is to follow, and the document itself will attest the excellence of the work.

The activities of the Secretary have not been notable. Last fall some insurance press items led to correspondence with the ill-fated International Life of St. Louis and the Atlantic Life of Richmond, but their libraries proved not to be sufficiently developed to warrant their joining our association. Later our booklet was sent the Atlantic Life and it may bear fruit.

In January, Miss Sheffield wrote that the *Franklin Life* of Springfield, Illinois, was dropping its membership in the Association and asked that the reason be ascertained. The Company stated that if later appropriate quarters could be devoted to their collection of printed material on insurance matters they might be able to establish their library on a working basis and send a representative to the convention. A copy of "The Insurance Library" booklet has been sent them as encouragement.

Invitation to join the S. L. A. and the Insurance Group have been sent to several other librarians, brought to attention in various ways, but with no affirmative results.

In January, Miss Ferguson of the Bank of Italy wrote to ask about the activities of members of our Group as of interest in connection with a course of lectures she was to give to the Library School of the University of California. She was told about our booklet, then in preparation, and referred to Miss Flagg's compilation as read at our meeting last year, and to Miss

Freeman's various bibliographies. Her reply was most appreciative.

Correspondence has also been carried on with the John Hancock Mutual of Boston and the American Central of Indianapolis, during which copies of our new pamphlet were sent out to them, but their libraries are not sufficiently developed to justify their joining the Association at this time.

A request for our booklet from the general agent of the John Hancock Mutual in Portland, Maine, developed correspondence which suggested the need for some sort of a list of insurance books which should be recommended to persons interested in starting a library. This in turn led to placing a discussion of this matter in our program for these meetings.

On March 13th came Miss Sheffield's news of her resignation as chairman, very much regretted by all members of the Group and especially by the Secretary, who had looked forward to serving under her efficient leadership. With such groundwork of a program as she had completed and with the whole-hearted co-operation of all members of the Group our present meetings have been ar-

ranged, and, it is hoped, will be carried out successfully.

At the request of the Association's secretary for an appointment from our Group to the Hospitality Committee, Miss Bradley was asked to serve. It seems she was already vice-chairman of the committee, but she is so pre-eminently fitted to do double duty in that direction that the appointment stands.

Miss Woodward has been asked to have charge of collecting five copies of each report and paper requested by the Secretary, Miss Vormelker.

Mr. Handy has kindly consented to have charge of delivering to the Secretary of the Association such papers as it may be desirable to have printed in the *Library Journal*.

To the very cordial co-operation and hearty support of every member in the Group is due whatever of success our sessions may attain this year, and most hearty appreciation of it all is here recorded

Respectfully submitted,

ALICE F. FITZGERALD,

Secretary.

Newspaper Group*

We are now entering upon our seventh annual conference, and the Newspaper Group can well be proud of its remarkable growth. Our membership throughout the country is a good indication of the wide interest that is being shown, and my correspondence from far points in Canada, as well as from the Coast, is a barometer on which indicates our strength. Seventeen new members have been added to our roster during the year, making a total of ninety-nine members. The Membership Committee, however, has been very active and many thanks should go to the chairman, Miss Irene Swencicka and her associates for their industrious and business-like methods in handling this assignment.

Other committees have also performed remarkably well. Outstanding among them is the one on Classification. The work accomplished so far on the subject of HEADINGS will be of interest to all newspaper librarians. Elaborate in scope, the finished product of this work, when available, will be a boon to all those who handle clippings. The chairman,

Mr. Joseph F. Kwopil, will be with us on this occasion, and he will describe more fully the results of his research.

Let us pause for a moment to pay tribute to the memory of Mrs. Mary Greene, librarian of the Cleveland Plain Dealer, who passed away on July 2, 1928, and to Joseph L. Crandell, night librarian of the *Boston Globe*, who passed away February 16, 1929. Mrs. Greene was one of our staunch supporters, having attended many of the group meetings. Mr. Crandell attended the conference at Swampscott, and had been active in the Boston chapter. Their counsel and advice will be with us no more, and the Newspaper Group feels their loss deeply.

Local activities have not been overlooked. In Boston librarians occasionally met and discussed group welfare, while in Philadelphia and at other points many meetings were arranged. In New York the third annual dinner was held on November 19. Representatives from nearly all New York newspapers, including one from Camden, N. J., were present. I

*Presented as Review of the Year by Maurice Symonds, Chairman of the Newspaper Group.

have found that these get-together affairs work for mutual advantage and stimulate better understanding among librarians.

The Special Libraries Association is no more in the infantile stage—in fact, it passed out of that category several years ago. It is essential to let the outside world know what is going on in our organization. Our President, Mr. Cady, always with much foresight, appointed a News Committee, to function during the year, and especially prior to and during Convention time. It was no more than proper to select this committee from the Newspaper Group. We are assured that the committee will do all that it can to give our association wide publicity.

We are very fortunate in having in the Special Libraries Association's treasury sufficient funds to carry on some useful work. We thought Will C. Conrad's paper "Getting the Things You Haven't Got," would be good for republication, and a request was made to reprint four hundred copies for distribution. I am certain that all of us find ourselves in a predicament indicated by this title, and so this article should be helpful to the entire field. Another financial item was for stationery. In checking up, we find these are the only two expenditures for the year.

Our former chairman mentioned the fact that our foundation has been placed and we are now ready for the structure. We are happy to report the structure is also now completed. It is necessary for us to install equipment which in addition to being modern is at the same time of service to us all. It is only at these convention meetings that we are able to know what to place into the empty spaces; it is only here that one finds the various ideas which each considers the best for his or her uses. Here they are available to all who wish to take advantage of them.

The selection of Washington as a gathering place for the second time in succession is regarded with interest by all of us. No better thought could have been entertained by the Special Libraries Association than in again choosing the national capital for its annual convention. This is gratifying, because at the last annual meeting of the Newspaper Group, a number of our members were so occupied with sessions and confabs, that many of the glories of the city were overlooked. The selection this year affords them the opportunity for the sight-seeing they were unable to do before. They can now pick up the threads of unfinished explorations, and observe more fully the institutions of the nation's seat.

Report of the Secretary

The Newspaper Group continued its healthy growth during the last year, increasing in membership from 82 to 92. More newspapers each year are making inquiries regarding establishment of a scientifically conducted library and the Newspaper Group should continue to increase at a rapid rate.

Last year's convention was one of the most helpful from the standpoint of both the program and personal contact of librarians outside of convention sessions. A committee on classification was appointed with Mr. Joseph F. Kwapil, of the *Philadelphia Public Ledger*, as chairman. Other members were Mr. D. G. Rogers, of the *New York Herald-Tribune*, and Mr. Ford M. Pettit, of the *Detroit News*. The committee has made progress and has a report for submission.

The Secretary has started a scrap-book of programs and publicity pertaining to newspaper libraries, thanks to contributions from several of the older members. The scrapbook should be kept up and should prove of considerable historical interest.

FORD M. PETTIT,
Secretary-Treasurer

Report of Membership Committee

Here is good news from the Membership Committee. At the time of the last convention, held in Washington, in May, the membership of the Newspaper Group numbered 82. Today it numbers 99 with applications coming in from time to time as a result of personal and direct by mail solicitation.

Personal calls were made by members of the committee on prospects in nearby localities, and in addition, a group of selected prospects were solicited by mail. Over 150 letters were mailed throughout the United States, later a follow-up was sent out with an enclosure, "Getting the Thing You Haven't Got," by Will C. Conrad.

Up to date our present membership consists of 4 Institutional, 58 Active and 37 Associate—total membership 99.

IRENE SWENCICKA,
Chairman.

Report of Methods Committee

This committee has not been kept very busy so far as answering the queries of members is concerned, which would indicate that no serious problem has arisen in the various newspaper libraries during the past year.

It is interesting to note, however, that for the first time since the organization of The Newspaper Group, much thought has been given by various Schools of Journalism throughout the country as to whether or not it would be advisable to include a course in newspaper library training.

The University of Minnesota has already established a course in Newspaper Reference Library work with fifteen students enrolled, three men and twelve girls. Miss Agnes J. Petersen of this Group was particularly active in planning this course. Others who contributed were Ford M. Pettit and Joseph F. Kwapil, also Newspaper Group members. A list of reference books used in this library is attached for those who would like to see it.

Inquiries on newspaper library work have

also been received from the University of Missouri, Oklahoma City University, University of Chicago, University of Montana, and University of Illinois. These letters were written during the year to members of this Group who answered them individually.

It is recommended that a discussion be held regarding the advisability of encouraging Schools of Journalism to take up a Newspaper Library Course, and whether or not we are in a position to employ students who have finished such a course. Unless we can actually offer a certain number of positions to these students annually, it might be wiser for us not to encourage such courses, which is the recommendation of this committee.

JOHN H. MILLER,
Chairman.

Group Meetings

Group Meetings are presented as prepared by the Group officials. The report of the Newspaper Group will appear in a later issue.

Civic-Social Group

At the meeting of the Civic-Social Group of the Special Libraries Association on the afternoon of Wednesday May 15th, Harlean James, Executive Secretary of the American Civic Association, talked most interestingly on "Planning and the Public." She also told the Group something of the history of the Washington Plan. See page 206 for Mrs. James' address.

Congressman Ketchum of Michigan, who spoke on "Law Observance" said that the American people had a peculiar attitude, a sort of reverence for law itself, and that as soon as a law was passed at once turned their attention to something else which would probably lead to future legislative measures. As it is the individual who counts most in these United States, law observance must start with the individual for legal self-control is a fundamental principle in the American scheme of government, and the centre of power in American government is in the individual's using as his text a paraphrase of the 11th verse of the 119th Psalm—"Thy law oh my Country, have I hid in my heart." Mr. Ketchum went on to say that the problem of law enforcement would pass away when the people could truthfully say and live this precept, and that the obeying of such laws as pleased and the disregarding of those which did not was "selective

anarchy" wherein there is real danger. Our many laws are the necessary outcome of the immense relationships of today, and referring to the 18th Amendment Mr. Ketchum said that after the fever heat of discontent and try out—for it is a failing of us as a people, that on the day after a law is passed we wish it to function perfectly or we become discouraged and want it changed—public sentiment for honest observation will set in, and the law will be obeyed because it is the law of the land. "Enforcement" puts it on the other fellow; "observation" comes through education and personal example and influence.

Miss Mary Anderson, Director of the Woman's Bureau, spoke informally of the problems caused by the substitution of machine for human labor, and the laborer who is fifty is over. These problems may be partially remedied by prohibiting the employment of children under sixteen, by discontinuing night work in manufacturing industries, and by enforcing shorter hours of labor, i.e., the eight hour day. Stabilization of industry must come through the pressure of public opinion.

Commercial-Technical Group

The first meeting of the Commercial-Technical Group was that of the group Committee Chairman, held Sunday evening, May 12th, at the Mayflower Hotel, Washington, D. C. At this meeting plans were discussed as to time and place of holding meetings of the various group committees during the convention. A discussion also took place as to the

best methods to be employed in securing material for the "List of Sources of Statistical Information" which is being compiled by the Group, without incurring too much duplication. Another discussion which also came up at this meeting was in regard to the future procedure of the Committee on English Usage and suggestions were made that the Chairman of this Committee, Mr. Lee, send out a round-robin in order to secure the names and co-operation of those business concerns which have published correspondence manuals.

On Monday afternoon, the first regular group session was held in the Mayflower Hotel with the Chairman, Miss Mitchell, presiding. At this meeting the group was most fortunate in having Dr. Cloyd H. Marvin, President of the George Washington University, Washington, D. C., give the address of welcome. Dr. Marvin's talk was both delightful and inspirational. The theme chosen for the group meetings was "Looking ahead in Research" and the two speakers who followed Dr. Marvin on the program were particularly interesting in the subjects they presented. Mr. Hugh G. Boutell, Chief of the Information Service, U. S. Bureau of Standards, in speaking of the "Activities of the Bureau of Standards" mentioned some of the work that has been carried on and is being planned at the Bureau. Dr. Julius H. Parmelee, Director, U. S. Bureau of Railway Economics, told of the value of research in his talk on "The Practical Applications of Research to Transportation Problems." Before this meeting adjourned the Chairman appointed the following Nominating Committee.—Mr. D. F. Brown, Chairman, Miss Helen M. Craig, and Mr. W. L. Powlison.

Four talks on Latin-American sources of information in Commercial and Technical research and a tea at which the conferees were projected suddenly from the consideration of periodicals, pamphlets, highway research, the marketing of North American hairpins in South American communities, and various side-lights on effecting and maintaining contacts in Latin-America, into an atmosphere glowing with the reds, golds, greens, and blues of 15th and 16th Century Peru, comprising perhaps the most notable collection of Peruvian furniture and paintings in North America, were the features of the round-table conference on Tuesday afternoon, May 14th, of the Group. The conference was led by Miss Elizabeth O. Cullen, reference librarian of the Bureau of Railway Economics, Washington, D. C. The first speaker, Miss Louise Evans, librarian of

the Bureau of Public Roads, Washington, D. C., brought out the practical features of research in inter-American highway affairs that are being carried on by the Bureau of Public Roads, including collection and exchange of printed and other material and also provisions that are being made for highway specialists to visit Latin-American countries either in advisory capacities or to participate in intensive research in particular problems. The second speaker, Miss Janeiro V. Brooks, cataloguer of the Columbus Memorial Library of the Pan-American Union, described briefly the publications of Latin-American governments and publishing firms of interest to workers in commercial and technical fields in this country, discussing those available in her library and how best to obtain those desired by persons outside of Washington.

The third speaker, Mr. George J. Eder, Chief, Latin-American Section, Division of Regional Information of the U. S. Department of Commerce, outlined the work that his division is doing or is prepared to do in connection with furthering trade relations with Latin-American countries and acquiring and disseminating accurate data on these countries. A pamphlet, "Employment in Latin-America," has been prepared to answer the numerous inquiries on that subject received by Mr. Eder's section, and his survey of the evolution of cocoa-butter from a valueless by-product of the cocoa industry to an increasingly valuable basis of the lip-stick industry was one of the unusual developments in Latin-American commerce touched upon in his talk. The fourth speaker, Mrs. Frank Barrows Freyer, wife of Captain Barrows Freyer, U. S. N., who headed a naval mission to Peru several years ago, brought out the cultural and artistic achievements of Peruvians, while discussing geographical and economic characteristics of the country. Her lecture was illustrated with lantern slides, many of which were of railways, mines, banks, universities, and government buildings, these being of especial interest to those attending the meeting. After Mrs. Freyer's talk the group adjourned to her home, 1771 Massachusetts Avenue, where Mrs. Freyer was hostess at tea and where the group spent some time inspecting her Peruvian furniture and paintings. Hand-carved, leather-seated and backed chairs and sofas of the period of the Viceroy, rare chests and silver, and priceless paintings were colorful witnesses of a vivid and vigorous civilization. Mrs. Freyer is the only non-Peruvian woman who has ever received the Order of the Sun, with which she was decorated

for her accomplishments in intellectual and charitable works during her stay in Peru.

The final meeting of the Group was held on Thursday morning, May 16th, at the Mayflower Hotel. Miss Mitchell, Chairman of the group presided. The first speaker was Mr. Gordon James, Chief of the Domestic Commerce Division of the Bureau of Foreign and Domestic Commerce. Mr. James described the Domestic Commerce Division as the research division of the Bureau and told of some of its studies and activities. A study, recently published, is the "Market Data Handbook of New England," which is arranged by marketing areas and detailed by townships. Anyone interested in problems of market measurement will find it useful. Other activities of the Divisions are function analyses. Cost and distribution studies are being made and analyses are made of the costs of wholesaling and retailing. An animated discussion followed Mr. James' talk. The next order of business was the presentation of the reports of the various committees which were given by the committee chairmen or their representatives. A Round Table discussion of reference books as "first aids" followed the reports. The leaders of the discussion were Miss Gravez of the New Jersey Zinc Company, Miss Mattson of the Commonwealth Edison Company, Chicago, Miss Morley of the Industrial Relations Counsellors, Inc., Mrs. Perkins of the National Association of Manufacturers, Mr. Brown of the Standard Oil Development Company, and Mr. Pellett of the Port of New York Authority. Miss Vormelker also presented a communication from Dr. Julian F. Smith on a "chemical first aid," giving a description of a "Reference Service," sponsored by Dr. Smith, which supplies at a nominal cost abstracts of periodicals and patents, and lists of new books and pamphlets.

Mr. Brown, Chairman of the nominating committee, was then called upon to make his report on the officers for the coming year, which was as follows:—Chairman, Mrs. Jennie Lee Schram, Research Manager, Illinois Chamber of Commerce, Chicago, Ill.; Vice-Chairman, Miss Alma C. Mitchell, Librarian, Public Service Corporation of New Jersey, Newark, N. J. Upon hearing this report a motion was made and seconded that the Secretary cast one ballot for the nominees. Mrs. Schram, upon taking the chair, outlined some of her plans for the work of the Commercial-Technical Group for the coming year, after which the meeting adjourned.

Plans for Coming Year.

In the past the Commercial-Technical Group has developed the technical side of the group faster than the commercial. It would seem to be the time to concentrate on the development of the commercial side.

The compiling of bibliographies, lists and other tools has been a great piece of work and one which should be continued; however, the history of library tools has shown that a group of librarians feeling the need for a certain tool have volunteered to give their time to the work of starting the job and carrying it along until the value is recognized by some agency able financially or peculiarly fitted to carry the work ahead with the co-operation of the librarians specialized in that line.

We should keep in mind that if there is an agency, association, bureau or institute devoted exclusively to a subject on which we are compiling a bibliography that this organization should have a special librarian whose duty it is to assume responsibility for the regular compilation of the bibliographies.

First, we should see the need; co-operate to fill the need; organize it and establish a standard, and then sell the idea to the one logical place to carry on this work. Volunteer help gets weary year after year of carrying on work which has a market and is a continuous job.

The group is so scattered that a monthly mimeograph sheet, which would be in the nature of—

Tech—Comm. Group Round Table

could be published, and in it could be listed all unanswerable questions, with the request that other members having material on it should immediately send it to librarians registering it. Other items could be included which would get the members better acquainted with each other's fields and show them how to co-operate.

There is room for more new sub-committees on the commercial side of the work. Members are asked for suggestions on new committees, as well as what to include in the next program. A special letter will go out to each member of the group, covering both of these subjects.

JENNIE LEE SCHRAM.

Financial Group

The Financial Group of Special Libraries Association opened its first session on Monday, May 13th, 1929, at 2 p. m., having for its theme "Investment Banking."

Miss Alta B. Claffin, Chairman, read a report embodying the report of last year's business.

"Investment Research" was the interesting paper read by Mrs. Ada M. Mosher, Librarian, Investment Research Corporation, Detroit, Michigan, a copy of which is attached hereto.

Miss Gudrun Moe, Librarian of the Bankers' Trust Company, New York, led the Round Table discussion on "Corporation Files." The various problems discussed embraced the various types of materials collected, general make-up of files, methods of filing annual reports, circulars, etc., limitation of files, length of time for keeping material, what to keep and what to dispose of, the discarding of material obsolete or inadvisable to keep for any length of time, and care of clippings. Miss Savage, Halsey, Stuart Company, Chicago, reported the use of a straight alphabetical filing system for all domestic reports and circulars and the filing of foreign material under country. Miss Cochrane, Chase National Bank of New York City, described briefly her files which supplement the work of the credit department by housing information kept for its use: there is no limit to the material collected on corporations but no file of annual reports is kept. Miss Boyer, Union Trust Company, Cleveland, stated her interest in collecting material for Estates—Trust Department; their library keeps no file of correspondence requesting information but copies of all outgoing letters are filed in order that precedent may be established when a similar question is presented. Miss Cavanaugh, Standard Statistics Corporation, reported their files divided into two groups—standard and miscellaneous—all circulars and reports of an important nature being kept in standard file and material of a more ephemeral nature being in miscellaneous file; a straight alphabetical system is used; all reports and circulars carefully charged when removed from file and equally as carefully discharged when returned to the files. Miss Henderson of Lazard Frères, discussed the subject of clippings, stating that her library clips all magazines and newspaper reports. This brought forth a discussion of methods used in keeping clippings, disclosing that while some binders were used, most clippings are cared for in folders.

The consensus of opinion resulting from the discussion of the topics presented by Miss Moe was that it would not be feasible to make any change in the present systems of filing in use by those interested in corporation files.

The problem of securing annual reports promptly from corporations was discussed and Miss Moe presented an exhibit of the method used at the Bankers' Trust Company, wherein the months of the year are numbered consecutively 1 to 12; e. g., annual report due in February, folder has clip numbered "3" representing the month of March—indicating that in March a check must be made to ascertain whether or not the report due in February has been received—thus insuring an early check on any missing report.

Miss Burnett, Librarian of the Federal Reserve Bank of New York, reported the completion in mimeograph form of the Bibliography of Government Releases, the number of copies being limited, however, so not for general distribution. The list is to be printed later by Publication Committee and will be available at about \$2.00 per volume.

The motion was made, seconded, and a unanimous vote of thanks given Miss Burnett for her splendid assistance in the preparation of this Bibliography.

Miss Baxter, American Bankers' Association Chairman of the Exhibit Committee, made a report of the Library Exhibit held in conjunction with the American Bankers' Association Convention in Philadelphia last year, a complete report is attached.

The second session of the Financial Group was held Wednesday, May 15th, 1929, at 2 p. m.

Miss Claffin, Chairman, upon opening the meeting, read a telegram of greetings from Miss Margaret Reynolds, in Riverside, Calif. The message also urged Institutional membership rather than Active membership for Special Librarians.

The need of a new and up-to-date directory of financial libraries was next reported. Miss Josephine Curry, Redman & Co., New York, reported preparation of such a list but not available for distribution. The suggestion was made that some financial institution be charitable enough to prepare the list in mimeographed form for general distribution. A motion was made and accepted to put this question into the hands of incoming administration for action.

The question of a financial library exhibit for the Investment Bankers Association meeting this year was brought before the meeting. Motion made and accepted to appoint Miss Margaret Reynolds, Milwaukee, as chairman, and Miss Virginia Savage, Halsey, Stuart Co., Chicago, with others they may select as a committee to investigate the advisability of such

an exhibit in conjunction with the Investment Bankers' Association convention.

Mr. Bay O. Hall, Assistant Chief, Finance and Investment division, U. S. Bureau of Foreign and Domestic Commerce, addressed the group on Foreign Investments in our Balance of Payments. He started out with the birth of balance of payments at the suggestion of Mr. Herbert Hoover in 1922, also he reported that the United States had a sort of balance of payments as early as 1919. Purpose and method of balances of payments was outlined by Mr. Hall. Tables of compilations were exhibited. Copies of the 1927 Balance of International payments of the United States distributed.

Miss Eleanor Cavanaugh, Standard Statistics Corporation, New York, reported the completion of Bibliography on Stocks and Bonds. The abstract attached was presented as a preface to the bibliography.

Classification for financial libraries was the final subject for discussion at the meeting. Miss Ruth G. Nichols, Chairman of the committee, read her report of the progress made and then turned the floor over to Mr. W. P. Cutter, Baker Library, Harvard University, that he might tell some of the accomplishments of the classification of the Baker Library, which the May issue of SPECIAL LIBRARIES summarized in a general way. Part on Government made by Mrs. Glidden finished. Changes and expansions proposed by Mr. Cutter of the outline of Social Sciences (Letter H in Library of Congress classification). Partial classification of Financial Management, together with tentative outline submitted. Criticism of a destructive as well as constructive nature invited. Suggestions for form of binding in final form requested to supplement a loose leaf arrangement with thumb indexes which Mr. Cutter now has in mind. When classification will be finished—question not to be asked—for it is not known. [Miss Nichol's report attached] [Partial classification of financial management attached.]

Report of nominating committee submits the following names for officers during the coming year:

Chairman—Miss Gudrun Moe, Librarian, Bankers Trust Co., New York City, Vice-Chairman—Miss Laura Gage, Librarian, Central Trust Co., Chicago; Secretary—Miss Margaret Cochrane, Librarian, Chase National Bank, New York.

Motion made and seconded that the nominating committee report be accepted, and that

secretary cast ballot electing officers for coming year.

Miss Claflin, retiring chairman, offered the floor to Miss Gudrun Moe, who made a few closing remarks and the meeting adjourned.

Insurance Group

At the first meeting of the Insurance Group at 2 P. M., on Monday, May 13, Mr. D. N. Handy was made temporary chairman, Miss Pyrrha B. Sheffield of the Insurance Institute of Chicago having resigned her position with that library and as chairman of the group in March. Eleven members of the group and a number of guests were present.

No objections being heard, the secretary's report of the meetings of the group in 1928 was not read.

In the absence of Miss Grace Stephens of the Retail Credit Company of Atlanta, her report as chairman of the special committee appointed to prepare and publish a pamphlet on the establishment of an insurance library was read by the secretary, who called upon the present librarian of the Retail Credit Company to report on the number of copies of the booklet called for and sent out, which was as follows: by the Retail Credit Company, 100; by the Insurance Department of the Chamber of Commerce of the United States, about 75; by the secretary, 11.

Motion was made by Miss Bradley that the report and pamphlet be accepted as the beginning of the work and that a committee be appointed to follow up the work begun and take any further action in connection with the pamphlet as the demand for it appears. The motion was duly seconded and carried.

Miss Hertell presented the following resolution, which was unanimously adopted:

Resolved, That whereas at the meeting of the Insurance Group of Special Libraries Association, May 21, 1928, it was suggested that a booklet on the organization of an insurance library be prepared by the group, and whereas The Retail Credit Company of its own volition has printed and distributed this booklet at its own expense, a vote of thanks be extended to The Retail Credit Company for their generous service in issuing this booklet, which has proven of much interest and information, and that the Secretary of this group be instructed to convey the appreciation and thanks of the Insurance

Group of the Special Libraries Association to The Retail Credit Company for its services "

In presenting the gentleman on the afternoon's program the chairman said:

"I suppose there is no subject of more importance to insurance companies of every class than the subject of aviation. It has come upon us with a suddenness that has almost taken our breaths away. Fire companies, casualty companies, life companies, and transportation companies are all interested in the problems that aviation presents to insurance,—in fact aviation has come almost as a challenge to insurance because of the many vital and new contingencies it presents. For that reason I think we are to be congratulated in having to speak to us today Mr. Edward P. Howard, Chief of the Air Regulations Division, Bureau of Aeronautics, Department of Commerce, on the subject "Aircraft Accidents."

Mr. Howard's address was extremely interesting and instructive and called forth a number of questions from members of the group, to all of which Mr. Howard responded very fully.

The thanks of the meeting was expressed to Mr. Howard for his excellent paper.

The interim report of the secretary was read and adopted, with thanks to her for her double duty during part of the year.

"Publicity for the Specialized Library Inside and Outside the Organization" was presented by Miss Bradley in the thought-provoking and inspiring manner which always marks her contributions to the group meetings. In the discussion which followed various means for securing publicity and stimulating interest in the actual use of insurance material were suggested, the main chance seeming to lie in interesting the publicity men of such companies as have them and securing their co-operation as technical experts in advertising, this already having been done to some extent in the Travelers' Insurance Company. The newspapers were reported as being apparently little interested in library activities and librarians, even where meetings had taken place with speakers of renown on their programs.

The recital of a typical day's work in the libraries of Miss Coates of the Travelers, Miss Heeden of the Retail Credit Company, and Miss Woodward of the Maryland Casualty Company evidenced the many activities and diversified problems in the program of the special librarian from day to day, and showed

the efficient manner in which these specific libraries serve their companies.

At the conclusion of the regular program Miss Keller of the Committee on Classifications made an appeal for an insurance classification, and in the general discussion which followed Mr. Handy suggested that on account of the increasing demand we were perhaps reaching a point where an all-insurance scheme of classification should be worked out. In a library like the Insurance Institute of New York, which undertakes to cover all branches of insurance, such a scheme would be tremendously helpful. It would, however, be a big task to combine all three branches of insurance, and no scheme would "Stay put" very long. It would have to be something which starts with certain fundamentals and can grow with the development of the literature of the business. A general committee on classification might therefore be desirable. Different members spoke of the classification in use in their libraries.

There being no further business for consideration, the meeting adjourned until Tuesday at 2 P. M.

At the Tuesday afternoon session twelve group members and a number of guests were present.

Miss Edith H. Sillence of the Association of Life Insurance Presidents read a résumé of a comprehensive research she has made on "Source Material on Insurance in the Archives of the Federal Government." This covered the period from 1913 to 1921 and revealed the possibility of a valuable work of considerable magnitude. It was undertaken at the suggestion of Mr. Handy, who in commenting on it said: "I was thinking at the time I asked Miss Sillence to do this work that in view of the fact that the United States Government does not have any immediate control over insurance and as a rule only steps in when taxation or particular supervisory action is required in emergencies, as in the case of great wars, she would find the bulk of this information during war times, and that was why I suggested that she start with the Spanish-American War. I do not know why I did not say the Revolution, and I think now that Miss Sillence has become absorbed in it there is possibly a life work here and that she should perhaps start with the War of 1812. I think it is quite delightful that Miss Sillence has found a lifelong career here and that she enjoys it, because I really think there is an opportunity for a real contribution to the field of insurance indexing, and if this report can eventually cover the

entire period, perhaps back to the 1812 period, it will give us a very wonderful insight into the Government's connection with insurance.

Upon motion of Miss Swerig it was voted to accept Miss Sillence's paper as a report of progress and to authorize its continuance.

The outstanding insurance books of 1928-1929 were excellently reviewed by Miss Mary S. Allen of the Provident Mutual, with brief biographical notes on many of the authors. A discussion of the merits of several of the books led to the suggestion by Miss Swerig that we ought to make a list of books we would like to have written, and that the author was a most important thing. Miss Bradley said many men have books in mind to write and need only a request from a publisher. Mr. Handy suggested that the ideal author combination would be a man of affairs and a pedagogue. Among the subjects suggested on which there is need of books were Agency Law, Brokerage, and Casualty Insurance Accounting. Upon motion of Miss Bradley, duly seconded, it was voted that a committee, with Miss Swerig as chairman, be appointed to investigate subjects which are not in printed books and communicate the list to publishers and see if some arrangements can be made to have them published, Miss Swerig to appoint her own committee and report at the next meeting.

"Old Periodicals: Their Care and Preservation" was the topic for discussion introduced by Miss Swerig of The Insurance Society of New York, being suggested by the attempt in her library to catalog the large number in store there. After explaining the method used (titles alphabetically arranged—a permanent record on cards, not in the regular catalog—shelf list cards—use of a diagram showing titles and dates for ready reference) she referred to the interesting history of insurance periodicals and suggested "The History of Insurance Journalism" as the subject for a thesis or some less pretentious paper, saying that next year some student might be found at Columbia to take up the subject. She then gave some very interesting details concerning the early insurance periodicals from the house organ started in 1850 by Gillette, an insurance agent in Boston, and the first real trade paper, *Tuckett's Monthly Insurance Journal*, published in 1852, to the *Wall Street Underwriter* (the *Weekly Underwriter* of today) published in 1859. She reported that the American Antiquarian Society at Worcester has a complete set of Tuckett's, which ran ten years.

This was followed by an extended discussion of ways of binding and preserving periodicals and the value of different preservatives for leather bindings.

Miss Hertell of the Connecticut General presented the other topic for discussion, "Sources of Titles for Book Purchases." Among the sources developed by the discussion were publishers' Mists and advertisements, *Publishers' Weekly*, *American Economic Review*, *Domestic Air News*, and a subscription to one card of each Library of Congress insurance book cataloged.

To supply at least a starting point for a list of books on insurance to aid in the formation of a library, three lists covering life, fire, and casualty insurance were presented respectively by Mrs. Bevan of the Phoenix Mutual (by Miss Hertell in her absence), Mr. Handy of The Insurance Library Association of Boston, and by Miss Pressmen of the National Bureau of Casualty and Surety Underwriters. While the possibility of inviting trouble by the putting out of such a list, if later compiled and put in usable form, was recognized, it seemed possible to make use of it as a merely tentative list, subject to future changes and additions.

The election of officers was the last item on the program, and this resulted in the casting of unanimous votes for Miss Mabel B. Swerig of The Insurance Society of New York as chairman of the group and for Miss Laura A. Woodward of the Maryland Casualty Company of Baltimore as secretary.

Adjournment was then voted.

Museum Group

The first meeting of the Museum Group of the Special Libraries Association was held in the Mayflower Hotel on May 14, 1929. Miss Isabel L. Towner of the Smithsonian Institution acted as chairman. In order to elect permanent officers, Miss Gay, of the American Museum of Natural History; Miss Matthewson of the Frick Art Reference Library, and Miss Lucas of the Fogg Museum, were appointed members of a nominating committee.

Miss Towner explained how she and Miss Taylor of Cleveland had discussed last year the need of a museum group, to handle special problems, and how this gathering was the outcome of their conversation.

Mr. Fletcher, acting president of S. L. A., welcomed the new group to that organization.

Mr. Coleman, director American Association of Museums, spoke about the advisability of such a group. He stressed the specialized

subjects with which museum librarians deal, the possibility of calling on organized bodies like the American Association of Museums, Special Libraries Association and the American Library Association for help in specific problems, and the help that the group could give to A.A.M., as, for instance, in providing articles for the magazine page of *Museum News*.

Miss Towner announced, to Miss Hutchinson's surprise, that in the absence of Mr. Clifford, Miss Hutchinson had been delegated by him to lead the round table discussion of questions sent in by librarians prior to the meeting.

Miss Taylor gave a talk on "The Museum Group, its purpose and plan," explaining why S.L.A., was chosen as the organization with which to affiliate, and for what S.L.A. stands. See page 209 for Miss Taylor's address.

Miss Hutchinson raised the question whether art and natural history museum librarians have enough in common to warrant being in the same group. Miss Towner felt that the question could be answered after the round-table discussions.

At the round table the questions discussed were selected from a list sent the chairman by various librarians, at her request. Of the list, those starred were touched on. The grouping according to subject was done by the chairman.

Questions for Museum Group Round Table

Administration.

- *How are outside funds secured for the Library?
- *Is publicity used to make the library better known to the general public?
- *Is the library centralized or are there sectional or departmental libraries? If so, how administered?
- Does the library manage the exchange relations of the library?
- *Does the librarian rank as a curator?
- *Is a library committee necessary?

Reference

- How far should a library staff go toward doing reference work for a curator?
- Are bibliographies compiled? If so, of what nature and what use is made of them?
- *Is general public encouraged to use library? (See above.)
- Is any record kept of reference questions asked and answered?

Accessions

- *Are there picture collections? If so, how kept?
- Who decides what is to be ordered?
- Is the purchasing of books done in the library? What records kept?

Cataloging

- *Are duplicates kept? If so, what disposal made of them?
- *What is done with reprints?
- *What system of classification is used?
- *What is definition of volume? of pamphlet? How much analysing is done?
- How much time is library justified in spending on analysing, reprints, etc.? indexing of periodicals?
- What botanical and agricultural literature is covered by D. A. cards? by L. C. cards?

Loan Work

- What has been experience with inter-library loans? Who takes charge of them?
- Who pays for expense of inter-library loans?
- What system is used for charging books to curators? To outsiders? Any time limit? Over-due notices?
- *Are shelves open? To whom?
- *Are books loaned on long time deposit to departments?
- Are reference books ever lent?

Bindery

- In binding when there are supplements to periodicals constituting a separate publication, are they bound when issued? at end or entirely separate?

General

- What is the practice about talks to visiting classes, clubs, etc.? Does the docent or member of library staff give talks on library material, fine printing, book illustration, etc.? This suggested by librarian of art museum but might apply to any museum.
- What proportion of general museum attendance does the library get?
- What statistics are kept?
- What report is made and to whom?

The second meeting, on Wednesday, May 15, was held also in the Mayflower Hotel, Miss Towner presiding.

Dr. Wetmore of the National Museum read a paper on the National Museum and its Library. See page 203 for Dr. Wetmore's address.

Miss Towner announced that Mr. Dana has been invited to speak, but that he had

been unable to attend. He was, however, much interested in the new group, being one of the founders of the S. L. A. She had also had a letter evincing interest from the South Kensington Museum.

Reports were given of libraries of museums as follows:

Newark Museum—Thelma Brackett
 Roosevelt House, New York—Miss Nora E Cordingley
 Museum of the American Indian, Heye Foundation (James B. Ford Library)—Miss Ruth Gaines
 American Museum of Natural History—Miss Hazel Gay
 Brooklyn Museum—Miss Susan Hutchinson
 Fogg Art Museum—Miss Louise E. Lucas (Miss Lucas spoke also of the work of the art index committee)
 Brooklyn Children's Museum—Mrs. Delia F McCloskey

Frick Art Reference Library—Miss Matthewson

Buffalo Museum of Science—Mrs. Lloyd Josselyn

Cleveland Museum of Natural History—Miss Minnie White Taylor

Mr. Smith of the American Association of Museums spoke about an index which he has been preparing for a number of years, to gather into one index the sources of biographical material on artists. Such a work, if available, would be invaluable. He is listing articles not only in magazines and other periodicals but in standard reference books as well.

Miss Rankin, a former president of S. L. A., welcomed the new group to the organization.

The nominating committee reported their choice of officers: Miss Towner as chairman and Miss Taylor as secretary. By common consent the recommendation of the committee was accepted. Adjournment followed.

Reports of Committees, 1928-29

Following the usual custom the reports of the various committees were submitted in manifold form and distributed during the sessions. The Committees on Continuation Reading and Training for Librarianship did not make reports this year, and the Committees on News and Index to Legislation submitted reports in manuscript after the conclusion of the conference

Classification

May, 1929

From May, 1928 to May 1st of this year, we have received twenty-six gifts, ranging from a 268 page classification for the social sciences to a single page for dyes. Fifteen of the gifts came from the private collection of Mrs. Schram. Mr. Armistead sent two, while one each, came from Miss Bemis, Mrs. Bevan, Miss Cason, Miss Greenwood, Miss Gruner, Mrs. Maurer, Mr. Pellett, and the Rochester Gas and Electric Co. The Free Library of Philadelphia presented us with photostat copies of the pages devoted to classification in Cannons' Bibliography of Library Science.

Our requests for information have been sixteen, the subjects being. Chemical engineering, Dyes and dyeing, Finance; Fire insurance engineering; Forestry; Industries

and occupations, Insurance (twice); Law (twice), Power plant engineering; Real estate; and four miscellaneous requests. In about half of the cases it was necessary to seek aid, which was generously given by members of the Association and other librarians. We have received eleven acknowledgments expressing gratitude for the help given, or appreciations of the efforts made.

The letter file of the Chairman has been increased by about 200 letters received or sent out. This figure does not include some long hand letters and the carbon copies used to expedite the work, or report its progress. As the Chairman is generally her own typist, the letters represent no little work.

Other work carried by the Chairman includes acting as the S. L. A. representative on the Committee on Cataloging and Classification of the A. L. A., and presiding over a reading class in classification for the Special Libraries Council of Philadelphia. While the latter is local work, it is also an experiment performed in the general interests of the Association. Miss Rebecca Rankin of the Committee on training, hearing that the Philadelphia Council had some idea of trying the conference method for library education, urged it to attempt the experiment. The reading class, meeting every two weeks, is the result of the classification

conferences held in January and February. It is too soon to calculate results. The regular attendance is small, but shows keen interest.

The Classification Committee of the Financial Group will make its second report at a group session of this convention. That it has performed a real service is evident to those who have read the Classification issue of SPECIAL LIBRARIES. The call for a classification number came as the result of the reading of the Group Committee's first report, and shows the interest which extended even beyond the Financial Group.

The contribution of your Chairman to the Classification issue of SPECIAL LIBRARIES was "Classification Evaluated," an outline of the work confronting this Committee, the means of meeting it, and the possibilities for improving the service. The original draft was prepared for presentation to the sectional chairmen of the Commercial-Technical Group, through Miss Mitchell, the Group Chairman. Unfortunately it was not possible to do follow-up work with the various chairmen, and the results, thus far, have been slight; but our reference work cannot be slighted, nor can it be controlled as to time or occasion. (Since May 1st, when this paragraph was drafted, Miss Ashmun of the Chemistry and Physics Section has sent in four classifications from her group, and more are promised. The requests for classifications have also jumped in these few days.)

The Bibliography on Classifications progresses under the care of Miss Bonsall and Miss Helen Rankin. Tentative subject headings have been assigned to most of the entries, and further progress is awaiting the attention of the Chairman, who as the reference worker, is needed at the final consultation. This work, so necessary to the Committee, carried on at considerable personal inconvenience, without the stimulus of direct contact with those benefited, deserves honorable mention and the gratitude of the Association.

Miss Sullivan, our Boston representative, also labors under difficulties in being separated from the other members of the Committee, and from its records. It is thanks to her that special classifications used in Boston libraries are well represented in our collection.

It would be well if we had similar official representatives in other cities, but to do this successfully requires more aid in dispensing information and duplicating records than the Chairman can, at present, obtain. Proper organization and co-ordination of the work in

classifications can only come from greater participation in the responsibilities.

Mr. Brigham, in his recent article in the *Library Journal*, aptly says our Association stresses the research and information part of library work, rather than its technique. Is classification no more than technique? Is it not the inseparable accompaniment of research, a co-ordinating framework for information? But putting aside arguments, who will help us with classifications for our special fields if we weakly refuse to help ourselves?

LOUISE KELLER,
Chairman.

Co-operation with the Library of Congress Survey of Special Collections

Your committee submits in lieu of a report of its activities a brief survey of some of the difficulties encountered in connection with the development of a Special Collections Catalogue.

This Special Collections Catalogue was planned as an auxiliary to the larger program of the Union Catalogues, which constitutes project D of the Library of Congress, and for which an appropriation has been made available from the Rockefeller Foundation. The work of Special Collections made an admirable beginning under the direction of Dr. William Dawson Johnston, who had one full time assistant and a typist to aid in the compilation. It was, however, seriously interrupted during the winter by Dr. Johnston's long illness and subsequent death. The undertaking was then inherited by Mr. Ernest Kletsch, under whose able hands the Union Catalogues are taking shape. Mr. Kletsch's department has now in its possession a record of special collections, which is the result of replies to about 60 per cent of the questionnaires previously sent out to all libraries from the Library of Congress. Even in its present form the record is of great value, but it will be necessary to evaluate these returns, to sift with care and precision the valuable and rare from the obvious and less useful material, to exercise the greatest selective judgment and discrimination so that only such collections may be included as are of national importance and are freely and unreservedly available to students and research workers.

The natural outcome of this undertaking would be the publication of a volume containing the record as thus organized and evaluated. Such appears to be the intention of the Library of Congress, for Dr. Pitman in that section of

his annual report in which he describes the gift of Mr. Rockefeller for carrying out these projects states that "such a directory is, of course, to show scholars and investigators not where to look for individual books, but where they are most likely to find in abundance the material connected with their studies. The practical value of such a list was first demonstrated by the publication of Lane and Bolton's Notes on Special Collections, issued by the Harvard University Library in 1892. What was "virtually a new edition" of that work, the Johnstone-Mudge Directory (published in 1912 as Bulletin 495 of the U. S. Bureau of Education), established such a list as a recognized and indispensable tool."

To develop a comprehensive and scholarly volume from the record in its present form an editorial staff is needed. This staff should at least be no smaller than the one originally appointed, and should be able to give all its time and effort to the undertaking, with opportunities for consultation with specialists in various fields. Special library staffs, as every one knows, are always too small to carry on with any degree of ease even the routine work required of them, so that any additional burden creates a state of more or less serious emergency. An additional burden such as would be imposed by the active co-operation of a special libraries' committee in the elaboration of a volume on special collections could not be assumed without injustice to the regular work of the co-operating libraries or librarians. It should also be borne in mind that no special library has an appropriation for such additional labor.

ELSIE RACKSTRAW,
Chairman.

Exhibits

During the past year the following library exhibits have been displayed:

(1) At the Annual Congress of the National Safety Council held in New York, October 1-5, 1928, the library exhibit was under the direction of Miss Mary B. Day, librarian of the National Safety Council, and showed the work of the National Safety Council Library in bringing to the attention of its members accident prevention literature and other items of interest in the conservation of human life in the factories, on the streets, in the homes and schools: This was the ninth year that the Council library has maintained such an exhibit.

(2) The S. L. A. Financial Group presented an interesting library exhibit at the Convention of the American Bankers Association held in Philadelphia, October 1-4, 1928. Miss Ethel Baxter, librarian of the American Bankers Association, was chairman of the committee on arrangements. This exhibit which was financed entirely by publishers and member banks of the A. B. A. was for the purpose of displaying a completely organized financial library in actual operation and of stressing the value of trained library service in banks and other financial organizations. The Committee prepared a 23-page booklet entitled "The Bank-Library—What it is and what it does" describing the place of the library in a business organization and containing also a classified list of latest books, periodicals, trade and financial services, and aids in selecting business books most needed by the bank library. Over one thousand of these booklets were distributed at the convention. It is interesting to note that many banks sent special representatives to view this exhibit with the idea in mind of establishing libraries within their own organizations. This is the third time a library exhibit has been displayed at an A. B. A. Convention.

(3) A model business library was set up at the Annual Convention of the National Association of Manufacturers, held in New York, October 22-24, 1928. This exhibit was general in scope since it was impossible to present a typical manufacturing library due to the varied manufacturing industries represented. The exhibit was in charge of Miss Alma C. Mitchell, librarian, Public Service Corporation of New Jersey, Mrs. Agnes Perkins, librarian, National Association of Manufacturers, and Miss Elizabeth B. Wray, librarian, United States Rubber Company.

(4) At the invitation of the Board of Education of the city of New York, the Municipal Reference Library, the Bureau of Libraries under Mr. Claude Leland, and the Supervisor of School Work of the New York Public Library, Miss Mabel Williams, exhibited together in one booth at the United Parents Association Exposition in Grand Central Palace, February 23-March 2, 1929. The exhibit was prepared with the parents and teachers in mind. The purpose was to show how these libraries assisted the schools in their educational work. The Municipal Reference Library by means of city departmental reports, maps of various kinds, books relating to New York City, stressed the work done in the study of civics. A special circular was prepared for distribution.

With each year bringing more requests for library exhibits the time seems to be at hand when plans should be formulated for the procedure of all future exhibits. With this idea in mind the Exhibit Chairman called a meeting on February 19th of those who had had charge of library exhibits for the purpose of discussing ways and means. This meeting was held in the Library of the Standard Statistics Company and the following librarians were present: Miss Ethel Baxter, Miss Marguerite Burnett, Miss Eleanor Cavanaugh, Mrs Carolyn Faltermayer, Miss Josephine Greenwood, and Miss Alma Mitchell.

The question of the best means of financing exhibits was discussed. In many instances such as the American Bankers Association, the American Gas Association, the American Electric Railway Association, the National Safety Council, and the National Association of Manufacturers, the expenses involved have been taken care of either by the member companies or by the Associations holding the conventions. However, in other instances it will be necessary for the exhibit to be wholly financed by the Special Libraries Association as in the case of the National Electric Light Association and the Annual Exposition of Women's Arts and Industries should the association decide to exhibit. The question of exhibiting at both these expositions has recently been presented to the Chairman. In order to exhibit at the National Electric Light Association, our association would have to become a class "F" member with minimum dues of \$10 per annum, as one of the fundamental requirements governing an N. E. L. A. exhibit is that the company or association making application for space be a member of the Association. We should also have to pay for our space at the rate of 65 cents per square foot. The rate for space charged by the Exposition of Women's Arts and Industries is \$2.50 per square foot or \$105 and up for a booth according to its size and location. There is no doubt but that a library exhibit and the contacts gained thereby at either of these expositions would prove of inestimable value to our association. The question is—how are these exhibits to be financed? Is our association ready to spend money for advertising in this way? I should be very glad to have a discussion of the practicability of such an expenditure.

Besides the question of financing which was discussed at this meeting it was decided to have a committee appointed within each group

to be on the lookout for important conventions at which library exhibits might be held. In this connection, it was suggested that if the Convention happened to be in a city where there was a strong and large group of Special Librarians, that these librarians offer to take charge of the information booth for the convention, and in this way not only gain considerable publicity for the association but also put across the idea of the value of a company library to business concerns. Another suggestion for publicity was that where library exhibits were held, the committee in charge of the exhibits endeavor to secure a place on the convention program either by providing a speaker for one of the general sessions or by holding a special group meeting for the purpose of discussing the value of libraries to industry. That a session of this kind is of benefit not only to librarians but also to business men was proven by the holding of such a meeting at the Convention of the National Association of Manufacturers last October. This Conference, organized and conducted by Mrs. Agnes Perkins, librarian of the National Association of Manufacturers, was attended by 227 persons of which twenty per cent were not of the library profession. A more detailed report of this meeting will be found in the November, 1928, issue of SPECIAL LIBRARIES. It was also suggested that a booklet be prepared for use by committees arranging for exhibits so that all exhibits would be more or less standardized, and that those new at the game would thereby profit by the experience of previous exhibitors.

There is no doubt in my mind of the benefits which have been and can be derived for our association through the medium of library exhibits. The time is not far distant I am sure when they will become an even more important part of our association work than they are at present. And it is because of this conviction that I have tried to set before the association in this report the necessity of formulating the best ways and means by which these exhibits can be presented at future conventions and expositions. I should be very glad to have a discussion on any or all of the ideas here presented.

ALMA C. MITCHILL,
Chairman.

Membership

Memberships in S. L. A. passed the 110 mark during the past year, and on May 1, 1929, they aggregated 1,129, divided as follows:

Institutional 127, Individual or Active 625, Associate 377.

This is the largest membership in the history of the association.

The number of new members secured during the year was 118, and they were secured almost wholly by the membership committees of the local associations and groups, with the hearty co-operation of the executive secretary. Of this number 7 were Institutional, 49 Active and 62 Associate.

The membership work this year followed automatically the recommendation of the previous year's membership committee, and a part of the substantial increase in new members must be attributed to the momentum of the work of last year's membership committee, under the chairmanship of Lewis A. Armistead, in carrying out the policies of Mr. Cady.

A notable achievement has been recently made by the executive secretary in the revision and correction of the membership list, and the figures quoted above are supplied by her. The list is about ready for printing, and is a much needed publication. I recommend that the matter of publication is referred to the Executive Board.

There is and always will be a need for good literature for use in membership work. An excellent booklet was issued a year ago, and that with slight changes should be reprinted for information for prospective members. The article on S. L. A. in the *Library Journal* for April 15, 1929, by Herbert O. Brigham, would make another excellent membership campaign document.

The occasion of the 20th anniversary of S. L. A. makes possible a comparison of our progress in memberships during the first 20 years, with the first 20 years of A. L. A., and the following tables are presented for this purpose:

A. L. A. MEMBERSHIP 20 YEARS AFTER
ORGANIZATION (SEPT. 1, 1896)

Honorary Members	2
Life Fellows	2
Life Members	28
Annual Fellows at \$5 00	16
Annual Members at \$2 00	435
Library Members at \$5 00	29
-----	512

S. L. A. MEMBERSHIP 20 YEARS AFTER
ORGANIZATION (MAY 1, 1929)

Institutional Members, at \$15.00	127
Individual Members, at \$5.00	625
Associate Members, at \$1.00	377

Total Members 1,129

The progress of S. L. A. in these 20 years, not only in membership, but in all its activities, should be a source of gratification to every special librarian.

WILLIAM ALCOTT,
Chairman

News

I herewith submit the report of the News Committee.

During an executive meeting of the Special Libraries Association, President Cady made the suggestion that members of the Newspaper Group should serve on the News Committee, and suggested that I act as the chairman in forming this committee. In carrying out the instructions the following persons were asked to act on this committee: John H. Miller of the *Philadelphia Public Ledger* and Willard Keyes of the *Boston Herald*.

In order to ascertain the method which would bring the best results in regard to this publicity for the Association, I discussed the matter with several persons well versed in this type of work. It was their unanimous opinion that it would be a mistake to send out material for publicity purposes too far in advance of the convention as it would be pigeon-holed and forgotten. They suggested that two weeks in advance was the best time to do this work.

Acting on this advice, and with the thought in mind that Washington being one of the greatest news gathering centers in the country, it would be good policy to play up to the local newspapers as it is the custom of these news gathering associations to lift stories of interest to their clients and send them out on the wire to them, personal letters were sent to the city editors of the four leading Washington newspapers with the offer to co-operate and assist them, through the medium of the News Committee, to cover the convention. Two weeks before the convention, the chairman prepared copy of about eight hundred words which, with the printed program, was sent to about fifty of the leading newspapers. A personal letter addressed to the city editor was also enclosed. This material was also sent to all the press bureaus in Washington.

The committee did not undertake to solicit trade publications for space, it being the feeling that each individual group should organize its own News Committee as the Newspaper Group has done and which has been able to accomplish much through the medium of "Editor and Publisher," its trade medium. Other Groups of the Association would find it worth while to emulate the Newspaper Group. Each Group is familiar with publications relative to its particular type of business and should be able to accomplish more than those unfamiliar.

The best solution of the publicity problem, as the Committee sees it, would be to have the Association set aside an appropriation for a paid executive officer and adequate equipment and facilities to do the work which should be done from the headquarters of the Association.

JOSEPH F KWAPIL,
Chairman.

Publications

During the year two publications have been issued under the name of the Special Libraries Association. The first of these was "The Bank Library," compiled and financed by a sub-committee of the Financial Group, Miss Ethel Baxter, chairman, for the meeting and exhibit of the American Bankers Association. The printing of this was handled by the Financial Group; the work of the Publication Committee consisting of looking over copy and proof. The committee turned over 125 copies to the Association for distribution to institutional members. The "Bibliography on Illumination, 1927-1928," was issued as *Information Bulletin* no. 8, and compiled by the Committee on Illumination of the Commercial Technical Group, Miss E. Mae Taylor, chairman. This was put through the press by the Committee on Publications. Two-thousand eight hundred copies of the bibliography were printed, 2,500 of which were sent to the *Illuminating Engineering Society*, which contributed \$250 toward the cost of printing. Mrs. Brigham sent copies of this to such organizations as: *Engineering Index*; *Industrial Arts Index*; *Library of Congress and Public Affairs Information Service*, so that it would be listed where it would be seen by persons who would be interested to purchase it. It was also sent to all institutional members and to members of the committee which compiled it. The program for the 1929 meeting was submitted to the committee and was published at the executive office in conjunction with printing in the magazine.

The Committee has worked out a "Tentative Check List and Set Up for S. L. A. Bibliographies." The purpose of this is not to establish a standard form for S. L. A. bibliographies, which the committee does not think desirable, at least at the present time; but rather to put in check list form the principal points that need to be decided for each compilation in order to get consistency for that publication within itself. Letters were sent to all presidents of local chapters and chairmen of groups asking what publications were in process which they wished to recommend to the national association for publication and enclosing a copy of the tentative check list for bibliographies asking for their comments and suggestions.

As a result of these letters and in other ways the Publication Committee is able to report that there are eight compilations suggested for publication of which two are actually in the hands of the Committee and two are to be presented by the compilers to their respective groups at this convention.

The list follows:

- "A model Insurance Library," compiled by the Insurance Group. (In process Feb. 15, 1929.)
- A supplement to the "Electrical Engineering Bibliography," in process of compilation by the Electrical Engineering Committee of the Commercial Technical Group. (Nearly completed April 20, 1929.)
- A union list of oil periodicals in process of compilation by the Petroleum Committee of the Commercial Technical Group. (Feb. 14, 1929.)
- A rubber bibliography being compiled by the Rubber Committee of the same group. (In process April 15, 1929.)
- A bibliography of sources of statistical data in process by the Commercial-Technical Group as a whole. (May 1, 1929.)
- The bibliography of Government press releases; a revised edition of the mimeographed list issued a year ago by the Financial Group. (To be presented to Financial Group at this convention.)
- Report on "Stock and bond sources," by Financial Group. (To be presented at this convention.)
- "Sources of Information for Public Utility Libraries," by the Public Utility Committee of the Commercial-Technical Group. (At hand April 26, 1929.)

"Newspaper clippings," by James Ward Wells. (At hand, April 12, 1929.)

Of these only the last two are ready for publication and are now in the hands of the Committee. The Committee has previously recommended to the Executive Board that the "Bibliography of Government Press Releases"

be published as soon as it is completed, but inasmuch as the use of this bibliography will be primarily by libraries we believe it should be financed by the S. L. A. and a small charge made for it to defray the cost.

LINDA H. MORLEY,
Chairman.

Associations 1928-29

Boston

The activities of this Association have been maintained at normal strength the past year and several important matters are to be followed up next season.

Eight monthly meetings have been held, with one more to follow on May 27th. In February, the Association met jointly with the Massachusetts Library Club in all day sessions. On all other occasions, evening meetings have been held, preceded by supper in some nearby restaurant. At the Harvard Law School, in October, a cafeteria supper was served informally, at the Faculty Club, giving an unusual opportunity for a social hour. The average attendance at supper has been about 30 and at the meeting proper about 60.

A distinct advance has been registered this year in that each program has been unified in relation to some particular topic. The entire program has been either in charge of a librarian who is "incidentally a specialist," or it has dealt with a logical group, such as "Business Libraries of the Park Square District," and "Religious Libraries on Beacon Hill." For instance, Prof. James took entire charge of the meeting at the Harvard Law Library, Mr. Ballard conducted a symposium on the care and treatment of pamphlets, Mr. Lee provided us with information on foreign language dictionaries and Mr. Handy has recently presented a program on insurance and fire hazards in libraries.

To overcome the tendency of letting really worth while information become lost, as the memory of a particular meeting fades, arrangements have been made for follow-ups along two important lines. Mr. Handy is at the head of a special committee to consolidate the material on fire insurance and fire hazards. This will probably result in a printed report in SPECIAL LIBRARIES or in a separate pamphlet.

The other follow-up is on information resources. The Executive Committee has given careful study to a proposal by Mr. Lee, that

an information clearing house should be opened in a small and experimental way in some member's library. While this proposition was not endorsed in detail, it is leading to an intensive study of the whole question of coordinating the library information resources of Greater Boston. The March meeting of the Association was devoted wholly to a description of such information bureaus as now exist and a special committee in charge of Mr. Ballard will carry on the study and lay its recommendations before the Association.

Mention must be made of the new edition of our "Directory of Special Libraries of Boston and vicinity." This was published in November, by a special committee, of which Miss Glover was chairman. It was distributed *gratis* to institutional members and is available to others at 50 cents. Still another special committee on revision of the constitution is being continued from time to time, with the expectation that the status of the national constitution will eventually be settled.

We have six standing committees. The Education Committee again secured Miss Sullivan to teach a class in practical library methods. Eleven members took all or part of the sixteen lessons, which included cataloguing, subject-headings, shelf listing, and Dewey and Library of Congress classifications. Books were available for practice work, and class discussions were given to individual library problems.

The Registration Committee reports seventeen new registrants, sixteen inquiries from open positions, and four positions filled. The News Committee has sent accounts of our meetings to various library periodicals. The Methods Committee reports progress in compiling its bibliography of special library methods, and the Membership and Hospitality Committees have been active, the former reporting seventeen new members.

HOWARD L. STEBBINS,
President

Cleveland

While the third year of the Cleveland Chapter of the Special Libraries Association has been, on the whole, quite uneventful, a certain continued and wholesome progress is evident. There have been six meetings, five of which have been dinner meetings, with an average attendance of sixteen. The annual meeting, a picnic, is being planned for early in June.

The first meeting of the season was held at Sonnhalter's Restaurant, the dinner being followed by a program on Adult Education. Miss Annie P. Dingman, Director of Adult Education, Cleveland Public Library, lead the discussion and was followed by Miss L. H. Sanderson, Readers' Adviser, and Miss Edythe A. Prouty, Supervisor of the Stations Department, also of the Cleveland Public Library. The next meeting was held with the Library Club of Cleveland and vicinity at the Women's City Club. After the dinner, Dr. William Warner Bishop, librarian of the University of Michigan, gave a most interesting talk on his experiences in helping to reorganize the Vatican library.

The December meeting was a dinner and inspection trip through the new building of the National Library Bindery Company in East Cleveland, with Miss Gertrude Stiles as hostess. The fourth meeting was held in the Dickens Room of the Cleveland Public Library. President Francis E. Cady gave a report of the A. L. A. Council meeting in Chicago, when the petition for a Business Section in A. L. A. was granted. He spoke also of the main projects now before the Association and of the forthcoming S. L. A. convention. The third, annual, Washington's Birthday celebration was again enjoyed at the home of Mrs. Grace H. Birdsall, in Twinsburg, Ohio.

Perhaps the most outstanding meeting of the year was the dinner meeting held in April, at the Cleveland Chamber of Commerce Club, in the new Terminal Tower Building. Following the dinner, Miss M. E. Woods, Foreign Trade Secretary of the Cleveland Chamber of Commerce, presented a comprehensive report on the work of the office. Miss Rose Vormelker, Secretary of the S. L. A., gave a very instructive talk on the work of the Association, especially that of the committees and groups.

The work of assembling material for a Union List of Technical and Economic Periodicals for Cleveland and vicinity has been started. It is gratifying to learn that the Cleveland Public Library and the Case School of Applied Science, are both willing to co-operate in the

printing of such a list. A constitution has been presented and adopted. Miss Elsie Vogt, librarian of the *Cleveland News*, was elected vice-president of the chapter, a new office created by the constitution. Following the pleasant custom of some of the other chapters, those members in or near the down-town section have met informally for lunch once a week. Notices of our regular meetings have been sent to the *Cleveland Plain Dealer*, *Cleveland News*, and *Cleveland Town Topics*.

One individual and five associate members have been added, bringing our total membership up to twenty-nine. We regret the resignation of our secretary, Miss Leona Kohn, who is now with the H. W. Wilson Company, in New York City.

In response to a request from the Director of Cleveland College of Western Reserve University, for suggestions for the work in Library Science next year, it was a pleasure to refer Dr. Ellis to the report of the S. L. A. Committee on Training.

Such is the record of the Cleveland Chapter for 1928-1929.

MINNIE WHITE TAYLOR,
President.

Illinois

The monthly meetings during the past year have been varied, ranging from round table discussions to visits to interesting and important Chicago libraries, joint meetings with other library groups and interests, and addresses by well-known experts in their respective fields.

The first meeting of the 1928-29 season was held on October 24, in the lecture hall of the Union Central Life Insurance Company, located in the Bankers' Building in Chicago. Miss Ada L. Bush, in charge of the Special Inquiry Section of the Domestic Commerce Division, U. S. Bureau of Foreign and Domestic Commerce, gave an interesting talk on the scope of the work of the Special Inquiry Section. The work of this important branch of the Department of Commerce, of which the President of the United States, Honorable Herbert Hoover, was the head for the past eight years, was described in a manner which only special librarians can appreciate, as they are engaged in handling special inquiries practically all of the time.

The November meeting was likewise held in the Union Central Life Insurance Company's lecture hall. Miss Pyrrha B. Sheffield, librarian of the Insurance Library of Chicago, gave a talk on the subject "Service Always Sells." This talk aroused a great deal of

interest and stimulated so much discussion that it was urged that Miss Sheffield's paper be printed in *SPECIAL LIBRARIES*. The address will be found printed in the January issue.

At the request of Mr. Francis E. Cady, president of the Special Libraries Association, a business librarians' round table was held, under its auspices, at the midwinter meeting of the American Library Association in Chicago, on December 28. The place of the meeting was in a large assembly room of the Drake Hotel, at 2 30 o'clock P. M., and the principal address was given by Professor Emery T. Filbey, dean of the School of Commerce and Administration, University of Chicago, on the subject of "The Business World and the Special Library." The program, as published, also carried an announcement that Mr. Quin Ryan, the announcer of the *Chicago Tribune* radio station WGN, would speak on "The Relation of the Library and the Research Department to the Radio." On the day of the meeting, however, Mr. Ryan sent word that he had unexpectedly been called to New York and would be unable to give his talk.

Dean Filbey's address, however, aroused a great deal of interest among the two hundred librarians assembled, and a spirited discussion took place, participated in by Mr. Francis E. Cady, Mr. Samuel H. Ranck, librarian of the Grand Rapids Public Library; Mr. Purd B. Wright, librarian of the Kansas City Public Library; Miss Ethel Cleland, librarian of the Business Branch of the Indianapolis Public Library; Mr. E. H. Redstone, state librarian of Massachusetts, and others. After a most interesting and profitable afternoon, the meeting adjourned at 5 o'clock P. M., to the regret of those who had had the good fortune to attend.

A joint meeting with the Chicago Library Club was held in the John Crerar Library on January 10 of the present year, in the shape of a business section round table. The topic of discussion was "Sources of Reference for the Special Librarian," and representatives of the Chicago Public Library, Field Museum of Natural History, Art Institute of Chicago, Rosenwald Industrial Museum and the Chicago Historical Society, spoke on their respective institutions as aids to the special library.

At the February meeting, Miss Mary B. Day, librarian of the National Safety Council, was the speaker of the evening, her subject being "Analyzing and Answering Special Requests for Information."

The March meeting was held in the assembly hall of the Chicago Historical Society. Mr. L. Hubbard Shattuck, director of the Society, delivered an address on the Chicago Historical Society and its museum and library. Mr. Shattuck described the history and growth of this semi-public institution, its present methods of operation, and of the future plans of the Society for extended activity, for its proposed new building in Lincoln Park and for widening its usefulness. Later an inspection trip was made through the museum and library of the Society, those present viewing at first hand some of the treasures and historic records which they may have occasion to refer to in their work. The members of the Illinois Chapter showed their appreciation of the courtesies extended to them by the Chicago Historical Society at this meeting by a large attendance, at the same time taking advantage of the opportunity to increase their knowledge of the resources and services of the libraries in Chicago.

The April meeting was held in the faculty room of the School of Commerce of Northwestern University, and was an informal round table discussion designed to elicit the reactions of those present to certain questions which confront special librarians, who are functioning as executive heads or administrators of their respective libraries.

It is fitting at this time to acknowledge the co-operation and support which has been given to the Illinois Chapter in its many activities during the past year by Miss Mildred A. Burke, vice-president; Miss Sophia J. Lammers, secretary-treasurer, and Miss Ida Becker, chairman of the Program Committee.

Respectfully submitted,
FREDERICK REX,
President.

New York

I herewith present my report on the activities of the year.

This, the 15th year of the Association's existence, has been distinguished by the inauguration of the *New York Special Libraries Association News*, a monthly bulletin bringing to our members, notes on coming and past meetings, activities of the Association, changes in positions, and other items of general interest. It has met with a warm reception on all sides and I feel that it has been largely responsible for the spirit of co-operation and keen interest that has been evident throughout the year. I trust that the Association will see fit to carry it on indefinitely.

In order to make effective the resolution of February, 1927, by which the New York Association voted to affiliate with the National Association as a local, the Constitution and By-Laws of our organization were amended to provide for this affiliation.

At its first meeting the Executive Board decided that this year should be devoted to programs, which would directly serve the interests of libraries in our smaller groups and at the same time bring to all of us some of the cultural and inspirational phases, oftentimes overlooked in our busy lives. This program gave us considerable leeway, allowing us to offer some unusually interesting features. We were privileged to have Doctor Frederick P. Keppel of the Carnegie Corporation, and Miss Ruth Granniss of the Grolier Club, speak at our first meeting, devoted to the Art Group; Miss Georgina A. Gollock of the International Review of Missions, London, England, at the December meeting, which was arranged for the Religious Group; another delightful English author, editor and lecturer, Mr. Philip Whitwell Wilson, for our annual joint meeting with the New York Library Club, when we were invited, through our secretary and librarian of the Chamber of Commerce of the State of New York, to meet in the Great Hall of the Chamber. This is a privilege extended to few. February marked rather a departure with our assembly in the Wanamaker Auditorium for an evening devoted to music and dancing. We heard Mr. Waldemar Rieck on "The Use of Libraries by the Music Critic" and Mr. W. Perceval Monger of the National Broadcasting Company on "The Library in a Broadcasting Station" and lastly, witnessed a splendid exhibition of folk-dancing by Miss May Gadd of the English Folk Dance Society and her company. Becoming a little more serious, our April meeting, featuring the Civic-Social Group, was addressed by Mr. Raymond B. Fosdick, taking for his topic "The New Technique in International Relations," a most enlightening exposition of this much-discussed and far-reaching subject. The annual business meeting in May closed the year

Feeling that the Groups had served the purpose for which they were originally formed, the Executive Board agreed that no Group chairmen should be appointed and no formal organization undertaken. The following served as chairmen of committees:

Employment, Miss Rebecca Rankin; Hospitality, Miss Mary Ethel Jameson; Membership, Miss Lillian A. Scardefield; Publicity, Miss Marie Anne Walker.

One of the most important activities of the New York Association for several years has been the employment bureau, so ably conducted by Miss Rebecca Rankin. The following figures present a graphic picture of this valuable work, so helpful alike to employer and employee:

Active Registrants (carried on file from former years)	120
New Registrants between May 16, 1928 and May 1, 1929.	220
Total Registrants	340
Requests Registered	91
Requests Withdrawn	5
Requests Still Pending	7
Positions filled directly	36
Positions filled indirectly	6
Positions not filled	30
Registrants who obtained positions by own efforts.	23

Great credit is due to Miss Rankin for her devotion to this work, which not only provides a free service to our members, but is one step in the right direction toward raising the standards of the profession by refusing to recommend unqualified applicants.

Our first efforts this year were directed to clearing our books of all inactive and delinquent members. This was accomplished through the Secretary's office, with follow-up by the Membership Committee. The check-up resulted in the dropping from our lists, after due notice, of 75, the resignation of 16, and the reinstatement of 4. We now have an active membership list of 314, of whom all but 61 have paid dues for 1929. We feel that this is an unusually high proportion for the first four months of the new year. The following summary of classes of membership is interesting:

	Institutional	Individual	Associate
Old	56	66	130
New	7	25	26
Reinstated	—	1	3
Total	63	92	159

It is particularly gratifying to us that the New York Association holds about 48% of the total number of institutional memberships

The Publicity Committee still reports the Press as a stone wall which refuses to be battered. The only definite publicity for the New York Association itself was contained in notices of the meeting, held in the Wanamaker Auditorium, which were provided (and no doubt paid for) by John Wanamaker and inserted in their advertisement of the day in the *Brooklyn Eagle* and the *New York Evening Post*. On the other hand, the *New York Times* carried edi-

torials relating to or mentioning the work of the National Association in their issues of May 21, August 15, September 21, and October 2, 1928. More recently Doremus & Company sent out a release in regard to the program of the Financial Group at the Convention in Washington.

Our fiscal year does not close until May 31, but since the expenditures, with few exceptions have been taken care of, I am presenting the Treasurer's Report as of April 30, 1929:

<i>Receipts</i>	
Balance from 1927-28 . . .	\$175.57
From S. L. A., 2, 3 and 4 Quarter 1928	225.00
From S. L. A., 1st and 2nd Quarter, 1929	250.00
From Dues	139.00
From Dinners	696.00
	\$1,485.57
<i>Disbursements</i>	
Printing	\$199.00
Stationery	22.45
Postage	86.93
Dues to S. L. A.	138.00
Dinners	702.00
Rooms for Dinners	55.00
N. Y. S. Convention	29.68
Miscellaneous	42.24
	\$1,275.30
Balance on Hand, April 30, 1929 . . .	\$210.27

The New York Library Association invited our organization to contribute to its program at the convention, held in Richfield Springs, New York, on September 4-8, 1928. Miss Mary Louise Alexander, who went as our representative, delivered an address and led a Round Table discussion, with the aid of Miss Elizabeth Wray. This is one of the worth while ways in which we can promote the interests of special libraries in the State as a whole.

In accordance with the decision of the Executive Board to undertake the compilation of a Union List of Periodicals in the Special Libraries of the Metropolitan District, our members were asked to submit lists of the periodicals received by them. Miss Isabella Rhodes of the School of Library Service of Columbia University, has been directing the work of eight of her advanced students in coordinating the 46 lists received to date, and much progress has been made. Unfortunately, the students will not be able to complete the work, but because of their careful and accurate preliminary work, it will no doubt be possible for us to finish the preparation so that printing

may start soon and the completed list be ready for Fall distribution.

The Executive Board deems it unwise at this time to publish the report of the Salary Survey of the Metropolitan District. The returns were so incomplete that they present a distorted picture of the situation. A summary and table of the answers received will be on file in the President's office and will be available on request to anyone interested. However disappointing this outcome may be, a beginning has been made, and it is hoped that successive administrations will be able to add materially to the information on hand, resulting finally in a report truly representative.

Fifteen years have seen the New York Association grow from a mere handful of an association three hundred strong, with many accomplishments to its credit, but with much still to be done. However, let us not lose sight of the fact that mere numbers never made an association outstanding nor of value to the individual—only individual effort can do that. Hence, I leave the office of President with the same plea with which I entered it—a plea for co-operation on the part of each member, so that we may have an organization into which everyone is putting something instead of one from which everyone is taking something.

One word more—a sincere appreciation of the united efforts of the Executive Board, for whatever has been accomplished this year, is due to the Board as a unit and its members as individuals. I would wish for every President the support I have received.

RUTH SAVORD,
President.

Philadelphia

Eight monthly meetings were held during the eleventh season, as follows:—

October 5, 1928—Philadelphia Electric Company Library. Subjects, "The Conowingo Dam," illustrated talk given by Miss Gertrude H. Shearer, and "The Department of Commerce, Special Inquiry Section," explained by Miss Ada L. Bush, of that department.

November 2, 1928—Offices of the Regional Planning Federation. Talk by Mr. Howard Strong, director, on some of the problems of the Philadelphia District, with illustrations.

December 7, 1928—The Lippincott Library of the Wharton School of the University of Pennsylvania. Talk on the organization and service by Miss Dorothy Bemis, librarian.

January 4, 1929—The Department of City Transit Library. Illustrated address by Mr. Norman Rolston, official photographer of that

department on "The New Broad Street Subway."

February 1, 1929—The Philadelphia College of Pharmacy and Science. Illustrated talk by Prof. Ivor Griffith, on "The Literature of Chemistry," followed by an inspection of the new library, explained by Mrs. A. S. Capwell, librarian.

March 1, 1929—United Gas Improvement Company Library, explained by Mr. Richard H. Oppermann, assistant librarian.

April 5, 1929—Annual Dinner at Bellevue-Stratford Hotel, subject, "The National Outlook," given by Mr. David Lawrence of the *United States Daily*. He was introduced by Mr. G. A. Weidemann of *The Evening Bulletin*.

May 3, 1929—Annual business meeting and election of officers, held at the American Philosophical Society, followed by a talk on that library by Miss Laura E. Hanson, librarian. Refreshments served.

The constitution was amended to provide for the annual dinner meeting to be held at a separate date from the annual business meeting and election of officers. This was done, so that time at the annual dinner could be devoted to the hearing of a speaker on a more or less general topic, and giving us a chance to invite our friends and others interested, leaving the annual business meeting for a purely family affair. The plan worked very successfully this year; Mr. Lawrence gave us a stimulating address, and the event gave us some worth while publicity.

The Membership Committee reported twelve new members, and a loss of ten, through removals from the city and changes of occupation, leaving a net gain of two. The Periodical Committee reported 2,320 cards in the Union List of Periodicals, represented by 41 libraries. A Classification Conference, limited to twelve persons, was successfully led by Miss Louise Keller. It continued its meetings every two weeks in addition to the regular meetings of the Council and was declared most profitable by the participants. Other conference subjects are planned for next year.

A news letter giving an account of all the various groups and committees was mimeographed and sent to all members in March. This was done for the benefit of informing those whose attendance could not be regular, and to gather information, and to unify and review the activities for those who were giving their time and efforts.

The officers elected for the coming year are: chairman, Miss Dorothy Bemis, librarian of the Lippincott Library, University of Pennsyl-

vania; vice-chairman, Mr. Alfred Rigling, librarian of the Franklin Institute; secretary, Miss Helen M. Rankin, chief of the Municipal Reference Division of the Free Library of Philadelphia; treasurer, Miss Laura E. Hanson, librarian of the American Philosophical Society.

GERTRUDE W. MAXWELL,
Chairman.

Pittsburgh

The activities of the Pittsburgh Special Libraries Association during the past year have been concentrated in four general meetings and several meetings of Committees. Miss Mary Lynch, the chairman of the Committee on the Union List of Periodicals, called together the Committee in April, to formulate plans for a supplement to the List, in order to bring it up-to-date.

In November, a dinner was held at the Plaza Restaurant. Reports of the Special Libraries Association Convention at Washington, D. C., were presented by those who attended. Miss Mary Lynch, librarian of the Pittsburgh Academy of Medicine, reported the meeting of the American Medical Library Association, of particular interest to the librarians of our four medical libraries. Several members were present at the Pennsylvania State Library Conference at Uniontown and gave their impressions of that program, also the A. L. A. Conference at West Baden.

The United States Department of Commerce has recently opened a branch office of the Bureau of Foreign and Domestic Commerce, in Pittsburgh, under Mr. W. K. Ray. Through the courtesy of Mr. Ray, the Association held a luncheon at the Chamber of Commerce and had the privilege of visiting this office and learning at first hand how the Department carries on its program of furthering the interests of domestic commerce by gathering and distributing information in the local offices. After luncheon, Mr. Edwin B. George was the speaker, his subject "The Work of the Bureau of Foreign and Domestic Commerce."

At the third meeting the members of the Association were the guests of Miss Adeline Macrum, librarian of the Tuberculosis League, at luncheon in the beautiful new Hospital of the League. After a visit through the hospital, a meeting was held in the Library. Miss Macrum explained the library service, a part of which is the most interesting work of collecting books and information on the vocations open to tuberculosis patients. This material is made freely available to the patients and it is hoped

that the use may be extended to other hospitals and to those who are deprived of library facilities.

The election of officers and the annual business meeting is scheduled for May, after the National Convention.

Miss Adeline Macrum, librarian of the Tuberculosis League of Pittsburgh, will attend the International Library and Bibliographical Congress at Rome, in June, and will represent the Special Libraries Association as an official delegate.

More and more our members are becoming interested and are participating in the group activities of the National Association. One member took part in the exhibition of the S. L. A. Banking group at the American Bankers Association Convention, held in Philadelphia, last fall. Another member attended the Special Conference on Library and Research, under the auspices of the National Association of Manufacturers, at its annual meeting.

We have welcomed the offers of other Local Chapters to exchange notices of meetings, which contain not only news of the Chapters but helpful suggestions in planning programs.

JESSIE CALLAN,
President.

San Francisco

The keynote of the present activities of our Association is publicity. This program aims to make the business men of San Francisco better acquainted with what the Association and business libraries generally have to offer them, and to lead to the future establishment of more company libraries in this city. Present work includes.

- (1) Sending letters to business organizations and companies. Classified lists compiled by the Chamber of Commerce have been checked, and 50 letters have to date been sent to organizations representing a wide variety of business interests
- (2) Beginning a collection of publications, forms, etc., showing the organization, operation and methods of company libraries. This is to be kept in a central downtown location.
- (3) Compiling a list of local business magazines and house organs in which articles on company libraries may be run. An article on "Financial Libraries," by Miss K. Dorothy Ferguson, Bank of Italy library, appeared in the *Coast*

Banker, and an article has been prepared for the *Tape and Ticker*, issued by the San Francisco Stock Exchange Institute.

- (4) Sending items to local newspapers regarding monthly meetings.

In line with our publicity program, the April luncheon meeting was held jointly with the Down-Town Association, an organization of retailers, at which Dr. F. M. Surface, in charge of the Domestic Commerce Division of the United States Bureau of Foreign and Domestic Commerce, at Washington, spoke on "Changing Trends in Distribution."

Regular monthly meetings are held. These are sometimes "among ourselves" meetings where topics of interest in the work of members are discussed. Speakers are invited for other meetings, recent ones of interest being: Mr. H. F. Ormsby, director of Research Department of the California Development Association, who outlined the work of this important information source, and Mr. Nathan Van Patten, librarian of Stanford University Library, who spoke on the "Compiling of Union Lists."

To give an opportunity to all members to visit the local special libraries and to know their collections, a series of meetings at the various library headquarters has been started; so far, these have been held at the Bank of Italy library and the Pacific Telephone & Telegraph Company library.

Membership

Our present membership numbers as follows:

Institutional.....	1
Individual.....	17
Associate.....	12
Financial.....	6
Commercial-Technical ..	19
General.....	5
Total, 30—indicating an increase of 7 over last year	

The Special Libraries Association budget plan has been satisfactory for handling our finances and the amount of thirty dollars has been requested to meet current expenses.

Our Financial Group arranged a three-panel exhibit for the American Bankers' Association meeting in Washington, last October. This exhibit, showing research information being collected by financial houses in San Francisco and the use of the financial library as an educational aid for employees, was favorably commented upon by a number of financial publications.

Satisfactory progress has been made on this project and present efforts are centered on non-member contributions.

Mr. W. A. Worthington, Pacific Gas & Electric Company library, arranged an interesting program for the meeting of the Special Libraries Section, California Library Association, in Sacramento, on May 7. City and county librarians interested in special libraries and how the various libraries may co-operate were also urged to attend.

The Association has been co-operating with the Business Branch of the San Francisco Public Library, recently established in the downtown district, to give general business information service. Methods of advertising and developing its service to business men have been outlined.

Two members of the Association have conducted courses on special libraries at library schools in the state. Miss K. Dorothy Ferguson, Bank of Italy library, is giving a course of five lectures for the second year at the University of California library school, and Miss Margaret Hatch, Standard Oil Company library, gave the two weeks' course last summer at the Riverside Library School.

MARGARET HATCH, *President.*

AMY M. CAY, *Secretary.*

Southern California

The program of meetings, as outlined for the year, gave promise of being especially instructive and interesting, and this promise has been completely realized. The programs so far have comprised an illustrated talk on fingerprinting, by an expert from the Police Department, with a visit to the files of this department, a most interesting trip to the Huntington Library and Art Gallery; a meeting at the laboratories of the Western Precipitation Company; a visit to the First National Bank, where talks were given on publicity, research work, and the working of the safe deposit department; a dinner at the Famous Players

Lasky Paramount Corporation, with the special privilege of inspecting the sound film apparatus at the studios, which was of unusual interest. The meetings for the remainder of the year will include a trip to the California Institute of Technology, at Pasadena, and a week-end visit to the Scripps Institution of Oceanography at La Jolla. Dinner meetings have preceded the regular program in most cases and have served to make the members better acquainted with each other, just as the visits to the various libraries have given us a better understanding of each others' problems and facilities.

Eight new members have been added to our Chapter, one of which is from a new library just formed by the Los Angeles County Public Health Association. The merger of the First National and Security banks resulted in the consolidation of the two libraries in quarters at the Security Bank.

The most important undertaking of the year is the revision of the Union List of Periodicals of Libraries in Southern California. This is in the hands of an efficient committee of faithful workers, and, although the work has assumed larger proportions than was at first expected, due to the large amount of new material, it will be completed this year. Funds for the work have been obtained by means of contributions, so there are no financial obstacles to be met.

It is expected that some of the members will attend the annual meeting of the California Library Association, at Sacramento, in May, but in all probability there will be no representative at the annual meeting of the Special Libraries Association in Washington.

Publicity has been given to the meetings of the Southern California Chapter in the daily press, and occasional articles have appeared in various house organs.

ANNA F. FREY,

President.

Seventeen Reports

Distributed at the Second Session of the S. L. A. at Washington

Should not their outstanding features be noted? Here is an attempt to note them:

Bibliography of Special Library Methods, (Boston); Classes, (Boston, Phila., San Fran.); "Annual Dinner," (Phila.); Directory, (Boston); Employment Bureau, (N. Y.); Financial Exhibit, (San Fran.); Follow-Ups of Subjects, (Boston); Joint Meetings, (N. Y., San Fran.); Lunches, (Cleveland), News Bulletins, (N. Y., Phila.); Publicity, (N. Y., San Fran.); Questions Pertaining to Executives, (Ill.); Salary Survey, (N. Y.), Unified Programs, (Boston); Union Lists, (N. Y., Pittsburgh, San Fran., So. Cal.); Week-End Visit, (So. Cal.).

It may be well to list miscellaneous subjects that were reported on as in the programs of the various associations, by way of suggesting the trend of programs in general: Art Gallery and Library, (So. Cal.); Bank Library, (So. Cal.); Broadcasting Station, (N. Y.); Business World and Special Library, arousing much discussion, (Ill.); Chemical Literature, (Phila.); Dam at Conowingo, (Phila.); Development Association, (San Fran.); Domestic Commerce Division, (Ill.); Film Studio, (So. Cal.); Fingerprinting, (So. Cal.); Folk Dances, (N. Y.); Foreign and Domestic Commerce Bureau, (Pittsburgh); Foreign Relations, new technique, (N. Y.); Foreign Trade, (Cleveland); Information Bureaus, (Boston); Information Clearing House, (Boston); Medical Library Association Report, (Pittsburgh); Museum and Library, historical, (Ill.); Music Critic's Use of Library, (N. Y.); National Outlook, by David Lawrence, (Phila.); Precipitation Laboratories, (So. Cal.); Regional Planning, (Phila.); "Service," (Ill.); Sources of Reference, (Ill.); Trends in Distribution, (San Fran.); Tuberculosis Hospital, (Pittsburgh).

There were reports of committees as follows: Classification, (sixteen requests for information); Exhibits, (a notable report); Membership, (list about ready to print); Publications, (bank library, bibliography of illumination, tentative check list and set-up for S. L. A. bibliographies); Special Collections, (co-operating with Library of Congress).

There were reports from groups as follows: Commercial and Technical, (co-operation with chairman of classification committee, book lists for organizing company libraries, sources of statistical information); also reports of its

committees on—Advertising and Marketing, Chemistry and Physics, Electrical Engineering, English Usage, Illuminating Engineering, Oil, Public Utilities, Rubber, and Transportation, Financial, (booklet on banking library; bibliography on government releases); Insurance, (booklet on organization of an insurance library); Newspaper, (article on "getting news you haven't got," to be reprinted).

It is likely that the various associations had reports from their delegates at their local meetings after returning from Washington—a regular feature in Boston.

It would seem well if the names of the different associations were changed to conform with those that call themselves "chapters." At present the names are quite varying, some beginning with the name of the city, some with the word "Special" and some with the word "Chapter." Perhaps the best one to use for a standard is the following: "Cleveland Chapter of the Special Libraries Association."

By way of summarizing the high points, I would call attention to class work, the following up of subjects with the idea of publishing useful reports after thinking them through, lunches, news bulletins, publicity, union lists. As subjects for programs the Business World and the Special Library, Information Bureau Aspects, Services, and Sources for Reference, would seem to be among the best. The features of the committee and group reports referred to above are all high points. Several of the features reported exist in other associations though not referred to in these reports, including employment bureaus, joint meetings, lunches, newspaper publicity.

Read the reports, using these notes for whatever they may have as index or tables of contents or suggestions.

GEORGE W. LEE.