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## Special Libraries, September 1914

Special Libraries Association

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# Special Libraries

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## ANNUAL CONFERENCE SPECIAL LIBRARIES ASSOCIATION

The Washington conference of the Special libraries association, May 23 to 28, marked another advance in the campaign which the Association is waging to make the information from books, magazines, papers, manuscripts, and special researches a factor in the practical work of commerce, industry and public affairs.

The meetings were marked by keen interest, practical discussion and constructive plans. The Association has realized the importance of the task confronting it from the beginning and the energies of all its workers have been directed to the formulation and execution of practical programs of development.

Since its organization in 1909, one after another of the plans which the Association has formulated have been carried into operation, either directly by the Association or by agencies created or interested through their work.

The Washington meeting set on foot new plans of the greatest significance for the work of the Association. A committee to study the subject of a clearing house of municipal information; another to report on the special library in relation to the training of men in industry; and a third on the subject of classification schemes for special libraries, were created and the committees on the use of clippings and on training of special librarians were continued.

The application of the idea of the special library to practical fields is just now reaching large proportions. Five years' time has seen the use of such libraries approved by big business and commercial concerns. The next five years will see the special library established as a permanent adjunct of all progressive enterprises which depend upon organized information for guidance.

# Minutes of the Special Libraries Association Meeting

New Willard Hotel, Washington, D. C.

## FIRST SESSION.

May 27, 1914.

The sixth annual meeting of the Special Libraries Association was called to order by the President, Mr. D. N. Handy, in the large room on the Mezzanine floor at 2:55 p. m.

After introductory remarks, Mr. John A. Lapp, of the Bureau of legislative information, Indianapolis, Indiana, was introduced. He spoke on "Methods followed and results achieved through co-operation of forty legislative reference and similar libraries" (Published in Special Libraries, June, 1914.)

Owing to the absence of Mr. Eugene F. McPike, of Chicago, who was to have read a paper entitled "Methods followed and results achieved by 'International notes and queries' and similar enterprises," this paper was omitted. (Published in Special Libraries, June, 1914.)

Mr. A. G. S. Josephson, secretary of the Index office, of Chicago, presented a paper entitled "Index office, its nearer purpose and its larger aim" (Summarized in Special Libraries, June, 1914.)

This was followed by a paper entitled "The Boston co-operative information bureau in the light of three years of service," by Mr. G. W. Lee, president of the Bureau, of Boston. (Published in Special Libraries, June, 1914.)

After informal discussion from the floor Mr. R. H. Johnston, librarian of the Bureau of railway economics, Washington, D. C., read a paper entitled "Co-operation and the special librarian: can librarians themselves co-operate in ways that will be helpful and at the same time practical; can co-operation be reduced to a simple system which will work itself?"

At the close of this paper a motion was made by Mr. Lee, seconded by Mr. Meyer, that there be a nominating committee created to bring in nominations for officers for the ensuing year at a subsequent meeting. Motion carried. Motion, made by Mr. Macfarlane and seconded by Mr. Lee that the chair appoint this nominating committee, was carried. The chair appointed: Mr. John A. Lapp, chairman, Miss O. Z. Massey, Miss O. M. Imhoff, Mr. G. W. Lee, Mr. F. N. Morton

The meeting adjourned at 4:37 p. m.

## SECOND SESSION.

May 28, 1914.

The second session was called together at 10:20 a. m. on the Mezzanine floor of the

New Willard Hotel by Mr. D. N. Handy, President.

The first paper presented was "A national center for municipal information," by John Cotton Dana. (Published in this issue of Special Libraries)

The question of whether or not discussion should take place regarding Mr. Dana's paper being raised by the President, a motion was made, seconded and carried to proceed with the reading of the papers.

Thereupon Mr. Edward A. Fitzpatrick, Secretary of the Committee on practical training for public service, of the American political science association, presented a paper entitled, "The special library and public efficiency." (Published in Special Libraries, June, 1912.)

The President then announced that owing to the delay in the appearance of Mr. E. C. Wolf, of the Curtis publishing company, his paper would be presented at the evening session

Miss Orpha Zoe Massey, Librarian of the Retail credit company, of Atlanta, Ga., presented a paper entitled, "The business library—a means for developing employees."

Brief discussion followed the papers.

On motion of Mr. Marion, duly seconded and carried, the meeting was resolved into a brief business session.

Upon the call of the president, Mr. Lapp read the report of the Nominating committee. The following list of officers was submitted:

For President: Mr. R. H. Johnston, Washington, D. C.

For Vice-President: Miss Elizabeth V. Dobbins, N. Y. C.

For Secretary-Treasurer: Mr. Guy E. Marion, Boston, Mass.

For one member of Executive board (to hold office for two years): Miss Marion R. Glenn, New York, N. Y.

On motion of Mr. Morton, duly seconded and carried, the nominations were closed.

On motion of Mr. Morton, duly seconded and carried, the Secretary was instructed to cast one ballot for the nominations made by the Nominating committee. The Secretary did then cast one ballot for the above named officers.

Meeting adjourned, 12:18 p. m.

## THIRD SESSION.

May 28, 1914.

The third session was called together at 8:43 p. m. in the Gridiron room of the New Willard Hotel by Mr. D. N. Handy, President.

Motion was made, seconded and carried that the Secretary purchase a gavel for use of future Presidents in conducting the meetings.

The report of the Treasurer was then called for. The Secretary read the same and motion, made by Mr. Brigham and seconded by Mr. Chamberlain that the report of the Treasurer be accepted, audited and filed, was carried.

Motion, made by Mr. Macfarlane and seconded by Mr. Campbell that a committee of three be appointed by the chair to audit the books, was carried. The chair then appointed Mr. C. A. Chamberlain, of Boston, Mr. F. N. Morton, of Philadelphia, and Miss S. A. Halliday, of South Orange, N. J., as members of this committee. They, thereupon, withdrew from the room with the Treasurer's records.

Motion was made by Mr. S. H. Ranck and seconded by Mr. H. O. Brigham that a honorarium of \$25.00 be paid to the Secretary and the Editor of "Special Libraries" for services for the current year.

On call of the President, Mr. G. W. Lee reported the results of the round table conference held the preceding evening devoted to the discussion of classification systems for special collections. Motion was made by Mr. Lee and duly seconded that a committee be appointed by the Special Libraries association to consider the various schemes of classification as to their applicability to special library collections with the purpose of evolving through co-operation some uniform system which may be adapted to the different special fields of library work.

Mr. G. B. Marion then reported the results of the discussion at the round table on the preceding evening devoted to clippings and magazine articles in a special library.

Motion was made by Mr. Marion and seconded by Mr. Lapp that the Clippings filing committee, under the chairmanship of Mr. Jesse Cunningham, be continued and asked to report at the next annual meeting.

The President then called for other round table reports, but the leaders being absent, business was proceeding, when Mr. H. H. B. Meyer entered the room and reported the results of the round table held the preceding evening under his charge upon the subject of "Co-operative analytic indexing of a selected number of engineering societies' proceedings." At the close of this round table Miss Frick offered a motion that a committee of five be appointed by the chairman of the meeting (Round Table No. 4), Mr. Meyer, to consider the indexing of technical literature and see if it is feasible. This motion was adopted by the round table and the following committee was appointed by Mr. Meyer: Mr. W. P. Cutter, Chairman, Miss E. H. Frick, Mr. R. H. Johnston, Mr. W. B. Gamble, Mr. F. N. Morton.

Motion made by Mr. Campbell and seconded by Mr. Lapp that the report as made by Mr. Meyer be adopted was carried.

A full report of the round table conducted by Miss Ona M. Imhoff on sociological libraries is on file in the office of Special libraries.

Mr. Campbell, of New York City, then presented the following resolution:

"WHEREAS, It is the consensus of opinion of the membership of the Special libraries association that there is a strong and growing demand for more and efficient co-operation among those engaged in municipal reference work, and

WHEREAS, A national center for municipal information seems best fitted to meet the demand, and

WHEREAS, There is no agreement as to where this work can be most advantageously done, now therefore

*Be it Resolved*, That the president appoint a committee of five to investigate and make recommendations to the Special libraries association on or before the next meeting of said Association as to the existing sources of information and the condition under which this information may be obtained and if it appears desirable, to establish a central organization to report as to the location, support, organization and management of such national center for municipal information."

Motion was made by Mr. Campbell and seconded by Mr. Macfarlane that the above resolution be adopted. This was discussed at some length by Mr. Ranck and Mr. Lapp and the motion finally carried. The chair then appointed the following gentlemen to constitute his committee: Mr. John Cotton Dana, Chairman; Mr. H. B. Flack, Mr. John A. Lapp, Mr. Samuel H. Ranck, Mr. R. H. Campbell.

The Secretary then read the minutes of the meeting of the Executive board held at 1:30 p. m. of the same day. Motion was made by Mr. Macfarlane and duly seconded that this report of the Executive board be accepted and adopted as a whole, with the exception of the item relating to the appointment of a committee to have charge of the publication by the Association of a book descriptive of the special library movement. Motion was carried.

Motion was made to take up the matter of the training of special librarians. Mr. O. B. Norman, the chairman of the first committee to collect data upon this subject, briefly outlined his views upon the subject. Motion was made and duly seconded and carried that a new committee of three be appointed by the chair to continue the work upon training for special librarianship. The President announced that he would defer his appointments until a later date.

Motion was made by Mr. Brigham and duly seconded that a committee of three be appointed by the President to publish a book devoted to the special library movement. This motion was discussed by the Secretary, Mr. Bell of Illinois, and Mr. Cham-

berlain of Boston. An amendment to the above motion was then offered to the effect "that the action of this new committee should be subject to the authority of the Executive Board" and was accepted. The original motion was then put and carried.

Mr. Handy then relinquished the chair to the Vice-president and reported as chairman of the Publicity committee appointed by the Executive board at Kaaterskill. Motion, made by Mr. Handy and seconded by Mr. Marion that the present committee as constituted be continued, was carried.

Mr. Handy reassumed the chair and introduced Mr. E. C. Wolf, of the Curtis publishing company, who presented a paper entitled, "Collected information in print and the training of employees of the Curtis publishing company, Philadelphia." (Summarized in *Special Libraries*, June, 1914.)

Very free discussion followed Mr. Wolf's paper regarding the appointment of a committee to work out the ideas which he had presented in his paper. Awaiting the presentation of this motion in good form, business proceeded.

Motion, made by Miss Glenn and seconded by Mr. Lee that the exhibits displayed at this convention be sent to Boston where they should be held subject to the call of the exhibitors, themselves, was carried.

Mr. Wolf presented the following resolution:

WHEREAS, The reference or technical library in the corporation meets the needs

of a few, enlarging the information of those few along highly specialized lines, there is a great need for a library which will reach all employees in every business organization. A general business library, established and developed to increase the knowledge of each employe in his particular line of work and to fit him for the job ahead, will be a definite factor in increasing human efficiency and thereby advancing industrial progress.

*Resolved*, That a committee of three be appointed by the President to investigate the business library problem in corporations, for the purpose of making such an institution a factor for increasing the efficiency of ALL the employes, and to develop concrete methods to be furnished to those corporations which desire to establish libraries for that purpose."

Motion, made by Mr. Wolf and seconded by Mr. Lapp that this resolution be adopted, was carried. Mr. Handy announced that these appointments would be turned over to the incoming administration. He then introduced the President-elect, Mr. R. H. Johnston, of Washington, who took the chair and greeted the members.

A motion was immediately offered that a vote of thanks be tendered to the President who had guided the Association during the last two years. The motion was duly seconded and carried.

Meeting adjourned at 10:45 p. m.

GUY E. MARION, Secretary.

## A National Bureau of Municipal Information

Notes of J. C. Dana's talk to the Special Libraries Association  
Washington, D. C., May, 1914

A "Central bureau of municipal information" has been thought of and talked of. Nothing had been done about it. I shall tell you where and how nothing is being done—and make one or two suggestions.

On making inquiries on the subject I first wrote Mr. Vance, the secretary of the mayor of our own city. Mr. Vance has been quite active in the League of American municipalities. This is an organization made up of officials of cities. It is not made up of advocates of any special reform. It is an organization of municipal officials. Such an organization is in position to do good work, and much of it. It has already done not a little.

Several years ago it conceived the idea of having a central bureau, a central library to which should be sent, from all the cities of this country, information concerning the activities of all other cities.

For example; our main street in Newark has called for new paving for many years. We have fought and argued, for ten years or more, as to whether it should be paved with wood block, or asphalt, or stone-blocks or what-not. During all these years all kinds of paving were being tried, under every conceivable condition, in other cities. Yet it was not easy for Newark to discover what were the facts which experience had brought out for and against these various kinds of pavement, and, particularly, what kind of paving would be best on that particular street and for Newark's special climate, and her own peculiar traffic conditions.

Now, if there had been in existence a bureau like that planned by the League of American municipalities, it would have had on hand the latest information on this very subject, from every city in the land, acces-

sible to Newark inquirers, and to inquirers from every other city in the country.

Mr. Vance suggested that I write to Mr. Lee, the secretary of the League, who is secretary to the mayor of Baltimore. Here is part of what I wrote him on February 17th. It gives you one of my suggestions on the subject

"What can you tell me about the movement for a co-operative library to be established by the League of American municipalities? Has anything been done recently in this line? Is there any hope that anything will be done soon?"

"I ask because I wish to discuss this matter with Mr. John A. Lapp, editor of the Journal, 'Special Librarians,' and manager of a bureau which collects and distributes for an annual fee, information about legislation and other subjects of general public interest, to a few special, public, state and university libraries. Within a certain range Mr. Lapp is doing work proper to the co-operative library of your League. If he were to take up general municipal work would the League endorse him, if that work proved successful, and give him such moral encouragement as it could?"

To this letter I received no reply

I then wrote as follows to Mr. W. H. Allen, head of the New York Bureau of Municipal Research. It had been suggested that this Bureau might, with considerable propriety, lay the foundation for a bureau of information for all the municipalities of the United States:

"Are you going to do anything about establishing a Bureau of municipal information for the whole United States? Somebody ought to do it. The League of American municipalities approved the idea several years ago; but never carried it out. It could perhaps be done by the Library of Congress. The place for it is the city of New York."

There is no question that it could be less expensive, more efficacious more all-embracing and richer in information, if located in New York than if located anywhere else. A prodigious mass of information has been gathered in the New York public library, including documents from almost every governmental body in the world. Also, the city of New York now has under the auspices of the public library, a municipal library of its own. In that city, also, is perhaps the best engineering library in the country. It would be easier in that city than in any other, to gather the latest information on any subject that any city might be interested in.

"The New York City Government ought to establish this Bureau at its own City hall and hire the best man in the country, to gather information on all municipal topics. New York would perhaps charge other cities for this service; but would not get its money back thereby. It would get the value of its money back, however, in that it would have

always at hand information that would save serious mistakes and delays in the work of every department.

"What are you going to do about this?"

To this I received no reply.

Mr. Herman Brauer, librarian of the University of Washington, in Seattle, is in charge of the headquarters of the Bureau of municipal research, established by the League of Washington municipalities. He heard that this subject was to be presented at this meeting, and wrote me as follows: a committee to investigate the possibilities

"Our Municipal league has just appointed of a National bureau of municipal affairs, which committee has elected me as their secretary, I shall be greatly obliged if you will send me a copy of your address, and, if possible, a synopsis of the discussion at your convention.

"As you know, the Census bureau has been doing considerable work in this field. Do you consider that it would be sufficient to enlarge the scope of that work, or would you recommend a separate bureau of municipal affairs?"

Here then, are two more suggestions. One, that this work be taken up by the Census bureau. This bureau now publishes a most informing volume of statistics of cities of thirty thousand population and over, a volume which covers a large part of the field that would be covered by a bureau of municipal information. Would it add to its files the kind of information I have been speaking of, and make of itself a bureau of municipal information? I do not know. It would be wise for the proper officials of this Association to approach it on this subject.

The other plan suggested is the establishment of a Federal bureau of American municipalities. This would perhaps be a part of the Department of commerce. I am not sure that there is not already something of the kind in existence. But if so it does not supply, on demand and at a moderate price, all the kinds of material on municipal topics that we are now speaking of.

Personally I feel that the wisest thing to do, the thing which would do more to give the libraries of this country a standing in the active business world than almost anything else, is for librarians to establish this bureau themselves. I do not venture a guess as to the cost; but in view of the success of the enterprise that Mr. Lapp has succeeded in floating it is reasonable to suppose it would not be difficult to get, let us say, four thousand dollars a year as a beginning, from people who are to share in the benefits of this co-operative library of information. Then, outside of those who co-operate in it at first, let there be made a charge for information that is furnished. This charge would, in time, help largely to support the kind of bureau we have in mind. I mention this to call your attention to the kind of thing that the three thousand larger libraries in the United States ought to be able

and ought to be willing to do—not because I have the slightest idea that they will do it!

The Special libraries association, however, can do this. It can establish something in the nature of a bureau of information about libraries—a headquarters with more of a publication than the Association now issues.

I give you two reasons for thinking that this might be successful. One is the great growth of special libraries in the last few years. I have not the figures, but I assure you that unless you have followed carefully, the growth of this kind of institution in this country, then you have no appreciation whatever of the rapidity with which the use-of-books-idea has spread among people who are doing things. One firm after another, one organization after another, some of them public, some of them quasi-public, many of them purely money-making corporations in all parts of the country, discover that if print is properly investigated, by a skilled person engaged for the purpose, things will be brought to light that will shorten processes, reduce cost of production, and lead to new money-making devices. The rapidity of the spread of this idea, as I say, is beyond belief. Every new house which establishes a library for itself stimulates others to do the same. A Central bureau of the Special libraries associa-

tion would promote this movement, would tell many firms who are talking about a library how to establish one, and would save them money and time.

When we began to add to our little branch in Newark what for lack of a better term we call business books, we found it extremely difficult to learn about the literature of the business field. The library world had not turned its attention in the slightest degree to that kind of print which is of actual daily use to men of affairs. I do not refer to technical books; but to books on every aspect of business. In the past five or six years conditions have very much changed. How new the movement is you will find indicated by the fact that only within a few months, as far as I can discover in the history of library work, was there published the first "List of books on business" that was really worthy the name.

Now, just as special libraries are growing with great rapidity, as already said, so is the output and particularly the purchase and the use of books of value to the special library. Here again comes in the work of a central station of the Special libraries association. It would continually advertise the useful material that is being turned out and bring it to the attention of business men.

Such a bureau would come in time to be self-supporting.

## A Library of Highway Engineering<sup>\*</sup>

Emma D. Lee, Librarian, The Davis Library of Highway Engineering  
Columbia University, New York City

The present era is essentially one of specialization. Whether this practice will ultimately frustrate its purpose by becoming too narrow and intensive remains for the future to prove, but it is apparent that the modern trend in the trades, the professions, and the arts and sciences is away from the general towards the specific. In the medical profession the family doctor or general practitioner has not entirely disappeared, but he is rapidly being supplanted by specialists in diseases and surgery. This is likewise the status quo of the engineer. The broad class names used to distinguish the professions as civil, mechanical, electrical, and mining are no longer sufficient in many cases. In the first class alone, that of civil engineering, there are several branches along any one line of which an engineer may with profit make a deep and comprehensive study and perfect himself by specialization after he has obtained broad educational

training in civil engineering. Today there is in the general field of civil engineering, the hydraulic engineer, the sanitary engineer, the structural engineer, the highway engineer, ad infinitum.

This steady development towards specialization has, as a matter of course, affected literature and the technical press, as is shown in the great increase in the number of books and periodicals devoted to discussions of problems in any one field of engineering.

Synchronously there has been created a demand for the special library. The general public library, with its varied collections of general literature, science and fiction, is excellent in its place, but it can scarcely be expected to fill the needs of the student or reader making a minute and exhaustive study in any one branch of knowledge. For instance, the ordinary public library of 25,000 volumes can afford neither the space nor the money for more than five to ten volumes treating of the technical as-

<sup>\*</sup>From 1914 Proceedings, National Highways Association.

pect of the subject of roads and pavements. In the same way universities and colleges have in many cases considered the general library competent to supply the engineering departments with literature. It is now generally conceded that to make engineering literature of maximum value to the students, it must be housed apart from the main library, near the study rooms or laboratories where it is readily accessible to the students while at work. *The solution of the great problem "how to interest students in research work" would be far easier were department libraries containing books descriptive of one special subject more numerous.* A small collection of volumes arranged conveniently for the student would be consulted much more frequently than the same books or even a larger number scattered through a general library.

To answer the needs of the highway engineer, to give him opportunities for original and concentrated research work there has been founded, through the efforts of Mr. Charles Henry Davis, President of the National highways association, a Library of highway engineering. This library is maintained in connection with the Graduate course in highway engineering at Columbia University in New York city. It is the most complete collection in this country of works on highway engineering and allied subjects.

The Library contains bound volumes, manuscripts, pamphlets, reports, specifications, maps, drawings, blue prints, and the latest trade catalogs descriptive of machinery and materials used in highway engineering throughout the world. Town, municipal, county, park, state, and government reports and specifications form a very valuable part of the Library. In addition to works pertaining essentially to highway engineering, there are many volumes on allied subjects, such as chemistry, physics, geology, town planning, civic improvement, law, finance,

scientific management, and civil and mechanical engineering. The rare books include treatises written in French, German and English dating back as early as 1720 and including the first editions of the works of John Loudon McAdam.

Over seventy periodicals are subscribed to including French, German, English and Canadian journals. As a guide and aid in research work all periodicals are abstracted and indexed on cards. In all technical literature, the latest information being none too new, it is the periodicals which usually contain the most valuable and up-to-date data. Each abstract card contains the subject of the article, the title and author, the pages and columns of the periodicals in which it appears, a brief abstract, and the number of words and a symbol indicating its value from the standpoint of the highway engineer. Often sufficient information is given on the card so that no further search is necessary. This file supplements the printed engineering indexes, the scope of which is necessarily too broad to allow of extensive indexing of any one subdivision of engineering, such as roads and pavements.

All monographs, pamphlets, specifications and paper bound reports are bound in numbered manila folders and filed in a series of vertical cabinets of different sizes built for filing correspondence, legal and architectural forms. The material contained in the files is indexed in three card catalogs covering authors, titles and subject matter respectively.

Many engineers have already availed themselves of the opportunity to carry on extensive research work and it is hoped that in the near future highway officials, engineers, contractors and all interested in any problem in highway engineering will feel free to consult and make use of this special Library.

## List of References on Motion Pictures

(Supplementing a list published in Special Libraries, September, 1912)

(Compiled under the direction of H. H. B. Meyer, Chief Bibliographer, Library of Congress, Washington, D. C.)

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## Notes

Columbia University, Department of Extension Teaching offers evening courses beginning September 24 in Library Administration, Bibliography and Reference, Cataloguing and Classification, and Indexing, filing and cataloguing as applied in business.

For complete statement of courses write to the Secretary of the University for Extension Teaching Announcement.

The Library school, of the New York Public library, is authorized to announce a Municipal reference course to be given the year of 1914-1915. The course will be open to recommended graduates of Library schools, also to persons experienced in library work on passing a written test in library management and library economy.

Candidates will be passed upon by the Principal and an Advisory committee, composed of Robert A. Campbell, librarian of the Municipal reference branch, Adelaide R. Hassé, chief of the Division of documents, Dr. C. C. Williamson, chief of the Division of economics, and W. B. Gamble, chief of the Division of technology, all of The New York Public library.

There will be a tuition fee of \$45.00 for the school year, paid in equal instalments, at the beginning of each of the three terms.

Courses will be given by Mr. Campbell, in municipal reference library administration, the organization of the city government, and in city problems; by Miss Hassé in municipal bibliography, so far as regards city documents, American and foreign; by Dr. Williamson in municipal finance, with bibliography, and in health and vital statistics, with bibliography; and short courses or single lectures by specialists among municipal officials are planned for.

At least twenty-four hours of practice and field work per week will be provided for. For the most part, lectures and seminars will take place at the New York Public library, Central building.

Inquiries may be addressed to the Principal, Miss Mary W. Plummer, 476 Fifth Ave.

The following is an advertisement from the McGraw-Hill Book Co., which appears in a recent issue of the Electric Railway journal:

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*The Practical Use of Books and Libraries, an Elementary Manual*; by Gilbert O. Ward, Technical Librarian, formerly Supervisor of High School Branches, Cleveland Public Library, Ed. 2, rev. and enl. Boston Book Company, Boston, 1914.

A dream of many librarians and teachers would be realized if the above noted practical little book should be put to use in every high school in the country, in classes organized expressly for instruction to high school students in the use of books and li-

braries. The book is designed particularly for such instruction and the helplessness of so many young people in getting at sources of information, a helplessness all reference librarians are constantly meeting and exploring, might be largely abrogated by its use. An intelligent high school student should know how to use by himself his school library and any larger libraries available and should not be dependent except in exceptional instances, on library assistants. From this little book he may learn himself, or better yet, with this book as a guide, he may learn in a class conducted by the librarian of his school, the essential points of book making and publishing, he may penetrate the mystery of catalogs and shelf lists and the arrangement of books upon the shelves; he may learn to know certain facts about standard reference books and dictionaries, he may become conversant with current magazines and their indexes; above all, he may attain efficiency in finding the information he needs in his daily studies and in his debates and research work, and, in the last chapter, he may go a step further and glean a few practical suggestions if he wishes to purchase books for himself. Where and how to find what you want to know is a valuable asset to anyone and particularly so to students and it seems strange that more organized effort along such lines in these days of practical education and self help has not been made. The fact that a second edition of this book of Mr. Ward's has appeared is an indication that it has already been cordially received.

#### LAW, LEGISLATIVE AND MUNICIPAL REFERENCE LIBRARIES

By John B. Kaiser

Boston Book Company, Boston, 1914, \$4.00

In a volume entitled *Law, Legislative and Municipal Reference Libraries*, Mr. John B. Kaiser has brought together a wonderful array of material and has presented it in such a thorough and painstaking manner as to have completely pre-empted the field connected with the subject. The book is complete in scope and accurate in detail and it is right down to the minute of its publication in May, 1914.

A comprehensive book was needed on the subject. Heretofore library workers in this special field began blindly or upon blind experience. Particularly was this true of law libraries—perhaps the most backward and inefficient in all the range of library activity. Little has been written about the law library and few aids have been provided for law librarians or for law students. Only the most superficial knowledge of the use of the law library has been given in law schools.

It is to be hoped that this book in the hands of law librarians and professors of law will bring about a new attitude among law students toward the sources of legal information.

The treatment is concerned with needs and types of law libraries; the kinds of material; and the handling of material, including methods of cataloging and shelving. Court reports—state and federal—digests, text-books, law periodicals, public documents, statutes, and legal bibliography are explained.

To all law libraries, whether large or small, the book is of great value, while to the students of law and of library methods, it is indispensable. It should have a most wholesome effect, too, upon public libraries in lifting them out of their fear that legal works will contaminate their shelves. The book should have contained a plea to public librarians to get acquainted with legal bibliography and to treat law books as a possible part of their reference departments.

The chapters on legislative and municipal reference libraries set forth the large place which these institutions have come to fill and furnish a guide for the hundreds of new institutions of this sort which are springing up every day in connection with state and city libraries, chambers of commerce, welfare departments, and social and civic clubs.

Again it must be said that the field has been pre-empted. Little can be added either in general discussion or specific aids. The librarian will find everything needed, from the discussion of the need of such libraries to the selection of pamphlet holders.

The history of the idea is given in its application to intelligent legislation; the materials are criticised and bibliographic helps added; the methods of collecting and preserving material are described in detail and the agencies which help the work receive generous approval. The actual process of preparing for a legislative session, the drafting of bills, and condensing of information for legislators are outlined. Discussions of the qualifications of librarians, and the methods of co-operative effort are given considerable space.

Valuable appendices are added giving compilations of laws relating to legislative and municipal reference work and bill drafting, lists of legislative reference publications, bibliographies of legislative and municipal reference, and bill drafting besides suggested problems for use in class work in library schools.

If the book has faults we must pass them over in admiration for the completed work. To bring all that the author has brought together within the covers of a single book of 467 pages, is a feat which challenges any adverse criticism.