

7-1-1938

## Special Libraries, July-August 1938

Special Libraries Association

Follow this and additional works at: [https://scholarworks.sjsu.edu/sla\\_sl\\_1938](https://scholarworks.sjsu.edu/sla_sl_1938)

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

---

### Recommended Citation

Special Libraries Association, "Special Libraries, July-August 1938" (1938). *Special Libraries, 1938*. 6.  
[https://scholarworks.sjsu.edu/sla\\_sl\\_1938/6](https://scholarworks.sjsu.edu/sla_sl_1938/6)

This Magazine is brought to you for free and open access by the Special Libraries, 1930s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1938 by an authorized administrator of SJSU ScholarWorks. For more information, please contact [scholarworks@sjsu.edu](mailto:scholarworks@sjsu.edu).

Official Organ of the Special Libraries Association

# Special Libraries

*"Putting Knowledge to Work"*



What State and Local Library Associations Can Do for Local Library Interests . . . . .	<i>John Cotton Dana</i>	175
Recent Aids to Public Documents Use . . . . .	<i>Jerome K. Wilcox</i>	176
Special Library Profession and What It Offers . . . . .	<i>Marian C. Manley</i>	181
Seminar Courses for Special Librarians Already in the Field . . . . .	<i>Agnes Camilla Hansen</i>	186
Special Libraries Association and the Special Librarian . . . . .	<i>Edwin T. Coman, Jr.</i>	188
Our 1938 Convention — A Bird's-Eye View . . . . .		189
Our President — Alma C. Mitchell . . . . .		192
The President's Message . . . . .		193
From the Editor's Point of View . . . . .		194
Letters to the Editor . . . . .		195
Hats Off to Pittsburgh — <i>Mary Jane Henderson</i> ; Some Constructive Suggestions — <i>Jane Wilkinson</i> ; The Convention a Necessity — <i>Elizabeth B. Brown</i> ; The Library School Takes Part — <i>Alta B. Clafin</i> ; Comments from a Pittsburgh Pioneer — <i>Adeline Macrum</i> ; Conventions and Conventions — <i>Sue M. Wuchter</i> ; Beginners' Clinic — <i>Marie Lugscheider</i> ; The Young — <i>Howard L. Stebbins</i> ; And What of the Future — <i>J. H. Shera</i> .		
Publications of Special Interest . . . . .		199
Convention Pick-Ups . . . . .		201

*Indexed in Industrial Arts Index and Public Affairs Information Service*

**JULY-AUGUST 1938**

VOLUME 29

NUMBER 6

---

# SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

Vol. 29, No. 6

July-August, 1938

---

## What State and Local Library Associations Can Do for Library Interests\*

*By John Cotton Dana*

**I**N SPEAKING of associations of librarians, the first thing to be said is that they effect so much by the mere fact that they are. They do so much of which we are but vaguely conscious, they so often give to so many without outward sign that subtle feeling of comradeship which becomes before one knows it a stimulus to further effort and a guide to that effort's profitable expense. One may well say, then, that the best work of an association is the association itself.

To put it more definitely, and to point to some of the secondary gains, we can say that to organize an association, no matter how poorly attended its meetings may be, teaches much to those who organize it, if to no others. Moreover, the meeting which you carefully plan, provide speakers for, advertise among your colleagues, announce in the papers and duly hold, though attended by but the proverbial two or three, has served well; it has stimulated those who prepared for it, has made your calling more favorably known, and so has had its use.

There are many library associations, yet observation has taught us that few of them are ever properly effective. The one moving, pushing, persistent person is lacking; too much dependence is put on the meeting itself; not enough is won from preparation for it or from the proper

publicity it can induce. And so I think it no fault that I urge again that you yourself be the one efficient person, and that you remember always that it is the organization's daily life throughout the year and the story thereof which chiefly help your calling. The meetings may be much, the constant strivings between them may be much more.

I have touched on the details of the smallest library association. Let me say something also of the larger ones, usually easy to form, often given to sounding brass and tinkling cymbals, sometimes dying and quite unmindful of the fact, and never as effective as opportunity permits.

They are often too conservative. They think it is their wisdom which restrains them, while in fact it is simply their mediocrity. They rise no higher than their average. They repress the aggressive and the original. For special sins, common, but of course not universal, they make their meetings too long. In their zeal to make many good points they fail of one. They crowd their programs until they are dizzily and tediously encyclopedic. They fail in hospitality, and the members gather solemnly and glare at one another across a crowded room and pass out again with never a gain in fellowship. They harp too much on one string; or they talk unconsidered prattle about details which only carefully chosen

\*From "Libraries: Addresses and Essays," H. W. Wilson Co., New York, 1916, o.p.

words can set duly forth. They parade their fluent speakers until their meetings become little more than one voice crying in a wilderness of inattentive ears. They do not give the timid a chance, rather they don't compel the shy to take up their burdens and talk. They bring the heads, the chiefs, forever into gatherings with the assistants and check that outpouring of the spirit which the latter would delight in. They do not cultivate the art of provoking and guiding discussion. They look for a crop of spontaneous ideas in a soil which does not grow them. They do not make sure that from the floor, at the call of the chairman, shall come, in seeming impromptu, the best things of the day. They do not work together as they should.

After I have had my first say I am ready always to give ear to But and If and Remember and Perhaps. You may attach them to these suggestions as you

will. I will myself add but one. It is this: Remember, that after all if you wish a certain specific thing done, you must do it yourself. The crowd has the passing emotion, the one man brings tireless zeal. Don't think an organization is an end. If a good club is the work of your hands, do not think it useful unless it does something. We can't conquer the public with our clubs. Moreover, never let your association hamper its strongest members. Democracy is the apotheosis of mediocrity. If the many would advance they must look to the leader to guide them. In union is strength; but the worth of strength is in its use.

The conclusion is, encourage your colleagues, confer with them, work with them, and as opportunity permits join with them in organized effort to attain certain definite results. So doing you get wisdom for yourself and growth in esteem and efficiency for your profession.

## Recent Aids to Public Documents Use

*By Jerome K. Wilcox*

Assistant Librarian, University of California Library

WITH the renewed interest in public documents and the full realization by the social scientist of the important rôle that public documents play in social research, bibliographers in the public document field have been given courage. Consequently, recent years have been fruitful in aids and guides to their use. We are, however, far from the desired goal, complete listing or indexing of all public documents: international, foreign, federal, state, municipal, and county. That the sporadic, subject, and acquisition listing will ultimately end in complete listing can only be a hope for the future—a distant hope.

Rather than continue to speak of a Utopia, it probably would be better to narrate achievements thus far. In 1936 I attempted to make a similar survey, "Sources of In-

formation About New Government Activities."<sup>1</sup> In a sense this exposition is supplemental, and will cover publications chiefly during 1936 and 1937. All fields of public documents have had important aids published during this brief period.

The Committee on Public Documents of the American Library Association has published the Proceedings of its 1936 and 1937 annual meetings, which make the fourth and fifth volumes in the series "Public Documents." With the 1936 Proceedings appeared an index to the series 1933 to 1936 inclusive, and with the 1937 Proceedings are the Proceedings of the Committee on Archives and Libraries. The Public Administration Service has issued the third edition of its "Directory of Organization in the Field of Public Adminis-

tration,"<sup>2</sup> and Professor Charles J. Rohr of the Department of Economics of Massachusetts State College his "Directory of Governmental Officials' Associations and Research Organizations in New England."<sup>3</sup>

Another title which should be of general interest to people working in the public document field is "The Manual on Methods of Reproducing Research Material,"<sup>4</sup> which has been largely the work of Professor Robert C. Binkley, Western Reserve University. This 207-page litho-printed manual is the result of a survey begun about 1930 for the Joint Committee on Materials for Research of the Social Science Research Council and the American Council of Learned Societies. It is very comprehensive, and includes all forms of reproduction, printed, processed, and filmed, giving illustrative sample pages of each, and considerable data as to the cost of reproduction by each method.

In the field of international documents, four publications of considerable importance have appeared. In 1934 Volume 1 of the "Guide International des Archives" was issued by the International Institute of Intellectual Coöperation. Volume 1 covers Europe and gives much information concerning the nature and organization of the various archives divisions of European countries. It also includes citations to existing general and special guides to the archives of each country.

In 1936 the first issue of a "Directory of International Organizations in the Field of Public Administration"<sup>5</sup> was issued by the Joint Committee on Planning and Cooperation of the International Institute of Administrative Sciences and the International Union of Local Authorities. For each organization included is given its name, address, names of chief officers, membership, finances, secretariat, activities, library, and publications.

In this same year also appeared a new edition in French of the League of Nations'

Guide to International Organizations (Repertoire des organisations internationales associations, bureaux, commissions,<sup>6</sup> etc.). It is planned to issue sometime this year an English edition. The general arrangement and contents are practically identical with the last edition, except that the volume has increased in size. In 1937 Miss Winifred Gregory sent to a great many libraries what was called the checking edition of her "List of Publications of International Congresses and Conferences."<sup>7</sup> This checking edition comprised 392 dittoed pages, and presumably libraries will soon have available the final edition of this most important tool.

In the field of foreign documents many more titles have appeared. In 1937 Lewis Hanke issued the new edition of the "Handbook of Latin American Studies," in which appears on pages 192-213 a section on government by James B. Childs,<sup>8</sup> which includes a list of "Official Gazettes" and "Constitutions and Constitutional Conventions." In this same handbook, on pages 433-442, is a section on the "National Archives of Latin America" by Roscoe R. Hill.<sup>9</sup> In the 1937 Proceedings of the Committee on Public Documents of the American Library Association was published a paper by Mr. Angus P. Fletcher, entitled "Popular Names of Twentieth Century British Government Reports."<sup>10</sup> This paper is primarily a list of chairmen of special and royal committees, commissions, etc., citing the full name of each committee or commission and stating whether it is a parliamentary or non-parliamentary publication.

The question of patent literature, particularly what public documents are issued containing patent information, is now well taken care of by the "Manual of Foreign Patents" by Belknap Severance,<sup>11</sup> issued in 1935, and the "Bibliography of Journals, Books, and Compilations (American and Foreign) Which List and Abstract Patents," compiled by Elsa von Hohen-

hoff,<sup>12</sup> issued in 1936 and reprinted from the *Journal of the Patent Office Society* for October 1935 to February 1936 inclusive. The Severance manual is an excellent guide to the official government publications of the world, which include patent abstracts, specifications, indexes, and information. Complete bibliographical information is given, and a glossary of foreign patent terms is included.

In 1935 the late C. L. W. Meyer compiled his list of "Official Gazettes of Certain Foreign Countries (their scope, frequency of issue, subscription price, indices, etc)."<sup>13</sup> Unfortunately this 35-page, typewritten list is obtainable at the present time only through the Public Affairs Information Service in photostat form at \$3.95 per copy. The Committee on Public Documents may be able to have this valuable list revised and published as part of their 1938 Proceedings.

Finally, in the field of foreign documents should be mentioned the work by Jean Caumartin, "Les principales sources de documentation statistique,"<sup>14</sup> published in Paris in 1935. This is quite useful because it gives a rather detailed analysis of the official sources of statistics of France, and includes a list of international statistical periodicals and annuals, as well as a list of the general statistical periodicals and annuals of a great many foreign countries (foreign being those published outside of France).

In the field of county public documents, thanks should be given to one man, James G. Hodgson, now librarian of the Colorado Agricultural College of Fort Collins. In the 1936 Proceedings of the Committee on Public Documents of the American Library Association was published his paper on "Publishing Activities of American Counties."<sup>15</sup> This study he followed in 1937 by issuing his "Official Publications of American Counties. A union list with an introduction on the collecting of county publications."<sup>16</sup> This union list includes

5,243 entries and indicates holding for 194 libraries, with an "Index of County Activities."

In the field of municipal public documents are being issued an ever-increasing number of important aids in their use. Among the most necessary aids in the study of city government are organization charts. In 1934, as its Report No. 76, the American Municipal Association issued "Representative Administrative Organization Charts of Cities." In 1936 Miss Miriam Mayer of the Municipal Reference Library of New York issued her "List of Charts Showing the Organization of City, County or Local Governments, Available in the Municipal Reference Library, New York." This latter list includes 58 cities and 31 counties in 28 states of the United States and three foreign countries.

In 1936 appeared the very valuable "Union List of Local Documents in Libraries of Southern California,"<sup>17</sup> compiled under the direction of the Local Documents Committee of the Sixth District of the California Library Association. This union list includes county, city, district, and city school district publications.

With the Proceedings of the Committee on Public Documents of the American Library Association in 1936 was published a list of the "Publications of British Cities" (pages 270-339). In the Proceedings of this same year appeared Mrs. Ione E. Dority's paper on "American City Charters. Laws and practices controlling their publication and distribution,"<sup>18</sup> and in the 1937 Proceedings appeared her paper on "Municipal Reporting in Michigan Since 1930,"<sup>19</sup> in which she incorporated a check list of the publication of Michigan cities since that date.

In the 1937 Proceedings also appeared the paper of Miss Josephine B. Hollingsworth on "Municipal Document Indexes, Guides and Problems of the Pacific Coast States."

In August 1936, the University of Illi-

nois Library issued in mimeographed form a list of "Municipal Codes, Charters, and Ordinances in the University of Illinois Library."<sup>20</sup> This is a rather important list, in view of the fact that the University of Illinois has been making a concerted effort for a great many years to acquire these municipal publications.

In 1937, as its Circular No. 10, the U. S. National Resources Committee issued a new edition of its "Status of City and County Planning in the United States."<sup>21</sup>

Finally should be mentioned the fact that the Municipal Reference Library of Chicago is now issuing monthly a "Check List of Publications issued by local governing bodies in Chicago and Cook Counties," the first issue of which appeared June 1, 1936, and included the period January 1 to May 31, 1936.

The field of state public documents is the most fertile one for new bibliographical ventures. Each year the Library School at the University of Illinois is adding additional state check lists as masters' theses. The Committee on Public Documents of the American Library Association hopes to have ready for publication next fall a "Manual on the Use of State Documents" which has been under consideration by the Committee for several years. In turning to the field of completed recent aids to state documents are to be found many of recent date. Miss Elsey Hurt of the Bureau of Public Administration of the University of California completed in 1937 her study, "California State Government. An outline of its administrative organization from 1850 to 1936."<sup>22</sup> This invaluable guide to the state government of California with its numerous organization charts of departments and concise statements of functions of all departments and divisions is the key to a clear understanding of the government of the second largest state in the Union. There is need for a similar outline of the government of each state. All of the states under the Federal Works Program

have launched many projects, many of which are statistical. Unfortunately to date only three states, California and Pennsylvania, have issued any comprehensive lists of these projects. In 1935 the Coördinator of statistical projects of the Works Progress Administration of California issued his "Report on Status of Statistical, Research and Survey Program in California as of November 1, 1935," and the Division of Research & Statistics of the Pennsylvania State Emergency Relief Administration in June 1936 issued its "Outline of Material Made Available by Research Projects Conducted in Pennsylvania Under the S.E.R.A. and C.W.A., November 1933-October 1935"; and in 1937 appeared as its Publication No. 1 of the Michigan State Planning Commission, "Catalog of Survey and Research conducted in Michigan as projects of C.W.A., E.R.A., N.Y.A., W.P.A." (161 p.).

State documents fall into large groups such as Senate and House journals, session laws, publications of constitutional conventions, collected documents, state manuals or yearbooks, etc. Bibliographies of these natural groups are now appearing. In 1936 was issued by the Document Section of the University of Chicago Libraries, "Official Publications Relating to American State Constitutional Conventions."<sup>23</sup> Although only a provisional list, it is a good beginning. To the Public Documents Clearing House Committee of the National Association of State Libraries must be given credit for the real pioneer efforts in this field. Guided by the former State Librarian of Rhode Island, Herbert O. Brigham, it has issued a "Checklist of Session Laws," a "Checklist of Statutes," and a "Preliminary Checklist of Legislative Journals." Information concerning another large group of semi-state documents, the publications of the state historical societies, has recently been put into a handbook. "Historical Societies in the United States and Canada: A Hand-

book,"<sup>24</sup> issued by the Conference of Historical Societies in 1936 while not a checklist does give for each state historical society its address, chief officers, date of organization, pertinent facts concerning it, and a statement as to its present publications. An ever-increasing group of state documents, legislative digests and indexes, has finally been brought together by the Council of State Government. On October 6, 1937, this organization issued its revised list of these (first issued in 1934) as its BX-176, which includes both public and private digests and indexes.

In addition to the checklists and guides just mentioned for the natural groups of state documents have appeared a number of checklists and guides to the publications of various state offices or functions. In 1936 was published, "Historical Outline and Bibliography of Attorney General Reports and Opinions from Their Beginning Through 1936" by Lewis W. Morse, in the *Law Library Journal*.<sup>25</sup> In 1937 was published Estal E. Sparlin's "The Administration of Public Printing in the States,"<sup>26</sup> his Ph.D. thesis at the University of Missouri. As Appendix B appears, "Printing Systems in the States," which gives for each state the printing agency, its control and contract system. In 1937 the U. S. National Resources Committee began issuing its periodic supplement to its "State Planning Programs and Accomplishments" (issued December 1936) with title, "Bibliography of Reports by State and Regional Planning Organizations."<sup>27</sup> "Publications of New State Agencies and Sources of Information Concerning These New State Functions"<sup>28</sup> appears in the 1937 Proceedings of the Committee on Public Documents of the American Library Association. The state agencies included in this paper are the state offices of the National Emergency Council, the state offices of W.P.A., the state E.R.A.'s, the state planning boards, state legislature councils, state liquor con-

trol commissions, state employment services, state committees on apprentice training, state housing boards, state milk control boards, state old-age assistance divisions, state unemployment compensation commissions, state racing commissions, and state commissions of interstate cooperation. Checklists of publications of most of these new state agencies appear as appendices. Appendix A to the "Second Supplement" of the "Guide to the Official Publications of the New Deal Administrations"<sup>29</sup> is a checklist of the publications of the state offices of the U. S. National Emergency Council.

Finally should be mentioned three publications, the titles of two of which are indicative of their contents. They are: "State administrative reorganizations. Summary of departmental reorganizations. Preliminary report,"<sup>30</sup> issued by the Kansas Legislative Council, and the "Bibliography of Minnesota Territorial Documents,"<sup>31</sup> compiled by Esther Jerabek and published by the Minnesota Historical Society. The third publication is the biennial "Book of States" of the Council of State Governments. Volume II was issued in 1937 in two volumes, or, as they state, two books. Book two merely contains proceedings of various conferences sponsored by the Council of State Governments. Book 1 could have been condensed with no great loss, however. Part 2, the "Handbook of the States," furnishes much information on the states often needed on short notice. It includes a directory of administrative offices, a chapter on the state legislators, and a chapter on the states. In the directory of administrative officers are outlined 37 state functions giving, for each, name of chief administrative officer, his title and official name of the state administrative agency. In the chapter on the states are given brief statistical facts, a data on its legislative reference service, and a directory of the state officers.

(To be continued)



# The Special Library Profession and What It Offers

## A General Survey

By *Marian C. Manley, Chairman*

S.L.A. Committee on Training and Recruiting

THE great question, "Which comes first, the chicken or the egg?" resembles that confronting the members of the special library profession. With us the enigma takes this form, "Shall we advocate the development of new special libraries before we have the trained personnel to fill them—or shall we train for the profession, and leave the opportunities to be developed by this incoming personnel?" To some this is a puzzle; to others only a challenge to constructive action. Rather than be concerned over difficulties that might develop, it seems better to work toward the positive goal of more libraries and at the same time plan to train the personnel to fill them in the hope that in the long run demand and supply may balance each other.

So that questions of the opportunities in different types of special libraries might be considered and the advisability of certain forms of training be given due thought, a series of surveys in many of the most important types of special libraries was developed. These surveys give some idea of history of the libraries, their daily work, the salaries offered and the advantages and disadvantages of each field. Lists of references to articles on such libraries have been included. The surveys themselves appeared in *SPECIAL LIBRARIES* during several years prior to their compilation in one volume. In these articles for the first time special librarians have tried to demonstrate the possibilities in the fascinating field for stimulating service.

### *What are the attractions?*

What does the special library profession offer? To the practising special librarians, it has given a field in which to pioneer. They consider that it has a particular appeal for the well-educated person with initiative and enter-

prise, who likes to experiment with the use of print; who has the ability to see the relations in scattered news items; who has the gift of analysis, the power of succinct expression, a nose for news, and a good sense of timing. Many graduates now leaving college have made their education a fundamental part of their equipment and are eager to use it with skill and finesse. For those with the imagination to see possibilities in many unexpected places, the special library profession affords an unsurpassed opportunity. For those who like to follow well marked paths, the field is one to be avoided.

### *What is a special library?*

Whatever else the special library may be, it is above all the central point for information in any organization. Whether this special library or information bureau be in an investment house, an advertising agency, a government bureau, a manufacturing plant, or a special department in a public library, the special librarian must study the work of her organization and discover the information either in print or available through personal communications that will supply its needs. As one authoritative definition expresses it:

"A special library is a service organized to make available all experience and knowledge that will further the activities and common objectives of an organization or other restricted group, with a staff having adequate knowledge in the field of specialization and of the activities of the clientele, as well as professional preparation. Its function is (1) to assemble information from published sources both within and without the library, (2) to secure information directly by correspondence and interview from individuals and organizations specializing in particular fields, and (3) to present this information at the appropriate time and place on the initiative of the library as well as

upon request, that it may take an effective part in the work of the organization or group served.

"Policies, methods, and collections vary, on the one hand according to the library's subject interests: economics or business, social sciences, science and technology, or the fine arts; and, on the other hand, according to type of organization of which the library is a part: a corporation, association, or institution, government office or a general library having definitely decentralized departments."

This definition is comprehensive and explanatory. The special library is perhaps more simply expressed by this: "A special library is a special collection serving a special clientele and using special methods for the purpose."

#### *How did special libraries develop?*

As all organizations develop to meet a need, so did the special library become a necessary feature of progressive corporations. With the outpouring of the printing presses, and the accumulation of printed data for all fields, and the establishment of special information services, the need for an expert information organizer or special librarian became constantly more apparent, and the special library in all gradations became a part of the American scene. This development is of fairly recent growth. Well organized libraries have existed in certain fields for many years, but the rapid expansion has taken place since 1910. At that time the few people engaged in this work felt the need of association with those facing similar problems. Under the leadership of John Cotton Dana, librarian of the Newark Public Library, they organized the Special Libraries Association.

The April 1910 issue of *SPECIAL LIBRARIES* printed a list of 108 libraries showing marked development of legislative and municipal reference libraries; a number of scientific and technical collections, some museum developments and only a very few business libraries. No newspaper libraries were mentioned in this list compiled some twenty-eight years ago. The great difference in the opportunities then and now is apparent in the analysis of the 1935 Directory, appearing in the Association organ *SPECIAL LIBRARIES* for April 1935 and showing the gains in all types of special libraries and the particularly marked development in the fields of commerce, finance and newspaper work.

In 1910 such libraries as the Baltimore Department of Legislative Reference, the Commonwealth Edison Company, the General Electric Company, the Insurance Library Association of Boston, Arthur D. Little, Inc., the Merchants Association of New York, Price Waterhouse Company were among the few outstanding names. To these pioneers have since been added such famous special libraries as Phoenix Mutual Life Insurance Company, E. I. du Pont de Nemours & Company, General Motors Corporation, Standard Oil Development Company, Bell Telephone Laboratories, Industrial Relations Counselors, Inc., the National Health Library, The New York Times, Russell Sage Foundation, Standard Statistics Company, Inc., Westinghouse Research Laboratories and the countless others. While growth has been continuous, the great impetus in the period since 1925 is shown by the total number of libraries listed in the various directories. In 1910 only 108 libraries could be found; but in 1921 the directory showed 429 in existence; the 1925 edition listed 975 and ten years later in 1935, a list of 1,475 was compiled indicating an increase of over 50 per cent during the decade. Figures like these show that at least one profession has room for expansion. When to the actual numerical increase is added an even greater increase in the variety of subjects treated intensively and an expanding geographic distribution, the attraction inherent in the special library field is self-evident.

#### *What are the duties of a special librarian?*

The duties of a special librarian vary with the type and size of the organization served, as is shown in detail in the fifteen surveys on special library fields. The chief duty common to all special librarians is to act as the liaison officer in meeting information needs for the whole organization. This involves the establishment of informed relations with all departments, the organizing of material in the most efficient manner, and the maintenance of contacts with outside agencies of information.

As Mary Louise Alexander ably expressed it some time ago, "The functions of the librarian are to know her sources of information, to know how to organize material, and to know how to appraise and use it." As she said on another occasion, "A well-trained person with

a desk and a World Almanac could give library service, as it is not so much what is in the library as the knowledge of the librarian in using available information and discovering resources outside of the organization."

To put these implied duties in concrete terms, one can perhaps say that the librarian must meet problems of organization and administration. This includes both knowledge of the needs of her organization and the resources already available therein, and the best means of making these resources and others available. She must meet the problems of discovery and selection of material, of making that material available, and of handling her library, her contacts and her staff to make the whole function for efficient use.

*Qualifications necessary for the special librarian*

This subject has been discussed from many angles, but general comment indicates that there are certain basic needs. The fundamental one is that of an acute, trained intelligence. To that basic quality should be added as broad an education as possible, at least that equivalent to a B.A. degree, business or professional experience, travel, and editorial work, and training in professional techniques of library science. All can be valued equipment in meeting this field. Some specific illustrations show that college education, with a major in finance, science or sociology, plus a year of special training, plus experience in the chosen field is an excellent preparation. Any formal education, however, is only supplementary to the innate ability to deal with a situation. As one librarian expressed it:

"I wish I had learned a little earlier how to work efficiently alone, how to analyze rapidly, and how to go about research methodically."

That personality plays its usual strong part in this field as in others is shown in the remark of one of the leading librarians:

"As I conjure up in my mind the ideal librarian, the personal characteristics loom larger to me than the academic training. I am sure that I should not employ the most experienced, highly trained person anywhere available if she were not also alert, resourceful, intensely interested in what is happening in the world and in her own job, capable of meeting the men and women in our office on their own ground, and properly dressed and fairly attractive."

*How can personal adaptability for the field be discovered?*

How is it possible to know how well adapted one would be to special library work? The S.L.A. Committee on Training and Recruiting coöperates with vocational bureaus in colleges by sending special librarians to talk collectively or individually to interested students during their vocational conferences. Two other avenues for observation for the vocational inquirer that will repay thorough investigating are those of visiting special libraries and reading the publications dealing with the subject. Local chapter meetings of the Special Libraries Association afford good opportunities for contacts, and chapter officers will be glad to arrange for visits to special libraries for those interested in this work. The names of officers of local chapters may be obtained through the Secretary of the Special Libraries Association, 345 Hudson Street, New York. Such professional contacts will do much to shed light on the possibilities in the field. It will be further illumined by study of the available literature. The back files of SPECIAL LIBRARIES, available in the majority of public and college libraries, various pamphlets and guides, and last but not least, the long list of surveys in special library fields, all will do much to indicate the opportunities.

*What is the training needed for a special librarian?*

In a study made in 1935, successful special librarians now in the field reported on their educational preparation. Although 6 per cent had only high school training and another 9 per cent informal education of varying kinds, the value of a college degree was shown by the 79 per cent having a bachelor's or higher degree to their credit. As one correspondent said:

"For any career I am convinced that college preparation is an advantage, and almost a necessity. The lack of library school training is also a disadvantage. My experience in library work has been the cart-before-the-horse method. I have grown into the job by actual experience and reading, — but find the lack in the fundamental groundwork that would be automatic had the earlier training been with library work in view."

A somewhat similar point of view appears in this comment:

"For my particular phase of library work, i.e., chemical and medical, I wish I could have studied more of the sciences. It seems to me that a thorough and basic knowledge of the field you are going to work in, is the primary requisite for intelligent library work. The technique is secondary and can be developed to suit particular needs."

With the demand for a sound general education demonstrated by the questionnaires returned, another question arises. What is professional training for special library work and how essential is it? There are many debates on this latter point too, but again the percentages are revealing. While 43 per cent of the librarians made their way without library training, 57 per cent had it to varying degrees, the majority in graduate work in library schools. The feeling that professional training in this, as in other lines, is a short cut to proficiency is general as comment from many correspondents indicates: A bank librarian writes:

"If, as you suggest, I were starting over again, I would consider a year at library school a necessary backlog, because it seems to me far easier to eliminate some of the technique than to try to acquire it while carrying on a job. Furthermore, I do feel that a knowledge of the subject is so very important, that all of one's spare time should be devoted to increasing that knowledge from the practical viewpoint."

A chemical librarian also substantiates this view by saying:

"I wish to emphasize the value of a library school degree for special library work. If one can administer a library properly there is always a chance of acquiring special knowledge and also of employing assistants to translate, etc."

Another comment that throws light on the subject is:

"For scientific work German is essential, French desirable and next in importance I would add Russian. The library training which I lack and which I feel would be of the greatest value to me is in the field of cataloging and classification. A better knowledge of standard library practices would likely be time-saving compared to some trial and error methods. An off-hand knowledge of standard reference works, in fields other than the strictly scientific, is desirable, but this can be acquired more easily than some of the formal work."

Demand for knowledge of the subject matter varies with the type of organization served. The testimony indicates that in the chemical field it is almost obligatory. In a manufacturing plant, a knowledge of the company's immediate needs and methods is an essential. In the fields of social service and in banking, subject matter in the respective fields is important. Newspaper work calls for wide general interests, but science and languages are not as essential.

#### *What courses are available for special library training?*

For the college graduate who sees a field of stimulating activity in special library work, what are the steps in securing the best professional equipment to act as a short cut to efficient service in a chosen field? General library school courses have been in existence for a number of years. So far, few distinctly special library courses are available. Much constructive work is under way in an effort to find the content for an adequate course, and interesting studies on this general topic are: "Training for 'Specials': the status of the Library Schools," by J. H. Shera, in *SPECIAL LIBRARIES*, November 1937, and "Problems Involved in Considering Adequate Library School Courses for Special Librarians," by L. H. Morley, in *SPECIAL LIBRARIES*, May-June, 1938.

Several of the library schools offering the greatest possibilities in this direction are Columbia University School of Library Service, Simmons College School of Library Science, McGill University and others. Tentative courses have been planned in connection with Pratt Institute, New Jersey College for Women, and others. Since programs are constantly changing, the best source of information along this line for some time will be the current chairman of the Committee on Training and Recruiting of the Special Libraries Association, 345 Hudson Street, New York City. Another agency, with similar, though usually not as current information, is the A.L.A. Board of Education for Librarianship, 520 North Michigan Avenue, Chicago, Illinois.

#### *Getting a job and a salary*

When the college graduate is ready with her professional training and wants a job in a

special library, how does she go about getting it? Her own library school, of course, is a first agency and will make special efforts to place her. The next important contact is with the local Employment Chairman of the Special Libraries Association. The Special Libraries Association has chapters in Albany, Baltimore, Boston, Cincinnati, Cleveland, Connecticut, Illinois, Michigan, Milwaukee, Montreal, New Jersey, New York, Philadelphia, Pittsburgh, San Francisco, and Southern California. The library school director in any of these cities may put their graduates in touch with the local S.L.A. Employment Committee Chairman. If there is no local chapter, or other limitations enter into the situation, a letter to the national chairman, addressed Special Libraries Association Employment Committee Chairman, 345 Hudson Street, New York City, will secure the needed information.

These are the formal ways of seeking positions. Possibilities in other methods are indicated by this letter.

"A young man who had one or two years of library work and majored in chemistry wrote to two hundred chemical firms inquiring as to their interest in having him organize a business library for them. One hundred replied and forty offered him jobs. So there are thirty-nine jobs going begging at the present time due to the lack of qualified known applicants."

In the special library profession, as in every other, enterprising ingenuity will suggest countless ways of going after the needed job. The field is unlimited and expansion constant. In New York City alone in 1935 and 1936, twenty-six new libraries were established in private organizations. Of these seven were in advertising and publicity firms, five were in investment houses, three in banks, five in technical and scientific organizations, while the remaining eight were in general business lines.

The salary question in this as in other fields needs serious consideration. The surveys published in *SPECIAL LIBRARIES* give an indication of salaries paid in the last few years. A special salary survey, made during 1938 by the Employment Committee of the S.L.A. will throw light on this field. Standards vary widely according to geographic distribution, but a normal expectancy for the professionally

trained college graduate without experience might follow these lines:

Assistant in an already organized special library — \$1,300 to \$2,000 a year, librarian organizing a new library — \$1,500 to \$2,400 a year. These are beginning salaries; they are also in many instances the salaries paid to librarians of longer experience, but the opportunity for advancement is, in the special library field, not limited by rules and regulations. Salaries may go on to sums considerably in excess of those paid in many professional fields. Yearly salaries of \$3,000 to \$4,000 are average for librarians; \$5,000 is frequent while \$8,000 to \$10,000 is paid in a number of instances. Here, more than in any other profession, it is up to the individual to demonstrate her value, to expect a reasonable return, and to show in her attitude a self-respect that will produce that return.

While it would be well to get experience for a year or more in a well-established special library, should no such opening arise, the opportunity for organizing a small special library is unlimited. In no field have even 50 per cent been taken. In the business world the openings are increasing all the time. Here the work carried on by the Business Library Promotion Committee of the Special Libraries Association should prove helpful. Certainly the pamphlet "Business Profits and the Use of Published Information" and articles in the Association *Proceedings* for 1938 will be stimulating to the creative reader.

For those seeking a fascinating vocation and having the qualities to succeed, the situation sums itself up in this: Study all the material available, and consult the Special Libraries Association for the best avenues of approach to the field. Provided the applicant has a clear mind, the ability to evaluate a situation, and adjust herself and the opportunities to conditions as they arise; courage, quick wit, and a pleasant personality, the rewards can be hers.

#### Reading List on the Opportunities in the Special Library Field

*Business profits from skilled use of published information — a panel discussion.* S.L.A. Proceedings, vol. 1, 1938.

Five special librarians from manufacturing and financial fields discuss reasons for estab-

lishing a special library, the service it may give and its place in the organization.

Cavanaugh, E. S. *How the special librarian serves the business man*. SPECIAL LIBRARIES, vol. 27: 181-82. July-August 1936.

A concise but vivid statement with specific illustrations of definite types of service and a good evaluation of the librarian's duties.

Fair, E. M. *Behind the tools of industry; training for special librarianship*. SPECIAL LIBRARIES, vol. 28: 38-44. February 1937.

-A basic study of the reasons why professional training is a needed tool.

Goff, M. S. *Administration of a special library*. SPECIAL LIBRARIES, vol. 28: 250-54. September 1937.

A comprehensive consideration of various phases especially stressing relations with executives. Specific suggestions for library publicity included.

McLean, M. P. *Librarian's professional responsibilities to her organization*. S.L.A. Proceedings, vol. 1. 1938.

The professional responsibilities of a librarian analyzed under ten different heads.

Morley, L. H. *Problems involved in considering adequate library school courses for special librarians*. SPECIAL LIBRARIES, vol. 29: 141-44. May-June 1938.

A thoroughgoing analysis of the problems to be met in special library administration and the kinds of knowledge needed to meet them.

Savord, Ruth. *Special librarianship as a career*. Institute of Women's Professional Relations. 1937. 18 p. 15¢.

A careful, scholarly discussion with much specific information and a brief reading list.

Shera, J. H. *Training for specials: the status of the library schools*. SPECIAL LIBRARIES, vol. 28: 317-21. November 1937.

A survey of the current situation with specific information from many schools and conclusions based on the whole picture.

Smith, M. G. *Special library problems*. Special Library Association, N. J. Chapter. 1936. 17 p. 50¢.

A description of a training course and an outline of ten lectures on administration, securing material, making it available, publicity, etc. Includes extensive reading list and other valuable data.

*Special library in business*. Special Libraries Association. 1936. 16 p. 50¢.

An account of what a special library can do for a business organization based on the work of experts, and covering steps in its organization, qualifications of the librarian and the library's basic tools; includes several reference lists.

*Training desired by special librarians*. SPECIAL LIBRARIES, vol. 28: 18-22. January 1937.

Some notes from the training survey of 1936 giving the opinions of many practising special librarians on what training they could have used to advantage.

*What the special library profession offers*. A series of vocational surveys appearing at intervals in SPECIAL LIBRARIES from 1934-1938.

Wilkinson, Jane. *Putting the library over with the organization*. S.L.A. Proceedings, vol. 1: 1938.

Spontaneous and practical suggestions for building up sound company relations.

## Seminar Courses for Special Librarians Already in the Field

By Agnes Camilla Hansen, Assistant Director

Pratt Institute, School of Library Science, Brooklyn

THE basic curriculum of library schools has for some time now been under a fire of criticism on the part of special librarians. It seems to me that those who are most insistently demand-

ing curricular changes fall into four distinct classes toward each of which library schools have a definite responsibility. The first class consists of those who, like certain reformers in other

fields, lose sight of immediate gains because of a too-long range of vision; the second, of those who, because of a vivid memory of the deficiencies of their own professional education, assume mistakenly that these deficiencies continue in today's curriculum. The third class is composed of those who, professionally educated in the subject knowledge of their own specialty, forget the essential objectives of any one-year professional curriculum; and the fourth class consists of those who, professionally educated in the subject field, but untrained in standardized library practice, complain that the one-year basic curriculum is too diffuse and too inclusive of generalities for their need, which is solely for technical instruction in the organizational and bibliographical methods pertaining to their own subject.

Education for librarianship profits by the stimulation inherent in the criticism of the first class — of those whose eyes are fixed on the distant goal of perfection, and who, when they do vouchsafe a glance backward over the way they have come, see only the stragglers. And there are, alas, stragglers in every educational field. Library schools should keep critics of the second class more specifically informed of new policies and new units of knowledge as these are adopted. Many members of alumni bodies remain unaware of the changes which occur in their alma mater once they leave her sphere of influence, but the criticism born of mere reminiscence is not fruitful. It is the criticism of the third and fourth classes, however, which keeps the curriculum-makers geared to new effort, though the result is not evidenced to any appreciable degree in the returns to the questionnaires sent out by your Committee on Training and Recruiting, or in replies to the letters sent to the directors of library schools recently, especially as these last have been summarized for you

by Mr. J. E. Shera in his article, "Training for Specials: the Status of the Library School," which appears in the November issue of *SPECIAL LIBRARIES*.

The assumption that training for specialization is a unit of instruction which still stands crying for admission to the curriculum of the one-year library school is a mistaken one, born of the lack of understanding and perception on the part of many of its sponsors, of the subtle guise in which specialization already has entered. In the progressive library school of today, it plays an even more important rôle than any single unit, inasmuch as technical instruction in such a school in every course is now pointed toward the applicability of its content to special fields. Miss Harriet E. Howe, Director of the School of Librarianship of the University of Denver, in an article, "The Library School and the Special Librarian," which appeared in *SPECIAL LIBRARIES* as long ago as 1933, gave an illuminating account of what may be done even in a one-year school, and of what has been done by one school in particular, for students whose *pre*-professional education or special talent provides a foundation on which to build for specialization; and of how a general professional education may provide opportunity, within the limits of a basic curriculum, for students to study and to practice, with respect to their own specialty, the fundamental principles underlying education for librarianship in its broadest connotation. To one who has participated in or who has undergone that type of instruction, the words of Robert Hutchins, President of the University of Chicago, hold a particular significance. He says, speaking of a general college education, "A college graduate who has concerned himself with the whole field of physics and has achieved an understanding of the relation of the ideas that underlie physics need not

worry about getting a job if television should suddenly become a major industry."

From my own experience I can speak with a certain measure of confidence concerning the practicability of introducing into a one-year curriculum the means of qualifying students for a special field of librarianship, without doing violence to the fundamentals implicit in a general course, such as a one-year school must give. I have seen it done successfully at the Denver school where specialization is envisaged in every unit of instruction, and I have myself at Pratt, in my own limited field of cataloging instruction, taught my students, among whom there have been subject specialists who have vouched for the validity of their application, the basic principles underlying subject analysis and bibliographical methods which may be adapted to any particular field of knowledge in which students have a pre-professional grounding. On the Pratt Library School faculty there are, as you have seen tonight, specialists in two subject fields, but there are also on the faculty of Pratt *Institute* other specialists whose materials and bibliographical needs present our library school students with an enviable practice ground for the application of general principles to special cases.

I may have lingered too long on a demonstration of how "specialization" has acquired standing in Education for Librarianship, but the fact that specialists already in the field have seemed rather reluctant to recognize the fact, has led me to establish it here. Often, I fear, it has been the library trained specialist who has, unwittingly perhaps, convinced the untrained specialist that the library school has nothing to offer

him, and at one time perhaps it had too little to give him in his own field for the length of time he had to spend in getting it, since a subject-field itself constituted his primary profession. But that has changed. The critics of the third class, those who are both subject-wise and professionally educated, have made the library schools specialization-conscious, and it seems to me that library schools in general, and Pratt in particular, should be prepared now to answer critics of the fourth class, by offering them, by means of seminar courses, the techniques primarily applicable, and the principles pertinent, to their own specialties. When a library school is part of an institution which has a corps of specialists connected with it (and training for specialization has been the fundamental law of Pratt Institute from the beginning), a practice ground is at hand. At Pratt there are the materials and the administrative problems connected with the organization of materials under the jurisdiction of subject specialists; cases arise there which invite discussion and a variety of solutions, calling for adaptation of general principles. When a sufficient group of specialists in any one field (art, engineering, chemistry) feel the need and recognize the advantage of brief seminar courses in librarianship geared to their specialties, there is every reason to hope should the demand become articulate that Pratt Institute may introduce into its library school a type of seminar course, extending over brief periods of time, limited to small select groups conducted by librarians with professional and instructional qualifications, who are prepared to teach the fundamentals of librarianship as these have a direct bearing on special collections.



## The Special Libraries Association and the Special Librarian

*By Edwin T. Coman, Jr., Librarian*

Graduate School of Business, Stanford University

IN THE last analysis the individual members are the National Association; it has no substance or being other than a group of special librarians organized nationally. It can only be as strong and as forward-looking as we are individually and as local chapters. In the eyes of most businessmen the Special Libraries Association is the individual special librarian and the local chapter. If we meet the demand of business for accurate, complete facts immediately made available and can impress businessmen with the worth of our service, the value of our training and our alertness and capacity in meeting them on their own ground, we may be assured that the prestige of the National Association will be enhanced and strengthened.

The smaller, more intimate group composing the local chapters make it possible to work out projects and evolve plans more easily than in the widely scattered and more unwieldy National Association. Here various activities can be worked out on a small scale and, if they prove feasible, can be adopted and expanded by the national group. If they fail, little harm is done, and the chapter is the wiser by so much more experience.

The local chapters can do much to maintain a strong National Association, as it is dependent on an active, enthusiastic group of individual members for its well-being. Through personal contact and solicitation knowledge of who should be members, and the example of active participation in group activities, the local chapters can gain members.

Probably the local groups are more effective in the setting up and maintain-

ing of professional standards than is the National. It is well enough to have the National Association set up broad standards, but the local chapters must enforce them through example and personal interview. What success we have had in our drive to have trained librarians in every special library and to develop an adequate salary scale has largely come through the efforts of the local groups.

The local discussion groups are of great benefit both to the individual and the National Association. So often we become so submerged in the day-to-day routine and details of our work that we cannot see the woods for the trees. By means of discussion groups, where librarians are well enough acquainted with one another to talk freely, the broader aspects of special librarianship can be brought out. The real value and dignity of our work can be brought home to us in such a way that our imaginations are rekindled and we are able to build up a philosophy of librarianship which keeps a profession from becoming just a job. This in turn helps us to plan nationally within the framework of our National Organization.

Through the various local activities, leaders are developed who can draw on their experience and training in the smaller groups to administer the affairs of the larger. Effective leadership is the need of any organization, and the Special Libraries Association is fortunate in having active, aggressive chapters which are constantly building up, through actual practice, real and potential leaders.

What can National do for the local chapters? Some of these activities may

sound obvious, but are important enough to bear repeating. National can continue to supply the smaller groups with ammunition in their campaign to broaden the scope of special libraries and increase the number of special librarians. The most useful lists and directories, such as Business Facts and Figures and The Special Libraries Directories, are very helpful in calling the Special Libraries Association to the attention of businessmen and offers an entering wedge toward the establishment of a special library.

Many banks and other business firms have correspondents in distant cities who work in their behalf to get the business of firms who are establishing branches on the Coast. Why would it not be feasible for the National to work through the various eastern chapters to encourage firms such as General Motors, Firestone Tire and others to add special libraries and librarians to their western branches? By working through the librarian in the home office, perhaps more progress could be made in proving our thesis that the Coast is practically a separate entity and has need of research facilities with a trained staff.

National headquarters might attempt to make for a wider circulation of the

material developed by the various section and local chapters so that the individual members and businessmen could utilize these valuable publications more fully.

A crying need of both the local and national groups is an endowment or reserve fund to enable us to better finance various projects undertaken by both groups. National seems to be better situated to work on this problem than do the local chapters. Such a fund, utilized by the chapters as either a gift or outright subsidy, would make the realization of projects undertaken by local groups much easier.

By the very fact that it is national in scope and more aloof from local problems, the National Association can help us in setting our standards on a broad basis and to bring them in line with developments on a national scale which might not be known to the local chapters.

If there were no national headquarters, there would be no opportunity for the local chapters to coördinate their activities and to work to a common end. The National serves us all together, to weld our plans, activities and loyalties into a whole which makes for a more effective organization.

## Our 1938 Convention

### *A Bird's-Eye View*

THE Pittsburgh Convention is over and has left a memory of smooth planning, harmonious coöperation, and enthusiasm for the future. The 140-page volume of the *Proceedings*, just off the press, gives a picture of Association activities that shows a record of which we can all be proud. That so much could have gone on with so few conflicts in time and so little wear and tear on the delegates is due to the months of careful preparation given to the Convention as a

whole and to the program in particular. The spirit of radiant energy that pervaded the conference was so marked as to set a high standard for other conventions to attain. However, the general forward-looking spirit in the Association makes that attainment possible.

And, as for the Convention itself! First of all, the hotel was well adapted to our needs. The meeting places were convenient and comfortable. The temperature was all that could be desired. The

delegates were unusually friendly and coöperative in their methods. The fact that Pittsburgh not only promoted promptness but lived up to its slogan had much to do with the success of the meetings. They did begin on time, they almost all ended on time, and they moved along with a swiftness that prevented monotony.

The first general session was stimulating with its atmosphere of cordial welcome and its engrossing picture of possibilities for technological development. Dr. Oliver's paper was most suggestive and stimulating along those lines. The delightful reception that followed enabled delegates to meet both old friends and new. Later the open meeting for businessmen on "Business Profits and the Use of Published Information" proved one of the occasions on which the use of the microphone added definitely to the success of the program.

The General Sessions with their innovation of the discussion of Association business according to allied subjects proved most successful. Although not enough time could be allowed for discussion, even in spite of stop-watch limitations, or perhaps because of them, comment on various activities was pertinent and effective.

The big meeting on microfilming and documentation showed the results of the careful planning given by Mr. Cibella, Miss Cole and Mrs. Fertig, and the crowded Ball Room showed the great interest in the subject of Pittsburgh.

The Banquet was a gala occasion with its mixture of stimulating discussion and enjoyable entertainment. The provocative talk by Mr. Borkin did much to enliven the evening. Charming menu decorations by Miss Shirk added to the attractiveness of the occasion, and the general efficient planning that pervaded the Convention was once more shown to advantage. The practice of having a

break in the strenuous meetings and sessions through the enjoyable visits to the Cathedral of Learning of the University of Pittsburgh, Mellon Institute for Industrial Research, the Carnegie Library of Pittsburgh, and the surroundings was refreshing.

A group with renewed zest for meetings came to the initial meeting of the Beginners' Clinic. This proved one of the great successes of the Convention. The fact that many of the audience were far from being beginners but were imbued with interest and readiness for discussion, reflected great credit on the ability for able, professional talk shown by the participants. All in all, the Beginners' Clinic proved to be definitely worth while, since it provides an opportunity for informal, tentative discussion by novices in the profession and through their courtesy, others of more experience.

The two broadcasts of KDKA on Monday and Tuesday were interesting and as various comments proved, were effective in holding attention. The difference in subject matter and in the method of presentation prevented monotony, and a study of their technique will well repay the reader of the *Proceedings*.

Once more the Secretary's luncheon was held with success and for the first time the Chapter presidents met for interesting and helpful give and take. The report of this luncheon shows its value and indicates that these luncheons should be repeated and a Group chairmen's luncheon inaugurated.

The exhibits were unusually well worked out both from the point of view of good display and in their relation to the movements of delegates. The exhibit hall became a logical place in which to spend odd time with resulting benefits to exhibitors and delegates. The work done by the Pittsburgh Chapter in getting exhibits into bank windows and in displaying Pittsburgh industries was fine.

## Our President — Alma C. Mitchill

ALMA CLARVOE MITCHILL is well known in S.L.A. activities, not only through the many offices she has held, but also for her untiring efforts to see a job well done. She has served as Vice-President of the Association since 1936. She was Chairman of the Exhibit Committee of the Technology Group from 1925 to 1927 arranging one of the first exhibits of the Association at Atlantic City in 1925 during the Convention of the American Gas Association, and in 1926 had charge of a similar exhibit at the American Electric Railway Association Convention in Cleveland. From 1932-1933 she held this office as Chairman of the S.L.A. Exhibit Committee. She was Chairman of the Public Utilities Committee of the Technology Group from 1925 to 1927 and from 1927 to 1930 she was Chairman of the newly-formed Commercial-Technical Group. When the New Jersey Chapter was formed, she was instrumental in its organization and was its first President from 1935 to 1937, and last year served as Chapter Chairman of both the Constitution and Employment Committees. During the past year along with her other duties she has also been Chairman of the national Business Library Promotion Committee whose function is the development and promotion of business libraries.

Miss Mitchill has taken an active part in the preparation of several pamphlets which the Association has published. In 1931 she was a member of the Committee which compiled "The Handbook of Commercial and Financial Services." In 1934 she was Chairman of the Committee which compiled the bibliography "Business and Trade Dictionaries." She sponsored the printing of "Business Profits and the Use of Pub-



lished Information" this year and has written articles for *SPECIAL LIBRARIES*, including "Disseminating Information" and "A Survey of Engineering and Technical Libraries."

She is a native of Brooklyn and a graduate of Girls' High School, class of 1911. She is a direct descendant of Pocahontas and John Rolfe, as well as a great grand-niece of Samuel Latham Mitchill, noted physician, naturalist, author and statesman of the late 18th and early 19th centuries. She worked in the Brooklyn Public Library after her graduation for two years, then went to Newark, N. J., as assistant librarian of Public Service Corporation of New Jersey. In 1916 she was appointed Librarian of this organization and has served in this capacity ever since.

Those of us who know her well admire her impartial approach to problems and her friendly attitude to all who come in

contact with her. In talking with her when the conversation shifts to hobbies she will always modestly say "I have no particular hobby," but one is inclined to think her work and her hobbies are closely related. However, she admits a fondness for cats and ships and in her home will be found many interesting pic-

tures and models of each. She is also very partial to the theatre and to the reading of biographies.

With her excellent record in S.L.A. Alma Mitchill is more than qualified to be the leader of our Association and we are looking forward to another year of ACHIEVEMENT.  
J. I. G.

## President's Message

FIRST I want to thank the members of the Special Libraries Association for the honor they have bestowed upon me in electing me their President. Probably one of the most surprised people in S.L.A. was myself when I was asked to accept this office. During the number of years in which I have been a member the thought of "sitting at the head of the table" never occurred to me. But now that I am here, I want you all to know I shall, to the best of my ability, continue to lead this Association along the paths of Progress. The examples of past Presidents stand as a shining light and when I lay down the gavel, may the light still be shining.

Several new projects were proposed last year and the ground broken for their development. One was the Student Loan Fund, another the Business Library Promotion Committee, a third the Science-Technology Committee on Documentation, a fourth the Salary Survey and a fifth the Beginners' Clinic, to mention but a few. Every one of these is a forward movement. We have advanced far since those days in 1909 when the Association was founded. At that time the members were drawn together by a common desire to learn more of what the other person was doing as to methods and how best those methods could be adapted to his or her own library. We have now a Methods Committee and a Classification Committee to look after the burning questions of those earlier

days. As S.L.A. grew in membership and in importance in the business world, it expanded into groups which served to bring together librarians employed in similar libraries so that they might discuss topics of general interest; new committees were formed from time to time to embrace new activities. Publications of vital importance to the business man were sponsored by the Association and widely sold. Today because of this steady growth of S.L.A., our Association is recognized all over the world and is represented on many national committees and organizations.

There is no doubt but that it has taken a great deal of energy and hard work on the part of S.L.A.'s members to bring about its present prominent position. The question now is — What is the future of the Association? It seems to me as if the answer again lies in the combined efforts of every member of S.L.A. It will always be up to each and every one of us to do all we can individually to preach the gospel of library consciousness to the business and professional man, the chemist, the lawyer, in fact to every one who is in any way responsible for the problems of this complicated world of ours.

It is my hope that through the Salary Survey it will be shown that librarians should be paid adequate salaries for the service they render; that through the Business Library Promotion Committee more libraries will be established; that through the Student Loan Fund intelli-

gent, capable young men and women will find the assistance they need to fit themselves for the library profession; that through the Employment Committee positions will be secured for these individuals as well as for those others who wish to make a change for the better, and that through the Training and Recruiting Committee the message of the worthwhileness of librarianship will persuade many a library-minded student to consider our profession as a career.

The Beginners' Clinic, which held its first meeting this year in Pittsburgh, is another step in the right direction. It enabled those members either attending

their first Convention or those looking for help on specific problems to meet together for discussion. The work of this Clinic has but begun. Future meetings will prove even more its value.

I have but briefly outlined certain high spots in the past and future development of S.L.A. As Cecil Rhodes once said, "So much to do, so little time in which to do it" — so let us make this a banner year in every way we can. Rest assured your President stands ever ready to help you in every way she can to further the growth and progress of the Special Libraries Association.

ALMA C. MITCHILL.

## From the Editor's Point of View

### *S.L.A. Proceedings in Special Publication*

**D**UE to the constructive suggestions made in "Letters to the Editor" by Sarah Bradley Pruden, Kathryn E. Peoples and Jean Macalister and strongly endorsed by the Editor, the Executive Board decided to experiment in 1938 by printing the Proceedings in a special publication to be issued as soon after the Convention as possible, and to be sold at a small sum to members and at a slightly larger sum to non-members. The many meetings and the creative activities of the past year and during the Convention are duly recorded in the 140 pages of Volume one — Special Libraries Association Proceedings. For the first time those attending the Convention will learn promptly of the enlivening discussion held at the meetings in which they could not participate. Those Science-Technology members who regretted missing the talk "Problems of Statistical Information," by Roger Jones, for the sake of a business meeting of their Group, may read this illuminating discussion now, while those interested in the business of the Science-Technology Group, but attending other meetings,

may note the record of the Science-Technology Group Proceedings in this new volume. So on through all activities.

The members who for one reason or another were unable to attend the Convention will surely find this prompt appearance of the complete Proceedings stimulating. In one volume are all the papers, reports and Group Proceedings. Broadcasts, the banquet speech, the Beginners' Clinic all are represented. Have any of us realized before how much does go on at a Convention?

Because the publication is sold to members at only \$1.00, while containing a wealth of professional data, its purchase by all Associate and Active members will surely be an accepted procedure. To facilitate this and avoid delays in checking, copies were distributed at once to all members with bill enclosed. Prompt response in paying these bills or in returning the publication will do much to help clear the records at Headquarters.

Issuing the Proceedings in this separate publication is an experiment. To publish them so promptly required concentrated effort on the part of the Group

Chairmen and the Editor. To distribute them meant special effort on the part of Headquarters. Many of us feel that this publication does much to show the value of our work. The views of the mem-

bers as a whole can only be gauged by the response to this distribution of the volume. May we hear from you all quickly?

M. C. M.

## Letters to the Editor

### Hats Off to Pittsburgh!

"PITTSBURGH promotes promptness!" Such was the slogan of the advance and contemporary publicity for the Pittsburgh convention. And Pittsburgh did! But Pittsburgh also promoted energy and efficiency and hospitality!

The immediate everyday problems of the librarian-at-work received their full quota of attention on this program, and my only regret was that I was unable to attend more meetings, as every one of them would have benefited me professionally in the attendance. I do not know if it would be acceptable to the membership to consider further consolidation of group meetings, leaving one meeting only for each group to transact its particular business. The joint meetings in the last few conferences have been greeted with a large amount of success, and I suggest that we give the matter of further consolidation of group meetings at conventions careful thought and consideration. The programs of the general sessions were in Pittsburgh particularly well integrated and, taken together, did much to bring to members and guests a broad and thoughtful review of our activities, contributions and professional problems.

The banquet was indeed a gala affair with its music, its hospitality and its very delightful toastmaster and able speakers. A specific illustration of the thought and care that went into these arrangements, and one that of course pleased me no end, was the playing of our national anthem after the "Star Spangled Banner."

To choose one feature of the Pittsburgh meeting to distinguish it from others, I think that feature was the interest evinced by the business community in the sessions open to visitors. This might have been due to the scientific approach that an industrial city such as Pittsburgh brings to all new things, for it was the first convention of special librarians held here, or to the particular kind of community spirit the city shows to the activities of any one of its essential organizations or professions.

The consistent success of this convention in all its aspects was due to the labors of a very capable group under the able chairmanship of Dr.

Jolan Fertig, and to the cooperation given them by the institutions they represent. We thank them all.

MARY JANE HENDERSON.

### Some Constructive Suggestions

THE convention was quite a thrilling occasion for me. It was only my second one and I was very eager to bring back everything I could.

The programs were well arranged with an interesting variety provided. It certainly made for a better convention to have the meetings begin on time. I hope this is carried over to all our other meetings. It seemed to me that the Commerce Group should be more active another year.

I would have liked to have visited more libraries. I think more time should be provided on the program for this — at luncheon meetings, etc. It helps a lot to be able to find a library giving some service or carrying on some practice you wish to institute in your own firm.

I was also glad I brought back such a variety of printed material. Aside from the use I can make of it, it served as visible evidence to my bosses of the value of the convention.

There are two subjects I would like to hear some general discussion on: library publicity and library annual reports.

The convention certainly came up to my expectations. It provided a number of new ideas, and many new friends. It was such a satisfactory convention that I am already looking forward to Baltimore.

JANE WILKINSON.

### The Convention a Necessity

MY SECOND convention has left me with a stronger feeling than ever that I would miss half of being a special librarian if I weren't able to go to the conventions. I suppose I could struggle along with my head buried in my own library all the time, but I shudder at the thought. And all the contacts and inspiration the Illinois Chapter gives me here are strengthened and broadened at the National Convention.

The Pittsburgh Convention was such a friendly one. A number of us were talking things over at the end of the Convention, and we all felt that

we'd been able to meet and talk with so many other congenial librarians. I was especially delighted because I found another librarian who is building up a library along lines similar to a very specialized collection which we have, and I'd begun to think I never would find anyone else as interested in the subject as I was.

The microphotography meeting and exhibits were of definite value to me, because they answered my questions as to whether we can use microfilming in our library to advantage. Along with all of the other interested people, I enjoyed the lively Beginners' Clinic, and carried away numerous ideas to put into practical use. Meeting other financial librarians in the Financial Group was a privilege, since we haven't a similar group in our chapter. In fact, taking the convention all in all, I believe it should have an A+ grade!

ELIZABETH B. BEACH.

#### The Library School Takes Part

ONE point which this Convention demonstrated rather successfully might be summed up as "What an S.L.A. Convention Can Do for a Library School and What a Library School Can Do for a Convention." To take the latter point first, the students of the Carnegie Library School did yeoman service at the Registration Desk, so that Miss Clarke waxed enthusiastic about them as assistants—emphasizing particularly that registration records were kept completely accurate and up-to-the-minute. And when I came to meet them among the group of smart, poised young people whom Miss Kelly, Associate Director of the School, wished me to interview as Employment Chairman, I could well credit Miss Clarke's enthusiasm.

"What the Convention Did for Library School Students" was perhaps more intangible than the very definite assistance which they contributed to the efficient and pleasant running of convention machinery. Although I feel that in the interviews which the Employment Chairman had with the students, the pleasure lay mostly with the Chairman—nevertheless it was an opportunity for the students to make personal contacts with one of S.L.A.'s national committees, to tell of their plans for their own futures, and to hear where some of us in S.L.A. think the most interesting opportunities for jobs in special libraries lie. All listened with rapt attention which made the Chairman wish she could speak with the tongues of men and of angels; and stimulated still further her conviction of the importance of a Special Libraries Association Scholarship Fund. Those of us who are constantly having to talk with young people looking toward the special library field have often found it embarrassing to have to say

that, while there seems a lack of young trained assistant personnel, the Association could not do anything about helping young people to secure professional training; and some of us older members of the special libraries profession who are conscious of a very real personal and professional responsibility toward young people who show promise of being a help and an ornament thereto, rejoice in our Scholarship Fund, established at this Convention, as a long step in this direction.

The consent of Miss Frances H. Kelly, Associate Director of the Carnegie Library School, to serve as a member of the Advisory Committee on Employment, which the Chairman was able to secure is another very definite contribution of the Library School to S.L.A., and will be mutually helpful, we hope, long after the Pittsburgh Convention has become a historic memory, as pleasant as it was stimulating.

MARGARET BONNELL.

#### How Can We Hear Discussion?

MY ASSISTANT and I alternated with two days each at the Pittsburgh Convention. We were both impressed with the smoothness with which everything passed off, and with the friendliness of everyone. We cannot say enough to express our admiration of those who were responsible for the program and for the management of the Convention as a whole.

There was one difficulty which we experienced. It was almost impossible to hear speakers from the floor when general discussions were taking place, or reports being made. Of course, the spontaneity of discussions is entirely destroyed when microphones have to be rushed around from person to person. Possibly in planning another program when general talk from the floor is expected such meetings should be held in smaller rooms than in the general convention hall.

We felt that the Convention was very worth while, both as to program and in personal contacts.

ALTA B. CLAFLIN.

#### Comments from a Pittsburgh Pioneer

PROBABLY I am prejudiced because Pittsburgh is my native heath and I had some small share in helping that Chapter grow from lusty infancy to sturdy manhood, but to me the Pittsburgh Convention was one of the most interesting and best conducted that I have ever attended. The registration and information desks knew all the answers and were eternally on the job; Miss Kornhauser and her committee smoothed the paths of busy exhibitors; the hospitality gals were there with a welcome which contained real good-fellowship—and so on, up and down the line.



As to the program, I hesitate to pick out any items from a plan so diversified and so excellent. The symposium on microfilming and the beginners' clinic were high spots, but then so were the panel discussion on the use of published information and a number of the group meetings. This quality of smoothness makes one realize the months of unremitting work that Dr. Fertig, Miss Portman, and the whole team put into the convention. My congratulations to Pittsburgh Chapter for a highly successful performance.

ADELINE MACRUM.

### Conventions and Conventions!

GOING to a convention is about like organizing a new bank. First you have the promotional activities when you try to pry open the money bags and convince the authorities that there are million-dollar ideas floating around in the minds of financial librarians which can ably be caught by personal contact in the discussions and associations at convention. There evidently is a prevailing idea that conventions of librarians, like those of the average gatherings of men's organizations, consist of 80 per cent golf and 20 per cent conviviality. If they could only observe the too, too serious manner of the librarian hanging on discussions of the advisability of "dotting the i's and crossing the t's."

Having obtained the approval for a raid on the treasury there comes the organization details. Then one dusts off the old traveling bag, calls the dry cleaner, and dashes out to get that belt to match something or other.

Arrived at convention, the operations begin. With efficient and interested officers a bank runs smoothly — likewise conventions. And let me take time out here to pin a medal on Mr. Jacob. He has "everything it takes" to put over a good convention. I especially liked the dispatch with which he managed the meetings. He kept the discussions from wandering away from the point.

As for the Pittsburghers as hosts and hostesses, I can't add much to the praise that has been bestowed upon them. They certainly grow good speakers in Pittsburgh, for there was not a dry one on the program. It was a compliment to us to have the large number of outsiders in attendance at some of the meetings. The social side was not neglected — even the banquet food was good.

I would like to commend as a policy for all future meetings that of publishing the chapter and committee reports rather than the reading of these reports in the meetings. I would like to second two constructive suggestions made at the meeting — the increase in the dues and the plan for making each officer responsible for some

definite part of the work of the Association.

And now for my dividends — a refreshed interest in my job, stimulating ideas and revived friendships.

SUE M. WUCHTER.

### The Beginners' Clinic

OUR first Beginners' Clinic received such an enthusiastic response at the Convention that I am sure the members of the S.L.A., who could not go to Pittsburgh, would like to hear about it.

There are some few of us, who in the strictest meaning of the word can be called beginners in the library field. However, more of us have been librarians for three, five, ten or more years and yet as "the first hundred years are supposed to be the hardest," I think we can well classify ourselves as beginners.

Our clinic was not conducted along the "doctor-patient" lines. We were highly successful in establishing a "patient help patient" atmosphere among the hundred members who attended the clinic.

As the main divisions of our discussion, we chose the subjects of "Delimiting the Library Field," the all-important subject of "How to Put the Library Over with the Organization" and thirdly, the "Librarian's Professional Responsibilities." As leaders of our discussion, we were fortunate in having Miss Peoples of Carnegie-Illinois Steel Company of Pittsburgh, Miss Lewton of International Nickel Company of New York, Miss Wilkinson of General Motors of New York, Mrs. Strieby of the Eli Lilly Research Laboratories of Indianapolis and Miss McLean of the American Bankers' Association of New York. You can readily see that the leaders represented a variety of library activities and as a result we had a very well rounded discussion of our mutual problems. As the leaders spoke, their remarks provoked, or inspired, practically every member of the clinic to enter into the discussion. The mutual exchange of ideas on every phase of library work, methods and technique was inspiring.

Even more than the benefits derived from the actual discussions, the feeling of good comradeship that was established at this clinic was felt by all. Many of us, who have not as yet earned our spurs, stand in speechless awe of the librarians whom we consider the "top-notchers" in our profession. I think it was a most generous gesture on their part to attend the clinic, to enter so wholeheartedly into the discussion and to give us so many suggestions taken from their own wealth of experience. I know that they had a

thoroughly good time and I also know that they in turn left the clinic with renewed enthusiasm. In this way, the "give and take" system worked beautifully.

I wonder if the members of the S.L.A. feel as I do, that there is a definite need in our organization for the establishment of a Beginners' Clinic?

MARIE LUGSCHEIDER.

#### The Young

IN ATTEMPTING to analyze and arrange my impressions of the Pittsburgh convention I find my thoughts very definitely revolving around the beginners' clinic on Thursday evening. I am one of the old-timers whom the chairman suspected of being in the wrong meeting. Nevertheless, I found this the best library meeting I have attended for a long period of time. There is more inspiration for me in a general discussion such as ensued on June 9th than in any amount of specific instruction on running a law library, which happens to be my particular job.

The chairman correctly described the occasion as a discussion among patients rather than a patient-physician clinic in which all the instruction comes from one side. S.L.A. has made progress the last two years in discussing its committee reports from the floor. It made more progress in Miss Lugscheider's meeting, where young and old warmed up to a lengthy give-and-take that ignored the heat and the street construction going on under the windows. So long as we can present our widely varying ideas with force and without undue acrimony, so long we will be on an advancing path.

To me the most impressive factor was that this splendid meeting was engineered and controlled by six people who could not be described as anything but "young." For some years I have been revolving in my mind what fundamental policy should be pursued to consolidate the ground already gained by S.L.A. and to insure future progress. Considering several alternatives, I am becoming more and more convinced that the best hope for the Association is to develop its young people and bring them forward into responsible positions as rapidly as possible.

I am not decrying the work of those who have been long in service. Many have done valiantly and are still carrying on. But new blood is constantly needed in order that other points of view and other ideas may be blended with the more mature counsel of experience.

On the practical side I hope that any members having the power of appointment will consider the younger part of their *clientèle* in forming their committees and other administrative bodies. I have set the example by adding one of our bright

young people to the very important Finance Committee. Let's try especially this year to cultivate this part of our resources.

HOWARD L. STEBBINS.

#### And What of the Future?

WITH the falling of the gavel on the last acts of the 1938 Convention, and the departure of the special librarians from Pittsburgh, the time becomes opportune for retirement into the quiet and seclusion of one's own study, to smoke one's pipe in sober contemplation over the events of the past week, to view in retrospect the proceedings, and to separate from the sheer joy of renewed comradeship those elements of lasting value that might play a permanent part in the clarification of one's professional thinking.

To the more clever pen of some future "Snips and Snipes" can be left the pleasant task of extolling the many gastronomic delights, the wit and enthusiasm of the presiding officer, the warmth and hospitality of the local committee under the competent leadership of its ubiquitous chairman. That the convention was handled with admirable efficiency admits of no possible doubt. All was in readiness — all was literally *Fertig!* But, important and enjoyable as these things are, they do not, after all, constitute the true *raison d'être* of an annual meeting.

For the writer, three elements overshadowed all else in the importance of their implications; of these, two found expression in the programs of the general sessions, and the third was indigenous in the convention locale. First was the Tuesday afternoon parade of speakers glorifying the technological and scientific achievements of our civilization. All so true and fine, and yet, unbalanced. One kept hoping against hope, though knowing quite well that the hope would not be realized, that some speaker might suggest in passing, that since such notable progress had been made by taking physical, inanimate materials into the laboratory for scientific experimentation, what could be achieved by subjecting the problems of our human and social relationships to the same dispassionate scientific inquiry. But any such hope was lost in the clamor of acclaim for the physical scientist. The speakers, themselves very much like librarians, so busy with their admiration of technical perfection, forgot the social responsibilities inherent in this professional advance.

But if here there was a sense of omission, it later found adequate compensation in the banquet speaker. Like a gust of fresh and stimulating air in a stuffy self-satisfied world, Mr. Borkin's admirable exposition swept through his listeners, relentlessly demolishing much complacent and

muddy thinking about "the American way," and eliciting boundless admiration from those who have watched, during the last two decades, the growth of those very abuses of power that he so graphically portrayed. To that anonymous soul whose courage and foresight prompted Mr. Borkin's presence on the program — eternal gratitude! This alone was worth the price of all the rest.

Finally, there was the city of Pittsburgh itself, typifying perhaps more accurately than most American metropolises, our schizoid culture, with its cleavages between the magnificence of scientific achievement on the hillcrest and the squalor of the steel workers in the valley. A social pattern that offers such a challenge and an opportunity to

librarians if they would but raise their eyes from their classification schedules and their charging slips.

There is no desire to deprecate the other features of the program, but for the writer the social implications of librarianship were more evident here than at any other foregathering of librarians at which he has been present. If the collective professional mind would only see a little, and feel a little, and *think* a little beyond mere technical perfection! Pittsburgh made it possible. One might facetiously call it — with apologies to the superior alliterative prowess of our Jacobean President — "Pittsburgh plus!" It was a good convention, wasn't it?

J. H. SHERA.

## Publications of Special Interest

**Borden, R. C.** *How to deliver a sales presentation.* Harper, N. Y. 1938. 64 p. \$2.00.

A snappy concise treatment of the physical features of a sales presentation with excellent photographic illustrations of the different poses and gestures that contribute to a good or poor impression.

**Dahlberg, Arthur.** *When capital goes on strike how to speed up spending.* Harper, N. Y. 1938. 218 p. \$2.50.

The fascinating possibilities for the constructive support of a capitalistic system through enforced spending that would increase demand and production are skillfully indicated. Enlightening comment on the theories of classical and contemporary economists included. An able presentation of one point of view.

**Dalzell, J. R.** *Air conditioning furnaces and unit heaters.* Amer. Tech. Soc., Chicago. 1938. 430 p. \$3.00.

A comprehensive technical study full of charts, tables, formulae and half-tone illustrations.

**Daniels, Jonathan.** *A Southerner discovers the South.* Macmillan, N. Y. 1938. 346 p. \$3.00.

An observant interpreter drives around and about the Carolinas, Alabama, Arkansas, Mississippi, Georgia, etc., and reports on what he sees from government developments to the sharecropper problem, the questions raised by tariff differentials and the one-crop slavery. All the confusing social and economic problems and the various answers are shown without prejudice and with hope. Clear sighted, graphic, and with good characterization.

**Ely, M. L. and Chappell, Eve.** *Women in two worlds.* Amer. Assoc. for Adult Education, N. Y. 1938. 179 p. \$1.25.

An interesting picture of women's development from the clinging vine period to present day careers with particular attention paid to organized activity through clubs and associations. Extensive bibliography included.

**Federal Writers Project.** *Connecticut.* Houghton-Mifflin, Boston. 1938. 593 p. \$2.50.

Another comprehensive guide full of enlivening information and much historical data. Well arranged for quick reference through running comment following main traveled routes, and separate, more inclusive data on the larger places. Gives the usual chapters on historic, cultural and industrial phases. Includes besides general index one on historic houses, a chronology, bibliography and map.

**Fletcher, F. I.** *Lucid interval.* Harper, N. Y. 1938. 272 p. \$3.00.

Witty, caustic, and provocative notes on the development of a free lance advertising copy writer, not at all in the usual vein of business autobiography and so beneficially upsetting to established ways of thinking. The chapter on books should be read by every special librarian, particularly those who believe in intensive consideration of a limited field.

**Fritts, Frank and Gwinn, R. W.** *Fifth Avenue to farm.* Harper, N. Y. 1938. 282 p. \$3.00.

An enlightening, balanced discussion of farm life, the opportunities it offers for constructive thoughtful activity, and its biological importance to posterity. Particularly good for its differentiation between types adapted to the complete living offered by this vocation and those more adapted to the minor routines of the average city occupation.

**Hayes, J. S. and Gardner, H. J.** *Both sides of the microphone.* Lippincott, Phila. 1938. 180 p. \$1.25.

The radio business from the angles of program, sales, publicity, engineering and office departments are all described concisely and clearly and the demands and possibilities in each field are well presented. The listeners' side of the case is also treated but in more general terms. A list of radio stations throughout the country is given.

**Haygood, W. C. *Who uses the public library?***  
Univ. of Chicago Press. 1938. 137 p. \$2.00.

This analysis and discussion of the survey of the patrons of the circulation and reference departments of the New York Public Library shows a decided advance in clear and interesting treatment of library problems as presented in the series "Studies in Library Science." The data bring out no surprising details but do give factual support to the observations of many librarians. The relative degrees of satisfactory uses of the library by those in different occupations are developed and the response to phases of library service is well treated.

**Howe, J. V. *Amateur gun craftsman.*** Funk & Wagnalls, N. Y. 1938. 301 p. \$4.00.

Writing eloquently and lovingly of gun craftsmanship, the author gives instruction in the handling of woods, tools and the proper work shop environment. Lists of tools, formulas for finishing, illustrations of different steps all combine to make a surprisingly interesting even though unduly laudatory study of guns and their making.

**Jastrow, Joseph. *Betrayal of intelligence.***  
Greenberg, N. Y. 1938. 170 p. \$1.50.

A delightful series of penetrating essays in which the current appeals to the populace are neatly dissected, and the exploitation of the less intelligent, exposed. Enjoyable and clear in style. Stimulating and provocative in subject.

**Johnson, G. W. *Wasted land.*** Univ. of North Carolina Press, Chapel Hill. 1937. 110 p. \$1.50.

An able introduction to the great problems confronting the southeast in its waste of land through erosion, its economic development through a one-crop policy and its man power through defective social institutions and conditions Based on Odum's "Southern Regions of the United States." A challenging and constructive consideration of a problem vital to the whole country.

**Kamm, M. W. *Old time herbs for northern gardens.*** Little, Brown, Boston. 1938. 256 p. \$3.00.

The uses and traditions of the herbs that have served humanity from early Egypt to our own day Good line illustrations and fine photographs and notes on habits of growth. Index by English and Latin names. Herbs listed by use.

**King, Clarence. *Social agency boards and how to make them effective.*** Harper, N. Y. 1938. 102 p. \$1.25.

A sound, constructive discussion of the ways in which board members can contribute to a successful program Discusses functions of board and relations with community and executives Full of illustrations based on experience Reasonable in outlook and interesting in presentation. Includes bibliography of book and periodical references.

**Loudy, F. E. *Metal airplane structures.***  
Henry, N. Y. 1938. 455 p. \$5.00.

Careful technical descriptions of the different types illustrated by half-tones. Includes many tables, charts, and working drawings of structural elements. Includes a bibliography.

**MacDowell, Syl. *We live in a trailer.*** Julian Messner, N. Y. 1938. 244 p. \$2.00.

An eminently readable and colorful account of trailer life in which the problems of adequate stopping places are mixed with the opportunities of seeing the country. A new light is thrown on the economic features of trailer life both in relation to seasonal occupation and permanent residential problems

**MacLaren, Gay. *Morally we roll along.***  
Little, Brown, Boston. 1938. 308 p. \$2.00.

This *Atlantic Monthly* publication is a pliant yet appreciative record of the Chautauqua, the social phenomena peculiar to America, in which great speakers and varied entertainers all did their bit for culture under strict standards of propriety. Amusing, but understanding and appreciative of the good inherent in the proceedings.

**Middleton, Scudder. *Dining, wining and dancing in New York.*** Dodge, N. Y. 1938. 165 p. \$1.75.

An enlivening book full of appetizing suggestions and local color notes but careful to include practical details on specific costs, what to wear and the special touches of any type restaurant. A valuable guide to toothsome living in Manhattan.

**Parton, M. F. *Your Washington.*** Longmans, N. Y. 1938. 193 p. \$2.00.

An unusually well arranged guide that gives first a general introduction and then divides the city into its chief sight-seeing centers. A clear map showing the important points for each section is followed by detailed descriptive matter. Hours of opening are given for each "sight." Good photographic illustrations. The author shows decided ability for selective and vivid description.

**Saerchinger, César. *Hello America.*** Houghton-Mifflin, Boston. 1938. 393 p. \$3.50.

Leading foreign statesmen and public characters are presented from an unusual and graphic angle in this record of a pioneer in promoting international broadcasting of this type. World figures and world events as well as interpretations of different countries are noted Engrossing and vivid, it presents a different point of view and from a different kind of observation of the complex international scene.

**Seabrook, William. *These foreigners.*** Harcourt, Brace & Co., N. Y. 1938. 358 p. \$2.50.

A man-to-man series of reports on the present variety of activities and interests of several racial groups in this country such as Germans, Italians and Poles, etc. Includes accounts of visits with leading editors, priests, teachers, capitalists as well as the man-in-the-street in each group A fair book that can be useful in dispelling superstitious dread of "these foreigners" and substituting rational good fellowship.

**Shaw, C. G. *New York—oddly enough.***  
Farrar & Rinehart, N. Y. 1938. 212 p. \$2.50.

The author has tracked down, photographed and described 101 oddities in the City of New York ranging from its many unexpected little streets to the decorations that have found their niche in odd corners. A delightful and utterly surprising volume.

Shepard, J. L. *Human nature at work.*  
Harper, N. Y. 1938. 219 p. \$2.50.

A study of personnel methods based on many case histories illustrating different types of maladjustment to working conditions. The pernicious effect of worry or uncertainty is well depicted. A sympathetic, constructive approach to the employment problem.

Shuster, G. N. *Brother Flo.* Macmillan,  
N. Y. 1938. 120 p. \$1.50.

A delightful "imaginative biography" in which the rich humanity of a wise old porter in a boys' college is shown in his contacts with students, faculty and visitors alike

Slocombe, George. *Mirror to Geneva.* Holt,  
N. Y. 1938. 338 p. \$3.00.

A fascinating picture of the men and moments that have contributed to the progress, faltering though it may be, of the League of Nations. The actors in the various political dramas are described with sympathetic though critical insight and their part in various events skilfully indicated. Illustrated with black and white impressionistic portraits

Tetlow, Henry. *We farm for a hobby and make it pay.* Morrow, N. Y. 1938. 200 p. \$2.00.

A direct convincing record of the benefits and the problems met and solved in a commuter's farming. The philosophy and the management methods are well brought out. The discussion of food and drink is appetizing. A short, carefully selected bibliography is included. Valuable for its sane treatment of an immediate problem.

Wyand, C. S. *Economics of consumption.*  
Macmillan, N. Y. 1937. 565 p. \$3.50.

A scholarly comprehensive discussion of the various psychological and environmental factors that enter into the consumer activities. Many footnotes give references to supplementary reading. Considerable space is devoted to interpretation of specific commercial and governmental activities of this kind.

Yoder, Dale. *Personnel and labor relations.*  
Prentice-Hall, N. Y. 1938. 644 p. \$5.35.

A college text covering the many aspects of personnel relations giving documentary sources and many lists of collateral reading. Includes a chapter on simple statistical tools and another on research. In this last is included an annotated list of periodicals and organizations.

Young, E. J. *Looking behind the censorship.* Lippincott, N. Y. 1938. 368 p. \$3.00.

A clear sighted, illuminating, and rather cheering analysis of the trends in foreign policies that explains the reasons for many moves and throws a revealing light on some of the leading figures in world politics. Particularly interesting discussions of Hitler, Mussolini and the Japanese situation.

#### Pick-Ups at the Convention

"THE Condensed Library of Engineering, a Minimum List of Books Representative of Engineering and Its Basic Sciences." A fine list edited by Dr. Charles E. Lucke, arranged under such headings as mathematics, physics and chemistry, and the different divisions of engineering. This list may be obtained through the office of the Dean of Engineering of Columbia University.

"Special Issues of Business Magazines." A multigraphed list covering the many special numbers — annual, convention, financial, statistical, etc. — of some 200 business magazines. The list was revised by Camille D. Rehor of the Cleveland Public Library, Business Information Bureau. It has a subject index, and is available for limited distribution only. Great hope has been expressed that it will be available later in printed form as an Association publication.

"Directory of Special Libraries in Pittsburgh and Vicinity," compiled by Geraldine D. Anderson for the Pittsburgh Chapter, Special Libraries Association, and printed through the courtesy of the Carnegie Library of Pittsburgh. The trim and comprehensive directory gives well-arranged information and includes subject and personnel indexes. Pittsburgh can be congratulated on a neat and sound job.

"Cooperative Book Buying for Libraries." A folder outlining possibilities and giving estimates of expenses. Further information is available through the Temporary Library Committee, c/o The Cooperative Book Club, Inc., 118 East 28th Street, New York City.

"Some Recent Lists of Lists of Statistical Sources," and a list of "Some Basic Statistical Sources," prepared by Maria C. Brace, Chairman of the Committee on Indexes to Sources of Statistical Information, was distributed at the meeting of the Commerce Group.

## McGill University Library School

### B.L.S. COURSE

Training for Special Library Work

September 23, 1938 to May 25, 1939

For information apply to

THE DIRECTOR

3459 McTavish Street, Montreal

Pages 202-204 deleted, advertising.