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Business Libraries of Detroit

BY GRACE E. WINTON

Cass Technical High School Library, Detroit, Michigan

Detroit affords the special librarian an interesting field for study as its marvellous industrial growth offers unlimited possibilities for the growth of business libraries. It is true that the number of these is smaller than might well be expected, and that some of the best known firms are as yet without well organized library departments. However, there is found here an interest and an appreciation of the benefits to be derived from them which promises future expansion. In a number of the leading companies are men, who, realizing the value of the private business library as a private secretary of the entire concern, will ultimately build up collections to meet their needs, and when the many world famous businesses are supplied with complete facilities, Detroit will become a center for special libraries ranking well with the longer established groups in the east. Such a development seems inevitable in the coming concentration of all agencies to meet the great problems pressing in from all sides upon industry in this period of reconstruction and expansion.

The services of the Detroit Public Library at the disposal of the business men of the city through the Technology and Civics Reference Departments and the interesting Board of Commerce Library may explain in part the rather slow development of the private libraries. It is an indisputable fact, nevertheless, that no matter how excellent such service may be it cannot possibly be as effective as that to be enjoyed by each company in research work done by its own library staff to whom the interests of the company would be of paramount interest.

The workingmen are well supplied with reading material as at many of the factories are stations of the Public Library. These are kept open during the noon-hour and in some cases for longer periods, with attendants sent from the main library in charge. The circulation of these stations shows that considerable technical reading is done by the workmen.

Descriptions of the private industrial libraries the writer has had the privilege of visiting are given below. In every instance the most gracious courtesy and assistance in preparing this material have been accorded.

The Board of Commerce Library, mentioned above, is a branch of the Public Library housed in the Board of Commerce building. It was established in January, 1918, and is a center for information on business, industrial, and municipal subjects for the members of the Board and others in search of such material. The work is broad in scope and all possible assistance is given inquirers through mail and telephone service as well as general reference help at the library.

A permanent loan of about 2,500 books from the Public Library is placed there, and is supplemented by temporary collections on special subjects as the needs arise. A large collection of pamphlets is classified and shelved, and a clipping file is kept. This is arranged by subject in folders, in which the U-Filem strips are used to advantage. A number of expansions of the Dewey Decimal System and other classifications of the classes dealing with business material are to be found of which the following are of interest: An expansion of the D. D. System, 371.4—Vocational Education, prepared by the librarian, Miss Christine H. Haller; Industrial Service, Tentative classification, prepared by J. D. Hackett, 2 East 23rd Street, New York City; and Classification of Scientific Management, "The functional index," prepared by Boyd Fisher. An interesting feature is a collection of forms from the departments of the Detroit firms. Much

attention is given to making lists of all sorts on Detroit activities.

The Burroughs Adding Machine Company has a collection of 1,000 books on general business subjects which is used by the executives and office force for reference and general reading. The leading trade journals are taken and circulated among the offices but are neither bound nor clipped by the library. There is no librarian in charge of this collection, altho a card list of the books has been prepared by secretaries of Mr. W. E. Leever, Executive Secretary of the company under whose jurisdiction the library is in operation. Mr. Leever has also gathered an interesting collection of plans from architectural magazines, pamphlets, and other miscellaneous material which is not, however, in general use. Mr. Leever is a book-lover and also an appreciator of the utilitarian value of the literature of business who realizes the aid given an organization by a live, working company library, and will undoubtedly develop an efficient library.

The Ford Motor Company has a technical library in connection with the chemical laboratories, where, in addition to material on technical matters are some books on general industrial subjects. The chemical and leading trade journals are available for reading in the library. No regular librarian is employed but a member of the laboratory staff supervises the collection.

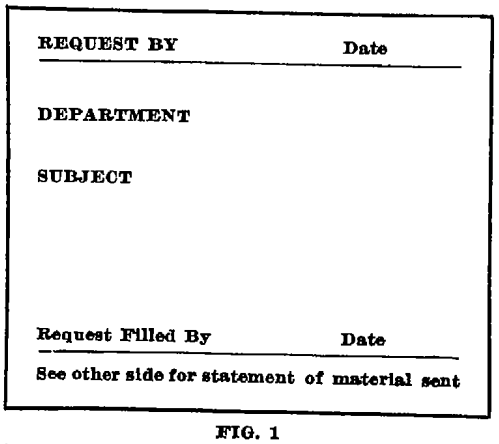
The station of the Public Library in the factory is strategically placed near the Pay Office. It was established about a year ago at the suggestion of Mr. F. E. Searle, head of the Ford Trade School, and was intended primarily to supply the boys of the school with imaginative and inspirational reading. It has proved of great value to the workmen and supplies them with much technical material which reacts beneficially in the efficiency of the readers.

The Charles A. Strelinger Company has an important collection of trade catalogues, systematically arranged and thoroughly indexed by firm name and article. Especially designed drawers with wooden fronts and metal sides are used in filing the catalogues of ordinary size, and they make for marked economy in space and weight. These drawers are manufactured by W. C. Haller, Montpelier, Ohio.

The Detroit Edison Company maintains one of the leading libraries from the standpoint of resources, staff, and efficient, aggressive service. An account of its aims and methods, by Miss Maud A. Carabin, librarian, to be found in *Special Libraries* for October, 1916, is so comprehensive that detailed description here is unnecessary, and would be inadequate. Two features of its work, inaugurated since the publication of the article are here noted, quoting Miss Carabin:

"*Request blanks* are made out and turned over to the librarian immediately upon the receipt of every request which comes to the library by telephone or departmental mail, regardless of its nature—copies of journals, requests to be placed on circulation lists for journals, or discontinuance of same, books, technical file data, catalogs, addresses, information on specific subjects, and the like. In the case of requests made by application in person at the library, the patron is referred to the librarian in all matters which presuppose familiarity with the resources of the library material. The librarian then assigns the fulfillment of the request to an assistant, most suitably adapted by reason of his particular duties and experience, to a prompt execution of the request. Blanks which represent requests capable of immediate fulfillment by an assistant, or which require research on the part of the library executive are held on the librarian's desk until filled. These requests are then approved as completed and filed according to the patron's name. Those requests which must wait upon correspondence, such as catalogs, purchase of a book, etc., are filed in a follow-up file, and return automatically to the librarian's desk at a suitable date.

"This procedure makes for directness in serving patrons, provides them with the most expert service the library affords, and keeps the librarian informed in detail of the minute business of the library with a minimum expenditure of effort. In addition to all these ends, this method constitutes one of the many subtle means which a librarian must employ for observing the ever-changing trend in the interests of patrons.


REQUEST BY Date

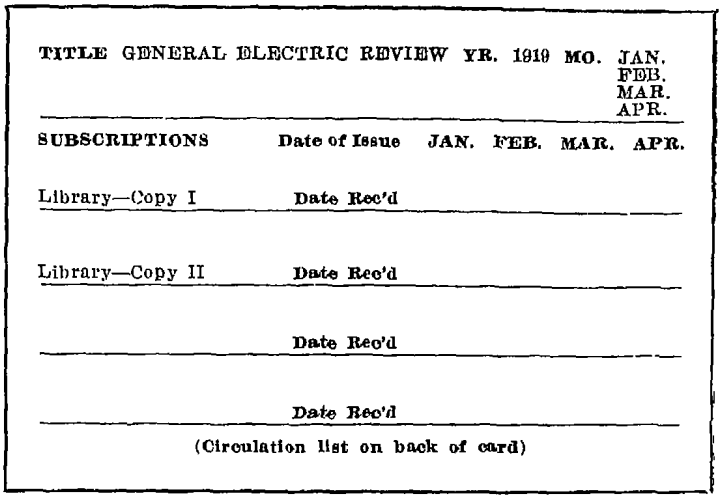
DEPARTMENT

SUBJECT

Request Filled By Date

See other side for statement of material sent

FIG. 1
Request blank used by the Detroit Edison Co. Library.



TITLE GENERAL ELECTRIC REVIEW YR. 1919 MO. JAN. FEB. MAR. APR.

SUBSCRIPTIONS Date of Issue JAN. FEB. MAR. APR.

Library—Copy I Date Rec'd

Library—Copy II Date Rec'd

Date Rec'd

Date Rec'd

(Circulation list on back of card)

FIG. 2—(a)
Periodical circulation card of the Detroit Edison Co. Library (Front).

"*Periodicals.* Practically all subscriptions to current periodicals are placed thru the company library, which holds itself responsible for renewing same without burden to the various departments, for regularity in the receipt of journals, and approval of invoices for payment of subscriptions.

"The card used for the charging in and out of journals is appended. It is adapted to journals of quarterly, monthly, or weekly publication, and is designed to carry compact information, without undue demands upon space. * * * * The annual circulation list of journals is conservatively estimated at 15,000."

The Parke, Davis and Company scientific library consists of about 9,500 books, 300 journals and a large number of reprints on subjects relating to Bacteriology, Chemistry, Physiology, General and Veterinary Medicine, Parasitology and Botany. The division of the volumes by subject and important titles in each group as follows: Bacteriology, 300 volumes,—Kolle and Wassermann's Handbuch der path. Mikroorganismen, Besson's Bacteriology, Nuttall and Graham-Smith's Bacteriology of Diphtheria, Hiss and Zinsser's Bacteriology; General Medicine, 500 volumes,—Osler's Modern Medicine, Forchimer's Therapeusis of Internal Diseases, Index Catalogue of the Library of the Surgeon General's Office of the U. S. Army, Northnagel's Encyclopaedia of Practical Medicine; Physiology,—Hawk's Practical Physiological Chemistry, Mathew's Physiological Chemistry, Howell's Physiology, Bayliss' Principles of General Physiology, Luciani's Human Physiology; Chemistry, 500 volumes,—Allen's Commercial Organic Analysis, Biochemischen Handlexikon, Richter's Organic and Inorganic Chemistry; Botany, 2,000 volumes,—Flora Braziliensis, Curtis's Botanical Magazine, Engler and Prantl's Pflanzenfamilien. The bound journals include all the leading American and foreign publication among the more important of which may be noted Comptes Rendus de la Academie des Sciences, Comtes Rendus de la Societe Biologie, Annales de la Institut Pasteur, Bulletin de la Institut Pasteur, Zeitschrift f. Physiologische Chemie, Berliner Klin. Wochenschrift, Duet. Med. Wochenschrift, Baumgarten's Pathogenic Mikroorganismen, Klinischen Jahrbuch, London Lancet, Journal of Bacteriology and Pathology, Journal of Physiology, Journal of American Veterinary Medicine, Journal of American Veterinary Medical Association, Journal of the American Medical Association, American Journal of Physiology, British Medical Journal, Index Medicus, Koch's Jahresbericht, Cantralblatt f. Bakteriologie u. Parasitenkunde, London Practitioner, Archives of International Medicine, American Journal of Diseases of Children.

Current numbers of the Journals are circulated on regular mailing lists. The binding of the journals is done in the bindery of the company. Miss Barbara Ortwine is the librarian; the laboratory staff is in charge of the library.

There is also connected with the works an Employes' Library Association library made up largely of fiction. The latest fiction is secured, and the leading popular periodicals are taken. Regular delivery is made daily through the departments of books and

Date of Issue		Jan.	Feb.	Mar.	Apr.
A. R. Smith	D'wn	2–10	2–28	3–27	
	Ret'd	2–15	3– 5	4– 4	
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FIG. 2—(b)

Periodical circulation card of the Detroit Edison Co. Library (Reverse).

magazines which have been asked for through the departmental mail.

The Detroit News library is the largest of Detroit's business libraries and covers the largest range of subjects In the course of a most interesting letter on the scope and aims of this library, Mr. George B. Catlin, the librarian, says:

"For providing a good understanding of foreign countries, their people, their social, industrial and political affairs we have in the News library between 3,000 and 4.000 very useful books and it is realized that this is only a beginning. The development, being on rather new and somewhat original lines has been a sort of groping progression. At first it was supposed that a collection of 6,000 or 7,000 volumes would make a suitable working equipment with additions of new publications from time to time but the experience has been a gradual revelation, not only to the librarian, but to the staff and the management throughout. The standing order is to "go ahead,"—not at full speed and with recklessness, but, as heretofore, carefully feeling the way toward greater achievement.

"The collection now numbers nearly 12,000 volumes. The original allotment of space has been outgrown and the library and its scraparium reference annex are presently to be given larger quarters in the new building with room for expansion to more than double the present size. The scraparium is as systematic in its upbuilding as is the book department. Its system of collecting and filing cuts and photographs is similar to that to be found in all large newspaper offices. The clippings are gleaned from all the leading newspapers of our own country and from the leading newspapers of most foreign countries including such able though little known journals as the Allahabad Pioneer of India. These foreign newspapers prove a valuable addition for they give us in addition to their own rendering of the news of the day the local, national and some individual viewpoints. It is one thing to know what is going on in a particular country or capital but it is equally important to discover what the people of each country and capital are thinking about and what they are trying to do.

"The scraparium fills that bewildering gap between the time of the occurrence of the events and the time, a year or two later when they are published in book form. The matter is filed away in large envelopes which permit the placing of a magazine article entire without folding. Matter is filed under subject index in alphabetical order with a liberal addition of cross reference cards to aid search. Voluminous data on a particular subject is gathered together in scrapbooks which fit into the cases with the envelopes and placed in chronological order on the pages. At the beginning of each of these scrapbooks is an index of the contents to facilitate search.

"In addition to these things there is a large collection of special reference works, like Poole's Index, The Readers Guide to Periodical Literature, The A. L. A. Catalogue, United States Catalogue of books, A. L. A. Portrait Index, a multitude of 'Who's Whos,'—general, special and foreign,—Burke's Peerage, Whittaker's Peerage and Baronage, the Almanac de Gotha, Almanac de Bruxelles, and files for years back of the World, Brooklyn Eagle, Chicago News, and other current almanacs and

year books. Still another adjunct is a very large collection of maps of all the countries of the world, numbering about 500, besides the standard atlasses of all publishers.

"Prolix as this relation may seem it is a mere outline of the scope, the intentions and the hopes of the Detroit News library. As to its achievements it is rather early to speak at all as this new departure had its beginning from almost nothing at all in October, 1916. It can be said of the writers that a frequent checking up of individual snap judgments and suppositions by the standard authorities has led to a steadily increasing dependence upon the library for data of facts, utterances, quotations, spelling of proper and geographical names and for detailed information to make news more intelligible to the general reader. Books are drawn by members of the staff for home reading and study and they are in constant demand for departmental work. The circulation, considering the size of the library and the total lack of cheap current fiction, is very large. The effect upon the quality of the News and upon the men and women who contribute to its columns is, we believe, plainly apparent. In fact, the staff would be badly crippled if cut off from the library even for a few days.

"The library also makes it possible to conduct a question department. This is heavily handicapped by the lack of space in the news columns so that it has become necessary to answer about 75 percent of the questions in private communications. This is a free service which is evidently widely appreciated and particularly by the foreign born population who have found it a fairly dependable and always sympathetic resort for general information on the widest range of subjects.

"The experience up to date has shown far greater benefits than were looked for in the beginning. It leads to the opinion that a library of general information and reference is bound to become a universal necessity in every large newspaper office."

The Frederick Stearns and Company scientific library is a reference collection on Pharmacy, Chemistry and allied subjects. The majority of the volumes are bound volumes of American and foreign journals of which in many instances there are complete sets. Besides the main collection each member of the laboratory staff has at his desk the work of especial value in his work. Exact information as to the number of volumes and other special features of this important and valuable library are not available. Plans are under way for an enlargement of the library quarters and equipment.

The Special Library of the A. W. Shaw Company

BY ELIZABETH HOBERT

Librarian

Our Special Library is perhaps not so much a library as it is a service bureau or clearing house of information for the readers of our books and magazines as well as the people in our company. The loaning of books plays only a small part of the routine in this department.

Our services consist of answering inquiries from our readers all over the country, maintaining a file of photographs and drawings, keeping a file of the magazines we receive, and circulating them to men in the company, and many other minor services such as special research work for other departments.

Our Miscellaneous Inquiry File

The inquiries that we receive from business men are many and varied. We obtain our material to answer these inquiries from books and periodicals, and by outside research. These letters and the carbon copies of our replies, are all kept in a file which we call our miscellaneous inquiry file. This material is not filed alphabetically by the names of the inquirers, but topically, according to the Dewey Decimal Classification.

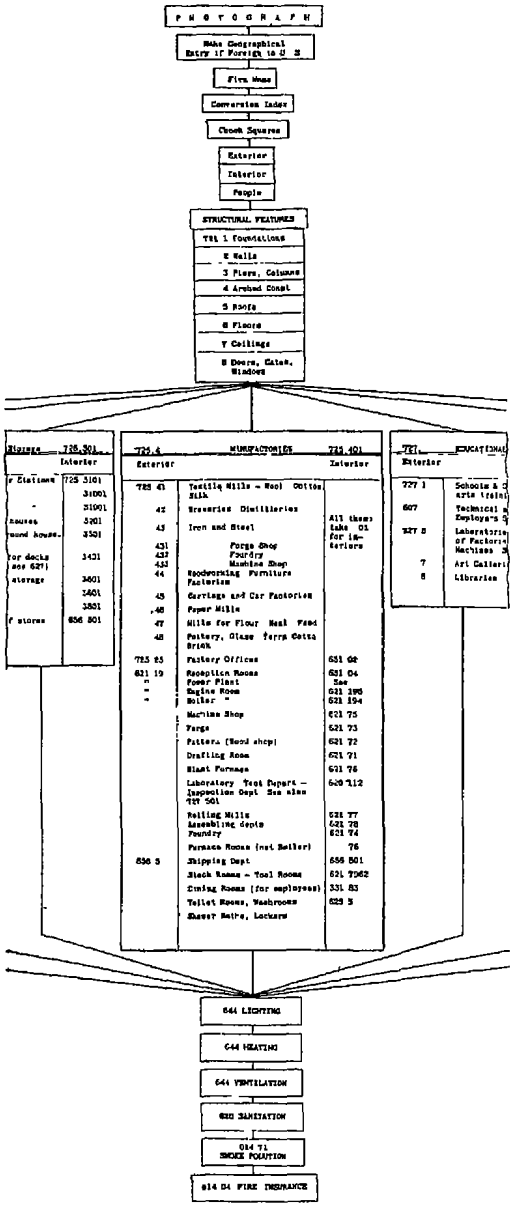
This is done for two reasons. First, more than one inquiry is bound to be received on the same subject, and a reference to the first reply furnishes a very simple way of answering those which follow, without excessive work on the librarian's part. The letters on one subject are all kept together in the same folder, making it easy to get at the information we may have on any particular subject.

Second, the advertising department may find it helpful to be able to show a prospective advertiser of, say, a stamp affixing machine, a folder containing all inquiries to date, from readers asking who makes such

devices or some other question about them. We also file a few clippings that we think of value on certain special subjects in this same file.

How We Handle Photographs

Another interesting feature of our library is our photograph classification. At the time we started classifying photographs, about seven years ago, we spent almost a month investigating the methods other concerns were using for filing their photographs While we found some interesting plans, we found none at all that were comprehensive enough for our requirements, and so we were forced to work up a scheme of our own.



A section of the chart which is kept on the librarian's desk, used for classifying photographs, to make sure that no feature is overlooked and to simplify the work.

Like our inquiry file, our photograph file is also based on the Dewey classification. First, one might ask, why do we need classification of photographs at all? Because we wish to be able to identify them in the following ways: First, as to any one of a number of details which the photograph may show, as for instance:

(a) the subject itself,
(b) lighting features shown,
(c) some phases of heating pointed out,
(d) conveying equipment,
(e) ventilation,
(f) sanitation, etc., etc.

Second, we may wish to obtain those photographs on file which show the plant, office, or other property of any given firm or company. Third, in the case of foreign photographs, the interest may be entirely geographical, in which case we must have a geographical classification.

Now, how do we classify? Of course, we have the Dewey classification bulletin, but for convenience we have copied from this, those portions of the text which we use most often, and keep them mounted in flat form under a glass on the librarian's desk.

As everybody knows, the personal equation is a large factor in classification work. In an attempt to eliminate the effect of this we have tried to render the process of classifying as automatic as possible. The chart we use explains our attempt to do this, and we have found it an excellent check on the memory. In this way, no phase that is likely to be of interest, is omitted when looking at a photograph.

In classifying a photograph we proceed as follows: The classification number as well as the cross index numbers are determined by the nature of the photograph. These are all noted in pencil on the back of the photograph together with the description to be later typed on a paster. All photographs have a serial number aside from the Dewey number. This is obtained from an accession book Photographs of the same nature have the same Dewey number, and are distinguished from one another by this serial number. If the latter happens to be 16, it means that we have 16 photographs of the same nature.

To illustrate, let us take a photograph and go through the process of classification. We have for instance, a typical office picture of a man sitting at his desk, reading a letter. We find upon consulting our classification that office interiors have the number 651. The next thing we have to do is to find the serial number. Our accession book shows that it is 583. The complete number of photograph will now read sP 651 s 583. The "sP" indicates that it is a small photograph to be filed in the letter size expansion folder. If the photograph were mounted on a cardboard, this "s" would be omitted and filed loose in a regular letter file. The "s" after 651 indicates that the serial number will follow.

What record do we keep of photographs? There is a firm name card record alphabetically indexed, and a Dewey classified card record containing ample cross reference cards. In this way, it is not necessary to consult the file of photographs themselves. We use three different colors for these cards, white for the firm name, buff for the Dewey number, and blue for the cross reference. On the back of the photograph itself is a paster which contains not only the identifying number, but a description of the picture and a place to indicate when it was used in any of our books or magazines, if used at all. Next, how do we file the photographs? One, those up to the size of an ordinary letter are filed in letter files, under two separate numerical series,

(a) for the unmounted photographs and

(b) for the mounted photographs.

The unmounted photographs are kept in expansion folders, properly labeled with the range of classification number of the pictures within the fold. The mounted photographs on edge in a letter file, in their proper numerical order. The very large photographs are all mounted and kept on edge in a large drawer or cupboard, in their numerical place.

Now, how do we get a picture when we want it? We first consult a boiled-down copy of the Dewey index, containing those numbers we are most likely to use. This we keep flat under a separate glass from the one described as a classification chart. Second, we consult the Dewey index book itself and third, we use the card records,

(a) the Dewey index cards, including the class reference cards, or

(b) the firm name file card.

When a photograph is taken out of the files a charge record card is made containing the number of the photograph, the name of person who takes it, and the date on which it was taken These cards are then filed in their proper Dewey numerical order in a 3x5 card file. If we should want a photograph which is not in the files, we consult the charge file to find out who has it, and then request its return.

Portraits are not filed with the ordinary photographs, but are kept in separate file drawers of their own They are filed according to a serial number which is obtained from an accession book. A card index containing this number, and the name of the man whose portrait is being filed is maintained. These cards are filed alphabetically. We keep a charge file of portraits in the same manner that we do for the photographs.

How Original Drawings Are Handled

Our method of filing large original drawings may be interesting. These drawings cost a great deal of money, so we are justified in going to considerable expense if necessary, to keep them in good condition.

At the same time we started our library, we made a wide investigation to find how

Filing cabinet for original drawings showing folders, pigeon holes and index.

best to file such material, but met with very little success. Just by accident one day, as our librarian at the time was idly thumbing the Government report of new copyrights granted, he noticed mention of a pamphlet issued by the Metropolitan Museum of Art, on "How to File Large Photographs." He immediately sent for this booklet, and with this as a starting point, designed a special filing cabinet, three sections high, each section divided into pigeon holes, 25 in number. The partitions forming these pigeon holes are removable, so that any single pigeon hole may be enlarged at any time. The whole cabinet is about four feet wide, and three and one-half feet deep, and stands about seven feet from the floor. The three sections are built in units like a sectional book-case. This is done so that the whole thing may be removed from place to place more readily. Unless it were built in units, it would not go through a doorway.

We have a photograph showing this file. You will notice that the middle section differs from the lower and upper sections, in that the door to the middle section is of one piece, and opens down to form a table for use in handling the portfolios when inspecting the drawings.

The drawings are filed by artists' names in large portfolios—a separate one to each artist—with tape at the top and both ends to tie the two leaves together. These portfolios are numbered to correspond with the pigeon hole in which they go. An alphabetical index of these portfolios is maintained on a sheet pasted upon one of the doors, as the photograph shows.

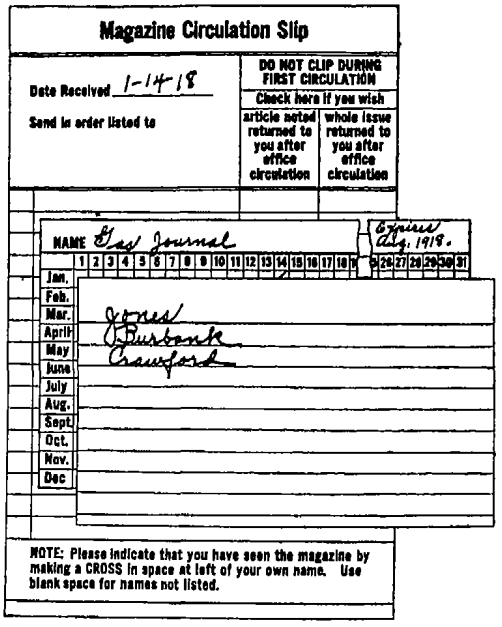
Besides the index pasted on the door, there is a card index, and an identifying number on each drawing. We have a large number of magazines coming into our office every day, so some system had to be devised to take care of them.

How Magazines Are Circulated

At the beginning of each year we send to all the men in the company a list of the magazines that we receive regularly. They check on this list the magazines they wish to see, and return it to the library.

Each magazine has a card containing at the top a space for the name and date of expiration. The months of the year are listed down the side with a little square for each day of the month. On the back of this card is kept a list of the names of the people who wish to see the magazine, listed in the order in which they are to be routed. These names are obtained from the list mentioned above

When a magazine comes in, it is opened by the office boy who passes it on to the clerk. The clerk looks up the card belonging to the magazine, and marks in the right



The magazine slip is gummed along one edge and attached to individual magazine. Both sides are shown of the card used in routing the magazines.

square, the date it is received. She then turns the card over and copies the names appearing on the back on a circulation slip, which is then pasted on the magazine.

The circulation slip has a space at the top for marking the date received. It is divided into four columns, the first a narrow one for each man to make a check opposite his name indicating that he has seen the magazine. Next is a wide column for the names of the men to whom the magazine is to go. The next two columns are for indicating the pages in the magazine or the whole issue to be returned to the person wanting them, after office circulation. Clipping is not allowed during the first circulation

After everybody on the list has seen the magazine, it is kept on file in the library, and can be consulted there. All but certain periodicals are thrown away after they are three months old.

We have found the methods described above to be valuable in giving the best service of which we are capable. Perhaps some of the readers of this article will find them interesting enough to adapt them for their own use.

The Functions of the Industrial Library

That of Arthur D. Little, Inc., a Type

BY E. D. GREENMAN, LIBRARIAN

Arthur D. Little, Inc., Cambridge, Mass.

"Knowledge is of two kinds, either we know a subject ourselves or we know where we can find information about it."* The library is the embodiment of the latter and should serve as a storehouse where information is collected, indexed and dispensed.

The production and publication of knowledge is occurring at such a tremendous speed that it is utterly impossible for the busy business man or the chemical chemist to keep in touch with modern scientific progress except through the aid of systematized sources of information.

Research investigations are now carried on jointly in the library and in the laboratory, and the amount of time, labor, and money saved by first making a state-of-the-art search will usually well repay the investigator for his efforts.

The chemist is almost daily confronted with the problem of where to find ready and convenient access to foreign chemical journals, or such standard works as Beilstein, Abegg, Abderhalden, or Ullman's Enzyklopaedie der Technischen Chemie. Chemical Abstracts refers him to a great many chemical journals, complete sets of which are to be found in but few localities in this country. For the individual desiring a definite article in any chemical journal, it is possible to have photostat copies made in the library of the Chemist's Club or the United Engineering Societies, but if it is necessary to consult a complete file of Kunstoffe, Berichte, or other foreign journals, it would be an invaluable aid to the chemist to know the nearest place where these may be found. The compilation of a catalogue of the important libraries where chemical journals and standard reference works on chemistry may be consulted might well deserve serious consideration by the American Chemical Society. And although the larger public, college, and technical libraries of the United States may contain the desired literature these libraries are conveniently accesible to but 30% of the chemists of this country and even then at such a cost of time and labor consumed in securing access to their resources as to make their extensive use entirely impracticable. The city of Washington contains the fourth largest library in the world and yet there are 60 specialized government libraries in that city containing over 4,000,000 volumes most of which are also available at the Library of Congress. This duplication is found necessary in order to have desired literature quickly available.

For the purpose of supplying a growing need for special collections close at hand, industrial libraries find their place and have a definite mission to fulfil as sponsors for specialized knowledge.

The collection of technical literature is in itself a task of no small magnitude. In normal times there are annually published over 5,000 volumes on pure and applied science. The library of the United Engineering Societies currently receives 1,300 technical journals which may contain material of interest to the chemist. Government and state publications are a prolific and invaluable source of information, compiled at an enormous expense and sold for a mere song. These are especially difficult to keep in touch with. Experiment stations and research laboratories the world over are constantly publishing the results of their investigations in a steady stream of bulletins, reports, and monographs.

Fortunately the chemist has a few aids which put before him references to a considerable part of the current literature on chemistry. Chemical Abstracts is now the best abstract journal in the world, and indexes 790 chemical journals in all languages. Many chemists, however, do not use or are not even familiar with the Industrial Arts Index, the Engineering Index or the Agricultural Index, each of which lists many references not found in the abstract journals But even with these aids the chemist finds it necessary to select and preserve print material and other data on his own special lines of work, and to index this material for his own use.

The preservation of this material so as to make it quickly available requires careful indexing, classification and filing, all of which necessitates a considerable amount of time, labor and system. I recently met a man who is a sort of an information bureau for a large company. He told me that he had a great mass of material in his office and that it was neither arranged nor indexed. "How do you find anything?" I asked. With a just spirit of pride he pointed to his head and replied: "I have it indexed here." "What happens when you're away?" I ventured. "Well," he answered, "they have to wait until I return." To be able to

*Boswell's "Life of Johnson."

say, "the library, it is myself" may enhance the value and importance of the individual but it is simply providing an index which is only of temporary value. We too frequently find what I might call the one-man library where all of the existing information is indexed in the back of the individual's brain. He may know where to look for "this" and where to find "that" and the resources of the library are accessible through his memory. But the day will come when this individual must lay down his burden and then how is one to find "this" or to know where "that" is. A library or even a small collection of print material must have a card index which is an always present, non-forgetful guide of ever increasing value. A good catalogue is the best means of making each book yield its greatest possible value and is the only method of making instantly available all the information the library may contain on any subject. To make such a catalogue requires skill, training, and a thorough familiarity with cataloguing methods and rules.

As the ultimate function of any library should be service, we find this function responsible for the existence of the industrial library and here it should be developed to the highest possible degree. There are at present too many collections of information which remind us of the mediaeval libraries where the books were chained to the shelves or which savor of the more recent librarians who were never so happy as during the summer months when every book could be found in its proper place in the library. But these tendencies are changing and we now find the librarian persistently advertising his wares and circulating his material as much as possible. Books were intended for use and the never used book is without honor in the library.

A properly functioning industrial library should include the dispensing of information both solicited and unsolicited. It should serve as a reference department where definite questions are answered and where definite lines of thought may be investigated. In addition to this it should distribute unsolicited information, a function in which many of our libraries are woefully lacking. By the distribution of unsolicited information I mean that the library should constantly bring to the attention of every patron, any book, article, reference, or note of interest or value to him. In order to do this the librarian must be kept informed as to the lines of interest each man has.

The working functions of an industrial library are well illustrated by the library of Arthur D. Little, Inc., which has many interesting and distinctive features making it one of the best known libraries on industrial chemistry in this country. The library occupies three rooms and stacks adjoining the research laboratories. The main room consists of two alcoves used for reading and study, and a reference section containing the card catalogue and the librarian's desk. The other rooms are used for pamphlets, special data file, and for workrooms.

All material is divided into five classes (1) Books, (2) Pamphlets, (3) Trade Catalogues, (4) Clippings, (5) Blueprints. There are 4,000 selected volumes, 6,000 pamphlets, 20,000 clippings, 10,000 patents and 800 blueprints, all classified according to the Dewey system. The books are arranged in the main reference room and stacks by classification number, pamphlets are filed in pamphlet boxes; clippings, memorandums and special data are mounted on manila sheets, placed in classified folders, and arranged in letter-file cabinets by class number. Trade catalogues are placed in folders and arranged alphabetically. Owing to the wide range of subjects included in industrial chemistry, the collection of this material necessitates careful selection. Only the best books are purchased, only the articles of unusual value are clipped or carded.

All this material is carefully indexed by a dictionary catalogue which now contains over 100,000 cards. For each book, pamphlet or clipping, cards are made giving author, title, source, date, and classification number, with a special designation for each class of material Pamphlets are designated by P, clippings by S, blueprints by Bp, etc. Letters, memoranda, and notes containing any information of unusual value are also carded in this catalogue. Authoritative works and standard reference books not in the library, but which may be consulted at nearby libraries are indexed, the cards indicating where such books may be borrowed or consulted. All books on chemistry published in this country since 1917 have been listed, whether the books are available in this locality or not.

The librarian serves as the eyes of the organization, searching for literature of interest and value to the twenty specialists engaged in relatively different fields of chemical research. There are chemical engineers, analysts, paper chemists, metallurgists, textile experts, microscopists, fermentologists, and research chemists in organic, inorganic and physical chemistry, and each one must be supplied with the latest literature on his special line of investigation. As a means of keeping in touch with this literature, the library currently receives sixty technical periodicals and society publications. Each is carefully examined by the librarian who indicates on attached slips the page number of the article, note, or reference of interest to each individual. These magazines are then routed to the men whose names appear on the slips and for whom references have been indicated. As soon as the man has examined the reference

he initials it and the magazine is sent to the next name on the list. Clippings, memoranda and special data material are treated likewise. The library also issues a biweekly bulletin listing new books, pamphlets, and trade catalogues. This is sent to each member of the company who also indicates the titles he wishes to examine.

The largest and most important part of the work of the library, however, consists in serving as a bureau of information for the purpose of answering staff inquiries. At any time we may be concerned with a new tropical fruit, a new paper making material, a problem effecting economy of production, or the utilization of waste products, and information on these subjects must be quickly available.

Illustrative of the variety of questions which have come to the library recently have been requests for literature on bullet piercing steel, metal soaps, vegetable ivory, resiliency tests, synthetic ammonia, raffinose, artificial catgut, filtermasse, chlorination of wool; sericite, money value of the nitrogen unit in fertilizers, factors in the luminosity of flame, etc.

The compilation of bibliographies forms a very important and an essential part of our work. When a new subject comes up for investigation the library is requested to compile a list of references to the important literature on the subject. This list is submitted to the investigator who calls for such references as he wishes to examine. Experience indicates that the chemist prefers to personally examine and digest the literature on a subject under investigation rather than to have someone do this for him

As the state-of-an-art is frequently several years in advance of its published literature treasures of inside information have been collected and carefully preserved by industrial companies as a result of their researches and investigations. Our own library contains 150 volumes representing the results of 30 years of research work. These comprise over 50,000 certificates of analysis and 40,000 typewritten pages of technical reports dealing with problems of industrial chemistry. This material is carefully indexed and comprises a vast encyclopedia of confidential information.

The resources of the library are available to all the members of the company from President to office boy. The janitor has been given reading matter on the care of furnaces and boilers, the stenographers have constant use for books giving them chemical terms, the office boys are keen for books on chemical analysis, and the research chemists are always present. Noon time use of the library has become a fad and there are frequently more readers than chairs. I recently heard one office boy remark to another, "You can't find anything to read in this library except what will help you in your work." This, then is the big function of our library, developed, stimulated and satisfied to the extent of its resources.

The Vail Library

of the Massachusetts Institute of Technology

This library was collected in England by Mr. Dering, who became very much interested in electricity and had his bookseller send him everything relating to that subject. The collection comprises about 20,000 volumes, including pamphlets and dissertations. There are books in many modern languages as well as early and rare books in Latin, some bound in vellum and others in beautiful leather bindings. The rarities include such books as Gilbert's "De Magnete," 1500 (first edition); Aepinus' "Tentamen theoriae electricitatis et magnetismi," 1759; Cabeo's "Philisophis magnetica," 1629. All subjects relating in any way to electricity are included and in nearly every case are complete to the year 1912. Nearly all of the books relate to electricity, magnetism, and electrical engineering, including alternating and direct currents, railways, telephone, telegraph, wireless, etc. In addition there are books on electro-chemistry, electro-metallurgy, electro-therapeutics, world expositions and electrical congresses. There is also a very interesting collection on the early developments in aviation.

In 1912, President Theodore N. Vail of the American Telephone and Telegraph Company purchased the library and very generously gave it to the Massachusetts Institute of Technology for the Electrical Engineering Department, first to be cataloged and then to be brought up to date. Recent books on electricity and electrical engineering are being added to make the library of the greatest possible use to the students in the Institute and all others interested in the study of electricity. The original collection is now cataloged and about 1,000 new books have been added. The Institute has given a large room in the main building for the Vail Library and from 30 to 40 readers may be accommodated at one time. Sixty-three periodicals are kept on file, many of which are not taken elsewhere in Boston.

The Vail Library is independent of the main Institute library, and is a unique collection. It is the only electrical engineers' library of its kind in New England, and as far as is known, the third in the United States. Such a collection of books on electricity and electrical engineering, offering as it does a wide and interesting field for research and study, is invaluable to Technology. The library is open to the public for reference and research.

The library itself is very attractive in appearance. Each book is numbered in gold with the seal (Vail Library) stamped above

the number. The front cover of each book contains the Vail Library bookplate. This bookplate was designed by Sidney L. Smith, a noted Boston engraver, and bears a very fine portrait medallion of Mr. Vail. The words "Vail Library" are engraved above the portrait and below is the inscription "Gift of American Telephone and Telegraph Company, Massachusetts Institute of Technology, 1912."

This gift is thus not only a great asset to the Institute and to its students but also to Massachusetts and its citizens.

Miss Dorothy G. Bell is Librarian.

Why Not a Special Course for the Special Library?

My thesis is, of course, that library training and experience is the best training but there is a great waste of time in the full library course for the person who is going to go into business library file work. I think myself that the best solution at present is the Summer Session course, but this is too practical a suggestion for any library journal. When the libraries are so standardized that no one can get a public library position without the maximum training and experience the special library will come into its own and we will have short intensive courses for business and I hope I shall be in it.

Modern business is conducted on a basis of records, such as correspondence typewritten and printed statements of information, pamphlets, government documents, annual reports, etc. When the United States entered the Great War our government became the largest business in the world, and an army of file clerks was needed in Washington to take care of the enormous mass of records and make their information accessible. The best file clerks who answered the emergency demand were the librarians, since filing is the applicatien of library methods to business.

The librarian classifies and indexes information in books which cover the entire field of knowledge, knows sources of information, and collects information for service. Cataloguing, classification, and the study of reference books and bibliography, is the essential technical education of the Library Schools. The financial librarian applies this general training to the special field of finance. The need of the special librarian is the special library course planned for the special library instead of the public library.

For example, the course in cataloguing would give instruction and practice work in the types of author entry, personal and corporate, subject, title and analytic entry and cross reference, with a simple form of card, as compared with the full cataloguing of the Library of Congress, or the elaborate bibliographical data considered desirable for the description of the collection of books in the Reference department of a University library.

The Reference course would include reference books of general information in addition to the special reference books of commerce and finance, the indexes to periodicals, government documents, statistical annuals, biographical lists of the types of Who's Who and lists for the Mailing department, but need not take up the special encyclopedias in the subjects of philosophy, religion, the fine arts and literature.

Bibliography in current lists and technical periodicals, the trade bibliography of publications and prices is valuable to the business library, not national bibliographies or the history of early printed books in the bibliography of incunabula.

The Library Schools do not have courses in Filing. They invite business librarians to lecture to the students about their libraries and files. The Commercial Schools teach Filing only. The course in Indexing and Filing in the Extension Teaching department at Columbia University is one of the series of Library Economy courses. The instruction in methods of alphabetic, geographic, numeric and decimal filing of correspondence, and the Cataloguing of pamphlets, trade catalogs, mortgages, etc., emphasizes subject indexing of information, rather than the material equipment of cases, guide cards and folders of systems in the commercial selling field. The application to the special business in arrangement and cataloguing of law papers and mortgages does not teach the students the different kinds of mortgages or law papers used for illustration, subjects taken up in other courses in law and business in the University. We discuss the transfer, tickler follow-up file and the use of tabs and signals for additional classification.

The Dewey Decimal system used to classify books in libraries, and in the government and some business and banking files illustrates classification which is the logical division of subjects into groups of like things, and the subdivision of a subject into its parts, the basis of all intelligent subject filing of material, papers, pamphlets, clippings, etc.

At the end of the course when the students are able to listen with understanding to the application of the general to the particular, business librarians lecture and answer questions about their own downtown files.

A visit to Wall Street to the files of the Metropolitan Trust Company as a class exercise is a special treat to the students and an instructive exhibition of a variety of model files.

HELEN REX KELLER,
Instructor in Library Economy,
Columbia University.

The High School Library as a Special Library

GRACE E. WINTON,
Cass Technical High School Library, Detroit, Mich, Formerly Librarian, The B. F. Goodrich Rubber Co., Akron, Ohio

The high school library is, in the truest sense of the word, a special library which may be defined as a collection of material bearing upon the peculiar problems of a limited field, serving intensively and efficiently a permanent and limited clientele. It must be under the direction of a librarian familiar with all activities carried on in the field of the library's work with a knowledge of the individual need of each person or representative group of persons in the organization, and possessing an acquaintance with all sources of literature and information of value in the solution of its problems. The administration of such a library must be elastic and adaptable to the sudden or special demands sure to be made upon it.

The rapid growth of special libraries in this country and abroad in recent years proves clearly that each line of human endeavor and activity possessing its own technique and terminology must be served by such a library as above outlined. Scientific bodies and concerns, professional groups, museums, governmental departments, universities and the schools and colleges of universities, business houses, banks, industrial concerns, even societies and bodies working with one fixed purpose—all recognize the special library as an essential element of organization and successful functioning. Wherever there is found a progressive and highly efficient development of any special field, there is found the special library.

That the special library is essential is clearly shown, also, by the action of the many business houses which are spending thousands of dollars each year in the equipment and maintenance of such departments.

No one familiar with this work would accept as a satisfactory and effective system of administration for a special library its management by and subordination to any public library system. Two outstanding arguments against such subordination would be immediately advanced. These arguments —economic and technical—are: first, money secured by general taxation and appropriated for public library use in serving the public generally should not be devoted in any part to intensive or specialized service of any group or groups of citizens—particularly when such service would necessitate the withdrawal from general use of the funds always so inadequate for the many demands upon the public library; secondly, since the demands upon a special library are of a different type from those upon the public library, the administrative scheme must be adapted to meeting sudden and unusual demands and needs, in many cases by methods without precedence and often experimental. Such swift adjustments would be impossible, or at best, difficult under the involved and uniform routine necessary in a large system.

The special librarian must be free from pecuniary or executive pressure or direction from any outside agency and must be able to give undivided allegiance and service to the organization for whose benefit the library is conducted. Any other arrangement would mean the failure of the special library in its mission.

Because the high school library is a special library with special type of patrons, needs and opportunities for service, it must be kept free from subordination to any outside influence or direction, even though such may seem to the uninitiated a step for economy and efficiency, when casually considered. Such action would be viewed by all special librarians as sure to result in a loss of strength to the high school library and to its users. This type of special library must be left to work out unhampered its own future and to develop as the great technical, scientific and industrial libraries are now doing with splendid and inspiring success.

To the Editor:

It was unfortunate that there was no time for a discussion of Miss Phail's paper, on "Aids to Magazine Routing Systems," presented at the Special Libraries Association meeting on June 25th, 1919. For those who circulate periodicals, there is probably no subject of more importance and interest than time and labor saving methods, since in an institution of any size, the periodical circulation will sooner or later grow to such proportions that it will either bury the whole library, or break under its own weight. Having approached the latter condition during the past year the Bureau of Plant Industry of the U. S Department of Agriculture about four months ago adopted for trial the plan of circulating the tables of contents of the journals having the largest circulation lists. We did not procure advance copies of the contents but copied them from the journals when received. For trial, we sent the tables of contents for the American Journal of Botany, Phytopathology, and Botanisches Centralblatt Beihefte to all those who had currently received these journals. The first journal had a circulation list of eighteen, the second one of sixteen and the last, eighteen. No one of the eighteen asked to see the Botanisches Centralblatt, eight out of the sixteen asked for Phytopathology and six or eight for the American Journal of Botany. This experiment proved conclusively, we thought, that we were cir-

culating a large number of journals, merely for the readers to ascertain that they did not want them. If magazines are sent only to those who request them after seeing the tables of contents, we can be at least assured that the work of charging, recalling and so forth is for a positive, not a negative purpose.

We did not continue to send the table of contents for long, however, as we have now evolved a plan, better for our special conditions and purposes. All periodicals are indexed currently for the catalog of the Bureau, so that we finally decided to circulate, instead of the various tables of contents, lists of the articles indexed. These lists are mimeographed and circulated every two weeks. The articles are arranged under the titles of the periodicals, and any which are desired are requested. This plan has met with very general approval, on the part of those who use the periodicals. Many prefer it to the old plan, since the list covers a much larger range of periodicals than any one man could receive at his desk, and, includes also Experiment Station Bulletins and books received during the two weeks.

Some journals containing prices and incidental information not brought out in indexed articles, we continue to circulate to a standing list.

The actual circulation of periodicals has greatly decreased as a result of the circulation of the list, and the labor of arranging and mimeographing it does not approach that of the previous unrestricted circulation. The labor of mimeographing the list can be done, moreover, by the stenographer and messenger boy instead of the over burdened periodical assistant. The list has been greatly appreciated by men in the Bureau who are stationed outside of Washington as it keeps them promptly informed of the literature appearing on their subjects.

This plan might not be suited to the needs of many special libraries, but it may be interesting to some.

EUNICE R. OBERLY,
Librarian, Bureau of Plant Industry,
U. S. Dept. of Agriculture

To the Editor:

Now that the A. L. A. conference is past and we have apportunity to look back upon its various activities some of us are asking ourselves the question "Was the Engineering Lobby worth while?"

Judging from my personal experience it was—decidedly so. First, because it brought together those persons interested in Engineering; second, it gave these persons an opportunity to discuss informally problems which, either because of lack of time or a natural timidity of some of us, making it difficult for us to voice our opinions in meetings, would not have had a hearing. Finally, it gave the Engineering Librarians a definite place in the conference and materially aided them in obtaining representation on the council of the S. L. A.

Librarians who attend the national meetings year after year for the purpose and pleasure of renewing old acquaintances and making new ones do not see the point of view of those of us, newer in the profession, who feel that we need also to have an opportunity to obtain direct personal opinions on the problems which we are confronting in our work.

The argument that the programs are already crowded certainly cannot be denied. They surely are! And the fact that we must choose between many interesting numbers is again too true. But the early hours, before the regular morning sessions, the half hours after lunch, the time after short sessions, if there be such, provide excellent "get together" periods for small groups to talk over their own affairs. If the A. L. A. and the S. L. A. will cooperate and advertise these group meetings, they may provide a certain leaven, sometimes sadly lacking at these large conferences.

At Asbury Park the Engineering Lobby succeeded in this wise—the first meeting had two persons present, these people advertised the next meeting by word of mouth only, but the numbers increased until at our fifth session there were thirty-five interested participants who aired their views, obtained new ones and enthusiastically planned for next year.

ELSIE L. BAECHTOLD,
Secretary, Engineering Lobby.

The Food and Drugs Laboratory connected with the Canadian Department of Trade and Commerce has an excellent library containing over 1500 volumes on the chemistry, analysis, methods of manufacture, sources, history of, and legislation concerning foods and drugs in Canada. This laboratory has published over 400 bulletins on the analysis of various food and drug products.

Canadian chemists have recently organized an association one of the objects of which is the maintaining of a clearing house of available chemical knowledge. This will include a library and a suitable register that would enable a central bureau to put one chemist in touch with such other chemist who might be able to assist him in his particular problems.

The *Library News*, a semi-monthly bulletin of the Engineer School Library, Washington, D. C., has published in its issue of April 5, 1919, an excellent bibliography entitled *Reference List on Laboratories Arranged According to Subjects.*

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EDITORIALS

The Executive Board's Work

The Executive Board of the Special Libraries Association has so far held three meetings, one at Asbury Park immediately following the annual convention, another in New York during September and a third in Boston this month. A fourth meeting in New York in December is being planned. The Executive Board is at present busily engaged in preparing a program of work for the Association. This program will be presented to the Association's members when ready, but in view of the importance of the task, the need of a definite plan to which the Association can be pledged, the largeness of the work, the Executive Board is proceeding slowly but is making definite progress nevertheless. A number of important committees are to be appointed and announcement regarding these will probably appear in the November issue.

For the present it may be stated that the Board's aim is primarily to agree on a plan that will permit the largest possible number to share in its carrying out. We want every member to feel that he or she has a definite work to do. We want everyone to feel that a definite work exists in which he can share.

So far a most important decision relating to the holding of the next annual conference has been made. In the past we have always gone with the A. L. A. But the next meeting of the A. L. A. is to be held in Denver or in Colorado Springs and it was felt that a meeting in the West would not attract the largest number. On the other hand, it was felt that a certain number would like to attend the A. L. A. conference. For this reason a date was chosen earlier than that of the A. L. A. meeting. The Special Libraries Association will hold its eleventh annual conference in March or in April, 1920 The exact date and place will be determined upon and announced later. Meanwhile conference committees have been appointed and these, with the executive officers, are already at work to make this next convention better and bigger than any before.

Realizing that some of the other associations of special librarians, feeling as we do, might wish to hold their meetings at the same time and place as the S. L. A., an effort is being made to have one large joint meeting.

Relations With the A. L. A.

Following the instructions of the conference to make an effort to secure representation on all councils, committees and other official bodies of the American Library Association wherever our interests were involved, an effort is being made toward this end by the Executive Board. During August a member of the Board appeared before the A. L. A. committee on Enlarged Program to present our point of view. By personal efforts and by correspondence we are continuing in our endeavor to improve a condition which should not exist. So far we can report progress. We have presented our attitude so that it is incapable of misinterpretation. We have heard from many within and without our Association who endorse our stand.

It has been rumored in some quarters that the A. L. A. would be willing to adopt a policy of placing special librarians who are

members of the A. L. A. on committees which are considering special library problems, but that such appointment was not to be construed as acceptance of an official representative of the S. L. A. In other words special librarians would be given places on A. L. A. committees but would not be acceptable as our official representatives. The rumor, if true, is not likely to meet with favor of special librarians. It would merely intensify an intolerable situation. An individual special librarian expert as he may be in his particular work, can speak with weight only of his own personal experience. Such experience must of necessity be limited; it cannot be as wide as the collective experience of all the members of the Special Libraries Asssociation. An individual appointed, therefore, in the manner suggested would be capable of giving only an individual judgment. If our experience is worth anything, it should be presented as a collective experience. No one person, unless he is officially accredited by the S. L. A. and can thus turn to it for information and advice, can give an opinion on problems of special library endeavor which will be more than an individual opinion. This appears as elementary, and yet for some strange reason, the effort is made to put us all in an impossible position

As we go to press we learn that a number of special librarians have been asked to accept positions on A. L. A. committees but not as official designees of the S. L. A. Some of those approached have declined to accept; some have accepted but have made their untenable position clear to the A. L. A. officers.

The A. L. A. talks cooperation and yet it hesitates to cooperate on a basis of equality. So we have seen a War Library Service carried on as special library service by public librarians. A public librarian is writing the report on industrial libraries for the A. L. A. library survey. It is a difficult situation at best but it is not a pleasant or commendable situation. We know it can be remedied and we trust that it will be.

The September issue is somewhat late due to delays in securing copies of some of the addresses delivered at the annual meeting. However, October's issue is sent at the same time and November's copy will be out before long. Our present plans are for a Transportation Number in December and a State Library Number in January. The cumulative index to the first ten volumes will include and cover the issues through December, 1919; it will be printed separately and will be ready in January. Definite announcement of the date of issue and distribution will be contained in the December number.

An Agricultural Library for South Africa

The Report of the Department of Agriculture of the Union of South Africa for the year ending March 31, 1918, contains the following:

"The need of a thoroughly equipped Central Library in the Union in which complete sets of journals and a wide selection of reference books bearing on agriculture beyond the means of local libraries can be found, has never been felt so much as at the present moment.

"Library equipment in South Africa, in so far as agriculture is concerned, is totally inadequate and in many cases members of the staff of the Department who have to investigate particular important problems find their work doubled by lack of data already published in connection with similar problems in other countries. In many cases they may have to spend six months of salaried time and considerable experimental funds on an investigation which could have been done in three months and at half the cost if a well equipped library had been within reach.

"A library constitutes part of the tools of trade of the journeyman investigator, and now that such an urgent and consistent call is made on South African agriculture, the expenditure of several thousand pounds a year on a central agricultural library would be justified on purely economic grounds."

The Bush Magazine, issued by the Bush Terminal Company, 130 West 42nd street, New York City, contains each month one or more articles on the literature of designs and fashions with numerous illustrations from prints and tapestries in the International Buyers' Club, a descriptive note of which was contained in the April issue of *Special Libraries*. The April issue of *The Bush Magazine* is a Business Library Number. It contains not only an article descriptive of the International Buyers' Club Library but also a number of appreciations from buyers, manufacturers and others of the library to them and of the general value of business libraries.

The library of the Bureau of Railway Economics (R. H. Johnston, Librarian, Washington, D. C.), has just issued a revised *List of References to Books and Articles on the Adamson Eight Hour Law of September, 1916*, and also a revised list entitled *Some Comments on the Plumb Plan*.

The Russell Sage Foundation Library has issued as Bulletin No. 36, August, 1919, a bibliography on *Industrial Hygiene*.

The U. S. Bureau of Education has issued a *List of References on Vocational Education*.

Library of the National Workmen's Compensation Service Bureau

BY ESTELLE L. LIEBMANN
Librarian

Libraries in the fire and life lines of insurance have been established for some time but in the casualty branches they are just beginning to be organized. The introduction of workmen's compensation laws created a great demand for information in this particular field of casualty insurance. In this country the literature of workmen's compensation insurance really began with the report on workingmen's insurance systems issued by the United States Department of Labor in 1909. The literature of accident prevention and safety began a few years previously.

Just as the fire insurance companies are interested in fire prevention and protection, the life insurance companies in better health and the prolongation of life, so are the workmen's compensation insurance companies interested in accident prevention and safety.

The stock insurance companies writing workmen's compensation founded the National Workmen's Compensation Service Bureau for the purpose of producing rates and rating methods and for the collection of statistics and experience. As it is a rate-making bureau, it publishes manuals for workmen's compensation insurance rates and other liability lines.

The Library was started two years ago. It contains books, pamphlets, magazines and clippings covering insurance, statistics of accidents, safety engineering and accident prevention, labor laws and standards, mathematics, engineering in all its branches and industrial processes. The Library contains as complete a set of state reports of the industrial commissions as it is possible to have.

One of the functions of the Library is to assist the committees and members of the Bureau to find information leading to the making of rates For this work industrial processes must be studied, hazardous practices and all danger points considered. Another function is to assist the Rating and Inspection Department which has largely to do with safety work. Only a few of the states have adequate laws for the prevention of accidents. The Bureau through its Industrial Compensation Rating Schedule makes a rate depending upon the particular conditions in the individual plant. Such a schedule involves the establishment of safety standards. The Library keeps on hand the safety regulations of all states and manufacturers' catalogues of safety devices. There is also a large collection of trade catalogues of machinery.

The insurance companies use the Library in various ways; for the investigation of doubtful risks; for the study of industrial and manufacturing processes; for accident statistics; for commercial information; for safe practices; and for other information.

The executives and staff members of the Bureau consult the Library during the course of their work and for the making of special reports and investigations.

The Library receives about 90 current periodicals which are circulated immediately upon their receipt and sent to persons interested. Articles of importance or of special interest are marked and indexed. The collection consists of approximately 1200 volumes and between 5 and 6 thousand pamphlets. Only about one third of this has as yet been catalogued. For the insurance magazines a special index is made and the more important articles are abstracted. Everything is classified according to an adaptation of the Dewey Decimal Classification, using the original numbers wherever possible. A strict grouping of industries has been observed bringing everything on one subject together as closely as possible. Whatever is to be known about an industry must be brought together. For many subjects of interest to the Bureau no provision has been made in the Dewey Classification. For these room had to be found without disarranging the entire scheme. It was found advisable to make an entirely new classification for insurance and this was inserted as class 200, dropping religion altogether and abandoning the original number for insurance, namely 368. Neither is there adequate provision for occupational diseases or safety engineering.

The Library issues a weekly bulletin containing the most important articles currently received and the new books and pamphlets. It has also compiled a number of reference lists on accident prevention, safety and health hazards.

By far the most important and valuable phase of the work of the Library is that pertaining to industrial safety and hazards. There has been a great deal written on these subjects and it is difficult to collect and assort the best material. The best standards issued by states are those of New York, New Jersey, Pennsylvania, Massachu-

setts and California. New York publishes its standards in the Industrial Code but all the other states mentioned issue separate pamphlets for each industry, process or machine. The United States Shipping Board Emergency Fleet Corporation and the Illinois Steel Company issue the best codes of any industrial concern. These are distributed very generally. There are other large corporations who issue very excellent safety rules but will not distribute printed copies. The United States Bureau of Standards will issue in the near future the Federal Standards. Safety codes for boilers, cranes, elevators, foundries, machine shops, electrical industries and for plant and building construction have been standardized and are easily procurable. The technical papers and bulletins of the Bureau of Mines cover a much wider range of subjects than indicated by their title and are standard works. The Proceedings of the National Safety Council, seven volumes to date, are a veritable encyclopedia for safety work and the Safe Practices are excellent compilations, very useful for quick reference. For health hazards the Bulletins of the Bureau of Labor Statistics are the best. The recent bulletin on Safety in the Iron and Steel Industry covers almost the entire field of safety and should be in every library touching upon labor, social or technical problems.

The literature of casualty insurance is not as extensive as that of other and older lines of insurance. A few text books and historical works on workmen's compensation have been published but by far the greater part of such a collection is to be found in pamphlets or periodicals. The best technical articles are to be found in the Proceedings of the Casualty, Actuarial and Statistical Society. Much that is used in the actuarial work of life insurance is equally valuable in the actuarial work of workmen's compensation.

The Library is mainly used by the staff of the Bureau and staffs of its Member Companies. The use of the Library is not limited to these persons, however. The Executives of the Bureau are always pleased to offer its facilities to any one making a study of the subjects in which it specializes.

List of References on Labor Turnover

BY KATHERINE WARREN

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List of References on Work Shop Committees

BY EDNA B. GEARHART

With the McGraw-Hill Co., Inc., New York

Agreements between Employers and Employed. (U. S. Bur. of Labor Statistics. Monthly Review, April 1919, p. 157-167).

Some of the headings of this article are: Joint Industrial Council of Bradford (England) City Corporation and its Employees; German Decree Regulating Collective Agreements, Workers' and Employers' Committees, and Arbitration of Labor Disputes.

Bridgeport plan of Organization for Collective Committees. (U. S. Bur. of Labor Statistics. Monthly Labor Review, May 1919, p. 192-200).

This article includes: Employees' Dept. Committees; Employees' General Committees; with by-laws of each and the procedure in election of shop committees.

British Government's Attitude on Joint Standing Industrial Councils. (U. S. Bur. of Labor Statistics. Monthly Review. March 1918, p. 81-84).

Brotherhood of Men and Nations, by John D. Rockfeller, Jr. An address delivered before the Civic and Commercial Club at Denver, Colorado, June 13, 1918. 42p.

In this pamphlet the main features of the Colorado industrial plan are outlined and some of the results of the operation of the plan are told

Conclusions of Twenty British Quaker

Employers. (Survey Nov. 23, 1918. Reconstruction series no. 2, 4p.)

These employers advocate labor's participation in the control of industry through shop committees.

Constitution and Functions of a Joint Industrial Council.- (U. S. Bureau of Labor Statistics. Monthly Labor Review. Aug. 1918, p. 76-77.)

—British Ministry of Labor pamphlet (H. Q. 7A).

The Discovery; an account of a new way to industrial peace in Great Britain by Arthur Gleason. (The Survey vol. 38, p. 156-9, May 19, 1917.)

This article in a cocoa factory, the engineering trade and in coal mining.

Discussion on Industrial Relations. Journal of the American Society of Mechanical Engineers. (July 1919, p. 572-580.)

The discussions are by representative industrial engineers, many of whom are from works which have installed shop committees.

Dutchess Manufacturing Company; departmental committees. 1918. 2 typewritten sheets.

This is an outline of the plan of representation through shop committees which was introduced into the Dutchess Manufacturing Co. by the War Labor Board.

Employees' Representation Plan of the Western Union Company. (National Association of Corporation Schools. Bulletin v. 6, April 1919, p. 152-168.)

"The Western Union Telegraph Company, recognizing changing conditions in industries as relating to the functions of management and employees, cooperated with its employees in working out and inaugurating a plan which is here described. The main purpose of the plan is to prevent lockouts and strikes, at the same time however, permitting collective bargaining, but employing arbitration to prevent strife and waste where agreement cannot be reached through negotiation.

Employment Management, employee representation and industrial democracy. Address delivered before the National Association of Employment Managers, Cleveland, May 23, 1919. Washington, Gvt. Print Off. (U. S. Dept. of Labor. Working Conditions of Service.)

Three kinds of works committees are discussed in this report: 1st welfare committees offered as a subterfuge for democratic representation, 2d representative plans which recognize collective bargaining and a share in the control of industry, 3d the trade unions. The conclusion is reached that works committees can not do away with nor take the place of trade unions.

Equal Representation in Management Offered Harvester Employees. (Automotive Industries. March 13, 1919, v. 40, p. 564-568.)

The plan of organization, operative in 14 American and 3 Canadian factories is given in this article. This plan in some respects is simpler than those adopted by some of the steel and oil industries.

An Experiment in Workers' Control. (Living Age. March 8, 1919, v. 300, p. 631-634.)

The organization of the works council in an aircraft production company is described in this article.

Facing the facts. (Nation v. 108, p. 599, April 19, 1919.)

A discussion of the report made by the Commission of six employees sent to England by the Dept. of Labor to investigate labor conditions. They support the Whitley plan of industrial councils.

Findings and Awards of the National War Labor Board. Wash. Govt. Print. Off.

In these awards, which have been issued at various intervals since the Board was established, may be found the decisions regarding shop committees in the industries which came to their attention.

Forgetting the Human Element. (In F. H. Colvin's Labor Turnover, Loyalty and Output. N. Y. McGraw-Hill Book Co., 1919. Chapter 3, p. 22-43.)

"Working out the Theory in Shop Management" is illustrated with the White Motor Co.; the Wm. De Muth & Co., pipe makers; The Filene Department Store of Boston and the Babson shops as examples.

Getting Our Men to Help Us Manage; an experiment in industrial democracy that has met with exceptional success by William B. Dickson, Vice-President and Treasurer, Midvale Steel and Ordinance Company. (System. June 1919, p. 1041-1044.)

Great Britain. Committee on Relations between Employers and Employed. Final report. London, H. M. Stationery Off., 1918. 4p.

This report summarizes the previously issued reports and the work of the Committee in general. These reports are known as the Whitley Committee Reports.

—Same (U. S. Bur. of Labor Statistics. Monthly Review, Dec. 1918, p. 31-33.)

—Same Interim Report on Joint Standing Industrial Councils. London, H. M. Stationery Off., 1917. 8p.

This report contains the proposed legislation and other recomendations made by Committee to Parliament for improving the relations between employers and workmen in industries in which there exist representative organizations on both sides.

—Same Report on Conciliation and Arbitration. London, H. M Stationery, 1918. 5p.

In this report a standing arbitration council is recommended to which all disputes may be referred.

Second report on Joint Standing Industrial Councils. London, H. M. Stationery Off., 1918. 7p.

Recommendations are made in this report dealing with industries in which organization on the part of employers and employed is less completely established.

—Same (U. S. Bureau of Labor Statistics. Monthly Labor Review. May, 1918. p. 59-61).

—Same (U. S. Bur. of Labor Statistics. Monthly Labor Review. Sept. 1918. p. 53-58.

—Same Supplementary Report on Works Committees. London, H. M. Stationery off., 1918. 4 p.

The Higher Law in the Industrial World, by H. F. J. Porter. (The Engineering Magazine. Aug. 1905. v. 29, p. 641-655.)

Mr Porter suggests shop committees as one method of reaching the human element in employees.

Housing and Social Welfare. (In Lord Leverhulme's, The Six Hour Day and Other Industrial Questions. London, Allen & Unwin, 1918, chapter 4, p. 183-195.)

In this chapter Lord Leverhulme Outlines a system of works committees as a means of prevention of accidents, p. 185-191.)

Industrial Councils and Trade Boards in Great Britain. (U. S. Bur. of Labor Statistics. Monthly Labor Review, Sept. 1918, v. 7, no. 3, p. 58-64.)

Industrial Democracy by F. L. Feuerbach, factory manager William Demuth & Co.; address delivered before the Personal Managers' Club of the Chamber of Commerce of the Borough of Queens, New York City on March, 10, 1919. N. Y. Chamber of Commerce of the Borough of Queens, 1919. 7p.

"This is a plan of cooperation between employee which has had a satisfactory practical test in the past two years in a plant employing over 900 people," William Demuth & Co

Industrial Personnel Relations, by Arthur H. Young. (Journal of the American Society of Mechanical Engineers. July 1919, p. 581-586.)

The author is manager, Industrial Relations Dept., International Harvester Co. The plan of employee representation in this company is fully discussed.

Industrial Democracy and Engineering; some lessons that have come out of the war. By Irving A. Berndt. (Scientific American. March 15, 1919, v. 120, p. 253, 264, 266)

Representation in industry is one of the many features touched upon in this article.

Industrial Democracy Pleases Men, by B. C. Forbes. (Forbes Magazine June 14, 1919, p. 1091-1092, 1094).

This article tells of the experiences with shop committees in the Demuth plant.

Industrial Development Depends Upon Partnership of Capital, Management and Labor, by Harry Tipper. (Automotive Industries. March 27, 1919, v. 40, no. 13, p. 689-690).

Industrial Reconstruction ed by Huntley Carter. Dutton, 1918.

This book describes how favorably the division of industrial management between elected representatives of organized employers and organized workers has been received by employers.

—Reviewed in the Dial, by Helen Marot, Oct. 19, 1918, p. 303-305).

Industrial unrest. (In Labour, Finance and the War, ed. by A. W. Kirkaldy, chapter 2, p. 20-57. Lond Pitman & Sons, Ltd. 1916.)

In this chapter the Committee of the British Association for the Advancement of Science appointed to investigate industrial unrest first sets forth the causes of the unrest and then their recommendations for a policy which will lessen this unrest. Among other recommendations joint committees are suggested as a means toward better understanding.

Industrial unrest in Great Britain; reprints of the 1st Reports of the Commission of Inquiry into Industrial unrest, 2d Interim report of the Reconstruction Committee, on Joint Standing Industrial Councils. Washington Govt. print. Off., 1917. (U. S. Bur. of Labor Statistics Bul. 237)

Industry, Democracy and Education, by C V. Corless. (American Institute of Mining and Metallurgical Engineers. Bul. No. 148, Apr 1919, p. 621-634).

This article treats of Industrial democracy in general but touches upon the British scheme of the joint industrial councils. He believes they are a solution to the many industrial problems that have arisen out of the war.

Industry and Humanity; a study in the principles underlying industrial reconstruction by W L. Mackenzie King. Boston, Houghton Mifflin Co., 1918.

Representation in industry, chapter 10, O. 364 390

Government in industry, chapter 11, p. 391-429.

Joint Councils of Employers and Employees Adopted by the Pottery Industry in Great Britain. (U. S Bureau of Labor Statistics. Monthly Review, April, 1918, p. 234-236.)

Labour and Capital after the War; Capital and Labour—Level of Wages—Democratisation of Management—Departmental Councils—Fixed Day Wage—Piece Rates—Profit Sharing—Encouragement of Invention by B. S. Rowntree. (In S. J. Chapman's Labour and Capital after the War London, 1918. p 231-251)

Labor's Representation in Plant Manage-

ment the Immediate Problem; Workers' demand for Voice in Factory Conditions, Growing-elective Representation Successful, H. Tipper. Charts. (Automotive Industry v. 40, p. 476-7, Feb. 27, 1919.

Labour Movement and the Future of British Industry (The Round Table. June, 1916, p. 430-467.)
This article suggests Joint committees between employers and employees as a means of labor reconstruction after the war.

Lack of Care in Promotion retards Conference Development; Matters of Interest to the Worker must be Told in his Language —Legal Verbiage unnecessary and adds to difficulties—Campaign of Education Required. By H. Tipper. (Automotive Industry v. 40, p. 805-6, April 10, 1919.)

Loyal Laborers Endorse Work of Col. Disque. (American Lumberman, Aug. 24, 1918, p. 42.)
A report of the convention held at Spokane, Wash., Aug. 12, where a new plan of districting and operation for the Loyal Legion was adopted and delegates named by the employees from the various districts to handle their business and act as representatives of the labor workers in the industry.

The Loyal Legion of Loggers and Lumbermen; Constitution and By-Laws. Portland, Ore., 1918.
Provision is made for representation of employees through committees for the discussion of "Matters of local concern" and "Questions of general import."

Man to Man; the Story of Industrial Democracy, by John Leitch. New York, Forbes Co., c 1919 249p.
Representation in industry is the subject discussed throughout this book. The various industries in which shop committees have been established are taken up in turn. The Packard Piano Company's shop difficulties and the plan of representation finally adopted are fully described.

Memorandum on the Industrial Situation after the War. Garton Foundation, London. London, Harrison & Sons, 1916. 96p.
Although this whole report is of interest as regards the present labor question in general pt. D, "The Fundamental Problem" is devoted to the question of better relations between employers and employed as brought about by democracy through representation in industry.

—Same rev. and enl. ed. January, 1919. Lond. Harrison & Sons, 1919.

—Same Reprinted by the U S. Shipping Board Emergency Fleet Corporation. Industrial Relations Division. Phila., 1919. 76p.

Multiple Representation in Industry; Development of a Labor Creed of Ten Principles of Partnership, by John D. Rockefeller, Jr. (Textile World. v. 55, p. 120, 233, 235, 237).

National War Labor Program. This report presents the position of the Administration relative to the attitude which should be taken by employers and employees during the war. Washington, Govt. Print. Off., 1918, 8p. (U. S. Dept. of Labor.)

No Labor Troubles Under this Plan; What Employers and workers say of Industrial Democracy After Six Years. (Forbes Magazine. July 12, 1919, p. 1165-1166, 1175.)
This is the story of the labor difficulties of the Packard Piano Co. where shop committees have been installed as a means of meeting the industrial unrest situation.

New Constitutionalism in British Industry, by Arthur Gleason. (The Survey Feb. 1, 1919, v. 41, p. 594-598.)
Discusses the movement toward self-government in industry in Great Britain and the three ways in which it has expressed itself: 1st, "The Instinctive action of the workers themselves, 2d, The Action of far-sighted employers, 3d Government action through making effective the reports of the Whitley Committee.

Operation of Works Committees in Great Britain. (U. S. Labor Statistics Bur. Monthly Labor Review. Aug., 1918, p. 81-84.)

A Plan for Collective Bargaining and Cooperative Welfare. Philadelphia Rapid Transit Co. Stotesbury-Mitten Management, 1918. 43p.
Their plan of representative government through the various committees is explained A chart of organization is included.

Plan of Representation of Employees of Midvale Steel and Ordnance Company. (National Association of Corporation Schools. Bull. v. 6, Mar. 1919, p. 108-114.)

Plan of Representation of Employees of Midvale Steel and Ordnance Company, Cambria Steel Company and subsidiary Companies Effective October 1st, 1918 n. p. 1918.
A Brief History of the Origin of the Movement, a list of the representatives elected by the employees of the various companies and the plans and regulations drawn up by committees from these representatives in conference with representatives of the various companies.

Political Plan of Organization Satisfactory for Relatively Small Establishments; Combined Work of Employees' Representatives and Supervisors' Committee Suggests Added Value—A Typical Method Reviewed, by Harry Tipper. (Automotive Industries. Dec. 26, 1918, v. 39, p. 1083-1084, 1088.)

Production Involves Intensive Study of Human Side. By Harry Tipper. (Automo-

tive Industries. April 3, 1919, v. 40, p. 744-745.)

This is a discussion of the labor unrest that has grown out of the war. The remedy suggested is a share in both responsibility and profits for labor.

Progress in the Establishment of Joint Industrial Councils in Great Britain. (U. S. Bur. of Labor Statistics. Monthly Labor Review, Aug. 1918, p. 80-81.)

Progress of Joint Industrial Councils in Great Britain. (U. S. Bur. of Labor Statistics. Monthly Labor Review, Dec., 1918, p 34-36.)

Report of the Employers' Industrial Commission of the United States Dept. of Labor on British Labor Problems. Washington, Govt. Print. Off., 1919. 30p. (U. S. Dept. of Labor.)

The Whitley plan is explained in this report.

Report of an Inquiry as to Works Committees. London, 1918. (Gt. Brit. Ministry of Labour.)

—Same (Reprinted by Industrial Relations Division. U. S. Shipping Board Emergency Fleet Corporation. Philadelphia, 1919.

This is an examination of the objects, functions, methods of procedure and constitutions of workshop committees which have been tried in typical industries such as engineering, shipbuilding, iron and steel, boot and shoe, mining, printing, woolen and worsted, pottery and furniture.

Representation in Industry by John D. Rockefeller. Address before the war emergency and reconstruction conference of the Chamber of Commerce of the United States, Atlantic City, N. J., December 5, 1918. n. p. 1919. 31p.

In this pamphlet the four parties in industry are defined and their relation to each other explained. The reports of the various commissions to inquire into industrial unrest are touched upon and finally the principle of representation as applied to certain American industries with an industrial creed for the "Four parties."

Representation of Employees, inaugurated in the General Electric Company, Lynn Works, November 26, 1918. Rev. by Committee on Routine, Procedure and Election April 4, 1919. Lynn, 1919. 13p.

The plan of representation is set forth in this pamphlet with a diagram showing the route of a problem.

Representative Government in British Industry; by J. A. Hobson. (New Republic. Sept. 1917, v. 12, p. 130-2.)

Responsibility of Labor. N. H. Seaburg. (Coal Age, April 17, 1919, v. 15, p. 696.)

Responsibility through representation in industry is discussed in this article as a preventative of labor troubles in the coal industry.

The Revolt of Labour. (The New Statesman. Jan. 25, 1919, v. 12, p. 339-340.)

The British Labour question is discussed in this article and one reason given for the revolt is the autocracy of employers and their failure to consult their works committee.

The Colorado Industrial Plan Including a Copy of the Plan of Representation and Agreement Adopted at the Coal and Iron Mines of the Colorado Fuel and Iron Company, by John D. Rockfeller, Jr. New York, 1916.

"This booklet contains a complete copy of the plan of empyolees' representation or industrial constitution"—and the agreement between the company and its employees, adopted at the coal and iron mines of the Colorado Fuel and Iron Co."

The Shop. (In John R. Commons' Industrial Goodwill, Chapter 12.)

"Shop organization is the focus of all problems of employment." Shop committees is the form of organization suggested as the best means of bringing permanent industrial peace.

The Shop Committee; a handbook for employer and employees, by William Leavitt Stoddard. New York, MacMillan Co., 1919. 105p.

This book tells what shop committees are and how they work in some of the industries where they have been established. It includes a list of such companies.

Shop Committees; by Ordway Tead. (New Republic. June 25, 1919. v. 19, p. 241-243.)

The problems involved in shop committee administration, from the point of view of both the employer and employed, are discussed in this article.

Shop Committees as Lubricants in Management; Following the Strike of June and July, 1918, at the General Electric Company's Works at Lynn, Massachusetts, the War Labor Board, in an award, Ordered the Installation of a Shop Committee System. It Provides Machinery for so Prompt a Settlement of all Sorts of Disputes that it is Difficult for any Misunderstanding to Outgrow the Possibilities of Internal Settlement. By William Leavitt Stoddard. (Factory, July, 1919, v. 13, no. 1, p. 37-40.)

2 diagrams: Route of an issue; Plan of representation.

Shop Committees in Action by William Leavitt Stoddard. (The Survey, April 5, 1919, p. 28-30.)

This is an attempt to show what shop committees are coming to mean in American industry.

Shop Committees in Practice; by C. G. Renold. (The Survey, March 1, 1919, v. 41,

p. 761-765.) A description of the shop committee plan as worked out in the Manchester (Eng.), Westinghouse Manufacturing Company.

Standard Oil's New Labor Democracy; In Working out its Employe Relations the Standard Oil Company has Asked its Employees to Co-operate with them and to help them decide what these relations shall be. Outline of Rules Laid Down at the Start. (National Association of Corporation Schools. Bull. v. 5, May 1918, p. 203-214.)

The Status of Industrial Relations, by L. P. Alford. (Journal of the American Society of Mechanical Engineers. June 1919, p. 513-516, 556.)

Under the heading "Mutual or Joint Control" Mr. Alford outlines the shop committee movement.

Suggestions as to Functions and Constitution of District Councils and of Works Committees. (U. S. Bureau of Labor Statistics. Monthly Labor Review. May 1919, v. 8, no. 5, p. 116-122.)

The necessary machinery for the organization of shop committees is outlined in this article.

The Temper of British Labor; by Leland Olds. (The Nation, April 19, 1919. v. 108, p. 601-603.)

The British labour unrest; its growth and culmination in the Whitley Committee.

Trade Parliaments and their Work, by Ernest J. P. Benn. London, Nisbet & Co., 1918, 91p.

"A discussion of the Work of Trade Parliaments which in this book are recognized as being practically synonymous with the joint standing industrial councils of the Whitley report.

The Troubles and Desires of Labour, by F. Harcourt Kitchin. (Fortnightly Rev. Oct. 1917, v. 108, p. 581-593.)

An account of the way in which the Whitley report was received by both employers and employed.

Two years of Industrial Democracy at the Plant of Wm. Demuth and Co., by Leopold Demuth, President. 1 sheet. f°.

This paper is given in the form of questions and answers. The questions which naturally arise in a company which is considering a representative plan of industry are taken up and answered.

What I Found the British Employer Thinking About; to Understand the British Employer's thoughts on labor it is necessary to know something of the underlying British Labor Methods and Policies Involved. It is this Background given by Mr. Crowthers Resulting from his Recent European Investigation, that makes this article interesting in itself and helpful in understanding the much-talked-of Whitley Council Idea . . . by Samuel Crowther. (Factory, July 1919, v. 13, no. 1, p. 57-61.)

Whitley Council Plan Applied to British Departments. (U. S. Bur. of Labor Statistics. Monthly Labor Review, May 1919, v. 8, no. 5, p. 114-116.)

—Same British Labour Gazette. London, March 1919, p. 81, 82.

A description of the scheme adopted by the Government departments having industrial establishments, such as the War Office, Ministry of Labour, etc. It includes two types of councils.

The Whitley Councils, by Arthur Gleason. (The Survey. April 5, p. 27-28; April 12, p. 75-77; April 19, 1919, p. 109-111.)

The Whitley Scheme at Work; by H. Wilson Harris. (The Contemporary Review. Dec. 1917, v. 112, p. 645-7.)

The purpose and spirit of the painters' and decorators' joint councils are discussed along with the Whitley reports.

The Workman Speaks for Himself; an Antidote to the Dog-Eat-Dog Attitude of Capital and Labor, by William Leavitt Stoddard. (The Independent. March 8, 1919. v. 97, p. 329, 346.)

The original and short history of shop committees is included in this article.

Works Committees. Report of a conference between Bristol Employers and trade-unionists. Penscot, Shipham, and Somerset, April 20 and 21, 1918. Bristol Association for Industrial Reconstruction. (U. S. Bur. of Labor Statistics. Monthly Review, Oct. 1918, p. 51-54.)

Works Committees and Joint Industrial Councils; a report by A. B. Wolfe. Phila., 1919. 254p. (U. S. Shipping Board. Emergency Fleet Corporation. Industrial Relations Division.)

This report includes the Whitley reports, with their progress and a criticism of them; the functions, organization and procedure of works committees, with an entire chapter devoted to works committees in the United States. Special mention is made of the works committee as installed by the War Labor Board in the Loyal Legion of Loggers and Lumbermen.

Works Committees as Part of the Industrial Council Plan of Great Britain. (U. S. Bur. of Labor Statistics. Monthly Review, June 1918, p. 163-165.)

Workshop committees: suggested lines of Development. (The Survey. Oct. 5, 1918, Suppl. v. 41, no. 1. 8p.)

—Same with comments by the author on difficulties revealed in instituting a scheme of shop committees on the general lines described. N. Y. Survey Associates, Inc., 1918.

—Same in A. W. Kirkaldys' Industry and Finance. London, 1917. Chapter 4, p. 160-186.