The Librarian in the Field of Research

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I AM delighted to have this opportunity to address you, especially at this time when you are or should be among the most useful people in the world. A new day is dawning, a day of reconstruction and of progress. As never before, momentous changes are taking place all along the line, in business, in government, in every human relationship. Some go so far as to say that we are passing through a political and social revolution, and I am inclined to agree with them. We shall always look back, I believe, to these days of experiment and of adjustment as a period of great significance in our history. Obviously, this is the time when men and women engaged in the field of research are called upon, more than ever before, to make their contribution. The solution of momentous problems calls for more knowledge and for knowledge put to work. It is one of the most encouraging signs of our times that technicians and men of learning are finding their way into positions of trust and power both in government and in private affairs. Today, those who know, as opposed to those who do, are having their inning. This is where you come into the picture, for I look upon your work as an important step in the process of research.

I am glad to be with you also for another reason. For a long time, I have felt a deep sense of obligation to your fraternity. As every scholar must, I have been the recipient of services from your group which it is impossible for me to repay. Recently, for example, I prepared an article on the subject of marriage which appeared in the American Magazine and which some of you may have read.

But what I wish to say here is that this, like other of my articles, could hardly have come into being without the aid of the Research Librarian of the Company. True enough, the skeleton of the story consisted of the statistical facts about marriage which we ourselves compiled. Bare statistical facts, however, without concurrent data and without their social implications do not get very far. The basic figures on marriage or on any other subject must be given an interpretation in terms of the lives of the readers. Thus, during the period of the depression, the marriage rate in the United States fell as never before. With the improvement in conditions this year, there appears to have been a rise in the marriage rate. Behind these figures lies a far-reaching and intimate story of millions of young men and women faced with loss of income and the resulting frustration of their hopes. The completed article necessarily had to contain something of cheer and encouragement to these people. In the attainment of this objective, the special librarian contributed a great deal. From her files, I obtained the facts of the business depression, showing that the fall in the marriage rate coincided with the financial trend. From all of the material that passed over her desk, the librarian had sorted out, indexed and pigeon-holed many books, pamphlets and clippings on the various aspects of unemployment, money income, real wages and many related matters which have a bearing on the marriage problem. To gain the proper perspective of the period which I wished to portray, reports of this nature were required for a number of years preceding the depression itself. We also required the facts which might throw light on the possible consequences of delayed marriage. The librarian aided me with material on the size of families in the United States, with material on the National Recovery Act and on the proposed Wagner Bill, which was to have created a new employment service. She supplied me with the meat with which to cover and give living form to the bare bones of the marriage statistics.

I cannot go on to discuss other studies which we have made but the same is true in virtually every case. An important part of the research contributions made by my office has depended upon the previous efforts of the research librarian.
What is true in my shop is equally true in every other research office. I realize that the membership of your organization includes many librarians whose special field is far removed from that of insurance and vital statistics. Among you are librarians of manufacturing concerns, banks, investment houses, museums, law firms, newspapers, transportation companies, public libraries, government bureaus, associations and other organizations in the fields of science, technology, social welfare and the arts — in fact, nearly all phases of business and professional activity. It would seem then that your membership has at its fingertips a very large portion of the total of all written knowledge and experience.

I need not labor the point that the special librarian is today an indispensable instrument of research in whatever field of investigation. I, therefore, look upon you as partners and co-workers. You reach out and are the first to gather together the recorded knowledge and experience of men. You separate the wheat from the chaff. You pick out the essential new material. You index and file it and make it readily available to the investigator and analyst who is momentarily the consumer of your product and ultimately the creator of new knowledge. You are a vital part of the process of scholarship and you help to make it effective. The qualified research man and analyst would be greatly hampered without your help. If you did not exist, it would be necessary to create a substitute for you, or what is more likely, the analyst would need be a special librarian himself, as in fact he almost always has been. But you now save him infinite time and effort and release him for the better utilization of his own special skills. I like to think of you as a part of the hierarchy of scholarship. You help to convert the spoken and written word into practical affairs, and to that extent you advance the process of civilization.

There has been a tremendous development in recent decades in the application of research, or what I would prefer to call productive scholarship, to human affairs. The greatest individual stimulus to this growth has been the association of scholarship with business. Through such a partnership, the scholar has been able immediately to draw upon the great resources of business. There was no condescension or philanthropy involved in this relationship. Business at once felt the impetus of new knowledge and put it to work, and scholarship became an integral part of the business machinery. The special library was, of course, the chief tool of those who applied the methods of scholarship to the needs of business. But I would be the last one to give you the impression that scholarship or the research library is justified alone by its utility as a part of the business structure. Business is only one phase of life and not by any means the most important. We do not live by bread alone. There are many other lines of scholarship and research outside of business which serve human needs intensely and which have justified themselves in a myriad of ways. With the development of our universities and our educational system in general, research work has grown to ever greater effectiveness, quite apart from any narrow utilitarian purpose. Fortunately, we have not been neglectful of the cultivation of knowledge in our country.

To meet these developments, the library has undergone extraordinary growth. It is not only the repository of the written word but it is also the laboratory for the utilization of that written word. At the same time, there has come about an enormous increase in the number and effectiveness of the librarians. There has, of course, been a process of specialization in the library as in every other field. The librarian has felt the need for greater preparation for his or her specific job. You of the Special Libraries Association represent concretely the results of this movement to increase the effectiveness of the library.

Perhaps what I have said will give some, especially the younger ones among you, a slightly different attitude towards your own professional work. I like to feel that my talk, reflecting as it does an experience of thirty years in productive scholarship, may serve somewhat to widen your horizon. I am anxious that you should feel the dignity of your task in the field of research. That implies looking backward as well as forward. First, has your training been adequate to meet the requirements of your special work? The research librarian should be a person of sound training not only in the technique of library practice but in the general field of his special interests. If your library is serving an insurance company, you should know the principles of insurance and sufficient of the techniques of the business to make you competent to judge what is real in the literature from what is only of passing value. And so in every other branch of knowledge and affairs, I plead for a broad type of general competence by the special librarian even if not for the specialist's skill. Do you have a sufficiently broad vision of the possibilities of your job? Have you explored how your special field of knowledge may be utilized to a fuller degree? These are all questions which I think are of a constructive character, and you will forgive me if I leave them with you to stimulate and not to irritate you.

Secondly and looking ahead, it would seem that some of you who are masters in your special field may well wish to try out a solo flight in the field...
of research. I do not mean for a moment that the researcher or analyst is of a higher order of nature than the special librarian. Competent library work is a valuable goal in and of itself. But I know that there is nothing static in the life of professional people. It would be entirely natural if a special librarian working in some chosen field attempted after adequate training to work on her own rather than for someone else, utilizing her intense knowledge of the subject for creative research as a principal rather than as an assistant.

Let me at this point digress to tell you briefly the story of my former colleague, Edwin W. Kopf, whose life illustrated the reverse process, namely of a very skilful statistician and analyst, who continued as an avocation the practice of the special librarian. As a young man, Mr. Kopf came under the influence of John Cotton Dana, the Director of the Public Library of Newark and later of the Newark Museum. He became infected with the spirit of this great man and it stayed with him throughout his life, flowering out into extraordinary competence in his chosen field of insurance and in the maintenance of a broad scholarly interest in a number of allied fields. In the more than twenty years of our connection, I was continuously impressed with this man's love of books. He knew how to handle them. He could quickly get to the heart of what a book contained. He knew how to index and to preserve what was valuable in a book, and such was the character of his mind that he rarely forgot what he read. His enthusiasm also was infectious. All of the younger men in our office who came under his wing learned to reverence accurate knowledge, to study thoroughly the field of their work, to become methodical and orderly in their use of material. Mr. Kopf rose to great distinction in the field of statistical technology, but concurrently he maintained his bibliographical interests. He collected information on the history of insurance in its various branches and throughout the world. He compiled data on social insurance. He dug out the origins of many practices in the insurance field, and he had interesting tales to tell on that account. His insurance files were voluminous, probably the most extensive in the world. He contributed extensive bibliographies on insurance subjects to the Library of Congress. I sometimes felt that his attachment to his bibliographic interests interfered a little with his effectiveness as a productive scholar. But I was probably wrong in this impression. I hope that some competent person may take up his annotated collection on insurance history where he left it and bring to fruition his many years of labor.

Mr. Kopf is by no means alone in exemplifying the close relationship between the special librarian and the advanced investigator. Many of your members have become independent researchers and have made interesting contributions to various fields. My colleague in the Metropolitan, Miss Bradley, has been good enough to call to my attention a number of instances of this character. Conspicuous is the work of Mr. Robert Deamond, who in his book "Newspaper Reference Methods" has made a contribution to your newspaper group and to schools of journalism. There are also the studies financed by the Carnegie Corporation and others and carried on by individuals to obtain their professional credentials or to serve their firms and organizations. A significant study of apartment buildings was made by C. Maude Jones for the National Real Estate Boards. There is the interesting study by Miss Flexner of the New York Public Library on reading for vocational purposes; your Miss Eleanor Cavanaugh of Standard Statistics has specialized in her study of corporation reports and international financial information until she is now a recognized authority; and last but not least I mention the Harvard Business Classification devised by W. C. Cutter. These efforts do not represent a departure from the library world, but rather a reaching out into allied fields.

What I am really driving at is to demonstrate how closely associated the work of the scholar and of the intelligent librarian really are. Many a librarian will, as he matures and develops increasing skill, wish to emerge from his own field as a creative scholar. Many a scholar will give evidence of his continued interest in books and his competence as a librarian. In this way, there is built up a communion of workers serving one another, each one contributing what he best can give in the larger sphere of disseminating knowledge, stimulating its use, and creating a new body of live and helpful information.

There is another point which I would like to make today and that relates to the need for intensified research under present conditions. As I pointed out at the outset we need all the guidance that research can give us. There are many and difficult problems to solve. The Government in all its branches, Federal, State and local; private business in all of its spheres of activity; even the individual in his present uncertainties; all make greater demands for special knowledge than ever before. The difficulties we are in indicate clearly that our future action must be guided and controlled by the results of more careful and purposeful research.

This should, therefore, be a period of great activity for you, special librarians. You should be enjoying a boom with night shifts for some of you, because certainly there is no way of improvising
the special skills which so many of you have. We may well ask if under present conditions the special libraries of the country are prepared to meet the new demand. I hope you have already begun to feel the evidence of this and that you are on your toes making preparations for expanding your facilities to meet these demands.

Business organizations which, as I have pointed out, were responsible, in the first place, for much of the recent development of special library facilities have likewise been compelled to contract their support for this type of service. I wish I knew what the actual situation is in various business organizations. Nowhere have I seen any worthwhile compilation of what has happened to the research departments of business organizations which have been set up in Washington and in localized areas. These conditions, under straitened circumstances. These conditions, under which the libraries and the schools face the challenge of the new era, will have to be treated as if they were an emergency taking the lead in utilizing scholars who are possessed of special skills. The various agencies which have been set up in Washington and in localized areas have already attracted huge numbers of highly qualified research men and women. Investigations into all manner of social and economic phenomena have been initiated and as a result qualified research people are at a premium. One danger, of course, is that as conditions improve these governmental agencies will be discontinued and their staffs disbanded. Possibly, however, business and philanthropic organizations will by that time be able to take up the slack and promptly absorb this very valuable talent in similar inquiries.

But more important from our standpoint than the immediate fate of research workers and of special librarians is the development of a national point of view toward information and research. And on this note I wish to close my remarks today. We are witnessing, I believe, a widespread development of a proper evaluation of knowledge, a respect for truth, a new reverence for the orderly arrangement and practical application of accurate information — in short, a new dependence upon the processes of putting knowledge to work in accord with the accepted methods of research.

If the schools, colleges, and libraries can but catch the spirit of this movement and take the lead in fostering good reading, in developing the habit of analysis and the questioning attitude which takes nothing for granted, and in encouraging group thinking. These are essential in the process of making the individual in the enlightened community effective. Then we shall never again find our cultural institutions left stranded during a period of dire need. I am confident that the broad base of our democratic society will nurture and bring to full flower as vigorous a growth of scholarship and especially of social investigation as it has of material conquest.

As co-workers in the field of applied scholarship, let us continue to respond to the emergencies of our times, secure in the knowledge that our labors are contributing to the creation of a better and happier world. I salute you at the inauguration of the new era.
I N PRESENTING the invitation to be your
guest tonight your president said: "You are,
just back from a journey around the world.
Perhaps you will tell us about that."

Respectfully but firmly I decline that kind
suggestion. In my memory I carry a picture which
appeared in one of our less serious periodicals.
It showed a typical suburban couple seated at
the supper table. Said she: "The Smiths came
home from Europe this morning." Said he:
"Let's go right over tonight — before they get
their films developed." You may relax and
breathe naturally. The travelog part of this
speech will be very brief!

In Istanbul we saw the famous Serpentine
Column, the oldest war memorial in the world.
It is made of bronze and was erected by the
Greeks at the Oracle of Delphi to commemorate
their victory over the Persians. The Delphic
Oracle, as you know, was the source of wisdom
to which every Greek leader turned in moments
of uncertainty and doubt. Its answers were quick
and to the point. The time came when Greece
was overrun by the barbarians; the Acropolis was
shattered, the voice of the Oracle was stilled.
No longer can bewildered human beings take
their problems to it. But the modern world has
discovered something in the nature of a substi-
tute. We bring our questions to you research
librarians, and by some magic, of which I never
have entirely lost my awe, you dig into your
files, or cast your nets into the fathomless sea of
the public libraries, and up comes the answer
I am in a position to speak with some authority
on this subject, for your president, Miss Alex-
ander, organized the Research Library for my
company more than ten years ago and has been in
command of it ever since. In coming here tonight
I feel I am merely discharging in small part a long
accumulated debt.

Being the son of a clergyman, I was brought up
in an atmosphere of books, initiated at a tender
age into the mysteries of the dictionary and the
encyclopedia. In college we were taught some-
thing about the use of a reference library. When
Miss Alexander came to us we knew that she
would be helpful, but we had not even the faintest
conception of the real scope and skill of a re-
search librarian's work. It now is taken as a
matter of course around the office that there is no
question too obscure, no question too difficult, for
her department. As an illustration of the kind of
nuts she cracks in the course of the day's work
let me read a dozen sample questions submitted
to her by me and my associates:

1. What effect does air condition have on the
health and efficiency of office and factory
workers? Give us a ten-year analysis of the
temperature and humidity in New York City.
2. Is there any second-handsteam caliiper for
sale anywhere in Western New York State?
3. What information is available regarding the
number of farms served by electricity but
having no running water? Number of farms
not served with electricity and no running
water?
4. What can you dig up on the subject of locks
or safes? On the history of locks, the manu-
facture of locks, the efforts to make pick-
proof locks, etc., etc.
5. What is the average cost per mile now being
allowed by some of the large companies to
their salesmen who travel by car?
6. What specific varieties of fruits and vege-
tables have the toughest skin — as, for in-
stance, the Spadaforo Lemon, the Aus-
tralian Brown Onion, and the Ben Davis
Apple?
7. At what age did Woodrow Wilson begin to
wear glasses?
8. How do you say, "Red Star" in seven
different languages?

I ask His Honor the Mayor, whose noble
Roman ancestors also were versed in the myster-
ies of oracles, whether any oracle ever was sub-
mitt ed to a more varied and difficult test.

Valuable as your work has been, it will be far
more valuable in the years to come. Facts are the
only antidote for the vague yearnings and emo-
tional out-givings that so often pass for economic
thought. Every office of statesman or executive
should have its research librarian; and every
librarian should have two files. One should be
labeled: "Things that have been tried repeatedly
and have never worked," and the other, "Human
nature and what has happened to individuals,
institutions, and nations that have bucked
against it." Now as never before we need to illu-
mine the difficult path ahead with all possible
light and knowledge from behind.

Coming back from around the world, I am sure
of one thing — that there is no other place where
I would rather live. This is no flag-waving, no
Pollyanna-ism. Anyone who thinks there is a
better country on earth than the United States has not seen the earth, at least not recently. It's all very well to say: "What we need is a dictator." But when you go to countries that have dictators you find that people are arrested without warrants and hanged without trial; that there are no truthful newspapers; that you are warned not to speak the name of the dictator too loudly in a public restaurant lest somebody overhear and report. As for Communism, Mr. Winston Churchill summed it up when he said that its entire philosophy was perfected centuries ago by the white ants. Every ant has the same work and the same reward, the same house, the same security in old age. But every ant hill is like the ant hills of a million years ago, and the ant hills of a million years hence will not be different. Personally, I choose the ups and downs of our free and even dangerous living to the dead level security of ant-hood. History teaches us three things, plainly: That a long succession of governmental deficits leads to inflation, and inflation means disaster. That when people are hungry and lack clothing and shelter they eventually will revolt. That a despotism of labor is even worse than a despotism of capital.

Somehow, in our own American way, we have got to work out our problem with these three truths in mind, and the business leaders of the nation must not merely stand by and criticize; they must lead. We must have a program that will provide the fundamentals of food, shelter, and security for all the people. But beyond that we ought to fight to the last ditch for the utmost degree of personal freedom and opportunity. For such a program I am willing to be well taxed in time, effort, and income, and most Americans feel the same way. There is more real patriotism in this country than has yet been called into activity. We haven't even begun to show what we can do when we cease thinking altogether about ourselves and begin thinking a whole lot more about these United States.

**Labor and the NRA**

**By ELINORE MOREHOUSE HERRICK**

Vice Chairman, Regional Labor Board

Since the passage of the National Industrial Recovery Act an immeasurable advance in the position of labor as a recognized and necessary element in our American democracy has been achieved. There is nothing new or startling in the expression of the so-called "rights of labor" under the NRA. Collective bargaining, guaranteed under the Recovery Act, Section 7a, is no new thing. There have been trade unions in this country for years, bargaining collectively with their employers. Some people shudder today at the great advantages given to labor under the NRA — but we fail to stop and realize that no law is ever enacted establishing a brand new principle — someone has worked it out practically first, some group has already established the principle before the law makers ever get round to enacting it into law. So in essence there is no new right given to labor by the NRA. It is only the attempt to make these "rights" applicable in a wide area and to all situations in which labor has an interest at stake that an advance for labor under the NRA is seen today.

The way for this extension of labor activity has been paved by the very forces and actions of industry culminating in the depression. It was only through the depression that we realized labor was the largest element in the entire population. We have newly come to the realization that when labor has no work and earns no money the industrial system breaks down. It is not strange, therefore, that the recovery program has centered around the needs of industry and the way has been paved to enable labor to secure a distribution of work and a reality of purchasing power, the lack of which had brought the wheels of industry to a standstill. There is no question but that the Government has attempted a gigantic task and one for which the country was not prepared. To attempt such a sweeping advance was forced upon the nation by the completeness of the catastrophe which overtook us in 1929. That a few prophets had foreseen the catastrophe was in no measure a preparation for the country as a whole. That unemployment has been gradually gaining for more than a decade was no preparation for the plight in which the nation found itself. The unpreparedness of labor groups to meet their share in the effort to secure stability was no greater than the unpreparedness of industrial
leaders. But Americans are adaptable, are resourceful, and energetic — so with one sweeping movement the nation started upon the recovery program.

You have been inundated by a flood of newspaper articles, magazine articles, and radio speeches, describing the setting up of codes, how they are drawn by industrial groups, brought to a public hearing before administrators at Washington, and how they are passed upon by the Labor Advisory Committee and by the Consumers' Advisory Committee and, after approval by the NRA administrator, are finally sent to the President for his signature. Last summer I had the privilege of attending many of these code hearings at Washington. Nothing could be more purely American, more purely democratic, than the performance at these hearings. Every person who wished to be heard could speak and bring to the attention of the Government, industry, and labor, any knowledge or thought that he or she possessed which the individual felt was pertinent to the setting up of rules for self-government of industry in the interest of the country and recovery.

Many of us have viewed with dismay the low wage standards in the codes and other provisions that seems to us to make the codes fall short of securing the desired and vitally necessary increase in national purchasing power and distribution of work. But if we are honest we must admit that no gain comes without supreme expenditure and without organized action. Labor has raised its voice in protest at these public hearings, the Labor Advisory Committee has scrutinized and accepted or rejected proposed standards. But only in those industries in which labor was already strongly organized prior to the NRA has it been successful in securing standards which are in some measure adequate to the needs and purposes of the recovery program. Only when labor has been so well organized that its veto of code provisions could be backed up by collective action has labor been able to get relatively high and proper standards incorporated into the codes.

The truth of my statement, that where labor was well organized prior to the NRA, the codes contain relatively decent wage standards and sensible restrictions on hours and a realistic concept of necessary flexibility coupled with the necessity for uniformity and administrative practicability, can be seen by a comparison of the codes for the garment industry or the printing trades as compared with the cotton textile code or artificial flower code. In the garment trades and the printing trades we have had strong labor unions for years, piecemeal building up standards in these industries, long recognizing the justice of higher weekly earnings in an industry as seasonal as the garment trades, and in the highly skilled printing trades we find the code containing minimum wage provisions for various classes of work, not just a blanket minimum for unskilled workers. Whereas in the cotton textile and artificial flower codes, the workers have never been organized for effective collective bargaining, and they have been at the mercy of highly competitive industrial practices.

Nevertheless, there is no question but that the plight of millions of the people, to whom President Roosevelt has referred as "at the bottom of the heap," has been tremendously helped by even the very low minimum wage provisions of the worst codes. Miserable pittance of $5 and $6 a week have been raised to $12 and $14 in many industries.

While bottom levels have been raised, it is undeniably true that a marked tendency to lower the highest wages has become evident. While many of the marginal and substandard firms have been forced by the codes and by public pressure to adopt code standards, the people at the bottom of the heap have benefited in these industries at the expense of the better paid workers. This latter group, through reduction in working hours and a failure to receive a corresponding increase in hourly pay, actually take home less money at the end of the week now than they did formerly. This can be done legally because the codes in too many instances call simply for an "equitable" adjustment in rates of pay for those receiving more than the minimum — and some employers have strange ideas as to the meaning of the word "equitable." In more direct ways the higher paid workers have suffered because of the necessity of increasing wages for the least skilled. There has been a substitution of unskilled workers for the skilled, thereby keeping the total payroll the same, but bringing up the pay of the lowest group. This, however, happens mainly in the industries where the workers are unorganized and can make no effective protest. But the workers have the right to organize and to protest injustices of this kind.

The Government cannot be expected, nor does the country want the Government to regulate every last detail of work life for them. The Government has provided channels for such protests, and beyond that the Government should not go. As a nation we are certainly not ready to depart from the American principle of democracy or step beyond the concept of a controlled individualism — controlled in the sense that we do not permit selfish individualism to
run rampant and roughshod over the rights of the mass of men.

From the outset the Government counted upon collective bargaining by labor to secure those standards higher than code minima which are so necessary to recovery. This is labor's task and challenge and responsibility.

After some nine months of the NRA it is pertinent to look at the situation of labor and try to see what has happened to labor's position under NRA — both with respect to codes and in the move toward organization of labor expressed in Section 7a of the Recovery Act.

What does Section 7a actually offer? The right to organize in any way that labor sees fit — the right to bargain collectively through representatives of their own choosing — and to do this without fear of restraint or coercion by their employers.

Recent statements from the American Federation of Labor claim an increase of approximately two million in membership since the NRA began. Here in New York we have seen an increase in the number of new unions. Workers who have never before been organized are today banding together for collective bargaining. Even the recent figures of the National Industrial Conference Board show an increase of 169 percent in the number of workers joining in employee representation plans — generally called "company unions" — showing 1,164,294 in such plans in 1934 as against 432,945 in 1933, is evidence of the realization on the part of labor that they need and want some form of group action.

Here and there we find some of the employee representation plans that were operating before the NRA, abandoning a strict company form of organization and seeking outside leadership. We also find the old craft union organization being abandoned in some of the newly organized unions. In view of the great mechanization and regimentation of factory workers today, this trend toward vertical unions is not surprising, and shows the adaptability of the workers to the new problems of industry. Craft unions, however, are well entrenched, and will be slow to change even in those industries which are better adapted to the organization of all workers into one union for the industry. A recent article in the Scripps-Howard papers called attention to the growth of new independent unions, outside the American Federation of Labor, developing along new lines and theories of leadership and organization. This yeasty ferment in the labor groups is all to the good. Section 7a has focussed attention on the necessity for collective action — and we shall see many diversified forms springing up as the workers begin to learn the value of organization and as industrial leaders likewise learn that a labor union is not a bogey to be feared superstitiously or shunned with horror or dismay. In the labor movement, as in all phases of national development, we can afford to welcome new ideas and new techniques.

The really important contribution that the Government has made to the labor problem under NRA is in the setting up of machinery for the adjudication of disputes between workers and employers. The National Labor Board with its network of Regional Labor Boards is a vital contribution to the immediate recovery problem and more fundamentally to the necessity for educating all parties to our industrial development. Even under the recently passed new Labor Board Bill, the equivalent machinery will have to be maintained. This educational process, or what I like to call the "civilizing of industrial relations," is the major function as I see it, of such boards as the New York Regional Labor Board.

The New York Regional Labor Board is situated in the most concentrated industrial area in the entire country. It is not surprising, therefore, that this Board has handled 20 percent of all the strikes and other labor disputes handled by the entire National Labor Board system, including the 19 Regional Labor Boards, and that these cases have involved 20 percent of all the workers involved throughout the country. The New York Board has also averted 23 percent of the total number of strikes averted, and has restored to their jobs 36 percent of the workers reinstated in the country following their dismissal because of union activities — which discharges were in violation of Section 7a of the Recovery Act.

While I share to a certain extent the criticism of the statistics issued by the Government as contained in an editorial in the Herald Tribune of June 19th, and while I think that no one can accurately state today the number of workers benefited by the NRA, nor can one accurately assess the benefits that have accrued to labor under the NRA, I know from the cases that the New York Board has handled, what some of the definite and measurable benefits to labor and the whole recovery program have been.

Making due allowance for the fact that the Labor Board only comes in contact with the chiselers and with those employers who short-sightedly deny to workers their right to collective bargaining, I think it is safe to say that by and large the employers of the country have not studied Latin in their youth and do not, therefore, realize that minimum is the Latin for least. Too many of them operate on the theory or understanding that minimum means "universal" or even highest wage.
While there are many employers who do not actually violate the letter of the code, there are many who do violate the spirit and intent of the Recovery Act. These cases are brought to the attention of the Government only where labor dares to protest. If you had seen as many people discharged for protesting such unfairnesses as we have in the Labor Board, you would not wonder at the move toward unionization. Protest can only be effective where there is united action. Consider, if you will, 3,600 individuals reinstated by the Labor Board after their discharge because they had protested such abuses in violation of the code or because they had taken part in collective action allowed under the codes.

I deplore the fact that labor is not represented on code authorities except in a few instances Labor has something definitely constructive to offer. While the Government is taking steps to see that neither employers nor labor run away with the game, the Labor Boards are here to see that some kind of equitable adjustment is worked out. We must face the fact that the Government has virtually forced industry into trade associations. I know of codes that have been thrown out because industry has not been sufficiently organized.

I deplore the fact that industry has not as good leadership as many of the industrialists I know deserve. I am afraid that the leadership of the National Association of Manufacturers does not grasp the problem of social change which it is evident that we are confronted with, whether we like it or not. I should prefer to see for industrialists a broader kind of leadership, a broader outlook, which would not be terrified by the prospect of a strong union movement in this country.

The old argument that "we are all human" cannot be set aside in a moment. Industry and labor are each trying to get the most for their respective sides, while the Government serves as umpire in regard to what is a fair share for each. As long as we have that attitude on the part of the Government it is perfectly safe to let organization of trade associations proceed on the one hand and trade unions on the other hand.

I do not see how we can hope to solve any of the problems before us unless we are determined to take the best parts of the recovery program and do all we can to make them effective.

We cannot ignore the fact that with increasing technological skill we have built up a group of workers who will never have employment—\textit{not} that the same workers will be unemployed, but that a reservoir of unemployed workers is one of the realities we must face. Even in the time of our greatest unemployment we had a reserve of some 3,000,000 unemployed. Personally I believe that this number will grow, and that as a nation we are faced with the problem of supporting through taxation those who cannot be absorbed into the economic system. We apologize refer to these 3,000,000 as the "technologically unemployed" because we refused to confer the benefits of technology upon workers as well as owners. The shorter workweek secured under the NRA should become a permanent part of our prosperity program; if not, the dead weight of the unemployed will drag us continually into the mire. This excess of usable labor is a constant threat to the whole productive and consumptive system, for they are an ever present menace to the maintenance of wage rates which will allow the rest of the country to uphold a purchasing power which the depression proved was vitally necessary to production.

In the abandonment of price fixing in all future codes, I welcome the intimation that the Government considers returning to "first principles." I should be glad to see the abandonment of price fixing altogether. If we return to the basic conception of the NRA—namely the fixation of bottom levels for wages and of maximum hours of work—we shall have an industrial system which must depend upon management skill for economical and efficient operation. We shall be protecting the traditionally exploited "underdog" and while putting a premium upon the ability of management to effect economies of operation through methods of plant management rather than through the easy recourse to cutting labor costs by slashing wages and overworking the employees.

By strict enforcement of minimum wage rates and maximum hours we can force a sound policy of management which will truly aid recovery. But where we allow relaxation from anti-trust regulation, and all the attendant evils of price fixing, we shall find rising prices which decrease the real value of wages and destroy any benefits the country expected from raising the wage levels to restore purchasing power.
Evaluation of Foreign Sources

By GEORGE J. EDER

I have been introduced to you as a lawyer and an economist, and you may well wonder what qualifications I can possibly have to address this meeting this afternoon. Well, in law school I was taught not what the law was, for that was constantly changing, but where to find the law, the science of using books, and in economics I was taught to distinguish between the false and the true, so that if I had profited fully from my instructors, which I am afraid I have failed to do, I might lay claim perhaps to the preliminary training of a good librarian.

Really, aside from the mechanics of library science, I presume that that is all that a special librarian must know — where to find information and how to evaluate it — in other words, merely the whole range of human knowledge. Luckily, in my training I have been fortunate enough to come under the guidance of such splendid special librarians as Miss Cross and Miss Carmody of the Department of Commerce, and Miss Cavanaugh and her able corps of assistants at Standard Statistics. With that background, I shall try to tell you something of the sources available in the foreign field, and some of the pitfalls in their appraisal.

Let us assume that you have been asked to build up an entirely new library for your firm covering the general field of foreign finance, foreign trade or foreign economic appraisal. You would, of course, be familiar with the technical or trade journals and other publications in your particular sphere and would include those that appeared to you to be the most essential. You would have as a guide the excellent handbooks put out by your own association and such bibliographies as those of the National Foreign Trade Council and the United States Chamber of Commerce to assist you. You would be sure not to overlook the basic reference books, frequently omitted from special bibliographies, but none the less essential.

I refer, of course, to such tools as a good encyclopedia, foreign language dictionaries, an atlas and a gazetteer — the best you can afford — the Exporters' Encyclopedia, the International Statistical Yearbook, the Yearbook of Agriculture, Kelly's Directory, the Political Handbook of the World, the Statesman's Yearbook, the South American Handbook, the World Almanac, the New International Yearbook, the United States in World Affairs, and, above all, the many basic and current publications of the United States Department of Commerce, particularly the Foreign Commerce Yearbook and their new World Economic Review, the Foreign Commerce & Navigation of the United States, and the Monthly Summaries. In one of the Commerce Department publications, the Commercial Travelers' Guide to Latin America, which I had the pleasure or pain of compiling, I included a very complete, although selected bibliography on Latin America and on foreign trade in general, that may be of help to you.

Your greatest difficulties, however, will not be in the realm of basic reference works but in the field of current publications, and it is here that you must be most careful in selection and appraisal in order to include all that is necessary without burdening your shelves and your budgets with unnecessary material. For the foreign trade or financial library that is already well equipped and is seeking merely to round out its possessions, Miss Rossi's monumental work, the International Finance Source Book, is, of course, the most complete reference work in that field. For the average library, however, the task is not so much to include everything, but to select the best or most essential in each field. I have, therefore, prepared for you a list of some two hundred current periodicals in the foreign field which I have found most useful in my work and which may serve as a guide in building up your own requirements. Perhaps the most appealing part of this list is that approximately half of the publications may be obtained free of charge and that, strangely enough, some of the free material is the most valuable of all.

In the General list, you will find a number of items that are by no means confined to the foreign field, and which you will already subscribe to in your domestic work. Nevertheless, some of these will be your most useful tools, such as the New York Times with its monthly and annual index, which is the greatest single source of current international information available in the world. For the small library which wishes to cover the foreign field as completely as possible, yet is restricted in its finances, I should suggest confining the list to those general publications to the Department of Commerce bulletins, to the
appropriate bank bulletins which are issued without charge, and to one or two of the outstanding British journals.

Of course, no single source, however good, is completely satisfactory. The New York Times and other leading papers in this country, which are, of course, a sine qua non for the international library, have an annoying habit of occasionally omitting some bit of foreign news which for our particular purpose may be more important than the headlines announcing the latest sensational murder case or Dillinger's whereabouts. The Commerce Department circulars are necessary, yet at least 50 per cent of the information they publish is worthless because of the strange hallucination of the authorities in that Department that the longer they withhold their information, the more valuable it becomes. On the average, Commerce Department articles from their foreign field staff are allowed to age from two to three months before being considered sufficiently matured for public consumption. That is unfortunate, yet, in spite of that, you will find that the Department publications are essential in your work.

The British bank journals are a delight. The fact that they are generously distributed without charge makes them an unmitigated delight. Their clear style, their excellent discussions of current economic matters not merely in England, but in the world at large, make them amongst the most useful items on the shelf. Naturally, they are for the most part conservative in tone. Perhaps that is putting it mildly; I am sure that they would prefer to be called reactionary and that they were delight in the epithet of Tory. There is one exception, the review of the Midland Bank whose chairman, Sir Reginald McKenna, is one of the strongest British supporters of the New Deal in America and of the managed currency policy here and in England. With reference to other bank publications, I am tempted to quote the Midland Bank in its statement that "Central Banks have never been conspicuous in the van of monetary progress. . . . It becomes more and more clear, with every step forward in monetary technique and in the world's understanding of the theory underlying it, that a policy expropriated by central bankers cannot but be lame and halt. . . . The Bank should be a center of study and invention rather than an instrument for slow-moving progress held back by undue regard for the past and lack of insight into the present and future."

There are other bank reviews which must be ranked almost or quite on a par with the best of the English bulletins. I must cite particularly the reviews of the Skandinaviska Kreditkassa, the Svenska Handelsbanken, and the Bank of Finland, all three written in English. It so happens that Sweden and Finland are both examples of a managed currency in successful operation, and the occasional economic articles by Professor Cassel of Sweden and Risto Ryti, Governor of the Bank of Finland, are extremely enlightening in connection with our own experiment in this country. In Latin America, I believe I should mention the reviews of the Banco de La Nación and of Ernesto Tornquist in Argentina and the Revista del Banco de la República en Colombia, which are outstanding in that part of the world.

Aside from the bank journals, I mentioned as essential certain English publications. I have in mind the Economist and the Statist, particularly, although all of the publications listed in our bibliography are excellent in their sphere. I hate to choose between the Economist and Statist. Each contains certain features not found in the other. The style of the Economist is superior, in my judgment. Its supplements on war debts, international problems, and major economic questions are unequalled anywhere, here or abroad. On the other hand, the Statist contains certain statistical data that I find essential. The Statist-Saurbeck index is famous. The Statist, moreover, is the only British journal of standing with a liberal tone, and helps to give the other side of the picture in many cases. I suppose, however, that if I had to choose between them, I would choose the Economist, and ever afterwards regret missing the Statist articles.

That completes the list of absolutely essential publications; the others on the list would be chosen according to the needs of your particular libraries for specialization by countries, and under the general heads of Europe, Latin America and the Far East. I mention certain publications that will cover the general field without the need for further specialization by countries. The League of Nations material and the South American Journal stand out as particularly useful. In former times, I would have included the Frankfurter Zeitung as the most informative publication covering all of Central Europe as well as Germany, but under the present régime I cannot be so enthusiastic regarding its contents. It is, nevertheless, still the best publication in Germany.

Finally, there is a third class of material in the foreign field, after you have laid the groundwork with the reference works and with the current publications. I refer to the official statistical material I have not listed any of this material in my bibliography. Obviously, all of the governments in the world of any importance, as well as States and Municipalities, if you must delve as deeply into your sources as that—we do in our work—publish annual, monthly, weekly and
Perhaps daily books, bulletins, and sundry releases with every class and character of statistical material — imports and exports, production, prices, vital statistics, and so on down the list, culminating in the huge census volumes of such countries as England and France.

For the small library, the United States Department of Commerce Foreign Commerce Yearbook and the League of Nations publications will suffice. The larger library must go to the original sources, and here the librarian is confronted with the difficulties of language, statistical arrangement, and last, but not least, the difficulty of getting the foreign government offices to send the material regularly. I know of no best way of getting this material. Of course, if you have agents in the principal foreign countries, you can easily arrange to get the necessary publications as soon as they appear. You can also get British, Canadian, and certain other publications without difficulty, but when it comes to the smaller countries of Europe and Latin America, issued irregularly, with varying prices and exchange rates, you will have a problem on your hands that can only be met by persistent checking and rechecking of your incoming material. If you are within reach of the Commerce Department library in Washington, the Public Library in New York, or some similar library of general information, you can determine which of these publications you will require, and, with a little more difficulty, inasmuch as those two sources receive much of their material without charge, you can determine how much the various publications will cost you. In any event, you will find that this section of your library is the most difficult to keep up, and requires the most work and probably expense.

Remember that there are always several ways of getting the material you need. If you wish to know Argentine imports from the United States, for example, it is not necessary to have Argentine statistics. The United States Monthly Summary of Foreign Commerce is much more up to date, and Commerce & Navigation much more complete. Those publications are useful, too, in checking the accuracy of foreign statistics. If Germany reports a heavy unfavorable balance of trade, it might be well to check United States, British and French trade with Germany and see whether the German statistics are as accurate as they should be. They are not, as a matter of fact, and these discrepancies furnish a very important clue to the true state of German affairs.

Before closing the subject of foreign government statistics, I wish to give you a word of warning: Never accept them at their face value. That does not mean that government figures are invariably dishonest. As a matter of fact, there are only a few governments that are purposely preparing their published statistics in such a way as to mislead the public. Those cases are easily distinguished. The interpretive statistics are the most dangerous. The original statistical sources are generally as accurate as the government can make them. It is when the government publishes secondary material attempting to analyze these statistics and interpret their meaning that politics generally enters in. I can cite examples in our own country such as the census of unemployment that counted men selling apples on street corners as employed — in the retail fruit business I came into contact, sometimes into violent conflict, with many other instances of the distortion or suppression of statistics for political purposes, and the story is as sorry a one in this country as in any country of the world. I can only warn you against interpretive statements and counsel you to go to the original sources. You must then endeavor to ascertain precisely how the figures were compiled, as otherwise it will be impossible to analyze them. If the interpreted statistics are sometimes fallacious because of political influence, the original statistics are nearly always misleading because of lack of adequate statistical training on the part of the compilers.

In our own work, I find that the greatest safeguard against inaccurate government statistics is the fact that we have on file the annual income accounts and balance sheets of every important company in the world, and analysis of the individual companies will often reveal fallacies in the compiled government figures. For example, the Italian figures of electric power consumption show a large increase which would normally be taken as a sign of increasing prosperity. I find from analysis of the various company accounts, however, that the companies are selling a greater percentage of their power at nominal rates to indigent families, indicating that the paying customers are buying less power, but that an increasing number of people officially entitled to electricity at below cost have increased their consumption. From analysis of German bank and corporate reports, I am able to check on the true state of the German balance of payments, and the repatriation of German securities at the same time that Germany is officially pleading her inability to meet service on the foreign debt. The official gold reserve figures are likewise shown up to be fallacious, and I find that the German corporate reports give me a better grasp of the German situation than anything I can read in any of the official reviews.
Statistical Planning in the Federal Government

By ROGER JONES

A FEW months ago we found our newspapers carrying the first accounts of Dr. Wirt's 10-day cyclone. Headline, and editorial, featured the Doctor's charges and his warnings against too much planning in government. Planning, it would seem, becomes plotting if care, foresight, and administrative ability are the corner stones. To a great extent, the pronouncements of Dr. Wirt have been forgotten, but for a few days they were news, and we may well ask why. In ordinary times such pronouncements are not front page news, and in ordinary times speakers are not called upon, even by the Special Libraries Association, to discuss the statistical planning of the Federal Government.

In the main, I think, "statistics" in this country connote to the ordinary citizen such things as stock market quotations, or perhaps the publications of a few half-mysterious Washington agencies headed by the Bureau of the Census.

Our present times, however, are not ordinary; they are times of stress, and we have only to look back through history to see that people in general are not concerned about the social significance of the doings of their fellow men except in times of stress. Hence, if we admit to the stress of the times, we must also admit to a wide interest in the national administration of affairs. It is not necessary in your presence to draw in the connecting links between administration and statistics, but it may be necessary, perhaps, to call your attention to a fact that is not widely recognized today. Statistical planning is not a new thing, and the planning which has come to the fore during the past year and a quarter is not statistically new and strange. Do not be disappointed, therefore, if the outlines of the picture which I am about to present to you as a rough sketch seem to be familiar.

In one of the biographies of Robert E. Lee there is an anecdote concerning an argument between Lee and his Assistant Chief of Staff. The Colonel was taking his General to task, hardly with a due amount of subordination, for allowing seven division commanders to waste Lee's time by the presentation of seven plans for the invasion of Pennsylvania. Lee listened meekly and then replied, "Those men are division commanders, and they never forget the fact. A division is important. Let them have their plans, Colonel, perhaps we can coordinate those plans."

Washington a year ago had a number of division commanders. The new agencies were headed by men who had individual plans for the gathering of data pertinent to the purposes of their particular agency, but at first there was no general staff, and, I might add, there is not even today a Robert E. Lee of statistics in Washington. There is, however, a coordinating agency about which I should like to speak. It is probable that few of you have heard of it. I refer to the Central Statistical Board of 17 members. Lists, usually, are boring reading, but in this case I feel justified in taking time to read the names of the members and their official capacities outside of Board membership:

Winfield W. Rieszler, Chairman and Economic Adviser to the Executive Council.
Mordecai Exekiel, Economic Adviser to the Secretary of Agriculture.
Louis Beal, Economic Adviser to the Agricultural Adjustment Administration, Alternate.
John Dickinson, Assistant Secretary of Commerce.
(William L. Austin, Director, Bureau of the Census, alternate)
Izador Lubin, Commissioner of Labor Statistics.
E. A. Goldendwenger, Director of Research and Statistics, Federal Reserve Board.
(Woodrow Thomas, Research Assistant, Federal Reserve Board, alternate)
Leon Henderson, Director, Research and Planning Division, National Recovery Administration.
(A. J. Hattinger, Jr., Research and Planning Division, alternate)
Meredith B. Givens, Executive Secretary, Committee on Government Statistics and Information Services.
E. Dena Durand, Chief Economist, Tariff Commission.
Corrington Gill, Assistant Administrator and Director of Research and Statistics, Federal Emergency Relief Administration.
Stuart A. Rice, Assistant Director, Bureau of the Census.
W. R. Stark, Chief, Section of Financial and Economic Research, Treasury Department.
O. C. Stine, Chief, Division of Statistical and Historical Research, Bureau of Agricultural Economics.
George C. Haas, Deputy Governor, Farm Credit Administration.
Dexter M. Keezler, Consumers' Advisory Board, National Recovery Administration.
M. C. Lorenz, Director of Statistics, Interstate Commerce Commission.
W. H. S. Stevens, Economics Division, Federal Trade Commission.

The Central Statistical Board was established by Executive Order in July, 1933. In the language of the order, its purposes are "to formulate
standards for and to effect coordination of the statistical services of the Federal Government incident to the purposes of the National Industrial Recovery Act." It is given the power and duty "to appraise and advise upon all schedules of all government agencies engaged in the primary collection of statistics required in carrying out the purposes of that Act, to review plans for tabulation and classification of such statistics and to promote the coordination and improvement of the statistical services involved." Recently, the original Executive Order establishing the Board has been amended; and the revised order provides that "the Board shall plan and promote the improvement, development, and coordination" of Federal and other statistical agencies and services and "shall plan and promote economy and the elimination of unnecessary duplication of such services."

Because of the rapidly changing informational picture in Washington during the past year, the Board thus far necessarily has operated largely on an emergency basis, and the tasks which chiefly have occupied its attention may be listed as follows:

1. Efforts to coordinate different inquiries and to avoid unnecessary duplication and unnecessary solicitation of information by different agencies from the same persons.
2. Suggestions for the improvement of inquiries by new organizations and for the curtailment of plans for inquiries that are too ambitious, too burdensome, or likely to yield inaccurate, or biased results.
3. Advisory review for releases and other publications of the Federal Government containing current economic statistics, particularly those containing interpretative comment.
4. Recommendations to the NRA regarding its policy toward statistics to be collected under codes of fair competition.
5. Recommendations to provide for filling major gaps in existing information and assistance in the organization of new statistical units and services.

It would be interesting, I feel sure, to take each one of these five groups and to tell you something of the many problems which have come to the Board's attention, but, unfortunately, I am limited to an outline. I do wish to mention in passing, though, the notable and comprehensive work which the Board has been doing in two fields: coordination of inquiries and review of releases. Very soon after the Civil Works Administration was set up, it was literally deluged with plans for Federal statistical inquiries. The Board's advice was sought, and the volume of these projects made it necessary for the Board to appoint a special committee of four experts, who advised on the usefulness and practicability of the projects, and, when necessary, made suggestions for improvements, curtailments, or other changes. While this job was the biggest single piece of coordination that the Board has undertaken, it is by no means the only one. Some 75 other schedules have been cleared with the Board, whose work has obviated many duplications of inquiry and has done much to limit the demands upon the public for information. As regards review, the Board, again through an advisory committee, has been instrumental in improving the quality of releases and in seeing that the various agencies are cognizant of the findings of other agencies. It has taken the first steps in facilitating a comprehensive review of the economic statistical work of the Federal Government.

A short retrospect is necessary to make clear the fourth point in the list which I gave a few minutes ago: recommendations to the NRA regarding its policy toward statistics to be collected under codes of fair competition. Last June, before the Board was formed, members of the present Board staff and members of the Committee on Government Statistics and Information Services, a non-government organization created at the request of the Secretaries of Interior, Agriculture, Commerce, and Labor and supported by a grant from one of the philanthropic foundations, drew up a memorandum entitled, "The Statistical Services of the Federal Government in Relation to the Recovery Program." This memorandum is popularly known in Washington as the "Blue Report," a title derived from the color of the binding and not from the nature of the contents.

One of the points made in the Blue Report was that "code enforcement information should be collected chiefly by trade associations." In addition, the Report emphasized the desirability of having current information (other than information for purposes of code enforcement) collected in large part by the permanent agencies of the Federal Government.

The Central Statistical Board has from the start taken the position that it was particularly important that general labor statistics should be collected in this fashion since data on payrolls, employment, and time worked, are common to all industries and give a very satisfactory general measure of the developments in different lines for purposes of comparison. The Civil Works Administration financed a project last winter for improving the coverage of the existing current monthly information on payroll and employment data collected by the Bureau of Labor Statistics and cooperating stage agencies. This project has very appreciably improved the coverage of the

More recently, the Central Statistical Board has been working on the development of a service in which the Bureau of Labor Statistics acts as the agent of the National Recovery Administration for the collection of monthly data on payrolls, employment, and man-hours.

The Board has had a peculiar problem in view of the rapid expansion of certain types of government services and expenditures and the attempt at economy in others. The Special Libraries Association has already taken an interest in the efforts of the Board at preserving certain existing services. You may be interested to know that according to the Interim Report of the Board, (February 12, 1934):

"In a number of cases in which funds for statistical work have been reduced by administrative action, the Board's advice has been asked. In four cases investigated by the Board, it found that these reductions would make impossible the maintenance of certain statistical services that were essential in connection with the Administration's recovery program, and recommended restoration of amounts necessary to maintain the essential items. In accordance with the Board's recommendations, provisions have been made to maintain important statistics on minerals and on foreign trade, and certain important monthly data on industrial activity, and to support an adequate field force for the Census of Manufactures for 1933."

There are other problems with which the Central Statistical Board hopes to concern itself soon. One of the most pressing of these and at the same time one of the most difficult to combat is the elimination of a number of difficulties in the present methods of primary compilation. In the past, a number of different government agencies have collected different items of information from separately built-up mailing lists. Hence, the data on the different items are unrelated and often are not accurately comparable. In addition, much of the current reporting is on a voluntary basis, and this means that the character of the sampling depends upon willingness to report rather than upon the importance of individual respondents in making up a sample. Moreover, it is almost impossible on a voluntary basis to obtain an historical statistical series that satisfactorily reflects changes in output or employment caused by the opening of new firms, and it is difficult to get such a series that portrays accurately the influence of shut-downs.

Different items of information about the same industry may fail to be comparable, not only because coverage is different, but also because two series employ different methods in adjusting for changes in coverage. Also, much of the information reported to the government is confidential, and data collected by one government agency are not available to another for purposes of cross-tabulation. This means either wasteful duplication of reporting or the lack of needed and valuable cross-tabulations.

The Board makes no pretense of claiming that the difficulties I have outlined can be resolved immediately or even within a specified number of years. It believes, however, that these difficulties eventually can be eliminated by the establishment of a uniform classification of firms and plants, a well-planned relation between current sample data and more comprehensive periodic surveys, and a reorganization of the statistical agencies and their official prohibitions so as to make possible inter-agency exchanges of information and valuable cross-tabulations of data. This does not mean disclosure of confidential, individual reports or the use of such reports for punitive purposes, except when the reports are collected with the understanding that they are subject to such use.

Before I close, it may be interesting to note certain other features of the Blue Report, which, in a sense, attempted to outline a plan for the development of the statistical services of the Federal Government during the recovery period. In the first place, this report recommended the establishment of a Central Statistical Board such as the one I have been speaking of. This Board is not the first attempt by the Federal Government in the direction of coordinating the statistical services. An organization under the War Industries Board known as the Central Bureau of Planning and Statistics, or Central Statistical Bureau, functioned during the war period in a manner somewhat similar to that of the present Central Statistical Board.

The Blue Report pointed out that among the important gaps in our existing information should be listed the following:

1. An inventory of the structures (houses, factories, etc.) of the country. (A year ago there was practically no information of this sort available and it should be added that the Report pointed out the inadequacies of statistical information in the whole field of the construction industry.)

2. The inadequacy of information in the retail field.

3. The need for more adequate information on commodity stocks.

The proposal for an inventory of structures of the country was one in which a considerable number of agencies were interested, and the Civil Works Administration made possible the filling of a large part of this gap so far as the present situation is concerned. Under the Civil Works Ad-
ministration, the Bureau of Foreign and Domestic Commerce and the Bureau of the Census jointly conducted an extensive survey of the residential properties in some sixty odd cities, covering the physical characteristics of all of these properties.

In the retail field, the Bureau of Foreign and Domestic Commerce has recently undertaken to develop certain improved indexes of the volume of retail trade. The problem of representing retail trade adequately as a large one, and a great deal of work still remains to be done. The Bureau has projected several indexes in addition to those already developed to cover variety stores, chain grocery stores, and automobile dealers. The Federal Reserve Board already has an index of department store sales. The Civil Works Administration has provided us with another census of wholesale and retail trade for the year 1933.

It is not intended that the items mentioned above shall be taken to represent an exhaustive list of recent developments in statistical information. Among other recent developments, although even this list is not exhaustive, may be mentioned:

1. A comprehensive monthly report on public relief extended and number of families on relief. (Nothing like this has hitherto been available on a comprehensive basis.)
2. Experimental work looking toward an improved retail price information series.
3. Plans for revision, improvement, and elaboration of the cost of living indexes. The studies undertaken and completed in this field during the past year have been very helpful in pointing the direction for future work and have proved the contention that cost of living indexes should be based on a new set of budgetary data. The Interim Report of the Advisory Committee to the Secretary of Labor gives a rudimentary picture of contemplated improvements, and it is expected that an even more comprehensive set of plans and recommendations will be included in the final report of that Committee.

I should like to go into a number of other statistical needs and the plans which have been evolved for the ultimate meeting of those needs, but time will not allow. I think that the points I have outlined will help, perhaps, to show the trend of economic and statistical planning in Washington today, and I feel sure that you will agree with me that such plans are far from plots upon the stability of our nation.

Trade Association Project Report

THE Trade Association Project has been made possible for the Special Libraries Association through the generosity of the Carnegie Corporation of New York. They appropriated $7,500 to the Association for the purpose of extending library service to Trade Associations. This money grant was received the latter part of January, and the work on the Project was initiated on February 1st.

The NRA has brought to Trade Associations not only opportunities for development, but also has added to their responsibilities. The new demands imposed on the Associations to supply accurate and specific data in compliance with the requirements of the New Deal Program have brought to the attention of the Associations the practical value of readily available factual information. Some of the Associations are equipped to function satisfactorily in this transitional period because of established Research Departments and organized libraries. But by far the greatest majority of the Associations have no facilities to meet the present situation.

Since last summer, when the NIRA became effective, Trade Associations have been faced with organization and policy problems which require unusually careful attention and consideration. Also they are finding that the new orders and rulings arising through the preparation and enforcement of codes are consuming endless time and bringing to them confusing problems. It therefore seems particularly fitting that librarians and research workers with their special qualifications which are so applicable to the present needs of Trade Associations and of Code Authorities should be enabled to offer their assistance and service to these groups at this time.

Growth of special library service is, of course, the objective of our Project. While the scope of our plan is more or less elastic, it may crystallize itself into at least four definite avenues of approach:

1. To furnish specific information to Trade Associations to meet their individual needs.
2. To advise in reorganizing existing libraries and files of Associations and bring them up to date.
3. To organize libraries or information bureaus.
4. To create positions for special librarians by selling the idea of library service.

What the specific needs of the individual Associations are remains to be discovered by personal contact. Their requirements will, of course, determine the way in which the Project can best serve them.
Because of the influence of the NRA on the Trade Associations, and in view of the role we are hoping to assume under the New Deal, it seemed advisable as the initial move to make a preliminary visit to its Headquarters and to explain to some of its key representatives who are working most closely with Trade Associations the details of the service which we are prepared to offer, and to seek their advice and reactions to the proposed Project. So with this aim in mind, Miss Alexander and I went to Washington the first week in February. With introductions from former Deputy-Administrator Malcolm Muir, we had the opportunity of outlining our Project to persons of importance in the Trade Association field, such as Dr. Wilson Compton, Mr. C. Judkins, Mr. Philip Gott, Dr. Willard Thorpe, and many other specialists in the NRA and the Department of Commerce. The plan was cordially received and the idea had the enthusiastic endorsement of all of those with whom we discussed it. It was gratifying to find such favorable response at every hand.

On February 27th we called a meeting of about fifteen librarians administering Association and related libraries to discuss the Project and to advise on the details of the plan. The experience of this group and their interest made the conference particularly helpful.

The Project demanded first a formulation of foundation plans. It was necessary to define our policy, to prepare a practical method of procedure, and to assemble our foundation working tools. This groundwork, of course, required time and perseverance. It meant establishing certain contacts for the acquisition of the sources we were wanting for a Master Information File, and to follow up these contacts until we were assured of a constant in-flowing of this basic information. The value of our Washington visit was emphasized in this foundation work, for from some of these key men we met there we have received invaluable assistance. Especially are we indebted in this regard to Mr. C. Judkins of the Department of Commerce; Mr. Wharton Clay, Special Assistant in the Trade Association Division of NRA, and Mr. Philip Gott, Manager, Trade Association Department of the Chamber of Commerce of the U. S.

The results of our beginning efforts may be of interest to the members of S. L. A. We now have at Headquarters a very workable information file of some five hundred folders. It covers the NRA — Code and Code Authorities, and Trade Associations — individual and general. We receive currently the PRESS RELEASES of NRA. This provides us with NRA information and news of the individual codes, Labor Board activities, hearings, speeches, and announcements of appointments, etc.

We have complete files of Codes and Code Authorities, which we file numerically and which we are indexing. This information, issued by the Department of Commerce, constitutes a very unique tool. It gives names of the Code Authorities, addresses, and complete organization set-up of Code Authorities, information difficult to find in other sources. We receive the Bulletins of the NRA, and current material distributed by the various agencies of the NRA — such as the Consumers' Board, Labor Board, etc. The Trade Association divisions of the Department of Commerce and the Chamber of Commerce of the United States also keep us supplied with copies of their publications.

As a brief reference to our routine procedure, we clip the New York Times carefully for NRA, Trade Association, and related information, and we index regularly the COMMERCIAL AND FINANCIAL CHRONICLE, BUSINESS WEEK, and DOMESTIC COMMERCE. Of course we endeavor to keep in touch with the periodical and current book and pamphlet literature by means of the regular tools.

Considerable time has been spent also in preparing bibliographies. One on TRADE ASSOCIATIONS is now ready in preliminary form, a copy of which is on display in the Trade Association exhibit near the Registration Desk, and may be consulted by anyone interested. Lists of references on Wages and Prices are being developed.

Our FILES contain copies of all memoranda furnished to individual Associations in the various Project assignments. Also, a file is kept of library and research personnel as the information reaches us. All of the rest of the material in the Files is such as would be of interest in relation to TRADE ASSOCIATIONS and the NRA.

The January issue of SPECIAL LIBRARIES, the number devoted to TRADE ASSOCIATIONS has been very useful to us in our contacts with the Associations. It never fails to arouse interest when attention is called to its contents, and often it has served as a wedge to foster interest in the Project.

Another publication just ready for distribution, whose use we are anticipating, is that prepared by a Special Committee of S. L. A. under the chairmanship of Alias Jameson, Librarian of the National Industrial Conference Board. It is a membership list of Trade Associations, and the information it presents should prove a real aid to the Project.

Miss Natalie Brown, Research Librarian, who was for several years in the Economics Division
of the New York Public Library, organized the Foreign Policy Association Library, and recently was associated with the National Bureau of Economic Research, joined our Project on April 1st. She has been doing some excellent work in building up our Master Information File, and in assisting on the Project Assignments. Her services have made possible the development of the Project.

The most interesting part of the work on the Project has, of course, been in our contacts with Trade Associations and Code Authorities. We have personally contacted twenty representatives of these groups, and in nine cases have had actual opportunities to demonstrate our services. The types of service we have been asked to give are briefly outlined as follows:

1. Furnishing information on publicity and publicity campaigns.
2. Supplying a librarian for organization of the files of a Trade Association Commissioner.
3. Furnishing service (on a service basis) of an up-to-date Code Authority card index.
4. Furnishing information to one Association on the status of codes in related industries as of a specific date.
5. Preparing a six-page memorandum on Seasonal Variations in Trade and Employment.
8. Preparing a four-page library prospectus for a Joint Information Bureau for Trade Association Executives; submitting a three-page revised prospectus, and sending a follow-up letter elaborating services to be rendered by such a facility.

As an illustration of the types of Associations and Code Authorities included in these contacts are: THE NATIONAL RETAIL DRY GOODS ASSOCIATION; THE TRADE ASSOCIATION EXECUTIVES IN NEW YORK CITY; THE ASSISTANT TO GENERAL JOHNSON IN REGIONAL COMPLIANCE; ASSOCIATED GROCERY MANUFACTURERS OF AMERICA; METAL MANUFACTURERS ASSOCIATION; MATCH INSTITUTE; NATIONAL ELECTRICAL MANUFACTURING ASSOCIATION; PAPER, STATIONERY, AND TABLET MANUFACTURING INDUSTRY.

We have received letters commending the services rendered. In some cases the Associations have specifically stated that, although not in a financial position to institute information bureaus or make provisions for library service in their organizations, they would like, a little later, to provide a place in their budget programs for availing themselves of our research facilities. Our leads to these contacts have come either from personal recommendations or from press notices of opportunities which seemed to be in line with our Project.

Time will not permit for elaboration of all of these assignments; but three activities should have special mention. In one case our services were requested for the preparation of a prospectus for a joint library or information bureau for Code Authorities. A plan to house one hundred and fourteen Code Authorities and other agencies of local NRA under one roof in the Port of New York Authority Building is being considered. In this connection it is desired to give thought to a joint library to serve the group. Our prospectus was acknowledged and we were told that it would be given consideration a little later.

In another instance a Central Statistical Bureau was reported as being given favorable consideration at the Controller's Congress of the National Retail Dry Goods Association. After a personal investigation of the plan we were given the authority to submit a supplementary prospectus. No further action has been taken.

The third case is one which seems to have unusually promising possibilities. At the solicitation of the Trade Association Executives in New York City, we were invited to set up a prospectus for a Joint Information Bureau for their members. We submitted suggestions and a sample budget. Our proposals were more pretentious than they could consider as an initial move and we were asked to scale it down to be more nearly proportionate to their program. We acted on this suggestion with a revised budget. That estimate was also more than they could undertake at present. We therefore made a counter suggestion in which we agreed to enter into a joint arrangement with them, our Association to transfer the present setup of files and personnel at Headquarters as the nucleus of the Bureau, and they to furnish space, with accompanying charges, and to pay the salary of a librarian, thereby making it in actuality a laboratory for our Project.

Since this same idea has sprung up spontaneously for similar groups in other localities, it seemed fitting that the New York group, because of its strength and position, should be the first to effect such a service. The proposal has had the approval of the members of their Executive Board, and the plan has been set forth in a letter to the members of the Association. Our Association has followed this letter with one setting forth more fully the value of this service to the members personally, and explaining what such a service would include. These letters have gone out so recently that there has not been time to
report on the reaction to this proposal. We have, however, personally received one letter from a Code Authority for whom we prepared a special assignment. He is in full accord with the idea and volunteered to bear his share of the cost of such an undertaking.

Such a pooling of sources would seem to offer an ideal opportunity to demonstrate to the full what is meant by Library Service. The T. A. E. of New York has about 150 members, and they are some of the stronger and more representative of the local Trade Associations. An Information Bureau for this group would, therefore, give us a very keen insight into Trade Associations and, with the backing and prestige which we would gain through our association with this influential group, our Project would, we feel, be materially strengthened.

It is natural to expect that Trade Associations and Code Authorities are going to postpone such matters as library service until things are more stable. They are besieged with vital problems, and it stands to reason that some of the service facilities of which they might avail themselves are disregarded at the present.

But when one sees a statement such as that of W. Clement Moore, business economist and author of "Code Authority Procedure," appearing in the New York Times of June 10th, urging the collection and dissemination of actual facts on operation by code boards in order to refute the exaggerated statements and unfounded criticisms of the Recovery Act, and asserting that 90 per cent of Code Authorities are only guessing at the effect of the NRA on their industries," the importance of our Project is magnified. The realization that there is a place for us in the New Deal Program, is strengthened.

Since our initial visit to Washington, Miss Alexander and I have attended two meetings, one in Washington and one in New York. The latter was the Trade Association session of the AMERICAN MANAGEMENT ASSOCIATION meeting. The former included the sessions of the American Trade Association Executives meeting held in connection with the Chamber of Commerce of the U. S. Conference. One contact worthy of mention there was Mr. M. O. Maughan, Secretary of A. T. A. E. Through Miss Vormel-ker's efforts during her work as Chairman of our National Committee on Trade Associations, Mr. Maughan was acquainted with our Project. He expressed to us his interest in the plan; invited us to attend the A. T. A. E. convention at Galen Hall in the fall; suggested that we prepare for the Meeting a MODEL LIBRARY EXHIBIT; and is planning to arrange for a place on their program for a brief presentation of the story of our Project.

We also had a very satisfactory talk with Mr. Frederick M. Felker, formerly Director of the U. S. Bureau of Foreign and Domestic Commerce, and at present Executive Secretary of the American Engineering Council. Mr. Felker has worked very closely with Trade Associations, and has a very thorough understanding of the Trade Association movement. He expressed a keen appreciation of the Project and later wrote Miss Alexander about our plan as follows:

"The idea you have is too big to be lost in a discussion of details and in my opinion it is honestly worthy of being dramatized. Is there not some way to make it clear that a special librarian is not just a cataloguer of odds and ends of information, but a research assistant to an executive, who collects and interprets information from printed sources, that, has to do with the production sales of administrative policies of an organization?"

This evaluation of the Project from one who knows Trade Associations so well, and is in a position to look to their future development, is evidence of the worth of our plan. It is such expressions of enthusiasm and interest that give a real incentive to the Project.

It is with sincere regret that I am facing the termination of my leave of absence on July 1st, because I feel that this work which is so vital has just begun. I should be far sadder did I not realize what an impetus the Project is to receive through the acquisition of its new Director, Miss K. Dorothy Ferguson. Her active contacts with Trade Associations on the West Coast, her splendid work on the compilation of the excellent Trade Association Directory, and her strong equipment and background make me face this break with only added enthusiasm for what is inevitably the future of the Project. It has been a most worth while experience, and I should like to express my appreciation to the Executive Board of our Association for allowing me the privilege of taking a small part in this real activity of the Special Libraries Association.

This report cannot be closed without at least a word about the inspiration I have received from our President-Mary Louise Alexander. No one can appreciate the time, the interest, and the detailed consideration she is giving to the Trade Association Project, until he has been given the opportunity, as I have, to work under her guidance.

DOROTHY BEMS,
Director

June 19, 1934
PRESIDENT'S PAGE

RUTH SAVORD, President

Once more S. L. A. is to have a presiding officer who hails from our great middle west. As librarian of the Council on Foreign Relations, formerly a member of the research department of Batten, Barton, Durstine, Osborn, then an librarian of the General Education Board, and before that of the Frick Art Reference Library, Ruth Savord may now qualify as a New Yorker, but her background and early experience place her among those energetic and original librarians who have had a try at interesting jobs in their own public libraries and then must turn to the larger cities for more and harder work. Is it the old pioneering spirit expressing itself in the frontiers of this modern world that gives our presidents such zest for experimentation? From Mr. Cady, who would increase our membership income by devising new forms and terms of payment, to Miss Alexander, who would reduce our budget to fit our income and then turn to outside sources of revenue, we must recognize in each president that force to experiment that gives character to their terms of service, and originality to their contributions to S. L. A.

As Miss Alexander said in her presidential report last month, we must give due credit to Miss Savord for bringing to successful issue our request for money to the Carnegie Corporation. But which is the most difficult — to get money, or to spend it? Much is at stake these next few months for which we must give moral support to our President. Will the times be right for our Trade Association project? Is S. L. A. a sufficiently mature organization to support cooperative effort? Are we ready for the test of "Putting Knowledge to Work" as an Association as we are individually? Through Miss Savord, S. L. A. achieved the Carnegie gift; now in turn it must be through S. L. A. that Miss Savord will realize the final achievement of spending it wisely and effectively. Whatever is significant about our profession in the research world will have a chance to express itself. Whatever originality and courage our President possesses will be drawn upon enormously.

It is interesting to contrast Miss Savord's early cataloging experience in the Cleveland Public Library, at the University of Illinois, and the Public Library of Newark with her consistent tendency these latter years toward bibliographical work. Her "Union List of Periodicals in Special Libraries of New York" has been an invaluable contribution to S. L. A. Her work on the Langer and Armstrong "Foreign Affairs Bibliography" (Harper) gave her such grasp on international literature and authorities that she now contributes an annual bibliography to Mr. Lippsmann's annual survey of "The United States in World Affairs." Miss Savord has served S. L. A. as president of the New York Chapter and in various Executive Board capacities. While it is the highest compliment to Miss Savord that we invite her to accept this final responsibility, we know her capacity for work, her ambition for our profession, and her great faith in S. L. A. With such an officer at such a time, 1934-35 bids fair to be as significant as it is interesting, with our own bit of experimentation to do in these years of challenge.

Her Message

Another conference has come and gone. Many instructive and constructive suggestions were voiced by both outsiders and by members of the profession. Miss Alexander's Presidential address voiced the greatest challenge of all — to the whole Association and to your new Administration to live up to the record she has set and to carry on. While everyone can well be proud of S. L. A.'s achievements during these two years of depression, we must, if we are honest, lay much of that achievement to her unerring instinct for leadership. We must accept that challenge, for we still have many unsolved problems.
Membership. — While our membership record of a 20 percent increase is remarkable in these days, there are many who are interested and have much to contribute who are still outside the fold. A word of warning, however, may not be out of place. We want more members, but we do not want mere names — we want and need working members, each one contributing his or her share for the good of the whole.

Personal Resources. — Closely allied to membership is our appalling lack of knowledge of the abilities of our members. With our far-flung membership it is impossible for a national headquarters or a national administration to know each and every one, or to know in what particular way any one individual may best contribute to the success of our many projects. This is a waste of manpower that we, who like to think of ourselves as efficient, should deplore. How can it be changed? Surveys and questionnaires have been used, but again the efforts of a few individuals seem to be struck dumb by modesty as to our own accomplishments. However, we need not be modest about our colleagues' achievements. So, won't each of you consider this a personal appeal to send to me, or to headquarters, a note on any of your friends or coworkers for whose abilities you can speak. We need suggestions for committee work — whether as chairmen or as members; we need to know who can write well; we need to know who has a "news sense" and therefore would be valuable in publicity, we need to know who is interested in what — methods, classification, training and recruiting, etc. Only so can we "know ourselves".

Publicity. — We as an Association and the services we can offer are not known. Every member, and particularly ever Chapter, should be on the alert to make worthwhile contacts with other associations and with individuals outside the profession in order to tell our story. We should be placing news stories in trade and general papers and in our local newspapers, thus educating prospective employers, which will inevitably result in the formation of new libraries when their value is appreciated.

Recruiting and Training. — If we are successful in stimulating new libraries we must be prepared to suggest well-trained, competent librarians to organize and administer them. Are we prepared to do this? I think not. We need new blood, recruits with vision, energy and ambition, young and alert to the special library's opportunity to go along with the times. Each of us should be a missionary not in urging indiscriminate additions to our ranks, but in a selective process of searching out the college student who is deciding on a career, the public librarian with a special library viewpoint, and by urging the library schools to offer suitable training. A beginning has been made but again the efforts of a few must be enhanced by the efforts of many.

These are only a few of the really pressing problems faced by your new Administration. I warn you that I expect to call on you for much assistance during the coming year, which, whatever else may be said about it, is advance, promises to be a most interesting and important period in working out the problems of our profession. I urge you to present to your new officers ideas and suggestions for lines of action as you see the need arise. An articulate membership is an active and constructive one.

Ruth Savord

News and Projects Mentioned at the Convention

The National Directory of Special Libraries is rapidly nearing completion, and it is planned to have it off the press by September. Miss Cavanaugh and her committee sent out some twenty-five hundred questionnaires during February and March, approximately sixteen hundred to members of the Special Libraries Association, and another thousand to libraries found by checking the known list of special libraries, including all special libraries in universities. Through persistent attention some twelve hundred and fifty questionnaires have been assembled and are ready for the printer.

The Directory will be arranged geographically with special indexes under type of library. Subject headings are also indexed as well as the name of the library and the names of librarians. This has entailed a tremendous amount of work, but the result will prove an illuminating document, especially if studied in conjunction with the 1925 Directory.

The geographical arrangement will facilitate the placing of advertisements which are to be carried in order to reduce the cost of printing, as it is planned to print those of advertisers from each state in the same section as the libraries of that state. Some advance advertisements have been received, but the help of local groups and individual members is needed. The value of this guide to the informational resources of the country should speak for itself in any solicitation of advertisers.
The award for the highest percentage of increase in paid-up memberships this year went to the Philadelphia chapter. In 1933 this award was first instituted and was carried off by Montreal. It consists in the use for the chapter meetings of the gavel wielded by the President of S. L. A. at the Annual Convention. Next in line for the award stood the Baltimore chapter. Although Philadelphia had the highest percentage of increase in paid-up active memberships or their equivalent, three other chapters had the distinction of a fully paid-up membership. Montreal succeeded in obtaining this line standing before June first, while Pittsburgh and Baltimore cleared their records between that date and the Convention. * * *

Welcome news at the Convention was that of the formation of the Connecticut Chapter. Many active and institutional members have hoped for such an organization, and the luncheon meeting held in the spring at Hartford doubtless did much to crystallize the movement. The new chapter, under the able leadership of Laura A. Eales of the Bridgeport Public Library, can look forward to an interesting and stimulating future. Are there not other parts of the country with possibilities along this line? * * *

A new project is receiving serious consideration by the Executive Board of the Association. Ever since the discontinuance of the admirable Technical Book Review Digest of the Pittsburgh Public Library, a need for an adequate successor has been felt. This was brought to the fore during the spring by efforts to incorporate some such service in Special Libraries and by the problems faced by the Book Review Committee of the Science Technology Group in carrying on its work.

The result has been that the Science Technology Group recommended to the Executive Board that a committee be appointed to consider the possibility of developing a self-supporting Technical Book Review Digest Bulletin. This problem is now under consideration and its feasibility will be tested during the fall. The cooperation of the members of the Association will be needed to discover whether such a Bulletin can be self-supporting.

A tentative survey made prior to the conventions showed that the demand for this was widespread. The proposed Technical Book Review Digest should act as a guide to elusive information on special books, as a help in deciding the value of books for replacement orders, as a key to further information in the same field, and as an authoritative record of the permanent value of the listed titles. It would not consist of reviews of books by librarians, but would be, instead, an index to reviews by authorities. * * *

Three S. L. A. publications made their initial appearance at the Convention. These workmanlike, inexpensive, reference tools were developed to simplify the use of information sources not easily treated by orthodox means: "The Trade Catalog Collection; a Manual with Source Lists," by Granville Meixell, will be of great assistance to the technical librarians struggling to handle easily and systematically a varied accumulation of such publications. Her clear, definite account of the methods by which such material may be organized will set many on the right path, and a marked increase in the number of efficiently handled trade catalog collections should follow. The Manual includes four important supplementary lists as follows: 63 condensed catalogs, 55 trade catalogs worth considering as manuals and handbooks, 228 periodicals with lists of current trade catalogs, 210 house organ containing technical material, as well as an excellent subject index. Addresses are given for all publishers. The Manual is, as a whole, a stimulating guide to a wealth of technical data.

The second list, "Association Membership Lists," while somewhat simpler in form and scope, is particularly pertinent with its data on trade association memberships. It gives for 337 associations, addresses, the mode of publication of the membership lists, and other related data. The list is arranged alphabetically, but a subject index indicates related associations.

The third list, while limited to New York City collections will have no such geographical limitations in value. This "Union List of Services in 34 Libraries in Manhattan" is not offered as complete, but it does show that 118 services are to be found in one or more of 34 libraries, and furnishes some indication of their respective popularity. Librarians in other cities as well as New York will know where to turn for authoritative information on the value of services when considering expansion of their own lists.

These three pamphlets all reflect the ability of the Publication Committee to survey the field of special library operations and discover ways in which the work may be expedited through such guides. It is the opportunity to cooperate in the development of such tools that makes membership in the Special Libraries Association a stimulating professional activity. This feature is recognized by those outside the Association as Randall French illustrates in his review of "Guides to Business Facts and Figures" in the July Library Quarterly:
"The urge to comment on the opportunity and the trend in the library profession which the members of the Special Library Association are pointing out is too strong to resist. Their publications, as a rule, have an air of 'We mean business' in both senses. We find no impression of amateurishness and wasted effort so often found in library publications. These librarians note a definite need for an instrument to increase their efficiency in a special field and proceed to make one. The impression is given that these publications are designed for a specific purpose and not for the sake of publishing something or of printing names on title-pages. Economic crises bring out the fact that libraries are regarded by some as superfluous. This is true not so much in the special-library field, however (because the special library would have been eliminated at the first indication by a business of needlessness), as in the general public library. Any special library still in existence has proved its value. It is hoped that the attitude and feeling that libraries are absolutely indispensable, instead of being considered somewhat costly luxuries, will become universally prevalent. A library must justify its existence by the value of its service. The Special Libraries Association through its group of able librarians is showing the way."

* * *

The need for small units for closer cooperation in the study of problems has been felt by many special librarians. Progress was made along this line at the convention by the development of three new groups: one for biological science librarians, one for departmental librarians in college libraries, and the other for public librarians doing business work. The great help secured through informal round tables and the discussion by small gatherings is definitely realized. These newly developed groups are taking advantage of the opportunity to form working units along these lines. The Science-Technology Group, with its many sections for chemistry, petroleum, public utilities, and others has demonstrated another way of dealing with the same problem.

* * *

An interesting report at the Convention was made on the cooperative project of dealing with periodical publication problems. This work has been carried on by the joint committee of the American Library Association, represented by Carolyn F. Ulrich; Agricultural Publishers Association, represented by V. F. Hayden; American Council of Learned Societies, represented by H. M. Lydenberg; Associated Business Papers, represented by H. J. Payne; and Special Libraries Association, represented by Marian C. Manley, and the committee included in its membership the following co-operators: F. W. Faxon, President of F. W. Faxon Company; Fred R. Davis, General Electric Company; Rollin A. Sawyer, New York Public Library; Norman Shidle, Society of Automotive Engineers; H. W. Wilson, President of the H. W. Wilson Company under the auspices of the American Standards Association.

The purpose of this cooperative movement is to secure the adoption of certain uniform practices in connection with reference data for periodicals. These recommendations, while involving inexpensive adjustments, will be of inestimable value to those keeping files of magazines. They include such specific data as recommending the use of the same title on cover, title page, contents page, and inside of magazine, that such information as the general business address, editor's name, publisher's name, annual subscription prices, price per copy, frequency of publication, etc., be printed in a uniform place throughout the year; that an entire volume be paged continuously; that the title and size of a magazine be changed at the beginning of the volume and preferably at the beginning of the calendar year, and other similar details that are of help in cataloging of permanent files.

This Committee has worked under the general direction of Miss Carolyn F. Ulrich, with Mr. Fred R. Davis of the General Electric Company, well-known throughout the publishing world, as Chairman of the Steering Committee. The work of the Committee has been an interesting demonstration of the effectiveness in securing attention for such problems by united effort through a number of influential bodies. The tremendous amount of detail work done in connection with this Committee has been carried, to a great extent, by the Chairman, and any improvement in such records by periodical publications can be directly attributed to her energy and persistence.

* * *

Two exhibitions of special interest were placed near the Registration Desk. The table devoted to trade association projects and pamphlets had as the pièce de résistance, the trade association bibliography prepared under the auspices of the S. L. A. trade association project. This comprehensive document was most impressive in its preliminary form.

Another impressive indication of the ability of S. L. A. members to put over projects in an effective manner was the display featuring "Public Administration Libraries: A Manual of Practice," No. 40 in the list of Public Administration Service publications. This comprehensive and well-edited publication will be a definite help to libraries in many fields, and the display was a fortunate way of acquainting many of the members not only with this particular manual, but also with the interesting series. It is noteworthy that such a publication should be considered an important number in a series of this type.
### SPECIAL LIBRARIES ASSOCIATION FINANCIAL OPERATIONS

#### RECEIPTS

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#### Final Balance for Year
- $2,090

#### Publication Fund Balance
- $908

#### Carnegie Trade Association Balance
- $2,564

*Note:
- Current year: $3,686, $3,797, $2,250, $3,522
- Prepaid for following year: 2,184, 3,123, 2,359, 37
Reports of Officers and Committees

THE PRESIDENT’S REPORT
June 22, 1934

This morning you are to hear full reports covering the major activities of this Association. I want to emphasize a few of the more important accomplishments and give you a summary of the year 1933-1934. This has been a short year, since our last convention was held in October 1933. Fortunately many of our committee chairmen were willing to continue their work, so there has been little lost motion this year.

These committees have accomplished a great deal of constructive work, and we are exceedingly grateful to them. Much of our progress is due to the increased confidence noticeable everywhere in the United States. Last year many of us were worried by decreased staffs and budgets, and naturally our own jobs required all of our time and energy. S. L. A. suffered accordingly. This year we know that the country is on the way out of the depression. In fact, the New Deal is making life twice as interesting and exciting for all of us.

It isn’t possible these days to sit back and do the same thing in the same old way — at least it isn’t advisable, for one would soon find oneself high and dry. It behooves us, then, as individual librarians and as an association to examine the things we do, see if they are good, necessary, and in tune with the times. Group thinking and group action are demanded and this means for all of us in this room — the group known as Special Libraries Association.

I think that we can all take real pride in S. L. A.’s position today. The treasurer will report to you in detail, but it is significant and very comfortable to know that we have about $10,000 to our credit at this moment in comparison with a little over $2,000 this time last year, and less than half that in June 1932. To be sure, some of this money is represented by the Carnegie grant and some of it is earmarked for our publication activities, but our working capital is now adequate, and so our economy and hard work have paid. I hope we can build our funds up to a much larger and more permanent balance, because cash in the bank lends stability and confidence, and the world could never take an association very seriously which constantly operates on a shoe-string.

I think this matter of money so important that I strongly recommend, for the future, the formation of a Finance Committee whose duty would be long-range planning. It would insure a continuity of financial policy and would supervise and intelligently guide the president and treasurer of this Association.

Next in importance to finance is our membership record. It is phenomenal, I feel, that we should have achieved a 20 percent increase in membership this year. This is due, of course, to the zeal and faith of Marian Manley, Membership Chairman, and to the help she has had from the chapters and from the headquarters office. The records she will soon present speak for themselves, but we cannot measure the intangible spirit and enthusiasm she has generated in the last two years. She has been a constant stimulation and a very great comfort to me.

Our future opportunities in membership are very great, both in the new members which we should secure and in the increased income to be expected when active members become institutional members and associates become active members. Each special library in the country should have 100 percent representation from its staff to the Association. It is no longer charity on the part of librarians to join this Association. It is a privilege and their very great loss if they fail to do so.

Of next importance in our activities is our magazine, Special Libraries. Our members support the Association, and the magazine is our chief contact with the members and with the world. In reviewing my two years as president, I realize that the editor is the one person in S. L. A. who has suffered most from the depression and from our reorganization program. Just think that in the years around 1928 we published a forty-two to sixty-eight page magazine which cost us about $3,000 a year. In Florence Bradley’s first year as editor she was cut to a sixteen-page magazine, and this year has been allowed only twenty-four pages. She has, therefore, had to make up in quality what she was denied in quantity. This has been very difficult when our interests are so varied and it is necessary that the magazine contain something for everybody. This magazine must always be a professional tool for Association members and still of general interest to outside readers. Our great problem in recent years in connection with the magazine has been the need to combine the features of an official organ and a general magazine. This year we have relieved the situation somewhat by instituting a special bulletin to local chapters which contains all of the Association routine matters and administration policies. Ruth Savord has written this.
organized and is ready to be loaned to members. We are glad to receive books, directories, etc., which are of particular value. Many special libraries have been thoroughly reclassified and come to be known as authorities in their field. This committee, therefore, has great potential to be of valuable assistance to new libraries needing classification systems or subject heading suggestions.

Classification is of growing importance in library work and S. L. A. should develop standards and have proved useful tools. Many people know S. L. A. only by its publications, and think well of them. We are grateful to Miss Kight and Miss Morley for this.

Other committee reports will be given to you in detail. I want to mention particularly, however, the work of the Classification Committee. Miss Robie of the Standard Statistics Co. took over this work in February of this year and the file material, which has been housed in Philadelphia for so long, has now been transferred to our headquarters office. She has been thoroughly reorganized and is ready to be loaned to members and to new libraries needing classification systems or subject heading suggestions.

Classification is of growing importance in library work and S. L. A. should develop standards and be known as an authority in this field. This committee, therefore, has great potential, and it is gratifying that it is in such good hands.

Another committee of growing importance to us is the formerly known as Cooperation in Business Library Service. This has handled the exchange of discarded material, and during these times of reduced budgets this committee is proving particularly valuable. Many special libraries are glad to receive books, directories, etc., which may be a year or so old; libraries that discard these books are glad to have them continue a useful life. This work could be much more thoroughly organized in local chapters than it now is.

S. L. A. is a real opportunity if they fail to take advantage of the material available.

One thing of vital concern to us now, if our profession is to grow, is the recruiting and training of special librarians. There is actually a shortage of good librarians and we must, therefore, work with library schools in an attempt to persuade them to offer special courses, and with colleges in an effort to interest the right type of person in our profession. We have made a real start on this program this year by making contacts with professional people in personnel and vocational guidance work. The pamphlet called "Special Librarianship as a Career," written by Ruth Savord, has been distributed in great numbers. We have had representatives at several vocational guidance conferences and have found the interest in our profession to be very great. We should continue these contacts and enlist the active support of the vocational guidance profession.

It is a pleasure to be able again this year to announce the affiliation of a new chapter. We have been working with a group of special librarians in Connecticut during the past year, and a petition has just been signed and approved by the Executive Board. We welcome the Connecticut Chapter.

We are pleased also at the interest shown in the formation of new groups. Three have been formed during this conference: Business Departments in Public Libraries, Departmental Libraries in Colleges and a Biological Science group. These are also welcome in our Association, and we shall give them all the support we can.

So much for committees and groups. Speaking now for the Executive Board, there have been several important developments this year. Of perhaps first rank was the money grant received from the Carnegie Corporation of New York to further the development of libraries in trade associations. Dorothy Bemis, who has directed this project, will report to you in detail, and Ruth Savord, as Chairman of the Ways and Means Committee, will tell how we secured this grant. I feel that it is a tremendously interesting opportunity, both because of the opportunity for library service in trade associations and the opportunity for our Association to show what we can do. If S. L. A. does an effective, thorough job with this money, it should be only the first of many grants to our Association. I feel perfectly sure that we shall measure up to our opportunities.

Another executive activity of importance this year has been the reorganization of the headquarters office. As you know, Miss Rankin found it necessary to be relieved of her duties as secretary and in December 1933, the Board employed Elizabeth Lois Clarke to direct our office. Miss
Clarke is not a librarian. She is a business woman, with extensive experience in association management and activities. In six short months she has systematized our methods and records, improving them greatly. She has developed more effective contacts with committees, chapters, and groups. She has taken full charge of the advertising for the magazine and shown spectacular results. We have also had the help of Harriet Barth, a stenographer. I know them to be as efficient, loyal workers as S. L. A. has ever had, and we are fortunate in our headquarters personnel.

The really significant thing about this headquarters arrangement is that S. L. A. is now on a business basis. No association can hope to prosper through the purely voluntary efforts of its members, and we have no right to accept so much time from the people who have served the Association in executive capacities. Our goal for the next few years should be to put our other major activities on the same business basis as headquarters now is.

I cannot leave this brief summary of some accomplishments without saying that infinitely more still remains to be done. In my opinion some of the more important immediate problems are these.

First, a continuing publicity campaign. The article which appeared last Sunday in the New York Times is an excellent example of the type of story which could and should be written about us, and prove interesting for publication in various business and trade journals. When I assumed my duties as president two years ago, I had thought that one of my first chores would be to inspire special librarians to write articles about their libraries. I now feel that such articles should be written by "outsiders," trained writers with a news sense, who can succeed in placing such stories when librarians could never hope to. There is enough news and romance in connection with our work if we will only find the proper people to write these articles. However, librarians must consider it their duty to collect and supply stories showing the value of special library service. Only through publicity can we encourage the formation of new special libraries.

The greatest weakness in our national organization at present, I feel, is in the coordination of local chapters. The machinery is adequate, but it is not effective at the present time. We need much closer contacts and far greater interest on the part of locals in national affairs. The Association needs the help of local chapters in its professional problems, and many of them need more interesting, stimulating programs than are now offered. I hope that members of the Executive Board could visit local chapters quite regularly, because much might be accomplished through personal conferences. Each unit in our Association should try to acquire the national viewpoint. Naturally groups and chapters feel that their own affairs are of utmost importance, yet we all realize, I believe, the importance of numbers and the prestige of the larger association. None of us could operate them without the National Association, and I therefore plead for greater support for it on the part of all.

I shall mention only one more crying need, and that is that we should know our individual members, their abilities and their interests. Too much of the important work of the Association falls to the same people year after year, and we should integrate new members and interest old members in taking a more active part. This task logically belongs to the local chapters. They should give all of their members a chance to work on committees and then suggest to the national those who are best fitted for certain projects. It should not be necessary either to urge each member to accept any assignment given them. Such opportunities are so decidedly to one's own advantage that they should never be refused.

I feel that the opportunities for S. L. A. were never so great. The business and professional world is recognizing as never before the importance of the library service. Our Association is alone in its field. It is compact and effective. The New Deal is supplying a great impetus to our work. With this and the active sympathetic support of every member, there is nothing that S. L. A. cannot accomplish.

MARY LOUISE ALEXANDER

SECRETARY'S REPORT

The increase in headquarters activities during the five months' period, January 1 to June 1, 1934, is indicated by the count of incoming mail, which totalled 4,051 pieces, comparing with the twelve months' 1933 record of 4,158. In addition, during the last five months, 253 telephone messages and 56 callers were received.

The outgoing mail from January 1st to June 1st totalled 9,788 pieces, but, for this figure there are no comparative statistics.

The books for 1933 have been audited, and complete final records furnished covering the different divisions of the national work. On January 1, 1934, the three cash receipts books formerly maintained for (1) Memberships, Subscriptions, Advertising, and Miscellaneous Revenue, (2) Publication Sales, and (3) Sales of the In-
formation Bulletin series were consolidated into one Cash Receipts Book, with an auxiliary record itemizing each publication sale. A Voucher Register, Journal, Ledger, and Trial Balance Book are being installed to clarify and modernize the bookkeeping practice, thus making more readily available accurate records of the operations of the Association.

Since the initiation of the Carnegie Trade Association Project on February 1st, equipment and supplies have been furnished for the Director, with half-time assistance from the headquarters staff.

Immediately upon publication early in the year, copies of "Business and Trade Dictionaries" were distributed to Institutional Members.

To increase local interest, sample sets of all publications have been furnished to the Boston, Baltimore, and San Francisco Chapters.

In response to a special request from the Summer Session of the Institute of Education of New York University, an exhibit has been furnished, consisting of the standard reference tools and latest publications, together with copies of the magazine from January to June, 1934.

Publication sales have been augmented by the enclosure of the List of Specialized Reference Tools and Dictionaries in correspondence relating to membership inquiries. And, on the other hand, a number of new memberships have resulted from information contained in letters replying to requests for data in regard to publications.

The regular work carried each month for the official magazine includes the addressographing of envelopes for the mailing list, covering Institutional Members, Active Members, Subscribers, Exchange and Review copies. Marked copies are also mailed monthly to contributors and advertisers.

At the end of January, the advertising portfolio was transferred to headquarters. A letter was written to members of the Advisory Council seeking for cooperation in obtaining advertising for SPECIAL LIBRARIES in their territory. Special mention should be made of the assistance given by the Philadelphia Council and the Southern California Chapter.

Besides other daily activities, as much time as possible has been devoted to the increase of advertising revenue. The channels of letters, telephone calls, and personal solicitation have been utilized. Three new annual contracts have been obtained, one for one page, one for one-quarter page, and one for one-eighth page,—in addition to 14 advertisements for single insertions or for orders covering publication in two successive issues. The income for the first half of 1934 has amounted to $367, a monthly average of $73, and signed contracts are already in hand for the balance of the year amounting to $250, making a minimum revenue for the year of $597. Several prospective patrons have also indicated their interest in starting advertising campaigns at the end of the summer or early in the autumn.

Again this year an exhibit of SPECIAL LIBRARIES was requested by Time Incorporated, for inclusion at their booth at The Century of Progress Exposition, and three copies are being furnished monthly, from May to November, inclusive.

To the Exchange list has been added "Revue du Livre," of Paris, which at present is the only representation in France.

A new subscription has just been received from Poland, making the nineteenth foreign country on the mailing list of the magazine. Notifications of memberships are now mailed at the end of each week, instead of daily, to the National Membership Chairman and to the Secretary and Treasurer of each Chapter. Intensive checking of records has resulted in the present agreement of data on file in the offices of the Chapters, the National Membership Chairman, and Headquarters.

To increase the paid-up membership before Convention, 600 bills for membership dues were mailed from the headquarters office, with excellent results. This service has apparently met with favor on the part of Chapter Secretaries, some of whom have experienced difficulty in the collection of dues, both at meetings and by mail.

Much time has also been devoted to the additional checking of records for Group affiliation, in cooperation with the several National Chairmen, and lists or cards have been furnished to all except one of the National Groups. Changes have been made to indicate the preference of the former Commercial-Technical Group as to Commerce or Science-Technology membership, or representation in both Groups. Also, since the affiliation of the Philadelphia Council on January 1st, territorial and group preferences have been recorded as advised by the Council Secretary.

In connection with the questionnaires returned furnishing data for the new National Directory of Special Libraries, the information has been checked with the headquarters membership records, thus insuring greater accuracy as to spelling, title, and address in the membership mailing list. Material has been multigraphed as follows:

For the Membership Committee
1,000 Letters to Prospects

For the Insurance Group
200 Letters to Professors of Insurance
100 Letters to Foreign Insurance Companies
For the Chemistry Section of the Science-Technology Group
300 Letters regarding membership

For the Convention, 5,000 stickers were printed and distributed to members of the Executive Board and Advisory Council, and used on each letterhead mailed by the Convention Committee and the headquarters office. Fifteen hundred copies of the Tentative Program were reprinted from April SPECIAL LIBRARIES for use by the Membership and Convention Committees. Other printing included 500 programs, registration cards, and tickets for the Roosevelt Banquet and the Westchester Country Club Dinner.

Special thanks are due Miss Cavanaugh for her cooperation in making possible the mimeographing of the headquarters schedule, through the facilities of Standard Statistics Company, Inc.

It is also desired to mention with thanks the services volunteered by Miss Brunilde Grassi, who for three weeks in March increased the effectiveness of the National Office, in the advertising and membership divisions.

To facilitate further a knowledge of all activities, copies of all process material has been furnished as issued to all members of the Executive Board.

Also, carbon copies of all correspondence have been mailed to members of the Advisory Council and Chapter Secretaries and Treasurers of matters relating to their particular department or territory.

In order that the national files may be complete and kept uniformly up-to-date, it is requested that all Committees, Groups, and Chapters mail to Headquarters two copies of all printed, mimeographed or multigraphed material, as issued.

ELIZABETH LOIS CLARKE,
Secretary

TREASURER'S REPORT

I WOULD seem somewhat of a waste of time, and time is priceless this morning, to delve too deeply into the subject of finances in view of the very complete financial statement sent out monthly by our Secretary, Miss Clarke.

I shall, however, briefly go over the figures at the close of 1933 and at the end of May 1934.

Those of you who heard or read my report submitted at the Chicago Convention will recall that I estimated there would be a balance in the treasury at December 31, of approximately $1,000. We did end the year with $979.04, which is but $21 less than our estimated figure and, in addition to this so-called "left over" sum, we had had paid in advance for 1934 dues and subscription, the sum of $2,249.30, making the total amount of cash on hand and in the bank, $3,228.54. I believe that I am safe in saying we began the year 1934 in a healthier condition than any previous year, particularly any recent year.

There were no outstanding bills—the slate was absolutely clear.

Since the first of the year, I am speaking now of the five months ended May 31, we have added $4,124.38, making the total cash in hand $7,352.92. The disbursements during this same period in 1934 were $3,020.83, which leaves a balance of $4,332.09 in the general fund.

This figure does not, of course, include the publication fund of $1,207.35, nor the Carnegie Trade Association Fund of $5,956.21.

Thanks to Miss Manley and Miss Clarke who, as you know, set out for a 100 percent paid-up membership by June 1, the dues and subscriptions have literally been pouring in. The receipts this year are comparable to none. Although we do not have a 100 percent paid-up membership, our record is remarkable, and, if these two could be given an extra month or six weeks, the Association would be able to boast of at least a 99 percent paid-up record.

We have gone ahead so rapidly during these last few months that it is not possible to estimate the Association's receipts and disbursements for the balance of the year. I might, however, say that if we were to spend during the seven months remaining in 1934 an average of $504 a month, which amount is the average spent monthly from January to May inclusive, we would use slightly more than $4,200, which is approximately $100 less than that in the treasury on June 1.

In comparing the figures shown in the May financial statement with the budget of the year, we will find:

Dues and subscriptions receipts already $500 more than was estimated.
Publication sales but $44 behind the budget for the year, and we have over half the year left to sell our wares.
Advertising revenue, $97 over and above the figure we dared hope we might reach in the full twelve months.
And miscellaneous receipts, $127, for which we had not accounted.
And we have seven months to go.

LAURA A. WOODWARD

REPORT OF THE EDITOR

WITH January of 1934 the editor of SPECIAL LIBRARIES began, for the first time in her two years of service, to find it possible to follow a general policy for developing the
## 1933 FINANCIAL SUMMARY

### RECEIPTS

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Adjustment: $6,426.02  
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$354.26

Adjustment from records:  
Cr. 38.65  
$5.00  
2.95  
$27.50  
$3.00  
$5,220.35  
$759.82  
$1,139.67  
$1,673.95  
$673.95  
$441.07  
$18.56  
$128.59  
$27.50  
$3.00  
$5,228.54

### GENERAL FUND — SUMMARY

- **Cash Balance, January 1, 1933:** $2,022.87
- **Receipts, 1933:** 6,426.02
- **Total:** $8,448.89
- **Disbursements, 1933:** 5,220.35
- **Cash Balance, December 31, 1933:** $3,228.54
Magazine. Up to that time, space was limited to 16 pages including front and back covers, table of contents and advertisements. There was still the open question of Local reports — how to get the news and then edit it into some consistent form for a department. Never at any time did the editor have in hand sufficient copy, nor in such form, nor of great enough interest to make its use seem to justify. Therefore, when Miss Savord was appointed to develop a Bulletin for Locals, it cleared away this particular problem from the Magazine, and the editor was grateful for the release.

Paging has been increased this year in two ways. First the Executive Board approved my request last October that in January we be allowed 24 pages as a minimum size instead of the 16 pages which we adopted as a retrenchment measure. To this we have added 4 pages for the last four consecutive numbers because of increased advertising. This was a delightful and novel experience to the editor, who wishes to congratulate our new Secretary for the energetic measures she has pursued in the matter of prospects. At this point I wish to urge that every Group, Local and individual member owes Miss Clarke not just a vote of thanks for her advertising work this spring but they should feel a definite responsibility for sending her constant suggestions. Do you realize that you do not have to write the letter, nor go begging for ads, but rather just to have ideas! If you know of a local publisher, binder, dealer in supplies or office gadgets, it should be possible for you to suggest not only the item to be advertised but how the appeal should be made.

The editor has had two objectives in working out a policy for the Magazine — to interpret the professional developments that most affect the special librarian, and to report Association affairs to the membership and to general readers. This latter was done by always presenting a President’s page and then following it by a report, an appeal or an interpretation of work by some other officer such as the Secretary, Membership or Employment Chairman. In this way we have accomplished a running history of what our Executive Board and Headquarters office have done from month to month.

My second objective — that of interpreting professional developments that are of significance to the special librarian — brings us to the point of considering “special numbers.” For a number of years it has been our custom to assign certain issues each year to the Groups. Do we want to continue this at the expense of certain general professional interests? This year we have had no insurance nor newspaper issue, but we did have a Trade Association number to announce the Carnegie grant and the appointment of Miss Beinis. To this number was contributed a general article by a trade association expert to give some general statement as to the relations of the special librarian to the trade association world. Another issue gave space to the Philadelphia Council, and was an important number from every point of view. The only Group number was assigned to the new Science Technology Group, which needed full explanation before the Convention. If we want to answer the question of special issues for Groups I think it can best be found by restoring to the Groups their department pages. But the Magazine cannot offer that much regular space until it is 40 or 48 pages in size. When can it carry such paging again? I should say not until the Groups contribute to yearly advertising.

The incoming editor will have only three issues to plan, as the next two numbers will have to be devoted to proceedings and reports. How fortunate we are to have Marian Manley respond to the emergency of being our editor, I do not have to explain to this membership. For years she has contributed our Business Books Digest department which, we may feel assured, will continue with her editorship. In addition she has given me advice and help on many difficult problems, so that I pass on my editorial duties to her with much conviction and satisfaction.

May I thank you all for the privilege of learning how difficult but how interesting it is to be an editor.

Florence Bradley
June 19, 1934

REPORT OF WAYS AND MEANS COMMITTEE

The Ways and Means Committee of 1932-1933 was continued with the same personnel in order that it might complete the negotiations with the Carnegie Corporation which had been inaugurated last summer.

These negotiations comprised an application for assistance in carrying out two projects which were interrelated and which offered the possibility of aid to Trade Associations in assembling the data which is so necessary to them under the National Recovery Act.

The first project called for a grant of $10,000 to enable us to organize an advisory service for trade associations. The second called for $5,000 to subsidize the Manual of Business Library Methods, which is in course of preparation by Miss Morley.

After due consideration, the Executive Com-
mittee of the Corporation adopted the following resolution on December 19, 1933:

Resolved, That, from the balance available for appropriation, the sum of seven thousand five hundred dollars ($7,500) be, and it hereby is, appropriated to the Special Libraries Association toward support of a library project for the Trade Associations.

Payment was made on January 25, 1934, and work on the project began on February 1, 1934.

RUTH SAVORD, Chairman

REPORT OF MEMBERSHIP COMMITTEE

MEMBERSHIP work for 1933-34 has stressed the necessity for prompt payment of dues with the result that the 1934 convention, held four months earlier than that of the preceeding year, finds 1,219 members with current dues paid, instead of 999 as in 1933. The standing of the various chapters on June 1, 1934 is shown in the appended table:

The growth of the association continues at a steady gait. Some chapters have shown particularly good results in this connection. Dues for new members total $746 for January-June 1934 as against $719 for the January-September period of 1933.

New Members by Chapters

<table>
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<tr>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore</td>
<td>2</td>
<td>11</td>
<td>$21.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boston</td>
<td>6</td>
<td>45</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cincinnati</td>
<td>3</td>
<td>8</td>
<td>$8.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleveland</td>
<td>5</td>
<td>6</td>
<td>$46.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Michigan</td>
<td>2</td>
<td>2</td>
<td>$27.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Milwaukee</td>
<td>2</td>
<td>3</td>
<td>$13.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

An extensive three-way campaign committee for members was planned and carried out during April and May 1934. Letters suggesting membership were sent to some 700 special librarians, and their names by geographical divisions were sent to committee members for cooperation through the local chapters. At the same time, New York members with allied interests were sent short lists that they might write special letters of invitation to the convention. Sixty-seven New York members helped in this work. Their splendid cooperation and interest in learning of other workers in their own field shows the merit of this slant in developing membership work.

The satisfactory condition of our membership records is clearly demonstrated in the following comparison of 1933 and 1934 statistics:

S. L. A. MEMBERSHIP STATISTICS

<table>
<thead>
<tr>
<th>Sept. 15, June 1,</th>
<th>1933</th>
<th>1934</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of members</td>
<td>1,329</td>
<td>1,570</td>
</tr>
<tr>
<td>Institutional</td>
<td>126</td>
<td>128</td>
</tr>
<tr>
<td>Active</td>
<td>427</td>
<td>465</td>
</tr>
<tr>
<td>Associate</td>
<td>776</td>
<td>977</td>
</tr>
<tr>
<td>Possible dues</td>
<td>$4,906</td>
<td>$5,828</td>
</tr>
<tr>
<td>Paid-up dues</td>
<td>4,166</td>
<td>4,465</td>
</tr>
<tr>
<td>Paid-up members</td>
<td>971</td>
<td>1,219</td>
</tr>
</tbody>
</table>

MARIAN C. MANLEY, Chairman

Membership and Subscription Committee

Membership Standing By Chapters

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Paid 1934</th>
<th>Unpaid 1934</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore</td>
<td>2</td>
<td>11</td>
</tr>
<tr>
<td>Boston</td>
<td>9</td>
<td>21</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Cleveland</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Connecticut</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>Illinois</td>
<td>10</td>
<td>36</td>
</tr>
<tr>
<td>Michigan</td>
<td>5</td>
<td>13</td>
</tr>
<tr>
<td>Milwaukee</td>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>Montreal</td>
<td>3</td>
<td>13</td>
</tr>
<tr>
<td>New York</td>
<td>54</td>
<td>109</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>Pittsburgh</td>
<td>3</td>
<td>14</td>
</tr>
<tr>
<td>San Francisco</td>
<td>5</td>
<td>16</td>
</tr>
<tr>
<td>So. California</td>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>No affiliation</td>
<td>8</td>
<td>69</td>
</tr>
<tr>
<td>Total</td>
<td>121</td>
<td>389</td>
</tr>
</tbody>
</table>
REPORT OF PUBLICATION COMMITTEE

SINCE the report read in October, 1933, at the Chicago Meeting, the following publications have been issued:

Business and Trade Dictionaries, prepared by a Special Committee, Alma C. Mitchell, Chairman.

Union List of Services in 34 Libraries in Manhattan, compiled by M. Margaret Kehl.

Association Membership Lists, prepared by a Special Committee, Mary E. Jimison, Chairman.

Trade Catalog Collection; a manual with source lists, by Granville Moxell.

There is in preparation a new edition of the National Directory of Special Libraries under the direction of Miss Cavanaugh, and an index to the "American Procession" prepared in Miss Alexander's Library.

In addition to this the results of the Museum Survey, taken by the Museum Group last year, are being incorporated into the new National Directory. The Civic-Social Group has compiled a manual for the administration of a public administration library, the Pittsburgh Chapter has compiled a Union List of Periodicals of the Pittsburgh District, the San Francisco Chapter a directory of Trade Associations in the San Francisco Area, and the Montreal Chapter has two new projects under way (a Canadian Statistics of Commodities Chart and a Check List of Periodicals in Montreal, this last a joint project with the Quebec Library Association).

Several Exhibits of Special Libraries Association publications for display purposes have been sent to fill requests. Among the chapters asking for such exhibits were Baltimore, Boston and San Francisco.

Direct mail publicity has been released on the pamphlet, Business and Trade Dictionaries, and will shortly be released on the three new mimeographed publications. Advertisements for these also appear in Industrial Arts Index and our own magazine, SPECIAL LIBRARIES.

Owing to the fortunate circumstance that the President and Miss Savord, of the Executive Board, were in the same city as the Chairman of the Publication Committee, it was possible to coordinate closely the work of the Publication Committee with the activities of the Association as a whole, and also to have the benefit of their advice and assistance which they have given consistently and ungrudgingly throughout the year. This has been an important factor in the work of the Committee.

ADELAIDE C. KIGHT

REPORT OF CLASSIFICATION COMMITTEE

FEBRUARY, 1934, marked the moving of the classification files from Philadelphia to New York headquarters, where it is thought that they may be of even greater value than before. The excellent work of Miss Keller and Mr. Vanderbilt shows itself in the collection of classifications and books on classification which have come to us.

The present aim of the Committee is to collect schedules more closely allied to the specific work of special libraries. With this in view, we have made an appeal to the group chairman to gather from the members of their group, all available classifications which vary from the Dewey and Library of Congress classifications. If possible we hope to obtain evaluations of each of these classifications. In the event that we are unable to obtain copies of the actual classifications, we shall have a card list of those schedules which may be borrowed for any length of time. The response to our group requests has been quite favorable. I should like particularly to mention the excellent work that the Museum Group has done, both in sending classifications of their books and of their lantern-slides. For the assistance of this group, the Classification Committee has compiled a list of the available lantern-slide classifications.

A new subject index of all the actual classification schemes has been made.

From the service point of view, we have assisted in the working out of a few projects, and in the establishment and reorganization of a few libraries. We have cooperated with the Trade Association Project in helping on their classification problems.

For the future, the work of the Classification Committee should grow and expand to cover fields closely allied to classification. Classification can be a most valuable aid to the service department of the library and it is our hope to greatly further its usefulness. With this view in mind, we shall continue to collect classifications on specific subjects and publish feature articles written by special librarians in each major field of special library work. These articles will not appear in the library journals which are read by people who already know about classification work, but in trade journals which cater to specialists ignorant of the finer arts of librarianship, but needing practical assistance in arranging their "files" of special books and pamphlets. If the work is done well, this should win new friends and members for S. L. A.

MILDRED E. ROMIE
REPORT OF COMMITTEE ON METHODS

The work of the Committee is primarily concerned at present with the preparation of a book on business library administration. Work on this has continued through the year as time of the chairman permitted, and progress is being made. A plan is now under consideration whereby some of the completed chapters may be published separately in preliminary form and the material thus made available on certain subjects and activities of the business library about which there is little or nothing now in print. This is especially desirable as the results of the Business Library Methods Clinic are being incorporated in this Handbook. The chapter on Periodicals, for instance, is just being completed. Except for one or two short articles in SPECIAL LIBRARIES, there seems to be little in print on the methods of discovering, selecting, cataloging, recording, abstracting and general care and use of business periodicals.

Your committee is now working in cooperation with the joint committee on materials for Research of the American Council of Learned Societies and the Social Science Research Council. Recently these organizations have realized that research in the fields of economics and sociology is seriously handicapped because so little material other than books and magazines is kept in public and university libraries. They have appointed a sub-committee to study the methods of collecting and organizing this so-called "fugitive" material and have recognized that special libraries much more than other kinds of libraries have employed and devised satisfactory methods of collecting and organizing this type of material. Mr. Kuhlman, Assistant Librarian of the University of Chicago Libraries, has been asked to make this survey and to prepare a manual of methods. He came to New York a few weeks ago and had several conferences with business librarians. As he was interested in the work of the Methods Clinic and the Handbook he has asked the chairman of this committee to cooperate with them.

During the year several local chapters of the Association having read the description of the New York Methods Clinic wanted to do something of the same sort, and have written the Committee for suggestions of subjects and questions that could be used. The Chairman went over the questions used in New York and selected those that seemed to lend themselves most readily to group discussion. Copies of these selected questions have been sent to the several chapters requesting them.

LINDA H. MORLEY

REPORT OF EMPLOYMENT COMMITTEE

The Employment Committee report for the year May 1, 1932 to September 1, 1933, was included in the Secretary's Report for that year. On September 1, 1933, the active file of registrants seeking employment totaled 318 names. From that date until June 7, 1934, 131 more persons asked the Employment Committee for assistance. At least 95 percent of these people consulted personally with the Chairman, and many made several visits or telephone calls. The number of registrations is about the same as we have had during the past four years; it was not unduly large.

During the year we were forced to remove 24 names from the file for lack of proper address, and 96 others were dropped at their request for various reasons. 14 persons succeeded in finding employment for themselves and 29 other special librarians we helped to temporary governmental work.

During the eight-month period the Committee had calls for librarians for 28 positions. As far as we know, five of these positions are still open, and the candidates that we suggested have not been rejected or accepted. In three instances we could not recommend any suitable candidates for the position offered—for instance, in one case the librarian must be a bacteriologist, in another a person with legal experience, and in a third the position was located in the far south which no candidate would consider. We were successful in filling 14 positions with special librarians registered with the Committee.

Of the 28 opportunities for special librarians, three were for newly organized collections and might be considered very desirable. Two were for good positions. All of the others were positions in established libraries and were that of assistant, clerical worker, typist, or cataloger, and at lower salaries than previously paid for such work.

The Employment Committee, as you know, was transferred from the New York local association to the national as of June 1, 1932. Previous to that date the Committee functioned for eight years under the local association and with the same chairman. Therefore, the Committee has now been functioning for ten consecutive years. In that time 1,343 librarians have registered with the Committee, and we have sought to help them all. Of course, everyone has not been provided with a position when desired, but undoubtedly it has been a personal encouragement to a great many special librarians in a time of need. We have many evidences of a real appreciation of this service which the Association has rendered.
For the past two years the Chairman has aimed to make the employment service national in scope. One way of accomplishing this has been to request the cooperation of the chairman of the employment committee in each local chapter. Not all chapters are active in this way. Boston, Philadelphia, Illinois, and Southern California reported some employment work with small results in the year 1933. For this eight-month period, Illinois Chapter reports 56 persons registered with the Employment Committee, but only six of that number were out of work. Two employers reported some employment work with small results. Montreal reports only one McGill Library School graduate out of work in the special library field. Philadelphia reports 19 applicants this year with an active file of 77. The Committee cooperated closely with C.W.A., as did Illinois and Boston. No placement accomplished. Boston has had nine new registrants this year with a total registration of 42. No openings occurred. Five of those registered with the Committee secured temporary work.

Much time, effort, and expense has been expended this year in cooperating with the governmental alphabetical agencies. The unemployed librarians for the most part have occupied in C.W.A. or C.W.E.S. temporary projects due to this effort.

As far as we are able to tell without thorough checking with Headquarters, the Employment Committee was directly instrumental in securing nine associate, seven active, and one institutional members during the past eight-month period. The Chairman suggests that in the future, at least once every three months, a list of newly registered names in the S.L.A. Employment Committee file be submitted to the Membership Chairman so she may try to enroll them as members of the Association, basing persuasion on the service rendered them through the Employment Committee as well as the contacts that may be established through affiliation with local chapters of the Association.

In the pages of Special Libraries we have recorded some encouraging activities in employment, and this in addition to reports at conventions has stimulated registration of special librarians from all parts of the country. We have some registrants from all of our local chapters in the national file. Seven of the 26 requests to fill special library positions came from cities other than New York and from different parts of the country.

Since the Employment Committee's work is done purely for the purpose of professional benefit, there is no fee attached. Consequently we cannot advertise our service except in our own journal or publications. In 1929 the Chairman made a recommendation to the Association that a definite effort be made to attract the attention of more employers to our employment service. This recommendation was not followed at that time and, therefore, I presume to reiterate it again and ask the Executive Board to give the matter careful consideration. It has also been brought to my attention by some of our loyal special librarians that there are a good many individual librarians who do not know of the Association's employment work. It is suggested that we give more emphasis to this feature of the Association's assistance to its members in Special Libraries, and in all its publications. Every officer and every member can help to publicize this service among librarians by word of mouth.

REBECCA B. RANKIN, Chairman

REPORT OF COMMITTEE ON COOPERATION IN BUSINESS LIBRARY SERVICE

The work of this Committee has grown by leaps and bounds. In the report for 1932-33, stress was laid upon the fact that more special libraries should be participating in the work. Therefore, special efforts have been made to make more special libraries conscious of this work and communicate with the Committee, either to dispose of duplicate material or to seek publications lacking in their collections. The results have been well worth the effort. The following table indicates the great increase. Special attention is called to the fact that, during the past year, efforts have been made to furnish publications to special libraries, as well as to public and university libraries. This is the first time that a need has been felt for this kind of help. Due to drastic budget cuts, it has been welcomed.

As a result of letters sent by the Membership Chairman to those non-members to whom publications have been sent, one institutional and nine active members were secured.

Notices of the Committee's activities appeared in the state library bulletins of Indiana, Kansas, New York and Wisconsin. Thus, the distribution of these specialized publications was brought to the attention of those libraries which need them most — where specialized collections are being developed, but whose need is not sufficient to warrant the purchase of the latest editions. Numerous requests were received as a result.

MRS. MILDRED CLAPP CHAMBERLIN, Newark, Chairman
COMMITTEE ON COOPERATION IN BUSINESS LIBRARY SERVICE

GROWTH OF THE WORK

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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>Libraries receiving publications</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public</td>
<td>26</td>
<td>82</td>
<td>110</td>
</tr>
<tr>
<td>State</td>
<td>11</td>
<td>23</td>
<td>30</td>
</tr>
<tr>
<td>University</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Special</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Libraries contributing publications</td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>22</td>
<td>37</td>
</tr>
<tr>
<td>Publications distributed</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>374</td>
<td>821</td>
<td>1,313</td>
</tr>
</tbody>
</table>

What Each National Group Has Done During the Year

A Summary

In any review of the reports of the various Groups of the Association, one cannot help but be impressed, not only by the accomplishments in themselves, but by the tremendous enthusiasm brought to their initiation and continuation, and by the breadth of our interests, as evidenced by the scope of our activities.

To recapitulate briefly:

Commerce — Carrie Majoe Jones, Chairman

With the division of the Commerce-Technology Group, there was inevitably a vast amount of sorting and separating before either of the new Groups could really get into their strides. The Commerce Group has carried on the excellent Water Transportation Bibliography, and also the Book Review project, this last through a joint committee held over from the old Group alignment. One Book Review Bulletin of 52 pages was compiled.

Information on subject headings and classification practices has been collected, and it is hoped may be put into form available for distribution.

A group news bulletin was attempted, but was found to be impracticable under existing circumstances.

Civic-Social — Lucile L. Keck, Chairman

The Civic Social Group has carried on through two major committees. The Municipal Documents Committee has cooperated very closely with a similar committee of A. L. A. in an attempt to evolve a satisfactory plan for the centralization of the exchange and distribution of such documents to libraries and other research agencies. After exhaustive surveys and questionnaires, the committee, with full realization of the difficulties in the way of an immediate consummation of their wishes, have agreed to sponsor a proposed ordinance to provide for systematic distribution of municipal documents, by cities of 100,000 population and over.

The second committee has concentrated on the compilation of a manual on public administration libraries, which left the press on June 9th, and which may be purchased through Public Administration Service of Chicago. Such manuals are definitely needed by every Group, and this one is so beautifully done that it might well serve as a model for future publications of this type, though all Groups might not have such fortunate affiliations in the matter of publication.

Not content with these major achievements, the Group is now organizing a committee for consideration of subject headings for material in the field of social science.

Financial — Emma M. Boyer, Chairman

At the Chicago Convention, the Financial Group, after consideration of a list of proposed projects, agreed to concentrate on a Book Review Bulletin. Two of these have been distributed to the 150 members of the Group, in the attempt to meet the need for critical estimates of financial publications. A bibliography of "Mimeographed, Multigraphed and Other Near Print Publications of the Federal Government," an outgrowth of a discussion at the Chicago meeting, has also been made available. A list of subject headings has been prepared, and action upon its availability is now pending.

Insurance — Edith M. Flagg, Chairman

The Insurance Group has worked on subject headings, The Insurance Book Review Bulletin,
and the sale of the pamphlet, "Creation and Development of an Insurance Library."

The Subject Headings Committee has ready for presentation a plan for the filing of the several lists contributed, with S. L. A., where they may be consulted by anyone interested.

*Insurance Book Reviews* has proved to be so valuable that it has been promoted to quarterly publication. A fine notice in the May *Industrial Arts Index* is indicative of its value not only to librarians but to the insurance world at large.

Gratifying sales of the pamphlet above mentioned have been made through circularization of instructors of insurance in colleges, and associations both here and abroad.

*Museum* — Nora E. Cordingly, Chairman

The major activity of the Museum Group has been the survey made, bringing out points of similarity and difference in museum libraries. This information was gathered through questionnaires which were returned by 32 Art — 24 Science Institutions — a remarkable response in view of the many demands upon reduced staffs — and has been summarized and turned over to the committee on the new S. L. A. Directory. The original replies have been preserved and should be invaluable in future work in this field.

The Group met officially with the American Association of Museums at Toronto, May 30th — June 1st.

*Newspaper* — Alma Jacobus, Chairman

The Newspaper Group has this year, as always, been alert to extend its membership, by numerous letters and the distribution of the program for the present Convention, to a list of 125 newspapers selected for location and circulation.

The Ethics Committee conducted an interesting investigation by questionnaires sent to 125 member papers, and other similar libraries not officially affiliated. Report of this survey is a feature of the group program.

The Group sustained a heavy blow in the death of Mr. Joseph Kwapis of the Philadelphia Ledger, always a prime mover in special library and newspaper library activities.

*Science-Technology* — Louise Grenstrom, Chairman

Aside from the work of the four sections comprising this Group, there has been a general effort to determine Group affiliation and interest, which has resulted in a more than doubled membership. A card file has been made, giving members by name, by company when designated, by type of library and by locality, which in itself is almost a full year’s program. Chapter representatives were appointed to act as liaison officers, and it is believed that these direct contacts must prove helpful in insuring cooperation in Group activities.

The Rubber Section has compiled a list of foreign periodicals containing abstracts; and over 30 books on rubber have been reviewed for the Book Review Committee. A list of subject headings has been submitted for discussion, and the section has under consideration plans for (1) a cooperative subject index of Abstracts of the Research Association of British Rubber Manufacturers, (2) a union list of periodicals in libraries centered in Akron, Ohio, and (3) a brief bibliography on rubber tires and rubber abrasion.

The Public Utility Section has directed its efforts to obtaining a complete and up-to-date list of members. The interests of this section are so diversified that many are engaged in other Group activities, so no special project was instituted.

The Petroleum Section also has had no definite activity, but has plans leading to publicity in oil industry journals.

The Chemistry Section has worked upon plans for interlibrary loans, exchange of duplicate material and interchange of discoveries in the way of short cuts in library methods.

In connection with the Commerce Section, a book review bulletin of 52 pages was compiled. After a thorough study of the situation, this committee feels that the matter of book reviews should be seriously considered, and recommends that the Executive Board appoint a committee to pass upon the possibility of a Technical Book Review Digest, as an Association project.

It is impossible in a general report of this sort to treat in detail the work of the Groups in preparing such programs as have been offered at the Group meetings here. The enormous amount of thought in determining the subjects of greatest interest to each Group, and of effort in obtaining the best informed persons to present these subjects, has provided a list of meetings whose only drawback is the fact that it is impossible to take advantage of all the good things offered. If the days had twice the number of hours, and the week twice as many days, still they would be all too brief for such a convention as this. Every Group Chairman has devoted almost unlimited effort to his job, and the result is plainly evident in increased interest and enthusiasm for our Association as a whole.
What the Local Chapters Have Done
During the Year
A Summary

To read the enthusiastic reports on the year's activities of our local chapters as submitted by their presidents, is to realize again the importance of these smaller groups which, united, go to make up the National Association. That this link is duly appreciated by both local chapters and by the executive officers of the national body has been evidenced this year by the closer cooperation maintained by the liaison officer who was appointed early in 1934. A chapter activities bulletin was inaugurated with the idea of keeping local chapters informed of projects completed, underway and planned for the future. Favorable comment on this undertaking appears in practically every report, linked with the hope that this may be a continuing policy.

Programs and Meetings
All chapters this year felt the importance of relating their activities to the times and many meetings were devoted to the N.R.A., Trade Associations and other pertinent questions of the day on which librarians need to be informed. Other meetings aimed to make the members acquainted with the facilities and services of Special Libraries in their community, and also to make people outside the profession acquainted with the Association and its work, and with the work of individual members. Pittsburgh had a particularly successful Methods Round Table based on questions used in the Methods Clinic which was conducted in New York last year. Montreal also reports a helpful Methods discussion. Baltimore devoted one meeting to classification and subject headings, one to Government documents as sources of information, and one to an "experience" meeting where various members outlined the scope and organization of their respective libraries. While this may not be as helpful as visits, it serves to inform members on resources and, of course, more libraries can be covered in a short time.

Bullets
Gradually more of our chapters are issuing local bulletins. San Francisco's is especially complete, each issue including announcement of the forthcoming meeting, report on the past meeting, news of the National Association, book reviews, descriptions of two or three San Francisco special libraries, lists of material available for exchange and news notes. Pittsburgh and Cleveland have entered the field this year with excellent issues. Pittsburgh even boasts on each number a special cover design. Chapters that are not yet offering this service to their members are urged to undertake such a project as soon as possible, as it is one of the best means of keeping the interest and enthusiasm of their members, and of arousing the interest of prospective members.

Display of S.L.A. Publications
A number of chapters have displayed S.L.A. publications at their meetings. This is a service which appears to have proved its worth, as the opportunity of actually examining the specific publications was much appreciated both by members and by outsiders attending the meeting. In several cases this display served to call S.L.A. to the attention of people who were unacquainted with our activities and services, thus making extremely important contacts, and incidentally increasing sales, which of course, forms one of our chief sources of income.

Committees
Membership. — Membership Committees have been particularly active this year. Each one working toward the idea of completely paid-up membership before convention. Miss Manley will give in her report, detailed figures to show the success that has attended their efforts.

Employment. — While such a committee has been at work in almost all chapters, economic conditions have prevented their efforts from bearing fruit. However, Boston has taken this opportunity of checking all employment records and bringing them up to date, so that they have only an active file of registrants. This might well be an inspiration to other chapters. Many of the chapters cooperated with various relief employment agencies to the advantage of everyone.

News. — Boston, too, I believe, holds the record for news items with a total of twenty-four published during the year. If any other chapter was more successful, no mention was made of it.

In reporting on committees, attention should be called to Cleveland's plan of appointing younger members as chairmen of their committees this year. They report the experiment as extremely successful, serving to bring fresh
points of view upon the Association's objectives, and as fostering a permanent sense of responsibility toward the chapter and toward the National Association.

Projects Under Way

Pittsburgh has completed and recently issued their revised union list. This is a very good piece of work, and the chapter is to be congratulated on bringing it to completion. Cincinnati, Michigan, Montreal and Philadelphia report Union list projects under way. Every chapter which has not yet assembled such data should plan to do so as soon as circumstances permit. Even though it is not possible to publish the results, if the information is assembled at a central point, readily available to all members, it would prove invaluable.

Cincinnati, Baltimore and Philadelphia have each compiled a local directory of the Special Libraries of their community. Cincinnati succeeded in having theirs printed in their local paper. This not only was advantageous from a financial angle, but also was extremely good publicity. Baltimore issued a 27-page mimeographed bulletin containing information about all special collections available for reference use. Philadelphia is ready for printing. Montreal is also working on a Canadian commodities chart similar to that issued in 1931 by our Commercial-Technical group. It is hoped to publish early in the fall.

Boston sponsored various courses for their members. That on elementary principles of cataloging and classification consisted of twelve lessons attended by five people; present-day printing craftsmanship was covered in five lectures with an attendance of eleven, while the same length course on construction and treatment of books interested twelve persons.

Boston has also made an interesting experiment this year in working with the Appointment Bureau of Radcliffe and Wellesley Colleges and the Women's Educational and Industrial Union. The chapter sends notices of its meetings to these Bureaus which, in turn, pass them on to students who may be interested. As a result, several students have attended each of the last three meetings, thus calling to their attention Special Librarianship as a career and helping in the recruiting campaign of the National Association.

Trade Association Work in Locals

Proof that Special Librarians are alive to the needs of the times is found in the fact that so many of the locals were active in keeping abreast of Trade Association activities. This, of course, was stimulated by the National Trade Association project. Mention of some of these activities should be made, particularly the splendid meeting devoted to this subject which was held in Baltimore recently. However, San Francisco went one step further and prepared a thorough survey of Trade Associations in Northern California. The Chapter also sent a representative to a meeting of the Council of Trade Association executives, who brought to the attention of this group the functions and methods of Special Libraries and the services available through the Association.

This summary, of necessity, brings you only the highlights of the many-sided interests of our chapters. These should serve as a challenge and an inspiration for even greater accomplishments in the future.

Nominating Committee

The Nominating Committee is pleased to present the following candidates for officers of Special Libraries Association:

President, Miss Ruth Savord, New York
Vice President, Miss Dorothy Semia, Philadelphia
Vice President, Miss Marion Mead, Chicago
Treasurer, Miss Laura Woodward, Baltimore
Director, three years, Mrs. Jolan Fertig, Pittsburgh
Director, two years, Mr. Ford Pettit, Detroit (to complete Mr. Kwapil's term)

Mr. Herbert Brigham and Miss Mary Louise Alexander, Directors, will complete the roll of officers.

It has been the object of this committee to provide candidates who will insure an efficient, harmonious and representative government for the Association. We have made no haphazard choice, but present in this report the result of long-considered selection, not only on the basis of individual quality, but also with regard to the special needs of the Association and to the ideal balance between experience and new ideas. We have tried to insure, through group and geographical representation, as many direct contacts with the board as is possible with an efficient administration.

Our candidates are known through their activities in the Association, and need no individual introductions to this body.

Respectfully submitted,

Edith M. Matson, Chicago
(Mrs.) Katharine Maynard, Cambridge
(Mrs.) Gertrude W. Maxwell, Philadelphia
Angus Fletcher, New York
(Mrs.) Louise P. Dox, Detroit, Chairman

The officers were unanimously elected at the annual meeting, June 22nd, 1934.
The Roosevelt, June 29, 1934

Dear Mary Jane:

WASN'T I glad that you urged me to borrow the money and come on to New York for the S. L. A.? It was fun to get back into harness again, especially now that I am all settled for the fall. I've had a swell chance to reestablish contacts with the people I used to know, and, although the pocketbook is pinched, I've had a gorgeous time.

As for news about the convention, my head is whirling! Of course New York is a thrill in itself. I don't know whether it means that things are looking up, but never have I been to a convention with more interesting activities or a greater feeling of unified effort and spontaneous friendliness.

I landed at the Roosevelt in the midst of that downpour Tuesday morning, just in time to register and catch a train for the luncheon for visiting librarians at Schrafft's in Newark. Did you have bad weather that day? We were having a flood, but in spite of that, the crowd kept Schrafft's busy adding tables — and at that, I heard they had prepared for fifty! And did everyone have a good time! And was the food delicious! You should have seen Ruth Savord cornered by the photographer. The Newark Committee certainly deserves congratulations on what they have put over. Alma Mitchell had plans for those of us who wanted to go to one place or another all worked out. "Rademaker's" rallied round in great shape. I learned a lot there and then had a nice visit and some delicious ice cream at the Museum.

Of course the rain wrecked the garden party plans, which was just too bad; still refreshments were served! Marian Manley was in the entrance court to welcome special librarians and see that they came through with no delay. We were shown the lovely garden we might have been in, and taken to where Miss Winser was dispensing hospitality. I remember years ago seeing her in Newark, and she is as much of a person as ever. In spite of all the excitement in New York, I saw that both the out-going and in-coming presidents were there, as well as Florence Bradley and Dorothy Beinis, Marion Rawls and Mrs. Wells from Chicago, Mr. Alcott down from Boston, and any number of other valiant souls. I went back to New York feeling the trip had been a great success.

That evening there was an Advisory Council meeting going on, so I had a pleasant time in the lobby renewing old acquaintances with some of those who had no committee or board responsibilities. That was the last quiet moment.

The lobby was a grand jam the first thing Wednesday morning, and was I glad I had registered the day before! The busy people at the desk could hardly keep up with those who wanted attention. I saw any number we both know — Laura Woodward, Marion Mead, Sue Wucherter, K. Dorothy Ferguson all the way from California, Marion Todd down from Boston. The new librarian of the Tennessee Valley Authority was pointed out to me, deep in conversation with Mrs. Dort. Mr. Cutter was there on his way back to Bermuda. There were any number of attractive, snappy-looking people new to me also. I looked for Mr. Brigham, but heard that he wasn't able to make it this year since the legislature was in session. That's one of the penalties of being an important person. I missed Rose Vormelker, Grace England, Jessie Calan, and Margaret Reynolds also.

I sent you a copy of the program, so you can see how hard it was to decide what meeting to attend so as to miss the least. In fact, it was very hard to go to meetings at all because of so many people you wanted to see.

The Financial Group meeting was a big drawing card, so I decided to take that in. I was interested to see Rollin Sawyer of the New York Economics Division. Mr. Reece of Columbia was on the spot also, and I caught a glimpse of Dr. Gerould of Princeton later in the week.

There is no use telling you about the speakers. After all, you will see most of their papers, I hope, but you won't hear so much about who was around. You remember I was a little hesitant about coming alone to the convention because I thought it would be hard not to have a running mate. Now I don't know but you have a freer time by yourself — at least to meet people. Rebecca Rankin was, as always, her cordial self. Mr. Alcott was on hand with his friendly greetings and an attractive daughter in his train. In fact I gathered there was quite a delegation from Boston. I saw them separately and collectively, and they were a most impressive array. Baltimore sent a number also.

Do you remember that delightful Mrs. Fertig from Pittsburgh, who was running such an interesting program when we stopped over for a meeting there last fall? She was around, looking as pretty as ever and just as concentrated on the various businesses in hand.

Almost everybody seemed to decide to go to
the Civic-Social luncheon at the Parkade, and I went along to see what was doing. It is a very pleasant place to eat — high on a roof garden, and I had a visit with Mildred Potter of Hartford. She is another who believes in free lance travel. Of course working in different parts of the country helps a lot.

A big crowd turned out for the general session. The acoustics of the ballroom were not suited to most women’s voices, although Miss Blunt, who talked about trade associations and their relation to us, was more than equal to the occasion; and Mr. James is independent of amplifiers. We were left in no doubt as to the appreciation felt for our various stars by their respective bosses. To hear Eleanor Cavanaugh was toast—though a little late Bruce Barton said about our noble president, was a treat. I don’t know that I ever heard such a unanimous chorus of praise before. The nice part is that one can cheerfully echo it all.

Well, you have seen S. L. A. banquets before. You can imagine there were some perfectly gorgeous gowns present, and some very good looking ladies! It was quite a treat. Everybody had a good time. The Mayor actually came, even though a little late. Bruce Barton was witty and stimulating. Eleanor Cavanaugh was toast-mistress, and knew how to bring out the best in her victims. The music was a delightful surprise. Altogether, it went off with the usual dash.

By the way, here are some copies of a new departure which will help you — CONVENTION CLATTER. Pretty nice, don’t you think? Especially for a rush job. And don’t you like the picture of Mary Louise turning over the fleet to her successor? I heard rumors that “Snips and Snipes” was responsible, and that is just one point where I fell down on your instructions. I haven’t yet found out who that girl was! I had reason to suspect a dashing lady with auburn curls, and a white dress trimmed with scarlet, but I am not sure that it is.

Guelda Elliott from North Carolina was another one who believed in free lance travel, and from my visit with her I gathered she found her first appearance at the S. L. A. as delightful an occasion as I found my renewal of old times. She was very busy Friday afternoon on the petition for a group for college departmental libraries. That has been a pet idea of Linda Morley’s for a long time. Now it’s well under way.

The Roosevelt Hotel did all in its power to make life pleasant, and the mezzanine floor seemed to be almost entirely ours. The pleasant library in the front was a nice place to stop for a quiet moment. Any number of tête-à-têtes could be comfortably held for in the corridors, and opportunities were not missed. And you should have seen the little dressing tables.

All the meetings and all the luncheons and all the teas were interesting or festive, as was appropriate. It would be fun to have a little more time to get together in the halls. It is the year’s best chance to see the people you want to see, and you feel guilty if you walk out of a meeting — but what can you do if you just spot an intimate friend of three years ago who is taking the train in an hour?

The audience stayed pretty well put at most of the meetings, though. But the one meeting when they were really held spellbound was at the general session Friday morning. Would you have thought that a business session, and nothing but a business session, could have had an almost full house? That certainly speaks well, both for the individual interest felt in the affairs of the association by the members, and for our president’s ability to bring out that interest. Her report was swell. And what a tremendous amount of work has been done in the past year! Of course the meeting was a perfect love feast, but we can enjoy that. I got a real thrill out of the applause for the president’s speech. She even had to take a curtain call! And how gracefully Ruth Savord took over the chair, expressing appreciation, not only of the work that had gone on before her, but the thrilling opportunity for her to do more work.

And we know how she turns that out. She was one of those chiefly responsible for our success with Carnegie, you know.

You should have heard Dorothy Bemis give her report on the Trade Association Project. Well, when you read it yourself, you’ll be stunned at the ground covered. The only bright side to the fact that her leave expires July 1st is that the one and only K. Dorothy Ferguson puts her shoulder to the wheel for four months!

Look here, I am going on and on, and I have about six dates tomorrow morning. I will be telling you more later on. I hope you see the convention a little from this. It certainly was worth everything it cost me. There is nothing like an S. L. A. convention to show you how many friends you have around the country and how many things we can get together to do.

Yours,

Sus
Publications of Special Interest


This describes the history and work of the California group in its varying phases and methods. Helpful for those interested in this type of work. Libraries should be alert to such information as they have a unique opportunity for work in this field.


Publications arranged under broad geographical locales: Europe and Dominions, Latin America, and Far East, and subdivided by countries Also includes a general list. Gives title and frequency. Basis of selection is usefulness for average financial library interested in foreign sources of information. Free publications are indicated. Addressers are not given. Mimeographed Does not include official statistical bulletins nor trade and technical journals. Tentative plan for the enlargement of this illustrating survey of sources of foreign information and its preparation for publication are under way by the Financial Group of the S. L. A.


Subjects covered by individual lists are business, finance, including credits and collections; business management, investments and speculation; office management, personnel management, real estate, salariness; secretarial work. These are selected lists of books recommended for reference use. Descriptive notes are given for those entries published within the last three years. Each list is arranged alphabetically by author giving—besides author—title, publisher and date. Prices are omitted because of constant change. Mimeographed.


Alphabetical list of 337 association membership lists giving name, address, number of members, brief description of their activities where this is not indicated in name, and price. Subject index also included.

Kehl, M. M. Union list of services in 34 libraries in Manhattan. Special Libraries Association, N. Y. 1934. 12 p. 35¢.

This, with the Handbook of Commercial and Financial Services and its supplement, furnishes librarians with a source of information on services and their respective popularity. While not complete, it is a beginning and is useful as a quick reference tool.


A symposium of papers presented at the 1933 Conference of the American Library Association by authorities in library science. Some of the problems discussed are the need for a clearing house for various types of public documents, the bibliographical weaknesses in the field, and publication trends. The detailed summary in “Recent Trends” by Mr. Tikotz, showing the present practice of publication and distribution of documents in libraries by the various departments of the federal government, will be of especial interest. Index included.


A valuable guide book for college librarians in particular and other librarians in general, for purchase of periodicals both domestic and foreign. Various classified headings are given, including chemistry, English, mathematics. For each publication there is given frequency, place of publication, abacus or price, date of Vol. I, brief descriptive annotation and index in which periodical is mentioned. The various indexes themselves are described. A title index to the classified list also appears. The classification headings are given at the top of each page—a decided advantage.

The arrangement and annotations show on the whole, understanding of the needs of college libraries. Some strange omissions occur. The Journal of Business of the University of Chicago is not included under Business Administration, and Special Libraries is omitted under Library Economy, indicating comparative lack of familiarity with that field. Except for these errors, the book is an extremely useful addition to a working library.

Manley, M. C. Business information—keys to special fields. Business Branch of Newark Public Library, Newark, N. J. June 1934. 2 p. 10¢.

Lists special bibliographies that collected, would act as keys to the major fields of business enterprise. It is divided under the heading, “Book Lists,” “Current Guides to Business Reading,” “Periodicals,” and “Lists of Directories.”


A good source of information for the commercial application of engineering equipment is the trade catalog collection—if it is well handled. This manual provides an ideal guide for such a collection.


This is the fourth in a series of World Affairs Pamphlets published by the Foreign Policy Association and World Peace Foundation. In this “discussion of one of the most important issues facing not only the South, but the country as a whole, Mr. Molyneux explains clearly what consequences a policy of extreme economic nationalism
July-August, 1934

SPECIAL LIBRARIES

would entail for both the South in particular and the country as a whole in general."


The report covers the present leisure-time opportunities in New York City and gives recommendations for their enlargement. A helpful bibliography is included.


Mimeographed bulletin giving title, date and number of pages of publications of emergency agencies not in existence before March 3, 1933 (excluding Reconstruction Finance Corp.). This clear presentation of the number of releases clarifies our understanding of this mass of elusive material. Among the most important agencies included are: Agricultural Adjustment Administration, Farm Credit Administration, Federal Deposit Insurance Corp., Federal Emergency Relief Administration ( subdivided under Civil Works Administration, Works Progress, Federal Surplus Relief Corp., etc.), Federal Home Loan Bank Board, National Recovery Administration, and Tennessee Valley Authority. Descriptive notes are not included but usually enough information is indicated by the title. Subdivided according to printed and mimeographed material.


Books published during 1933 and 1934 in the field of science, technology and business. Detailed annotations by special librarians who have found them useful provide authoritative bases for their purchase. Arrangement is by broad subjects such as advertising, economics, personnel administration, real estate and salararies, and gives author, title, number of pages, publisher, date and price. Brief author index. Mimeographed.


An excellent, comprehensive check list of mimeographed and printed official publications of all the emergency administrations from March 1933 to April 15, 1934. Publications are listed under the issuing bodies, which are arranged alphabetically. An index, with a key to abbreviations and authority for establishment, makes it easy to find publications of any emergency administration and to decipher the Washington Alphabet.

A chart showing the more important agencies of the Federal Government is included. This publication differs from "N.R.A.—The New Deal of Business and Industry—A Bibliography," May-August, 1933. In that it lists only official publications, while the latter lists, pamphlets, commercial services, magazine articles, and some official publications as of that date. The first publication should not be discarded because of this second since it brings up-to-date only the list of official publications.

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