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## Special Libraries, September-October 1918

Special Libraries Association

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# Special Libraries

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## Do Libraries Impede Research?

ADELAIDE R. HASSE

*Chief, Economics Division, New York Public Library*

One wishes this were not a pertinent question and that it could be answered emphatically in the negative. It is, unfortunately, a seriously pertinent question, and an honest answer is emphatically in the affirmative.

One wishes to be quite fair. Therefore it is readily conceded that whatever the other impedimenta confronting research in libraries may be, none are as effective as is the catalogue. A library catalogue in theory, and to use the conventional expression, is the key which unlocks the resources of the library for the student. Now, if this were true—that is, if the catalogue really did unlock the resources of a library, then there would be, of course, no occasion for voicing my plaint. Not being true, my plaint becomes a prayer in behalf of research and of scholarship. A library catalogue to all intents and purposes is a tool—nothing more or less—a tool prepared for the use of the public by which the latter may gauge the library's possessions as to the books by any one author or those relating to any one subject. It is a technical tool. Ordinarily a concern engaged in the production of technical tools puts the manufacture of them in the hands or under the direction of persons having some appreciation of the needs and requirements of the ultimate consumer. Not so the library catalogue. It is constructed according to hard and fast a priori rules, having regard chiefly to much non-essential technique in the determination of which the requirements of the ultimate consumer plays no part whatever. How sadly true this is can be demonstrated with very little effort. The tragedy, however, lies not so much in the fact as such, but in the paralyzing consequences arising out of it—consequences carrying in their train wasted effort, wasted funds, wasted opportunity, misinformation, balked enterprise and, to be generous, let us say fifty per cent nullification of initial intent. It is perfectly appreciated that all this is immensely heretical, or would be if ours were still the age of

wool flowers under glass. Ours is, however, an age of increasing exultant dynamics. So that, rather than being heretical, the attempt to remove the impression that an object as inadequate to requirements as the average library catalogue is, thereby becomes a professional duty.

Half a century ago the environment of enterprise was still pretty much a local and a personal one. To-day that environment is largely relative. Labor is more powerful than formerly. Capital is more powerful. The maintenance of a just balance of power is the subject of study of the keenest intellects among both capital and labor. Each counter-move by either contending force disposes in the arena a new alliance of interests. The result is that whereas formerly the habit of observation and deduction was largely academic and didactic, to-day it is largely analytic. This habit of analytic observation has not only diversified the aspects of a subject under consideration but it has produced overlappings and conflicts. Furthermore, this characteristically modern habit of analytic observation is reflected quite naturally in the printed page. The printed page is the very material upon and out of which the library catalogue is built. How then is it reconcilable that the printed page, being vibrant with the mutation of psychosis, the library catalogue should be fetid with staleness?

Probably nine persons out of ten who read this will question the need of spoiling one's complexion over the shortcomings of the library catalogue. But attend, it is not a question of no importance. To-day as never before in the history of the world, the scientific, the academic, the industrial and financial fraternity—a by no means small slice out of our consequential citizenry—is each marking time so far as the future is concerned. Each has the shoulder to the wheel so far as the present is concerned, but between pushes each is asking what of to-morrow? When the war is over, each is asking, who will trade with whom and what will be offered in trade and

what will be bought? Not only trade but enterprises upon which trade is to a large extent dependent are awaiting organization. To cite but a few, there is marketing, port development and terminal facilities. To-day not only are new enterprises under contemplation but absolute revolution in the management of old enterprises is taking place. It is not conceivable that this amazing economic upheaval can take place without zealous recourse to the printed page. That is why it is of no mean importance to make sure that the record of the printed page is adequate for the service it will soon be called upon to render. Is it adequate? Far from it. This record was inadequate in the simple days of yester year, how then can it be within even remediable adequacy in the throbbing days upon us?

Just as is the case in our sister vocation, education, failure in our case is due to overweening concentration on methodology to the exclusion of every vestige of environment. Mere pedagogy never educated a youngster, nor will mere technique ever produce a useful library catalogue.

Exactly when or how it has come about I do not know, but there is without doubt a vague apprehension on the part of the business public that it is entitled to appeal to its library for various sorts of information not necessarily having to do with books. A port surveyor wants to know what the average railroad terminal costs the location with regard to transportation are. An investment house wants to know of a certain copper mine in China. A manufacturer wants to know what the psychological effect of the bonus wage system is on employees. A distiller contemplating plant conversion wants to know the prospective conditions surrounding the gingerale business. A promoter wants to know what the health, banking, climatic, business, financial, insurance, etc., conditions of N—k, O., are. All of these facts are procurable in print in most large libraries, but no library catalogue in existence pretends even to indicate the nature of the whereabouts of information of this sort.

Large libraries spend huge sums in the purchase, care, binding and ultimately in the shelving of periodicals. In most cases no effort is made to index the contents of these periodicals. Where an index system is in vogue it does no more than scratch the surface. The consequence is that files upon files of both costly and valuable material remain unused upon the library's shelves.

We all know what strenuous efforts the Government is making to assemble information of an economic nature relative to those countries whose status is to be determined by the coming peace negotiations. A detachment of one of these government

bodies was recently collecting information on Alsace-Lorraine in a large library "somewhere in New York." Everything the attendants could do was done to put what could be located at the disposal of the collectors. After they had been gone some time, an attendant while hunting for information relative to the Chinese copper mine referred to above, happened upon two luscious articles on Alsace-Lorraine, one a detailed account, with accompanying maps, on the density of population, and the other on the mineral resources of this territory. Neither article had been indexed, and it is not known that the group alluded to had seen either article. This is only one instance, but instances of this sort repeat themselves day after day, as any candid reference librarian will more or less reluctantly admit.

In the sense then that libraries spend considerable sums of money in cataloguing, and that these catalogues when opened to the public do not meet the needs of that public in that sense, it may, without exaggeration, be averred that libraries do impede research.

The question resolves itself into three points—cause, effect and remedy. The cause, as already stated, is the prevalent overweening concentration on methodology in libraries, and very little sympathetic appreciation of the nature of the needs of the public. The effect is a serious obstruction of industrial and scientific research. As most libraries are recruiting their staffs from the graduates of the library schools, the remedy would seem to be the introduction in the curriculum of these schools of some instruction in the art of reclaiming information from printed sources.

The Committee on the Judiciary of the United States House of Representatives has issued a report of its hearings on *Profiteering in Rents During War*.

The Engineer School Library, Washington Barracks, D C (Henry E. Haferkorn, Librarian), issues a weekly bulletin of information and references on technical subjects. The lists are unusually valuable and are available on application to the library.

**"Principles Governing the Retirement of Public Employees."** By Lewis Meriam. New York, Appleton, 1918, 477 p., \$2.75 net.

This is the first volume in the principles of administration series of the Institute for Government Research. The material in this volume deals with the general subject of public policy governing the establishment of pension systems. "The social, economic, administrative and financial problems involved are considered and much attention is given to the specific objections that have been urged against retirement legislation."

## The Growth of a Big Idea

JOHN A LAPP

*Former Editor "Special Libraries"*

During the past ten years a new profession has developed in this country and has grown to such proportions as to place it in an enviable position. This profession is that of the librarian-specialist, whose function it is to gather information, condense and combine it, and interpret the results to the man on the job, whether that job be legislation, administration, business, commerce or any of the other lines in which men engage. This profession has found its expression in the Special Libraries Association and has interpreted itself to the world through the medium of *Special Libraries*.

Ten years ago there were few institutions which would now be dignified by the name of "special library," and there were few men and women engaged in what were then the beginnings of this profession. There were few legislative reference departments, fewer municipal reference bureaus, half a dozen business libraries, perhaps a large number of commercial libraries and a few specialized departments of college and public libraries. Representatives of these libraries felt their oneness and thought that their work was distinct from that of other librarians. At the Bretton Woods meeting of the A. L. A., in 1909, a small group of these librarian-specialists met and formed the Special Libraries Association. The first annual meeting was held in November of that same year and the Association was launched on its career.

In January, 1910, the Association began the publication of a monthly magazine. That magazine was started with a subscription list of sixty, showing something of the faith of the promoters of the Association in its future possibilities. It has been continued through these years and is now completing its ninth annual volume.

Perhaps it would have been difficult for the small group of people who had faith enough in the big idea to start an association and a magazine, if it had not been coincident with the rapid growth of the idea of applying knowledge and information to actual work. Whether the Association brought this about or whether it would have come anyway, we do not know. Certain it is, however, that when the Special Libraries Association began, there was not even a respectable literature on the subject of the specialist's library and upon the problem of putting knowledge to work. The Association began, therefore, to build up a literature, and it is probable that few

other associations have had that privilege of starting with an idea not fully developed and creating the literature upon which its growth was founded.

In its early days the Association attracted to it many general librarians and others who came in partly because of general interest and partly because they were glad to help the thing along. The growth of the Association was steady and satisfactory. In place of the sixty subscribers, not all of whom by any means were specialists, there are now several hundred, most of whom are special librarians in the true sense of the term. The literature of the idea has expanded, and it is not uncommon to find in periodicals of all descriptions discussions of the methods and scope, objects and results of the movement.

To get a more definite view of the extent of the new idea, let us review the various fields in which the special library idea has been applied; but first of all let us set before ourselves a definition so that we may see more clearly what we mean when we refer to the "special library." I venture, therefore a definition.

The special library is an organization serving a specific institution which seeks to gather all of the experiences available with regard to that institution's problems, to classify it in such a way as to make it quickly available, to digest and prepare the same in usable form, to study the actual problems which confront the institution, and to attempt to bring the information gathered to the right man at the right place, so that it may function in the work of the institution which it serves.

It will be observed that this definition implies that what we call a special library is more than a mere library or a mere special collection of books.

The first well-known application was found in legislative reference work, wherein the experience of the world on subjects of legislation was gathered and prepared for members of the State Legislatures. Undoubtedly partial attempts to do such work were begun many years ago without being dignified by a name. The first consistent and permanent application of legislative reference was in the New York State Library; this, however, consisted primarily of library work, namely, the collection of material and its proper classification, although the publication of the annual index and review of legislation was well within the purpose of

a modern special library. It remained for Dr. Charles McCarthy, of Wisconsin, to carry the matter one step further and make of it a real legislative special library, where not only the information was gathered, but where it was made to function in legislation in the form of prepared drafts of bills, digests of legislation, analysis of arguments, etc. Since that time nearly every state has done something in legislative reference work, its value being largely dependent upon the vision of the promoters and upon the willingness and the capacity of legislators to use the information gathered. It has not been an unqualified success because of the difficulty of finding both elements present at one time, namely, a librarian specialist with vision and a legislature with capacity and willingness.

The next step—the municipal reference bureau—was a direct outcome of legislative reference work. When it was found that the idea would apply in state legislation, the question was immediately asked, "Why not make it apply in city legislation and in city affairs?" the principles of application were the same. Unfortunately, however, the city officials have shown incapacity and an unwillingness even greater than state legislatures, and only a few cities, probably not exceeding five or six, have really effective municipal reference departments. It should be noted, however, that the failure is an evidence of the low state of city government rather than a weakness in the idea. Every progressive city, as well as every state legislature can get along far better with a legislative or municipal reference department than without it. In fact, efficiency of the true sort depends upon it.

The third step was the application of the idea to public administrative offices. The best illustration of this was early found in the special library of the New York Public Service Commission. Numerous other similar departments have been established in the various state and city offices. To be sure, similar administrative libraries had been for a long time established in several of the departments at Washington, but in general those early departmental libraries at Washington were merely collections of books on the fields, gathered by the Department, and were not attempts to apply the idea as expressed in the definition which has been given in this paper. Since 1910, however, numerous federal departments have applied the special library idea in its fullness. The war, with its new demands, almost automatically created a score or more of special information bureaus and libraries. The next step, in Washington, at least, is co-ordination.

The fourth field of application is found in the realm of business. There were institutions such as the well-known library of

Stone & Webster and the Insurance Library Association of Boston which antedated the birth of the Special Libraries Association. Since that time, however, the extension has been truly marvelous. To-day practically every important business house, certainly all those which do not do their business by strict rule of thumb, have created a specialized department of information, statistics and printed material. Public utilities, banks, manufacturing concerns, bond houses, railroads, insurance companies and a host of others have found that it pays to know what the experience has been on a particular subject before they take any risks with it themselves.

Lastly, in the field of commerce a new era has dawned, particularly in foreign commerce. Prior to the breaking out of the European war we were to a large degree a provincial people; we did not seem to have much to do with abroad, at least not enough to compel us to know every angle of export business thoroughly. The war found us unprepared even with adequate information to meet the new responsibilities of world commerce which were thrust upon us. There were only two or three well-organized commercial libraries in the country, and these were quite inadequately manned. As a result of the war and the extension of business and the necessity of knowing all about a lot of things, a great many commercial libraries have sprung up in connection with business concerns and associations and in libraries of various kinds. The movement is just in its beginning, and we may expect an intense application of the special library idea to world commerce, as well as to domestic commerce.

There are other fields in which the special library idea has gone, but the five broad classifications which have been mentioned cover generally the most important phases of development. But it may be said in general that wherever there is a problem of government, of business, of finance, of manufacturing, of commerce, there the idea of knowing all there is to know about the problem is either prevailing now or must certainly prevail in the hands of men who think and who act upon information rather than upon rule of thumb.

What does this extension of the big idea mean? Simply this—it means that the great storehouses of knowledge which have been created throughout the ages and which are being added to daily by research and investigation shall find a means of making the knowledge which they possess articulate in every-day affairs. Instead of being hidden in the recesses of the general library, or instead of being scattered and uncollected, it will be focused upon the jobs which men perform and help in the solution of the problems which come

Undoubtedly one of the greatest problems of the time is to put the knowledge which we possess at work. Enough knowledge is stored up on the matter of public health to add several years to the lifetime of every citizen if it were only brought to bear at the right place and the right time. Enough knowledge of medicine is available to prevent a great part of sickness. Enough knowledge of agriculture is available to enlarge wonderfully the producing capacity of this country if it were made to function

with the farmer on the farm. Enough knowledge of business, commerce and finance is available to solve a great many of the biggest problems of the time of channels were opened up between the storehouses of information and the executives who control policies and to the men who carry them out. Enough knowledge is available of almost any subject to solve the problems of men and institutions if it were only passed around and made to help in doing the work of the world.

## Information Service for the Community Motion Picture Bureau

By PAUL F FOSTER

*Editor for Great Britain of the Community Motion Picture Bureau; formerly Editorial Librarian of The Youth's Companion*

The special library, or, better, the business library, has become an essential part of a modern business organization and has evolved in part from the small collection of books, catalogues, reports and various sources of information that the executive formerly kept in, on, or about his desk. As someone has already pointed out in *SPECIAL LIBRARIES*, the desk of the modern executive is very different from the cumbersome roll-top of twenty years ago. It is no longer a top-heavy structure stuffed full of papers, booklets and useless matter, but a flat-topped table with a drawer or two for personal stationery and writing materials. Letters and papers now go to the file clerk, and when the executive wishes anything he asks for it, for his mind should be free from petty distractions and relieved of the burden of remembering where this or that letter or clipping was tucked away some days or weeks ago.

This evolution of the executive's desk and the development of modern correspondence filing systems is now being paralleled in the evolution of the entire office and the establishment of the special library. The executive of a modern organization now sends all printed matter on to the library, confident that when he wants a certain report or article it will come back, probably accompanied by much additional suggestive information on the subject. Just as he now asks the file clerk for the letters from John Jones of three months back, he also requests the librarian to give him articles on the new railway to the Murman Coast, the report of the War Trade Board, or the Congressional Directory.

The business librarian, too, knows the office requirements and the special subjects that interest the executive and other officers and members of the staff. He therefore makes

sure that the office library receives every source of information of possible value to the organization—the newspapers, the trade and other weeklies and monthlies. He examines these periodicals and similar sources of information regularly and carefully, and sees that each suggestive item or article is placed before the executive, the editor, or other staff member who should see it, and that it is eventually placed in the library's growing vertical loose-leaf encyclopedia. The business library does not need to contain many books, but it should have the essential general reference books and every book that will be valuable in connection with the special scope of the organization.

Most important of all is the librarian himself or herself, for he or she must possess a thorough appreciation of the status, scope and policy of the organization he serves, and should have the capacity to comprehend and anticipate the trend of developments. He should be a gleaner and distributor of facts, the "eyes of the army." It seems to me that such an information centre would be invaluable to the Community Motion Picture Bureau, and that it would add greatly to the efficiency of the organization, for not only would it be the repository of a vast amount of information which is now scattered and unobtainable, but its head could render most important service to the executive departments and insure their receiving and considering any article and item that would be helpful or suggestive in the work of the Bureau.

The Bureau's business library should contain, of course, a good encyclopedia, a dictionary, atlases, maps, the most essential Government reports and directories, and certain other important reference books which I have enumerated in the list appended to this memorandum. It should also have every valuable

book, report and document relating to the subject of motion pictures from every point of view—technical, sociological, educational, etc. It would be well, also, to have as complete a collection as possible of books, pamphlets and other material on sociology, education, and such other subjects as the interests of the directors of the Bureau may suggest.

While the reference books referred to would form the foundation and nucleus of the library, its most important function and service would be the procuring, distribution and classification of the suggestive and valuable material to be found in magazines and newspapers. In these days most ideas of importance appear first in periodicals, and the ideal librarian can render immensely valuable service by covering this field and presenting these ideas as soon as they are broached.

The Bureau's business library therefore should have, first, the indexes to periodical literature, such as the *Reader's Guide*, its *Supplement*, and the *Index to The New York Times*. It should have all the good periodicals relating to the motion-picture industry, both American and foreign. It should have certain periodicals devoted to social betterment and community interests, such as the *Survey* and the *American City*, and also a few of the best general periodicals, such as the *Outlook*, the *Independent*, the *Literary Digest*, the *Review of Reviews*, and the *World's Work*. It would not need to subscribe for a very extensive list of the general magazines, however, for the librarian should be able to keep abreast of their contents through the indexes to periodicals, and it would be less expensive to purchase the comparatively few single issues that might contain occasional valuable material.

The librarian should obtain regularly the more important newspapers, for these often contain articles and brief items that have a vital relation to the interests of the Bureau. Their cartoons and epigrams will also be of direct value. One newspaper—*The New York Times*—should be kept on file for some months, for the *Index to the Times* will make its contents instantly accessible. Certain of the activities of the Bureau will also be helped greatly by various special periodicals. Thus the new slide service of the Bureau can obtain many good humorous and political cartoons and pictures of general interest from such foreign periodicals as the *Sketch*, *Tatler*, *Bystander*, *Punch*, *Sphere*, *Graphic*, *Illustrated London News*, *L'Illustration*, *Le Monde Illustré*, *Le Rire*, etc. The librarian should be able to find in these a great deal of pictorial material, and possible "slogans" as well, and an important part of his work would be to clip such material and pass it to the editor of still pictures for his approval. From the newspapers and many American periodicals, too, the librarian should obtain a wealth of such material for this same purpose.

Other departments of the Bureau could be well served by such magazines as *System*, *Business Methods*, *The Journal of Accountancy*, *Printers' Ink*, etc. These periodicals contain a great deal of suggestive material and should be placed in the hands of all who may find them useful. In fact, every periodical that contains any suggestive article should go to the executive or person whom it will help, and the librarian should affix to the cover of the periodical a printed slip bearing the name of the person interested and indicating the page on which such article appears. Furthermore, the library can help the whole organization by keeping in mind the needs and interests of the directors and divisions throughout the country, and whenever some article appears that might be helpful to these directors, the librarian should send them a circular letter calling their attention to it, or, if it is brief, and important enough, a typewritten copy.

I have given a brief and incomplete outline of the function and material of the ideal library for the Bureau as I conceive it. Now a word as to its scope. I believe that the library should include and co-ordinate all the records of the Bureau. It should be the repository, not only of the information of vital value to the Bureau, but of all its other records and files, excepting, of course, those of the Accounting Department. By other records I mean the correspondence and all card indexes and information regarding motion pictures; the new film library and the classified lists of special pictures of an educational nature.

The person who takes charge of the Bureau's library should be experienced in handling records and in co-ordinating information and should be the natural custodian and director of all this work, which has now grown by leaps and bounds to a point where it must be systematized. The person I have in mind should therefore have had training in library methods and office economy. Under him or her should be placed the file or correspondence clerk and the card record clerks. The whole subject of card records is so important that I shall try to treat it in a separate memorandum, but I believe that the wisest course will be to make the correspondence file and card records subdivisions of the library, where they can be managed by one responsible head who should be qualified to see that they are conducted in the most efficient way. It is probable, too, that the co-ordination of these divisions will save the services of a clerk or two, for when the organization is completed the file clerk and the card record clerks will undoubtedly be able to devote a part of their time to the routine work of the library. By access to the correspondence files the librarian will

gain much of the knowledge he will need to guide him in his efforts to assist the various executives.

The library, too, will be the natural depository for articles about the work of the Bureau. It should arrange these systematically, and control the material provided by the present clipping-bureau service and see that the Bureau provides the proper material. It should receive and file copies of important testimonials, whether complete letters or excerpts.

The location and the space allotted to the library are important factors and should be considered carefully with regard to the economy of motion. Personally I believe that the library should occupy as much floor space as the two rooms formerly occupied by the editor and the reviewers. Those two rooms, in fact, would be ideal for the library, leaving the correspondence files in their present location. Miss H— and her assistants, with the film library, are now in a most remote location and should be placed without delay in the same room with the library, if it is started, thus bringing all records and files as near as possible to the executive and the editor.

I shall not attempt to estimate the cost of such information service as I have outlined. The first cost need not be heavy and will depend upon the number of books that may be selected from the accompanying list and the comparatively small quantity of shelving and vertical files that will be needed. Nor need a very large amount be spent annually for periodicals, for this is to be a special, not a general library, so that the actual number of periodicals subscribed for will be limited. The cost, therefore, will be chiefly that of the salaries of the staff, and I can see no reason why the staff need be more than the librarian and a capable clerk, for, as I have intimated, if the correspondence files, the film library and the card records are made subdivisions of the library, the services of those employed in that work may be available for the comparatively small amount of routine work connected with the library itself. The co-ordination of these present divisions with the library would place them under the supervision of an expert and thus increase the efficiency of the whole organization.

The ideal librarian could be so valuable to the Bureau in numberless ways that I have no hesitation in recommending the establishment of such a department, compensable factor in the efficiency of the Bureau. Furthermore, if the Bureau establishes and develops this library it will pos-

sess the only adequate collection of information regarding motion pictures in existence, a collection that should become more and more valuable as time passes. The possession of this unique library of information on motion pictures and allied subjects should add greatly to the growing prestige of the Bureau, for such a library would soon become the recognized source of information for the initiated in the motion-picture industry, for those interested in the use of motion pictures in social betterment and education, and for many others as well.

If such a department is established, it is needless for me to say that I shall watch its development with the greatest interest and that I will do everything I can to promote its usefulness. Even if I am located temporarily or permanently far away from headquarters I shall consider myself an outpost of the intelligence service and shall always be on the watch for material that should gravitate to the Bureau's library after it has first reached those whom it will help the most.

#### A LIBRARY IN GUAM

Libraries are springing up in all parts of the world, but of special interest is the extension of the special library idea of Oceanica. Guam, the smallest of our possessions, can boast of at least one such library. This is connected with the Guam Agricultural Experiment Station and consists of over 2,000 bound books and 7,000 pamphlets, besides a large amount of other material.

Guam is 5,000 miles away from San Francisco, 1,500 miles from the Philippine Islands. It is therefore practically isolated. English is relatively unheard. Educational resources are meagre. This has necessitated the collection of a comprehensive library for the use of the Experiment Station.

The library is equipped with sectional bookcases enclosed in glass. This is necessary in Guam because of the mildew and insects which destroy bindings of books and even the books themselves.

The library is growing continually in spite of its isolation. The publications which it receives from agricultural institutions and other experiment stations come from all parts of the world. Like other agricultural experiment stations, that of Guam issues a report describing its work and its investigations.

*Edward D. Greenman.*



### LIST OF PAMPHLETS ON PRESENT-DAY QUESTIONS

#### Available at Small Cost

Compiled by EDNA B. GEARHART  
*Economics Division, New York Public Library*

#### ACCEPTANCES

**Acceptance Primer.** Foreign Trade Banking Corporation, 5 Wall Street, N. Y.

Aims to bring together some salient facts concerning the use of the standard form of paper known as the "Acceptance." What the acceptance is, how it is used and recommendations for its use as the ideal credit instrument are told in simple, non-technical language. Its advantages to the banker, seller and buyer and general advantages compared with the open book account, cash discount, and single name paper methods of conducting business transactions are described.

**A Trade Acceptance Review.** A reprint of an address by Lewis E. Pierson before the Chamber of Commerce of the United States

**Trade and Bank Acceptances.** Subject fully treated in this booklet. It describes both trade and bank acceptances and is very useful for the present day

#### COMMERCE

**Digest of the Bills of Lading Act.** Guaranty Trust Co., 140 Broadway, N. Y.

"The passage of the Pomerene Bill has transformed bills of lading from simple contracts of shipment to important negotiable instruments." A summary of the important features of the bill is given, also the jurisdiction of the law, the kinds of bills and the provisions which apply to the various kinds

**Foreign Market Reports.** National Bank of Commerce, 31 Nassau Street, N. Y.

This is a series of pamphlets reporting on foreign trade. 1st "United States and New Zealand," and discusses America's share of New Zealand's imports, value of New Zealand's imports and exports for 1915, 1916 and the first six months of 1917. What the United States sends to New Zealand, etc. 2nd. "The United States and the Philippine Islands." 3rd. "United States and the Union of South Africa."

The latter are similar to the first in contents. The third includes Area and Population, Harbors, etc.

**London Times Trade Supplement.** Published on the first Monday of every month 3s. per annum.

A magazine that treats commercial questions of present-day interest. In a recent issue some of the subjects were "Banking and Currency Problems," by Arthur Kitson; "Progress at the Port of London," and a "Special Australia and New Zealand Section." The latter includes statistics of animal and vegetable products, tariffs, income tax and "Transport Problems."

**The War and Its Effect on World Trade.**

Stephen H. Voorhees. An address before the twenty-fifth annual convention of the Virginia Bankers' Assoc. The National City Bank, N. Y.

Our commercial policy briefly contrasted with that of Germany; our commercial relation and opportunity with Latin America; our need of foreign banks; stabilization of the dollar, merchant marine, etc., as preparation for after the war.

#### ENGINEERING

**London Times Engineering Supplement.** Contains. 1st. General articles of present-day interest as munitions, fuel, co-operative research, etc.; 2nd, Societies' and Institutions' discussions of present-day questions, as, in an issue just seen, "Women in Munitions Work," "Concrete Ships," "Die Casting," etc.; 3rd, News of the month, 4th, Correspondence, and 5th, Reviews of technical books. (Published on the last Friday of every month; 3s per annum)

#### FINANCE

**Digest of the Federal Farm Loan Act.** Guaranty Trust Co., 140 Broadway, N. Y.

This booklet gives the purpose of the act, the administration including the members of the Board and its powers. Other captions run as follows: "National Farm Loan Associations," including organization, chartering, powers etc. Loans, Farm Loan Bonds, Farm Loan Commissioner, Exemption from Taxation, Disposition of Net Earnings.

#### FINANCIAL LITERATURE

**Investors' Book of Booklets.** Reviewed by the Bureau for the dissemination of financial literature to investors. Russel Law, 31 Nassau Street, N. Y. \$2.00 per year.

"A review of booklets, circulars and other printed matter on various financial sub-business, and also of conditions and prospects of individual companies, industries, railroads and public utilities."

## GASOLINE

**Recovery of Gasoline from Natural Gas by Compression and Refrigeration.** By W. P. Dykema (U. S. Mines Bur., Bul. 151), 123 p., pa. .25, '18, Supt. of Doc.

"This report treats of the compression and refrigeration process for the recovery of gasoline from natural gas from viewpoint of the practical engineer and business man. Conditions of actual operation and the equipment in use are cited and described so that operators and others interested can compare the variations in methods of treating natural gas for its gasoline content in the different fields and also the conditions encountered and the features that control the methods used."

## INDUSTRIALS

**American Can.** Maury, Rogers & Auchincloss, 61 Broadway, N. Y.

This booklet is an analysis of the American Can Co. It includes statements of earnings for 1917 and 1918

**The Future of the Motors.** Torrey & Co., 40 Wall Street, N. Y.

Treats the industry as a whole, and in addition takes up five leading motor companies. Analyses of the following companies and their stocks contain much information for investors. The companies are. General Motors, Willys-Overland, Studebaker, Chevrolet, Chandler Motors, Maxwell Motor. Under the captions "Special Factors Operating Against the Motors," "Tire Shortage," "Steel Shortage," "Government Stand on Steel," problems faced by companies engaged in the manufacture of motor cars are discussed. Takes up ordnance and aeroplane work and states that "Good-will losses in value through outside activities." The demand for motor trucks and the possibilities of truck production exceeding that of pleasure cars is treated, and the advantages starting now on the manufacture of truck pointed out

**Review of Drug and Chemical Trade.** An annual special supplement to *Oil, Paint and Drug Reporter*. Contains analyses of market conditions in every market ordinarily featured in the *Reporter*—together with a record of imports and exports for both the calendar and the fiscal years. A section of twenty pages is devoted to a series of industry studies. Contains a table of mineral products of the U. S., calendar years 1906-15.

## INVESTMENTS

**Genuine Investing.** J. A. Clark & Co. 120 Broadway, N. Y. Gives sound invest-

ing advices for the conservative investor. Testing a bond and different types of genuine investments are some of the topics discussed

**The Ten-Payment Plan.** E. M. Fuller & Co., 50 Broad Street, N. Y.

Of interest to anyone who saves consistently from \$5 a month upward. It outlines the Ten-payment Plan—a method of purchasing sound and substantial dividend-paying securities as a means of systematically acquiring an income

**The Part-Payment Plan of Purchasing Securities.** R. C. Megargel & Co., Pine St., N. Y.

Describes a plan for systematic saving and investing, making possible the acquisition of stocks and bonds on terms convenient to all.

## MINING

**Engineering and Mining Journal.** Annual statistical number. First published Jan. 6, 1917, as No. 1, Vol. 103

Gives markets, prices, companies with localities, production, etc. Yearly construction of mines (names of companies), stocks, dividends, data of world's mines (location, year, tons, profits).

**Smelter Statistics for 1916.** By W. R. Ingalls. (*Engineering and Mining Journal*, Vol. 104, July, 1917; pp 17-22.)

Includes figures on production, by states given in tons, also according to fuel used. A few figures on foreign production; zinc smelting capacity of the U. S.; imports and exports by quarters; consumption, etc. Published annually since 1894 and occasionally previous to that time. The figures contained vary in fullness and contents through the different years, the one listed being most complete.

**Metal Statistics.** Published by American Metal Market and Daily Iron and Steel Report, N. Y.

Annual publication, pocket size, of over 300 pages. Contents alternate first one page of advertisements, then one of tables. As name implies, booklet reviews metals in reconsumption, prices, production, exports and imports, index nos of steel, etc., etc

## MUNICIPAL STATISTICS

"Canadian Municipal Statistics," 1917 ed, is again published by Wood, Gundy & Co., Toronto. Bound in leather, 361 pages, it contains financial statements from practically all borrowing municipalities in Canada. A feature not in earlier editions is colored maps of the Dominion and the various Provinces

## OIL

**Bibliography of Petroleum and Allied Substances.** 1915. By E. H. Burroughs U. S. Mines Bur., Bul. 149), 147 pp., \$15. Supt. of Doc.

This bibliography is the first of a yearly series. "The references include only the more noteworthy writings that appeared during 1915 in both the U. S. and foreign countries. References are arranged by subject classification . . . which is offered as a guide for further study and classification of the pertinent literature."

**Oil and the War.** The Semi-Annual Oil Industry, Supplement, N. Y. *Evening Post*, August 31, 1918. This is the 3d Supplement.

"Will interpret the industry to the people of this country . . . removing baseless prejudice. The news-gathering facilities of the *Evening Post* are amplified by expert contributors who write on every phase of the subject—covering oil wells, oil exploration, financing, shipping, selling—the uses of oil in time of peace and war—articles analytical, scientific, commercial and general."

**Oil Storage Tanks and Reservoirs.** With a Brief Discussion of Losses of Oil in Storage and Methods of Prevention. By C. P. Bowie. (U. S. Mines Bur., Bul. 155). 76 pp. \$25. Supt. of Doc.

Treats the subject completely and thoroughly. Some things included are specifications for constructions of tanks, statistics of losses through storage, and lists of companies using concrete tanks.

**The Story of Oil.** Farson, Son & Co. 115 Broadway, N. Y.

This pamphlet tells of the importance of oil, gives a short history of its discovery and development, "Investment in the Industry," and "Possibilities of Expansion." The statistics included are "Crude Oil Production by Fields" and "World's Production of Petroleum," "Gasoline Extracted from Natural Gas and Sold," and "Price Range of Refined Products."

## RAILROADS

A. A. Housman & Co., 20 Broad St., N. Y.

**Opportunities in Reorganized Railroads.**

Reorganization between 1892-1898 described. Includes railroads now considered the most important and successful in the country.

## WAR BOARDS

**Personnel of War Industries Board and Functions of War Finance Corporation.** The American Exchange National Bank, 128 Broadway, N. Y.

## WAR LOANS

**Internal War Loans of Belligerent Countries.** Also consolidation loan of Spain and mobilization loans of Switzerland and Holland 1918. The National City Co., N. Y. 144 pp., 2 charts.

**United States Liberty Bond Interest table.** Tobey & Kirk, 25 Broad Street, N. Y.

Shows accrued interest on a \$1,000 Liberty Bond for any period from one day to six months, computed on a basis of 30 days to a month, 360 days to a year. Also shows the interest on \$1,000 bond should there be a future issue yielding 4½%. An analysis of the six Liberty Loan issues is also included, which gives the amounts authorized, issued and subscribed, date of issue, maturity, when redeemable, when interest is payable, conversion privilege, etc. etc.

The National War Labor Board has prepared a *Memorandum on the Eight-Hour Working Day* discussing experience with and recent applications of the shorter work-day.

The National Association of Manufacturers (30 Church Street, New York City) has published a new edition of its handbook of *Governmental Agencies Affecting Business*. This is designed to present briefly information relative to jurisdiction and activities of all such governmental agencies established since the outbreak of war, together with references to the laws under which they are conducted.

Bulletin 154 of the Riverside Public Library (Riverside, Cal.) is a bibliographical index of *National Hymns and Patriotic Airs* of the United States and of foreign countries.

*Chemical and Metallurgical Engineering.* in its issue of September 26th, has a bibliography of the literature on *Potash*.

*The Survey* for October 5th contains a supplement on *Workshop Committees*, to be elected by the employees within a plant and to serve as a means for collective bargaining with the management; *The Nation* of the same date issues a supplement devoted to politics and diplomacy.

It is of special interest to libraries collecting material on municipal affairs or sociological questions, that the French are taking the broad view in planning now for adequate reconstruction at the close of the war. How thorough-going these plans are appears in a reprint "The City-Planning Problems in the Reconstruction of French Towns,"—a recent article in *Landscape Architecture* by Theodora Kimball, librarian of the School of Landscape Architecture at Harvard University.

## The Follow-up System of the Bureau of Railway Economics

By ALFRED B. LINDSAY

Interested in anything relating to railway transportation, the Bureau of Railway Economics Library endeavors to gather available current publications by every possible method. In addition to securing important books and magazine articles, it is necessary to keep close watch for papers and addresses by railway officials and others before meetings of various societies, of reports submitted to railway technical associations and learned bodies, of legislation of the various state and Federal governments, of statements by those considered authorities in their respective fields, of bulletins, reports and other documents issued by the railway companies, and of all the hard-to-find but easy-to-lose literature of the day touching on railway affairs.

The general library seldom has the facilities for securing or caring for the six- or eight-page pamphlet containing a railway president's address before a local society on some phase of the transportation subject, either economic or technical. Nor can it trouble to index the reprints or abstracts of such an address as they appear in current periodicals. The Bureau of Railway Economics library must be advised of the appearance of such a pamphlet and takes measures to secure it promptly, making notations of all important reprints and abstracts.

When a state legislature passes a law requiring trains passing through the state to have windows supplied with screens, the Bureau must have a copy of the law long before it can be printed in the session laws. When Congress had under discussion the assumption as a Government function of the operation of the railways, it was not sufficient to wait until the law was enacted empowering the President to assume control, and then secure a copy. The bills as introduced by Senators and members of the House, with all amendments, the hearing and committee reports, the separately printed statements of witnesses before committees—all of these documents had to be made available to the Bureau staff as promptly as printed.

New books and the current numbers of railway periodicals must be found in the library at least by the time they are available at any other place. So with annual reports of railway companies and of the various Federal and state commissions having jurisdiction over the railways, and so with the bulletins and proceedings of organizations composed of railway workers. Current state railroad maps are also in constant demand, and the Bureau has a collection of thirty-two of these at the present time. In addition to con-

temporary literature there is much that is needed of the older material: reports, proceedings and other serials to complete the sets; documents and pamphlets of ancient vintage; maps, surveys and all sorts of publications that may be secured if it be known where and whom to ask.

Over two hundred newspapers and periodicals are currently received by the Bureau library. These furnish many opportunities for noting the appearance of material desired. The American Library Association *Book-lists*, the *Cumulative Book Index*, *Publishers' Weekly*, the book review sections of *The New York Times* and *New York Sun*, the *Readers' Guide*, *Engineering Index*—all such tools ordinarily found on any librarian's desk, readily call attention to the current books and magazine articles within the Bureau's scope which must be purchased promptly.

Federal and state documents are noted from the monthly catalogues issued by the Superintendent of Documents and by the Library of Congress. Current bills introduced and laws passed by the Congress and the state legislatures are regularly reported by circular letters of the Special Committee on the Relations of Railway Operation to Legislation, at Chicago, and the various committee reports and hearings in connection with these are secured from the committees in Washington and the state capitals. The proceedings of Congressional committees are followed through the daily papers, the *U. S. Official Bulletin* of the Committee on Public Information, and the new *Compendium of the War Congress* prepared by the Senate Document Room, the *Congressional Record* being read for notes of bills, reports and speeches. As the committee hearings are unnumbered documents and are not always printed, information concerning them must be secured from the committees themselves, frequently by personal visits to the Capitol. State legislative reports and documents when printed are also noted in the check lists secured from state librarians or legislative reference bureaus. Such documents are usually available as exchanges.

Through calls made at the offices of the United States Railroad Administration and through notices of appointments appearing in the *U. S. Official Bulletin*, the numerous orders, bulletins and circulars of this newly created organization and its divisions and departments are being secured for the library files. Many are discovered only by checking serial records as copies are received.

The daily papers of New York, Chicago, Philadelphia, Washington, and other railway centers serve to keep the Bureau informed on matters of interest to its staff, and through notes appearing in these columns are traced papers on railway topics before meetings of associations and gatherings of railway men. These are available usually upon request to the author, whose address, if not given with the note of his paper, may be found in the quarterly *Pocket List of Railroad Officials* published by the Railway Equipment and Publication Company in New York; the *Official Guide of the Railways*, published by the National Railway Publication Company, also in New York; the *Directories of Directors* in the cities of New York, Boston, Philadelphia and Pittsburgh; *Who's Who*, the *World Almanac*, or the telephone directories of the large cities. Abstracts of some of these papers on transportation subjects are occasionally to be found in the railway periodicals, though not usually in full, so that it is more desirable to have the separate pamphlet or even the typewritten copy. This also serves to bring together material in closer classification on the shelves. The notes of reprints and abstracts must be added to the catalogue entries of the separate pamphlet.

The *American Economic Review* regularly lists in its summer number the titles of theses submitted by candidates for doctorate degrees and during recent years transportation subjects have been favorites with these writers. Requests are directed to the authors in care of their universities, or the university library is frequently requested to send a copy of the thesis on exchange. Later, when the Library those not already secured are written for of Congress printed list of doctoral dissertations is published, the titles are checked and promptly

In common with many other libraries, the Bureau library receives proof sheets of printed cards from the Library of Congress. In addition to furnishing a guide for the purchase of necessary catalogue cards these slips bring to light much material not to be had through ordinary channels. The *Catalogue of Copyright Entries* is also checked for railway items, and many accessions have been received from requests prompted by these notes. This publication also serves to point out special articles in newspapers copyrighted separately which are printed in one paper only and ordinarily lost sight of entirely.

When an older item has been seen or a title noted but no copy of the item is in the library, there are several possible sources from which one may be secured. Where the author is known to be dead, search is made for some member of his family by following up notes in the *Biographical Directory of Railway Officials* or in *Who's Who*. A request is then made for copies of the items desired as well as any others by the same author that may be

available. Many valuable papers have been secured in this way, and new possibilities of locating additional material have been opened. One instance occurred where the son of a former railway official of national repute presented to the Bureau library a large number of very important and quite rare documents which the librarian had not seen at any other place, either library or book shop. The gentleman was himself a writer and also presented copies of his own pamphlets relating to railways, some of which had not come to the Bureau's attention.

If no one connected with the former writer may be found, however, a local library or historical society is approached in the hope that there may be discharged duplicate copies of the items desired, and these sources take care of most of the instances where such a letter has become necessary. And there is still left the book dealer in a local town who may be able to turn up a copy. The Bureau library has a long list of such dealers all over the country, with whom it maintains cordial relations and from whom it secures many items not to be had from other sources.

Regularly every week the *Commercial and Financial Chronicle* and the *Railway Age and Railway Review* are checked for notes of annual reports of railway companies and regulative commissions, as well as for issues of securities by the different companies. Copies of such annual reports as have not already been received—the companies and commissions usually having placed the Bureau's name on their mailing lists—are immediately requested, and at the same time files are checked and request made for missing reports previously issued. This correspondence is noted on the backs of serial record cards so as to minimize waste effort by duplication of requests and to make more automatic the accession of the serials. This practice also eliminates much space in correspondence files.

When older reports are not to be had from the general offices of the companies or commissions further letters are addressed to other officials who may have extra copies in their own files, or to state librarians who may have duplicate copies available for exchange. These various methods of accession bring within a comparatively small limit the number of such reports that have to be purchased.

New bond issues, or offerings of older securities of railways, as listed in the *Chronicle*, indicate a printed mortgage or indenture of lease underlying the issue offered. The Bureau is glad to have such documents and regularly requests the bond houses to send copies for the files. However, the more complete collections of such financial documents at the Pliny Fisk library at Princeton, and the libraries of Lee, Higginson & Company, the F. J. Linsman Company, the Guaranty Trust and the Bankers Trust Companies, and arrangements for borrowing through the inter-

library loan system, obviate the necessity of securing every such document for the Bureau. The list of railway mortgages being compiled in conjunction with several of those libraries also tends to lessen the number acquired, by making copies more accessible. Should the concern noted as offering the securities be unable to supply a copy of the mortgage requested, one or another of the libraries mentioned frequently can send one from its duplicates so that it is seldom necessary to go to the railway company whose bonds are listed. Reorganization plans and agreements, also regularly noted in the *Chronicle*, may be had upon request to the managers or the bondholders' committees, whose names are given with the note of the document.

By personal visit of the librarian, by the use of printed catalogues, and by correspondence, the Bureau has compiled a record of the railway contents of over a hundred libraries, which facilitates exchange of duplicates and at the same time emphasizes sources from which much material, especially serials, may be secured. Libraries possessing files of railway periodicals, or club proceedings, frequently have duplicates available for exchange, and many accessions are of course to be had in this manner.

State, public and special libraries are continually issuing bibliographies and reference lists, many of which include titles of interest to the Bureau, although the subject of the list may be entirely foreign to transportation. It is accordingly the custom to request any such list that may by any chance bring to light desirable material. A Western library issued a union catalogue of historical material in several libraries in the state, which was found to be largely made up of titles relating to the early history of the Pacific railways. A number of monthly bulletins issued by libraries are also regularly received and prove valuable sources of information on material which may readily be secured.

Callers at the Bureau have also told of much-sought-after reports and papers, and requests have been made to sources hinted at in conversation with these gentlemen. In this way corporate histories, engineer's reports, financial documents previously unknown have been added to the collection. For several years the librarian had been hoping to find a copy of a documentary history of a certain Western road, of which it was known that only fourteen copies had been printed. A railway official who happened to be working in the library for a few days all unsuspectingly mentioned that he knew Mr. X had two copies of that volume. That night a letter went to Mr. X, and within a week a valued accession was noted, much to the surprise of the gentleman who was responsible for the request. Another long-sought report on railways in a neighboring country was se-

cured among other interesting pamphlets from a former chief engineer of a transcontinental road whose name had been given the librarian in conversation, and who possessed a valuable collection of transportation literature.

In connection with searches for historical matter on individual railways Miss Hasse's *Indexes to Economic Material* in the documents of various states have proved invaluable. In a few cases where the state library has not been able to supply desired documents from among its extra copies, they have been borrowed for temporary use, and if not very extensive in character, photostat or type-written copies have been made.

Although the legal collections in the libraries of the Interstate Commerce Commission, the Congressional Law Library, and the Southern Railway Company are depended upon for the most part to supply the Bureau's needs for court and commission decisions and briefs in railway cases, much has been done to build up a workable collection in the Bureau. Subscription to *Public Utilities Reports Annotated* covers the field of current material, and commissions are requested to send copies of separate decisions in important cases. The American Telephone and Telegraph Company's *Commission Leaflets* and daily *Bulletin of Current Decisions* are additional sources of information in the same field. The opinions of the Interstate Commerce Commission are of course received regularly, and in cases involving the railways generally, the petitions and briefs filed by the attorneys named in the opinions are requested from counsel. In some instances visits to the Commission reveal the particular documents that have been printed and the address of counsel for the companies from whom they may be had. The briefs filed by the Commission and the Department of Justice in these cases and before the various courts are all listed in the *Monthly Catalogue of Public Documents* issued by the Superintendent of Documents at Washington, and they may ordinarily be had for the asking.

The Bureau has endeavored to include in its files bound sets of the general railway periodicals and "trade journals." The *Railway Age* with its several engineering monthlies, *Railway Review*, *Traffic World*, *Railway and Marine News*, *Railway Journal*, *International Railway Journal*, *Electric Railway Journal*, and similar general periodicals are currently received and cover the field of transportation interests in the United States. Railway affairs in other countries are followed in the *Railway Gazette* and *Railway News* in England, the *Canadian Railway and Marine World*, the *Journal des Transports* and *Revue Générale des Chemins de Fer*—the last named not issued since 1914—the *Archiv für Eisenbahnwesen* available until the entrance of the United States into the war,

the *Bulletin des Transports Internationaux par Chemins de Fer*, published by the Central Office at Berne; the *South African Railway Magazine*, the *Western Australia Railway Gazette*, the *Victorian Railways Institute Review*, and other magazines of similar character. Each one contains reference to others, and these in turn lead to new ones, and it is now felt that the Bureau files include practically all important railway periodicals, with a few exceptions in the more technical field.

There are also a large number of magazines and bulletins published by the individual railway companies for their employees or the public generally, files of which are secured from the issuing offices. The Bureau's subscription lists also include the organs of various railway clubs, associations and brotherhoods. Frequent articles in these journals give historical accounts of the companies and organizations, and old reports, time-tables, maps, and similar items are mentioned as being in the possession of officials who have been with the companies for many years. An attempt is made to trace these documents either through the officers or through librarians in various sections of the country.

In addition to securing periodicals covering the transportation industry, subscriptions are made to various economic journals—*American Economic Review*, *Journal of Political Economy*, *Annals of the American Academy of Political and Social Science*, *American Political Science Review*, *Proceedings of the Academy of Political Science*, *Statist*, *Revue Politique et Parlementaire*, *L'Economiste Français*, *Economic Journal*. These regularly include in their lists of new publications not only the new books, many of which are noted in the railway periodicals, but also the important articles in non-railway magazines which should be in the Bureau library and which are purchased. The regular list of titles of transportation articles which is printed in the *American Economic Review* is compiled by the Bureau of Railway Economics from its own subscriptions and from an examination each week of magazines on the news-stands.

Legal periodicals are also examined at the Interstate Commerce Commission library as one or another of the library staff has occasion to call at the offices of the Commission, and copies of those containing railway articles are purchased.

Lapses in subscriptions are prevented by means of metal signals carried on the serial record cards, giving the date of expiration of the subscription. Each month the record is checked for all subscriptions expiring within that month, and where arrangement for continuation has not already been made, renewals are entered; this prevents delay in the receipt of the next issue of the periodical.

Book-auction catalogues are also received regularly, and much material is secured through purchases at the sales. In this way copies of all but one—and that one so far as known exists only in typewritten form—of the documents relating to the discussion of leases between the Concord and Boston & Maine Railroads in 1887 have been acquired. Miss Hasse's document index states that only twenty sets of these documents were known to have been in existence.

By exchange relations established with many libraries in this country and in England, and by sending the Bulletins of the Bureau in exchange for periodicals, the library has acquired a fair proportion of its collection of books, pamphlets and periodicals without great expenditure. It has been the aim to eliminate useless requests for railway material, and much has been accomplished toward this end. Practice has shown the classes of items that are not printed, or that may be of a semi-confidential nature, and it is not difficult to remember individuals who consistently decline to answer requests. Fortunately there have been few of these.

The methods outlined are simply those that have justified themselves as the Bureau of Railway Economics library has developed.

#### LIKE A LAND OF DARKNESS

For years statistics have been printed about the illiteracy of certain portions of these United States, but "What are statistics among friends?" Nobody ever pays any attention to them. Now, however, our great national army has been gathered together and the real facts of illiteracy and general ignorance are being brought to the light of day. There are real "backwoods" people in the United States, even in such an enlightened state as New Jersey, for instance. An American Library Association camp librarian over there reports discovering a man who had never seen a railroad train or street car until drafted into the national army. From Georgia came another recruit who had never talked through a telephone.

Michigan, however, furnishes the classic story of the boy who couldn't tell the difference between French and German, either spoken or written. A sergeant with a too strong sense of humor taught the boy to say Good Morning in German, and told him it was French. The boy used his new learning on a young French army officer. The Frenchman didn't like it, naturally, and the recruit was hauled up before his superior officer.

Result—the recruit was quickly convinced that German was German and shouldn't be used around in that particular section of the army, and the sergeant was sent back to the ranks, a sadder but wiser private.

# Special Libraries

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## EDITORIALS

As we go to press, the Fourth Liberty Loan campaign is ushered in. No particular urging should be required to make our readers understand why to Buy a Bond. A country that is not worth fighting for is not worth living in. Our faith in the ideals, for the maintenance of which we entered the war; our belief in our armies and in ourselves is once more being put to the test, and is to be measured by the sacrifices we are willing to make. Put your iron men at the service of the Government. Buy a Bond. Don't wait until to-morrow. The war is being fought to-day.

The annual meeting of the Special Libraries Association at Saratoga Springs was significant in more than one respect. Those that were present, it is true, were not large in numbers, but the spirit which animated them will mark this meeting as one of the most successful. That spirit said that the Association had a definite task before it which it could not and had no desire to evade and that every effort should be made to co-operate with and further the war work of the American Library Association. Following the report of Chairman Johnston of the S. L. A. War Work Committee, the Association voted that its executive committee make a survey of the various special libraries, classify these by type, thereby dividing the Association into a group of harmonious, effective units animated by a common interest, and take such steps as might commend themselves to it toward bringing these groups and the proper governmental agencies together to the end that the special libraries may aid as far as possible in the solution of particular problems. Thus men at the front and in camp, on ship, in trench or in hospital will receive the benefits of the A. L. A. War Library Service, while governmental agencies, civil and military, will be assured the aid of special libraries.

This year marks the tenth anniversary of the formation of the Special Libraries Association. What has been accomplished since the first meeting at Bretton Woods in 1909 is told elsewhere by John A. Lapp, one of the organizers and for eight years editor of *SPECIAL LIBRARIES*. The Association however, is not looking toward the past but rather has its face toward the future.

That the special library has a place in our national economy is beyond question. The immediate and continually increasing formation of special libraries as definite departments of governmental war agencies as well as the rapid development in civil life shows that the special library is being regarded as a necessary adjunct to success in war as in peace. With the almost certain struggle for the capture of foreign markets in the after-war period, business men are certain to feel the need of accurate information easily, quickly and cheaply available of trained research workers with knowledge of library practice and method to supply such information. The special library idea will grow, but the opportunity will create a demand, and it is in this connection that the timely and admirable paper by Miss Hasse is well worth the attention of all librarians. Waterloo was won at Eton; the future of the library profession is in the hands of the library schools.



In the course of our professional experience in organizing special libraries we are often asked, particularly by younger librarians, how these libraries came into being and the forces to which they owe their inception. It is not always easy to answer this question in a satisfactory manner since the causes that impel the business men to establish libraries as part of their effective equipment may or may not apply in the field of public librarianship. An illustration of this having come to our notice, we have fortunately been able to prevail upon the individual responsible to make his ideas available to our readers.

After several weeks of work in the Editorial Department of the Community Motion Picture Bureau of New York City, Mr. Paul P. Foster, formerly editorial librarian of *The Youth's Companion* began to see the necessity for a closer organization in the card records maintained in several of the offices of this Bureau. Owing to his previous experience as an editorial librarian he also felt the need of a reference book collection together with a librarian in charge who should answer the many questions which are usually passed around from person to person in such a staff as the Bureau had developed. The executives of the Bureau undoubtedly felt something lacking in their organization, but the library was not recognized as the essential means of attaining the desired results.

Mr. Foster saw the opportunity of writing a brief for the library idea. He did this, presenting his views to the President, Vice-President and Editor of the Bureau, with the result that he was authorized to secure assistance in organizing such a department. The brief was well prepared and makes a strong case for the office library. It is printed elsewhere, being made public for the first time. We recommend it to your attention.

It is the purpose of the editors to print each month a list of books on a particular subject which ought to be on the shelves of every public library and which are recommended for purchase by the special library interested in but not devoted to the particular subject. These books are chosen by a specialist who knows their value. They are not recommended by the editorial staff nor by the individual selecting them as the *best* books but rather as a suggestive list of better books in the field, which will be found to cover the subject adequately, although only in its more salient aspects. A list on concrete is elsewhere printed; a list on chem-

istry will follow next month. Other lists covering important fields will follow in subsequent issues.

The allied war service campaign is scheduled for next month. The American Library Association is one of the organizations which is to help raise and which will share in the fund of \$170,000,000 that is needed.

The A. L. A. allotment is three and a half million dollars, and as members of the library profession it is our duty to take an active part in the campaign to raise this sum. Regional and local campaign directors are being selected, but it is hardly possible for each of these to seek out and invite each librarian individually to aid them in this work. Let the initiative, therefore, rest with us. Let us find out who our local directors are, get in touch with them, learn what there is to be done that each of us can do, and then offer our services. Working together, each contributing his maximum effort, we can accomplish what may otherwise appear a Herculean task.

What are we doing to prepare ourselves for the after-war tasks which will face us individually and collectively? The war is effecting momentous change daily, is giving rise to new problems and is introducing factors which sometimes cut to the very core of the pre-war order. Do we know and realize what has been and what is being done? Do we know how the war is affecting our industry, how it is affecting the general field in which our special library activity progresses? Are we looking ahead? Vast problems of readjustment confront us. Are we preparing ourselves for the tasks of the morrow? If we have vision we will begin and get busy to-day. Genius is nothing but an aptitude for hard work. The successful man, while attempting to master his problems of the day, tries to gauge the forces which are operating to create his problems of the future. He who is prepared does not have to wait for opportunities, he makes them.

"The Utilization of the Data of the Automobile Industry Through a Bureau of Information," by Ernest A. Savage, librarian, of Coventry, England, has been issued by the Institution of Automobile Engineers, 16 p. It treats of collecting and dissembling data on the automobile industry with a plea for co-ordination and a central information bureau of scientific, industrial and commercial research. Instances of American results along special library lines are cited as the Philadelphia Commercial Museum Library, United Engineering Societies Library, etc.

### A LIBRARY FOR STUDENTS OF BUSINESS

DOROTHEA C. SCHMIDT, University of Chicago,  
School of Commerce and Administration.

In universities offering training for business the problem of supplementing the class work with library material requires much thought.

Naturally, the first consideration is given to a judicious selection of books published upon the various phases of the subject. Books relating to commercial subjects, although of recent date, have been found inadequate to supply the student with the latest facts and statistics upon many of the subjects that he needs to investigate. Nor do the indices to periodical literature meet the demands made upon him.

In order to meet this need, the School of Commerce and Administration of the University of Chicago began two years ago the collection of ephemeral material. The collection has been given a thorough test and has proven that a vertical file has its place in the university library just as much as it has in the business library.

The library of the School of Commerce and Administration is a specialized type of the business library. It serves the prospective business man in practically the same capacity as the business library serves the man who has already entered upon his career. Because it serves the business man of tomorrow it is highly essential that it should prove its worth to him as a student and teach him where to look for material and how to make intelligent use of such material after he has left the university.

Besides a file of ephemeral material consisting of pamphlets, clippings, reports, bulletins, etc., this library has organized a large collection of specimen material to supplement the courses in advertising. The file is an alphabetical one, arranged by firm name. Each folder includes promotion material of a miscellaneous character, such as, clipped advertisements from many sources, mailing-cards, folders, slips, sales letters, letter-heads and envelopes used by the firm, advertising booklets, etc. This material enables the student to study the various mediums used by a company and also by its competitors and gives to him a knowledge of successful methods employed in the marketing of the particular product in which he is interested.

The file of advertising matter is further augmented by a collection of approximately 900 house organs. A large collection of trade journals, approximately 250, gives the student further access to up-to-date trade literature. It is aimed to have this collection representative of all trades dealing with products which are studied in the various courses. All house organs and trade journals which are not bound, are clipped so that the useful information contained therein will not be lost.

An analytical subject card index has become a very useful addition to the library equipment. It contains a card index to important references in *Printers' Ink* and analytical references to articles of importance which are indexed neither in periodical indices nor in the large and extensive catalogue of the Harper Memorial Library.

Our two years of experience have shown us the vast possibilities of a specialized library of this type. A bureau of business research and a commercial museum are two phases of the development of this idea. The former has been under consideration for some time, and although no direct effort has been made to develop the latter, materials for a museum are already accumulating.

### STATEMENT OF THE OWNERSHIP, MANAGEMENT, CIRCULATION, ETC., REQUIRED BY THE ACT OF CONGRESS OF AUGUST 24, 1912,

Of "Special Libraries," published monthly except July and August, at New York, N. Y., for April 1, 1918, State of New York, County of New York, ss.

Before me, a Notary Public, in and for the State and county aforesaid, personally appeared Richard P. Ettinger, who, having been duly sworn according to law, deposes and says that he is the President of Prentice-Hall, Inc., Publishers of Special Libraries, and that the following is, to the best of his knowledge and belief, a true statement of the ownership, management, etc., of the aforesaid publication for the date shown in the above caption required by the Act of August 24, 1912, embodied in section 443, Postal Laws and Regulations, to wit:

1. That the names and addresses of the publisher, editor, managing editor, and business managers are: Publisher, Prentice-Hall, Inc., New York City, 70 Fifth Avenue, Editor, Ralph L. Power, Boston, Mass., 525 Boylston Street, Managing Editor none, Business Managers, none.

2. That the owners are: Prentice-Hall, Inc. (Corporation); Stockholders owning 1 per cent. or more of the total amount of stock, Charles W. Gerstenberg, 29 Waverly Place, New York, N. Y.; Richard P. Ettinger, 32 Waverly Place, New York, N. Y.

3. That the known bondholders, mortgages, and other security holders owning or holding 1 per cent. or more of total amount of bonds, mortgages or other securities are: None.

4. That the two paragraphs next above, giving the names of the owners, stockholders, and security holders, if any, contain not only the list of stockholders and security holders as they appear upon the books of the company, but also, in cases where the stockholders or security holder appears upon the books of the company as trustee or in any other fiduciary relation, the name of the person or corporation for whom such trustee is acting, is given; also that the said two paragraphs contain statements embracing affiant's full knowledge and belief as to the circumstances and conditions under which stockholders and security holders who do not appear upon the books of the company as trustees, hold stock and securities in a capacity other than that of a bona fide owner, and this affiant has no reason to believe that any other person, association, or corporation has any interest direct or indirect in the said stock, bonds, or other securities than as so stated by him.

RICHARD P. ETTINGER, Pres.,  
Prentice-Hall, Inc., Publishers

Sworn to and subscribed before me this 1st day of April, 1918  
(seal) MARY UTLEY,  
My Commission expires March 30, 1920

## Searchlights

### A Short Annotated Bibliography of Their Design and Their Use in Peace and War

Prepared by MR. HENRY E. HAFERKORN

*Librarian, Engineer School, Washington Barracks, D. C.*

- 1 Ayrton, Mrs. H. The electric arc  
London, 1902  
Contents.—i. The appearance of the arc. ii A short history of the arc. iii "Striking" the arc and sudden variations of current. iv. Curves for P. P. D. and current with constant length of arc. and for P. D. and length of arc with constant current v. Area of crater rations Variations of P. D. with diameters of coned carbons Constant current-resistance curves. Constant P. D. curves. vi The equation for P. D., current, and length of arc, with solid carbons and its application to the results of earlier experiments. vii. The P. D. between each carbon and the arc, and the fall of potential through the arc. viii. Relations between E. M. F. of generator, resistance in series with arc, P. D., current and length of arc with solid carbons. ix The power efficiency of the arc and the resistance needed in series with it. x. Hissing arcs xi The light and luminous efficiency of the arc. xii. The mechanism of the arc. Its true resistance. Has it a large back E. M. F.? The reason for the different effects of solid and cored carbons. Appendix: Apparent area of disc viewed from any distance Our method of estimating brilliancy of a source of light Assumptions made in photometry. Mean spherical candle power and total light. Measurement of either by means of Rousseau's figures Why area of polar light curve cannot measure either candle and gas shadow experiments Supplementary list of original communications.
- 2 Bell, Louis The art of illumination  
2d edition thoroughly revised, enlarged and reset N. Y., 1912
- 3 \*Breton, Gaston. Les projecteurs de campagne Manuel technique et tactique a l'usage des chefs d'equipe et des officiers observateurs Janvier, 1917 Paris, H. C. Lavauzelle (1917) 379 pp., illus diagrs., etc. 19cm.
- 4 \*Gage, S. H. Optic projection By Simon Henry and Henry Phelps Gage. N. Y., 1914.  
Principles, installation and use of the magic lantern, projection microscope, reflecting lantern, moving picture machine.
5. General Electric Co, Schenectady, N. Y. Instruction book no. 8413, 60-in. Electric control, form "N" 2 projector, July, 1910 Reprinted with corrections by the Engineer Depot, Washington Barracks, D. C., Jan., 1915 Washington Barracks, D. C., 1915
6. Illuminating Engineering Society, N. Y. Illuminating engineering practice. Lectures on illuminating engineering delivered at the University of Pennsylvania, Phila., Sept. 20 to 28, 1916, under the joint auspices of the University and the Illuminating Engineering Society, N. Y., 1917. ES 24426  
Light projection its applications. E. J. Edwards and H. H. Magdick, pp. 21-252 Bibliography, pp. 250-252
7. Nerz, F. Searchlights; their theory, construction and application. Trans. by Chas. Rodgers. London, 1907.
8. Rey, Jean De la portee des projecteurs de lumiere electrique Paris, 1915.  
The same, translated, under title: The range of electric searchlight projectors. Trans. by J. H. Johnson, N. Y., 1917.
9. Steinmetz, Chas. Porteus Radiation, light and illumination. By C. P. Steinmetz. Compiled and edited by J. LeR. Hayden 2d edition; corrected, N. Y., 1910
10. Ardery, Edward D. Lighting in the army Illuminating Engineering Society, N. Y., v. 11, no. 7, 1916, pp. 664-667.  
This paper deals with the application of various illuminants to the unusual demands of the army. The factors which govern the selection of the candle, gasoline torch, gas and electric lamp for the specific need of camp life or battle maneuvers are outlined. Special significance is given to the necessary lighting of certain parts of artillery and coast defense guns, together with auxiliary range-finding instruments etc.  
The paper concludes with a review of the functions of the searchlight as used in the army.
- 11 Ayrton, H. Conditions determining the candle-power and steadiness of large current arcs for searchlights. Illuminating Engineer, Lond., v. viii., Feb., 1915, pp. 78-81

12. Baird, C. W. Searchlights. C. W. Baird and Edw. P. Noyes (J. U. S. Art.), Jan.-Feb., 1917. 9,460 words, 1 half tone, 2 diagrs.  
This article consists of extracts from a thesis prepared at the United States Coast Artillery School.
13. Benford, F. A., Jr. Parabolic mirror; with discussion Illuminating Engineering Society, N. Y., v. x, no. 9, 1915, pp. 905-931. Diagrs.
14. Blondel, A. Method for determining the range of searchlights. Illuminating Engineer, Lond., v. vii, Feb., pp. 85-90. April, 1915, pp. 153-159.
15. Calfas, P. Les projecteurs electriques (Revue generale des sciences pures et appliquees, Paris. Sept. 15-30, 1915 4,000 words. Illus.  
Describes the various types and gives a short history of the Searchlight  
A series of engineering lectures delivered at Union College.  
Contents—i. Nature and different forms of radiation. ii. Relation of bodies to radiation. iii. Physiological effects of radiation. v. Temperature radiation. vi. Luminescence. vii. Flames as illuminants. viii. Arc lamps and arc lighting. ix. Measurement of light and radiation. x. Light flux and distribution. xi. Light intensity and illumination. xii. Illumination and illuminating engineering. xiii. Physiological problems of illuminating engineering.  
"Intensity of searchlight beam," p. 234.
17. Chilas, R. B., Jr. Searchlight carbons (J. U. S. Art.), March-April, 1916; 860 words  
Exhaustive trials have been made with the object to determine the type of carbon giving the best illumination, and also to ascertain the conditions under which the best results can be obtained  
Both plain and cored carbons were experimented with, and complete specifications are given for the carbons required for the 60-in., the 36-in., the 30-in., and the 24-in searchlight.
18. Cresap, Logan. The searchlight, and the principles involved in its construction and use. By Logan Cresap, Lieut U. S. Navy (Am. Society of Naval Engineers, Wash., Journal), v. xxv, no. 4, Nov., 1913, pp. 650-684. 11 diagrs., 8,000 words  
Contents—The production and quality of light in an arc. The carbon arc and some of its characteristics. The distribution and utilization of the light in a searchlight. Power supply (constant potential). Power supply (constant current). Carbons. Notes on the operation of searchlights.  
"Books consulted," p. 684.
19. Crowley, J. F. Searchlights; the more usual electrical systems of operation Illuminating Engineer, London, v. e, April, 1915, pp. 159-160
20. Cutter flood-lighting projector (Electrical Review, Chic.), March 16, 1918, p. 488. Illus. (Elect. World), March 16, 1918, p. 594
21. Dantin, Ch. Projecteur electrique de l'armee francaise (Le Genie Civil), v. 56, no. 24, 16 avril, 1910, pp. 461-464, incl illus., diagrs. plate (fold.).
22. Dawley, E. J. Searchlights and other night illuminants applicable for the use of the field artillery. (Field Artillery Journal), July-Sept., 1916; 9,330 words
23. Day, M. W. Electricity in marine work. (General Electric Review), v. xviii, June, 1915, pp. 509-511.
24. Di Tonto, F. Cenno sull' impiego dei proiettori ed dei proietti illuminanti nella guerra campale. Del F. Di Tonto, capitano del genio (Rivista di artiglieria), Aprile, 1916, pp. 5-21  
Contents—Premesse. Stazioni fotoelettriche. Caratteristiche dei proiettori. Funzione del personale d'osservazione. Azione dei proiettori. Impiego dei proiettori nella difensiva. Impiego dei proiettori nell' offensiva. Impiego dei proiettori assegnati agli avamposti. Impiego di proiettori in guerra coloniali. Modo di comportarsi dell' attaccante sotto il tascio dei proiettori della

#### Abbreviations Used

- A. W. C.—Army War College Library, Wash Barracks, D. C.  
Engi.—The Engineer, London.  
Eng.—Engineering, London  
E. S.—Engineering School Library  
J. U. S. Art.—Journal U. S. Artillery, Fort Monroe, Va.  
L. C.—Library of Congress.  
Prof. M.—Professional Memoirs, Corps of Engineers (etc)  
R. U. S. I. J.—Royal United Service Institution Journal, London.  
Sci. Am.—Scientific American, N. Y.  
Sci. Am. S.—Scientific American Supplement, N. Y.  
St. Bur.—U. S. Bureau of Standards, Washington, D. C.

#### Periodicals

16. Casciani, Clements. Projectiles illuminantes y el combate nocturno (Revista Militar, Buenos Aires), v. xvi, No. 291, April, 1917, pp. 282-298; Outline figs., A. W. C. Monthly List, Sept., 1917, item no. 278.  
Treats on "Star shells."

- difesa Proietti illuminanti e loro impiego Vulnerabilita dei proiettori  
A translation of this paper was published under the title. Notes on the employment of searchlights and luminous projectiles in land warfare. Capt Di Tonto. Trans by Comdr R. H. Keate (R.U.S.I.J.), Nov., 1916 4,220 words
- 25 Edison-La France searchlight Municipal Journal, N. Y.), April 19, 1917, p 573.
  - 26 Electricity in the war. (Electrical Review, Chic.), July 10, 1915. pp. 76-78 Illus
  27. Electricity to mark aerial trial routes. (Elect World), Sept 1, 1917, p 442.
  - 28 Ellis, W. E. Control of searchlights by visual signals Col W. E. Ellis (J.U.S. Art) Sept-Dec., 1917 400 words.
  - 29 Experimenting with searchlights (Sci Am S.), July 10, 1915, p. 23.
  30. First military use of searchlights. (Prof M) no 43, Jan.-Feb., 1917 500 words.
  - 31 \*Gelhoff, Georg Die Wiener scheinwerfer konkurrenz. (Automobil. rundschau, Berlin), May 15, 1914. 3,300 words  
This is a report on the competitive searchlight contest of the Imperial Automobile Club.
  - 32 Gibson, A. Device for giving an image of searchlight arc in full size outside of the searchlight drum. Capt. A. Gibson (J.U.S. Art), Nov.-Dec., 1916, 600 words. Illus  
Reviewed in the International Military Digest Sept., 1917, p. 531.
  - 33 Gibson, A. The Sperry searchlight Capt. A. Gibson (J.U.S. Art.), July-Aug. 1916 1,990 words 1 half-tone. 6 diags.
  34. Government needs men for searchlight regiment. (Electrical Review, Chic.), Jan 19, 1918 620 words; 1 half-tone. The same (Elect World), Jan. 19, 1918. 620 words. 1 half-tone
  - 35 Gradenwitz, A. Lighthouses for aerial navigator. (Sci. Am.), v 110, May 16, 1914, p. 41. Illus.
  - 36 Harrison, H. T. Efficiency of projectors and reflectors. Illuminating Engineer, Lond., v ex, July, 1916. pp. 223-224
  37. Haydock, Roger Military searchlights Lieut. R. Haydock, E.O.R.C. (Prof. M.), v x., no. 50, March-April, 1918. pp. 261-267 7 half-tones.
  - 38 Hibben, Sam G. Characteristics and testing of war searchlamps Lieut. Sam. G. Hibben (Electrical World), Sept. 1, 1917, p. 419-421. 1881 words, 4 half-tones, 4 charts.  
Editorial in same number under the title The searchlight in practice, p. 386.  
Sizes of electrodes for different diameter projectors Relation of focal length to diameter of mirror, difficulties in measuring beam candle-power and other points of interest.
  - 39 High-intensity searchlight for government purposes. (Elect. World), Sept. 23, 1916. 1224 words. 3 half-tones; 1 diagr.
  - 40 Johnson, J. H. Modern electric searchlight projectors i (Engi), Sept 15, 1916. 4,340 words; 6 diags.; ii Sept. 22, 1916 2,890 words, 5 half-tones; iii. Oct 6, 1916. 2,390 words, 12 half-tones.  
An abstract of the first part of this paper in: (J.U.S. Art.), Nov.-Dec., 1916; 760 words, 3 half-tones.
  41. Judson, H. C. Advance base searchlights Major Howard C. Judson, U.S. M.C. The Marine Gazette, Wash., D C., v. 2, no. 4, Dec., 1917; pp 309-25, incl. diags., 1 plate (2 figs.); 8,000 words.  
See review of this paper in: International Military Digest. Feb., 1918, p. 94.
  42. Knowlton, Chas. O. Naval and military searchlights. (Am Machinist), June 21, 1917, pp. 1057-1060. Illus. diags.
  43. Kuldell, R. C. An example of practice in battlefield illumination in America. (Prof M.), Nov.-Dec., 1917 3,528 words, 1 diagr.
  - 44 Ledger, P. G. Searchlights; some notes on their scientific development and practical applications; with discussion Illuminating Engineer, London, v. 8, Feb., 1915; pp. 53-76. Illus., diags.
  45. Lineman's non-electric and electric searchlights. (Electric Railway Journal, N. Y.), v. xl., March 15, 1915, p. 472.
  - 46 McDowell, C. S. Illumination in the Navy, Illuminating Engineering Society, N. Y., v. xi., no. 5, 1916, pp. 573-582. Discussion, v. xi., no. 5 1916 pp 582-587.  
An abstract of this article in: Illuminating Engineer, Lond., v. ix., Sept., 1916, pp. 281-283.
  47. McDowell, C. S. Searchlights, American Institute of Electrical Engineers, N. Y. Transactions, v. xxxiv., part 1, pp 363-385, incl diags., tables, 1 plate (9 figs) With discussion.  
Abstract of paper "Searchlights have remained practically the same for the past 20 years. although there is great necessity of an improved searchlight on account of the increased range of torpedoes and increased speed of torpedo boats.

The constituent parts of a searchlight are given in the paper, and some of the essential and desirable features of the various parts are shown. Methods of testing searchlight mirrors are given, with illustrative figures.

The results of tests conducted on Navy standard 36-in. and 60-in. searchlights and Beck 44-in. searchlight show the latter type to be much more efficient in illuminating distant objects. Relative results are shown in the figures.

48. Motor searchlights with the British-French forces (Elect. Review, Chic.), Aug 7 1915 p 239
49. New developments in the projection of light Illuminating Engineering Society, N. Y. Transactions, v 10, p. 38
50. New searchlight for use with dry cells (Elect. Review, Chic.), July 31, 1915, p 209. Illus
51. Night Exercises. (Memorial de caballeria), Oct., 1917; 4,000 words, 1 sketch  
In: Army Service Schools Library.  
For review see International Military Digest, Feb., 1918, p. 92.
52. Non-glaring hand lamp which throws a beam 500 feet long (Sci. Am.), Jan. 26, 1918 p 92 Illus., diagrs
53. Orange, J. A. Photometric methods in connection with magic lantern and moving picture outfits, and a simple method of studying the intrinsic brilliancy of projection sources. (General Electric Review), v 19, no. 5, May, 1916, pp 404-405, diagrs
54. Orange J. A. (Practical limitations in the projection of light. (General Electric Review), July, 1917. 4,116 words, 1 half-tone.
55. Pinelli, E. I proiettori di luce elettrica nella difesa costiera. E. Pinelli, tenente di vascello. Rivista Marittima. Roma anno xxvii. primo trimestre Gennaio, 1894. pp. 81-94. 1 col. plate with 3 figs.  
Contents—Generalita. Necessita di avere varie categorie di proiettori. Proiettori per difesa di sbarramenti. Proiettori di esplorazione e di tiro Curva di visibilita. Scelta della localita dove stabilire una stazione foto-elettrica. Modo di usare i proiettori nella difesa costiera.
56. Pinelli, E. Searchlights on board modern war vessels. Trans. from the Italian of Captain E. Pinelli, by P. Smiles, Esq., R.N. (R.U.S.I.), v. lvii., part 2, Dec., 1913, pp. 1658-1662.
57. Pinelli, E. Searchlights on board modern war vessels. Trans. by P. Smiles, R.N., with discussion by Lieut Logan

Cresap, U. S. Navy. (Am. Soc. Naval Engineers Wash.), Journal, v. xxvii., Feb., 1914, pp 196-205.

From: Journal of the Royal United Service Institution, London.

58. \*Porter, L. C. Photometric measurements of projectors (Lighting Journal), v. 4, p 7.
59. Porter, L. C. Portable searchlights for fire departments L. C. Porter and P. S. Bailey. (General Electric Review), v. xviii., Dec. 1915, pp. 1144-1145. Illus.
60. Le projecteur Sperry. (La Nature, Paris). 25 nov., 1916, p. 352; 1 half-tone
61. Les projecteurs de campagne allemands (La Nature, Paris), v xliii., 2<sup>e</sup> sem. no 2201, Dec. 15, 1915; pp 383-384 2 half-tones  
Illustrations.—Fig. 1 Vue du projecteur rabattu sur son affut: C, demi-cercles; B, rouleaux s' encastrant dans les demi-cercles pour maintenir la fourche telescopique lorsqu'elle est dressée; A, Râteau de commande de la fourche. Fig 2. Vue du projecteur, la fourche telescopique en position de montée.  
Describes the construction of searchlights captured from the Germans in the battles of the Champagne, by the French. The apparatus is portable, so is the generator for current. A very important feature is the telescopic system of mounting the projector The iris-diaphragm is controlled by means of two flexible metallic cables
62. Les projecteurs dans la guerre sur la terra. (La Nature, Paris), v xliii., 1<sup>er</sup> sem., no. 2170. 1 mai, 1915, pp 281-284 5 half-tones. Signed "X."  
Illustrations—Fig. 1 Projecteur monte sur un mat extensible. Fig. 2. Un transport automobile de projecteur. Fig. 3 Chariot automobile transportant un projecteur. Fig. 4. Projecteur ariente verticalement pour fouiller le ciel. Fig. 5 Un projecteur russe.  
The above paper shows construction, transportation and operation of French (Messrs Barbier, Benard and Turenne) and Russian searchlight equipment
63. Rose, S. L. E. Photometric test of flood lighting projectors (General Electric Review), Sept., 1917. 768 words, half-tones, 5 tables, 4 diagrs.
64. Searchlamp mounted on truck for British navy. (Elect. World), v. 65, May 15, 1915, p. 1262. Illus.
65. Search-lamp with vapor-cooled electrodes (Elect. World), v. 64, July 25, 1914, pp. 181-182; illus  
Description of a new type of a searchlight under test by the U. S

- Navy. The electrodes are much smaller than normal, and both current-density and temperature much higher. The electrodes are surrounded by alcohol-vapor, which keeps them cool. Tests show that the arc is about six times more efficient than that of the ordinary type
66. Searchlight automobile for the Italian army (Sci. Am.), v. 113, Sept. 25, 1915, p. 273. Illus
  67. Searchlight projectors. (Illuminating Engineer, London), v. 9, Nov., 1916, pp. 354-355. Illus.
  68. Searchlights and the visibility of distant objects (Sci. Am. S.), Aug. 7, 1915, p. 87.
  69. Searchlights in war. (Sci. Am. S.), Jan. 29, 1916, p. 69. Illus.
  70. Searchlights; their scientific development and practical applications. Illuminating Engineer, London, v. 3, Feb., 1915, pp. 41-43.
  71. Signaling to and from aircraft by means of miniature searchlights. (Sci. Am.), Sept. 29, 1917. 160 words; illus.
- For review of this article see: International Military Digest, Nov., 1917, p. 636.
72. Sperry high-intensity searchlight for govt purposes. (Elect. World), Sept. 23, 1916, pp. 611-612. Illus., diagrs.  
An abstract of this paper in: Illuminating Engineer, London, v. 9, Nov., 1916, p. 340.
  73. The Sperry searchlamp. (Elect. World), Dec., 1916, p. 1159; Dec. 16, 1916, p. 1208.
  74. The Sperry searchlight. (Eng.), Sept. 1, 1916. 1,080 words.
  75. Trotter, A. P. Practical and theoretical notes on projectors. Illuminating Engineer, Lond., v. viii, Feb., 1915, pp. 82-84.
  76. Unusual lighting effects at night pageant (Elect Review, Chic.), v. 67, Aug. 21, 1915, pp. 332-334. Illus.
  77. Waidner, C. W. On the temperature of the arc. C. W. Waidner and G. R. Burgess. In: U S Bureau of Standards, Bulletin, v. 1, no. 1, Nov., 1904, pp. 10-124, incl. tables.

#### TO OUR MEMBERSHIP

The change of administration in any organization affords an opportunity for looking backward, as well as forward.

Your new President is undoubtedly favored with the unusual background which comes from years of service as Secretary-Treasurer of this Association, but those were days of beginning and construction only. The Association is now coming into its own, and its fortunes can no longer be guided by a select few. We have, without warning (as it were), passed from a time when a small gathering around the dinner table could solve the problems of this organization. The Association from now forward must stand or fall upon the loyal support of its members everywhere.

The ideas which are to be crystallized into action must originate in the minds of our members broadcast. While the word "co-operation" has been oftentimes abused, and it may be necessary to find some new term to express what we mean, still there must be a common drive of the concentrated effort of everyone to put this Association in its rightful place.

Send ideas, therefore, to your Executive Officers.

Let the initiative rest with you rather than with them.

In times of unending change, such as we

are witnessing to-day, this Association has boundless power for accomplishing things, such as it never possessed before. We can rise to unexpected heights if we but will. New Special Libraries are springing up everywhere. New opportunities for service are being presented, such as were never dreamed of before. You must enlist the support, active, not passive, of every Special Librarian with whom you come in contact. Let local groups or chapters enjoy your hearty co-operation. In no better way can your magazine be built up than through the use of papers presented at just such meetings as will come from local organizations.

The Editor and his associates are but a few; they alone, by the very nature of things, cannot produce the best possible publication, although they may reflect faithfully the composite attitude of many Special Librarians. You can make the paper a tremendous success by furnishing to them your cordial and hearty support, meeting unfailingly their requests for articles, bibliographies, etc.

Let us then all put our shoulders to the wheel in one effort to make the year 1918-1919 a year of unprecedented recognition and accomplishment.

(Guy Marion.)

## PERSONAL NOTES

Miss Harriet Ames has left the Connecticut Normal School Library to become assistant librarian of the Rockefeller Institute of Medical Research in New York.

Mr. Thomas P. Ayer has been appointed librarian of the Federal Trade Commission vice C. C. Houghton, who has been made assistant to the chief economist

Miss Ina Clement, formerly with the American Bankers' Association Library, has been appointed cataloguer at the Municipal Reference Branch, New York Public Library.

Miss N. Mignon Fisher, N. Y. State Library School, '18, has been appointed librarian and supervisor of the files of the Willamette Iron and Steel Works, Portland, Ore

Miss Alice J. Gates, former assistant librarian of the Bankers Trust Company in New York, has secured a similar position with the Engineering Societies Library.

Miss Mabel L. Hammond, for thirteen years private secretary to the general manager and assistant at the Glens Falls Fire Insurance Company, has been appointed librarian of the Fire Underwriters' Association of the Northwest to succeed Miss Abbie Gantz

Mr. Daniel N. Handy, librarian of the Insurance Library Association of Boston, is in charge of the camp library at Camp Dix, New Jersey. He has obtained two months' leave of absence.

Miss Caroline A. Huling, in charge of the cataloging and indexing of the Library of the Fire Underwriters' Association of the Northwest has resigned so as to resume literary work. Miss Huling was at one time editor of "The Book Seller" and has contributed to trade and scientific periodicals

Miss Ethel M. Johnson, librarian of the Women's Educational and Industrial Union has accepted a secretarial position in Boston, as the Union has arranged to unite the library with the book shop for children. Miss Johnson organized the Special Library on Women in Industry in 1910, and has been in charge eight years. The new arrangement goes into effect the first of September of the present year.

Mr. John A. Lapp is Director of Investigations for the Commission on Health Insurance and Old Age Pensions in Ohio

Mr. Guy Marion is busily engaged in organizing a library for the Community Motion Picture Bureau in New York and managing his farm in Woburn, Mass

Miss Johanna L. Olschewsky is with the Red Cross Institute for Crippled and Disabled Men, New York City

Miss Marie K. Pidgeon, N. Y. State Library School, '16, has joined the indexing and cataloging staff in the office of the Quartermaster General, Washington.

Miss Joanna G. Strange, of the Economics Division, New York Public Library, widely known to and with many friends among special librarians, died August 24, 1918.

Mr. Kenneth Walker, librarian of the New Jersey Zinc Company is now in the national service.

Miss Florence M. Walker, New York State Library School, '18, has been appointed Chief of the Industrial Arts Department of the Seattle Public Library, Washington

Miss Grace E. Winton, librarian of the B. F. Goodrich Co., Akron, Ohio, has resigned her post to become librarian of the Cass Technical High School at Detroit, Mich.

An excellent example of the modern specialized library in the United States is that of the United States Bureau of Mines at Washington. The system consists of a main library at Washington and branches at Ithaca, N. Y.; Pittsburgh, Pa.; Urbana, Ill.; Golden, Col.; Salt Lake City, Utah; Tucson, Ariz.; San Francisco and Berkeley, Cal. The collection numbers about 20,000 volumes, besides government and state reports and statistical documents. Each branch has its own collection of books, pamphlets and periodicals needed at the experiment stations where engineers and mining experts are conducting investigations. The use of the government franking privilege permits an extensive interchange between the branches



## USEFUL THINGS IN PRINT

*The Guaranty News* of March, 1918, contains a two page description of the work of the Guaranty Trust Company's Reference Library by Miss Rose Mestre

An article entitled, "Making the Library Serve Your Purpose," published in the March, 1918, *Journal of the American Society of Mechanical Engineers*, describes in a general way the special library research work carried on by the Library of the United Engineering Societies. The methods employed in one particularly difficult question are explained at length to illustrate the skill required of technical reference librarians

The Merchants' Association of N. Y. has published "Increased Employment of Women in Industry" and "Readjustment and Operation of Industry in England since 1914"

"The A-B-C of Sanitary House Drainage" is a 19 page booklet by Dr. William Paul Gerhard, Consulting Engineer. Beside the description fixtures and their proper arrangement, the pamphlet contains about twenty illustrations of kitchen, laundry and bathroom furnishings and diagrams showing convenient arrangement. The pamphlet may be procured from the Trenton Potteries Co., Trenton, N. J. 20 cents

*The Commercial Library* is the title of two pamphlets issued by the Glasgow Corporation Public Libraries and describing a recently organized division of the public library system similar in scope and purpose to what are usually called in this country "business branches." The Glasgow Commercial Library was opened on November 4, 1916, in the centre of the business zone with the idea of being directly serviceable to the commercial interests of the city. "It has become increasingly evident," says Mr. S. A. Pitt, the City Librarian, "that our future industrial and commercial welfare depends upon our recognition of greatly altered conditions [after the war], which demand a reorganization of methods and the adaptation of facilities to enable business firms to profit freely by the altered circumstances."

J. T. Jennings, Reference Librarian, Iowa State College Library, contributes to *School and Society* of February 9th an interesting article entitled "Plea for advanced instruction in library summer schools."

"Librarianship," with its great possibility for service," says Mr. Jennings, "must not be allowed to become a blind alley; and one of the first doors to be opened should be that of the school for advanced professional instruction"

## SPECIAL LIBRARY METHODS

One concern classifies practically everything in its library under the Dewey Decimal system. This classification, widely used in public libraries, groups the material by subject. A number stands for each general subject, and these numbers are divided and redivided into 9 sub-classes, numbered by the digits 1 to 9. For example, the number 600 takes everything concerning the useful arts; under that class one of the divisions is 650, which takes commerce; and 650, with its 10 headings up to and including 659, takes everything on the functions of business

All of the books on the subject of advertising, say, are grouped together under 658, on one shelf, or in a bookcase, from left to right of the shelf. Employees are encouraged to roam through the library at will.

One concern, which happens to have employees in every state, finds it especially important to index its books carefully. A man in its home office, where the books are kept, may of course go directly to the shelves and find what he wants; but the man who is miles away must depend for his selections upon the catalog which the librarian sends him.

The books are classified under the Dewey Decimal system, already described. Each book is indexed in three ways: by author, on blue cards; by title, on yellow cards; and by subject, on white cards. There is also a numerical card, to correspond with the classification number. Subject, title, and author cards are filed together, in alphabetical order

When the yearly catalog is made up the information from these cards is typed on a sheet in the order in which the cards are arranged; and then printed in booklet form. Each employee receives a copy of the booklet, from which he may make his selections. But after the librarian sends him the catalog, she does not wait for him to select. Here's the plan.

The books, for example, are arranged under a numerical classification. Each book is given an "accession" number. Thus the first book purchased, "Relative Merit of Advertisements. Strong," bears the number 1, the thirty-fourth arrival, "Printing in Relation to Art French," is 34. Once a book is numbered, it is classified in a group according to the topic covered. Naturally the classifications in this concern relate principally to printing and binding, but there are also classes for the main functions of business—advertising, collections, correspondence, and selling.

Effective though this simple method is for a small library, like this one, in concerns where the collections number 500 volumes or more, and where there are also catalogs, and the like, the need is generally felt for a more comprehensive method—usually justified by its ease of expansion and its ability to take care of many different kinds of material.

### WHAT LIBRARY WAR SERVICE MEANS

The Library War Service of the American Library Association was completely organized within a few months after the entrance of the United States into the world war. Within a few days after a state of war was declared the president of the association appointed a War Service Committee which made its first report at the annual conference of the association in June. At that time arrangements were made with the Commission on Training Camp Activities to give the American Library Association full responsibility for providing library facilities in all army camps and cantonments and in naval stations.

Government recognition of the plan was given when the Secretary of War appointed ten widely known men and women to aid in a drive for funds to extend the public library system to all men in the service. A million dollars was asked for, and the public response was \$500,000 in excess of the sum requested. In addition nearly 200,000 books were donated.

In October, 1917, Dr. Herbert Putnam, Librarian of Congress, took over the control and direction of the War Service, and from that time on the headquarters of the work has been in the Library of Congress.

In the year and a half of Library War Service the Association can point to the following accomplishments: It has built and put into operation 41 library buildings. Of these, 36 were built out of a fund supplied by the Carnegie Corporation, one was donated by a friend who prefers to remain anonymous, and three were constructed by the Navy Department. Forty-three large camp libraries have been established, and books have been supplied to 143 hospitals and Red Cross houses; 315 small library camps and posts, and 406 naval marine stations have been equipped with book collections; 1,547 library branches and stations have been placed in Y. M. C. A. and Knights of Columbus barracks and mess halls; 243 librarians have been loaned to the war service.

The purchase and collecting of books for the fighting men goes on uninterruptedly. So far 560,271 books, mostly technical, have been purchased by the Association, and 198,267 of these have been sent overseas. The total number of books transported to the men abroad is in excess of 1,000,000. It is difficult to estimate the number of gift books, largely recreational in character, in circulation in the camps, transports, naval stations and warships, because the number is increasing so rapidly. Certainly more than 3,500,000 of the books are at the disposal of the American Army and Navy.

### BOOK REVIEWS

**Guide to the Use of United States Government Publications.** By Edith E. Clarke. The F. W. Faxon Co., Boston, Mass., 1918. 308 pages.

This book deals with a difficult subject in a scientific and informative manner. It is expository rather than descriptive, is devoted to documents of the Federal Government only, and has for its prime consideration utility. For this reason it is practical and prefers the tried method to theory. As a working manual and guide for the student, the cataloguer and the reference worker this book should be valuable. In another edition it would gain from a more logical arrangement of the material, and from a greater elucidation and emphasis on the uses to the reference worker of the varied and valuable information in Government publications. The author was Chief of Cataloging in the Office of the Superintendent of Documents, 1896-1898; Compiler of the Monthly Catalogs, of the Document Catalog, Volumes 1-2, and of the Document Index, Volume 1, and has been a lecturer at Syracuse University Library School.

**The Motor Truck as an Aid to Profits.** By S. V. Norton. A. W. Shaw Co., Chicago, Ill. 1918. 509 pages. \$7.50 net.

Teeming with helpful information as to operation, use and maintenance of the motor truck, this book, by the manager of the Truck Tire Sales Department of the B. F. Goodrich Rubber Co., fills a definite need. Facts and figures are preferred to opinions; the book abounds in suggestions for economy and scientific management in loading, routing, scheduling and planning delivery systems, in cutting costs and increasing profits.

**The Real Colonel House.** By Arthur D. H. Smith. George H. Doran Co., New York, 1918. 306 pages. \$1.50.

This is the story of a man in whom the American public has been vitally interested and of whom little has been known. A "man of mystery," the "Texas sphinx," is here interpreted intimately—the Colonel looming up dramatically against the background of domestic and foreign politics and politicians and obstacles and problems of all sorts. The author, who has known Colonel House for several years, gives an intimate account of him and helps to explain his relationship with President Wilson.

**"The Military and Naval Recognition Book"**—a handbook on the organization, insignia of rank, and customs of the service of the world's important armies and navies. By J. W. Bunkley, N. Y., Van Nostrand Co., 1917, 224 p., illus. \$1 net.

This volume is all that the title signifies. It describes the various insignia of all branches of the service. Reasonably complete up to the first of December, containing the most recent changes.

**"Efficiency Methods."** By M. and A. D. McKillop, New York, Van Nostrand, 1917, illus. 215 p., \$1.50.

An English work on efficiency, scientific management, and so forth, written more particularly for use in Great Britain. The writer mentions many important American books on the subject, and his treatment is logical and somewhat similar to other texts on the same subject.

**"Camp Devens"** described and photographed by Roger Batchelder, Boston, Small, Maynard and Co., 1918, 96 p.

A series of photographs authorized by the Committee on Public Information, the War Department, and Camp Devens officials. The history of the camp is included with a remarkable series of photographs, each one of which is described in a page of reading matter. Beginning with the drafted men going to camp and all through the instruction and trench work, the volume is unusually interesting to every one, and especially to those who have been to Ayer.

**"Building Your Business by Mail."**—By William G. Clifford, Chicago, 1914, 448 p., illus. Order through the Addressograph Co., Chicago, at the cost of publishing, \$1.00.

A book that is full of ideas for the business man but especially the advertiser, with emphasis on mail order advertising. It gives hints for different lines of commercial establishments, suggestions for house organs, and ways to obtain and handle lists of prospects. Although undoubtedly written with the products of the Addressograph Company in view, this volume is not filled with material from their viewpoint alone. A dollar's worth and more in the book.

**"Machine-Gun Practice and Tactics,"** for N. C. O's and Men." By K. B. McKellar, New York, Macmillan, 1918, 1917, drawings, 165 p., 17 c. m., 90c.

A handy pocket volume for men of machine-gun units by a Canadian officer. Includes night, overhead, and indirect fire; trench work, organization, etc.

**"Church Advertising—Its Why and How."** Compiled by W. B. Ashley, Lippincott and Company, Philadelphia, 1917, 200 p., \$1.00 net.

This explains: How to Prepare Advertising Copy, Make Special Sunday Night Attractions, Why the World Needs Our Goods, Making Religious Information Appetizing, Advertising to Fill a Church, Securing Money for Publicity, Advertising the Sunday School, etc. This volume is compiled from the church advertising section of the 1916 convention of the Associated Advertising Club of the World.

**"The Science and Practice of Photography."** By John R. Roebuck, New York, D. Appleton and Co., illustrations, 298 pages, \$2.00 net.

This volume covers thoroughly the entire elementary ground of photography. It takes up the Gelatine Triplet Plate, Latent Images, Negative Defects, Lenses, etc. A laboratory manual is also included, with suggestions for actual laboratory experiments. The material throughout is very well condensed and is yet in an interesting form. Illustrations include colored plates and small drawings.

**"Pictures of War Work in America."** By Joseph Pennell, Philadelphia, Lippincott, 1918, \$2.00.

A volume of pictures illustrating activities in connection with the War, similar to the author's other books on pictures of other countries. Notes accompany each illustration and the volume is interleaved.

**"Fanny Herself."** By Edna Ferber, New York, F. A. Stokes Company, 1917, 323 p., \$1.40.

A new novel by the author of *Emma McChesney* and Company. "Caught by the glamor of big business, she plays for high stakes. But under the tide of her commercial triumph there flows a suppressed current of human sympathies which cannot finally be denied." A love story, romance and "big business" seem wholly unrelated to each other. And yet in Miss Ferber's new book we find all three skilfully blended. Worth reading for amusement but not for a business-reference library. A good book for a welfare library.

**"The Concrete House and Its Construction"** By Morris Sloan, Philadelphia, 1912, illus. 224 pages, at \$1.00 (he ordered by Portland Cement Association). This volume treats the subject of concrete construction as applied to house. Contains good index, good drawing and photographs.

**"Library Ideals."** By Henry E. Legler, Chicago, Open Court Publishing Co., 1918, 78 pages, \$1.50.

**Sewing and Textiles.** By Annabell Turner. D. Appleton & Co., New York, 1918. 246 pages. \$1.75 net.

A handbook of instruction in the details of various kinds of plain sewing, darning, patching etc., for purposes of self-instruction and teaching of school children. A study of materials is also given and easy methods of testing quality and detecting defects are explained; this practical information it is deemed will be helpful in purchasing cloth. The language is clear and the development simple; the author is Instructor in Home Economics in the University of Wisconsin.

**How to Compile a Catalog.** By C. G. Wasson. Tienen-Dart Printing Co., Kansas City, Mo., 1915. 95 pages.

The author, who has been engaged for several years in the preparation of catalogs for purposes of advertising and salesmanship, gives in detail the processes in preparing a catalog—compiling copy, selecting illustrations, arranging material, presswork, etc.—with much sound advice resulting from practical experience. A book for the business library where catalogs are used or compiled.

**Reconstruction After the War.** Being the Journal of the National Institute of Social Sciences, Volume IV. F. W. Faxon Co., Boston, Mass., 1918. 242 pages. \$1.75

Addresses by a number of eminent speakers on physical, economic and educational reconstruction delivered at the January, 1918, meeting of the National Institute of Social Sciences. While our Allies have been giving much attention to reconstruction and readjustment in the after-war period, America has just begun to be interested in this great task. Only second to the winning of the war itself will be the rebuilding of our institutions and reconstruction of our national life. The National Institute of Social Sciences has done well to devote its attention to reconstruction in America. The book, valuable in many respects, suffers like most volumes of its kind in that the addresses together lack unity, and while covering the field in general, do complete justice to no particular phase

**From Baseball to Boches.** By H. C. Witwer. Small, Maynard & Co., Boston, Mass., 1918. 366 pages. \$1.35.

One of the most humorous productions of war literature, this book is worth a place in every camp library. A Yankee going over to France to "assassinate the Germans" meets everything short of the Kaiser

himself, and writes of it all to his friend Joe in a cheerful, stimulating manner that is a sure cure for the blues.

**Women Wanted.** By Mabel P. Potter. George H. Doran, New York, 1918. 384 pages. \$1.50.

A vivid first-hand account of the feminist movement in the United States and abroad, of women's work in war time, and of the great to-morrow of equality and opportunity. The book is a record of accomplishment, of privation and heroism, of woman's contribution in industry, commerce, the professions in Government halls and on the battlefield. A book essentially for those who are looking forward to a new and better day.

#### SUGGESTED LISTS OF BOOKS ON CONCRETE

The following list of books and pamphlets on concrete suitable for the general or special library are suggested by the Librarian of the Portland Cement Company of Chicago, Ill. Miss Day, possessed of the true library spirit, writes us that she will be glad to advise and aid those interested in material on concrete

**Concrete for the Farm and in the Shop.** By H. C. Campbell. Norman W. Henley Publishing Co., New York. 75c

**Practical Concrete Work for the School and Home.** By H. C. Campbell and W. F. Beyer. Published by authors 824 N. Ridgeland Ave. Oak Park, Ill. \$1.50

**Concrete Pottery and Garden Furniture.** By R. C. Davison. Munn & Co., New York. \$1.50

**Farm Concrete.** Ekblaw, K. J. T. Macmillan Co., New York. \$1.75.  
Portland Cement Association:

**Concrete Facts About Concrete Roads.** Pamphlet free.

**Concrete Highway Bridges.** Pamphlet free.

**Concrete in the Country.** Pamphlet free.  
**Fundamentals of Reinforced Concrete Design.** Pamphlet free.

**Proportioning Concrete Mixtures and Mixing and Placing Concrete.** Pamphlet free

**(The) Concrete House and Its Construction.** By Sloan, M. M. Portland Cement Association 65c

**Treatise on Concrete Plain and Reinforced.** By F. W. Taylor and S. E. Thompson. John Wiley & Son, New York. \$5.00.  
\*These books may be purchased for \$10.00, allowing for the customary library discount