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## Special Libraries, September-October 1920

Special Libraries Association

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# Special Libraries

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Nos. 7-8

## The Library of "The Detroit News"

By G. B. CATLIN.

*During the past five or six years the " morgues," " bios," or filing departments have developed rapidly in the quality and completeness of their service. Today they are a positive force in the betterment of our daily " news." By the establishment of an up-to-date reference library, in addition to its filing department, " The Detroit News" has taken a long step in advance which is described interestingly by Mr. Catlin in this article.*

The character of a newspaper library is determined by the character of the newspaper itself. At one time the American newspaper was a sort of literary gossip, relating broadcast the happenings, rumors and opinions of the day. It took newspaper publishers a long time to discover real "news values"; even today the art of writing, editing and presenting news is still in the evolutionary stage. All this, however, is rapidly changing, and the modern newspaper, like the modern business corporation, is endeavoring to base its published utterances upon trustworthy fact information.

Not so very long ago the great mass of readers accepted as true whatever they might see printed in the pages of a newspaper, and only the learned knew how to discriminate between the false and the true. The newspapers, however, were not always edited or written by men of learning. Editors were too willing to accept rumors for facts. There was a lack of understanding of foreign affairs and foreign problems and ridiculous errors in statement were frequently made. This was largely due to the haste which is characteristic of newspaper production. But the errors and inaccuracies soon weakened the public's confidence in what they read and after a time a startling bit of news would provoke the comment: "That is mere newspaper talk."

During the past fifty years newspaper readers have greatly increased in number. High schools, colleges and universities have developed rapidly and the proportion of educated readers has increased perhaps twenty times. This increases the burden of responsibility on the newspaper in proportionate degree. The careless newspaper, like the reckless talker, quickly loses character. In order properly to fulfill its important function the newspaper must take the utmost pains to insure accuracy in its reports and "stories" and this calls for careful checking up of all news material.

No man can be intimately acquainted with

the affairs of every nation both past and present. The present is an evolution out of the past, and so, in order to check up the news of each day for accuracy, one must be equipped with dependable data in readily available form. In many cases the news as it is received over the wires is difficult to understand. In order to make it intelligible and interesting it must be accompanied by some explanatory and interpretive matter. Often a special article is necessary to give the reader a full understanding of the case.

Right here is where the library becomes a powerful aid in the publishing of news. It has been well said that the supreme art of misrepresentation lies in telling half or only part of the truth. The news filters in a little at a time and the background is frequently withheld. Because of this a *systematically chosen library aimed to aid the interpretation and elucidation of the news is really an indispensable adjunct to every newspaper which tries to keep in the van of newspaper progress.*\* Its effect may be a little slow in the manifestation, but it is as sure as sunrise.

An immediate result of the installation of a newspaper reference library is shown in the educational effect upon all members of the staff, from the head of the institution down to the newest cub reporter. Consulting dependable authorities makes the newspaper writer realize his own limitations, and this puts him in a better position to appreciate the needs of the general public. This applies equally to the librarian himself. The newspaper librarian who is not willing and eager to be a student, must be rated as a slacker. At all events he cannot expect to stay long in his chosen occupation.

Because of the infinite variety of the news of the day the person in charge of a newspaper library must collect books as best he can to meet all demands for information. Pioneers in this undertaking must try to anticipate all possible demands for histori-

\*Italics ours

cal, geographical, ethnological, scientific and technical data, so that the writer who wishes to express himself truthfully and intelligently upon any subject that happens to arise, may have some dependable reference source.

The newspaper writer, when confronted by the vast ocean of books, is naturally staggered at the first glance. He soon discovers, however, that at least eighty per cent. of the books are of little value as permanent contributions to educational literature, and that an astonishingly wide field may be covered with a working library of a few thousand volumes carefully chosen for his special purpose. Historians, the newspaper writer finds, have their limitations and prejudices. Some emphasize certain facts and draw conclusions therefrom, while others choose facts just the opposite and arrive at different conclusions. The newspaper writer finally discovers that practically all history is strongly tinged with prejudice, misjudgment, omissions and misinterpretations, and in order to arrive at a reasonable judgment several versions of the story must be put upon the witness stand and judged.

A newspaper library can promote good understanding by arming itself with works of recognized authority on all subjects of ordinary human interest. It should be able to furnish works on all schools of philosophy in the form of the original works of the founders, together with interpretive studies thereon. It must be similarly equipped with regard to the religions of the world, and there must be books upon the evolution of the state and the theory and practice of government. Other sections of the library will cover sociology, labor problems, money, banking and finance in general, art and industry, etc. A full equipment of the best and latest encyclopedias furnishes useful and readily available information and the bibliographies included in some are of inestimable value in leading the seeker to more complete and detailed sources of information.

A few years ago newspaper work was a careless, perfunctory employment. Anybody who could write plain English was considered fit for it. But times have changed and today there are many schools of journalism, most of which have come into existence during the last ten years. These schools are important elements in the forces which are bringing the newspaper back to a new plane of dependability and respectability and which are helping to make journalism in truth a learned profession. This new departure, however, may really be traced to the advancement of learning on the part of the general public. Since the newspaper caters to every class of readers, the ideal newspaper man must possess the broadest culture in addition to a fair, judicial mind.

The prevailing tendency towards special-

ization must soon have its influence on newspaper work. The higher types of newspaper men, recognizing the limits of individual capacity, are beginning to specialize in particular fields in order to fit themselves for employment on high-class metropolitan newspapers.

It is at once obvious that writers who conduct special newspaper departments require books to aid them in their work. The woman's page editor must have books on domestic economy, cooking, costume, care of children, and the like. The writer of feature articles has need of a wide variety of basic information. Finally, a discriminating public is calling for more in the line of bibliographical information and this type of news receives more attention every day.

For purposes such as the above we have in the library of "The Detroit News" nearly 12,000 volumes. We have, for example, between 3,000 and 4,000 books upon the social, industrial and political affairs of foreign countries. At first it was supposed that a collection of six or seven thousand volumes would suffice, but this figure was soon exceeded and new books are constantly being purchased. The original allotment of space was quickly outgrown and the library and the newspaper clipping department are presently to be given larger quarters, with room for expansion, in the new building.

The filing department, or "scraparium," has been built up as systematically as the book department. Its method of collecting and filing newspaper clippings, cuts, and photographs is similar to that to be found in all large newspaper offices. The clippings are gleaned from the leading newspapers of this as well as of foreign countries, including, for example, such little known, though ably edited journals, as the *Allahabad Pioneer* of India.

The "scraparium" fills that bewildering gap between the time of the occurrence of events and the time, a few years later, when they are published in book form. The matter is filed away in large envelopes which permit the placing of magazine articles without folding the pages. Data is filed by subject alphabetically, with liberal cross references. Voluminous data on a particular subject is gathered together in scrap-books of a size which permits of their being filed along with the other material in the filing cases. At the beginning of each scrap-book is an index to its contents.

The library, finally, contains a large collection of special reference works such as Poole's Index, Readers Guide, A. L. A. Catalog, United States Catalog, A. L. A. Portrait Index, a multitude of Who's Who's, general, special and foreign; Burke's Peerage, Whittaker's Peerage and Baronage, Almanac de Gotha, Almanac de Bruxelles and files for years back of The World, Brooklyn Eagle, Chicago News and other current al-

manacs and year books. Still another adjunct is a large collection of maps of all countries of the world, about 500 in all, in addition to the standard atlases of several publishers.

It is difficult as yet to speak of the achievements of "The Detroit News" library since the time of its humble beginnings in October, 1916. It can be said of the staff writers that the frequent checking up of individual snap judgments and suppositions with standard authorities, has led to a steadily increasing dependence upon the library for facts, quotations, utterances, the spelling of proper and geographical names, and detailed information to help make news more intelligible to the general reader. Books are taken out by members of the staff for home reading and study as well as being in constant demand for departmental work. The circulation, considering the size of the library and the lack of fiction, is very large. The effect upon the quality of the articles and stories in the *News* and upon

the men and women who contribute to its columns is considerable. In fact, the staff would be badly handicapped if the library service should be discontinued if only for a few days.

The library makes it possible for the *News* to conduct a question and answer department. Because of lack of space in the news columns it has become necessary to answer about 75 per cent. of the questions in private communications. This service is free and evidently is widely appreciated, particularly by the foreign-born population, who have found it a dependable and always sympathetic resort for general information on a wide range of subjects.

The experience to date has shown far greater benefits than were looked for in the beginning. Because of this I am strongly of the opinion that a library of general information and reference is bound to become a universal necessity in every large newspaper office.

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## Ontario Leads In Library Support

Mr. George H. Locke, Librarian of the Toronto, Canada, Public Library, has sent word to SPECIAL LIBRARIES that the Province of Ontario has authorized a per capita minimum rate of fifty cents for the support of public libraries, which sum, by a vote of a majority of the local municipal council, may be further increased to seventy-five cents. Ontario in the past has been well known for its liberal policy, but it has far outdone itself this year in the new Bill which passed the legislature a few months ago.

Other sections of the bill make possible the establishment and maintenance of public libraries in rural districts, and subsidize libraries which show intelligence in operation. The bill provides further for a Government Library School wherein will be trained those who desire to enter library work and gives the Minister of Education and the Superintendent of Public Libraries wider powers for aiding the work through grants, organizations, travelling libraries, *special libraries*, library associations. These

powers also include: appointment of examining boards, granting of certificates of qualifications, and the encouragement of library publicity and the holding of library conferences.

This legislation was put through during a very busy session by a new government—what is known as the Farmer-Labour Government—and is an indication of the attitude of these parties towards public education. Hon. Mr. Grant, the Minister of Education, who sponsored this bill, is a farmer who believes that an opportunity for self-education should be extended to the rural districts, and who holds strongly that the establishment of technical schools alone will by no means suffice. In closing, Mr. Locke states his conviction that: "Altogether it is a wonderful step forward and library work is placed in a position of dignity that already has enabled us to demand—and receive—from the municipalities, remuneration for library work which will be more consistent with that dignity."

## Selling the Service of the Special Library

By P. A. BARTHOLOMEW

*One of the most important problems in present-day industrial library work is convincing "the powers that be" of the importance of the service rendered. Mr. Bartholomew's interesting paper gives some excellent suggestions as to how this object can be attained.*

The Technical Library of the Palmerton Plant of the New Jersey Zinc Company derived its origin from a small reference library collected for the use of the chemists in the testing department. The collection consisted of about one hundred books on the subjects of Analytical Chemistry and Metallurgy. The demand for reference books covering all subjects of engineering, shop practice, physics and chemistry became so insistent that in 1910 plans were laid for a more extensive library which would cover all technical and community welfare topics and be available for all employees of the plants.

The enlargement and supervision of the Library remained in the hands of the chemical department. A Librarian was appointed, subscriptions placed for the most important technical journals and several hundred reference books were purchased. A system of cataloging was established which served the purpose in the early stages of the Library, but became unsatisfactory as the number of volumes grew.

In 1917 the Library was taken over by the Technical Department of the Company. A new and increased interest was taken in its development and a reorganization in the library force became necessary.

The rapid growth of the research department in Palmerton at this time demanded a properly organized and fully equipped technical library. The Central Library at the New York office and the Palmerton branch began publishing a weekly Library Bulletin, with all current technical and business information thoroughly abstracted. A monthly Library bulletin had been published at Palmerton before, circulated only among department chiefs and assistants. This rather limited the use of the material in the Library and no particular effort was made to reach the rank and file of employees and get them interested. With the coming of the new weekly Bulletin it was decided that instead of limiting the circulation it would be offered to all interested employees. The big problem, however, was to get them interested. Believing in the now commonly accepted saying: "It Pays to Advertise," an innovation in the library service of this company was put in operation. A dozen different sets of Library Posters were drawn up and posted on bulletin boards and other conspicuous places about the plant. Once each month a different poster was enclosed in each Library

Bulletin sent out. One well-meaning employee upon receiving the following poster:

AN EXPERT

has written a book about your work

—o'o—  
—o'o—

You can get it at the Company Library.

—o o—

promptly returned it with a note asking the Librarian to "kindly send the attached book"

This persistent advertising brought gratifying results, showing an increase of several hundred per cent. in the use of the Library. Another obstacle to overcome at this time was to make men feel free to ask for any magazine article or book listed in the Bulletin. The solution to this proved quite easy. With each Bulletin a request sheet was enclosed which reads as follows:

LIBRARIAN:

Kindly send me the following magazine articles listed in your Library Bulletin of (Date of issue).

NUMBER	SUBJECT
.....	.....
.....	.....
.....	.....

The abstracts were numbered so that the busy man needed only to list the numbers of the articles he wanted. Request sheets are returned to the Library where a careful record is taken and the information sent to the man making the request. This direct invitation to use the Library was a very important factor in the big increase in business. The Library was opened evenings to accommodate employees whose work prevented them from visiting the Library during the day. Statistics were carefully kept of all business. Requests jumped from 300 to 3,000 per month in a year and went beyond 4,000 in a year and a half. A monthly Library report was issued to all Department heads, showing what percentage of requests came from their department. This put competition in the game and it became a common thing to hear men from different departments inquiring from each other concerning their "batting averages" for the month.

Probably the best advertisement for the Library in the past few years has been good service rendered. Patrons are considered as shoppers, are treated courteously and have learned that they can get what they

want if it is to be gotten. In case of a pressing reference question, where our Library does not contain the material wanted, a member of the Library Staff is sent to the Lehigh University Library at Bethlehem, Pa., where we are accorded the privileges of non-resident members. In most cases, however, a telephone call to our New York Office Library, which has access to the New York City Libraries, will bring the desired information. Our prompt messenger method of supplying telephone requests for material is another good advertising medium. This kind of attention always brings back customers and has established confidence in the Library Staff.

A considerable amount of bibliographical work has been done for men who are specializing in definite lines of research. Those who cannot find time to search through the literature for all references to their line of work recognize this as a great convenience.

Recently the trade catalog division of the Library with its 3,000 catalogs was completely revised. Preparatory to this several hundred circular letters were sent through the plant asking for suggestions as to new catalogs or ideas of any

kind that might improve service. This served two purposes, it resulted in a more complete and valuable trade catalog collection and gave the library publicity.

After a year's circulation the Library staff felt that the Weekly Library Bulletin was not reaching enough employees. The employment department furnishing the names of the employees, mimeographed letters were circulated, explaining the work of the Library, the object of the Library Bulletin and what the Library had to offer. This advertising added 300 people to our mailing list.

The problem of bringing a valuable Technical Library of 4,000 volumes to the employees was after all not as difficult a proposition as had been anticipated. Posters and circular letters make effective and cheap advertising copy; at the same time act as vacuum cleaners in preventing the dust from collecting on the books and bound periodicals. Our employees have learned to appreciate the benefits derived from constant study and frequent reference to technical literature and current periodicals in their field of work. With this as an accomplished fact, we feel that "it pays to advertise"

## A GOVERNMENTAL INFORMATION SERVICE

The United States Bureau of Efficiency has established an information service section for the use of Government officials and the public. This section is the outgrowth of the Bureau's inquiry into the duplication of work in the Government service, an inquiry undertaken by direction of Congress. In connection with this investigation an index was built up consisting of about 20,000 entries of all major activities of the Government from 1913 to date, and it is the purpose of the Bureau to keep this index current.

While the index was primarily intended solely for Government use it was found to form too valuable a directory of Government functions to confine its use to Government officials, so the Bureau of Efficiency

has created a section for the purpose of answering inquiries as to what has been done by the Government in certain fields of endeavor and where to go to find the information pertaining to any activity. In other words the index is a reference index to activities and offices.

If you are interested, for instance, in the primitive condition of prehistoric man, in present-day activities in education, in agriculture, or in commerce and do not know what the Government has done and is doing in these fields, or where to apply for the classification and biology of the corn-leaf beetles (*Myochrous denticollis*) write the United States Bureau of Efficiency, Washington, D. C.

## SPECIAL LIBRARIES IN STREET RAILWAY SERVICE

DORSEY W. HYDE, Jr.

It is particularly desirable from the viewpoint of our profession that the librarians in similar industrial and business undertakings co-operate with each other to gain recognition in proportion to the important service which they are able to render. The

special librarians in the street railway industry have made notable attempts along this line and their activities bore fruit in the spring of 1917 when a Committee on Libraries was appointed by the President of the American Electric Railway Associa-

tion, with Mr. Lewis A. Armistead, of the Boston Elevated Railway Company, as Chairman.

The action above mentioned was duly reported in "Aera" (April, 1917) in the following terms. "For some time the question of special libraries for electric railway companies has been before the Executive Committee of the Association. At a meeting held in Atlantic City in October, a letter was received from President M. C. Brush of the Boston Elevated Railway Company, calling attention to the valuable work which the library of that company had accomplished during its short existence and to the help that had been received by the co-operation that existed between the 36 special libraries of business and engineering firms existing in Boston, and suggesting that the Association take up the matter with the idea of encouraging the formation of libraries by its Member Companies and of eventually arranging for the interchange of information and data between such libraries.

"In furtherance of this plan 'Aera' has recently published articles by Lewis A. Armistead on the Library of the Boston Elevated Railway Company and by G. Winthrop Lee on that of Stone and Webster. A further step in the direction of promoting the institution of electric railway libraries and the eventual formation of a clearing house of information through the Association has now been taken in the appointment by President Storrs, of a Committee on Libraries to consist of Messrs. Armistead, May, Mullen, Johnston and Stocks."

The first meeting of the Committee was held in New York City and as a result it was decided to send out several letters to all the street railway companies of the country requesting the appointment of a representative to correspond with the Committee on Libraries. One of the duties of this individual was to send two copies of all company publications to the central office. Shortly after this action was taken Mr. Armistead, having received his commission, gave up his work with the Boston Elevated Railway Company and the work of the Committee on Libraries was allowed to lapse.

Mr. Armistead's services in the above connections were of great value to our profession in view of the publicity given the special library movement in current street railway literature. Another important feature was the recognition obtained from the American Electric Railway Association and from prominent members thereof, such as Mr. Matthew C. Brush, President of the Boston Company, who made an address on special library work before the Louisville Special Libraries convention the text of which speech was published in the June, 1917, issue of "Special Libraries."

Along with Mr. Armistead should be men-

tioned Miss Mary P. Billingsley, Librarian of the Kansas City Railways Company, and Miss Alma C. Mitchell of the Public Service Railway Company of New Jersey. Miss Billingsley has rendered service of a high order to her company and has been a sincere worker in endeavoring to further the objects of the Special Libraries Association. Miss Mitchell is well known to the special librarians of New York City as her office is in Newark and many have read her interesting articles and profited from her readiness to serve her fellow members in the profession.

One result which is apparently to be traced to the activities of the members above mentioned has come to us recently in the form of a description of the new Library of the United States Railways and Electric Company of Baltimore. "Shortly after Mr. C. D. Emmons became President of the Company in 1919," the article reads, "he appointed a librarian who was sent to Boston to make a study of the very excellent system developed there for the Boston Elevated Railways by Mr. Lewis A. Armistead. The Baltimore library plan is being worked out along lines closely following those of Mr. Armistead."

It was found that a great number of books, pamphlets and papers had accumulated in the offices of the various department heads and this material was collected together to form the central library. Books are filed according to subject, each being assigned a definite number. The subject matter of each book and technical periodical is indexed. This work forms the librarian's most difficult task as there are some 1,500 volumes to be read and carefully indexed.

A vertical filing system has been adopted, with a simplified classification scheme of one hundred fifty subjects. Envelopes are used to receive small papers and clipped articles. When the contents of an envelope approach bulkiness they are removed and bound and the volume finds a place on the library shelves. Small pamphlets on similar subjects are also bound together and added to the library.

There are, perhaps, other instances of special library work by street railway companies, and "Special Libraries" will be glad to receive all possible details for publication in subsequent issues. In a time of rapidly increasing operating costs the American street railway companies have been trying in every way to reduce overhead expenses by means of increased efficiency. It is safe to say that the special libraries where they exist are rendering valuable service in the attempt to realize this object and this service will doubtless increase in value during the next few years with which should certainly come an enhanced appreciation from the owners and executives responsible for our public utilities.

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## A Training School for Business Librarians

A School for Business Librarians will form one of the three departments of the Washington School for Secretaries which was opened last March. The other two departments of the School will cover stenographic and secretarial work. The Directors of the School are Dr. Richard T. Ely, Dr. Paul S. Reinech, Col. F. T. Junkin, Mr. Charles A. Lyman, Mr. Lawrence H. Cake, Captain John T. A. Ely, Miss E. Virginia Grant and Miss Adelaide R. Hasse. Miss Hasse has been appointed Director of the School for Business Librarians.

The business library training course will cover a period of nine months. It is designed to prepare persons to give 100% service in industrial or business libraries. A large part of the course will be taken up with the study of the basic business literature, such as trade papers, annuals, directories, proceedings, etc. Business reference books, government reports, codes, conversion tables will also be studied. Attention will also be given to the common termin-

ology and abbreviations of the manufacturing, trading and transport industries, to price and labor literature and to statistics.

During the first year the organization and literature of one great American industry will be studied intensively with regard to its organization, its trade and collateral literature, its supporting industries, its products and the like. Foreign trade statistics and banking literature will also be given due attention. There will be required reading, assigned bibliographies and laboratory work in the wealth of special libraries located in Washington.

Much attention will be devoted to subject cataloging, analysis and indexing, and the general storage and service of information, such as classifications, routing methods, and filing systems. The ordinary library processes of cataloging, etc., will be covered. The school has begun a collection of trade catalogs which are being indexed by subject and place, for use in connection with the above course.

## BOOKS FOR EVERYBODY AND THE ENLARGED PROGRAM CAMPAIGN

### LATEST DEVELOPMENTS

Since the last issue of *SPECIAL LIBRARIES* the Committee on Enlarged Program of the American Library Association has published its Final Report (dated July 15, 1920) and after a perusal thereof most librarians have given up hope that the fund originally contemplated will be raised. In the report is published a résumé of the campaign by states as reported by state directors and the grand totals of cash received and pledged is a trifle over \$58,000.

The outgoing Committee states that it is a matter of regret that the \$2,000,000 has not yet been secured, but insists that this fact "need not be construed as failure nor a cause for permanent discouragement." In closing, the report makes the following recommendations:

"That the Executive Board immediately appoint from its own membership a special sub-committee to take up the work of the Committee on Enlarged Program, to carry on the Appeal for Funds, and to give all possible support to those who are renewing the effort in the Fall.

"That a small, selected Headquarters Staff be maintained at least until October 1st in order to conserve the great advantages gained by the present organization, to maintain unbroken con-

tact with Regional, State and Local Directors, and to assist with all its resources and experience the renewed effort to be made in the Fall.

"That in whatever way or ways the Executive Board may deem wisest and most expedient, the Appeal for the \$2,000,000 Fund be made the main objective of the American Library Association until the full amount is secured.

"That when the time comes to choose which items of the Enlarged Program shall be first put into effect, the present Committee is of the opinion that the sections entitled, (1) General Publicity, (2) Library Extension, and (3) Certifications, Salaries, Recruiting for Librarianship, and Employment Bureau, represent the most pressing needs in the general library situation as it exists today."

Under date of September 25, 1920, the new Executive Board of the American Library Association has published "An Open Letter to the Members of the American Library Association" in which further information is given. From this pamphlet we learn that at the first meeting of the new Executive Board (Colorado Springs, June 7, 1920) it was voted that the Chairman of the Enlarged Program Committee



"inform the regional and state directors that upon the discontinuance of the Enlarged Program Committee, July 15th, the appeal for funds shall continue and their organization be kept intact." In closing it was stated that "the Board believes that there are hopeful possibilities for the immediate future calling for the united support and active endeavor of every member of the American Library Association," and the following suggestions for immediate effort were made:

"Securing a larger membership through the personal efforts of each member.

"Placing professional standards of librarianship on a sounder basis through the creation of a National Board of Certification and Standardization which shall be a stabilizing factor in grading and dignifying library service and improving library salaries

"Recruiting for library service by interesting promising young men and women who have the personal and educational requisites.

"Strengthening the helpful service that is rendered by the Headquarters office.

"a. Employment Bureau.

"b. Aid for undeveloped states.

"c. Furnishing information.

"Keeping open the channels for contribution and subscription to the Association."

The last meeting of the A. L. A. Executive Board was held October 11th, in Chicago and the day thereafter the following communication was mailed:

#### TO REGIONAL AND STATE DIRECTORS:

At a meeting of the Executive Board, October 11, 1920, the following votes were passed:

That the Secretary notify all regional and state directors that the activities of the Enlarged Program campaign will terminate November 30th, and that a detailed statement of receipts, accompanied with all pledges in proper legal form, must be in the hands of the Secretary not later than December 10th.

That the Secretary notify all regional and state directors that from and after October 20th no further expense on account of the campaign shall be incurred and that unexpended balances be remitted to the Secretary at once, accompanied by a detailed statement of all expenditures.

That until the end of the campaign all American Library Association members be urged to do their utmost to secure contributions to the fund in order that pressing needs of the American Library Association may be provided for. While no A. L. A. funds are hereafter available for campaign expenses,

the Executive Board hopes that the best asset in any campaign, namely volunteer service, will be available and active in soliciting funds for the needs and future activities of the A. L. A.

These resolutions are self-explanatory and are sent to you at the earliest possible moment after the Board meeting in order that you may be fully informed.

Campaign expense fund balances and money collected for the work of the Association should be kept separate and amounts sent in separate checks. Checks should be made payable to Edward D. Tweedell, Treasurer, and sent to me at this address.

This letter is being sent to all regional and state directors, though in some cases final reports have already been made. You will know how much of this applies to you

Yours very truly,

CARL H. MILAM,

Secretary.

All of the foregoing, naturally, will not be without its effect upon that part of the work of the Enlarged Program of particular interest to members of the Special Libraries Association. Towards the end of July, the individual members of the Joint Committee of Seven gave consideration to the advisability of an effort to raise a fund to continue the nation-wide special library work but this plan was not thought to be feasible at that time. Early in August, Mr. Carlos C. Houghton resigned his post as Chief of the Special Libraries Department at A. L. A. Headquarters.

Shortly after the foregoing developments the President of the Special Libraries Association received an unofficial communication from an A. L. A. official in which the following opinion was expressed: "Advance work in the business and industrial library field can best be done by the Special Libraries Association acting independently, because the A. L. A. has so many other functions on its hands, and absolutely so little money, that I can't see any means available in the near future for the A. L. A. to branch out into industrial and business library work. . . . I think that the Special Libraries Association should now go ahead with increased plans and energy to work its own field independently until such time as the A. L. A. may be able to be a party to any co-operative plans. This will not in any way prevent the best of feeling between the two Associations. It is simply recognizing that the library field is getting so big that there is ample room for the two Associations to work side by side harmoniously, each on their own particular job."

As we go to press a letter has just come to the President from Mr. Carl H. Milam, Secretary of the American Library Association, in which he comments upon the plan for increasing the membership of the

Special Libraries Association, as follows: "You will be interested in the following resolution on an A. L. A. membership campaign which was adopted by the A. L. A. Executive Board on October 11th:

**Membership Campaign:** After much discussion of the desirability of increasing the membership of the American Library Association, the following resolution was adopted:

WHEREAS, The membership of the A. L. A. has not kept pace with the development of libraries and the increase in the number of persons engaged and interested in library work,

THEREFORE, Be it resolved: That the Executive Board urges upon the individual members of the Association the importance of making every possible effort to increase the membership and thus strengthen the Association, extend library work and encourage professional co-operation.

You will also be interested in the following from the Executive Board minutes on the Joint Committee of Seven:

#### JOINT COMMITTEE OF SEVEN

A letter of September 28th, from Mr. Ranck, was read to the Board. The following resolution presented by Miss Krause was approved and adopted:

WHEREAS, The Committee on Enlarged Program on February 25th, 1920,

created with the approval of the Executive Board of the A. L. A. and the Executive Committee of the Special Libraries Association a Committee known as the Committee of Seven, whose function is to give advice and approval on all work done under the Enlarged Program that concerns business and industrial libraries, and

WHEREAS, The special appeal for funds by means of which this work was to be undertaken has not provided funds for carrying on the Enlarged Program,

THEREFORE, Be It Resolved by this Board in session October 11, 1920, That the Chairman of the Committee of Seven be requested to notify the members of the Committee of Seven of the existing situation and of the sincere regret of the Board that in consequence it becomes necessary to discharge the Committee of Seven, and

Be it further resolved: That the President of the A. L. A. be requested to confer with the President of the Special Libraries Association as to the advisability of the President of each Association appointing annually a committee of three from its membership, the duties of which committee shall be to confer as to appropriate activities which might be jointly undertaken by both Associations.

## ORGANIZATION OF RESEARCH IN IN GREAT BRITAIN

*In the United States, under war-time impetus, there was established the National Research Council, but the support of this institution seems to have languished since the signing of the armistice. Great Britain, however, has gone ahead and the Department of Scientific and Industrial Research is already commencing to function. Of particular interest to special librarians is the "Memorandum Upon the Filing and Indexing of Information in the Records Bureau of the Department of Scientific and Industrial Research" issued as an appendix to the "Report of the Second Conference of Research Organizations, 12 December, 1919" which we publish below.*

The work of the Records Bureau of this Department is just beginning, but it is already clear that the filing and indexing system to be adopted must be very elastic in view of the amount and widely varying character of information which will reach the Bureau. Careful consideration of the system is therefore necessary at the outset. The system will doubtless require modification from time to time in the light of experience and criticism; and suggestions for the improvement of the system shortly to be outlined will be cordially appreciated.

None of the advertised systems of filing and indexing are applicable to the peculiar needs and wide scope of a bureau such as

this, and it has been necessary to devise a suitable system. The work of the Bureau will be largely undertaken by officers possessing university degrees in science, capable of intelligently reading and understanding the significance of the reports put before them.

The material submitted to the Bureau will be largely in the form of reports recording the results obtained in investigations carried out by Research Associations and Research Boards or Committees set up by, or closely connected with the Department. In addition, the Bureau will receive the publications of similar Research Organizations in the Colonies and Dominions and foreign countries, and the Technical

Officers of the Department will communicate any information likely to prove useful to Research Associations, etc., that they encounter in the scientific or technical literature of the subjects of which they have special knowledge.

The Bureau will have other minor sources of information which need not be specified here.

Each report received by the Bureau will in the first instance be marked "Confidential" or "Non-confidential" as the case may be. It will then be considered by an officer whose duty it will be to prepare a précis indicating the general lines on which the work has been carried out, the results obtained, and any further points which are considered to be of sufficient importance to record. The assistant will also submit a list of headings under which the report should be indexed; the list will include suitable headings for every point of importance brought out in the report, and especially any point which appears likely to be of importance or interest to any other research organization.

The report, précis and list of indexing headings will then be passed to the officer in charge of the Bureau, who will amend the two latter as he thinks desirable. He will further carefully consider the report and make a note of the name of any research association or organizations connected with the department to which any information contained in the report may, in his opinion, be of interest or utility.

The précis of the report will be retained in the Bureau and filed on the loose-leaf ledger principle. The original report will itself be filed in the Bureau and indexed upon a simple numeral plan rendering it convenient for reference.

Card indexes may be of two main types:

- (a) Those which include fairly complete abstracts of the information upon the actual cards;
- (b) Those which do not give the information upon the cards but which simply serve to show where the information may be found.

After careful consideration it has been decided that the card index of the Record Bureau should be of the second type. It has to be remembered that an officer preparing an abstract of a report which will subsequently be placed upon one or more cards is strongly tempted to measure the length of his abstract by the capacity of one card, and thus arises the danger of essential points being omitted from an abstract. Further, it seems desirable to keep a card index as small in size as is consistent with efficiency. If such an index is allowed to grow to very large dimensions it tends to defeat its own ends. Thus one object of an index of this kind is to classify under one heading all cognate information derived

from various sources relating to any particular subject; if the index be very large, this object is only imperfectly achieved.

The card index is divided in main sections under such headings as: Materials, Processes, Machinery and Plant, Apparatus, Structures, Industries, Literature, Specifications and Standards, Patents, etc., each main section being marked off by a main guide card of distinctive colour. These main sections are divided into sub-sections as appears necessary. Thus the Materials section is sub-divided into sub-sections as follows. By-products, Raw Materials, Investigation of, Raw materials, Sources of; Raw Materials, Preparation of; Materials, Corrosion of; Materials, Testing of; Materials, Strength of, Materials, Properties of; Materials, Deterioration of; Materials, Metallic; Materials, Chemical. The sub-sections are headed by guide cards of distinctive colour, and in certain cases it may be necessary further to sub-divide a sub-section. Thus, the sub-section "Materials-Properties of" is sub-divided into physical, chemical and mechanical divisions, each headed by an appropriate guide-card. It will be seen that the main sections and sub-sections can be further added to or sub-divided, as and when occasion arises.

Turning now to the indexing and filing of any report, the latter is ultimately placed in a file cover bearing a distinctive registration letter and number. The précis of the report bears also a distinctive letter and number and is finally placed in a loose-leaf book convenient for reference. The report is indexed by entries on separate cards placed under each of the headings in the index to which the subjects of the report have any reference. By the side of each entry on a card is the reference number of the file containing the report and the reference number of the précis of the report. Thus either the report itself or an abstract of it can readily be consulted after reference to the index card. It should be added that if the report under consideration is confidential, all entries relating to it will be made upon red index cards, whereas non-confidential reports will be indexed upon white cards. This procedure will ensure that confidential information is not inadvertently divulged.

It may be thought that this method of indexing and filing is one involving great expenditure of time by officers having scientific training as well as by the clerical staff. Unless work of this kind, however, is carried out by a staff capable of understanding what they are reading, it is work wasted. The objects of the Bureau are to ensure that the fullest possible use is made of the results of research work and that duplication of investigation is avoided; it would be false economy to attempt to undertake such work with inferior or inadequate staff.

# Special Libraries

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Editor-in-Chief..... J. H. FRIEDEL

This number edited by

DORSEY W. HYDE, JR.

Memberships and subscriptions dues should be made out to the Special Libraries Association and sent to Miss M. C. Wells, Assistant Secretary-Treasurer, care American International Corporation, 120 Broadway, New York.

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## EDITORIALS

In this issue is made the first announcement of a campaign to increase the membership of the Special Libraries Association. We state in all frankness that our profession is young, thriving, healthy, and our optimism prompts the belief that we can increase our membership to the thousand mark by pointing out the advantages of membership in the Association and asking every special librarian in America to join.

To each special librarian who reads these lines the Executive Board sends their Greetings. You will receive shortly a letter from the President of the Association telling of the plans formulated at the Board meeting held recently in Detroit. The campaign will be in the hands of Miss Mary de J. Cox, Librarian of the American Telegraph and Telephone Company, as Director, and Miss Rebecca B. Rankin, Librarian of the New York Municipal Reference Library, as First Assistant.

Throughout the country regional committees and representatives will be appointed to assist the Campaign Director in the work of inviting every special librarian to join with us in our work. Complete instructions as to procedure will be mailed to these committees or representatives by Miss Cox. We ask that you hold yourself ready to co-operate to the full extent of your powers when the word goes out to the firing line. Let our watchword be "A Thousand Members before the Next Convention!"

## SELLING THE SPECIAL LIBRARY IDEA

America has made a brave attempt to solve the problems of the reconstruction period without undue weakening of business stability. Notwithstanding our attempts at economic re-orientation, there has been, and still is, considerable uncertainty, lack of faith, disorganization. This period offers exceptional opportunities for the special librarian. The leaders in commerce know that present conditions are almost entirely "psychological," but they are at a loss as to how the general public can be convinced of this fact.

In a recent editorial in the "Saturday Evening Post" it was pointed out that the present uncertainty is traceable to the lack of information available for the

general public concerning the machinery of business, how it is organized, what it deals with, how products are distributed, and a hundred problems of similar character. The special librarian occupies the strategic position. He can lay his hands upon information of this kind and facilitate its release for public consumption.

Many American corporations are looking to the special library for possible aid in the solution of these problems. Will the members of our profession respond to the call? Or will they linger until rising costs bring into question the usefulness of the special library as an integral part of the organization? Now is the time to "sell" the service of the special library, and from past experience we have no doubt as to the eventual outcome of such attempts.

At the Detroit meeting of the Executive Board the President of the Association was authorized to grant representation and membership to all local associations of special librarians desiring to affiliate with the national body. There are now in existence several thriving regional associations of special librarians. To these a cordial invitation is extended to affiliate with the Special Libraries Association and to join in the work of promoting the interests of the profession as a whole.

### A NEW EDITOR FOR SPECIAL LIBRARIES

The Executive Board desires to announce the appointment of Miss Adelaide R. Hasse, Director of the Washington School for Special Librarians, as Editor-in-Chief of SPECIAL LIBRARIES. Miss Hasse's appointment takes effect immediately and she will take charge of the compiling and editing of our next issue. In accepting the position Miss Hasse writes: "It will be a great privilege to accept the honor which the Special Libraries Association, through its Executive Board, has done me. There is hardly an opportunity in library work in my estimation which holds the possibilities of the Editorship of SPECIAL LIBRARIES."

All errors of omission or commission in the present number must be blamed upon the President who has acted as a "stop gap" until Miss Hasse's appointment.

## ASSOCIATION ACTIVITIES

### Joint Committee of Seven

Elsewhere in this issue reference is made to the meeting of the Joint Committee of Seven on the occasion of the A. L. A. Conference at Colorado Springs. The second meeting of this Committee was held in Detroit on Saturday, September 25, and was attended by Mr. Samuel H. Ranck, Chairman, Miss Elizabeth V. Dobbins, Mr. William L. Jacob and Mr. Dorsey W. Hyde, Jr. Interesting communications to the Committee were received from Miss Louise B. Krause and Mr. J. H. Friedel who were unable to attend.

Because of the difficulties experienced in connection with the "Books for Everybody" campaign the Committee could take no action along the lines for which it had been called into existence. The whole situation was discussed pro and con and it was de-

ecided that it would not be advisable at this time to undertake a special campaign among the various special libraries. The question of the future status of the Committee came up for consideration and it was voted that the suggestion be made to the A. L. A. and the S. L. A. that the Committee be continued as a joint body of the two Associations to act as a point of contact between their respective officers and members.

### The S. L. A. Executive Board

A meeting of the Executive Board was called by the President to meet in Detroit, Saturday, October 2. On that date Miss Maud A. Carabin, Past President, Miss Helen E. Hemphill, Vice President, Miss Estelle L. Liebmann, Secretary, Miss Helen

Norris and Mr. Dorsey W. Hyde, Jr., President, assembled in a conference room at the Hotel Statler.

The results of the meeting of the Committee of Seven were reported to the Executive Board, after which the matter of a new Editor for SPECIAL LIBRARIES was discussed. The President reported that in response to his letters to all members of the Executive Board the name of Miss Adelaide R. Hasse had been most frequently mentioned, whereupon the Board voted that the President be authorized to ask Miss Hasse to accept the position.

It was discussed whether the next annual meeting of the Special Libraries Association should be held at the same time and place as the A. L. A. The President was authorized to send out a letter to all members of the Association after the A. L. A. had announced its plans, asking for an expression of opinion.

A letter from the H. W. Wilson Company offering to take over the handling of back numbers of SPECIAL LIBRARIES was read by Miss Liebmann and it was voted that the offer be accepted.

The most important matter considered by the Executive Board was the question of the expansion of S. L. A. activities during the coming year. It was decided that the greatest present need of the Association is an intensive campaign to increase membership in the Association and to extend the circulation of SPECIAL LIBRARIES. It was therefore decided that the President draft a letter to every member of the Association asking for their cooperation in a country-wide membership campaign. Miss Mary D. Cox was appointed Campaign Director, with Miss Rebecca B. Rankin as First Assistant. It was further decided that local campaign representatives be appointed in the various cities to carry on the work of solicitation. Such a campaign in the belief of the Executive Board will improve the prestige as well as the financial standing of the Association and lay the basis for a future program of constructive Association activity.

#### The Special Library Census

Mr. William L. Jacob, as Chairman of the Census Committee, has reported to the President that data has been received concerning some 300 special libraries throughout the United States. Mr. Jacob is preparing to send out supplementary letters to all special librarians to obtain a few extra details about each library and to endeavor to reach all special librarians who have not as yet been heard from. The Association is heavily indebted to Mr. Jacob for his arduous labors to make his survey as comprehensive and as accurate as possible. Will each member of the Association who

has not already done so get in touch with Mr. Jacob, giving full details about their own library and suggesting the names of others that may not have reported. Only a short time more can be allowed for the gathering of information, after which the facts already received will be edited and then published as an official report of the Special Libraries Association. The report, when published, should prove to be a veritable mine of special library information and will be invaluable as a manual of the profession.

#### The Committee on Methods

The Committee on Methods was appointed November, 1919, with Miss Mary B. Day, Librarian of the National Safety Council, as Chairman, for the purpose of collecting and disseminating information concerning the best methods in use in the various special libraries of the country. At the last S. L. A. Convention Miss Day reported that a general outline and plan had been formulated by the Committee. Since that time the Committee has been actively engaged. A number of interesting forms used in connection with special library work have been received as the result of publicity in various technical magazines calling attention to the work and object of the Committee. The Committee, in addition to the Chairman, includes: Miss Irene Warren of the Globe-Wernicke Company, Chicago, Mr. Frank K. Walter, General Motors Corporation, Detroit, Miss Elsie L. Baechtold, Irving National Bank, New York, and Mr. Daniel N. Handy of the Insurance Library of Boston. Every member of the Association is urgently requested to cooperate by sending all possible special library data to Miss Day at the offices of the National Safety Council, 168 North Michigan Ave., Chicago, Illinois.

#### The Committee on Employment

Miss Helen Norris, Librarian of the Commonwealth Edison Company, 72 West Adams Street, Chicago, Illinois, is Chairman of the Committee on Employment and all members of the Association are requested to inform her of vacancies coming to their attention. Miss Norris reports one unfilled position at the present time: Company requires research worker with training and experience in chemistry and library work and able to read German and French. On Miss Norris' list are several trained library workers who are available for suitable positions. Miss Liebmann, who assists Miss Norris in handling the work in the east, reports: "I have had inquiries both as to positions and as to openings on an average of two to three a week,

nearly all of these being for positions in or around New York" It has been decided to appoint another assistant to handle the work of the Committee in San Francisco and other western cities.

#### Publicity for Special Libraries

Mr. Ralph L. Power, Chairman of the Committee on Publicity, has published an excellent article, entitled "Women in Special Libraries," in the September 1st issue of "The Library Journal." In this article Mr Power tells of the services in special library work of Claribel R. Barnett, Alice L. Rose, Mary L. Erwin, Florence Spencer, Marion R. Glenn, Ethel M. Johnson, Marie Fay Lindholm, Maud A. Carabin, Ethel Cleland, Sarah E. Ball and Linda N. Morley. At the request of the President a number of reprints of this article have been made and copies will be gladly sent free of charge to any member of the Association who will write the President at Detroit. Mr. Power, now on leave of absence from Boston University, is Professor in the Department of Economics at the College of William and Mary, Williamsburg, Virginia and all publicity matters should be taken up with him at that address.

#### A Word About the Secretary and Vice-President

The Secretary of the Special Libraries Association is perhaps the busiest of all Association officers and her office is constantly besieged with letters, requests and telephone calls of every possible kind. It is estimated that the S. L. A. Secretary last year received more than 2,000 letters, every one of which had to be answered. In addition to the letters there are telephone calls and personal visits without number. Miss Liebmann is also the Treasurer of the Association. Miss Margaret C. Wells, Assistant Secretary, tends to the entering of all transactions but the filing and custody of the books devolves upon Miss Liebmann. During the past six months Miss Liebmann, in addition to her regular duties, has made a special trip to attend a meeting of the Executive Board, has attended to the transcribing of the proceedings of the last convention, and has extended material aid to Miss Helen E. Hemphill who assumed responsibility for the distribution of the last issues of SPECIAL LIBRARIES. Members of the Association certainly owe a vote of thanks to Miss Liebmann for her untiring efforts, as well as to Miss Hemphill and Miss Wells.

## LIBRARY CONFERENCE NEWS

#### The A. L. A. at Colorado Springs

Colorado Springs being so distant from the cities where the great majority of special librarians are located, the S. L. A. Conference for 1920 was held separately. This does not mean, however, that there were not any special librarians to meet and mingle at Colorado Springs with their friends in the public library field. Some forty or fifty special librarians attended the meeting and two or three interesting, informal meetings were held in various rooms of the Antlers Hotel.

On the evening of the first day of the program in the ball room of the Antlers, Dorsey W. Hyde, Jr., President of the Special Librarians Association, addressed the conference, his subject being the "Outlook for Special Libraries." \* On the day following an informal meeting of special librarians was held in the same room with Miss Elsie L. Baechtold acting as Chairman. At this and subsequent meetings many problems of the special library were discussed and interesting comments were made by Miss Baechtold, Miss Louise B. Krause,

\* Librar. Journal, June 15, 1920.

Miss Ida B. Campbell and many others.

Two meetings of the Joint Committee of Seven were held, there being present Mr. Samuel H. Ranck, the Chairman, Miss Krause, Mr. Carlos C. Houghton, and Mr. Hyde. All problems incident to S. L. A. participation in the work of the Enlarged Program were thoroughly discussed but specific action was deferred until the completion of the "Books for Everybody" campaign. Miss Louise B. Krause was honored at the end of the conference by appointment as Vice-President of the American Library Association.

The special programs included interesting papers and discussions by the Agricultural Libraries Section, the Children's Librarians, College and Reference, Professional Training, School Libraries, Religion and Theology, Public Documents, State Libraries, Law Libraries, Library Commissions, etc

#### Special Librarians at the Isle of Shoals

At the New England Library Association's meeting at the Isle of Shoals July

1-3, an interesting session of the Boston Special Libraries Association was held, with Miss Barbara Duncan presiding. Mr. John G. Moulton, State A. L. A. Director, made a statement regarding the Enlarged Program, asking for the cooperation of all Massachusetts special librarians. Miss Caroline Webster, Miss E. Kathleen Jones and Mr. Carlos C. Houghton seconded Mr. Moulton's remarks and then Mr. Houghton discussed "Library Service and the Business Man." Mr. Houghton described the special problems of the special librarian and the intensive library methods which he must employ in working with such agencies as clippings and indexes.

A very interesting talk was made by Mr. W. Irving Bullard, Vice-President of the Merchant's National Bank of Boston, in which he discussed the uses of the modern library, and he emphasized the point that banking is no longer national, but international, and that a bank is now an economic institution for making researches. The banker to day, said Mr. Bullard, believes in giving his clients information and he stated his belief that bank libraries offer a great opportunity for young men and young women who are interested in this sort of research work.

At the close of Mr. Bullard's paper Mr. George W. Lee, Librarian of Stone and Webster, took up the question of the desirability of making the work done by one special library available for all other such institutions. Mr. Lee suggested further a standard easily remembered, telephone number for libraries, thus making them into central information bureaus. Mr. Frank H. Chase spoke of the development of reference work in the Boston Public Library under the stimulus of Mr. Lee's recent article "Tell Your Troubles to the Public Library."

#### Special Library Talks at Lake Placid

Although the special librarians of New York City and State did not formally participate in the Lake Placid meeting of the New York Library Association, September 20-25, nevertheless there was a very interesting morning's program, credit for the arrangement of which is due to Miss Florence Bradley, Librarian of the National Organization for Public Health Nursing.

Miss Helen Letson told of her experience as Librarian at the Bloomingdale Hospital for Nervous and Mental Diseases, a branch of the New York City Hospital, where 350 patients and the resident doctors and nurses form an isolated little community. Mrs. Ruth Kimball Gardiner, Associate Librarian of the American Social Hygiene Association, urged that librarians supplement the work of parents in teaching social hygiene, by placing on the open shelves such works as are suitable, including books on sex education for the use of young people, and stated

that the Association invited librarians to call upon it for help of this sort.

Miss Mabel Brown had an interesting paper on the work of the National Committee for Mental Hygiene in which were suggested the ways in which the public library can supplement its own resources by use of the Committee's Library. Miss Caroline Underhill told of the hospital work of the Utica Public Library and Mr. P. W. Garrett, Secretary of the Y. M. C. A. Prison Committee, told of his experience with prison libraries. Finally Mr. Wyer, who came earlier on the program, told of some of the special libraries forming part of the State Library, such as the Law Library, the Legislative Reference Library, and the libraries of the Education Department, which go out to some 8,000 elementary schools, 300 high schools, as well as to clubs and other educational institutions and to individuals.

#### Ohio Special Librarians Get Together

The twenty-sixth Annual Conference of the Ohio Libraries Association, held in Cleveland, October 5-7, was the occasion of a particularly interesting program which was arranged by Mr. Joseph L. Wheeler, President of the Association and Librarian of the Youngstown Public Library. Interesting talks were presented on publicity, reference work, library legislation and special libraries.

The sessions of the second day were held in the beautiful building of the Cleveland Museum of Art and there were talks by Mr. Frederick Allen Whiting, Director of the Museum, Mr. Carl H. Milam and Mr. William J. Hamilton, Secretary of the Indiana Library Commission. Mr. Dorsey W. Hyde, Jr., President of the Special Libraries Association, talked about "Books and the Citizenship of Tomorrow."

After a pleasurable luncheon in the Museum restaurant given by the Cleveland Club of Special Librarians, an interesting Special Libraries Session was held, with Miss Alta B. Claffin, Librarian of the Federal Reserve Bank of Cleveland, presiding. Mr. Wheeler gave a highly interesting talk on "Cooperation between Public and Special Libraries" which we hope to obtain for publication in a future issue of SPECIAL LIBRARIES. Mr. Ward, Librarian of Cleveland Public Library's Technical Division, followed Mr. Wheeler's talk with a description of the way his division serves Cleveland special libraries and Miss Prouty, head of the Stations Department of the same library, spoke of her department's cooperative plans. Miss Doren, of Dayton, told of a plan considered in that city for making the public library a clearing house for special libraries.

Miss Claffin next called on Miss Anna-Lee Pace, President of the Cleveland Club of Special Librarians and Research Librarian of the Hydraulic Pressed Steel Com-



pany, who gave an excellent talk on "The Research Worker." Miss Ida B. Campbell, Librarian of the B. F. Goodrich Company of Akron, spoke on "Magazine Routing and Digest of Current Periodicals" in a most illuminating manner. Mrs. Bertha S. McEwen, Manager of the Files Department of the Cleveland Federal Reserve Bank and Mrs. H. D. Pond, of the Educational Department of the Ohio Desk Company, discussed jointly "The Filing Department and the Special Library."

#### New York Special Librarians Have Big Time

The first fall meeting of the New York Special Libraries Association was held October 22nd in the Restaurant on the 26th floor of the New York Municipal Building. In response to the attractive announcement sent out by Miss Rebecca B. Rankin, Librarian of the New York Municipal Reference Library and newly-elected President of the Association, 150 special librarians gathered together for the buffet dinner which was served promptly at 5.15 P. M. The attendance would have been larger had the dining room capacity permitted; as it was 15 or 20 reservations had to be refused. The meeting was most successful.

A four course dinner was served which proved that New York City officials appreciate good cooking. The dinner was preceded and followed by a social time during which every one met the new guests and renewed old friendships. The President made a few remarks, setting forth the aims of the Association for the coming winter, as follows:

- (1) More interesting meetings.
- (2) Increased membership.
- (3) Gathering and compiling data for a Handbook.
- (4) Close cooperation with the national association.

After the dinner the Membership Committee, of which Miss Mary deJ. Cox is Chairman, got on the job, and as a result of their efforts seventy-six new members were secured. The social arrangements for the evening were in charge of a special Social Committee and much credit is due to the efforts of its competent Chairman, Miss Burnett. SPECIAL LIBRARIEN is very glad to learn of the progress being made by Father Knickerbocker's special librarians and wishes them all continued success in the good work.

## The Library Workers Association

Miss Estelle L. Liebmann, Secretary of the Special Libraries Association, has received a letter from Miss Catherine Van Dyne, Secretary of the Library Workers' Association, in which Miss Van Dyne says: "We feel that the Library Workers' Association should either affiliate with or join the Special Libraries Association. Will you let us know what the procedure is and all about it? We think that there will be ample opportunities for cooperation between the two Associations."

Needless to say the Special Libraries Association was very glad to write Miss Van Dyne welcoming the co-operation of the new Association and expressing readiness to work side by side for the best interests of the library profession. But for the readers of SPECIAL LIBRARIEN who may not have heard of the objects of this new Association we give herewith the information which has been released for public consumption.

The organization meeting of the Library Workers' Association was held at Atlantic City, N. J., April 30, 1920, in conjunction with meetings held at that time and place by the Pennsylvania Library Club and the New Jersey Library Association. About one hundred librarians attended the meeting and the following Draft of Organization was adopted:

"Since the need of organization is felt among the 10,000 or more library workers

in the United States without special training, we desire to form an Association:

1. Which shall be a Bureau of Information for library workers, whose success depends on experience rather than training.
2. Which shall be a Bureau of Information for librarians who have need of recommended workers fitted to fill vacancies in their libraries.
3. Which shall supply such information as freely to other employment agencies and institutions as it does to libraries.
4. Which shall follow and give publicity to legislation related to library workers.

Perhaps in view of questions raised it may also be well to state our purpose negatively. We desire to form an Association:

1. Which shall not become a labor or trade union as defined in the Century Dictionary.
2. Which shall not create any unfortunate distinctions between different groups of persons employed in library work.
3. Which shall not in any way depress standards of library work. The friendliest appreciation of special training leads us to recognize the advantages of workers with special training and so to organize against our own disadvantage.
4. Which shall not oppose Standardization and Certification of library service.
5. Which shall not duplicate work performed in an adequate manner by any offi-

cial bureau of the A. L. A. For the A. L. A. as the parent association of librarians this Library Workers' Association has a fitting respect. With the A. L. A. it will affiliate at once and cooperate always."

The second meeting of the Library Workers' Association was held at Lake Placid, N. Y., September 23, 1920, during the annual conference of the New York State Library Association. At this meeting it was reported that membership in the Association had increased from fifty-four at the first meeting to one hundred fifty-seven at the second meeting, including sixteen institutional members. Success attending membership and publicity work was described

and it was stated that efforts were being made to cooperate with the American Museum Association, the Special Libraries Association, the New York Filing Association, and others. During the year it was reported some 1,342 personal letters were received and answered. It was reported that both the A. L. A. and L. W. A. had appointed committees to consider the matter of affiliation. The officers of the Association are: President, Adeline T. Davidson, Public Library, East Orange, N. J.; Vice-President, Mary G. Peters, Public Library, Bayonne, N. J., and Secretary, Catherine Van Dyne, Public Library, Newark, N. J.

## SPECIAL LIBRARY FIELD DOINGS

A large Pennsylvania steel company has written to several S. L. A. members for information concerning special libraries, it being proposed to establish a library for that firm. A letter recently received states: "Our idea is to establish a library service including business data service for all departments of the organization. To maintain a library of technical books, leading trade papers, magazines, pamphlets, newspapers, etc., to have a competent person read and clip articles from all manner of publications and sources of interest to the different departments and circulate same to the different department heads, also to classify and file these clippings, pamphlets, etc., so as to have a ready reference file on all subjects likely to be of interest to the different departments. To establish service features such as General Information, Casual Reports, Daily News, Business Reports, and Bibliographical service for local and out of town offices and works."

Mr. E. Newman, Superintendent of the Planning Division of the Bethlehem Shipbuilding Corporation, Ltd., Bethlehem, Pa., in a recent letter with reference to a proposed special library for that firm states: "You may be interested to know that since this question was first brought up, the managers of this Corporation have allotted an appropriation for the establishment of a small library."

Mr. Guy E. Marion, past officer of the S. L. A., has finished his work for the Community Motion Picture Bureau in New York, where he built up a library of motion picture information and compiled a card index of over 300,000 entries, covering all motion pictures released in America since 1915. Mr. Marion has returned to his work as professional organizer of libraries for corporations, business houses, associa-

tions and the like, and his address in future will be 27 State Street, Boston, Mass.

Mr. Carlos C. Houghton has resigned as Secretary of the Joint Committee of Seven and has given up his work as director of the Special Libraries Department at A. L. A. headquarters. Mr. Houghton has been asked to organize a research and information service for the Poore Publishing Company, who publish a number of industrial manuals, and he will henceforth be located in New York City. Elsewhere in this issue reference is made to the address recently made by Mr. Houghton before the Isle of Shoals meeting of the Boston Special Libraries Association.

Miss Rebecca B. Rankin, Librarian of the New York Municipal Reference Library, has been elected President of the New York Special Libraries Association. Miss Rankin has recently been appointed First Assistant in the intensive membership campaign soon to be undertaken by the Special Libraries Association.

Miss Elsie L. Bacchold has recently accepted a position as Librarian of the Irving National Bank in New York City. Already Miss Bacchold reports that books and other printed matter have been collected together and the work of cataloguing and indexing is now well under way.

Miss Adelaide R. Husse, who was recently appointed as Director of the Training School for Business Librarians of the Washington School for Secretaries, has accepted the appointment as Editor-in-Chief of SPECIAL LIBRARIES. Elsewhere in this issue reference is made to the Training School for Business Librarians and the scope and character of its work. The address is 1419 F. Street, N. W., Washington, D. C.

Mr. Ralph L. Power, Librarian of the School of Business Administration of Bos-

ton University, has been granted a leave of absence and he is now serving as Professor of Economics at the College of William and Mary at Williamsburg, Virginia.

Mr. J. H. Friedel, former Editor-in-Chief of SPECIAL LIBRARIES, is now located in New York City, the National Industrial Conference Board having removed its offices from Boston to New York, at 10 East 39th Street. Announcement has just come to us of the forthcoming publication, by Lippincott of Philadelphia, of a book from Mr. Friedel's pen, entitled "Training for Librarianship."

Mr. George A. Devenau, formerly director of Library Cooperation work for the United States Employment Service, has been appointed Manager of the Service Station Department of the Reuben H. Donnelley Corporation, 652 South State Street, Chicago, Illinois. Mr. Devenau writes of his work: "We are developing a Business Library Service in connection with the Classified Telephone Directory and our National Red Book. We are maintaining similar Service Stations in Milwaukee, Cincinnati, New Haven, and New York, and

we are endeavoring in Chicago to work out a model Service Station according to which the others will be organized."

Mr. William R. Reinicke, Assistant Secretary to the Pennsylvania War History Commission, has recently completed his task of collecting the records of the war activities of that state, covering military, industrial, religious, fraternal activities, etc.; the record of every man and woman in service, and all official documents both printed and manuscript. This interesting special library of war-time information is said to be one of the best of any state in the United States.

Miss Anna Lee Pace, who has been elected President of the Cleveland Club of Special Librarians, gave an interesting address at the Special Libraries Session of the Ohio Libraries Association conference, Cleveland, October 6, entitled "The Research Worker." Miss Pace is now working up an extremely interesting subject classification for the Hydraulic Pressed Steel Company of Cleveland, of which firm she is the Research Librarian.

## TIMELY BIBLIOGRAPHICAL TOPICS

The September 25, 1920 issue of the Public Affairs Information Service is a special bulletin comprising an index to the most important legislative enactments of the past year. Of the eleven states in which regular sessions were held in 1920 all but two are covered, but special sessions were covered in but four of the eighteen states which held such sessions. Copies of this bulletin may be purchased from the H. W. Wilson Company, 958 University avenue, New York City.

Reprints of the interesting article by Mr. Ralph L. Power, entitled "Women in Special Libraries," which appeared originally in *The Library Journal*, have been secured by the President and may be had by members of the Special Libraries Association gratis by writing to Detroit.

An interesting list of references on "The Coordination of Transportation Facilities," prepared by the Bureau of Railway Economics Library, Washington, D. C., of which Mr. R. H. Johnston is Librarian, has been published in the September 15 issue of *The Library Journal*.

Mr. Wayne D. Heydecker, Director of Research of The American City Bureau, Tribune Building, New York City, has recently compiled a valuable manual of filing for civic organizations and municipal research bureaus which contains a number of pages of descriptive text and the most com-

prehensive civic classification scheme which has as yet come to the attention of SPECIAL LIBRARIES.

The National Research Council, 1201 Sixteenth Street, Washington, D. C., issued last March a valuable bulletin on "Research Laboratories in Industrial Establishments of the United States of America." The Council has also issued two reprints (Numbers 1 and 6) entitled respectively "Industrial Research," by F. B. Jewett, and "The Development of Research in the United States," by James Rowland Angell.

Miss Rebecca B. Rankin, Librarian of the New York Municipal Reference Library, is now compiling the comprehensive bibliography of municipal problems which is published quarterly by the *National Municipal Review*. Copies of the *Review* containing these bibliographies may be obtained from Mr. Harold W. Dodds, Secretary of the National Municipal League, 261 Broadway, New York City.

A considerable number of special librarians contributed articles or notes to the SPECIAL LIBRARIES number of the magazine *Filing*, published at 320 Broadway, New York City. The number was published in two installments (February and March, 1920, issues of *Filing*). Among the contributors were: C. C. Williamson, Herbert O. Brigham, Louise B. Krause, J. H. Friedel, Guy E. Marion and Dorsey W. Hyde, Jr.

Dr. Leonard Felix Fuld, formerly of the New York Civil Service Commission and more recently Educational Director of the Bond Department of the Henry L. Doherty Company, 60 Wall street, New York City, has been carrying on some work for his firm which has much of interest for special librarians. Dr. Fuld has utilized library service to the full in connection with his educational work and has issued many valuable publications, such as "The Pulse of the Organization" which gives much of the history of the Doherty organization and the utilities and financial undertakings with which the firm has been connected.

The American City Bureau, Tribune Building, New York City, publishes an interesting organ called *Community Leadership* which is circulated among the more important chambers of commerce throughout the United States. Besides current news as to chamber of commerce activities and publications, it contains much information and data of interest to the civic worker and municipal librarian. The issue for October 7, 1920, for example, contains a valuable list of books, pamphlets, reports and articles on "Industrial and Economic Surveys," compiled by Shelby M. Harrison, Director of the Department of Surveys and Exhibits of the Russell Sage Foundation.

A new magazine in the field of transportation is the *Transportation World*, published by the Redfield Publishing Company, Inc., at 18 East Forty-first street, New York City. This magazine is printed on good paper with many excellent illustrations and has five sections covering steam railroads, shipping, electric traction, power trucking.

The Transportation Engineering Division of the Packard Motor Car Company, Detroit, Michigan, is making every effort to salvage information from the field of distributor sales activity which may be of use in helping to solve the problems incident to the practical use of the motor truck in the solution of haulage problems. The information thus secured is published in a series of Transportation Engineering Bulletins which deal with motor truck operating costs, load distribution, market analysis, truck driver's schools, and special equipment.

One of the most attractive bulletins issued by governmental or municipal research bureaus is the bi-monthly bulletin of the Detroit Bureau of Governmental Research, 100 Griswold street, Detroit, Mich., of which Dr. Lent D. Upson is Director. The bulletin, which is entitled *Public Business* is devoted chiefly to news concerning the Detroit city government, but a recent issue

contained a complete list of the governmental research organizations throughout the United States.

"Visualizing Citizenship" is the title of a new report of the New York Municipal Reference Library which contains what is perhaps the most complete published list of civic motion pictures. The report was compiled by Miss Ina Clement of the Library staff. From the same source we have recently received an interesting "Fire Prevention Number" of Municipal Reference Library *Notes*.

Government war-time demands brought prominently into the limelight the valuable research work on wood products being carried on by the Forest Products Laboratory at Madison, Wisconsin. The Laboratory is constantly experimenting with types of boxes and containers, paper pulp, the uses of wood, etc., with the object of perfecting commercial usages. Mr. Carlisle P. Winslow is Director of the Laboratory and information as to its publications can be obtained from Mr. C. R. Thomas, who is in charge of publication of results.

Mr. John Warner, F. L. A., who is Chief Librarian of the Newport Public Libraries, Dock street, Newport, Monmouthshire, England, has written for information concerning SPECIAL LIBRARIES. Mr. Warner in his letter stated: "I am preparing for publication a volume on 'Reference Library Methods' and there is much in your journal that would be of value to me"

The twenty-ninth annual report of the Seattle, Washington, Public Library, of which Mr. Judson T. Jennings is Librarian, has a number of interesting pages of comment upon Seattle Library service which are of interest to special librarians. For example, it is stated "that business men of the city are finding the library's books and periodicals of increasing importance to them. Six thousand three hundred and twenty books on business were lent during 1919—an increase of 48 per cent. over 1918."

Dr. Fredrik Hjelmgirst and Mr. E. G. Asplund (Stockholm) are visiting libraries in the United States, studying library affairs generally, and library buildings in particular. Their itinerary includes some of the leading public and university libraries, library commissions, and A. L. A. headquarters.

Dr. Charles C. Williamson, Past President of the Special Libraries Association and Chief of the Economics Division of the New York Public Library, is making a tour of the United States and visiting public libraries in every city along his route