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SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

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Some Significant Business Problems and Their Library Aspects

By Willard L. Thorp

Director of Economic Research, Dun & Bradstreet

THERE are some occupations for which we can predict with certainty a most active and even hectic future. Perhaps the first which comes to mind is Supreme Court justicing in the United States. It is not surprising that there are resignations when we consider the knotty and intricate legal problems which the members of that august body must anticipate as eventually and inevitably theirs. And in the same category of occupations belong the librarians of the country, particularly those who spend their days in the Dewey 300's and kindred classifications. For them, the future holds little promise of peace, quiet and relaxation.

You may not know that the gentlemen from Mars, summoned so frequently by our literary lights to observe the earth, are required upon their return to prepare detailed reports of their observations, which appear later in a series of Planetary Pamphlets. Several centuries ago, their chapters on our economic life were short and simple. Wherever these observers turned, they found a pattern of production and distribution which did not require elaborate description. Nor did it raise problems which excited them beyond the frequent comment of how hard everyone seemed to work to get how little.

Their latest edition (the 341st) on the economic life of the United States, makes use of their special technical facilities such as the direct thought recorder, the double-cross automatic index, and the use of eight-lens statistics. Nevertheless, the report requires 408.3 times more storage space, computed according to the five Martian dimensions, than did the similar description (the 49th edition) for the entire World as of 1350 A.D. This extraordinary increase is not to be explained by any such suggestion as that their powers of observation have improved, or that they have given up crop-restrictions on verbiage, for the long rec-

ords of Martian psycho-analytical-intelligence-personality tests and their word-productivity records show no change in these directions. It must be our economic system which has changed!

Economic evolution has followed the process of biological evolution in the development of variety. Five hundred years ago, the economic pattern was simple and similar, like the piece of cloth with the small design repeated thousands of times in identical form. The impact of the tremendous developments of technology and capital accumulation has been to create wide differences — differences between and within industries — not only differences in product, process and size, but differences in services given, prestige, character of markets sought, etc., etc. We still have some village blacksmiths, but most horseshoeing today is done by Firestone, Goodyear and Goodrich. Of course, this development of differences completely destroys the one-volume business man's library. Business men now face thousands of problems where they faced one before. And these problems extend into areas of knowledge never contemplated one hundred years ago. Much is still undeveloped by scientific exploration. Bits of information have been uncovered. A few soundings have been made. We are in a queer state of what seems to be a tremendous volume of publication production, proving increasingly inadequate. We become continually more ignorant, when we compare our knowledge with our problems. We are now swinging away from generalizations towards emphasis on specific application. And this further multiplies the burden on writers, readers, and librarians.

Economic problems seldom disappear, although they may change in form and immediate importance. At the present time, problems of distribution are increasingly in the spotlight. The nine-

teenth century was one of extraordinary advances in improving the techniques of production. But more recently the problem of selling the goods once they are produced, has steadily moved into the foreground. For years it has taken the form chiefly of discussions of advertising values and techniques and other types of selling appeal. Outside these limited areas, distribution has been an undeveloped subject.

But the depression destroyed what balance there was in the markets. There was no longer any production problem, but entirely a selling problem. The chain-store laws, the Robinson-Patman Act, and the state Fair Trade laws are all sudden cries for legislative life-saving by certain distribution groups. This in turn has focused interest on a new set of problems—problems of price, of cost, and of distributive channels.

This is no temporary phenomenon, although its present expression may not be permanent. There is a basic ground-swell which was bound to bring the problems of distribution to the surface. And they will require more energy from you librarians than the problems of production. Distribution problems are less defined by technological considerations and fall more in the realm of policy decisions. Our knowledge will build up through individual cases and studies of small sections of the problem. And so you must know about basing points, p.m.'s, functional discounts, reciprocal buying, voluntary chains, and conversion contracts. These are the stuff that marketing policies (dreams, if you must) are made of.

Secondly, you are going to face demands for many new types of information in the labor field—information much of which does not exist in organized form at present. Most business men have had only limited experience with unionism. The labor problem to them has been, "Collective Bargaining, Yes or No?", and they have checked No. This meant that the problem was never raised of what happened if and when you checked Yes. They and their personnel managers have occupied themselves in the past with hiring tests, pension plans and uniforms for the company band. Now they suddenly find themselves involved in a labor negotiation. What do they know about union contracts: How has this provision worked out? Has this phrase any dangerous implications? How are learners and apprentices usually paid? How about over-time arrangements for a highly seasonal industry? The negotiation is nothing but a collection of problems. And a parallel line of questions arises from decisions in the labor field by various government agencies in connection with the Walsh-Healy Act, the Wagner Act, etc.

Here is a new area of specific and very pertinent problems for many business men. It would be interesting to know how many of them, when the first draft of a proposed contract is presented to them by a delegation from the union, have ever seen such a contract before. In other countries, a large literature has grown up on labor relations precedents, policies, and particulars. And probably we must follow the same path.

And the third great area, which I hardly need to underscore to you, is that of governmental relations to business. The long term trend in this country is towards an increasing participation of the government in economic life. This takes many forms and I shall only suggest a few of them. In some instances, certain industries have been selected which appeared to need special treatment, such as banks, railroads, public utilities, and shipping. In other cases, the processes of competition which are intended to keep us in balance seem to be threatened and we have defined certain types of behavior as improper, — adulteration, fraud, monopolistic practices and, latest of all, price discrimination. Beyond these, the government is also taking certain direct responsibilities for improving our economic functioning, for a particular social group by old age security, for a particular area by the Tennessee Valley Authority, for a particular economic activity by the Securities and Exchange Commission.

Each generation starts with a new concept of the borderline between public and private interest. The conservative of today is defending the position captured by the radical of yesterday. There are few cases in the economic history of the last century where the government has withdrawn from an area once it was occupied and had survived Supreme Court scrutiny. However, one thing is clear — that the variety in our system which I mentioned at the start, stands in the way of neat and simple governmental decrees. Our customary law-making process in the economic field is for Congress to make sweeping gestures, with broad phrases such as "combination in restraint of trade," "to substantially lessen competition," "fair return on a fair value," and leave the specific application to administrative agencies and the courts.

This procedure has much to be said for it, at least when compared with the alternative of Congress itself endeavoring to deal with the complicated problems raised by these simple phrases. But obviously, the problems of keeping up to date are tremendous. Not only are there the specific regulations, decrees, etc., but the various speeches by government officials which indicate something of policy, and the volumes of data and

information pouring forth in increasing quantities. I see no relief for you in this quarter in the immediate future.

This is a period of change. Exciting efforts are being made to improve our economic system. Individuals are in states of high emotion over the developments which they approve or damn according to their lights. We are faced with problems for which social science has yet to develop

adequate fact and theory. It is easy to be pessimistic about the future. The hope lies in the processes of objective and rational evolution,—a thinking rather than an emotional development. We cannot have too much information about how our economic system works, or too much consideration of ideas which are presented carefully and sincerely. And libraries should be the centers of our accumulated wisdom.

Concerning Books and Business

By Paul T. Cherington

Cherington & Roper, New York

A STATISTICALLY-MINDED friend once told me that it costs any \$20,000 executive \$60 to read an ordinary-sized book. That is the time-cost alone.

Whether for this reason, or for some other, more human cause, few \$20,000 executives ever do read a worthwhile book. I am not telling you this to point a moral, or to discourage you, or even to stimulate you into trying to get business men to take any \$60 gambles in book-reading. I just want to make it clear that most business men simply don't read books.

That makes it evident that the main job of the special librarian with respect to business men is to serve as a means for getting into the minds of these harassed creatures by means other than reading, what they could more easily and more satisfactorily get if they would read.

This insulation between the business man's mind and the printed page is supplemented by other difficulties which it is your job to know and to deal with. Two others among these may be mentioned briefly as a background.

Two basic difficulties

One of the main difficulties encountered is the vagueness of meaning of the two essential features of your problem—"business information," and "business men." The field of business is so diverse and specialized that any information item which has real value to any specific business man is apt to be of no use to anybody else. And at the same time, the generic term "business man" means nothing definite. The chief interests of even a specialized group of business may be without significance to other groups. Fire insurance men, for example, do not get much of a thrill out of a discussion of retail merchants' stock plans; nor do bankers find much entertainment or profit in an armature-winder's time-study.

This diversity of specialized interest is what makes absurd any talk about a "clearing house of information." You can't "clear" information any more than you could money or checks if they had different values for each holder of them.

And second,—there is the difficulty involved in getting the essential features of a business problem formulated and put into print. There is for the business man nothing like a business cook book which tells him specifically what to do and how to do it. His job is mainly one of continuous and varying invention.

These, and similar basic difficulties, are enough to make the business librarian's work elusive; for if the business man does not read, has few basic interests, and seldom finds his pressing problems concretely discussed in books, he is not likely to regard books with enthusiasm. And yet, there is a job to be done which may be worth discussing. Let us make an attempt to be concrete.

For instance — there is marketing

What I shall try to do is to take one specific field, with which I am familiar, point out some of its characteristics as a library job and indicate some of the ways in which, in this one special field, good library work can be done. The field I refer to is what is now generally called "Marketing"—or the distribution of merchandise.

When the first college course in Marketing was started in the Graduate School of Business Administration at Harvard University in the spring of 1909, there were no books on the subject. I know, because I started the course and had to work out the lists of readings for it. There were a few "How" books, some special articles in scientific and other publications, there were the files of "Printer's Ink," there were occasional chapters or paragraphs in industry studies, and that was about all. From printed reports of hearings before

State or Federal Commissions, when business men were being questioned, some points could be culled; and the investigations by the Bureau of Corporations now and then touched on marketing practices. In a few rare instances a doctor's thesis could be found in a College Library in which the marketing problems or practices of an industry were referred to; but it would have been, at that time, a rare professor of Economics or anything else, who would have accepted from a graduate student a thesis subject in any field of Marketing, even if it had been offered.

In industrial studies of the time, of which there were many, marketing problems, if mentioned at all, were dismissed with some such statement as that "the goods, when made, are distributed through the usual channels of trade."

Marketing was trade. And, while there were a few conspicuous merchant princes, the whole science of marketing could be summed up in one axiom: "Buy cheap and sell dear." All the rest was either luck or truculence.

The present flood of marketing books

In contrast, look at the present flood of books on Marketing and kindred subjects. Probably about 100 new full-sized books a year are published, and each year a considerable number go out of print. The general catalogue of the New York Public Library shows the following approximate numbers of current card titles, practically all published since 1920: Marketing, 140; Markets, 25; Retailing, 200; Wholesaling, 5; Advertising, 450; Salesmanship, 560.

This represents a total of nearly 1,400 books in this field, not counting the hundreds which have served their purpose and become obsolete.

One of the most important additions to marketing materials is the Business Census. The Census of 1930 was the first nation-wide census to cover merchandise distribution and the recently completed Census of Business 1935 contains 6 volumes on Retailing, 8 on Wholesaling, 3 each on the Service Trades, Construction and Transportation and Warehousing, 2 on Banking and Finance, and 1 each on ten other subjects — a total of 35 volumes, giving a statistical record of American business. This is probably the most complete statistical picture of "business" as contrasted with the production industries, issued by any country in the world.

And then there are the pamphlets

Moreover, in addition to books, there is an enormous quantity of more temporary or fugitive material in the form of magazines, pamphlets, and special reports — particularly those issued

by advertising media. These are far more difficult to keep track of than the books.

The long and short of it is, that here, in this one field of Marketing alone, there is now being issued a continuous supply of printed matter such as no man could read all of; and this pours up against a body of men who do not even try to read anything. In the meantime, these same men are confronted with problems of a puzzling sort, concerning which there may be, in the stream, material which might help.

Multiply this summary of conditions in the field of Marketing by as many kinds of business as there are, and you have the problem of the special librarian in business houses.

The job of the business man's library

The business man's library's job is to supplement his own experience and judgment by making available for use whatever is accumulating in books and other printed matter in his field — if it is of any value to him.

His problems are immediate and pressing, his decisions must be made quickly, he lives in the belief that he cannot stop to read volumes, or even pages, of printed matter.

If somebody can give him the "net" of some other person's judgment or experience, he may be able to make use of it; but that is his conception of the relation between his "practical" problem and all this flood of printed matter. He does not want a clearing-house; he wants one specific thought, and he wants it boiled to the bone, and available instantly.

This is where the Special Librarian has a chance to do a rescue job. No filing system will do it alone; nor will any form of mechanical indexing be anything more than a working tool.

Any system for filing business information is a compromise between not getting what is wanted, and getting so much that what is wanted cannot be dug out in time to do any good. Consequently, the two guiding principles in Special Library work for business ought to be:

1. To get the essentials.
2. To get rid of everything else.

And that, of course, makes it necessary to define the essentials.

The bare bones of a business library

As a matter of fact, the specifications for these are written anew for every office and for every man, and it may even be, for every case.

Perhaps I can indicate, however, what this means by outlining what one business man regards as the bare bones of an adequate Special

Library service in addition to access to some general library and such trade and current and standard reference books and similar collections as are generally available. These bare bone essentials are:

1. A statistical index of the conditions in his trade. This may be presented with some current index of figures responsive to the conditions in his specific business. Either in tabular or chart form, this ought to be revised automatically and put before him as soon as the data become available.
2. The basic reference books for the industry, Census, *Mineral Industries*, *Yearbook of the Craft*, and such general reference handbooks as are of real value in keeping the structural background of the industry or trade always in mind.
3. The outstanding handbook of the industry if there is one; and if not, the descriptive or statistical handbook which covers the field in which the subject trade is included.
4. A limited number of the historically important books in the field — particularly those representing constructive progress during the past 25 years.
5. A careful selection of books in the field appearing currently. These should be selected partly for their value, as records of progress in current thought and practice and partly for their suggestive value in relation to current social and political thought.
6. All important corporation reports in the field, either in the form of pamphlet reports or of summaries given in the investors' manuals.
7. Text books and secondary material of the sort prepared for technical schools or for similar special use within a period of say five

or ten years. In most cases, books older than that are of merely historical interest; although a few have longer life.

8. Fugitive material — pamphlets, magazine articles, daily paper clippings and similar short-lived data — some of which are of great value, at least temporarily. The main point to be observed in connection with this is to develop a system for thorough clearing out of the files at frequent intervals. Most of this fugitive material will not have an effective life of more than six months; but in the meantime it may be of great value. Occasional pieces of material of this sort will have longer usefulness; but one must become reconciled to losing some of this in the interest of tidiness unless it is marked for more permanent retention when filed.

Following some such specifications as these, almost any business concern can keep itself in touch with the significant developments in its field without becoming cluttered up with superfluous material which not only is costly to preserve, but also interferes with access to matter which may be of real significance.

And it will turn out to be a good investment for most concerns to put this sort of work in charge of a competent and skilled person who knows how to get the material together, how to file it, and how to make it useful to all members of the organization whether they themselves know what they want or not. What is needed is not a "clearing-house of information" — one of the most absurd of human concepts — but a clear-headed hustler of materials who knows the difference between the quick and the dead.

500 Business Corporations and Their Information Programs

By *Marian C. Manley*

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Why a survey of the use of business information

BECAUSE a number of those actively interested in developing satisfactory business use of published information were concerned to know from actual investigation, rather than their own deductions, what were the topics most actively concerning business men today; what were their methods of using business information; and what sums they were spending to promote this adequate service, we have carried on, in the past year, a correspondence survey on these points with leading industrial organizations in the country. The generous cooperation which met this

survey, the detailed replies received, and the frequent comment, "This is just along the lines of what we want to know now. How soon can we have a report of your findings?", showed that we had selected the right time for such a study, if business men and business information producers, and the librarians or business middlemen who act as coordinating influences of published information, all wished to get the most satisfactory cooperative results.

In our survey we found out that there was indeed a great increase in the need for information. Due to the economic problems of the past few years and to the searchlight played on business

by government agencies, and to other progressive actions of business men themselves, a much keener interest has been felt in securing adequate facts as a basis for progress. The wealth of material now available for information of this type was noted and the overburdening effect recognized. The need for improved systems of handling that information was mentioned by many business men. The topics on which information was most generally demanded are not hard to guess. Information was needed on all manner of current economic conditions, that is, changes in market prices, changes in demand, increases and decreases in purchasing power in various sections of the country, records of increasing cost of production, tariff problems, money rates, and the different factors that relate to current economic problems.

Another topic causing concern was new legislation. The necessity for keeping up with changing forms and their interpretation was recognized as a paramount need by many of the people replying. Technical progress in various lines of industry was another topic that came in for much attention. Improved business methods, notes on taxation, all were of interest, while the matter of employer-employee relations was recognized as one of the most important topics for consideration.

The general attitude toward information needs is reflected in the comment of the president of one food company who said:

"The amount of data and information required to run our business effectively today is immeasurably larger than it was five years ago. New legislation is the factor most responsible. The competition for the dollar, which is particularly fierce in times of depression, also causes a demand for wider information to enable us to reach new outlets, new markets, new consumers, and to build new products or better our present ones."

And one officer of an oil refinery wrote:

"It has been particularly necessary to keep abreast of current business and economic conditions to intelligently plan future operations. During periods of change, such as we are now experiencing, it is vital to keep one's ear to the ground or suffer the consequence of missing the import of economic trends."

More pessimistic attitudes toward the data available are indicated in these comments:

"Recent conditions have developed an increased opportunity to obtain information and there come to our desks each day many offers to supply data on business developments, the state of the Union, etc., well over and above those that were available some years ago. We naturally need to keep reasonably well informed as to sales possibilities in the country as a whole and in various parts thereof, but the use of too much of the in-

formation that is available would leave one in an entirely confused state of mind.

"In the 20's there was a tendency to coast along. Now we are most careful to scrutinize all details of our situation in order to miss no tricks in arriving at maximum efficiency. The chief need, however, is not so much more information as more and keener thinking."

Three main methods of treating information

These are some of the many information needs of the companies. The methods of treating them vary and fall into three general groups. One group consists of those organizations who have no central clearing house for information or library, who may secure their information through officers, through individual interests, through professional contacts, who have no planned system of preserving and utilizing generally information that has been made available for one group or another, who treat their information plans hit or miss. Perhaps 50 per cent of the 500 replies to this questionnaire fell into this group.

Another 20 per cent represents what we may call the sub-standard library group. Firms in this group have libraries. That is, they have a place in which some books are kept. Magazines may be found there or scattered throughout the departments. Books are there to be used or not used as occasion might demand. All in all, this group represents the corporations with some recognition that a central clearing house for libraries may be useful, but not yet realizing that the satisfactory development of such a collection may not be left to chance or to the inexperienced file clerk, or stenographer, any more than could the auditing or engineering problems be turned over to the same group.

Last comes the 30 per cent with a coordinated plan for handling information. This coordinated plan includes a librarian in constant touch with the present and future information needs of the organization, with friendly contacts with all the departments, and an understanding of the needs of every one. Such a library acts as a central agency for bringing together problems and their solution. It is under a librarian who not only knows her organization, knows the professional contacts that are needed for adequate handling of information problems, but also has the necessary contacts with government bureaus, private libraries, trade associations, public libraries, information collections and other agencies for handling data. Such contacts provide for efficient coordination of information service, in what is, to put it into its regular professional nomenclature, a business library.

Among these groups is a fourth, with repre-

representatives among the others. These executives realize that the growth of published information has been overwhelming, yet the need for it is every day more acute. They feel that the methods of handling these data should be improved; that their organization's ways of treating information problems need revising; that, all in all, they must work for a more intelligent application of the wealth of material that is available. Many are the letters representing this point of view. Those of us who are working with business information problems share these feelings acutely. We know that we need to go further to make ourselves more efficient. We need to know more about business demands. We need to establish closer cooperation with various agencies. We should welcome closer cooperation with us. On our part, we want in particular to cooperate with the business man seeking a better method of using his information so that he may find the industrial development that he needs.

Some analyses by industry

These broad general groups are common to the 500 companies answering this questionnaire. There are also variations in information use by different industries. We are breaking down our survey into the major business classifications and so we find variations in expenditure, in demand and in type of service required in many industries.

In the survey we had replies from 59 large machinery manufacturing companies such as: Underwood Elliott Fisher Company; National Cash Register Company; Toledo Scale Company; Landers, Frary & Clark; Fairbanks, Morse & Company; Thomas A. Edison, Inc.; General Electric Company; The Hoover Company; Westinghouse Electric & Manufacturing Company; Allis-Chalmers Manufacturing Company. In connection with their need for information, a typical reply was this:

"We have naturally felt the need for information concerning new laws, plans for recovery, labor relations, business organizations' reactions, statistics, economics, marketing, new materials, research, and engineering."

About 25 per cent showed carefully coordinated systems of information use. A reply typical of a standard library program is:

"We maintain a company library which supplies books and magazines of both technical and general interest to our employees. Our librarian also secures and disseminates information regarding special topics."

While the less organized practice is indicated by such a reply as this:

"Each of our several departments is responsible for and collects the information required for its performance and efficiency."

The average expenditure for information for this group is \$2,100 a year, ranging from \$12,000 to \$25.

The chemical group included replies from 48 companies such as: McKesson & Robbins; Parke, Davis & Company; National Oil Products Company; Merck & Company, Inc. The need for information was shown in such a reply as this:

"The tremendous increase in the number of new synthetic products, in our industry, has caused quite a demand for information of a somewhat technical character in connection with the use of these products. Because of the decrease in business, these past years, it has been necessary to keep fully informed as to methods and equipment which would help us reduce costs, both of manufactures and of accounting records, etc. We have been compelled, also, to follow general conditions much more closely in our sales work."

About 38 per cent show an organized use of information. The use of standard methods is indicated in this reply:

"The library has been established in this company for more than fifteen years. To it is delegated the task of securing information on *any* subject for *any one* in the whole organization."

The other extreme of information practice is indicated by this reply:

"We have not a large organization, a library staff is quite out of the question, and the information is usually picked up by one of our four officers from various sources or from friends of the trade."

The average expenditure for this group is \$1,500, ranging from \$3,500 to \$600.

In the retail business increasing need for information has been noted also. As one executive said:

"Recent business and economic conditions have developed the necessity of more comparative statistical information in our business as to its relations with other businesses of like kind, which necessitates information as to trends of style, market conditions, production, labor conditions, etc."

The retail trade has certain highly developed information agencies and their possibilities are indicated by this reply:

"For many years we have maintained a business library adapted to our particular needs. It is under the direct supervision of the store economist and is operated by his staff. We also make use of the facilities afforded by the public library, the National Retail Dry Goods Association and the various statistical services."

The average expenditure for this group is not large, only \$900, ranging from \$1,700 to \$150.

Banks have been of necessity leaders in the use of published information and their methods of handling it have been more definitely formulated than in other groups; so that of 54 banks such as were included in the replies, 30 per cent showed methods of handling information effectively. As one executive said of their needs:

"Recent business and economic conditions have increased the demand for information in such fields as governmental agencies, real estate loan operations, and in the field of new industrial development. Generally speaking, recent conditions have affected the type of information desired more than the total volume required."

Planned information methods are indicated in this reply:

"The Manager of the research department and the bank librarian are responsible for securing, distributing and preserving information on a wide variety of subjects in which the officers of the Bank are interested."

The average expenditure for information is \$7,000, ranging from \$35,000 to \$50.

Among the survey replies were 42 from insurance companies such as: Aetna Life Insurance Company; Travelers Insurance Company; New England Mutual Life Insurance Company; Equitable Life Assurance Society; Union Central Life Insurance Company; Penn Mutual Life Insurance Company; Hardware Mutual Casualty Company. The information interests of these companies were indicated by this reply:

"Business and economic conditions of recent years have led us to desire a greater unanimity of opinion among our authorities than perhaps was heretofore demanded. In other words, a reference source which formerly spoke to us with the voice of authority has been approached more skeptically and with a greater urge to check it with some other source of opinion."

About 30 per cent have actively coordinated information service and their demands on it are indicated by this comment:

"Full responsibility for the securing and distributing of information is placed upon the library staff."

Another approach to the problem is shown by this reply:

"A company library is maintained with a librarian in charge. However, this library is not actively used by us, but serves rather as an archive for the preservation of important data and reports."

The average expenditure for this group is \$6,500 ranging from \$20,000 to \$650.

We have seen to some extent how industry is now using published information. For the first time we have answers based on actual facts, giving neither an optimistic nor a pessimistic view of how business uses information, but the actual record of the conditions in different industries. This shows that business men have gone further in the carefully planned use of information than some of us had realized. It shows even more the interest in developing this planned use of information. Much greater progress can be made, though, if more and more groups realize the need for learning if they wish to grow.

General steps for cooperative development

The actual steps that business organizations can take to make greater progress in the use of their information are not difficult. They should and may find it possible to check their developments by standard practices in this field, since both in the trade press and in special publications records of this standard practice will be made available. The future development of methods for using information may be projected for all industries. Methods that can be adjusted to the large or small plant may be developed. The data are available for a study of such development. Business men who are awake to opportunities will be studying these data with an eye to improving their own practices. Such progress can be charted. It need not be haphazard.

Two types of libraries now in existence may serve as guides to those business organizations that wish to develop a planned use of information. One, the public library with specially developed business service, should serve as a guide to the resources cooperatively available to the community. Business men in the metropolitan area can profitably visit the Newark, New Jersey, Business Branch, the oldest in the country and probably still the most comprehensive. Here may be found the cream of business collections: the investment services, the city directories, the trade directories, the trade magazines, the selective books, the government documents and clippings that are needed in the course of the community's business life. A visit to such a collection as this, or the one in Boston or the Business Research Department in the Cleveland Public Library or others about the country, will give a survey of the available resources in published business information that will be amazing to many who see such a collection. No one business house would want all the varied types of material assembled there. On the other hand, no public business library could give to any one corporation the adequate service based on understanding of its particular problems

that is needed for a planned information service. After visiting, for example, the Business Branch of the Newark Public Library and gaining the picture of the resources that are available to business as a whole, a visit to a particular industrial, financial or commercial library will indicate possibilities for information service as related to a specific field and company. Perhaps only in this way can the company facing the development of an adequate information program gain a perspective on the company's needs.

What specific steps are necessary

Adequate coordination of information and satisfactory access to necessary material may be secured in these ways. First, by employing an information expert who will understand the specific problems of an organization and can apply the professional techniques that will aid in the solution of these problems. Second, by supporting the public library in its request for funds so that the library may in its turn be urged to have available such business materials that adequate cooperative use of important publications will be possible for local industry. Third, by encouraging, through its

information expert, the librarian, the development of cooperative relations in the use of information through other library agencies, through professional contacts, through trade associations, through cooperation with government bureaus, through all the types of cooperation that are needed for development. Fourth, by remembering that the Business Information Study Committee has been a fact-finding body gathering data and will have it available for use in planning satisfactory library development and in cooperating with the Special Libraries Association in promoting the development of business libraries. These two groups are ready to cooperate with business men in every way to promote the development of adequate information service.

If we remember these steps, if we study what has already been achieved, if we realize the opportunities there are in this program, if we work toward the objective of greater use of available data to produce industrial improvement, we can be assured that our work will mean better employer-employee relations and consumer relations and a greater satisfaction for all of us in the future than there has been in the past.

The Executive's Use of Information

By Frank M. Surface

Director of Sales Research, Standard Oil Company of New Jersey

THE function of a business executive is to make decisions. These decisions may involve broad policies of the company or they may relate to minor details such as whether the Board of Directors room will have red carpet or green. However, in the end the big policies of any organization which determine its success or failure must be decided by someone.

Whether any given decision will be wise and promote the best interests of the organization depends primarily upon just two things. One of these is the character and extent of the information which the executive possesses and the other is the skill with which he interprets this information as to its bearing upon the particular problem of his organization upon which a decision must be reached.

In other words, information of any character is only a tool. By itself it will never solve a problem any more than a spade by itself will dig a ditch. But a good spade in the hands of an experienced operator and with sufficient diligence will dig a good ditch. Likewise accurate information in the hands of a skilled interpreter will yield

wise decisions which in the long run mean the difference between success and failure.

Skill in the use of information in guiding executive decisions must, to a large extent, be gained from experience. Something of it can be learned in school and through the study of how other executives have successfully met somewhat similar problems. However, just as one can never become very expert in use of any tool or machine simply by studying its picture or the theory of its operation, so an executive can only acquire facility in making decisions through long experience.

But however skilled an individual may be, his decision cannot be satisfactory if his information is incomplete or inaccurate. Other things being equal, the character of an executive's decision depends upon the character and extent of the information which he has available and has digested.

Given two executives approximately equal in ability and experience and their success will be in direct relation to the amount of pertinent and competent information available to them. Even a poor and mediocre executive with abundant

sources of accurate information will frequently be more successful than a brilliant executive who has to depend upon incomplete or inaccurate information to guide his decisions.

It would be my judgment from such contact as I have had with business executives in various lines that on the average they are far better equipped in the matter of skill and experience than they are on the side of adequate sources of information. It is pitiful to realize that every day there are thousands of shortsighted, ill-advised decisions made that would have been changed if the executives had had before them information readily available.

In each one of your libraries there is buried information in books, pamphlets, clippings, etc., that would save business men millions of dollars every day if it could be made available to them at the time an important decision has to be made. Yet here we come upon the limitations of the human mind. No man can digest and keep before him all the facts he ought to know in order to render perfect decisions. This must always be a compromise.

You as librarians and I as a research man both deal in facts and information as our stock in trade. It is your responsibility and mine, each in our limited sphere, to see that as far as possible accurate and pertinent information is brought to the attention of the executives we serve. In doing this we have to keep constantly in mind that any business executive is a busy man. He has many other things to do besides reading or absorbing the information which we would thrust upon him. For that reason it is our job to sort and select out of the great mass of material that may be available those portions which may be pertinent to his needs and then to present these in a form that will require the least effort on his part in digesting. This means above all things that we must be brief. A memorandum of more than one page is likely to be put aside for that leisure that never comes. It must be presented in such a way as to catch his attention, which means that it must be linked to something in which he is interested. It must carry the implication that details are available if he is interested.

In other words, as I said before, your stock in trade and mine are facts and information. These things are of no value unless they are used by the person who can utilize them constructively. Therefore, your job and mine is to sell our wares to their ultimate consumer, in this case the executive. In performing this function we have need to employ all the arts and wiles of personal selling and the technique of the advertiser. Our problem is the more difficult because our wares are intangi-

bles, of whose very existence the prospect is usually not aware.

Upon our ability to select and present attractively and concisely depends very frequently not only our own individual success but of more importance the success of the executive and the organization we serve.

I am afraid that I know very little about libraries and perhaps less about librarians. On the other hand, I or members of my organization make a great deal of use of libraries. I myself have met some very delightful, may I say charming, librarians. Yet as a layman I seem to have one general impression which may be as wrong as most general impressions. This is that the average librarian is interested chiefly in getting the books, pamphlets or whatnot carefully labeled, correctly indexed and neatly arranged on a shelf and his or her interest too often stops there. I can visualize a great deal of satisfaction to the methodical soul in accomplishing this much of efficient house-keeping. However, to my mind that is not enough and I feel sure the modern librarian feels the same way. Books that are kept on a shelf are useless. It is only when the kernels that are to be found between the covers are extracted and utilized that they are earning their keep.

I am afraid I have very little sympathy with that type of mind which regards learning as an end in itself. I know many people who have spent years in the study of a particular subject; who must be regarded as learned in at least that one field but who never seem to do anything with their knowledge. It is often even difficult to get them to talk about it. To my mind such individuals are entirely selfish. It seems to me that an individual's obligations to the world about him demand that within the limits of his energy and ability he should use such special knowledge as he may have in a constructive way. There are so many new things to be found out and so many new relations of old things to be pointed out that it seems to me we owe it to society to make such contributions as we can.

I have digressed from my subject, but if what I have said has any point it is a plea with librarians to make even greater effort than you now do to call to the attention of executives pertinent information which is now on your shelves or passing through your hands. Many of you are librarians for individual corporations or firms, others of you have more general or perhaps indefinite relation to individual executives. How you can broaden or enlarge these relations is a problem you will have to work out for yourselves, but I would venture the prediction that there is not one of you who could not supply vitally im-

portant information to executives upon problems which are now up for decision. Sometimes you are asked to supply such information, but more often you are not. If you are to fulfil your proper function you cannot wait until you are asked, you must see to it that the executive has some information on important problems and that he knows that more is available if he wants it.

Take just one problem Today the whole question of labor relations is a more important problem than it has been for at least a generation. There is not an employer of labor who does not have to decide vitally important questions every day. These questions are important not only to the individual firm but to the future of our nation and society in general. There are few executives today who would not welcome having called to their attention really important information bearing upon labor policies

I have no doubt that every one of you is receiving in your libraries books, pamphlets and articles bearing upon these problems. How many of you are simply labeling, indexing and filing this material and let it go at that? How many of you, on the other hand, are scanning this material and when a really important contribution is received are sending a memorandum to your executives giving in one or two brief paragraphs its significant points and indicating that details are available? I hope that most of you are doing this for it seems to me to be the true function of a librarian

There are hundreds of other problems in which the business executive is interested today. If any of you have attended meetings at which the Robinson-Patman law has been discussed, you recognize that here is a subject in which there is a great void of information and likewise a very earnest zeal to learn on the part of business. Anti-chain store legislation and fair price laws, the future relation of government to business are only a few of the general topics on which every business man is seeking real information today.

More specific subjects relate to problems of individual business.

You can count on the average executive reading the trade papers in his own field and such general publications as Business Week, Sales Management, etc. But naturally he is not reading papers in fields outside his own. Yet it very frequently happens that some other industry has been successful in solving problems which are akin to those in his field. He ought to know about these.

Your success in calling particular subjects to an executive's attention will be determined by your skill in presentation. Too much material with too much detail and not pointed at current problems will call condemnation on your head. The first problem you have to solve, therefore, is to know what questions are confronting your executives at any particular time. This is not always easy to know, but it is your business to find out.

The next thing is to select one or two of the pertinent things that have come to your attention and the next thing is to be brief and concise. Better to have three lines that are read than three pages that go in the waste basket.

Remember also that you can't crowd into an executive's head all the information in your library, but if you could be successful in bringing to his attention just two pieces of information in a week which he can really use, think how indispensable you and your library will become to that executive in a surprisingly short time. If you can do this or even something like it you won't need to worry about what will happen to you or your library in the next depression which some of us think will be inevitable some years hence.

If my remarks have been critical of some of the suspected shortcomings of librarians, I ask your pardon. But I would like to point out that I also can and have made the same criticism of sales research men in general, and when I apply the yardstick to my own activities I find that I fall far short of meeting my own specifications. Perhaps we can all improve.

Does Rhode Island Lose a Distinguished State Librarian?

THE *Providence Journal* for July 12, 1937 carried this story on its first page:

"Herbert Olin Brigham, State Librarian since 1903, is to be ousted from that position, it was reliably reported last night. Secretary of State Louis W. Cappelli, who would appoint Mr. Brigham's successor, said last night he will issue a statement today.

"Informed persons at the State House said that when Mr. Brigham received his salary check last week he received with it notice that his services no longer will be required. Last night Mr. Brigham said he had not been notified of his dismissal and had not seen Mr. Cappelli for a week.

"Mr. Brigham was born in Providence in 1875 and was educated in the English and Classical

school of this city. He entered Brown University in the class of 1899, but ill health forced him to leave college before graduation. He then became assistant librarian at Brown University.

"He filled his position until 1903 when he was appointed State Librarian to succeed Prof. Frank G. Bates. He established the legislative reference bureau, and has been of great assistance to all members of many General Assemblies and State officers because of his thorough knowledge of State matters. For many years he has been known at the State House as the man most thoroughly

informed upon matters of State government.

"As State Record Commissioner, he worked for better preservation of the official records in town and city halls throughout the State, and urged creation of a State publicity bureau.

"In September, 1936, he was appointed to the advisory committee of the New England Regional Planning Commission, which cooperates with State planning boards and Federal agencies to promote orderly development of natural, industrial and human resources in New England."

Association Business

THE chief topic of discussion at the Executive Board and Advisory Council meeting on June 16th was the future program of the Association and whether its principal need was additional funds or coordinated planning for activities with more widely distributed participation and support by the members of the Association. The members of the Executive Board and Advisory Council joined wholeheartedly in the discussion. Many worthwhile suggestions were made and pertinent questions asked in connection with the question of expansion. The Finance Committee reported progress on its special study of this phase. Miss Dorothy Avery, chairman of the Junior Conference Group of the New York Chapter, gave a vivid description of its activities and brought out the value to the larger chapters of such a group.

* * *

At the general business meeting on Friday, June 18th, the report of the Constitution Committee was considered and the amendments to the Constitution as presented in the April 1937 issue of SPECIAL LIBRARIES were approved by the members of the Association.

* * *

At the same general session the annual award for the biggest percentage increase in chapter membership for the preceding year was made. This time the gavel goes to the Pacific Coast to be used during 1937-38 meetings by the President of the Southern California Chapter. The gavel award was instituted at the 1933 Conference in Chicago, when it was received by the Montreal Chapter. Since then it has been held by the Philadelphia Council, the Boston Chapter, the Montreal Chapter for a second time. In 1937 the record for percentage increase in membership is held by the Southern California Chapter.

Other fine membership records have been made by the Connecticut Chapter and the New Jersey Chapter, second and third in percentage of membership increase. The highest per capita financial support is given by the Connecticut Chapter, with average per capita dues of \$6.13. The best record as to full payment of dues was made by the Albany Capitol District Chapter, which had all memberships paid by May 31, 1937. Since the scale of dues was changed in 1935, the per capita dues for the whole membership have gone from \$3.62 then, to \$4.78 in 1937.

* * *

At the meeting of the Executive Board on June 18th, a new committee with great possibilities for constructive work for S. L. A. was appointed. This committee's object will be to promote the development of business libraries. The chairman is Miss Rose L. Vormelker, of the Cleveland Business Information Bureau. As a collateral activity, Miss Vormelker will be S. L. A.'s representative on the Business Information Study Committee. Through this contact, as opportunities arise, the Special Libraries Association will be able to use the resources of the Business Information Study Committee to promote work in business libraries.

* * *

After due consideration of the many interesting possibilities for the convention in 1938, the Executive Board voted to accept the invitation of the Pittsburgh Chapter. The 1938 Convention of the S. L. A. will be held, therefore, in Pittsburgh, June 21st to 24th. This promises to be an interesting convention for S. L. A. because of the notable developments in science and technology in Pittsburgh, its interesting art museums, and the facilities afforded by the various colleges, libraries, and other institutions of learning.

Heard Here and There

JUDGING from general comments and the vigor of the discussion at the Friday morning business session, the preprinting of the reports in the convention program was a thoroughly satisfactory innovation. The added value to advertisers of this convention program was so obvious to them that for the first time it was possible to have a convention program without expense to the Association. This year the reports of the Chapters and Groups were presented in detail instead of in a summary. This may mean constructive development for next year, since it provides greater opportunity to profit by others' experiments.

* * *

Some special librarians looked surprised Wednesday afternoon when they found an audience composed of rather more business men and executives than there were librarians. Editors, trade association executives, publishers, and corporation executives from New York, Philadelphia, Hartford, Albany, Burlington, Camden, Meriden and elsewhere, and representing many types of industrial interest, turned out for a discussion of business information problems and their treatment. Dr. Cherington's talk at this meeting made the editorial pages of the *New York Evening Sun* and the *New York Evening Post*. The reaction to special librarians by business men attending was expressed by one as follows: "Both my associate and I were amazed at the spirit evinced at the recent meeting in the Roosevelt Hotel. I had always been under the impression that the cloistered atmosphere of the library somehow colored the thoughts of librarians and gave them a cloistered aspect too. But this meeting certainly opened my eyes to the keenness and awareness of modern librarians to the trend and necessities of the times."

* * *

Radio talks are becoming an accepted part of S. L. A. Conventions. Our President has more than done his duty by them; both last year in Montreal and this year in New York where a three-cornered conversation on various library problems was broadcast over the Columbia network by Mr. Jacob, Mrs. Tichenor and Miss Rammer.

Another broadcast relating to the Special Libraries Association was that of James E. Craig, editorial writer on the *New York Evening Sun*, who talked Wednesday, June 16th, over WNYC.

Of the new pieces of printed matter around the convention, the "Special Libraries Directory of Greater New York" was the most impressive. This latest guide to the information resources of a great city is particularly practical to use because of its satisfactory division by major subject. Title and personnel indexes add to the facility with which it can be used. The increase over any earlier directory in the number of libraries represented is impressive and shows how the special library movement is developing. The Compiling Committee is to be congratulated on its effective work.

Another interesting item was "Social Welfare: a list of subject headings in social work and public welfare." This was prepared by a committee of the Social Science Group and came out under the S. L. A. imprint just prior to the convention. Again a compiling committee is to be congratulated on an able job. This subject heading list has been much needed and its production means the expediting of work in many fields. Favorable comment on it by authorities is frequent.

* * *

Special librarians like the opportunity to meet each other informally over a glass of punch, as the "tea" the first afternoon of the convention showed. So often our time is taken up with meetings and luncheons and getting from one place to another that this pleasant hour of informal relaxation was a delightful innovation and one that should be followed. The same thing was true in connection with the so-called reception preceding the banquet. Although this event was listed as a reception, since there was no receiving line and no organized effort made by the officers to greet the members and guests, this was just another informal and pleasant assembly.

A note of gaiety carried all through the functions of S. L. A. at this convention, with the banquet as a delightful example. There was just enough music before and during the dinner to lighten the atmosphere. The songs were entertaining and added to the informality of the occasion. The spirited fandango, preceding the introduction of Ferdinand, the flower-loving bull, and his sentimental gaze will not soon be forgotten by those lucky enough to have seen it. The transition from gaiety to an adequate response for Miss Gellhorn's moving and arresting talk was handled in masterly fashion by New York's most effective master of ceremonies, Frederick Melcher. The dancing afterward

added much pleasure to the evening. All in all, for informality and pleasure, this convention hit a high spot.

* * *

The Social Science Group is planning a noteworthy contribution to research in the work of two committees under the chairmanship of Adelaide R. Hasse. One is a project for a list of social science periodicals, to be issued in subject groups. The other is a committee on subject index to United States census volumes. Both were discussed at this convention. They will be reported in greater detail in a later issue of *SPECIAL LIBRARIES*, but members will be glad to know that such valuable contributions are projected.

* * *

S. L. A. had fine publicity from this convention. Miss Jacobus is to be congratulated on the

effective result of her activities. New York papers devoted much space to the joint group sessions Wednesday afternoon and Wednesday evening. Other sessions got space according to their newspaper interest. *The American Banker* and *Domestic Commerce* were two of the periodicals that devoted a substantial proportion of various issues to the Association's work. Other periodicals were generous to a greater or less degree. All in all, on this occasion the Association had some stories that could make even a metropolitan paper take notice.

A special event during the annual convention was a luncheon conference on Thursday, June 17th, with the National Secretary attended by eight Secretaries and Treasurers of seven Chapters: Albany Capitol District, Baltimore, Connecticut, Montreal, New Jersey, New York, and Pittsburgh, and represented 100 per cent attendance of these officers at the New York meeting.

Letters to the Editor about the Convention

What I Brought Back from New York

THE most important thing I brought back with me from New York was an idea.

Maybe I got it, unrealized at the time, from Martha Gellhorn's vibrant talk about the trouble in Spain, at our annual banquet. One thing she said (not exactly in these words, of course) was: "The Spanish Loyalist people are the same kind of people as we are. They are giving their lives to-day for the same democratic ideals we have fought for in the past"

Later, I began to wonder if perhaps part of our weakness as an association could be laid to our apparent lack of something worth fighting for. We have weaknesses, as Mr. Jacob so frankly stated as soon as he had assumed the presidential chair. I had already gathered as much at the earlier meeting of the Executive Board and Advisory Council. Some weaknesses, of course, are inherent in our structure—in the widely scattered membership and the consequent difficulty of maintaining contact between the membership body and headquarters. We can do a great deal to bring about greater cohesion, to weld ourselves into a more united body, through conscientious work in the Chapters. The question is, where can we find the necessary cohesive force?

I suggest we can find a clue to the answer in the last new constitution which the Montreal Special Libraries Association adopted unanimously last season. Under "Object," the Montreal constitution reads: "The objects of the Association shall be to promote the professional welfare of its members, to promote the collection — etc." The clause is much the same as the corresponding clause of the national constitution except that *the promotion of the professional welfare of members* is moved up to first place. As a result, the whole approach and emphasis of our Chapter is changed, not merely because we thought it should be that way but because that's the way we found it to be.

Would a similar change in approach to our national problems, in national emphasis, give us that cohesive force we need? It seems to me that we should then have a truly common purpose towards which we could work hard, all pulling together. And in the long run our related objectives, professional and technical, would be advanced correspondingly.

That's the big idea I gathered in New York. I also had a good time.

TOM MOUNTEER, Montreal.

Contacts

THE main thing which I gained from the convention was the contacts I made with new people, both in my line of work, and those in other special fields.

I am very glad that they have formed a University and College Group because it gives me a definite group to tie to. I am interested in a general way with most of the groups but a University Section is very definitely helpful. I feel that we did not have enough meetings as a group because so many were interested in other phases of our work, but maybe that can be remedied later.

One of the most enjoyable features was the splendid banquet. Everything was so well managed, and the entertainment and talk was most interesting.

I am not at all capable or prepared to take up the question of problems I have not been actively engaged in the National association, and have attended only two conventions, 1931 and 1937. It seemed to me, however, that there was a great deal of enthusiasm for the next year, and the incoming officers were capable of doing the very best possible for the organization

MILDRED V. WATSON, Columbus.

For Even Better Conventions

IT WAS a good convention! On the debit side, there was a fine array of speakers, who gave us all meat for thought, a great variety of interests, and helpful criticism of our organization. We agree with Mr. Jacobs that too few attend the business meetings, and it is rather too bad that such a well-conducted affair didn't draw the crowd that came to other sessions. Let us hope fervently that the new style inaugurated, of preprinting annual reports and discussing them, is continued. The record attendance speaks for itself — the convention was a success.

Can we stand a bit of criticism to pass on to future gatherings? First and foremost, we should make sure that our Associate members hear of coming events in plenty of time through the *Associate Members' Bulletins* or mimeographed circulars. A registration fee of \$1.00 should be ample and not act as a deterrent to these members. Since this is the bulk of our membership, ours is the loss if they stay away.

The conduct of the convention itself would be greatly improved, if meetings could start on the dot. It's an old, old complaint that needn't be. And, if Group meetings were properly started and ended on time, the business meeting, for one example, would have a larger attendance. It may seem a trifle harsh, but the gavel could be used

to advantage when speakers exceed the time allotted to them. After all the Annual Business Session is our only chance to meet common association problems together. There should be no groups in session at that particular time. Why not *feature* that meeting?

Commending our last convention, may the next be even better, if that's possible.

M. MARGARET KEHL, New York.

Overlapping Meetings

I WOULD like to write my impressions, but I am in the position of having been registered at the Convention — but not present at many general meetings, except the social gatherings which I found to be very happy occasions — beautifully planned and executed. My attendance at the general meetings was in the main sketchy.

Our Museum Group meetings took us from the meetings just as they were getting well started.

Everyone I talked with, however, felt that they were getting a great deal out of the Convention

Personally, I missed the outside speakers, although the experiences of our own members were stimulating. I had the feeling of wishing that this type of meeting had been left for a city where facilities for speakers were less advantageous.

The Convention was beautifully planned and we all felt very welcome.

MARION RAWLS, Chicago.

Looking Ahead to Pittsburgh

IT IS a pleasure to send along my observations on the convention. Only at such meetings can a large part of the membership become acquainted with the names that constantly flash through SPECIAL LIBRARIES, and see the front-line personalities in action. I enjoyed their variety, color, and forcefulness, but, then, I have always liked the people in S. L. A.

Representing the local Chapter in the Executive Board and Advisory Council meeting, I was glad to see that the officers of the Association were alive to its needs and were working on a plan to realize them.

This meeting, Dr. Allen's address on bibliography, the luncheon for the Chapter secretaries and treasurers, and the annual business meeting were the high spots for me.

If I am permitted to be critical, I would add the following:

At the Pittsburgh Convention next year, let us have no recitals of the small routine and other matters which librarians would absorb naturally in the course of their work. Let us have, rather, more of the sort of address given by Dorothy H.

Litchfield in the Periodicals Committee meeting at A. L. A. Convention, June 21st. The information was presented in a palatable and diverting form. Perhaps she could be persuaded to repeat it at S. L. A. next year. In my opinion, it would be very profitable to have similar addresses on the bibliographic and reference tools and sources in our various fields. If such would doubtless be an old story to the older members, they would not be so to us younger ones, particularly those who have not attended library school.

From another Baltimore member comes a plea for a fuller report of the work of the committees in *SPECIAL LIBRARIES*, more round tables on them at the convention, and fuller information about their activities given to the members at the convention.

If my letter seems to be largely critical, let it not be thought that I did not enjoy the convention. I did enjoy it heartily and would not have missed it for the world.

ELSA VON HOHENHOFF, Baltimore.

The Convention as a Reflection on Growth

THE twenty-ninth annual convention of the Special Libraries Association at New York City, in my opinion, established a new high record of interest in and effort for the promotion of specialized library service as an essential aid in the proper development of public and private agencies and institutions whether of economic, historical, governmental, statistical or other character.

Twenty years ago special libraries were few and far between. The average citizen did not understand what a "special library" was. At the New York Convention prominent specialists in the fields of business government and scholarship presented addresses in which recognition of the value of special library service was taken for granted and in which the speakers urged special librarians on to still further creative accomplishment.

The reports presented at the various business meetings showed that splendid work is being done by S. L. A. Chapters and by the Group Chairmen and their Committee members. The latter have initiated publications and other projects of great value to special libraries and our local Chapters are doing an excellent job in spreading the knowledge of special library aims and in bringing new members to a broader conception of the scope and value of special library activity.

The discussions of the business meetings were of interest also because they showed how special

librarians themselves are ever reaching forward toward a larger conception of just what special library service involves. The day when the special librarian eschewed all thought of research and research materials seems definitely to be a thing of the past.

I was glad to see that a healthy — shall we say "political" — activity continues to persist in the inside workings of S. L. A. Such activity is as essential in organization life as in married life where a certain amount of manouvering is essential to the working out of the "greatest good for the greatest number." The discussions in which all members participated were particularly interesting and many new and important aspects of old problems were revealed.

By all standards, the meeting was a splendid success and it should result in still wider recognition of the value of the services which our special libraries are performing.

DORSEY W. HYDE, JR., Washington

What Changes Have Come

FOR the first time in sixteen years I attended the opening session of the twenty-ninth annual convention of the S. L. A. In years past I had followed the conventions faithfully. The earlier meetings were dominated by men representing at least fifty per cent of the attendance. Then there were John Cotton Dana, Guy Marion, George Washington Lee, the advocator of the Sponsor System, and John A. Lapp, who stood for perpetual opposition to any movement. The other day, in looking around the room, I saw a few familiar faces, — William Jacob, Dorsey Hyde, Herbert Brigham of the unquenchable spirit, and a few others. It was good to talk with them.

It was amazing to see the overwhelming number of women who have taken up the work. It was also a radical change to see the closely cropped heads and the universal use of the "filthy weed." I had kept abreast of the times in such follies, but somehow or other it was surprising to see them in a group of librarians. The majority will not remember that far back, — but in the "old days" we were a prissy lot.

I was glad to find, however, the old liveliness of spirit, in all the meetings and the modern loud speaker devices prevented our losing any pearls of wisdom and light.

I was just a visitor, but it was good to be back, and I thoroughly enjoyed every minute of the convention. It was a rousing good one and many words of praise should be given the committee that arranged the program, especially the meeting with the outside speakers. Keep up the work.

EDITH MACPHAIL PROUT, Summit, N. J.

Our President—William F. Jacob



WILLIAM F. JACOB is by no means new to S. L. A. activities, since he has served the Association twice as Vice President, the first time from 1925-26 and the second time from 1935-37. He joined the Association in 1918 and did fine work as a member of various important committees and as Chairman of the first Census Committee which laid the ground work for the first Directory of Special Libraries in the United States. When his term as Vice President ended in 1926, he withdrew from active Association work, but in 1936 the Nominating Committee sent Mr. Jacob an S O S to serve again as Vice President. He consented to accept this nomination and, as a result, served in this capacity for two years when he was unanimously elected to succeed Howard Stebbins as President of the Association.

Mr. Jacob is a native of Brooklyn, N. Y. After early schooling and business experience in various mercantile concerns in New York City, he graduated in 1916 from the Polytechnic Institute of Brooklyn with the degree of Electrical Engineer *cum laude*. During his undergraduate years he

was employed as a power station operator for the Brooklyn Transit Company. It is undoubtedly due to the influence of the late Dr. Samuel Sheldon, who was at that time Head of the Electrical Department at Polytechnic and also Chairman of the Board of the Engineering Societies Library that Mr. Jacob is now librarian of the General Electric Co. and President of S. L. A. It was Dr. Sheldon who suggested to him that he enter the library profession. Acting on this advice, Mr. Jacob served as a member of the Engineering Societies Library staff during his college years and after his graduation first as night reference librarian, then as day reference librarian, and finally as Assistant to the Librarian, the late W. P. Cutter. While he held this latter position, Mr. Jacob organized the Library Service Bureau, which is still in use.

Early in 1917 Mr. Jacob left the Engineering Societies Library to become Purchasing Agent of the Russell Sage Foundation, but in October of the same year the library profession again called and he accepted the appointment of Librarian of the Main Library of the General Electric Company. Although his company had maintained a library at headquarters in Schenectady since 1895, it was found to be desirable at this time to have librarians with engineering training. Under Mr. Jacob's capable management, the Library was reorganized and expanded into an engineering and commercial library with a translation service for the use of the entire G-E organization throughout the United States.

Mr. Jacob is a member of the American Library Association and an Associate Member of the American Institute of Electrical Engineers. He is affiliated with various Masonic bodies, being past presiding officer of one of them, and is also a Knight Templar and a Shriner. The Fraternity which claims his allegiance is Pi Kappa Phi.

S. L. A. is indeed fortunate in having for its President a man with such a splendid business and professional record. The Association with "Bill" Jacob at the helm is headed for a continuance of the excellent work which has marked its past years.

A. M.

The New President's Greetings

I am deeply appreciative of the honor and prestige conferred upon me at the 29th Annual Convention when I was chosen to head this active and rapidly-growing body of special librarians. Thoroughly mindful of the honor, I am nevertheless quite cognizant of the fact that it also entails responsibility and hard work and, as I said in my acceptance speech in New York, I am willing to do my utmost to further the interests of S. L. A.

Under the leadership of President Stebbins, we have had two successful years, and my fondest hope is that when I relinquish the gavel of leadership, I shall also be able to look back with satisfaction upon as many accomplishments as can my predecessor.

However, we must all bear in mind that S. L. A. is made up of about 1,800 members throughout the country—all holding worthwhile positions, and all looking to S. L. A. for help and guidance in their professional activity. That is but natural. Most of our members are in the Association for what they can get out of it. I don't doubt that the question asked most often by prospective members is "What would I get out of becoming a member?"

But if we analyze the matter, we will soon see that it is an association of voluntary effort—sacrificing effort on the part of those members who are willing to *give* as well as *get*. With the exception of our small but highly efficient headquarters staff (whose primary function is to handle the multitudinous business and administrative details), the many worthwhile accomplishments of S. L. A. are the result of hard and painstaking volunteer work of relatively few members who have the willingness and desire to help their colleagues. I must pause here to express my admiration and gratefulness to this all-too-small group.

And how do they do it? Yes, they all have important jobs, and are "too busy" and all that. But somehow they do find time for extra-curricular activities. They have that sacrificing spirit which, taken collectively, advances S. L. A. year after year. But—and here's the important point—these volunteers are usually the most loyal members and will, I am sure, testify to the many good features of belonging to S. L. A. By *giving*, they are *getting!*

But it isn't fair for most of us to sit back, pay our dues, receive the magazine, and criticize or be passive, while this small band of workers labor feverishly in our behalf. It's easy to sit on the side-lines and grumble. What we need

if S. L. A. is to advance, is a larger group of volunteer workers—workers in the national groups and committees, and workers in the chapters. Let's spread the load of Association activity over a larger number. Then no one will have too much burden; a greater variety of viewpoints will be represented, and the number of thoroughly satisfied members will be increased.

One of the excellent papers presented at the "Looking at Ourselves" symposium, included the criticism that a number of active members have never been asked to participate in national activities. This is admittedly regrettable, but the reason therefore is that we of the Executive Board cannot hope to uncover unassisted, these willing-to-help members throughout the land—much as we want to. We are more than anxious to get acquainted with them if they'll only "raise their hands."

One of the pleasantest memories I have of the Convention just past, is of a young chap—a librarian of a college in the Middle West—approaching me saying: "Mr. Jacob, I'd like to offer my help on some committee of S. L. A. I don't know whether I should wait until I'm asked, or whether it is proper to offer my services." I'm sure there are many others who could and would help, but are waiting to be asked. To all these willing but unknown-to-us members, may I say: Most assuredly we want your help, but we must know who and where you are. All you need to do is to drop a post card to headquarters stating that you'd like to serve S. L. A. on some chapter, group, or committee.

We on the Executive Board, Chairmen of Committees and Groups must take advantage of such new volunteers; we must bring new blood into our organization to relieve those who have struggled with S. L. A. problems for so many years. We must develop a course of training to prepare members to hold important administrative positions in S. L. A. I realize my own shortcomings along this line, and hope we may choose our future officers from those who have become intimately acquainted with S. L. A. through service on groups, committees and in chapters.

In closing, may I repeat my pledge to do my utmost for the Association. However, if real progress is to be made, the President and Executive Board must count on the active help of Committee and Group Chairmen and Chapter Presidents, and the wholehearted cooperation of every member of the Special Libraries Association. Are you with us?

WILLIAM F. JACOB.

The Past President's Address

MY President's address will consist of an informal report to the Association of the year just ended with any comment and recommendations that seem apropos. I shall pass rather superficially over the accomplishments of the various units, give my impressions of the trends of the year and strive to fix your attention on some rather serious problems that must be solved in the not too distant future. I do not know the answer to these problems; I do know that a solution must be found if we are to develop our resources and capabilities to the full.

The voyage this year has been on the whole a smooth one. If some of us have now and then failed to see eye to eye, the resulting cross currents have been surface manifestations rather than any fundamental upheaval of the depths. I have always counted it one of our greatest assets that we are able to approach a problem from many angles, with many divergent views, and yet find a formula which enables us to go on in reasonable harmony and coöperation.

As an example of this, I point only to the constitution adopted at Montreal. This document was composed under stress and turmoil that continued almost to the time it was called up for discussion on the floor; yet we were able in two hours to harmonize our views and to adopt a constitution under which we have lived peacefully and happily and to which only three minor perfecting amendments seem desirable.

The President has a general oversight of the Association with the approval of the Executive Board. Because I am a little removed from the center of the S. L. A. population, I have had to handle this mostly by correspondence. For the past two years I have put about a third of my time and a third of my one stenographer's time on S. L. A. work. The President, along with the Treasurer, is a diligent signer of checks. Another duty is to visit the chapters. I have been able this year to visit but five as against nine the year before. The chapters have been a source of inspiration to members locally. The groups have functioned with a varying degree of contact with their members. The committees have been active in their special lines. I advise you to watch carefully these three committees: Employment; Training and Recruiting; Indexes to Sources of Statistical Information. Each of these have long-range activities under way which have already begun to show results — results which are likely to be far reaching.

The new Finance Committee, which is a ways and means committee as well, has devoted its

first year to working up a long-range program for the Association. Upon the recommendation of this Committee a thousand dollar government bond was added to the reserve fund.

The membership on May 31st stood at 1,846 as against 1,776 a year ago. This is a net gain of 70 or four per cent. On the whole, I consider it a very creditable showing on the part of the Membership Committee.

It is significant that institutional and active members are making the best record for prompt payment of dues. A far larger percentage of associate members was dropped last Winter, or is now delinquent, than is the case with the two higher classes. Connecticut has joined the New Jersey, San Francisco Bay Region and New York Chapters in abolishing local membership. While conditions in a few chapters may make local membership desirable, I believe in general its abolition will work to the best good of all concerned.

I have made an analysis of *SPECIAL LIBRARIES* for the three years ending with the latest May-June issue. The total pages increased from 308 to 336 to 372. The advertising pages increased from 45 to 65 to 76. The 13½ pages in the latest issue is the best for a long period of time.

Complete back files of *Associate Members' Bulletin* have been distributed to institutional members, and they are currently receiving this very valuable little quarterly.

Our sponsored periodical, *Technical Book Review Index*, has also increased its paging this year. The number of subscribers remains constant at about 360. Any new periodical in its second year may expect a substantial number of cancellations; so the fact that this publication has held its own may be counted distinctly in its favor.

To sum up: Our three periodicals have moderately increased. Our membership has increased in moderation. Our income is somewhat larger, and we have added to our reserve fund. All in all, a record of slow and moderate progress in the right direction.

Are we satisfied with this?

In the few minutes left me I want to concentrate on some problems facing the Association, and with your permission I will clear away some of the lesser matters first.

In the first place I want to repeat word for word something that I said a year ago: "Adequate representation of our two California Chapters in national activities has been much on my mind. They have continued splendidly loyal with very few opportunities for contact. I am almost convinced that California should have occasional

representation on the Executive Board even though distance would restrict contacts to correspondence."

This raises the perennial unsolved problem of how to operate efficiently from a central location and at the same time keep up an active interest in the outlying chapters. I have tried consistently to keep committee activities so distributed that all chapters would have a part in the national work. This undoubtedly slows things up at times; yet it seems to me far preferable to its alternative of carrying on all work from the metropolitan district.

S. L. A. purposely allows great freedom of action to its local chapters; yet it must keep constantly before them that all are parts of a unified whole. Presidential visits may serve this end. I have visited twelve of the sixteen chapters during my two years in office. I am not too optimistic that this has brought very definite results. Only three ways of personal contact are possible, however—attendance of members at conventions, presence of the chapter president at Advisory Council meetings and visits to the chapter by the national President. Some of the larger chapters have accumulated substantial balances. I raise the question seriously whether they should not assume some proportion of this expense.

Then, too, there is the perennial problem of business versus other kinds of libraries. S. L. A. is not an organization of business libraries. We have libraries from all branches of the professions and the technological and social sciences. I have always maintained not that the business librarians should be quieter but that the others should be noisier and push more vigorously.

There is the problem of clerical help for officers and committees. Many of us are willing to donate our time for planning and supervision, but few of us have the necessary stenographic and clerical assistance on tap. On this rock of lack of money for clerical assistance have been delayed, depleted or completely shipwrecked more projects than men dream of. Some day, somehow, funds must be found to translate into finished products the ideas and capabilities inherent in our members.

In our colleges is a vast body of young men and young women to whom the term "special library" is meaningless; yet here lie some of the most promising recruits for the army of special librarians. We must find ways to sell to these bright young people the idea that library work is not concerned with fiction and college reference books alone but may be tied in with one's major interest, one's specialty or even one's hobby.

We must bring our needs more aggressively to

the library schools and urge that opportunity be given for adequate directed preparation for special library work. Perhaps we can help the schools with ideas born of experience. These things we must do if we are to keep our ranks filled with those capable of carrying forward the high standards of our profession.

One of the greatest professional benefits we offer our own members is opportunity to participate in group work, national and local. National groups should bridge over the period from convention to convention and provide more or less direct professional help to their affiliated members. This spring I received two letters. One writer had received only one communication from her numerous group affiliations during the year; the other had had none whatever from her five groups.

"It must be hard," one of them wrote, "to explain to a new member who affiliates with a group, that just nothing happens as a result of this affiliation which has been carefully explained to be valuable. I have not personally missed the communications very much until now as I expect to be at the convention and to find out what work has been done at that time. But to the average member, if there is nothing for him from convention to convention to which he is probably not always able to go—I see very little reason for him to be interested in group work. I refer in particular to those who are not near enough a chapter to profit by local activities."

While I cannot believe these cases are entirely typical, they do raise a pretty serious problem. To what shall we lay these conditions? Shall we say that the laws of choice and chance brought into office at the same time an unusual number of non-communicating group chairmen? Shall we say that the stress of daily duties allowed of no constructive work for the groups? Shall we say that the lack of money for clerical assistance that I mentioned a moment ago prevented the chairmen from using their mailing lists?

Have any of you noticed that although I have mentioned our three periodicals—*SPECIAL LIBRARIES*, *Associate Members' Bulletin* and *Technical Book Review Index*, I have not yet said one word about our irregular and occasional publications? I am now pointing, but without any pride, to the record of the past two years.

The Publications Chairman and I have held many an earnest conference in Boston, trying to fathom the reasons why pamphlets and brochures progressed with such extreme slowness; why projects all but ready for the press rested motionless for months and why needed contributions languished for lack of competent workers.

You have only to read the long list of titles in the November, 1931 *SPECIAL LIBRARIES* and elsewhere to realize that we have in our time published by volunteer effort very many excellent bibliographical and professional tools. In what way do conditions make this no longer possible — or is it possible?

In the first place, nearly every one's staff was cut by the depression and has not been entirely restored. In the second place, nearly every one's work for his own organization was increased by the depression. In the third place, there is generally much confusion of thought as to the trends and tendencies of the current period. Look about you, in government, politics, business and finance, and realize that we librarians are not unique in being unable to grasp fully the present situation and the trend of its shifting values. Finally, these conditions arouse little enthusiasm for voluntary writing, compiling, indexing and editing.

Many of our tools were brought out when the Association was small and more centralized about the metropolis. Some gain might be made by concentrating this work to a larger extent in New York, but there again we have the perennial problem of efficient centralization versus unity of interests in a far-flung organization.

Whether or not I have put my finger on the fundamental causes of this decline, there seems little likelihood that our publications program can again reach A-1 efficiency on the old volunteer basis. This is serious because we are all dependent to a great extent on the printed page. We need the professional and technical articles in *SPECIAL LIBRARIES*; we need the tools to help us in our daily jobs and we need those productions which overlap other fields and make the Association known and valued by others than librarians.

More and more have I tended toward the belief that the first need of the Association is the appointment of some one with suitable library and editorial experience to take over the editing of all our national publications and to correlate the Association's professional work as well. This editor would be a full-time salaried member of the staff and have clerical assistance.

Such an editor would naturally take over *SPECIAL LIBRARIES*, *Associate Members' Bulletin* and *Technical Book Review Index*. I hope some day to see *SPECIAL LIBRARIES* restored to a 64-page basis. More and more it seems to me that through this journal, reaching institutional and active members every month, must be made the big sustained drive for the betterment of the Association. More articles of professional value are needed and a thoroughly consistent attempt to

interpret the Association to the rank and file. I do not expect a better magazine than Brigham, Svard, Bradley and Manley have produced, but I am hoping for a larger one.

A year ago I had much to say on the desirability of using the personal initiative of our members and not delegating our labors to a paid staff. I am not reversing myself today. Under this plan groups, committees and individuals would continue to provide initiative and would criticize and advise as projects progressed. I think there would be even more scope for initiative and leadership. The editor with his or her clerical assistant would see that the machinery did not stall and that a publication once started moved forward to completion.

Neither am I belittling the valiant work of the Secretary's office nor advocating its upheaval. With our very complex and diversified organization there is great need of an efficient hand at the helm, that our record keeping and accounting may be businesslike and correct.

"How is this editorship to be financed?" you ask me. I said at the beginning of my talk that I was going to present some serious problems to you, that I did not know the answers but that the answers must be found if we were to develop and progress. I cannot say today how this money is to be raised — whether we are to redouble our individual efforts; whether we are to sell to our respective organizations the idea of better Association support; or whether aid from friendly foundations is the answer. I do feel that the restoration and expansion of our publications program is the most urgent problem before the Association.

As special librarians, we have a responsibility not only to ourselves but to all those who look to us for aid in charting this complex era in which we live. One of the most significant events in the history of American education was the celebration last year of the tercentenary of Harvard University. Of the contributions made there by the leading scholars of the world President Conant has written:

"The symposia which were the focal points of the conference were arranged to cut across the conventional lines of academic interests. Those who prepared the program sought to bring to bear on a single large problem the diverse points of view of widely separate academic disciplines. The joint labors of these scholars proved once again that it is because of specialization that knowledge advances, not in spite of it; and that cross fertilization of ideas is possible only when new ideas arise through the intense cultivation of special fields."

HOWARD L. STEBBINS.

SPECIAL LIBRARIES ASSOCIATION—1936 FINANCIAL SUMMARY

Receipts	General Operations				"Special Libraries"			Publications			Trade Association		Technical Book Review Index	
	Total	Dues	Misc.	Conv.	Subs.	Sales	Adv.	Sales	Int.	Misc.	Sales	Int.	Subs. & Sales	Int.
January	\$3,536.70	\$2,738.93	\$...	\$...	\$325.45	\$3.00	\$244.77	\$48.75	\$6.49	\$40.19 ¹	\$2.00	\$13.25	\$113.87	\$...
February	1,246.93	888.50	3.41	...	102.50	2.50	126.00	58.8022	1.50	...	63.50	...
March	857.20	616.50	42.50	10.50	79.02	38.5018	70.00	...
April	839.99	479.75	.01	...	42.00	16.00	143.64	74.00	6.63	.59	1.00	12.54	53.00	10.83
May	801.91	505.25	.25	...	30.50	53.13	66.34	43.05	...	75.39 ²	3.00	...	25.00	...
June	1,740.59	299.00	...	814.00	30.00	41.12	305.24	152.00	...	1.23	1.00	...	97.00	...
July	406.16	91.00	...	12.50	65.00	41.47	49.00	65.00	7.07	.49	1.00	13.38	48.70	11.55
August	395.46	81.75	.10	...	15.00	35.50	82.92	70.0019	110.00	...
September	408.53	96.75	7.19 ³	...	5.00	18.50	126.16	46.3508	1.50	...	107.00	...
October	1,215.31	233.00	22.50	15.50	183.05	70.95	7.11	.15	2.00	13.44	656.00	11.61
November	1,176.19	350.62	158.75	42.67	123.32	114.5573	385.55	...
December	1,990.07	1,235.75	326.50	17.00	177.80	108.2577	2.00	...	122.00	...
Total	\$14,615.04	\$7,616.80	\$10.96	\$826.50	\$1,165.70	\$296.89	\$1,707.26	\$890.20	\$27.30	\$120.21	\$15.00	\$52.61	\$1,851.62	\$33.99

General Operations

Disbursements	Total	General Operations				"Assoc. Members' Bulletin"				"Special Libraries"	Pub-lications	Trade Assn.	Tech. Book Review Index	Reserve Fund
		Operating Expenses	Salaries	Budgets	Travel	Misc.	Conv.	Misc.	Conv.					
January	\$1,471.65	\$171.34	\$250.00	\$450.57	\$37.94	\$45.72	\$...	\$...	\$289.93	\$29.00	\$32	\$196.83	\$...	
February	966.86	83.52	312.50	22.23	.38	296.64	24.78	.27	226.54	...	
March	1,066.58	70.32	250.00	54.36	.43	...	36.90	50.00	410.13	116.44 ⁴	.02	77.98	...	
April	1,823.72	67.03	250.00	394.01	36.50	...	15.73	16.07	304.47	40.64	.15	190.32	508.80 ⁵	
May	1,344.49	57.62	312.50	55.26	.54	...	38.55	67.12	360.40	205.46	.12	246.92	...	
June	1,156.36	36.86	250.00	36.53	.21	576.72	25.75	52.91	.17	177.21	...	
July	1,775.99	77.93	312.50	668.03	36.61	...	3.25	20.75	498.23	54.25	.27	104.17	...	
August	595.92	35.46	250.00	35.02	.03	28.19	52.67	.09	194.46	...	
September	758.54	33.22	250.00	50.83	.18	303.11	29.68	.10	91.42	...	
October	844.43	43.32	312.50	23.45	34.18	...	22.65	...	295.36	33.64	.14	79.19	...	
November	1,028.76	188.68	250.00	25.69	.14	...	27.20	...	270.25	76.73	.14	189.93	...	
December	913.33	34.44	250.00	51.65	.12	327.80	47.38	.32	201.62	...	
Total	\$13,746.63	\$899.74	\$3,250.00	\$1,867.63	\$147.26	\$45.72	\$144.28	\$730.66	\$3,410.26	\$763.58	\$2.11	\$1,976.59	\$508.80	

¹ Includes Directory Advertising..... \$40.00
² Loan to Baltimore Chapter..... 75.00
³ Reserve Fund Interest on U. S. Gov't Bond..... 7.19
⁴ Loan to Baltimore Chapter..... \$75.00
⁵ Purchase of U. S. Gov't Bond at 101 20/32..... \$508.12
 Accrued Interest..... .58
 \$508.80

GENERAL FUND SUMMARY		ANALYSIS OF CASH BALANCES AND OPERATING SURPLUS ACCOUNTS					
		Cash Bal. 12/31/35	Less Pre- payments for 1936	Surplus 12/31/35	Cash Bal. 12/31/36	Less Pre- payments for 1937	Surplus 12/31/36
Cash Balances, December 31, 1935	\$11,704.30*	\$3,063.75	\$1,427.38	\$1,635.87	\$3,625.50	\$1,780.63	\$1,844.87
Checking/Savings/Petty Cash	14,615.04	613.50	613.50	1,400.82†	663.82	557.10	106.72
Add Receipts		1,400.82†	...	1,400.82†	1,674.95†	...	1,674.95†
Total	\$26,319.34	3,759.50†	887.00	2,872.50†	3,668.52†	876.00	2,792.52†
Less Disbursements	13,746.63	2,867.23†	...	2,867.23†	2,932.73†	...	2,932.73†
Bank Balances 12/31/36		\$11,704.30*	\$2,927.88	\$8,776.42	\$12,565.52	\$3,213.73	\$9,351.79
Checking/Savings	\$12,522.71				7.19		
Petty Cash	50.00				\$12,572.71\$		\$515.99
Balance, December 31, 1936	\$12,572.71\$				508.80		
					\$13,081.51		
							\$9,867.78

Report of the Treasurer

THE 1936 Financial Summary, published in the Convention Program pamphlet and in the Annual Proceedings number of SPECIAL LIBRARIES (July-August), gives in detail the receipts and disbursements, itemized by months and in departmental divisions.

In addition, and as voted by the Executive Board on January 23, 1937, an analysis of cash balances and operating surplus accounts, both at the beginning and at the end of the last fiscal year, is appended. This includes prepayments received in each calendar year for the twelve-month period following.

Also, as voted by the Executive Board in January, an additional United States Government Bond was purchased in March to increase the Reserve Fund of the Association — the interest payments received in September 1936 and March 1937 on the original bond having been segregated and included in the 1937 purchase price. Therefore, the total reserve fund to date is \$1,519.41.

Attention is also called to the fact that the 1936 statement covers the financial operations of the Association in one consolidated savings account for the Publications Fund, the "Technical Book Review Index" Fund, and the Carnegie Trade Association Fund.

As the 1937 Budget was printed in the February 1937 issue of SPECIAL LIBRARIES and in the April 1937 number of Associated Members' Bulletin, the details for the year have been made available to each of our members.

The Association has continued its established policy of vouchering monthly all current bills, so that no bills payable exist beyond the end of each calendar month.

I desire also to report officially that the Financial Group Exhibit Fund, amounting to \$47.21, which at the request of the National Chairman of the Financial Group was placed in the custody of the National Association on December 5, 1934, was closed on February 27, 1937, by transfer to the present National Chairman of the Financial Group. As interest amounting to \$2.16 has accrued during the interim, the amount transferred was \$49.37.

Finally, I believe that all members of the Association, particularly members of the Executive Board and of the Advisory Council, should feel greatly encouraged by the progress indicated thus far in 1937 by the payment of renewal and new membership dues, which before the Annual Convention will probably amount to \$450 in excess of the estimated income for the current year.

ADELINE MARCUM.

*Publications, "Technical Book Review Index," and Trade Association a/c's originating through grants by Carnegie Corporation of New York.

Report of the Secretary

THE Secretary's program and the administration of National Headquarters, as reported to the Annual Meeting in Montreal, have been continued daily, with many of the regular and special activities receiving concentrated attention.

In order that the members of the Association may have a bird's-eye view of the proportional time devoted to the regular duties clearing through Headquarters, a minute schedule was recorded during a thirty-day period and reported in the December 1936 issue of *SPECIAL LIBRARIES*.

The accounting practice has been much simplified through the consolidation of separate departmental bank accounts into one general checking account and into one central savings account, as well as through the new form of monthly financial statement inaugurated during last year.

An important phase of the daily work has been cooperation with several special committees planning the extension of library facilities in their organizations, including exhibits of Association publications. A notable example was the exhibit operated by the Biological Sciences Group of the New York Chapter during the Annual Convention of the New York State Nurses Association at the Hotel Pennsylvania, New York, in October 1936. Plans are in process for a widening of membership extension in this field throughout the country.

During the year, copies of publications, *SPECIAL LIBRARIES* and *Technical Book Review Index*, have been kept up to date for exhibits maintained currently by the Albany Capitol District, the Cleveland, the Connecticut, the Illinois, the Milwaukee, the Montreal, the New Jersey, the New York, the Philadelphia, the Pittsburgh, the San Francisco Bay Region, and the Southern California Chapters.

In addition, exhibits were displayed at the Annual Conference of the Association of Special Libraries and Information Bureaux, Oxford, September 1936; at the Mid-Winter Trust Conference, February 1937, and the Spring Savings Conference, March 1937, of the American Bankers Association, New York; and at the International Exposition, Paris, beginning May 1937.

As of March 31, 1937, a complete "List of Members," arranged alphabetically and keyed as to Institutional, Active, and Associate classification, was compiled at National Headquarters. The Executive Board authorized its printing and distribution through a special appropriation, and, in accordance with its resolution, mailing is being completed to all paid-up members of the Association. No copies are for sale.

In relation to our publicity program and the work of membership extension, we are greatly indebted to Miss Ruth Savord, National Director, for her cooperation in planning and writing a pamphlet outlining the "Scope and Purpose of Special Libraries Association." This folder is available on request to Headquarters by Chairmen of the Membership Committees of Groups and of Chapters, as well as by other members who wish to aid in publicizing the Association and in increasing the membership roster.

A number of projects to which much time and attention have been given are included in the reports of the other National Officers, Committees, Groups, and the Chapter organizations.

Particular thanks are due Miss Eleanor S. Cavanaugh, Librarian, and the Standard Statistics Company, Inc., for their cooperation in the maintenance of the National office and in furnishing mimeographing and other facilities.

Finally, much appreciation is extended to the loyal, conscientious, and hard-working members of the Headquarters staff — Miss Harriet Barth and Miss Ethel Hall — who aid so materially in the functioning of the National office.

ELIZABETH LOIS CLARKE.

Report of the Editor

THE publication of *SPECIAL LIBRARIES* by the Special Libraries Association serves four objectives. The magazine provides information about the activities developing through the committees, groups and chapters of the national association, and a record of the actions of the Executive Board, not only at annual meetings, but also during the year. It publishes articles on special library methods and problems, and on new developments in information fields that are of value to special librarians. It gives condensed information about publications of interest to the library world. Through its advertising columns it provides a place for consideration of new equipment and supplies.

The average issue for 1936-37 consisted of a 36-page magazine with 11 pages devoted to official information and news of the Association's current activities, 12½ pages of articles on methods, developments and problems, 4½ pages of publication notes, and 8 pages of advertising.

The different objectives of *SPECIAL LIBRARIES* as a publication medium have been demonstrated in the past year in these ways. The important business transacted at the two meetings of the Executive Board during the year has been reported at length in the December and February issues of the magazine.

Chapter, group and committee activities have been stressed in the department, "Over the Edi-

tor's Desk" and in special reports as they have been made available. Progress reports have been sought and have added much to the understanding of S. L. A. members as to the development of specific items.

The progress of SPECIAL LIBRARIES as a market place for material has been shown by the increase in advertising. The average number of advertising pages for 1935-36 was 6 $\frac{3}{4}$. This was increased during 1936-37 to 8. It is important that this department should be recognized for its full value.

The make-up of the magazine is based on these four divisions — association information, articles on methods and developments, publication notes, and advertisements. The methods used in developing these are varied. The Editor carries on extensive correspondence with members throughout the country and has been rewarded by the frequent discovery of versatile writers. That new names have appeared in the magazine during the past year or so and that fresh points of view have been featured in consideration of the Association's problems are due to the revealing letters written by many correspondents. At the same time, the Editor watches for new developments or cooperative enterprises that would be interesting to S. L. A. members.

Chapter presidents are urged to forward papers of interest that are presented at the meetings, and the noteworthy contribution to regional cooperation by the California chapters in the October issue of SPECIAL LIBRARIES is due to the cooperation of the presidents of these chapters. That SPECIAL LIBRARIES is considered more and more of a medium for professional papers is shown by the number that are sent in unsolicited to the Editor. The cooperation of the members of the Advisory Council and of members throughout the country in passing on news and comment to the Editor does much to provide the extensive information on our nation-wide progress.

During the year several changes were made in department set-up. The President's Page, no longer called "President's Page," received each time a stimulating title on a topic that was effectively treated. Perhaps one of the most convincing indications of the receptive attitude towards these pages is the result of the one in the April issue on "Something New Under the Sun" which brought out the reasons for preprinting reports, and so stimulated the members of the Advisory Council, whose reports were needed, that 22 were in the hands of the Editor by May 15th.

"Over the Editor's Desk" has been the medium for general Association news. This department is long, yet each issue has meant the exclusion of some item of interest to the members. It is

perhaps an indication of our active and stimulating Association that this copy expands with each issue.

"Letters to the Editor," a new department instituted in September and printed each month with the exception of the February issue, has provoked interested comment from the members. The Editor would like to see this develop into a medium for exchange of comment on specific items, Association practices, news, or policies. The interest shown indicates its value. That it could reflect a greater number of activities and points of view is obvious.

The editing of SPECIAL LIBRARIES is one of the most stimulating activities in the Association and the genuine cooperation met on every hand is the contributing factor in making it as enjoyable as it is stimulating.

MARIAN C. MANLEY.

Report of the Advertising Manager

ENCOURAGING progress in the advertising department of our official magazine, SPECIAL LIBRARIES, is noted in the following comparison:

Year	Pages	Contracts	Cash Receipts
1934	47 $\frac{1}{2}$	\$ 768.00	\$ 622.81
1935	57 $\frac{3}{4}$	1,298.50	1,296.47
1936	76 $\frac{1}{2}$	1,685.50	1,707.26

These figures represent a steady development of financial support,—the average per issue increasing from \$76.80 in 1934 to \$129.85 in 1935, and to \$168.55 in 1936.

The advertising in the Convention issue of SPECIAL LIBRARIES (May-June 1937) exceeds any month since the pre-depression years, and covers 13 $\frac{3}{4}$ pages, amounting to \$358.00.

For 1937, contracts now total \$1,442.00, representing the record for less than half of the year. The accounts receivable of \$101.00 include only recent insertions.

Through attendance at *The New York Times* "Book Fair," held in New York, November 5-19, 1936, further contacts were established with book publishers, with a view of releasing additional books for review and of increasing advertising space.

Advertisements in *The Library Journal* and in *Industrial Arts Index*, featuring S. L. A. publications, have been continued since the Montreal Convention.

Special acknowledgment is tendered to the Editor of SPECIAL LIBRARIES, and to the Boston, the New Jersey, the New York, and the Southern California Chapters, for cooperation in advancing the advertising program.

ELIZABETH LOIS CLARKE.

Report of the Editor of the Chapter Activities Bulletin

WHAT each Chapter is doing is of interest to all, but it is not always possible to cover this news completely in our official magazine, *SPECIAL LIBRARIES*. A new Bulletin was accordingly evolved a couple of years ago, edited by a liaison officer whose business it is to keep in touch with Chapter activities and then project a bird's-eye view for the benefit of the whole Association.

Two such mimeographed bulletins have been issued this year, in September 1936 and February 1937. Instead of white paper, an attractive pale green color was used, with special lettering for the heading. This new dress, together with the use of many paragraphs and marginal index topics, makes the Bulletin easier to read, we hope.

News for the Bulletin is collected principally from the individual Chapter bulletins, which send out announcements of meetings and usually contain additional comments on programs, projects and doings of members.

An effort to provide flesh and blood for these skeletons was made by the present Liaison Officer. The appointment of a news herald was requested of each Chapter so that interesting details and descriptive notes might be supplied. While many heralds were appointed, only a few responded. Some interesting items were gleaned by the Editor, but the impulse soon died down. The news hounds somehow lost the scent long before they reached New York.

One slight source of confusion this year might be avoided if the news gathering for the two bulletins edited by the Liaison Officer could be combined with the preparation of publicity notes for the National Publicity Chairman. The same Chapter reporter could conveniently take over both functions and might include all contributions in one report, of which duplicate copies could be made, to save time and labor.

The circulation of this Bulletin is limited to some 50-60 copies since it is designed chiefly for Chapter presidents and related officers who will use or pass along the information to the proper channels.

MARGUERITE BURNETT

Report of the Editor of the Associate Members' Bulletin

THE end of its third year finds the Associate Members' Bulletin, this new infant of S. L. A., in healthy condition and apparently favorably accepted as a member of the family, qualified to voice official messages and disseminate Association news. This conclusion is based

on a number of congratulatory letters received by the Editor from members who were kind enough to give expression to their appreciative opinions about the Bulletin. No knocks were recorded, — surely a unique editorial experience.

The initial policy of the Bulletin changed somewhat during the year. Originally it was intended to reflect the highlights of articles in *SPECIAL LIBRARIES*, and thus lure the Associate member to beg, borrow or steal a copy of that magazine to read the articles quoted in full. Finally, it was our Utopian dream, these members would, in an ecstasy of enthusiasm, become converted to an active \$5.00 membership, which would carry the privilege of actual ownership of that magazine. However, it was found that often other news crowded out contemplated abstracts of *SPECIAL LIBRARIES* articles.

Consequently the Bulletin has acquired a personality independent of *SPECIAL LIBRARIES*, and the question was therefore raised in the Executive Board of distributing the Bulletin to Institutional members in addition to *SPECIAL LIBRARIES*, since this is a new publication which they should be entitled to receive. The suggestion was adopted.

The circulation of this quarterly bulletin is now about 1,100.

MARGUERITE BURNETT.

Report of the Editor of the Technical Book Review Index

SINCE the Technical Book Review Index has two more issues to run to complete the volume, this is in the nature of an interim rather than a final report.

The eight issues from September to April have comprised 220 pages, indexing 3,641 reviews of 2,894 books. Volume 2 promises to be larger than Volume 1 by several hundred reviews. No reviews of books previously indexed have been included in Volume 2, but the reviews have continued to be recorded for 1936-37 books, over 3,000 having been recorded to date. As can be seen, this is a service which greatly increases the clerical work and the use during the year has not justified the labor. Unless there is a definite expression of opinion to the contrary from the subscribers, it would seem advisable to drop it in Volume 3.

Acting on the suggestion of one of the subscribers, the inclusive numbers of the reviews in each issue are printed on the first page beginning with the April number. In response to requests of subscribers, several changes have been instituted in the subject headings. It is both encouraging and helpful to get the opinions and suggestions of those who use the Index.

There are now 362 regular subscribers. A stock

of sample copies has been built up and an advertising campaign for the launching of Volume 3 has been planned. The plans both for the campaign and for Volume 3 will take final form after the conventions. Please bring your suggestions with you to New York. The Index depends on its users; the larger the subscription list, the better the service it can give. It needs your support.

GRANVILLE MEIXELL.

Report of the Classification Committee

THE central files of the Classification Committee are steadily growing. In the report for 1935-1936 (*SPECIAL LIBRARIES*, July-August, 1936) the chairman listed eighteen additions; in the five months since January 1, 1937, ten classifications and lists of subject headings have been acquired. The following subjects are represented in these acquisitions: Business, Chemistry, Foreign and Domestic Commerce, Industrial Relations, Land Use, Law, Occupations, and Science. The new material added is as follows: *Dabagh, Thomas F.* Mnemonic Classification for Law Libraries. 1936. *University of Michigan. Bureau of Government.* Reference Index to Published Information on Industrial Relations. 1936. *Bliss, Henry E.* Some Reflections on Corporate Names. (Reprint from *Library Quarterly*, July, 1936.) *Los Angeles County Regional Planning Commission.* Decimal Classification of the Urban and Rural Uses of Land. 1936. *U. S. Foreign and Domestic Commerce Bureau.* Classification for Correspondence Files. 1934. *South Kensington. Science Museum.* Classification for Science Museum Library. 1936. *Harvard University. Graduate School of Business Administration.* Library Classification of Business Literature. 1937. *Louisiana. University. Chemistry Library.* List of Subject Headings in Chemistry. 1936. *Special Libraries Association Social Sciences Group.* Social Welfare: A List of Subject Headings in Social Work and Public Welfare. 1937. *U. S. Works Progress Administration.* Occupational Classification and Code. 1935. *New York Municipal Reference Library.* Classification of New York City Documents

Through the cooperation of the Directory Committee of the New York Chapter, a number of classification plans actually in use in various libraries have also been acquired

The files have been active in assisting librarians and institutions in several ways. There are specific requests for well-known classifications, and requests for schemes or headings on a special subject. Several persons have asked for help in working out some solution to a classification problem. Some of these have been handled by correspond-

ence, and others through personal interviews. In subject matter, these various requests have included: Social insurance, Life insurance, Metallurgy, Journalism, Local history, Religion, Advertising, Social work, Clothing industry, Industrial management, Pacific foreign relations, Science, Petroleum, and the Unit process in the chemical industry. The methods of answering these questions have also varied. In one case, a special classification scheme, combining two methods, was worked out. One conference resulted in the conclusion that a detailed subject index, rather than a classification scheme, was the best means of handling that particular file. A student made use of the material on industrial relations in the preparation of a library school thesis. On only two of the requests — Journalism and the Unit process in chemistry — were we unable to offer assistance through the classification files.

I here express my appreciation for the interest and cooperation of these members, and of all those who have contributed in any way toward the building up and effective use of our valuable files. All interested members are cordially invited to make suggestions, both in regard to the acquisition of material and the general policies of your Classification Committee.

BEATRICE HAGER.

Report of the Committee on Constitution and By-Laws

THE activities of the Committee on Constitution and By-Laws of the Special Libraries Association during the current year have been concerned (1) with suggested amendments to the Constitution, and (2) with the development of a suggested form of Constitution for Chapters of the Special Libraries Association.

At the beginning of the year letters were sent to all Chapters of the Special Libraries Association, as the result of which twelve Chapters sent copies of their Constitutions to the Chairman. These different Constitutions were studied carefully and were made the basis for a "Suggested Form of Constitution for Chapters of the Special Libraries Association" After examination by a legal expert to insure its soundness, this suggested form was transmitted to the members of the Committee on Constitution and By-Laws for their criticism and comment. A final draft of the suggested form of Constitution, after approval by members of the Committee, will be sent to the Executive Board prior to the Annual Meeting.

During the current year the Committee has acted upon several suggested amendments to the Constitution. Although no amendments have been submitted to the Committee in accordance

with Article VII, Section 2 of the Constitution, several points have been raised by officers of the Association and have been duly acted upon.

The results of this action were included in a report made to the Executive Board of the Special Libraries Association at the meeting on January 23, 1937. This report provided for changes in Article VII, Section 2, regarding proposed amendments to the Constitution and in By-Law X, Section 2, regarding the attendance at Executive Board meetings of the Editor of *SPECIAL LIBRARIES*.

A third amendment, referring to Article IV, Section 2 of the Constitution, providing for the filling of vacancies in the Executive Board, was approved by the Committee and by the Executive Board.

These proposed amendments to the Constitution and By-Laws were printed in the March issue of *SPECIAL LIBRARIES* in the form of a joint report of the Committee on Constitution and By-Laws and the Executive Board.

DORSEY W. HYDE, JR.

Report of the Convention Committee

THIS year's Convention has been planned to afford every possible opportunity for discussion and study of special library service, Association policies and problems. A central idea rather than a theme has been developed to embrace every Group activity and interest. Social contacts have been emphasized throughout the program.

The tea on the first day of the Convention is an innovation that should provide members with an opportunity to establish contacts early in the conference. The full evening of entertainment in connection with the banquet is another idea which should promote a friendly spirit.

All reports have been preprinted in the Program Booklet so that time can be used for discussion of interesting points rather than the dull procedure of reading formal statements.

The program booklet is designed to centralize convention information and to do away with much (but not all) loose material usually found in the registration envelope.

In order to avoid lags and tie-ups, all Group Chairmen and others responsible for programs have been urged to begin and end meetings promptly. Joint Group meetings have also been stressed so that there should be a minimum of meetings with overlapping subject interest.

The Convention Committee has sought to produce a mentally stimulating and socially enlivening conference. The coöperation of all members of the Association with the Convention Committee is responsible for the success of the Convention.

HAZEL ELEANOR OHMAN.

Report of the Duplicate Exchange Committee

THE need of the continuance of the work of the Duplicate Exchange Committee is evidenced by its steady growth over the past six years.

	1931-32	1932-33	1933-34
No. of libraries receiving material	37	82	110
No. of libraries contributing material . .	19	22	37
No. of items distributed	374	831	1,313
	1934-35	1935-36	1936-37
No. of libraries receiving material	254	140	450
No. of libraries contributing material . .	60	63	98
No. of items distributed	2,200	2,500	2,900

Credit for this is due to the coöperation of the local chapters. However much more general interest and activity is needed. Too much of the work is still borne by a certain few active members.

The distribution of material now covers thirty states and benefits nearly three hundred libraries. Since space in *SPECIAL LIBRARIES*, *Wilson Bulletin* and *Library Journal* is necessarily limited, a wealth of material is unadvertised except through the efforts of the local chairmen.

While the Association receives much profit from this activity through general publicity and increase in memberships, and subscriptions to *SPECIAL LIBRARIES*, this can hardly warrant for the present, a full-time salaried position which the amount of work really requires. May we attempt some solution to this situation for the coming year?

As a possible aid, monthly multigraphed lists at a reasonable subscription per year, sent to each chapter representative and to all libraries wishing to subscribe to this service, would pay for the printing and render greater service to a larger number of libraries. Other suggestions are welcomed, and it is hoped that a solution will be reached.

HELEN G. BUZZELL.

Report of the Employment Committee

ANDREW CARNEGIE once attributed the success of his undertakings to his good fortune in having been able to enlist as his colleagues better men than himself. The names of those whose cordial willingness to serve on the Advisory Committee or as Chapter representatives has testified to their conviction of the importance of

the employment activity of S. L. A., are proof that the same good fortune has been the lot of this year's Employment Chairman:

Members of the Advisory Committee have been: Mary Louise Alexander, Batten, Barton, Durstine and Osborne, New York; Blanche L. Davenport, *The Christian Science Monitor*, Boston; K. Dorothy Ferguson, Bank of America, National Trust & Savings Association, San Francisco; Aline Gibson, Standard Statistics Co., New York City; Dorothy E. Humphreys, Montreal Board of Trade; Linda K. Morley, Industrial Relations Counselors, Inc., New York City; Hazel Eleanor Ohman, New York State Division of Placement and Unemployment Insurance, New York City; Leona Powell, American Management Association, New York City; Rebecca B. Rankin, N. Y. Municipal Reference Library, New York City; Ruth Savord, Council on Foreign Relations, Inc., New York City; Rose L. Vormelker, Business Information Bureau, Cleveland Public Library; Elizabeth Lois Clarke, Secretary, Special Libraries Association, New York City, *ex officio*.

Employment Chairmen of Chapters have been: Albany Capitol District, Mildred Guffin, Tax Library, N. Y. State Department of Taxation and Finance, Albany; Boston, James H. Tibbetts, Social Law Library; Cleveland, Elizabeth H. Willingham, Fenn College; Connecticut, Emily Coates, Travelers Insurance Co., Hartford; Illinois, Buena Linsay, Marshall Field & Co., Chicago; Michigan, Mary Giblin, Detroit Edison Co., Detroit; Montreal, Dorothy E. Humphreys, Board of Trade; New Jersey, Ethel M. Fair, Director, Library School, N. J. College for Women, New Brunswick; New York, Josephine I. Greenwood, Consolidated Edison Co., 4 Irving Place; Philadelphia, Ann Harned, Drexel Institute; Pittsburgh, Esther E. Fawcett, College of Fine Arts Library, Carnegie Institute of Technology; San Francisco Bay Region, Margaret Hatch, Metropolitan Life Insurance Co., 600 Stockton St., San Francisco; Southern California, Frances S. Davis, Power & Light Division, Municipal Reference Library, Los Angeles.

Whatever has been accomplished in furthering the Association's employment work this year is owing in large measure to their experienced planning, good counsel, and hard work.

One outstanding piece of work undertaken by the Advisory Committee and the Chapter Chairman this year has been the census of our membership. As set forth in a letter signed by President Stebbins which accompanied the cards, its objective is to furnish a record of educational experience, and achievement which might be the means not only of enabling us to recommend

for positions the available persons best qualified to do them, but of improving our annual programs, our Group and Committee activities, and our journal, through the discovery of professional capacities among members who have not yet become well known to the leaders of the Association. The Personnel Record card, while not perfect, is the result of the best thought and study of members of the Advisory Committee who are wise in S. L. A. work. Returns from the Chapters of these cards are as yet fragmentary, but the Committee has indexed those that have come in, according to capabilities and preferences. Southern California and New York have made a splendid beginning in the evaluation of personality traits, and special capacities which cannot be brought out on paper yet are of so much importance when recommending for positions. We hope that all the Chapters are doing likewise.

Placement activities as reported by Chapters are as follows: *Albany*, registrations, 2; positions open, 2 (but civil service, "with which we have nothing to do"); results, no placements. *Boston*, registrations, 80; positions open, 7; results, 1 placement, 1 unfilled because of local restrictions, 1 for which candidates recommended, 4 unfilled. *Illinois*, registrations, 20; positions open, 10; results, 3 placements, 1 pending but practically certain, 6 could not be filled because filled by other agencies or from within organization. *Montreal*, registrations, 0; positions open, 4; results, no placements so far, but opportunity to discuss with prospective employers has been advantageous. *New York*, registrations, 194 new, 447 contacts, to renew applications and arrange job interviews; positions open, 26; results, 19 placements, 5 pending, 2 filled from other sources. *Southern California*, registrations, 21, positions open, 2; results, no placements due to salaries offered; 4 found work themselves from visiting public and special libraries as encouraged to do by Chapter chairman from the membership census.

Proportion of cards returned: *Albany*, "No results at all"; *Boston*, 30 per cent; *Montreal*, less than half; *New Jersey*, better than 34 per cent; *New York*, 32 per cent; *Philadelphia*, "Very poor returns"; *Southern California*, 38 per cent.

Education and Training of Persons Available for Positions: *Boston*, nearly half have had high school, college and library school; many others have had library training. *Montreal*, more than half with university training; most have library school. *New Jersey*, of 41 filing cards, 23 had college, 16 library school. *Philadelphia*, library experience rather than special training. *Southern California*, of 21 applicants, 15 are college graduates; 12 have library school; 19 public library experience.

Preferences for Kinds of Library Work. *Fields of Work, Types of Organization:* Boston, fine arts, insurance, education department, library in university, association, museum. *Montreal*, organization, administration, reference work, business and finance, insurance, social sciences. *New Jersey*, business, engineering and technical librarian.

While the effort of the Advisory Committee this year has been directed toward furthering employment work on a national scale through Employment Chairmen in each Chapter, and in the smaller Chapters it seems likely that this can be done by the local representative, in New York City the bulk of interviewing and placement work is far too time-consuming to impose on an individual librarian on her firm. One of the first things the Advisory Committee did, therefore, was to approve the idea of having interviewing and placement work for the New York Chapter done by the Professional Division of the N. Y. State Employment Service. This is in the nature of an experiment, with the thought that if it works out well, others of the large Chapters may wish to avail themselves of similar facilities in their localities. We understand that among other State Employment Offices which have excellent facilities for placing the professional type of people are Hartford, Philadelphia, Cleveland, Cincinnati, Boston, Chicago, and Newark. The Chapter Chairman, Miss Greenwood, and the National Chairman have maintained a close advisory relation with Miss Mary Patchin, Director of the Professional Division, and with Miss Harriet Houghton, who does the actual interviewing and placement of candidates. In her report Miss Greenwood recommends that the work of interviewing and placement be continued by them. Besides the 447 contacts for re-registrations of names in the Metropolitan District and for interviews in connection with positions, 195 new registrations (each involving a personal interview) and 19 placements involving referring some 90 candidates, their field representative, Miss Applegate, has made 332 contacts with libraries and employers — something which in itself would have been quite impossible for any of us to compass. In her field visits among several thousand employers, Miss Applegate is definitely bringing to their attention the library idea and the facilities of the Special Libraries Association.

It has not seemed wise to the Chairman or the Advisory Committee to inaugurate any large-scale attempt to inform employers all over the country as to how special librarians can supply them with essential business information until the results of the membership census show us

what personnel resources we have to draw upon. However, members of the Committee are at work upon a leaflet which we shall want to use later. A letter calling attention to S. L. A.'s facilities for supplying library personnel which may be sent to personnel directors or other officials of companies was prepared and approved by the Committee. The task of cultivating firms in their localities, of finding prospects for library jobs as well as handling applications, should be done, we think, through Chapter representatives. Several Chapters — notably Boston, South California, San Francisco, Cleveland, Pittsburgh, Philadelphia, New Jersey, Connecticut, and Montreal are including such activity in their programs. In the New York Chapter, the President and Employment Chairman have already sent the suggested letter approved by the Advisory Committee to about 125 firms.

An outstanding piece of work was done for the Advisory Committee by Miss Aline Gibson, Standard Statistics Co., whose experience in personnel work makes her an invaluable member of the Advisory Committee. This was our first placement bulletin sent to each Chapter, which summarized the qualifications, using assumed names, of 36 members of the Association who are now out of employment or wish to change their present positions and had expressed no geographical preference.

What are the conclusions which may be drawn from the year's work? Reports from most of the Chapters indicate a dearth of competent special library material, although Southern California reports "a wealth of material available and a dearth of jobs," and Boston is "fairly certain that good recommendations can be made for a wide variety of openings." We do feel that we have accomplished something very definite during the year in the experiment with the N. Y. State Employment Service, in the launching of the membership census, and in getting out the first placement bulletin. We would recommend continuing the New York experiment, the completion and analysis and evaluation of returns from the census in all the Chapters, and furthering of the organization for clearing information about candidates and jobs on a national scale toward which the placement bulletin is a first step.

MARGARET BONNELL.

Report of the Finance Committee

THE Finance Committee as a standing committee of Special Libraries Association came into existence following the adoption of the revised constitution at the 1936 Convention held at Montreal, Quebec. Inasmuch as the work of the

Committee is still in a preliminary stage, this report must necessarily be a "report of progress."

At the November, 1936, Board meeting, the Committee was instructed to make a study of the finances of the Association; to make budgetary recommendations, and to work out a long-range program of activities for Special Libraries Association. The Board, at that meeting, voted that the Association apply to the Carnegie Corporation of New York for a grant of sufficient amount with which to carry out such a program when adopted.

Considerable time and effort has been spent in the preparation of this program which the Committee will present to the Board at its June, 1937, meeting.

The duties of the former Auditing Committee were assigned to the Finance Committee, and through the efforts of the Secretary, Miss Clarke, the books of the Association for the calendar year ended December 31, 1936, were recently audited by Mr. William Berg, Certified Public Accountant of New York City.

LAURA A. WOODWARD.

Report of the Committee on Indexes to Sources of Statistical Information

SINCE the report of this Committee at the Montreal meeting a progress report was submitted to the Executive Board of the Special Libraries Association on November 21, 1936. Subsequent developments will be noted here.

Due very largely to the efforts of the Financial Group and Miss Sutherland of the Federal Reserve Bank in Washington, the listing of Hearings in the "Selected Weekly List" of documents has become a reality. In the matter of a monthly index to the Monthly Catalogue there is no definite progress to report. A recent letter from the Superintendent states that the matter is still one of finances: that he is convinced that such an index is needed and that we "may feel assured we will commence its publication at the very earliest date possible."

The much desired and greatly hoped for publication of releases from the Central Statistical Board has not materialized. There was some possibility that a separate publication of such material might be made possible through W.P.A., but this cooperation has not developed. A final decision from the Statistical Board has not been received, and it may be that there may yet be found means whereby such a publication can be realized. In any case, there is still the distinct possibility of publishing such releases in SPECIAL LIBRARIES.

The Chairman wrote at length to the H. W. Wilson Company concerning the possibility of more detailed indexing of statistical information

in Industrial Arts Index. Miss Peterson, of this Committee, checked various indexes including Industrial Arts Index, Agricultural Index & P.A.I.S. for statistical coverage, finding that P.A.I.S. is the best, but that there are many gaps and that the arrangement is not adapted to show statistical information readily.

Dr Hyde reports for the subcommittee on contacts with other organizations that he has had a conference with Mr. Wilcox of the Document Committee of A. L. A. Some effort was made by Mr. Wilcox to have the public printer call a conference of organizations interested in better format, listing and distribution of documents. This effort has been fruitless up to this time, but Mr. Wilcox is urging support of H. R. 5471, in the hope of securing a more complete distribution of bureau publications which are "reproduced," thus making it possible for the Superintendent of Documents to list government processed material and non-government printed material as well as government printed material regularly.

This covers committee activities to date, but the chairman would like to urge that the Executive Board, in considering any enlargement of the publishing activities of the Association, give due consideration to the possibility of an index to sources of statistical information especially since the possibility of anything like a comprehensive government publication of the sort seems unlikely in the near future. Such an index sponsored by S. L. A. should include if possible information — indexing sources of non-governmental statistics. Such a publication would be unique and valuable and a most worth-while project for this Association. It will require unusually able editorial and bibliographical direction, but under such direction would add to the high reputation the Association already has for getting things done.

MARIA C. BRACE.

Report of the Membership Committee

THE chief function of the Membership Committee is the attraction of new members to the Association, and the success or failure of the Committee is measured in terms of relevant statistics as of May 31st each year. This year, the Association can record a growth of 488 new members. Such an increase means an additional revenue of \$1,936. This compares very favorably with the addition of 450 new members in 1936. The Chapter, obtaining the gavel, which is awarded each year for the highest percentage increase in paid-up membership, expressed in terms of the Active classification, is the Southern California Chapter. The Montreal Chapter, holder of the gavel for 1936-37, passes it on.

The Membership Committee this year was

organized along lines similar to those of the preceding year. It was comprised of the Membership Chairmen of the various Chapters, and a representative from a few of the Groups. All Groups were solicited for representation but, most unfortunately, appointments were not made in all cases. It was a loss to the Committee, and the Chairman sincerely hopes that should such a set-up be used again the Groups will be able to make the appointments. The Chairman would like to take this opportunity to thank her Committee for their coöperation and excellent work during the year, as evidenced by the results already achieved, both in obtaining new members and in the collection of dues. Special attention was given by the Committee to the question of unpaid dues, which is a most important part of a successful membership year, and collections to date show that the budget quota for the fiscal year ending December 31, 1937, has already been achieved at the time of writing.

This Committee fell heir to an elaborate Prospect List initiated by the preceding Committee, consisting of a list of names of possible members, and compiled by a representative from each Group for distribution to the Chapters for approach, and by a representative from each Chap-

ter for use by the Group representatives. It was felt advisable to complete this plan and attempt to approach all the persons listed, thereby providing annotated records showing date approached and the response. The Group representatives were asked only to forward names to the Chapters, and to have the approaches made from the local field. The Chapter chairmen have felt, in the majority, that the usefulness of the Prospect List did not justify the work involved, since in a majority of cases the prospects were no longer with the libraries listed, some had died, some were members and in many cases they had previously been approached over and over again by the Chapters with no result.

The Chairman feels that there is, as yet, a wide untouched field, both in the United States and Canada. There are several states in which we have no members at all, and others where there are only a few. The same situation is true in Canada. While it is unlikely, in the former case, that there are many special libraries in these districts, nevertheless they ought not be overlooked on this assumption, and could provide a basis for a campaign to extend the field thoroughly throughout the continent.

MAUD E. MARTIN.

Membership Standing by Chapters

As of June 1, 1937

Chapter	Paid				Unpaid				Grand Total
	Inst.	Active	Assoc.	Total	Inst.	Active	Assoc.	Total	
Albany.....	2	11	14	27	27
Baltimore.....	4	12	11	27	1	2	8	11	38
Boston.....	15	62	120	197	1	2	23	26	223
Cincinnati.....	3	8	11	22	..	1	5	6	28
Cleveland.....	1	16	21	38	1	5	4	10	48
Connecticut.....	8	15	13	36	..	1	3	4	40
Illinois.....	10	54	37	101	1	5	10	16	117
Michigan.....	7	24	18	49	1	1	9	11	60
Milwaukee.....	4	12	13	29	..	4	3	7	36
Montreal.....	6	27	33	66	1	3	5	9	75
New Jersey.....	20	55	51	126	1	1	127
New York.....	76	180	258	514	3	21	39	63	577
Philadelphia.....	11	38	73	122	1	6	15	22	144
Pittsburgh.....	5	21	17	43	..	2	6	8	51
San Francisco.....	6	24	48	78	..	4	5	9	87
Southern California..	4	21	25	50	..	1	5	6	56
Total.....	182	580	763	1,525	11	58	140	209	1,734
Unaffiliated.....	13	79	4	96	..	12	4	16	112
Grand Total.....	195	659	767	1,621	11	70	144	225	1,846

Membership Statistics

June 1, 1937

	1936		1937	
Total number of members.....		1,776		1,846
Institutional.....	176		206	
Active.....	677		729	
Associate.....	923		911	
Possible dues.....		\$7,871 *		\$8,557 *
Paid-up dues.....		\$6,731 *		\$7,754 *
Paid-up members.....		1,355		1,621

* Basis of 12 months

NEW MEMBERS BY CHAPTERS
June 1, 1936 to May 31, 1937

Chapter	Inst.	Active	Assoc.	Total	Dues
Albany	1	7	8	19	00
Baltimore	2	4	7	33	00
Boston	2	34	46	148	00
Cincinnati	2	7	7	14	00
Cleveland	4	5	9	30	00
Connecticut	2	5	12	65	00
Illinois	13	17	30	99	00
Michigan	2	6	9	62	00
Milwaukee	2	5	7	20	00
Montreal	2	4	17	23	00
New Jersey	6	18	29	53	238
New York	16	54	112	182	734
Philadelphia	1	10	19	30	103
Pittsburgh	1	4	6	11	47
San Francisco	1	2	18	21	61
Southern California	2	5	10	17	75
Total	36	140	296	472	\$1,832
Unaffiliated	3	11	2	16	104
Grand Total	39	151	298	488	\$1,936
Subscriptions (Including 13 Foreign)			35		181
			523		\$2,117

Report of the Methods Committee

EACH of the sixteen active Chapters has been asked to appoint a representative on the Methods Committee. This will give us a wide range representation. Six of the Chapters have responded. The Committee is collecting comments and suggestions. It is hoped that before another year is out, that all Chapters can hold Round Table Discussions on Methods and offer many constructive suggestions to the Committee. These will be organized and sent to the Chapters for consideration. It is later planned to organize the material in such a manner that the Committee will serve as an exchange medium for any individual or Chapter that desires more detailed information on a subject. Each Chapter should be urged to send us any unique or varying method it has used, for the Committee may have an inquiry from some Chapter which could be answered by such an unusual method. The Committee aims to find answers for whatever queries it receives.

The activity of this Committee will depend largely upon the use to which the members put it; by submitting problems and sending in findings with the methods used.

VIRGINIA L. GARLAND.

Report of the News Committee

THE Chairman tried to do two things this year — send short releases on specific projects or meetings having especially interesting speakers to trade papers and magazines interested along those specific lines, and to find out definitely how many of these appeared. Over a thousand typed or mimeographed releases were sent out; less than twenty were used, and in nearly every case through personal solicitation. Copies of these

¹Postage and labor donated by Time, Inc.

releases will be deposited at headquarters at the year's close.

Fortunately several of the individual members of the Association were more successful. Miss Manley's article on Business Information circulated by a small press syndicate, appeared in thirteen newspapers and periodicals, and she also cooperated with the McGraw-Hill Book Company, through the courtesy of Mr. Frederick A. Egner, in the publication and distribution of two hundred thousand leaflets, "Do Business Men Need Information?"

Miss Alexander contributed an article on "Facts for the Business Man" to *Executive Service Bulletin*, and Mr. Stebbins arranged for L. A. Wells, owner of a library supply house in Waltham, Mass., to print several S. L. A. notes on the blotters which he sends out monthly to a large mailing list of libraries.

Miss French, President of the Connecticut Chapter, was responsible for an article in *The Springfield Union* when the Chapter were guests of the Massachusetts Mutual Life Insurance Company.

Miss Clarke and the American Women's Association divide the credit for an article on New York women special librarians which appeared in *The Independent Woman*, mentioning many of the local special libraries, and Miss Cavanaugh's at Standard Statistics Corporation in particular.

I do not know how long the News Committee has been in existence, but from a year's experience I believe that except in our own limited technical field our best publicity results are accomplished locally through personal solicitation. The individual members of the Committee, the Chapter vice presidents who by serving as editors of their Bulletins are in a strategic position to know what is going on, provide in my opinion a potentially valuable source. I recommend that every effort be made by the incoming administration to develop local news procedure.

ALMA JACOBUS.

Report of the Nominating Committee

THE Nominating Committee submits the following list of candidates as officers of Special Libraries Association for the year 1937-1938:

President — William F. Jacob, Librarian, Main Library, General Electric Co., Schenectady, N. Y.

First Vice President — Mrs. Lucile L. Keck, Librarian, Joint Reference Library, Chicago, Ill.

Second Vice President — Alma C. Mitchell, Librarian, Public Service Corporation of New Jersey, Newark, N. J.

Treasurer — Adeline Macrum, Assistant Editor,

Industrial Arts Index, The H. W. Wilson Co., New York City.

Director for Three Years — Mary Jane Henderson, Librarian, Sun Life Assurance Co. of Canada, Montreal, Quebec.

JAMES F. BALLARD
DOROTHY BEMIS
FLORENCE BRADLEY
ALTA B. CLAFLIN
FORD M. PETTIT, *Chairman*

NOTE. — The Directors whose terms have not expired are Miss Marguerite Burnett, who retires in 1938, and Mrs. Charlotte Noyes Taylor, who retires in 1939.

As the last retiring President, Mr. Howard L. Stebbins continues to be a member of the Executive Board.

The officers were unanimously elected at the annual meeting June 19, 1937.

Report of the Publications Committee

THE Publications Committee has offered aid in the form of loans to three Chapters this year to enable them to finish projects for which they had no capital available.

The New York Chapter is receiving a loan to edit a new edition of their directory of special libraries in New York and vicinity that is to be ready for sale before the June convention. The Southern California Chapter is receiving a loan to prepare a supplement to their union list of periodicals. They have advance orders for enough copies to cover the cost of the loan we are making, and the supplement will also be a means of selling copies they have left of the original basic list. The San Francisco Chapter has been assured of a loan to prepare a new union list of periodicals.

The Social Science Group, through a subcommittee, has prepared a subject headings list for social service material. The completed manuscript of this was submitted to the Publications Committee and reproduced by planagraph to be distributed to Institutional members and to be sold by Head Members. This is the first of several subject heading lists being prepared among the Groups, and the Publication Committee hopes that several more may be put out in experimental form with the possibility of eventually publishing and keeping up to date in printed form such lists as are in demand.

The Financial Group is working on a "Selected List of Current Foreign Financial Sources" which we hope to reproduce in mimeographed or analogous form for distribution to Institutional members and sale by the central office very shortly. The Financial Group has also made itself re-

sponsible for a revision of the Handbook of Commercial and Financial Sources which is now being worked on. That also will be published by the National Association, distributed to institutional members and sold by the central office. The Financial Group in the winter gave us a brief list of bonds in default made up by one of their members that they thought might be of general interest and this was distributed.

The Publications Committee has also been considering the old question of some sort of a manual of practice for special libraries. An advisory committee is being formed to consider the latest suggestions, but no definite promises as to results can be made.

In an endeavor to give the next year's committee some idea of what the membership believes are needed publications, letters have been sent out to all Group Chairmen and Chapter Presidents asking them, as a by-product of concentration on their annual reports and programs for the convention, to write very briefly what seems to them to be the chief need in the line of publications and what projects their Groups or Chapters have in hand on which they would welcome the aid of the Publications Committee.

A list of members as of March 31, 1937, is also about to be distributed. But this is not the work of the Publication Committee except as we urged the preparation of it on the Executive Board.

MARION G. EATON.

Report of the Trade Association Committee

THE Trade Association Committee has been inactive this year. The reason is two-fold. One, the condition of trade associations themselves following the N.R.A. Second, the conviction on the part of the Committee and the Board that the promotion of new libraries for which our Association is not able to supply properly trained people, would be unwise.

This matter was discussed at the November 21, 1936, Board-Council meeting, and the consensus of opinion was that vacancies should not be created "before the training and recruiting program of the Association has developed sufficiently to fill such needs" (from the Board minutes).

The activity planned is the preparation of a manual to interest trade associations in establishing libraries, and to present certain basic principles and methods for the operation of such libraries. Since this is practically the same thing as a Manual for Business Libraries, which has long been needed by the Association — and especially the Commerce Group — the Chairman of the Trade Association Committee volunteered to

write the larger manual, provided help could be secured for certain phases of the work.

This idea was presented to the Publications Committee last January, but to date, May 10th, we have not learned the decision of that Committee. If the Publications Committee decides to produce a business manual independently, the Trade Association Committee feels that it should not duplicate that effort.

The Trade Association Carnegie Fund still contains \$2,960. Our original proposal to the Carnegie Corporation of New York included a promise to prepare a manual for Trade Association Libraries. The Committee still stands ready to do that when the way is clear.

MARY LOUISE ALEXANDER.

Report of the Committee on Training and Recruiting

ON LOOKING back over the year's work, the outstanding feature is the wonderful cooperation which the Committee has received from the members of the Special Libraries Association, the Chapter presidents, and the Executive Board.

It is fitting at this time to express our gratitude and thanks to all those who have given their time and efforts to help us on our project.

The main objectives of the Committee have been (1) to find out what training the present special librarians have, and what they would like to have; (2) to find out what library schools are doing or would like to do with special library training; (3) to develop interest with college vocational bureaus in the special library field; (4) to discover Chapter interests in this subject and to cooperate in developing projects; (5) to cooperate with other agencies, such as the Employment Committee, the A. L. A. Board of Education for Librarianship and others in activity in this field; (6) to secure publication of material on special library training and related problems.

The Committee's wide geographic distribution has necessitated carrying on much of the work by correspondence, but the effective assistance given by Committee members in developing the questionnaire and in considering its results has been conspicuous. The help of Mr. Shera and Mrs. Davis in their constructive consideration of questionnaire returns has been particularly valuable.

The general results have been as follows:

In order to have a working basis, it was decided to send out 750 questionnaires, and determine, if possible, the educational background and status of the present special librarians. Two different types of forms were sent out, and the resulting 239 replies form an interesting study.

The printed results of the questionnaire so far have been a report on the first one hundred replies in the January issue of *SPECIAL LIBRARIES* and a general consideration of these replies by Mr. Shera in the May-June issue, with a tabulation of three tables showing the analysis of replies in the same issue. More constructive study of this material will be carried on and further publications will result.

Letters were sent to 45 library schools, and 24 replies were received. These showed that a number of schools were giving renewed attention to the problems of special library development. Definite results of cooperation with library schools is the promotion of five lectures at the Riverside Library School, through the cooperation of this Committee, and the establishment of extension courses by the New Jersey College for Women. Many library school heads showed particular interest in the recent publications along these educational lines, such as the report in the January issue of *SPECIAL LIBRARIES*; and "Special Library Problems," the report of the New Jersey educational experiment. The different methods of treating special library problems are varied and interesting, and a special study of these features will be presented in a later issue of *SPECIAL LIBRARIES*.

One important result of the cooperation with library schools was the demonstration of the need for material on the special library as a vocational opportunity, — either a revised issue of the valuable pamphlet, "Special Librarianship as a Career," or an entirely new treatment of the subject that is up to date.

A list of vocational advisors, developed through the cooperation of the Newark Museum Apprentice Course, was secured and letters were sent to 23 colleges; 12 replied and showed much interest in the field. Plans are under way for a number of talks to be given by representative special librarians at various colleges during the fall and spring of 1937-38. At the request of Hunter College, an article was prepared for their Vocational Bulletin, and three special librarians spoke at the Vocational Conference held by the New Jersey College for Women.

Sixteen letters were sent to Chapter presidents, and replies were received from 11. The intensive interest in Chapters in this problem was shown by these replies. The Boston Chapter promoted a series of lectures on library editorial work, for which 21 people were registered. Cleveland was interested in the subject, but treated the problem through methods conferences instead of through a separate course. Chicago followed a similar method, and five out of the eight meetings during 1936-37 were on library methods. The Michigan

Chapter felt that with the excellent course at Ann Arbor and other courses at local colleges, that possibly little should be done with separate courses on library training under the auspices of the Chapter. But intensive individual work is done by local librarians for visiting special libraries. Many of the local librarians contribute to the various courses in the educational institutions.

Montreal was another Chapter affected by the presence of a library school, and while there was interest in the topic, the treatment was confined to a methods round table. This Chapter recognized the growing need for a combination course for secretaries and special librarians which would meet the many opportunities that are developing in business concerns.

New Jersey carried on special effort, this year featuring six lectures on specific subjects, with a fee of \$5 for the course. Forty-four registered and took this course. Lecturers were paid \$10 for each lecture, and the general manager for the course was paid \$25 for the session. Classroom space was contributed through the cooperation of the Newark College of Engineering. New York has as yet had no course, and it was felt that those given at Columbia University would fill this place. The indications are, however, that something should be developed for two groups needing such help; the college graduate who has had material on subject matter but needs data on library techniques, and the clerical worker who has been assigned a library job, and in many instances is doing creditable work, but needs further guidance in library practices. Methods clinics and two Chapter meetings devoted to shop talk were met with approval.

Philadelphia experimented with a course of five lectures with a registration fee of \$1.00 for the whole course. Forty-nine registered for these lectures which were given at the Wharton School of Finance. Pittsburgh was another Chapter that showed keen interest in this problem, and while no course on general methods was carried on this year, a series of lectures on the Library of Congress classification was promoted. Eleven enrolled for the course at a cost of \$1.00 a lecture.

Although San Francisco carried on intensive work with methods during 1935-36 and has expressed particular interest in the system developed in the New Jersey Chapter, definite work along these lines was not a feature of the 1936-37 program. The Southern California Chapter has taken particular interest in the situation in connection with local library school developments. It has protested certain regulations in this con-

nection with the University of Southern California. It also participated in an institute for librarians in cooperation with the California Library Association, and is definitely interested in promoting helpful courses in library training.

Since the work of the Committee on Training and Recruiting is allied with that of the Employment Committee, it has cooperated with it though referring library school faculties to the local and national employment chairmen. The data that has been gathered by the Committee on Training and Recruiting will eventually be available for the Employment Committee at Headquarters and will be of distinct value in acquiring information about the background of possible candidates for other positions.

There has been correspondence on various projects between the A. L. A. Board of Education for Librarianship and the S. L. A. Committee on Training and Recruiting, and a joint meeting of the two committees was planned for the A. L. A. Convention.

SPECIAL LIBRARIES featured material on training whenever possible during 1936-37. In the September issue was a brief note on the possible development of the Committee's program. In December, a quotation from the report of that Committee made at the business meeting in November was among the several printed from that Board meeting. In January the first detailed study of the training desired by special librarians appeared, based on the first hundred replies to the questionnaire. In February an article, "Behind the Tools of Industry," by Ethel M. Fair, Director of the Library School of the New Jersey College for Women, considered the elements necessary in library school training for the special librarian. In March an article by Peter Morgan, "On Becoming a Special Librarian," analyzes the problems encountered and the methods of meeting them, as aided by library training. In the May-June issue of SPECIAL LIBRARIES, the article by J. H. Shera, "Training for 'Specials': a prologue to revision," and three tables, "Why and What Are Special Librarians," based on replies to the questionnaire, gave intensive consideration to the subject.

The Committee cooperated with the New Jersey Education Committee in publishing the pamphlet, "Special Library Problems" which described the New Jersey training course experiment. A limited edition of 200 of these were published, and nearly 150 have been sold. Purchasers extended from California to across the Atlantic to France and England.

MARGARET G. SMITH.

Groups

Report of the Biological Sciences Group

A PROGRAM of national interest having to do with the World's Fair in New York in 1939 has been partially planned, and the first steps have been taken. However, nothing in the way of publicity or of definite action can take place until the World's Fair committees have completed their foundation work. This will probably not be accomplished until the fall of 1937.

Many activities have been carried on in New York under the local Chairman, Miss Schramm, and in Boston under Mr. Ballard.

HELEN BAYNE.

Report of the Commerce Group

MEMBERSHIP.—The Group has cooperated with the Membership Committee in suggesting prospects for membership, particularly selected from the Group point of view.

Census of Members.—The projected census of members to discover those who would be interested in changing positions if opportunity arose was merged with the census taken by the Employment Committee.

Exhibit.—An exhibit of the products made by members of the Commerce Group is to be held at the Convention.

Heading Committee.—Work on the list of subject headings for industries, etc., is still under the direction of Miss Hazel Ohman.

Convention.—In order that members of the Group may be free to attend sessions on Special Library Methods, Business Information Service, and Catalog Methods, it has been considered wise to limit the specific Group meetings.

Publications.—It is planned to have one or more brief publications ready to distribute to members of the Group during the Convention.

ADELAIDE C. KIGHT.

Report of the Financial Group

THE work of the Financial Group for the past year has been concentrated upon five special projects: (1) revision of the *Commercial and Financial Handbook*; (2) completion of the *Bibliography on Bonds in Default*; (3) completion of the *Selected List of Current Financial Sources*; (4) revision of the *Bank Library* and arrangement for a Financial Library exhibit to be held in Boston, October 1937; (5) continuance of the work on the Financial Subject Heading List.

Dorothy Avery, New York Telephone Company, is chairman of the committee revising the *Handbook of Commercial and Financial Services*.

In December the *Bibliography on Bonds in Default*, prepared by Miss Grace Aikenhead, Young and Ottley, was completed.

The *Selected List of Current Foreign Financial Sources*, compiled by Eleanor S. Cavanaugh, will be ready for publication this summer.

In addition to these special projects, the National Financial Group cooperated with the Financial Group of the New York Chapter in staging the two Financial Library exhibits for divisions of the A. B. A.

It is with the thought in mind that some program should be mapped out for the Group as a whole that the Chairman submits the following problems which have arisen this year for the serious consideration of her successor: (1) *Periodical News Bulletin*: The problem of a periodical news bulletin, talked of in Montreal, has created much discussion this winter. There is a definite need for such a medium, but in order to have it serve the best purpose it seems advisable to take some sort of census of the Group to ascertain what kind of information is wanted by the members. (2) *Subject Heading Exchange*: With the completion of Miss Burnett's list of financial subject headings next year, the Financial Group will go on record with an authority to date of subject headings. But with new topics coming up every month, there seems to be a place for a permanent committee to keep this list up to date with periodic revisions, notices of which could be circulated through the Bulletin. (3) *Revision of the "List for Acquiring and Discarding Government Documents"*: Under the leadership of Alvern Sutherland, Federal Reserve Board of Governors, a start was made in revising this valuable tool. It was, unfortunately, dropped because of the pressure of business, but it is to be hoped that it will be considered as a project for 1937-38.

RUTH VON ROESCHLAUB,
Chairman.

Report of the Insurance Group

A GAIN our most important activity has been the publication of "Insurance Book Reviews," issued quarterly since July 1, 1936. Miss Rammer has edited this, and the contributors have been Miss Mildred B. Pressman, casualty insurance, Miss Edith M. Flagg, life insurance, Miss Barbara Wertman and later Miss Mariana Thurber, accident prevention and industrial health, and I have contributed the fire and marine insurance material. The Hardware Mutual Casualty Company generously provided for the preparation and mailing of the issues with no cost

to the Group but for supplies and postage. We have received \$10 for renewals or new subscriptions, charging, as we do, 50 cents for one year, or three years for \$1.00. These subscriptions are from public libraries, colleges and universities, and individuals engaged in insurance.

The Equitable Life Assurance Society has used parts of our life insurance reviews in its quarterly publication, "The Equitable Spirit."

We have assisted one another as best we could in improving and enlarging our classification schemes and subject heading lists, and have answered several requests from outside sources.

ABBIE G. GLOVER.

Report of the Museum Group

THE Museum Group in attendance at the Montreal meeting in June 1936 was large in enthusiasm but very small in numbers. Informal conferences and a tour of the museums of the city were reported to be delightful occasions, and everybody came away full of good feeling and eager to do something to advance the interests of the Group.

Since its organization in 1929 the Group has been growing steadily in numbers. To the original nucleus of librarians of art, science and historical museums there have been attracted special library workers in closely allied, and latterly, in somewhat remotely related fields.

The Group is very loosely organized. Museum members of some of the local Chapters, particularly in the larger metropolitan centres, have held regular meetings during the year, and we shall have some account of their activities during the Convention. For most of the Group members there is no opportunity for meeting and talking shop except at conferences, and many of us are not so fortunate as to be able to go to them every year.

Meeting in New York as we are this year, we are looking forward to a large enough attendance to be able to take stock of ourselves and to formulate a definite working program. In preparation for profitable consideration of our problems, letters have been sent out to all the members of the Group, with reply cards enclosed, and an interesting list of suggestions for projects and topics for discussion has been made from the answers received.

LEILA F. CLARK.

Report of the Newspaper Group

THE Newspaper Group has closed one of the most successful years in its existence, gaining slightly more than 27 percent in membership, solving a vexing problem of ethics and making a practical list of subheads in subject classification.

On classification, the Committee has given us a comprehensive list of subheads, using the findings of the previous committees and through contacting many newspaper libraries.

Chief among the problems confronting the Group has been the advance of the American Newspaper Guild.

The Ethics Committee, while it is divided in its opinion, finds that the Newspaper Guild has become a permanent factor in the professional life of the editorial worker and one with which the publisher must have relations.

MATTHEW REDDING.

Report of the Public Business Librarians Group

THE Public Business Librarians Group in its second year has some concrete definite progress to report. A project initiated by this Group, the "Business Information Study Committee," Marian C. Manley, Chairman, has assembled data from some 500 companies on the use of information. This is reported in detail elsewhere.

Jean K. Taylor, serving with the National Committee on Membership, reports that she has sent out thirty letters to various chairmen of local S. L. A. groups as prospective members of the Business Librarians Group.

Margaret O. Meier of the Rochester Public Library has served as Chairman of the Committee on "Result of a Survey of a Questionnaire to improve information service to business men," each library using its own form.

Laura A. Eales served in the capacity of General Chairman for the "Industrial and Manufacturers Directories" project, including certain directories issued as part of the periodical. Over 200 letters were sent to various publishers of business publications, and tremendous coöperation was received.

LAURA A. EALES.

Report of the Science-Technology Group

THE organization of the Science-Technology Group into sections for the year 1936-1937 was as follows: Chemistry Section, Mrs. Vivian J. MacDonald, Aluminium Company of America; Communications Section, Miss Anna E. Mohn, Western Union Tel. Company; Petroleum Section, Mr. Joshua Smith, Humble Oil and Refining Company; Public Utilities Section, Miss Josephine Greenwood, Consolidated Edison Company of New York.

The Chapter presidents throughout the country were asked to appoint local Science-Technology Group representatives, who were to keep in touch with the National Chairman by correspondence. Nine local representatives were ap-

pointed, one reported membership too scattered, and four did not respond.

Group projects: The New Jersey Science-Technology Group and Biological Sciences Group have made a preliminary survey of a Documentation Project which is to be presented to the National Science Technology and Biological Sciences Group at the New York Convention.

The Chemistry Section has issued bulletins to its 100 members which report work on projects concerned with the indexing of publications of companies represented in the section, bibliographies, duplicate exchange, and a subject heading list.

The Communications Section questionnaire on the types of libraries in the section was answered by 10 of the 30 companies circularized. Results were tabulated by the chairman.

The Petroleum Section is negotiating to issue an abstract service of petroleum literature.

The Public Utilities Section questionnaire on a subject heading list for public utility finance, rates and economics sent to 23 utility libraries in the membership, was answered by 6. The L. C. subject heading list is used by two libraries, Industrial Arts index in one, and the remainder use special lists, copies of which have been received by the Chairman.

MARTHA E. FOULK.

Report of the Social Science Group

DURING the year three new projects have been initiated. The first is a cumulated subject index to all census volumes to date. Miss Adelaide Hasse, as chairman of the committee in charge, has prepared an outline of work which is to be discussed during the Convention. This project was approved by the Executive Board in November 1936, and it is hoped that this important work will be continued during 1937-38. It is my recommendation that this project, now entitled "Census Subject Index," be transferred to the National Association as a national committee under the direction of Miss Hasse. Another project, also under the direction of Miss Hasse, is the preparation of an annotated and evaluated list of Social Science periodicals.

For the third project, a committee was appointed with the Secretary of the Group as chairman, assisted by Esther Becker, Edith McWilliams and Jean Norcross, to prepare a directory of the national Group members. The list is arranged alphabetically by the library represented followed by an alphabetical arrangement of names without affiliations.

A Committee on "Social Welfare Subject Headings," a standing committee since 1934, under the chairmanship of Beatrice Hager, has continued work on the preparation of the list.

It was reported at the meeting of the Civic Social Group, June 1936, Montreal, Canada, that a resolution had been passed at the Executive Board meeting on June 17 that publication of this list was authorized at the discretion of the Publications Committee.

HAZEL E. ORMAN.

Report of the University and College Departmental Librarians Group

THE University and College Departmental Librarians Group had a serious set-back this year. Owing to illness, the National Chairman did not have an opportunity to organize national activities, and neither the Vice-Chairman nor the Secretary could carry on; so I took over the duties as of April first.

Last year twelve of the Chapters appointed local chairmen and developed considerable interest among the members in various districts. This year, unfortunately, only two local chairmen were appointed, but sufficient enthusiasm was generated last year to bring the departmental librarians in a few Chapters together again to renew contacts and to continue discussions of common problems.

Departmental Library Clinic Questionnaire: Last year 215 copies were distributed to departmental librarians in various parts of the country. As of June 1, 1936, 35 sets of answers were received. It was decided that we should attempt to get more answers before starting work on a manual or handbook. This year 87 more questionnaires were distributed and 16 more sets of answers have been received to date. We now have a total of 51 answers, and we hope to receive additional ones during the summer. The work in connection with the distribution of the questionnaires has been done by Mr. Walter Hausdorfer, Chairman of the Departmental Library Study, and Miss Rose Boots, with the cooperation of a special committee appointed by the New York Group. By fall we should have sufficient returns to warrant thorough analysis of the answers and a tentative compilation of the manual on policies.

Now that the real need for this Group has been definitely established, it remains for us further to publicize among prospective members our activities, and our program. We need to formulate other long-range projects and to arouse interest in sections of the country which may be potentially contributors of other new ideas and supporters of our work. The task of organizing and retaining the interest of members in Chapters which are too small for Group divisions offers a challenge to the new Chairman. We believe that she will be able to find a solution to the problem.

ROSE BOOTS.

Chapters

Report of the Albany Capitol District Chapter

WITH the year 1936-37 drawing to a close, the thing that stands out as the biggest accomplishment of the year is the spirit of friendship that we have attained. When we first came together most of us were strangers to each other, and many of us were strangers to S. L. A. We did not know what we wanted to do nor what we were expected to do. Now we have learned to know each other and in working together we have become friends. Our Chapter Directory is in process of formation, and we have a duplicate exchange department in view.

Our meetings have been interesting and well attended. The first was a round-table meeting at which plans and projects were discussed. The speaker was Miss Beulah Bailey who talked on "Social Security." In November, Mr. Webb, Librarian of Union College, Schenectady, spoke on "Is the Librarian Responsible for the Recreational Reading of His Patrons?" Our January meeting was held in the library of the State Laboratories, where Dr. Wadsworth and Miss Sexton were the speakers. We visited the State Library in March and heard a talk on early newspapers by Mr. Joseph Gavit. The same evening Dr. Wyer displayed some treasures of the State Library, old and rare books and papers. We were especially favored in April by a visit from Miss Manley. Our Annual Meeting is primarily a business meeting, with a brief talk by Mr. Jacob.

IDA G. SMITH.

Report of the Baltimore Chapter

THE new deal administration has dedicated itself to "Know Baltimore Industries and Institutions." A committee was appointed to formulate the plans for the scheme. As a result a dinner meeting was held on April 29th at which time Mr. William S. Hamill of the Baltimore Association of Commerce addressed us on "Baltimore Industries," throwing much light on our self-imposed task. This initiated our program to have our membership acquainted with the activities and facilities of Baltimore manufactories and industries with relation to the City and Port of Baltimore. We are planning to visit a number of the local establishments whose products are of national interest.

A glimpse into the Chapter Secretary's books discloses some interesting events worthy of recording for this report. In June our Group visited the Kelly Medical Library on Eutaw Place.

There Dr. Howard A. Kelly, world-renowned gynecologist, entertained with a recital of some of his experiences. There followed a tour of his library and refreshments served by the host.

In October an interesting meeting was held in the Staff Lounge of Enoch Pratt Free Library. Miss McCrae of the Reference Department was the guest speaker. She recounted her experiences in organizing library extension work in Hawaii.

The November meeting was held in November in the Library of the Legislative Reference Bureau located in our City Hall. Dr. Horace E. Flack, legislative authority, outlined the workings of his department. Upon conclusion of an inspection of the library, Miss Hitchcock and her assistant served refreshments.

SAMUEL H. FELDSTEIN.

Report of the Boston Chapter

DURING the year 1936-37, the Boston Chapter has held eight meetings, in accordance with its established practice in previous years. There has been an average attendance of one hundred and twenty-five members per meeting. The Program Committee has attempted to meet the very widespread and diversified interests of the Boston Chapter membership. Four meetings were held in libraries never before visited by the Chapter. Information about some unusual collections was made available for the members, especially with respect to the archives of the Bostonian Society Library and the astronomical collections of the Harvard Observatory Library.

Nine issues of the "Boston Chapter (S. L. A.) News Bulletin" have been published in the course of the year. Emphasis has been placed upon the News Bulletin as a publication designed to bring before the entire membership the monthly activities of the Chapter. Each issue of the Bulletin has contained either a complete transcription or an abstract of the remarks of the speakers appearing at the Chapter meetings. Space has been devoted to the activities of the American Library Association, the Bibliographical Society of America, the Massachusetts Library Association and to other related library activities. The development of the News Bulletin in this direction has elicited favorable comment from many sources.

Two courses of instruction were offered for members of the Chapter during the winter months: "Fundamentals of Cataloging for the Beginner," conducted by Mrs. Bertha V. Hartzell,

Supervisor of Training, Boston Public Library, and "Library Editorial Work," conducted by Miss Eleanor Wyllys Allen of the Bureau of International Research, Harvard University and Radcliffe College. The course in cataloging did not receive a sufficient number of registrants and was not given. However, the course in editorial work met with a splendid reception and was enrolled for by over twenty members of the Chapter. The course was held in one of the pleasant rooms of the Radcliffe Tutorial House.

The Membership Committee has been active throughout the year. It has been concerned with contacting prospective new members by letter, by personal calls and by telephone. This activity has resulted in almost fifty new members, some transfers to the next higher class of membership, three re-instatements and two people carrying on membership for other members who otherwise would have had to relinquish membership through circumstances beyond their control. Resignations and members who have been dropped for non-payment of dues have reduced these additions in membership to a very small net gain.

The Registration Committee has reported an increase in the file of unemployed librarians of from sixty-four to eighty names. In the course of the year the Committee submitted twenty-eight names to sources of prospective employment.

The Directory Committee has collaborated with the Special Libraries Association-W.P.A. Directory Project throughout the year. Marked progress has been made on the directory, and the work is progressing satisfactorily. It is estimated that the work is almost half completed at the present time. The project was initiated on April 6, 1936, with two people. At the present time there are sixteen skilled W.P.A. assistants, under professional direction, engaged upon the work of the project. The Federal Government has approved and allocated ample funds to continue the project to completion. Upon completion, the Boston Chapter will engage in the publication of a directory of libraries, special collections and information sources of metropolitan Boston and vicinity. This publication should prove of "inestimable value in locating out of the ordinary information." There is in preparation, as a collateral line of activity, sponsored by the Boston Chapter and undertaken by the W.P.A., a checklist of American imprints before 1821. This work at the present time is being carried on in the Boston Public Library and in the Essex Institute.

Several groups within the Chapter have been active. The Biological Science Group has held four regular meetings, as follows: Massachusetts

Institute of Technology, the Boston Medical Library, the Boston Psychopathic Hospital and the Farlow Reference Library of Cryptogamic Botany. At each meeting librarians spoke briefly on their respective libraries and discussions were held on technical subjects within the field of the Group. At the Boston Medical Library there was an exhibit of illustrated manuscripts and printed books dating from 1400 to 1600 A.D. At the Farlow Library, Elmer D. Merrill, Professor of Botany, Harvard University, spoke on "The Library Situation in Botany in the United States." Other groups have held individual meetings and on several occasions have made up group tables at the dinners preceding the regular meetings of the Chapter. The dinner groups have led to interesting discussion of activities of common interest to all within each particular group.

RICHARD G. HENSLEY.

Report of the Cleveland Chapter

THIS Chapter held seven dinner meetings during the fall and winter months, also one luncheon honoring a visiting librarian. Two of these meetings were with other library groups. At our tri-state meeting our Chapter planned the special library section program. The other was a joint meeting with the Library Club of Cleveland and vicinity.

The remainder of the meetings were planned to bring out the interests of the various groups. One meeting was at Penn College, the speaker being their registrar. Another dinner meeting was planned for only college and university librarians. There are more librarians in Cleveland who fall in this than in any other of the S. L. A. groups. Our last meeting was planned to acquaint our members with the field of trade associations and their need for library service. Several members of local trade associations were present and a very interesting discussion followed brief talks, some suggestions being made which should be helpful.

Two applications for employment have come from members of this year's class at the School of Library Science of Western Reserve University. Their record cards have been sent in to headquarters. No definite openings for special librarians have developed during the year.

EMMA M. BOYER.

Report of the Connecticut Chapter

WE HAVE had a year of increased interest and greater accomplishment as evidenced by the larger attendance at each successive major meeting and also the monthly meetings; by the

gain in membership and by the activities of the various Committees as shown by the reports of the chairmen.

We were especially honored at our Fall Meeting, held in conjunction with the Connecticut Library Association, by having with us our National President, Howard L. Stebbins, who spoke at the General Sessions of the Connecticut Library Association on "The Library Specialty Shop," and to our Chapter on "Chapter Projects."

Our Mid-Winter Meeting was outstanding, as we were the guests of the Massachusetts Mutual Life Insurance Co. at their Home Office in Springfield, Mass. Mr. Bertram J. Perry, President of the Massachusetts Mutual Life Insurance Co., welcomed us in a short and forceful address. Mr. Wesley E. Monk, General Counsel for the Company, and formerly Insurance Commissioner of Massachusetts, spoke on the value of special libraries to the legal profession. Mrs. Barbara Bagg Stevens, author of "Walk Humbly," gave a delightfully whimsical talk "Notes of an Author." Mrs. George W. Kyberg closed the meeting with a comprehensive and understanding review of the "Best Seller List."

Our Annual Meeting was held May 5, 1937, at Naugatuck, Connecticut, in conjunction with the Connecticut Libraries Association. Mr. Carl Leslie Cannon, Head of the Accessions Division, Yale University, chose as his subject "Exchanges and Acquisitions." Mr. Cannon told of his own accession work at Yale. He also emphasized the importance of the proposed "Coöperative Clearing House for the Exchange of Serials," provided it could be worked out on a feasible program that a sufficient number of libraries would find practicable. The other interesting speaker of the afternoon was Miss Jennie Gilbert Jerome, Head of the Art Department, Free Public Library, New Haven, Connecticut. She gave us an illustrative talk on "The Picture Collection."

Miss Helen Eaton, Chairman of the Committee on the "Bibliography of the Industrial and Financial History of Connecticut," reported on her second full year of work. To date about 3,500 author and subject cards have been typed.

It was voted that the Connecticut Chapter discontinue "Chapter Memberships" after this year.

The Employment Chairman, Emily Coates, reported that very few of the Personnel Record cards have been returned and that no placements have been made.

The Duplicate Exchange Chairman, Rosamond Cruikshank, reported that 343 items changed hands contributed by ten libraries and received by forty-two. Six lists sent to members, one list printed in Connecticut Libraries Association

Bulletin and several lists sent to non-members.

Our monthly dinner meetings have proved interesting, instructive and helpful in many ways. Their popularity is best shown by the steadily increasing attendance and membership. We had a speaker talk informally, on a different subject, at each meeting. Mr. Harold Burt, Connecticut State Supervisor of Public Records, told us about the preservation of Connecticut's Public Records; Mr. Snyder of Witkower's Book Store gave a talk on rare bindings; Mr. Chauncey Thompson, Assistant to the Executive Vice President of the Chamber of Commerce, outlined the activities of the Chamber; Mr. George B. Armstead, Managing Editor of the *Hartford Courant*, recounted interesting stories of newspaper life and emphasized the real need of increased library facilities.

We believe these monthly meetings have proved so fruitful in Hartford that we plan to continue them and to start similar meetings in other key sections of the state.

Three Bulletins have been issued by our Editor, Mrs. Grace Childs Bevan, and published through the courtesy of her company, the Phoenix Mutual Life Insurance Company; they have given us this service ever since the Chapter's inception.

LESLIE REID FRENCH.

Report of the Illinois Chapter

THE programs for the fiscal year were the joint product of the Methods and Program Committees, resulting in five programs devoted to methods in various types of special libraries; medical and hospital, college and university reference work, fugitive materials in the field of art, science and technology methods, and law library organization. Two programs were held in conjunction with the Chicago Library Club; in February they were our guests at a meeting devoted to a map collection at the University of Chicago, and in April we accepted their invitation to come to the Newberry Library and hear a lecture on the Ayer Collection of Americana. The December meeting was held in conjunction with the American Library Association mid-winter meetings when we were addressed by Mr. John Russell of the National Archives.

The Employment Committee cleared its records with those of the Personnel Division of the American Library Association, and has at the present time an up-to-date record file of unemployed librarians desiring work in the special library field. This Committee collaborated with the National Employment Committee program of S. L. A.

The Publicity Committee conducted an exhibit of S. L. A. publications at the A. L. A. winter meetings. The exhibit booth was attended at all hours by various members of the Chapter and did a great deal to foster the special library idea. Indirect publicity for the special library movement was afforded by a course given by Mrs. Keck in the University of Chicago summer session, dealing with the problem of fugitive materials, and also by a lecture which she gave before the University of Illinois Library Club in February.

LUCILE L. KECK.

Report of the Michigan Chapter

WITH the May meeting, the Michigan Chapter of Special Libraries Association brings to a close the 1936-37 series of official programs. Due to the energy and enterprise of our Program Committee, and the interest and enthusiasm of our members, the season's meetings have been delightful socially and stimulating professionally.

We have enjoyed them all from the first one that started off with the travel talk by Miss Jane Hicks, to the trip through WWJ's new broadcasting studios, the visit to the Museum of the Detroit Historical Society, the luncheon party and tour of the plant at Parke Davis & Company, our pleasant session with Rose Vormelker of Cleveland and Mrs. Florence Romaine of Detroit, and the excellent program of our annual meeting with our guest of honor and speaker, Dr. Dwight L. Dumond of the faculty of the University of Michigan.

Our meetings have been well attended, even though librarians have diverse outside interests and the problem of time is not always easy to adjust. Routine business has been handled with a minimum of effort, we have tried to give the national organization our support when and where it was needed, our membership has increased, and the fine spirit and collective action in pursuit of common problems has made this year one of constructive and enjoyable activities.

The regular Chapter meetings give us the opportunity to get acquainted, discover mutual interests, discuss common problems, and exchange information about our diverse resources. The Chapter is a grand clearing-house which establishes a fine working basis for our combined activities.

One thing that seems significant is the way in which members of the Chapter put the resources of their libraries at the disposal of their fellow librarians. At every turn, in our quest for elusive data, we at the News Library are benefited by the splendid service rendered through this enthusi-

astic cooperation. When we find our own resources limited for certain types of material requested by a patron, we know that we can call for, and receive, the combined help of the whole group of Chapter librarians. A flexible system of interloan privileges is in effect and everything is done to make things easy and helpful.

In March the Chapter drafted resolutions in support of two bills for library aid that are pending in the Michigan Legislature. This legislation is intended primarily to aid libraries in the state that are inadequately supported by their communities, and also to provide library service in districts where there is none.

While we are not in the group to be directly benefited by this legislation, we felt that the Chapter could do no less than express our hearty approval of the bills. So we sent letters and copies of the resolutions to the senators and representatives from Detroit and Wayne County who represent us in Lansing, hoping that they will help to bring about favorable action on the bills.

ESTHER N. HOOPER.

Report of the Milwaukee Chapter

AT OUR first meeting we invited visiting members of the Wisconsin Library Association to join with us in hearing Harold Morgan, Director of Municipal Athletics, Milwaukee, bring us first-hand news on "Hosteling in Germany and the 1936 Olympics." Before the dinner at the Y.W.C.A. and the illustrated talk we conducted the visitors on a tour through these Special Libraries: The Milwaukee Journal, the Municipal Reference and The Milwaukee Gas Light Company. Almost 100 attended this meeting. David Meier, who had addressed the Milwaukee Group on another occasion, was called on for our second meeting. As manager of the McLeod Book Stall he was in a good position to give us some tips on "Books as Gifts."

Mamie Rehnquist, acting head of the Reference Room of the Milwaukee Public Library, who knows perhaps more than anyone else in the city how to make useful reference tools of her books, talked to us on the work of her department in February. Some of the enthusiasm Dr. Carl W. Eberbach felt for the work being carried on under Sir Wilfred Grenfell filtered across to his audience when he discussed informally and delightfully "Medicine on the Labrador" at the March meeting.

In April the Milwaukee Chapter enjoyed a full evening on this day. The trip to Mount Mary College included a tour of the building with an all too brief stop at the library and a 45 minute program consisting of a one-act play review of Maurice Baring's "Puppet Show of Memory," a

brief talk on Chesterton's philosophy, and a vocal ensemble. Miss Terry gave a brief report on the union list project and urged the cooperation of the various libraries so that the project, which has been approved by the Federal Government, might be carried to a successful conclusion. The business meeting was held the end of May.

HELEN TERRY.

Report of the Montreal Chapter

THE fifth year of the Montreal Special Libraries Association has been devoted largely to internal reorganization, and preparation for a wider scope of activity. This has been accomplished mainly by a broader program of meetings, revision of the Constitution, investigation of the value of group activity, and an inquiry into the employment situation and the condition of librarians in Montreal.

The season was started in October with an illustrated lecture on "Museums" by Dr. G. R. Lomer. At a business meeting early in December, the report of the Committee on Revision of the Constitution was presented and the new Constitution adopted. In February, we held our first dinner meeting, when Professor Leonard Marsh of McGill University spoke on "The Balance Sheet of the U.S.S.R." As a result of questionnaires sent out by the Chairman asking for suggestions about meetings, a round table was organized for March on the very vital topic, "Library Work and Workers Today." The subject was discussed to such an extent that a committee was formed at once to investigate, still further, conditions in Montreal, and to formulate a plan of action to improve them. The final meeting, when we were the guests of the Montreal Personnel Association, with Mr. Stebbins and Miss Manley as speakers, was something of an innovation, one which we hope will be repeated with other, similar groups of business men.

No new publications have been undertaken, but a thorough investigation of a proposed revision of the Directory of Special Libraries in Montreal has been made, and several recommendations concerning the form and scope were made to the Board. Ways and means of compiling and publishing an Index to Canadian Periodicals of Financial Interest are also being looked into by a Committee of the Commerce-Financial Group. The quarterly Bulletin has been continued, and is now in its third volume. The scope has been enlarged to include papers or abstracts of addresses, quarterly financial statements, and full reports of Committee and Group activities.

In lieu of publication projects, the Chapter has devoted its attention to the very important problem of employment, and to the general study of

library conditions in this city. The Employment Committee, in addition to compiling the Personnel Record, has drawn up circulars to be sent to executives and personnel managers, acquainting them with the services offered by the Committee. While engaged in this work, several ideas for publicity in promoting business libraries presented themselves, and these will be acted upon.

Coöperation with other associations of librarians has been particularly active this year. On two occasions we were the guests of the Quebec Library Association at meetings of outstanding interest and, in turn, they were invited to attend our dinner meeting. We were also invited to participate in a conference of Quebec and Ontario library associations, sponsored by the Ontario Library Association, which was held in Ottawa in May. Three of our members contributed short papers.

BEATRICE V. SIMON.

Report of the New Jersey Chapter

DURING the Chapter's first year a successful course of lectures on library methods was conducted. So successful was this course that it was decided to give another series of lectures this year. These lectures, under the general heading of "Library Specialties," were started on October 19th and lasted for six weeks. The first four classes were held at the Newark College of Engineering, the last two at the Newark Business Branch. The course comprised lectures on (1) Indexes and Indexing, by Edith M. Phelps; (2) Patents, by Miles O. Price, (3) Pamphlets, by Margaret G. Smith; (4) Government Documents, by Adelaide R. Hasse; (5) Services, by Marian C. Manley; (6) Directories, by Marian C. Manley.

Thirty members signed up for the entire course, twenty from New Jersey and ten from New York. Forty-four members including those from both New Jersey and New York Chapters signed for individual lectures. The price charged for the entire course was \$5.00, and \$1.25 for a single lecture. Our lecturers were paid \$10 a lecture.

Another experiment which was successfully tried out this year was that of interesting business men in the Special Libraries Association by having them attend the monthly meetings of the Chapter. The meetings were planned so that different groups were represented. The October meeting, at which forty-five business men were present, had for its guest speaker Ordway Tead, who talked on "Organized Information as Industry's Right-Hand Man." The November meeting was of interest to chemists, the topic being "Chemical Literature and Chemical

Libraries." Forty-two chemists attended. December's meeting stressed the value of state documents, and we had on our program a member of the New Jersey State Planning Board. To the invitations sent out, twenty-five business men accepted.

For our February meeting we had Miss Arynness Joy, Chief Economist of the Central Statistical Board in Washington, to talk to the Chapter on "A Clearing House for Statistical Projects." Twenty-five executives were among our guests. The March meeting catered to our Chapter problems and was attended only by members. The April meeting was of interest to the social worker, and the Chapter was fortunate in having Dr. Emil Frankel, Director of Research of the New Jersey State Department of Institutions and Agencies, talk on the "Value and Use of Research to the Social Worker." In spite of a conflicting dinner meeting of state social workers, nineteen men and women interested in social welfare attended the meeting. The May meeting, which was the last before the annual business meeting in June, was a joint meeting of the New York-New Jersey Museum Group and the New Jersey Chapter. After hearing Miss E. Marie Becker, Librarian of the Monmouth County Historical Society, tell of her work, the members visited the Newark Museum where they were the guests of the Museum staff. Miss Margaret E. White, Registrar of the Museum, told how the library served the Museum, and later took the members to the textile exhibit which was on display.

It is a little early to know what the results will be of having business men attend our meetings. Some of the executives who attended have libraries within their organizations. By their attendance they have gained a better and clearer idea of what the librarian has been doing and can do for them. As for those men who have no library, it is hoped that the seed for such a department will be sown in their minds and that more libraries will be established. This, however, has happened. In more than one instance the librarian has been able to secure an institutional membership for her firm after one of her executives attended a meeting, whereas before she had only an active membership.

Exhibits of S. L. A. material and books pertaining to the subject discussed at each meeting were displayed. These exhibits proved interesting and educational in value to both members and guests. Place cards were used and served a twofold purpose. On one side appeared the name of the individual, on the other a résumé of S. L. A. activities and the list of Chapter officers. By means of these place cards every one was seated

according to plan so that members and guests had an opportunity to meet different people at each meeting.

Besides the exhibits at monthly meetings an exhibit of chemical and patent material was displayed at the New Jersey Section meeting of the American Chemical Society. It is hoped next year to do more with this type of publicity.

Last year the Chapter cooperated with the Planning Committee of the New Jersey Library Association for a better understanding of the needs of special and public libraries. This year a joint Committee was appointed by the two associations consisting of three public librarians, three college librarians and three special librarians for the purpose (1) of promoting closer cooperation between these three groups of libraries and (2) of ascertaining a better knowledge and use of the collections in New Jersey libraries.

The New Jersey Chapter has but one active group — the Science-Technologic-Biological. Members interested in other groups meet with the New York Groups, a New Jersey Vice-Chairman being appointed to look after the interest of the New Jersey members. The Science-Technologic-Biological Group has had two very successful meetings during the year, and has under consideration several interesting projects — one on documentation is to be discussed at one of the national Science-Technology Group meetings during this Convention.

ALMA C. MITCHILL.

Report of the New York Chapter

IN REVIEWING the activities of the New York Chapter during the past year, five achievements seem outstanding. Because of the vote in May 1936 to discard the local membership, a revised draft of the Chapter constitution was presented to the membership at the November meeting and adopted after several technical changes were made. October saw the formal organization of the Hospital Section of the Biological Sciences Group with twenty initial members and the subsequent acquisition of twelve new members. In the same month was launched the experiment of transferring our employment work to the Professional and Commercial Division of the New York State Employment Service, to which the local Employment Representative has acted in an advisory capacity. Valuable publicity followed the two bank library exhibits sponsored by the local Financial Group at the Midwinter Trust Conference and the Spring Savings Conference of the American Bankers Association in February and March. Finally, a new Directory of Special Libraries in Greater New York is now in preparation and will

be published in time for sale at the Annual Conference. Unlike its 1931 predecessor, this edition does not include Connecticut and New Jersey nor New York beyond Westchester, but it is interesting to note that it includes 391 special collections as against 325 in 1931 and as against 282 in the 1935 National Directory.

An average of 175 members have attended the general dinner meetings which have been held from October to May with the exception of December, when we visited the New Jersey Chapter. The subject of the October program was Library Service to Business, and the three speakers were Harold S. Sutton of the Consolidated Edison Company of New York, who discussed "The Executive and the Company Library," Earl Whitehorn of the McGraw-Hill Publishing Company, who talked on "Information for Business Men," and Dr. Louis D. H. Weld of McCann-Erickson, Inc., who revealed to us "What I Expect of My Special Library." In order to promote the establishment of more business libraries in firms which today have no means of securing organized information and in order to familiarize with our aims those organizations which do have libraries, the President wrote each Institutional member, asking for the names of executives who might be invited to attend. These letters were supplemented by Miss Manley's invitation to the executives with whom she had communicated through her Business Information Study Committee. Out of an attendance of 208 about 30 were executives, research directors or personnel managers. In November the National President spoke on the National Association and Miss Mary Van Kleeck of the Russell Sage Foundation discussed "New Developments in the Labor Problem." The shop talk session in January was participated in by Dr. Vernon Tate of the National Archives in Washington, who described "The Use of Microphotography in Library Reference Work"; Marion C. Manley of the Business Branch of the Newark Public Library, who asked us "Is Promotion of the Business Library Needed?"; Linda H. Morley of Industrial Relations Counselors, who talked to us about "Specialized Cataloging," and Alma Jacobus, who discussed the problem of "Subject Files." A formal dinner meeting was held jointly with the New York Library Club and the New York School Libraries Association in February. International Affairs was the subject of the evening and the speakers were A. A. Berle, Jr., Chamberlain of the City of New York, and Sir Gerald Campbell, British Consul General in New York. "Science Behind the Telephone Lines" was the subject of an interesting demonstration, and "Network Broadcasting" and "Getting

Together" the names of two educational movies displayed at the New York Telephone Company for our March meeting. Another shop-talk evening was held in April at which Eleanor S. Cavanaugh discussed the subject of Personnel Problems and Ruth Savord spoke on "Budgets and Costs." Hazel Ohman treated us to a summary of highlights on the convention. The May meeting was devoted to annual reports, the election of new officers and a further report on the Convention.

Greater interest in Group activities has been apparent this year, and in many cases a larger attendance has been recorded. At the instance of the President each of the 12 Group Chairmen planned to hold four meetings during the year, and for the most part this schedule has been faithfully followed. The Museum Group's average attendance of 31 is remarkable. The Cataloging Group is another whose attendance has conspicuously increased this year. An average of 22 have come to the meetings. For the Annual Conference the Chairman is arranging for the first Cataloging session ever to be on the program, and is sending invitations to other Chapters to urge their delegates to attend. Among the interesting programs this year have been those of the Biological-Sciences Group which were devoted to a study of the history of medicine, and those of its new Hospital Section which concentrated largely on shop talk. Others have been the visits of the Social Science Group to the organizations of its various members to determine the scope of the work of those institutions, and the Newspaper Group's round-table discussion at which a unique procedure of comparing newspaper library classifications was introduced. The Financial and Commerce Groups had a profitable evening at their joint dinner which Dr. Vergil Reed, Assistant Director of the Bureau of the Census, addressed. Interesting visits have been made by the Science-Technology and Religious Groups to many special libraries in their fields. The Insurance Group has profited greatly by cooperating with the Instructors of Insurance Committee, a subcommittee of the American Economic Association. The Junior Conference Group has had a highly successful year and has increased its membership from 30 to 60. Beginning its year with a classification clinic just before the October meeting and a cataloging clinic before the November meeting, the Group later decided it would prefer to visit other libraries.

As to standing committees, the Membership Chairman reports the addition of 116 brand-new members, the change of 35 locals to a different type of membership, and 5 other changes in type,

making a grand total of 156. The total number of new members in 1935-1936 was 137, including transfers to different types, but in comparing the two figures the 32 Locals who became Associates this year should be subtracted from 156, leaving 124 this year as against 137 last year. The total membership this year is 561 as against 535 the same time last year. Although the Publicity Chairman has made determined efforts to get news into trade journals and the daily press, she has received relatively little response. In a large city like New York it seems to be more difficult to obtain space than in a smaller place, despite the fact that we have much the largest membership.

Supplementary to transferring the Chapter employment work to the State Employment Service, which in addition to interviewing and placement has had a field representative to contact firms in the Metropolitan district (580 have already been visited), the Employment Chairman has adhered to Mr. Stebbins' request that each Chapter conduct a census of its membership, and sent census cards to each member to fill out and return. So far, however, only 154 returns have been received. In order to make available the general characteristics, adaptability for committee work, etc., of each member, a system of evaluation of these returns has been undertaken. Sixty-seven have already been made. A classification by salary has also been set up by the Employment Chairman. In the event that the State Employment Service is unable to fill a position from its own list of registrants, it calls on the Employment Chairman, who in turn consults her census cards to see if she can find a suitable candidate who may not as yet have registered with the Service. In addition to the Field Representative's work, the Employment Chairman and the President are writing daily to other organizations which might need a special librarian. So far about 145 letters have been mailed. Although the Service has already made 18 placements, it seems too early to ascertain whether or not it is furnishing the best possible placement facilities.

In conclusion, while the New York Chapter can point to many accomplishments this year, there are seven projects which I would like to recommend for consideration next year.

1. Initiation of lecture course for untrained librarians.
2. Drive for more business library promotion: by cooperation with publishers; by placing our members on programs of meetings of other organizations, etc.
3. Drive for more publicity.

4. Arrangement for cooperation with vocational classes of metropolitan colleges and universities.
5. Effort to acquaint Associate members with such national activities as work of Classification Committee, etc.
6. Discovery of some method whereby new members can learn about the Cataloging and other local groups not listed on national application blank
7. Establishment of central cooperative reservoir for duplicate periodicals, services and books which would eliminate the need for each member's retaining complete sets of each item and would save much space and expense.

MARY P. McLEAN

Report of the Special Libraries Council of Philadelphia and Vicinity

THE Council can point with pride to several worth-while accomplishments this year. First and foremost is the completion of the local directory, thanks to the untiring efforts of Mr. Rigling. It is a useful and usable tool and we are more than ever of the opinion that such a directory fills a place that no national directory can fill. Five issues of our bulletin have appeared, supplying us with news and notes of meetings, and our "News-Hound" has reported at two meetings. Eight meetings have been held. The program follows:

- Delaware Academy of Medicine, Wilmington, Del.
Hercules Powder Co. and Du Pont Co. films shown.
Academy library inspected.
Insurance Society of Philadelphia.
Speakers: E. R. Hardy, Secretary-Treasurer, Insurance Institute of America, and Mark Goodwin, Insurance Society.
- Drexel Institute of Technology.
Speakers: Dr. Park R. Kolbe, President, Dr. Howland (Retiring Dean of the School of Library Science), and Miss Dorothy Grafy, Curator of the art collection.
- University of Pennsylvania, School of Fine Arts.
Speakers: Dr. G. S. Koyl, Dean; Dr. M. C. Boyd and Professor J. F. Harbeson.
- Free Library of Philadelphia.
Joint meeting with Pennsylvania Library Club and Booksellers' Association of Philadelphia.
- College of Physicians.
Speakers: Dr. McDaniel, 2nd, Librarian; Dr. E. B. Krumbhaar and Dr. Edward Lodholz.
Exhibit of rare medical publications

Annual dinner, Poor Richard Club.

Speakers, Dr. W. M. Crittenden, Temple University, and Dorsey W. Hyde. Girard College.

Speakers: Dr. Odgers, President, and Marvin McFarland, a former student.

Exhibit of Stephen Girard treasures.

Dinners were planned before each meeting, since they give an excellent opportunity to meet new members and to extend our acquaintance with old friends.

The Membership Committee was instrumental in adding 6 active, 15 national associate and 5 local members. Our only Group, that of the University and College Departmental libraries, has been inactive but has held recently a meeting to organize and plan for next year. The Conference Committee presented a series of talks on library matters, by members of the Council. There were 49 registrants, and the nominal registration fee of \$1 made it possible to cover expenses and leave a sizable nest-egg for the use of next year's committee. The talks were excellently presented. One of them is to be given at the Special Libraries Convention and one at the American Library Association Convention. The Publicity, Hospitality and Classification Committees have served the Council well. The Policy Committee has had no difficulties to consider, so has been inactive. The Promotions Committee has served as counsellor and friend to other committees. We were unfortunate in losing our Chairman, Mr. W. L. Robinson, whose professional duties called him to Washington. Thanks to the fact that his plans for the year had been well organized, and to the fact that we are blessed with an experienced and energetic Secretary, Helen Rankin, the Council has, in spite of Mr. Robinson's absence, made excellent progress in getting to know its field and in learning how to serve it.

CHARLOTTE N. TAYLOR.

Report of the Pittsburgh Chapter

DURING the year 1936-1937, the Pittsburgh Chapter held four general meetings. In addition, there were four meetings of the University and College Departmental Librarians Group and four of the Executive Board.

As a pleasant introduction to the year's activities, the Program Chairman, Mrs. Foote, arranged a social get-together early in October, in the form of a moonlight picnic at her farm.

Of the regular sessions, the first was a dinner-meeting at which the main topic was the National Special Libraries Association. Mrs. Fertig gave a description of the organization and work of the society, using an enlargement of the Association's

chart to illustrate the various activities. Mrs. Kennedy followed with a delightful talk on the personalities of S. L. A. in the early days and sketches of prominent present-day members.

At the December meeting, held in the Business District Branch of Carnegie Library, Miss Hatch, the Librarian, described her library and the service it gives to those engaged in business in that section of the city. Mr. Munn, Director of Carnegie Library, and Mr. Carpenter, District Manager of the Bureau of Foreign and Domestic Commerce, also addressed the group.

The outstanding meeting of the year was the occasion of the visit of the National President. After dinner at the Ruskin, Mr. Stebbins summarized the activities of the Special Libraries Association, emphasizing those that were recent and important. To show the other side of the picture, the organization and early history of the Pittsburgh Chapter were presented by Mrs. Kennedy.

The Gulf Research and Development Company has recently moved into its new laboratory at Harmarville, and it was a pleasure to hold the annual meeting there. Mr. H. W. Daugherty, Personnel Manager, spoke on the various investigations carried on by his company and showed moving pictures of a recent development — the "Marsh-buggy," designed to overcome the difficulties of prospecting in the Louisiana swamps.

Mrs. Runner, Chairman of the newly organized University and College Departmental Librarians Group, arranged four meetings, the first of which was held at Seton Hill College in Greensburg, the topic for discussion being Standardized Reports for College Libraries. The second, a round-table discussion at the Fine Arts Library of Carnegie Institute of Technology, dealt with Means of Arousing Interest in a College Library. The subject for the meeting at Duquesne University, Periodicals in the College Library, was presented by a well-prepared paper by Miss Grosh, that brought out a general exchange of opinions on the question. The program for the year closed with a visit to the library of Waynesburg College, where the ever-present problem of handling pamphlets was thoroughly discussed and many new ideas presented. In order that regional librarians may be able to attend, the meetings have been held on Saturday afternoons, and, as a lighter note, have closed with a social hour around the tea table.

Through the courtesy of the Pennsylvania Library Association, an exhibit on special libraries was displayed at their annual convention. For this occasion, a List of Special Libraries in Pennsylvania was compiled by Mrs. Kennedy and distributed at the conference. The list was

later sent to Chapter members and the exhibit shown at the October meeting.

Six numbers of the Chapter Bulletin were issued during the year and copies were sent to prospective members as well as our own members.

The survey of special libraries of Pittsburgh and vicinity was continued and resulted in the addition of eight national and six local members. The Chapter takes pride in the fact that it has a fully paid membership for 1936.

A new experiment was the formation of a study group on Library of Congress classification. Seven meetings were held under the direction of Miss Emma Kinne, Head Cataloguer of the University of Pittsburgh Library.

Another worth-while project was the task of bringing the 1934 Union List of Periodicals up to date. This was done with a minimum of labor and no expense by each of the cooperating libraries furnishing the others with mimeograph lists of additions and withdrawals. From these supplementary sheets each library may correct its own copy of the Union List.

This year duplicate exchange material was first offered to Chapter members before it was reported to the National Committee. Of the 120 items offered, 103 were given out locally and 10 were sent out of the city. The Chairman also maintains a want-list of material requested.

EDITH PORTMAN

Report of the San Francisco Bay Region Chapter

REGULAR meetings of the San Francisco Bay Region Chapter were held in the months of August, September, October, and December, 1936, and in the months of January, February, March, April, 1937. The annual business meeting for the election of officers for the year 1937-1938 was held on May 25, making a total of nine meetings for the year.

A joint meeting with the Southern California Chapter was held in conjunction with the annual convention of the California Libraries Association at Yosemite on May 22. The keynote of our meetings this past year has been contact with other library groups. In January we had as our guests: Miss Mabel Gillis, State Librarian; Miss Helen M. Bruner, Librarian of the Sutro Branch of the State Library; and Miss Grace R. Taylor, Librarian of the Sacramento Public Library. In March we held a discussion meeting on methods to which we extended special invitation to students of the University of California School of Librarianship. Our April meeting was held as a joint meeting with the California Library Association, Bay District Discussion Group, at which the topic was "Library Service to Adult Groups."

Nine issues of the Bulletin of the Chapter have been edited and sent out. A successful innovation has been one page in seven issues of advertisements obtained from local firms. We are pleased with the results of this undertaking, and hope to continue it on a sufficient basis to make the Bulletin self-supporting by another year.

The Union List Committee is happy to report the completion on card form of the Union List of Periodicals and Serials in San Francisco and the Bay Region. It is housed in the periodical department of the San Francisco Public Library, where it is available to the public on request and for telephone information. The list comprises the holdings of 44 libraries of the San Francisco Bay Region, including public, college, museum and business libraries. The work was accomplished with the assistance of the Works Progress Administration under the excellent supervision of Miss Helen McCoy, a trained librarian.

The Chapter is now investigating ways and means of having the list published, but although several plans are being given careful consideration, it is too soon to report results.

EDITH SCHOFIELD.

Report of the Southern California Chapter

MRS. THELMA JACKMAN, Vice-President and Chairman of the Program Committee, started the year by sending a questionnaire to each member for an expression of preferences and ideas for meetings. Following that she organized a committee consisting of the various Group Chairmen: Museum, Mrs. Margaret Gledhill, Newspaper, Miss Laura Lund; Medical, Miss Eleanor Hamilton; Technical, Mr. Richard Johnson; and Civic-Social, Miss Rachel Thayer. The following programs were planned: October, a tour of the Los Angeles County Jail, visiting the Jail Self-Educational Library and Captain C. L. L'Ehmann, Librarian. November, a visit to the Academy of Motion Picture Arts and Sciences with talks by Mr. Donald Gledhill, Secretary, and Mrs. Margaret Gledhill, Librarian. December, a Christmas party at the Los Angeles Chamber of Commerce arranged by the Hospitality Committee, Mrs. Allen, Chairman. January, a talk by Mr. Fred Stimpert, research worker in Poliomyelitis on microbes and bacteria, and inspection of the Los Angeles General Hospital laboratories, morgue, autopsy room and museum. February, Second Annual Methods Round Table at the Los Angeles Municipal Reference Library. Speakers were: Mr. Marsh W. Bull, Resident Manager, Gaylord Bros., Stockton; Miss Ellen Hopkins, Los Angeles County Civil Service Department; Mr. John R. Mislove, Librarian, *Los Angeles Times*; and Mr.

Richard Johnson, General Petroleum Library. March, a talk by Mr. A. C. Silent, of Electrical Research Products, Inc., and a demonstration of methods of sound recording. April, Mr. Philip Shearer Fogg, Registrar, California Institute of Technology, explained details of the construction of the giant telescope mirror for Mt. Palomar observatory and gave a view of the work in progress. May, Second Annual Joint Meeting with the San Francisco Bay Region Chapter at Yosemite National Park following the annual convention of the California Library Association. General theme: "Library Relations and Promotion." June, Annual meeting and election.

Miss Harriet Febiger Marrack, Publicity Chairman, has edited the *Monthly Bulletin*, sent notices to newspapers, and articles to magazines as well as occasional letters to the national *Newsletter*. The *Bulletin* carried programs for meetings, lists of duplicates for exchange, book reviews, and a series of histories of special libraries. The October issue carried a history of the Chapter written by Blanche E. McKown, a former President. A feature article describing the visit to the County Jail appeared in the December issue of *Pacific Bindery Talk*.

Mrs. Frances S. Davis, Employment Chairman, reports that during the year 21 persons applied for positions. Only three definite openings occurred during the year. The salaries offered, \$85-\$100, prevented our placing anyone in two of the places. The third is as yet unsettled.

The Association has concentrated most of its efforts this year on the project of compiling a supplement to the Union List of Periodicals in Libraries in Southern California, 1931.

The Chapter sponsored a section of the Library Division of the Institute of Government at the University of Southern California, June 14-19, with Miss Josephine Hollingsworth as General Chairman.

ALBERTA E. FISH.

Report of the Committee on Resolutions

BE IT RESOLVED by the Special Libraries Association in its Twenty-ninth Annual Convention assembled:

That the thanks of the Association be tendered to the President, Mr. Howard L. Stebbins, for his two years of intelligent, far-sighted, and efficient administration,

That the Secretary, Miss Elizabeth Lois Clarke, be commended for her splendid management of the Headquarters office and of the business details at the Convention;

That grateful appreciation of the Association be extended to the various Convention Commit-

tees, especially to Miss Hazel Eleanor Ohman, Convention Chairman, to Miss Eleanor S. Cavanaugh for the excellent program provided, to Miss Florence Bradley for the delightful banquet arrangements, to Miss Marjorie Church Burbank and Miss Aina Ebbesen for the amusing entertainment features, to Miss Ruth von Roeschlaub and her assistants at the registration desk, and to Miss Alma Jacobus for her effective publicity;

That the Association express its appreciation of the cordiality of Mayor F. H. LaGuardia in sending his personal message of greeting;

That its genuine thanks be extended to the distinguished and interesting speakers who have given of their valuable time for our enlightenment and inspiration;

That we are also grateful for the personal contributions of our own members who have made this conference such a practical and instructive one;

That the Association wishes to express its thanks for the hospitality of the management of the Hotel Roosevelt in providing comfortable meeting rooms and excellent service;

That the thanks of the Association be expressed to Mr. H. B. Avery, father of Miss Dorothy M. Avery, our local Chapter President, who generously provided large quantities of flowers from North Carolina for decorations at the banquet;

That the Association appreciates the courtesy of the American Library Association in having its representatives, Miss Harriette L. Greene and Miss Marian C. Manley, present at our meetings, and for the opportunity to join with them at a meeting on Tuesday, June 22, 1937.

That the members of the Special Libraries Association heartily commend the efforts of the United States Bureau of the Census for its recent establishment of a National Municipal Reference Library, and advocate a larger appropriation for the further extension of this type of service with which this Association will be happy to cooperate;

That the Special Libraries Association has benefited from the work of the Central Statistical Board at Washington, and recommends that its activities of the past few years be continued, and adequately supported;

That the Association values the opportunity provided by Columbia University through Dr. C. C. Williamson to visit the institution and

That the members of the New York Chapter shall each and all be heartily thanked for their labors in making this a most enjoyable and profitable Convention.

REBECCA B. RANKIN, *Chairman*

Publications of Special Interest

American Guide Series. *Washington, city and capital.* Government Printing Office, Washington, D. C. 1937. 1,140 p. \$3.00.

A fine, and comprehensive consideration of the history, social developments, and the "lighter side" that go to make up a unique capital. Detailed descriptions are given for many buildings, and for the government activities they house. Well and entertainingly written, its chief defect is its bulkiness. Closely indexed.

Abbott, Edith. *Tenements of Chicago, 1908-1935.* Univ. of Chicago Press. 1936. 505 p. \$5.00.

An unimpassioned, factual study of housing conditions that is a strong indictment of urban living. Although a study of Chicago, the conditions are common elsewhere, and their corrections should become a first charge on society. Data on rents included, as well as many tables, maps and photographs. No separate bibliography, but liberally documented. A valuable document for the student of current social problems.

Aiken, J. R. *Commonsense grammar.* Crowell, N. Y. 1936. 352 p. \$2.00.

An interesting, informal, and clear treatment of the fundamentals of English grammar. The logic and commonsense displayed help in enlightening a subject that has been handicapped in the past by the methods of presentation.

Ellis, Elmer. *Education against propaganda.* Yearbook National Council for Social Studies, Cambridge. 1937. 183 p. \$2.00.

Seventeen papers by leading educators including several on the practices and influences affecting the production of foreign and domestic news, and the preparation of editorials. Excellent analysis of the merits, and defects involved in propaganda programs. Selected reading lists are appended to each chapter.

Ewen, David. *Composers of yesterday.* Wilson, N. Y. 1937. 488 p. \$5.00.

An illustrated biographical dictionary of 241 composers of the past, giving short but colorful sketches of their lives, a list of the most important works by and about them, and notes of the important recordings of their work. Appendices include an index by nationality, an historical outline of music and an extensive bibliography, not annotated but divided into general histories, histories of special trends, collective biographies, critical writings, memoirs, etc. An excellent handbook—companion to "Composers of Today."

Gable, J. H. *Manual of serials work.* American Library Assoc., Chicago. 1937. 229 p. \$2.75.

A description of methods of dealing with periodicals, and other serials in various types of libraries. Devotes much space to selection and acquisition. Gives definitions, selected lists, and many references to special articles. Clear, specific, well arranged and, on the whole, com-

prehensive in its references to other sources of information. Includes bibliography on subjects such as binding, etc., not covered by text. A needed tool, and well done.

Howes, Durward. *American women, Vol. II.* American Publications, Inc., Los Angeles. 1937. 826 p. \$10.00.

This second issue continues the excellent features of the first volume, but shows a marked increase in the number of people covered. A fine addition is the occupational index showing the varieties of ways in which women have attained recognition. *American Women* is an essential tool in recording current progress, and is of particular value to those who are interested in increasing opportunities for women.

Jordan, D. F. *Managing personal finances.* Prentice-Hall, N. Y. 1936. 426 p. \$3.00.

A well arranged, practical and elementary book covering personal credit, investment and management of funds and such allied phases as will making. Each chapter summarizes the advantages, and disadvantages of the topic, such as charge accounts, installment selling, etc.

Kurtz, R. H. *Social work yearbook.* Russell Sage Foundation, N. Y. 1937. 709 p. \$4.00.

This fourth issue of a primary tool in the field of social welfare is a model for such productions in other professional fields. The encyclopaedic articles on different phases are by authorities, and each one includes a list of literature references as well as cross references to allied topics. A classified topical list of the articles is a guide to broad general reading on important movements. A descriptive directory of national and state agencies includes much information about them and lists of their publications. Well indexed.

Robinson, J. H. *Human comedy.* Harper, N. Y. 1937. 394 p. \$3.00.

The necessity of viewing history as a means for finding out not what happened but rather how and why conditions developed, shown plainly by a master of interpretation. A fascinating story in which the lag between our analytic thinking, and our technical progress is shown with all its far reaching effects. Invaluable for those who wish to better understand human progress.

Sanchez, G. I. *Mexico, a revolution by education.* Viking, N. Y. 1936. 211 p. \$2.75.

A thrilling book with its understanding picture of education as an integrating vitalizing influence in moving forward a people who have been for years shadowed by poverty, ignorance and injustice. The contrast between an educational system engrossed in techniques, and one related to the development of a living program is engrossing. Good illustrations. Glossary and bibliography.

Scott, L. H. *How to be a successful secretary.* Harper, N. Y. 1937. 245 p. \$2.50.

One of the best books on the subject. Interesting, based on broad principles of business methods and policies, helpful in suggesting means for development, stim-

ulating in the use of problems that require intelligence and foresight in their solution, excellent at indicating difference between stenographer and secretary. An unusual book.

Sterling, R. T. *Lighthouses of the Maine Coast and the men who keep them.* Stephen Daye Press, Brattleboro. 1936. 223 p. \$3.00.

A record of Maine lighthouses that includes besides many fine photographs, a description of the duties of lighthouse keepers and the reasons for them, specific information on each lighthouse and a directory of lighthouse keepers. A fascinating guide to a rigorous vocation

Tillett, N. S. *How writers write.* Crowell, N. Y. 1937. 222 p. \$2.00.

Not only the creative processes but the preliminary labors are indicated in this series of essays Harold Nicholson's approach to the writing of a bibliography is a lesson in intelligent workmanship, while Philip Wylie's vivid humor is illuminating in its treatment of writing for the movies and indication of terminology and methods employed.

Weeks, B. M. *How to file and index.* Ronald, N. Y. 1937. 261 p. \$2.50.

An excellent book giving clear, careful descriptions of various types of filing, advantages and disadvantages of each, and illustrations of procedures involved. Time standards for various processes given. Good chapter on filing department's relation to library development. Filing methods for specific industries described. A good, clear, all around book on an important feature of office management.

Willcox, O. W. *Can industry govern itself?* Norton, N. Y. 1936. 285 p. \$2.75.

As one of the series of Social Action Books edited by Alvin Johnson, this discusses economic planning in relation to a form of agricultural industry common to many countries. Proration of the sugar industry provides the subject and its various phases in such countries as Australia, Brazil, Poland, the United States, and six other countries are carefully analyzed. Clear and stimulating. Not indexed.

Wilson, L. E., ed. *Library trends.* Univ. of Chicago Press. 1937. 388 p. \$2.00.

The assembled papers presented before the Library Institute at the University of Chicago, 1936, include four particularly useful and stimulating to special librarians. The Philadelphia Union Catalog with its problems and processes ably discussed in detail; the First Year Library School Curriculum in which conclusions already reached by special librarians are considered; and for their illuminating discussion, those on The Place of the Library in the Modern College and Reproduction of Materials for Research. In a book on library trends, the entire ignoring of the library's relation to industry and commerce is amazing. Bibliography included.

Woolf, D. G. *Business paper editor at work.* McGraw-Hill, N. Y. 1936. 54 p. \$1.50.

A constructive and fascinating description of the interpretative part played by the business paper editor

The different features of the work and their responsibilities and possibilities are discussed in stimulating fashion. Concise and thought-provoking.

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