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Special Libraries, September 1922

Special Libraries Association

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Special Libraries

ADELAIDE R. HASSE, Editor,
Office of the Assistant Secretary of War
Washington, D. C.

Vol. 13

September, 1922

No. 7

Thirteenth Annual Convention Special Libraries Association, Detroit, June 26- July 1, 1922

PROCEEDINGS

The official proceedings comprised an Association luncheon at which 168 persons were seated, two business meetings, three general meetings and three group meetings.

The following record is that of the official proceedings only. The formal papers will be printed in the October number of Special Libraries.

GENERAL MEETINGS

FIRST GENERAL MEETING

Detroit Board of Commerce, June 26, 12.15 P. M.

The first general meeting of the 13th Annual Convention of the Special Libraries Association opened with a luncheon at the Detroit Board of Commerce. One hundred and sixty-eight persons were present.

In his introductory remarks President Hyde referred to the meeting as the first get-together meeting of the Association and its friends. The first speaker was Mr. Strohm, librarian Detroit Free Public Library, who said: "I am not a special librarian. I am an ordinary librarian. My understanding of the service you represent is illustrated by a report in a recent trade magazine from conservative England, which commented on the development of special and business libraries. The growing habit of librarians was pointed out, of addressing business men's organizations, such as Rotarians, etc., and editorial hope was expressed that librarians would take advantage of occasions of this sort. Mr. Strohm said that he believed that special librarians had an opportunity to make men of affairs realize what librarians in general are doing, and above all what their capacity of achievement was, and to spread an understanding of the influence of librarians generally. "I realize," he said, "that you are doing a certain kind of work beyond that of the public library, that in this regard the public is still on historical ground, that you are giving—so to speak—radio service. The public library, however, must for some time continue to be the custodian of the diffusion of knowledge."

The next speaker, Mr. Harvey J. Campbell, secretary of the Detroit Board of Commerce said that if a library were run as a business by business men and not by librarians it would be a tremendously paying business. Business and special libraries are not now properly sold to the public. As regards the Detroit Board of Commerce, its special library is one of the big assets of the institution. Mr. Campbell paid a high tribute to Miss Haller, the librarian of the Detroit Board of Commerce, and said he believed the business library of commercial organizations was such a lever that it kept the secretaries from becoming maniacs, illustrating the point by citing numerous occasions on which the library had been a lifesaver.

Following the luncheon, after a brief interval, President Hyde called the members of the Association together in its first general session.

Mr. John A. Russell, Editor of the *Michigan Manufacturer*, was the first speaker introduced. Mr. Russell discussed the private special libraries of Michigan, instancing especially the two great collections of Shakespeareana at Ann Arbor, and the law



library of the Detroit Bar Association. The special libraries of the School of Commerce of the University of Detroit and their relation to Detroit's future as a great trading center were described in detail. Mr. Russell said that, although Detroit was not located on the seacoast of the United States, it would be a great foreign trading center when the Laurentian waterway was completed. The foreign trade library of the School of Commerce was started because it was realized that Detroit's traders did not know the language and procedure of foreign trade—the technicalities of trading instruments as obtaining in other countries. Built into this is a fine collection of commercial geography—not merely textbooks—but railroad time tables, tariffs and schedules, navigation regulations, customs tariffs of European and far Eastern countries as well as of those of the British colonies. All the information surrounding any commodity produced in any country which Detroit's future traders might enter, was secured and scientifically filed. Special correspondents were collecting information in South Africa, in India, and quantities of Australian wool data was being received. All information concerning trade lines and the influences causing changes in their direction was being collected. British admiralty maps were represented in complete form. All this material is now in the foreign trade library and is constantly being added to for the use of all traders, students and whoever can make use of it. Those instances illustrate how very useful a special library can be to an institution such as the one which is your host today. Special libraries, as the growth of special industrial necessities, are being made great by many people who are devotees of the sources of human knowledge. It has been said that a man who knows all about one thing is a terrible man. Likewise a man who makes a library that tells all about one thing has forged a terrible weapon.

Meeting adjourned at 3 P. M.

SECOND GENERAL MEETING

Y. W. C. A. Auditorium, June 28, 1:30 P. M.

President Dorsey W. Hyde, Jr., in the chair. The seating capacity of the auditorium was completely monopolized by special librarians, and others, attracted by the distinguished speakers of the afternoon.

Mr. Ward Gavett on Directory Libraries and Special Service

Mr. Ward Gavett, of R. L. Polk and Company, Detroit, was the first speaker. Mr. Gavett's address: "Directory Libraries and Special Service," will appear in full in a forthcoming number of *SPECIAL LIBRARIES*. This address aroused a great deal of interest, and was the impetus which led to the calling of an informal conference further to consider the subject of market analysis.

Dr. John M. Gries on Getting Facts, Selling Them, and Putting Them Where They Can be Used.

Dr. Gries is Chief of the Division of Building and Housing of the U. S. Department of Commerce, and is well known for previous services of both a public and an academic nature. Dr. Gries was requested by the Secretary of Commerce, Mr. Herbert Hoover, to be present at a session of the Special Libraries Association to tell the members in detail of the work of the Department and its correlation with special libraries. The Secretary's request was in recognition of the Report on Commercial Libraries and the Department of Commerce of the Special Committee of the Special Libraries Association, of which committee Dr. H. E. B. Meyer of the Library of Congress is chairman.

Dr. Gries said: "In carrying on its work the Department of Commerce is very largely concerned with facts. In every corner many valuable facts lie buried. Living facts, pamphlets, documents, books even libraries have been buried. You have rendered a great service in making known the contents of libraries. I believe you people are in the field getting facts, selling them and putting them where they can be used. In the Division of Building and Housing we have just published a Primer of Zoning. It had not been off the press ten days when orders for fifty thousand copies had been received. How shall we distribute copies? Through the libraries. They are in touch with the people who, in the home communities, would be interested. I think the Department of Commerce would greatly appreciate it if you would cooperate in this way with the Department. Secretary Hoover is much interested to know if you would consent to be the local distributors of information about the work which Mr. Hoover is trying to do in Washington. Special libraries are in a key position, probably in a better position than most groups of like number to help Secretary Hoover to carry out his program."

Dr. Gries then spoke in detail of the work of the Division of Building and Housing. In regard to zoning, in addition to the Primer recently issued, the Division has in preparation a standard state enabling zoning act. Sixty-eight cities, Dr.

Gries said, have zoning ordinances in effect. A Building Code Committee is at work, in cooperation with engineers, architects and builders, on a standard building code for cities. To day 260 different codes are in effect, the diversity of the provisions of these codes, Dr. Gries pointed out, being in no small measure accountable for the dislocation in the building industry. A Plumbing Code Committee is considering standardized plumbing practice and types. In conclusion Dr. Gries called attention to the re-organization recently of some of the publications of the Department of Commerce, the urged the wider collection of statistical material of a current nature, such as charts, tables, graphs, etc. It was difficult for libraries to take care of this sort of material, Dr. Gries realized, but urged that it be done. It is from basic facts, such as are found in this material, that guess work in industry and business will be eliminated.

Mr. A. E. White on Libraries and Industry.

Mr. A. E. White, Director of Engineering Research of the University of Michigan, is the author of a paper entitled "Libraries and Industry." Mr. White, unfortunately, was obliged to be out of town on the day his paper was scheduled. At the suggestion of Dr. Bishop, Librarian of the University of Michigan, it was read by Miss Edith Thomas of the Library Extension Department. Mr. White's paper, which was given an excellent reading by Miss Thomas, conclusively points out that the field for library service in industrial establishments has scarcely been scratched. It will be printed in full in the forthcoming issue of *SPECIAL LIBRARIES*.

THIRD GENERAL MEETING

Hotel Statler, June 30, 2 P. M.

President Hyde in the Chair. In his opening remarks President Hyde dwelt on the close relationship of the special librarian with industrial research and referred to the fact that this relationship has been, perhaps more diligently fostered in England than in this country. Mr. Francis E. Cady, of the National Lamp Works of the General Electric Co., at Cleveland, O., presented the first paper entitled: "The Research and Technical Library."

This paper, which was received with much enthusiasm, will be printed in its entirety in a forthcoming number of *SPECIAL LIBRARIES*. Mr. Cady pleaded for a more thorough facility on the part of the special librarian in the informational side of the work.

Following Mr. Cady, Dr. Lent D. Upson, of the Detroit Bureau of Governmental Research spoke on government research, the present inadequate development of this study and of the many ways in which libraries could help to get the facts concerning government before the people.

At this point the general session was adjourned, and the meeting reconvened into a business session of the Special Libraries Association.

BUSINESS MEETINGS

FIRST ANNUAL BUSINESS MEETING

Detroit Board of Commerce, June 27, 3.00 P.M.

President Hyde in the Chair.

Soon after the close of the exceedingly satisfactory luncheon and the equally satisfactory addresses which followed, President Hyde called the members to order in the annual business meeting of the Special Libraries Association. In his opening remarks President Hyde paid a sincere tribute to the loyal support of the membership. He said: "The Association during the past year, in so far as the executive officers have been able to gauge, has accomplished more than has ever before been done in the history of the Association. This has been entirely due to the fact that the membership has developed a strong professional sense. As president of the Association it has been a source of constant gratification to me to receive an immediate response to every request for cooperation. This stimulus has enabled me to carry out a program I could scarcely have thought of attempting unaided by the support of the membership." In further gracious words assuring the Association of his faith in its future achievements, the President called for reports of the Executive Officers and Committee Chairmen.

REPORTS OF OFFICERS

Secretary-Treasurer's Report

The greatest part of the work of the Secretary-Treasurer consists in keeping up with the membership and subscriptions. All inquiries must be followed up, payment must be credited in the membership book, names of new members must be added and letters of acknowledgment and welcome written to them. The editor must be notified

to place them on the mailing list. Twice a year bills are sent out. At the present time there are 610 paid and 111 unpaid subscribers in this country; 14 paid and 8 unpaid subscribers in other countries, making 624 paid and 119 unpaid or 743 subscribers in all. Of these 87 in this country and 1 foreign subscription have been added during the past year. In addition to this we have 31 paid members and 53 unpaid members who do not subscribe to the magazine, 18 of whom are new this year. This makes a total of 655 paid and 172 unpaid or a total of 827 members. During the past year 35 subscriptions were discontinued. Most of these came in immediately after the sending out of the December bills and at first thought were discouraging, but when the present upset in business conditions was taken into account this was really considered very good.

The Association has suffered the loss of one of its valued members during the past year. Miss Eunice Oberly, librarian of the Bureau of Plant Industry, U. S. Department of Agriculture, contracted diphtheria and died after a week's illness. She is not only missed by all who knew her but her death results in a great loss to the profession.

The work of the Office of Secretary-Treasurer has increased very materially in the past year, largely through the publication of the Special Libraries Directory. The secretary-treasurer hardly feels justified in mentioning this, because of the enormous amount of effort expended by the President, not only in the compilation, but also in the promotion and sale of the publication. However, a circular letter sent to every one mentioned in the Directory was mailed through the combined efforts of the officers, and the sales from the Directory were handled in part by the assistant secretary-treasurer. Any effort expended in this direction has been amply repaid as will be shown by the financial statement.

Mention of this is made here merely to emphasize what is a growing conviction of the secretary-treasurer that the work has now grown to such proportions as to justify the division of the office of secretary-treasurer and the recommendation is offered that provision be made for the election of a secretary and of a treasurer to conduct the work in the future.

Respectfully submitted,
ORRENA LOUISE EVANS,
Secretary-Treasurer.

June 26, 1922.

Editor's Report

The editor briefly reported on the status of the work involved in editing SPECIAL LIBRARIES, on the effort to secure a wider circulation by publishing feature matter such as the trade directory lists. In this case releases had been sent out to trade papers and these had found ready consumption. A sticker to be used by members of the editorial board had been adopted and had proved itself an attention arrester. The Chairman of the Publicity Committee had also been provided with a quantity. Miss Hasse earnestly urged that members send in material of current interest.

COMMITTEE REPORTS

Committee on Information Services

This committee was appointed by the President following the discussion of this subject at Swampscott. Mr. Herbert O. Brigham, Librarian of the State Library at Providence, R. I. then read an elaborate paper on this subject. Its reception indicated that the time had come for the preparation of a concrete record of business and other information services. President Hyde accordingly appointed a committee for this purpose. The report of this committee was read by the chairman and accepted by the Special Libraries Association.

Duties: To prepare a S. L. A. Manual on Information Service. *History:* Committee formed January, 1922, with the following members: Herbert O. Brigham, Chairman, Linda Morley, Adelaide R. Hasse, Elizabeth B. Wray, John J. MacFarlane, Charlotte Carmody and Dorsey W. Hyde, Jr. *Format:* An alphabetical, numbered list of services with a subject index; title entries in bold face; descriptive note in smaller type; include addresses. *Previous Publications:* List prepared by Miss Wray, in SPECIAL LIBRARIES, June, 1920; Supplementary List by Business Branch, Newark Public Library, in SPECIAL LIBRARIES, April, 1921; Survey by Herbert O. Brigham, printed in N. A. S. L. Proceedings, June, 1921; List prepared by Business Branch, Newark Public Library, in SPECIAL LIBRARIES, April, 1922. *Definition:* Committee suggestions "In format on services include all statistical and data services for which a charge is made, organizations which have a well defined special service and organizations which furnish special standardized reports. The furnishing of information of a useful character to those who pay an annual sum or who pay a specific sum for specific information. Publications sold for the purpose of advising clients in regard to conditions existing

in business or industry in general or in a particular business or industry. Information services should include all forms of commercial or governmental research which involve a series of regular publications or special reports for a financial consideration or as part of a governmental function. An organization which renders a research service for a compensation or as part of its function to members or subscribers." This definition excludes governmental functions and does not embrace all phases of information service. *Scope*: Should include commercial, association and certain governmental services. *Information sub-divisions*: Title; address; either or both in bold face; description, range and variety of service; price specified for various groups. *Questions of Inclusion*: (a) Should governmental services be added? (b) Should evidence of accuracy be noted? (c) Should knowledge regarding financial responsibility be included? (d) Distinction between information services and special services of a consulting efficiency engineer. (e) Fugitive services maintained by periodicals for circulation purposes. (f) Inclusion of special services for members as given by such organizations as the Commercial Museum. *Frequency of Revisions*: Period of time before a revision is required. *Grouping*: Alphabetical method; grouping by subject; arbitrary divisions as "Economic Research" or "Investments." *Compilation of Data*: Headquarters for such compilation; information from research organizations; financial assistance from research organizations. *Printing and Publishing*: Number of copies required; circulation methods; distribution to research organizations in lieu of contributions; sale to business branches of libraries; sale to Rotary Clubs, Kiwanis Clubs and similar organizations; sale to Chamber of Commerce.

Publicity Committee

Chairman: Margaret Reynolds, Librarian, First Wisconsin National Bank,
Milwaukee, Wisc.

Since the Committee began to function we have had articles in the library press, numerous trade papers and newspapers scattered throughout the country. A good deal of this publicity consisted of the directory story which the President wrote. I cannot estimate separately the number of inches of publicity which we have had, for which the Committee is alone responsible. Having a president who has worked so closely with the chairman and who has done so much of the work himself makes this impossible. The newspaper publicity of which I have copies amounts to 146½ inches. Then we have 135 inches of publicity in wider columns. Because of the various sizes of type used I have not attempted to figure the number of columns.

However, the result has been such that we feel that a good start has been made. Copies of the clippings whenever available have been mounted so that they may be retained in the permanent file of the Special Libraries Association. Whenever possible, duplicate copies of the articles appearing have been sent not only to the president but to Miss Hasse, so that she might include some of the items in *SPECIAL LIBRARIES*. Besides placing the articles, this I think has been a significant part of the work.

In preparation for the Convention we early established our connection with the various Detroit papers and the Associated Press in Detroit. Whenever advance copies of the speeches were available four copies were made. These, together with special stories on the present officers, the incoming officers, the aims of the Special Libraries Association, the directory, a general story written by George Winthrop Lee and photographs of most of the speakers, comprised our advance release for the meeting. Incidentally, the promise of a mention by Kenelm Digby in his column in the New York Post, by Keith Preston in "The Periscope" of the Chicago Daily News, by Edgar Guest in the Detroit Free Press "Breakfast Table Chat," and the promise of Mr. Theodore Williams, financial editor of the Leslie-Judge Company, to use some of our photographs, encouraged us. Whether or not these people have kept their promises is another story.

I personally want to thank each member of the Committee for his activities and make a special plea to the members to send any clippings to us so that our files may be more complete.

Attached to this report is a supplementary report containing the names of publications to which copy has been sent. In some instances, we have not been able to ascertain whether they ran our copy or not.

MARGARET REYNOLDS, *Chairman*
MARY B. DAY,
JOSEPH KWAPIL,
GEORGE WINTHROP LEE.

List of Newspapers and Periodicals to which Material on Special Libraries Association
Has Been Sent

Newspapers

Boston Transcript, Boston
Chicago Daily News
Chicago Evening Post
Christian Science Monitor, Boston
Detroit Free Press
Detroit Journal
Detroit News
Detroit Saturday Night
Detroit Times
Evening Bulletin, Philadelphia
Fayetteville Democrat, Fayetteville, Ar-
kansas
Journal of Commerce, Chicago (will take
only exclusive stories)
Kuryer Polski, Milwaukee
Mexico Ledger, Mexico, Missouri
Milwaukee Journal
New York Evening Post
New York Journal of Commerce
New York Times Literary Review
North American, Philadelphia
Philadelphia Inquirer
Public Ledger, Philadelphia
Sentinel, Milwaukee
State Journal, Madison, Wisconsin
Wisconsin News, Milwaukee
Leader, Milwaukee

General Magazines and Trade Journals

Administration, New York City
Advertising Age & Mail Order Journal,
Chicago
Advertising World, Columbus, Ohio
Associated Advertising, New York City
American Lumberman, Chicago
Editor and Publisher, New York City
Engineering News-Record, New York City
Exclusive Distributor, Columbus, Ohio
Fourth Estate, New York City
Industrial Management, New York City
Mail Bag, Cleveland, Ohio
Mail Order News, Newburgh, New York
Marketing and Business Management,
Toronto, Canada
Merchants' Record and Show Window.
Chicago
National Advertising, Chicago
National Safety News, Chicago
Newspaperdom, New York City
Novelty News, Chicago
100% Efficiency, Chicago
Postage, New York City

Poster, Chicago
Printers' Ink Monthly, New York City
Publicity, Unity Building, Montreal,
Canada
Sales Manager, New York City
Sales Management, Chicago
Signs of the Times, Cincinnati, Ohio
Specialty Salesman, S. Whitelaw, Indiana
Trade Press Publishing Company, Mil-
waukee (chain of trade organs)
Up-To-Date Distributor, Cleveland, Ohio
Western Advertising, San Francisco
Wilson Bulletin, H. W. Wilson Company,
New York City

Financial Journals

Banker-Manufacturer, Milwaukee
Bankers Magazine, New York City
Chase Publishing Company (chain of fi-
nancial publications)
Central Banker, Chicago
Western Banker, Omaha
Western Financier, Kansas City, Mis-
souri
Chicago Banker, Chicago
Coast Banker, Chicago
Coast Banker, San Francisco
Commercial West, Minneapolis
Minnesota Banker, Minneapolis
Pacific Banker, San Francisco
Trust Companies, New York City

Library Press

A. L. A. Booklist, Chicago
Library Journal, New York City
Public Affairs Information Service, New
York City
Public Libraries, Chicago
Publishers' Weekly, New York City
Special Libraries, Washington
Wisconsin Library Bulletin, Madison, Wis-
consin

Miscellaneous

Commerce Magazine, University of Wis-
consin, Madison, Wisconsin
Guide, Milwaukee
Leslie-Judge Company, New York City
Women's News Service, Inc., New York
City

Committee on Resolutions

The Chair appointed Messrs. Handy and Lindsay a Committee on Resolutions.

Committee on Methods

Chairman: Ruth G. Nichols, Librarian, Federal Reserve Bank, Chicago, Ill.

This report must necessarily be brief since the organization of the Committee was not completed until May. The Committee is a continuation of one first appointed three or four years ago. A small amount of forms and literature was collected and a report on this material was made last year.

The purpose of the Committee as organized this year was stated by the President of our Association to be the gathering of information concerning special library methods and procedure with an idea of making the Committee a clearing house on such information and of formulating this information into a report which might form the basis of a handbook on special library methods.

Such a result cannot be accomplished in a few weeks. Therefore the Committee has gone to work rather deliberately. It seemed wise to undertake a more thorough study of special library service than has been yet attempted. With this in view such members of the Committee as could get together have met several times, discussed the scope of our work and formulated a tentative questionnaire covering quite extensively the methods and practices of special libraries. This questionnaire has been submitted to all the members of the Committee, the President and various other librarians interested, for suggestions and criticisms. The interest shown has been gratifying. The Committee expects to continue discussion of this matter. Copies of the questionnaire are available for examination.

The point which the activities of the Committee have reached are: the preparation of a tentative questionnaire which we expect to discuss and put into more complete shape at this meeting. Should the Association decide to continue this work, the questionnaire could be sent out this fall with appropriate explanations to various groups of special libraries. This would result in the gradual accumulation of much valuable information and a most interesting collection of forms, blanks, etc.

For the sake of the practical development of special library work, of the service each one is organized to give and of cooperation among libraries, this seems a most desirable accomplishment to achieve.

Respectfully submitted,

JANET M. GREEN, Chicago.
MRS. A. S. PERKINS, New York City.
VIRGINIA SAVAGE, Chicago,
D. N. HANDY, Boston,
DR. CLARENCE J. WEST, Washington, D. C.
RUTH G. NICHOLS, Chicago, *Chairman*.

Committee on Employment

Chairman: Estelle Liebmann, Librarian, Ronald Press, New York City

No report.

Committee on Membership

Chairman: Vacancy

No report.

Committee on Cooperation with the Department of Commerce

Chairman: Dr. H. H. B. Meyer, Chief Bibliographer, Library of Congress.

The first report of this Committee was printed in May, 1922, as a pamphlet of 28 pages. In this report the origin and activities of the Committee are related. Chief among these was the preparation of a questionnaire for the purpose of ascertaining

how special libraries and the Department of Commerce could be more helpful to each other. The text of the questionnaire and the replies received are set out in the report. Upon the publication of the report, the following letter was received from the Secretary of Commerce, Mr. Herbert Hoover.

DEPARTMENT OF COMMERCE
Office of the Secretary
Washington

June 11, 1922

Dorsey W. Hyde, Jr., President
Special Libraries Association
Washington, D. C.

My dear Mr. Hyde

Your printed report "Commercial Libraries and the Department of Commerce" is a very pleasant evidence of your spirit of support and co-operation with this Department. Please extend my thanks to the members of the committee and my assurance that their replies to the questions on how this Department can help commercial libraries are receiving our careful attention.

As a first step in closer relations, I would suggest that the Special Libraries be placed upon our mailing list for news releases and the commercial page of this Department. At your convenience we will be glad to receive names of those libraries properly included in this special service.

Yours faithfully

(Signed) HERBERT HOOVER.

COMMITTEE ON TRADE CATALOGUES

Chairman: Lewis A. Armistead, Librarian, Boston Elevated Railway.

In February of this year, at your President's direction, the Trade Catalogues Committee was formed for the purpose of making a general study of the problem of organizing trade catalogues and to make more available the type of information which they contain.

The work has been divided as follows:

Subject 1: "Problem of Accessibility"
a. Central Card Index
b. Union Catalogue

assigned to L. A. Armistead and W. F. Jacob

Subject 2: "Problem of Content"
a. Present Scope and Character
b. Recommendations

assigned to E. H. McClelland

Subject 3: "Problem of Form"
a. Size Standardization
b. Other Factors

assigned to C. C. Gray

Subject 4: "Problem of Classification"
a. By General Subject or Business
b. By Product Names, etc.

assigned to Louise Ayers, Laura A. Eales and Linda H. Morley

The various sub-committees are mapping out their work and hope to have the cooperation of many of the members of the Association during the coming year.

Respectfully submitted,

LOUISE AYERS,
LAURA A. EALES,
LINDA H. MORLEY,
C. C. GRAY,
E. H. MCCLELLAND,
W. F. JACOB,
LEWIS A. ARMISTEAD, *Chairman.*

NOMINATING COMMITTEE

Chairman: Richard Johnston, Librarian, Bureau of Railway Economics,
Washington, D. C.

This report, in accordance with the provisions of the By-laws of the Association, was printed in advance of the meeting of the Association, appeared in the May issue of SPECIAL LIBRARIES. (see p. 78). At the request of Miss Hemphill her name was withdrawn from the nomination for second vice-president. The report of the Nominating Committee as presented to the Convention was as follows:

President: Rebecca B. Rankin.
First Vice-President: Lewis A. Armistead.
Second Vice-President: Alta B. Clafin.
Secretary-Treasury: Alfred B. Lindsay.
Assistant Secretary-Treasurer: Nelson W. McCombs.
Executive Board: Bertha V. Hartzell,
Louise Keller.

This report was unanimously accepted.

NEW BUSINESS

The reports of committees having been heard and received, the President called for new business. Mr. Richard Johnston, Librarian of the Bureau of Railway Economics, offered the following resolution:

The Special Libraries Association desires to place on record the disfavor with which the proposed certification of librarians is viewed by them, as undemocratic in purpose and as impracticable in application and in direct conflict with the main requirements of special library work which is concerned with the spirit and mental equipment rather than methods.

A discussion followed, a number of members stating their varying opinions. The majority of the members seemed to be unfamiliar with certification as proposed by A. L. A. It was suggested that it was too important a matter to be acted upon hastily. A motion was made and duly seconded that a committee be appointed to report at a later meeting. The Chair thereupon appointed D. N. Handy, Catharine Van Dyne and Rebecca B. Rankin as the committee.

The committee submitted its report on June 30th, at the Second Business Meeting. George W. Lee brought up the question of the ten year index to SPECIAL LIBRARIES. The President explained that the manuscript for such an index had been prepared but that heretofore funds for printing it had not been available.

Richard Johnston proposed that the Constitution of the Association be made available in printed form. It was moved and seconded that the incoming Executive Board be directed to consider, during the next year, the revision of the Constitution and of the By-laws of the S. L. A. with special reference to membership and joint secretary and treasurer.

Rebecca B. Rankin moved an amendment, which was carried, that all members be requested to send in suggestions for constitutional revision.

George W. Lee proposed the paid use of Association letterheads by all members.

Margaret Reynolds suggested the use of the slogan of the Editorial Board by members.

Lucius W. Cannon questioned the use of letterheads but approved the slogan.

Jessie Callan, U. S. Interstate Commission, referred to the use of a slogan by the American Railway Association in correspondence.

Meeting adjourned at 5 p. m.

SECOND BUSINESS MEETING

Hotel Statler, June 30, 3.30 P. M.

The President, Mr. Dorsey W. Hyde, Jr., called for the reports of Committees in order as follows:

Committee on Resolutions

The report of the Committee on Resolutions, which follows, was read by Mr. Lucius H. Cannon, Librarian, Municipal Reference Library, St. Louis Public Library,

the members of the Committee having departed from Detroit for their respective homes. The report, which was received with applause, was accepted by the Association.

Your Committee offers the following resolutions:

First:—That the Special Libraries Association in annual meeting assembled records with pleasure its appreciation of the expanding scope, definite achievements and increasing prestige which have marked the Association and its activities under the administration which has just come to a close.

Second:—Acknowledging its indebtedness to the unfailing energy, deep interest and guiding hand of its President, Dorsey W. Hyde, Jr., during the past two years, the Special Libraries Association takes this method of expressing its appreciation by extending to him the sincere and abiding thanks of the Association. Nor could it fail at this time to make due acknowledgment of the controlling part which he played in bringing to successful publication the Special Libraries Directory.

Third:—The greatly increased and more arduous duties of the Secretary-Treasurer have been performed by the present incumbent, Miss O. Louise Evans, with industry and unfailing courtesy, and in recognition thereof the Association desires to place upon the record its approbation.

Fourth:—In Miss Adelaide R. Hasse the Association possesses an Editor of rare gifts of scholarship, expression and judgment whose devoted labors in connection with SPECIAL LIBRARIES we heartily commend.

Fifth:—That to Miss Christine H. Haller, Librarian of the Detroit Board of Commerce, and the local Acquaintance Committee of which she was chairman, are extended the thanks of the Association for the courteous attention which its members have received at their hands during its stay in the City.

Sixth:—The Association expresses its sense of deep loss in the death of one of its members, Miss E. R. Oberly, Librarian of the Bureau of Plant Industry, U. S. Department of Agriculture, which occurred on November 5, 1921, at Washington, D. C., and the assurance that her scholarship, enthusiasm and fellowship will ever be remembered by all members of the Special Libraries Association who have at any time been associated with her.

(Signed)

D. N. HANDY, *Chairman.*

ALFRED B. LINDSAY.

Committee on Certification

The Committee on Certification, which was appointed by President Hyde at the business meeting of the Special Libraries Association held at the Detroit Board of Commerce, on June 27th, submitted the following report, which was accepted by the Special Libraries Association:

Your Committee is of the opinion that the subject of certification of librarians as proposed in the American Library Association has not sufficiently developed to warrant specific recommendations at this time.

It believes, however, that the subject is of great importance and deserving of the serious study of each of our members. To the end that this study may have for its guidance the opinion of each of our members, your Committee recommend that there be printed in an early number of SPECIAL LIBRARIES a summary and bibliography of Certification with a request for an expression of opinion of members on which the Special Libraries attitude might be based.

Respectfully submitted,

D. N. HANDY, *Chairman*

REBECCA B. RANKIN

CATHERINE VAN DYNE.

New Business

The President received, as new business, a statement submitted by Mr. H. O. Brigham, as Secretary of the National Association of State Librarians, on Specialization by States in Research. This statement, which had been previously approved by the latter Association, was accepted by the Special Libraries Association. The text of the statement follows.

SPECIALIZATION BY STATES IN RESEARCH

(Legislative reference round table, Wednesday, June 28th, 11 A. M.)

As a preamble to the discussion of the subject, I assume that the specialization would be conducted by those states which have active state libraries or legislative reference bureaus performing research. A casual glance at the state library and legislative reference bureau roster shows that three-fourths of the states have created legislative reference bureaus or have organized a definite division within the state library.

The problem is largely geographic and sectional. Massachusetts, Rhode Island and Connecticut, for example, have similar problems to solve, while the granger states of the Mississippi Valley, or the cotton growing states of the South, in their turn, deal with similar questions. To use a concrete case, problems of water pollution and water rights as to power and usage are inherent in the eastern states where the population is congested. Drainage and irrigation with their different aspects are inherent in many parts of the southwestern and mountain states. Therefore, a division by sectional groups is necessary. On the other hand there are many legislative measures which are characteristic of the entire country, such as automobile legislation, labor problems of a general nature and incorporation.

As to the method of approach, a group of subjects might be assigned covering the general broad range of legislation and certain state agencies, which are deeply interested in research, be requested to check from these lists such topics as they are able through their resources and facilities to give the best research results. This would form the basis of a research manual for the various states which would give, to use Mr. Lee's expression, a sponsorship for a certain subject in a specific state or municipality.

Uniformity of scope and method would be attained by standardizing the reports and returns made by the individual libraries. All this work should be conducted by a joint special committee of the state librarians and the special librarians, working in cooperation with such agencies as may exist, such as the public Affairs Information Service, the Library of Congress and the National Research Council.

Another group of cooperators may be found among the trade committees, such as the Motor Vehicle Conference Committee the utilities research organizations and numerous other industrial research activities.

The practicability of the scheme could well be ascertained by such a committee and I would recommend that a joint committee be appointed by the incoming presidents of the National Association of State Libraries and the Special Libraries Association.

Nominating Committee

President Hyde read the names of the incoming officers, as follows: For President, Rebecca B. Rankin, Librarian of the Municipal Reference Bureau, New York, N. Y.; for first Vice President, Lewis A. Armistead, Librarian Boston Elevated Railway Co.; for second Vice President Alta B. Claffin, Librarian of the Federal Reserve Bank of Cleveland, O.; for Secretary-Treasurer, Alfred B. Lindsay, of the Bureau of Railway Economics, Washington, D. C.; for Assistant Secretary-Treasurer Nelson W. McCoombs, Librarian Washington Square Branch, New York University. For the Executive Board, Bertha V. Hartzell, Louise Keller.

President Hyde in turning over the chair to the President elect, Rebecca B. Rankin, congratulated the Association on its new officers, and paid a glowing tribute to Miss Rankin's success in making a new record in special library work in New York City. Mr. Hyde's remarks were received with applause. On assuming the chair, Miss Rankin with characteristic energy, presented a tentative program for the following year's work.

Miss Rankin said she had given the matter of the Special Libraries Association some thought, and her ideas as to how the Association should be run were outlined by her, always with the proviso that they should be accepted as tentative proposals only, and subject to the consideration by the membership of the Special Libraries Association. President Rankin believed it was a mistake to allow the activities of the Association to be dependent on the annual convention. They should rather, she believed, be continuous throughout the year, and that the annual convention should not be an event, but the culmination of the year's work. In order that this idea may be carried out, President Rankin, proposes, she said, to appoint at once a Program Committee, instructed to begin work at date of appointment.

An Association program of eleven points was next submitted by the new President, namely:

1. The preparation of an exhibit of the activities of all members of the Association during the year.
2. The promotion of group activity.

3. The securing by the Special Libraries Association of the concession for the Bureau of Information at the Philadelphia Sesqui-Centennial Exposition in 1926.
4. Systematic study of all new devices of equipment in use by special librarians and a permanent report as to their comparative merits.
5. The preparation of a new edition of the Special Libraries Directory.
6. The development of a Clearing House of Information.
7. The investigation of certification of librarians as applied to special libraries.
8. Investigation of the employment situation.
9. Regulation of the Association's publicity procedure at annual conventions.
10. Investigation of the subject of training classes for special librarians.
11. Investigation of informational services.

Continuing, President Rankin said that the mechanism of the Special Libraries Association was not right, that it was not the best for its own interests. An improvement, she thought, would be the abolition of the separation of national and local associations. This would necessitate a change in the constitution. A reduction of the dues to \$3.00 a year was suggested as an inducement to secure increased membership.

In replying, the past President, Dorsey W. Hyde, Jr., said that he endorsed everything President Rankin had said. He suggested, however, that in considering a reduction in the annual dues, that if the reduction were made, that it be made automatically. Meeting adjourned, 5.30 p. m.

GROUP MEETINGS

FIRST GROUP MEETING

Y. W. C. A. Auditorium, June 27, 8 P. M.

Subject: "The Personality of the Special Librarian"

Group Chairman: Frances S. Cox, Librarian, Metropolitan Life Insurance Co., New York City.

In her opening remarks Miss Cox stressed personality as an essential in special library work. In the case of business library work, Miss Cox said, it was practically impossible to get a position now without a personal interview. Miss Cox developed the point that in this interview it was personality alone that counted, previous experience and adequate preparation being taken for granted.

Elsie L. Baechtold, Librarian of the Irving National Bank, New York City, said that the question of personality was as broad as the number of special librarians and the number of organizations that have special librarians was great. Business houses are just as individualistic as business men. There is no standard procedure. "To me," Miss Baechtold said, "some of the outstanding qualifications of special librarians are the following. First, courage. The special librarian must have convictions and must stand up for them. The business librarian is under continual scrutiny. Suggestions not acted on should not dampen the courage. Second, stick-to-itiveness. To remain constant to your program in the face of opposition is often a good persuader. Third, the special librarian must never know when he is beaten. Fourth, the special librarian must be able to anticipate the desires and needs of the organization. Fifth, the special librarian must have vision, he must plan beyond the today or even the tomorrow. Sixth, time servers are not successful in the long run. There are times in a business librarian's experience when the job has to be fought out even if it takes all night. Seventh, the ability to mix is a highly desirable quality. Eighth, the special librarian must know the job from the firm's point of view. Ninth, the special librarian never thinks of a job as pleasant or unpleasant, but as part of an enterprise in the success of which she is cooperatively responsible. Tenth, tact and intuition are indispensable essentials which must be acquired or assumed if they are not a natural inheritance. Finally, Miss Baechtold said, that the strength gained from constant effort, as well as the courage and the interest in the firm, go to make up a personality which will carry the possessor to complete success.

Margaret Reynolds, Librarian of the First Wisconsin National Bank, Milwaukee, declared that adaptability was a winning quality. Miss Reynolds quoted the late Mr. Legler, who said that given a girl with enthusiasm and adaptability and she would make a librarian of her. A sense of humor Miss Reynolds believed to be a very desirable leaven in a successful personality.

Orrena Louise Evans, Librarian, U. S. Bureau of Public Roads, Washington, D. C., added to personal reminiscences of job acquisition as related to personality.

Dr. H. H. B. Meyer, Chief Bibliographer of the Library of Congress, said: "It seems to me that the qualifications of the special librarian may be summed up as the three C's, namely Character, Culture and Clarity. Character is that combination of qualities which determines how a person will act under given circumstances.

Character comes from heredity, environment, training and a little from education—not through the curriculum but in the way the schools are conducted, the school environment. Make the child self-reliant and able to meet difficult situations. Culture can be acquired. It represents material that has been acquired in the study or in the laboratory. It has two aspects, the information which has been won and the ability to use it. It is something that the personality expert can easily measure. Clarity in thought and expression is a great time saver, both your own and the other fellow's. To summarize, character is the special librarian himself, culture is the material on which he works and clarity is the necessary attribute of the output given to the person who seeks the help of the special librarian.

Marguerite Burnett asked for procedure followed by other librarians in the case of the client who demands too much service.

President Hyde replied that frequently men who ask for too much service and who are difficult to satisfy do not realize the amount of preparatory work entailed by their demands. The librarian may undertake a great deal of intensive research work, and, because she has not shown the client how much is involved, he does not appreciate the skill or efficiency that has gone into that particular service.

George A. Deveneau, manager of the Service Station Department of the R. H. Donnelley Corporation, Chicago, said that the tests applied to applicants in the R. H. Donnelly Corporation are applicable to special libraries. The qualification which is a basic one is an interest in the industry. One of the things people just out of college under-appreciate is the romance of the business world. The success of the business librarian is wholly dependent upon bringing to the business problems every bit of interest he can muster so that the library may function in every part of the organization. To do this the business librarian must acquaint himself with every phase of the organization's activities. Mr. Deveneau further emphasized the importance to the business librarian of having an interest in every part of the business. He also pointed out that the environment of a business library is entirely different from that of a public library.

George S. Godard, Librarian, State Library of Connecticut, said, in his estimation, a most essential qualification was the ability to put yourself in the other fellow's place.

Herbert O. Brigham, Librarian, State Library of Rhode Island, said that he would rather employ an inexperienced person with a personality than a trained person without.

Meeting adjourned, 10 p. m.

SECOND GROUP MEETING

Y. W. C. A. Auditorium, June 28, 8 p. m.

Subject: "The Training of the Special Librarian"

Group Chairman: Mr. J. H. Friedel, National Industrial Conference Board.

In the unavoidable absence of Mr. Friedel, Mr. Carlos C. Houghton, Assistant Secretary of Poor's Publishing Co., presided. An unusually large number of librarians were present.

Mr. Houghton in opening the discussion, spoke of the joint publicity campaign of the Boston and New York Special Library Associations in behalf of special library work. A joint committee, composed of two members of each of these associations and two business men from Boston and New York respectively were at work on a program.

Claribel R. Barnett, Librarian, U. S. Department of Agriculture, read a well-poised paper, which will be reproduced in a forthcoming number of *SPECIAL LIBRARIES*.

Mr. Houghton: The root of the matter comes down to this, how do we define special libraries? Do we mean a special collection or special methods? Having a separate association shows that we have special methods. We have now grown to a point where we need a division ourselves. We must either go back to the A. L. A. or split up into groups ourselves and so lose the special library spirit.

Ernest C. Reece, Director, N. Y. Library School, said that the choice of work offered to library school students is no longer restricted to public library or school library work. Library schools now recognized that all librarians were vendors and gatherers of information. In his estimation, Mr. Reece said, the term special libraries takes in all kinds of special work. The curriculum in many library schools is being changed and most of them are recognizing the special library movement in some way. Mr. Reece referred to the course of lectures given under

the auspices of the N. Y. Library School touching on business library work as recognition of this sort. Students of the N. Y. Library School had made a survey of 30 or 40 special libraries in New York City and Miss Rankin was now compiling a résumé.

D. Ashley Hooker, Chief of the Technology Department of the Detroit Public Library, read the following paper, which was received with evident pleasure.

What Does a Special Librarian Expect of Those in the Library and How Shall We Train to Meet These Requirements?

I am fond of saying that nothing in the shape of knowledge which a librarian can acquire ever comes amiss in library work, that everything and anything that is stored in the memory of the librarian may be called upon at any moment to be used in library service.

An incident which happened ten or twelve years ago will illustrate this. I had the pleasure of working in the catalog department of a large public library in the Middle West and often took luncheon with the Reference Librarian, who is now State Librarian of one of the largest states of the Union. This day as we started out to luncheon my friend seemed worried and ill at ease and I inquired what was the matter. For some reason or other, he was loathe to share his troubles with me, but finally by persistence, I discovered what was troubling him. One of the Board of Directors wanted a picture of the Denkmal to Arminius, or Herman, in the Black Forest of Germany. "Why! I know where you will find that," I said. "My Latin professor in college wrote that up in the New England Magazine about 1893. You will find it there." My friend suggested that after we returned to the Library, I find it for him, which I did in a very few minutes. This is given simply as an example of the service which any odd bits of knowledge in our memories are to us and to others many times in our professional careers.

It is an undoubted fact that the more information the general librarian or public librarian has stored away ready for his or her use, the more valuable he or she is to the Library and to the Library's readers.

While this is true of the general librarian concerning general knowledge, it is particularly true of the special librarian of a special department in a public library or of a special library, concerning special knowledge.

The two main branches of the work of a special library which are especially dependent upon the knowledge, on the part of the special librarian or her assistants, of the special branch of business or industry with which the library is connected, are the reference work and the assigning of subject headings to analyticals.

A great difference between the reference work done in a special department of a public library and in a special library is that in the former we make extensive lists of material and collect numerous references through which our readers go and from which they select the material which satisfies their needs, whereas, in a special library the librarian does selective reference work, selecting the exact article, or page, or even paragraph which contains the information wanted.

The librarian of a public library stands in the place of Herodotus, in the way in which he wrote history, whereas the special librarian in the special library has to be a Thucydides, of whom it was said that he packed into a chapter what most historians said in a book, that he packed into a paragraph what other historians said in a chapter, that he packed into a sentence what other historians said in a paragraph, and into a word what other historians said in a sentence. It takes a great deal of knowledge to be concise and definite as the gentleman who wrote to his correspondent said, "I have not time today to write a short letter, so that I shall have to write you a long one."

What I am pleading for is that librarians should have some basic knowledge of the branches of industry or business with which their libraries are connected: for three reasons: First, that they will understand the technical terms that the reader uses in asking for material. For example, that when a reader asks them for something on dyes they will not jump to the conclusion that the reader's wife is contemplating a change from a brunette to blonde, or vice versa, but that she will consider that the gentleman, himself, may work in a machine shop or is a factory superintendent. This point is also illustrated by the following story:

Motor Launch Officer (Who has rung for full speed without result) "What's the matter?"

Voice from below: "One of the cylinders is missing, Sir."

Motor Launch Officer: "Well, look sharp and find the bally thing—we want to get on."

The second advantage is in doing reference work to which we have already referred. The third advantage is that this special knowledge of the industry or business will enable one to assign subject headings more intelligently than is otherwise possible.

In what way are the assistants to acquire a framework of such knowledge? First, by experience in actual business. This will be a great advantage not only in supplying much of this desirable information but also in giving the assistant the business point of view and the business approach to their problems.

I would suggest that a syllabus be prepared similar to the one entitled, "The commercial industries." A syllabus with bibliographies, references and study outline prepared by Andrew J. Newman, Assistant Professor of Economics and Commerce in the University of Kansas, published in 1921, by the Department of Journalism Press, Lawrence, Kansas. In connection with such a syllabus, I would suggest the use of such books as Keir's *Manufacturing Industries in America*, and Douglas' *Merchandising Studies of the States*.

I would suggest that a great deal of emphasis be given to the trade periodicals in each industry and branch of business covered in the course so that the students would be thoroughly conversant with the sources of up-to-date material of industry and branches of business and be able to select the outstanding periodical or periodicals in any field of industry after they have begun practical work in the field. This study will lead them to the fact that certain trade periodicals are indispensable in certain types of libraries if they are going to be able to supply statistical and merchandising information in any branches of industry.

Would it not also be possible to provide a certain amount of review in economic and commercial geography in order that the students shall have at their finger tips the essential facts in this important field.

This course would provide a background of essential information and would give an outline which could be filled in later. I would suggest that the thesis work take the form of a study of the work of the types of libraries in which a student is to specialize.

I am aware that this subject has been discussed before and that library schools have considered the establishment of courses of this general nature but I have emphasized it because I feel that next to the personality of the library worker comes in importance this matter of knowledge of the special field in which he works. He is enabled to give better service to his constituents and also his own mind and knowledge are enlarged and his view of the immensity of human knowledge is broadened. As Sir Wm. Hamilton said, "Our knowledge is like a circle, each addition that is made to our knowledge enlarges the circumference of the circle and increases the number of points at which we come in contact with the great unknown."

Adelaide R. Hasse, Director of the School for Business Librarians, Washington, D. C., referred to the fact that more than a quarter of a century ago she had organized the first library training class in this country in the Los Angeles Public Library. Some of the students in that class were now doing conspicuous work in California's county library system, others were employed in public libraries on the Coast as well as in government libraries in Washington. Miss Hasse said that while she fully appreciated the value and importance of public library work, she happened to be at present more closely associated with business library work, and outlined some portions of the curriculum as developed for the School for Business Librarians.

George W. Lee said he had been born a special librarian, but had always been trying to get the public library idea, and was now endeavoring to annex the Boston Public Library. Mr. Lee referred in detail to the success of the courses being given by Mrs. Hartzell in Boston.

Pyrrha Sheffield, Librarian, Portland Cement Association, Chicago, said that she was much interested in special library work. She had, however, begun to feel that there was no place in either the A. L. A. or the S. L. A. for technical librarians, because all the consideration seemed to be given to school, public or business libraries. The library of the Portland Cement Association was a purely technical library and it was highly important that many of the methods of technical libraries be changed. Miss Sheffield said she thought that the special librarian going into technical library work would profit greatly if, with her facility in library method, she combined scientific training.

Sarah D. Kinney, Librarian, Forest Products Laboratory, Madison, Wis., said that she represented a technical library. Its work had to do with properties of wood, with pulp and paper, glue, de-inking materials, etc. She agreed with Miss Sheffield that in a technical library scientific training was fundamentally essential. On the other hand she had visited New York City and had carried much back from the libraries there.

Andrew Keogh, Librarian, Yale University, said: "I have been coming to your meetings a good many years and have never spoken because I did not know just why you existed. There is, apparently, a feeling among your members that there is some difference between a large public, a law, a business and a University library. Yale has many kinds of groups of books with central administration.

We cannot always pay for a person who has both special knowledge and library training. As a compromise we take a person with special knowledge and give him three months library training. We take graduates of a special subject, put them in the main library for three months and then detail them to one of the special collections. We have done this in music, forestry, medicine, engineering, philosophy, sociology and law. Last year we spent quite a little sum to allow the heads of departments to take courses on the subject of their work. The point is, are these not special libraries and how do the problems here differ from your problems? The technical work in and for the special collections is done by the staffs of those collections. For instance, the forestry classification was made especially for our collection. It has now been copied by most of the forestry schools in the country. General training, editorial work and supervision is done in the main library.

George W. Lee: It is acknowledged that the development of specialization at Yale belongs to Mr. Keogh. We are trying to make it apply to business libraries. The Yale specialists are not forced to go down into the city or do other perambulatory research work.

Mr. Keogh: That is true only to a certain extent. I have had occasion to suggest to our specialists that a more restricted service, one confined to our own clientele was desirable. I was becoming apprehensive lest, for instance, our medical specialists might be called on by every practitioner in town to prepare material for addresses, etc.

D. N. Handy: I think Mr. Keogh's view comes closest to making the real distinction between specialized and non-specialized library work.

Rebecca B. Rankin: Public libraries generally contend that they have not the funds to indulge in special library work. Now if public library work of this sort ends where funds end, then the business men will form libraries of their own with funds to go on with the work where the public library stops.

Carlos C. Houghton: Like the lawyers. The American Bar Association has its library, but a lawyer still has to have his own library.

Andrew Keogh: I can see no difference in the method employed. Recently I have put up a proposition to medical associations that we will give the same service to all members and charge a uniform rate of \$1.00 an hour for it. The doctors got up and said: "Good. Will you? We will be glad sometimes to pay \$5.00 an hour."

Rebecca B. Rankin: If I may dare prophesy, I think the time is coming when public libraries will specialize and divide more into specialized collections and pay more attention to special library work with separate rooms for that work. The special libraries are blazing the way. They are helping to make public libraries see the need of specialization.

Andrew Keogh: I hold no brief for public libraries, but it does seem that Yale College is a collection of special libraries. What then can special libraries do for Yale? We have just bought 20,000 volumes on public utilities. We already had a good deal. These new acquisitions are largely briefs, etc. Some one on the staff is now engaged in making charts of railroad mergers. Is that a business library in your sense?

Adelaide R. Hasse: Yale is no doubt a collection of special libraries. It is unfortunate that, in discussing special library work, so much insistence is laid on business library work. We have heard, in one of these group meetings, a complaint that apparently no attention was given by the S. L. A. to technical libraries. On Tuesday a protest was made to me that no provision was made in this program for the librarians of art museums or heads of art departments to be heard or to confer. Perhaps a word of explanation as to the origin of the S. L. A. may help to clarify the discussion. The Association, which has developed into a movement, originated in 1909 out of the then absence of facilities in the metropolis to meet the requirements for reference tools of the houses in the downtown financial district. Out of this local situation has grown a movement which is giving a new cast to library possibilities.

Ernest J. Reece: After all it is merely a difference of clientele. The National City Bank Library does not try to answer questions coming from outside the bank. My interest in special libraries would decline if I thought that the difference between special and general libraries was merely one of method.

Andrew Keogh: The difference seems to be one of funds. This can be met in several ways. We have the books and the ability, why not find a means of extend the use of both? It could be done by securing a memorial fund or by charging for service.

Lucius W. Cannon: Most special libraries have nothing to do with books. Books as a rule are two years or more old when they are given to the printer. Often much

of the material in a special library is not even in printed form. A great part of the distribution of information by a special library is via the telephone. Public special libraries cannot give the service that business special libraries are often called to do.

Meeting adjourned, 10.45 p. m.

THIRD GROUP MEETING

Twentieth Century Club, June 29, 8:40 P. M.

Subject: "The Objective of the Special Librarian."

Group Chairman: Maud A. Carabin, Librarian, Detroit Edison Co.

Miss Carabin told those who assembled for this session, that the special librarian's gaze should be fixed on the same objective as that of the director of the organization. The best special librarian is one whose gaze begins at the highest rung in the organization's ladder and works down. If you start at the bottom your vision is apt to be clouded and prevents you from seeing what is above. Miss Carabin suggested as questions for discussion the following: How can the special librarian serve the different departments in the organization? In what respect are library resources and efforts wasted through the apathy of the librarian, lack of familiarity with the subject of the clientele or through lack of familiarity on the part of the employees as to what the library offers him in the way of assistance? What tests do you put your library to as to its actual effectiveness, or what means have you of measuring it?

Mary B. Day, Librarian, National Safety Council, Chicago, said, in regard to the objective of the special librarian, that from the statement made by Mr. Herbert Hoover in the Foreword to the Report on "Waste in Industry," I think all special librarians may glean three essentials which should be their objectives and watchwords. Mr. Hoover writes: "This report is the result of five months of intensive study, carefully planned and rapidly executed. A part of its value lies in the speed with which the work has been done and the promptness with which it presents definite lines for future action."

Intensive study, careful planning, and rapid execution are the three essential basic principles to my mind of every trained library worker not only "know thy self," but know in detail the problems and activities of the organization in which you work, enter actively into all departmental activities and problems. Through an intensive survey of your own organization, gained by reports, inter-office correspondence, correspondence pouring into the office, acquaintance with the staff personnel, reading of minutes and proceedings of meetings, you will be in a better position to go on to the second essential "careful planning," I don't know of anything which requires as careful planning as the work of a special librarian. Unless you have a definite objective ahead, you are swamped in details, and the larger things are relegated to a minor place and you are a detailist, and not an executive. While I do not wish to belittle details, I feel that special librarians are often slaves to classifying, cataloging, and all the other branches of library endeavor, and, in the end, do not deliver the goods. This brings us to our last watchword "speed in execution." For, after all, it is this which the business man wants, and, if you can't deliver the goods, if your files are not organized for quick availability, you are conducting a literary morgue and not an active branch of the business. Get the things across in a thorough manner, at the right time, and in advance of the actual demand if possible, and your library has become a dynamic factor in the organization and you are the official "go-getter" for the concern. The need of scientific research and information service in individuals plants and by associations, is stressed in the "Report on Waste," and I am sure the future of the special librarian will grow, and that the special librarian will be able to adapt himself to the growing needs of industry.

Floyd J. Miller, in charge of the scraparium of the Detroit News, said: "The situation of this library offers an answer to the question discussed at the group meeting the night before, namely, why should there be "special" librarians or such a thing as a special library association. There is not a book in the library. It is made up of thousands of pamphlets, clippings and any material that contributes to the encyclopedia of current information which this library really is. Material has to be furnished for the newspaper while the paper is going to press, and the next day or even the next hour will not do. It is impossible for a public library to cover this field. It is not a question of funds but it is an imposition for a private business interest to demand such service from a public library."

Clara Canham, Librarian, Packard Motor Car Co., Detroit, said that the objective of the special librarian is to become an industrial or a business engineer. A small part of the work of the special librarian is the handing out of specific information, the important part being the study of the whole problem of the organization of which the librarian is an employee. The librarian should have the same goal

as the company's executive, and should rise above details and mere compiling. Each department of the organization—research, traffic, accounting, personnel, etc., offers a different problem to the librarian and requires a different treatment in the matter of routing material to it. Another objective of the special librarian is the personal duty to make such a success of the position as will raise the standard of the profession. A good deal of the current criticism of librarians is merited and the only way to answer it is by this means. One thing that hinders the prompt finding of material is that files are encumbered with unused material. For instance, just because your firm happens to own a foundry is no reason why quantities of material on foundry practice should be collected. That may be left to the foundry specialist. In the same manner there should be available an advertising library for those who cannot specialize in advertising but who have occasion to use that sort of material." Miss Canham appealed to Detroit special librarians to get together in order to establish some sort of a cooperative system whereby it will be possible for an organization to carry only that material which is immediately necessary to its various groups.

Ethel A. Shields, Librarian, Eastman Kodak Co., Rochester, N. Y., said "If you as librarians have an objective (and your job presupposes that you have) stick to it. The objective needed in organizing a library is to get the right material to the right person, whether he has called for it or not. See that it goes not only to his desk, but into his head. In Rochester there is need for cooperation among its existing libraries. An association of the special libraries in Rochester was recently formed with eight members."

George A. Deveneau said that the objective of the special librarian is to set knowledge to work, and his opportunity is what he can make it in his own organization. Librarians in business have to deliver the goods and they have been known to lose their jobs when they have not done so. The antidote for such a condition is to acquaint yourself with the policies of the company. It is anxious for assistance in the way of fact knowledge. Training gives a special librarian an acquaintance with sources but what interpretation he will give to his client's problems depends rather on his personality and initiative.

This closed the discussion on the topic assigned to this group and the rest of the evening was given over to reports from local organizations.

REPORTS FROM LOCAL ORGANIZATIONS

New York City

Reports of the activities of the New York Special Libraries Association have appeared regularly in *SPECIAL LIBRARIES* and a repetition in oral form was deemed unnecessary.

Philadelphia

Jean E. Graffen, head of the Periodical Department, Free Library of Philadelphia, reported that the Special Libraries Council of Philadelphia holds monthly meetings at the Chamber of Commerce. The Council's Directory Committee (Josephine B. Carson, chairman) has already published a list of special libraries of Philadelphia, of which 150 copies were distributed. The local press gave satisfactory publicity to this directory. The Council expects to print a revised edition the coming winter. A union list of periodicals of the libraries of Philadelphia is being looked after by another committee. For the present this list is to be on cards and the Free Library of Philadelphia is to be the repository of this list. Two or three organizations which have special librarians will bear the cost. Miss Graffen reported that schools of filing in Philadelphia have asked for speakers from special libraries.

Boston

The annual report of the Special Libraries Association of Boston, submitted by Secretary Abbie G. Glover was read, in Miss Glover's absence, by Miss H. E. Howe, assistant professor of library science, Simmons College.

Perhaps the most striking achievement of the *SPECIAL LIBRARIES ASSOCIATION OF BOSTON* for the season of 1921-22 has been the formation of a course of fifteen lessons in Library Methods, held weekly, under the supervision of one person. Twenty-one members have availed themselves of this opportunity for improving their library technique, and the question has been raised of conducting a like course another year.

The association has had a particularly busy year. Meetings have been held monthly in the libraries of various members, as, the New England Historic Genealogical Society, Edison Electric Illuminating Co., Harvard University School of Architecture, and the like. The average attendance has been forty-two. The speakers have included such men as Mr. Carlos C. Houghton of Poor's Publishing Co., Mr. George

Parker Winship of Harvard University, Mr. C. F. D. Belden of the Boston Public Library, Mr. William F. Jacob of the General Electric Co., and others of local importance.

A Registration Committee has been formed to handle the employment situation, and some actual placements have been made for the members. Five hundred firms in Boston and vicinity have been circularized in order to familiarize employers with the Special Library idea. A committee has inquired into the possibilities of a Union Catalog of the resources of the many special libraries in Boston and vicinity. Definite suggestions have been made, and the hope is entertained of putting such a card catalog into being another year. The Publicity Committee has done much toward introducing the Association to Boston. Write-ups of practically every meeting have been made by the largest Boston daily papers, and a set of articles describing the outstanding libraries is to be featured at a later date in one of the newspapers. This has been done at the suggestion of the editor of the paper.

The possibility of establishing some plan of keeping track of the dates when serial publications should arrive, as annual reports, catalogs and such material which is published somewhat irregularly, has been investigated by another committee. After much research, a plan is now offered, and will probably be issued in a form suitable for distribution. A definite arrangement has been made whereby the several libraries offer to each other any discarded material. As is well known, much material that is of no more value to one library may be of particular interest to another, and the Association now has a clearing-house for such things.

The constitution has been revised and matters have been carefully gathered up in preparation for an even more active year in 1922-23.

A joint meeting with the Massachusetts Library Club has been held at Scituate, Mass., June 15-18. One afternoon of the session was given over to the Special Libraries Association of Boston. The relationship of the public library and the special library was very ably discussed. Miss Rebecca B. Rankin of the Municipal Reference Library, New York City, led the discussion for the afternoon.

The officers for the last year were Mr. Ernest W. Chapin, Pres., Miss Laura R. Gibbs and Mr. Howard L. Stebbins, Vice-Presidents, Miss Abbie G. Glover, Secretary, and Miss Ruth V. Cook, Treasurer.

The incoming officers are: Miss Harriet E. Howe, President, Mr. E. H. Redstone, Vice President, Miss Margaret Withington, Secretary, and Miss Mildred Bradbury, Treasurer, with Miss Laura R. Gibbs as the other member of the Executive Board.

Cleveland

Alta B. Clafin gave a sketch of the Cleveland Club of Special Librarians, and said: "There is little to report in the way of constructive work accomplished during the year.

The business depression and other causes have reduced the number of special libraries in Cleveland, and several of our strongest members have gone elsewhere or into other lines of work.

Our association, however, has fully proved the value of mutual acquaintanceship, the knowledge of each other's resources and the opportunity of talking over troublesome problems.

The scope of our membership is interesting. In it are represented a hospital library, a clinic library (the Red Cross Division library went out of existence in Cleveland a short time ago), a good newspaper library (the Cleveland Press), the libraries of the White Motor Co., the Federal Reserve Bank, the Museum of Art, the Natural History Museum and a thriving department store library. The librarian of the department store (The William Taylor Co.) has been sent to this convention at the expense of her firm. The head of the Globe-Wernicke Filing School, formerly a special librarian, is also a member. In addition to these, certain departments of the Public Library are represented. The reference librarian, the stations librarian, the chiefs of the technology, fine arts and economics divisions and the municipal reference librarian are all active members, although not entitled to hold office.

Meetings are held once in two months, usually for dinner. The last one, in April, was especially worthwhile. It was held at the Art Museum, and two members of the Museum staff gave us most helpful suggestions on the arrangement and mechanical preparation of extension exhibits in libraries. There is no question of discontinuing our organization, which has been in existence now for two and a half years. We hope that better conditions next year will encourage us to undertake a little more constructive work.

Southern California

Mary Ramona Bean, the delegated representative of the Special Libraries Association of Southern California, read the following report:

The Special Libraries Association of Southern California was organized in March

of this year, when a small group of interested people was called together by Mr. Ralph Power, now a member of the faculty of the University of Southern California in Los Angeles. At that first meeting organization committees were appointed, and at the second meeting held a week later officers were elected, standing committees were appointed and the organized existence of the Association began. Meetings are held once a month, except in July and August, at the various libraries represented in the membership, and a short program is presented, either by members or by other persons who are interested in work which is allied to the interests of the members of the Association.

At the last meeting, which was held June 5, there were enrolled twenty-five members representing fifteen different institutions. We feel that this is a very good beginning for an Association in Southern California, where the field of special libraries is still a new one. Plans are now being made for a branch organization of the Special Libraries Association of Southern California in San Diego and we hope by the time of the resumption of activity in the Fall to have this branch organized and to be able to make plans for some joint meetings during the year.

Officers and members of the Association are entering into its activities with the greatest interest and enthusiasm and we are going to get real help and inspiration out of being identified with it. We are very anxious to give the heartiest cooperation possible to the National Association and to the other local associations throughout the country. So often it is very hard to get much needed information about a locality which is located far distant from the place where the information is wanted, and the members of the Special Libraries Association of Southern California stand ready at all times to aid the members of other associations in giving efficient service to the institutions and organizations which they serve.

Especially, all of you who are interested in the work and aims of special libraries are invited to get into touch with us and to attend our meetings when you are in California. A note to any member will bring you a notice of when and where the meeting is to be held while you are here. Surely some of you will have the pleasure of a trip to Southern California this winter, and we shall look forward to having you with us.

Upon motion of President Hyde the following resolution was passed. "The S. L. A. desires to express its appreciation and thanks to the S. L. A. of S. C. for sending Miss Mary Ramona Bean as its delegate to this convention. Furthermore the S. L. A. heartily congratulates the S. L. A. of S. C. upon the effectiveness with which they have organized, as revealed by Miss Bean's report."

Rochester

No report of this newest local association was made at this time, Miss Shields of the Eastman Kodak Co having earlier in the evening referred to its very recent organization. In this lineup of locals it is desired to recognize Rochester and to assure a real S. L. A. welcome to this youngest of all

Meeting adjourned, 10.20 p. m

INFORMAL GROUP MEETINGS

A most gratifying innovation was the series of spontaneous group meetings. The bank, art, insurance and business librarians met among themselves informally in a spirit of intense cooperation. No one attending one of these meetings could fail to be influenced by the infectious enthusiasm and earnestness of the librarians. These unheralded demonstrations of devotion to particular lines of work were one of the most inspiring experiences of the convention.

BANK LIBRARIANS

Seven Federal Reserve Bank librarians have been in attendance at this convention, viz: the Misses Marguerite Burnett, of New York, Dorothy Bemis, of Philadelphia, Nancy W. Sydnor, of Richmond, Alta B. Claffin, of Cleveland, Ruth G. Nichols, of Chicago, Mary P. Billingsley, of Kansas City, and Mr. Erin Humphrey, of Dallas. Two meetings of this group have resulted in plans for some definite cooperation from which much benefit will result.

First National Bank, Detroit, Luncheon

The First National Bank, Detroit, through Mr. James A. Hoyt, a vice president of the bank, extended a luncheon invitation to the visiting bank librarians. In addition to the seven Federal Reserve Bank librarians there were present Miss Elsie L. Baechtold, Irving National Bank, New York City, Mrs. Larondo Gilbert, First National Bank, Detroit, Miss Alice L. Rose, National City Co., New York City, Miss Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Miss Sue Wuchter,

Continental and Commercial National Bank, Chicago. The librarians were escorted by secretaries of the bank. As place cards the bank had provided leather covered booklets containing a short history of the bank. On each was printed in gold letters the name of the librarian. After the luncheon a group picture was taken on the roof of the bank.

INSURANCE LIBRARIANS

The first group meeting of Insurance Libraries of the Special Libraries Association was held on Wednesday afternoon, June 28th, 1922.

Miss Frances S. Cox, Librarian of the Metropolitan Life Insurance Company, presided, having been appointed Chairman of this group by the President, Mr. Dorsey W. Hyde, Jr.

Previous to the meeting the Chairman had communicated with all known Insurance Librarians in the country, asking them if possible to attend the meeting and, in any case, to send a copy of the Insurance Classification in use in their libraries.

The following were present at the meeting:

Miss Edith Sillence, Ass'n of Life Ins. President, New York City.
Mr. D. N. Handy, Insurance Library Ass'n of Boston, Boston, Mass.
Miss Frances S. Cox, Metropolitan Life Insurance Company, New York City.
Mrs. Fitzgerald, Nat'l Life Insurance Company, Montpelier, Vt.
Miss Mary Day, National Safety Council, Chicago, Ill.
Miss Josephine Carson, Penn. Compensation Rating Bureau, Philadelphia, Pa.
Miss Grace A. Child, Phoenix Mutual Life Insurance Company, Hartford, Conn.
Miss Elizabeth Hanner, Retail Credit Ass'n, Atlanta, Georgia.
Miss Thom, Standard Accident Insurance Co., Detroit, Mich.
Miss Van Dyne, formerly with Nat'l Workman's Compensation Bureau, New York City.

The remaining libraries were unable to send a representative, but most of them sent copies of their Classifications. They are:

Aetna Life Ins. Co., Hartford, Conn., Miss Eddy.
Conn. Mutual Life Ins. Company, Hartford, Conn.
Equitable Life Insurance Company, New York City, Miss Morse, Librarian.
Fidelity Life Insurance Company, Philadelphia, Pa., Mr. Sykes, Librarian.
Insurance Society of New York, New York City, Miss Swerig, Librarian.
Liberty Mutual Life Insurance Company, Boston, Mass., Miss Bowman, Librarian.
Maryland Casualty Company, Baltimore, Miss Keen.
National Bureau of Casualty and Insurance Underwriters, New York City, Miss McCoy.
National Council of Workmen's Compensation Insurance, New York, Miss Daly.
National Fire Insurance Company, Hartford, Conn., Miss Bowen.
Mutual Benefit Life Insurance Company, Newark, N. J., Miss H. Walton.
Pacific Mutual Life Insurance Company, Los Angeles, Calif., Miss D. B. Parker.
Provident Life & Trust Company, Philadelphia, Pa., Miss M. S. Allen.
Travelers' Life Insurance Company, Hartford, Conn., Miss E. C. Coates.

A uniform classification for all insurance libraries was discussed, and the classifications which had been collected were examined. A committee was appointed to work out a complete insurance classification, full enough to be used by any insurance library. The committee is as follows:

Miss Cox, Librarian, Metropolitan Life Insurance Company, *Chairman*.
Mr. Handy, Librarian, Insurance Library Ass'n of Boston, representing "Fire."
Miss Child, Phoenix Mutual Life Ins. Co., Hartford, Conn., representing "Life."
Miss Carson, Pennsylvania Compensation Rating Bur., Philadelphia, Pa., representing "Casualty."

Each of the Librarians present then gave a brief description of the Library she represented, pointing out, where possible, its differences, and points in common with other Insurance Libraries

If there are any names of Insurance Librarians not given in the above list, names

and addresses should be sent to Miss Frances S. Cox, Metropolitan Life Insurance Co., 1 Madison Ave., New York City, in order that the list may be as complete as possible.

ART LIBRARIANS

On Thursday morning, June 29, a group of special librarians engaged in art work met in the beautiful Art Department of the Detroit Public Library. The group had been assembled through the initiative of the representative of Miss Sarah L. Mitchell, chief librarian, Chicago Art Institute. Some ten or twelve librarians attended the conference. Closer cooperation of all special librarians engaged in art work formed the basis of discussion. The support of the S. L. A. is assured and the development of this group is anticipated with interest.

INDUSTRIAL LIBRARIANS

A dozen or more persons interested in market analysis and other sales problems met on Friday, June 30, 1922, at 11 a. m. to confer with Mr. W. C. Greany of the Packard Motor Car Co., Detroit. Mr. Greany has done considerable work in territorial analysis and was able to tell those present of sources from which they could get material for work in this field. His account of the work the Packard Motor Car Co. is doing in market analysis was suggestive. Among those present were librarians of the Eastman Kodak Co., Carnation Milk Products Co., National Life Insurance Co., Phoenix Mutual Life Insurance Co., Packard Motor Car Co., the Interstate Commerce Commission, the MacMillan Co., the librarian of the business department of the Minneapolis public Library and the editor of *SPECIAL LIBRARIES*.

REVISION OF THE CONSTITUTION

At the first business meeting of the 1922 Convention of the S. L. A. (See p. 107 of Official Proceedings) it was moved and seconded that the question of revision of the constitution be referred to the Membership.

For the convenience of Members the text of the Constitution as in force is printed in this issue.

Members are urged to consider President Rankin's inaugural remarks (p. 110) on the subject of constitutional revision.

Owing to the attention which Special Library work is attracting in the world of affairs, it is most important that the S. L. A. be effectively organized. All members are requested to cooperate in this constructive undertaking.



CONSTITUTION OF THE SPECIAL LIBRARIES ASSOCIATION

(Printed in *SPECIAL LIBRARIES*, V. 1, No. 1, January, 1910, p. 8.)

NAME. This Association shall be known as the Special Libraries Association.

OBJECT. The object of this Association is to promote the interests of the commercial, industrial, technical, civic, municipal and legislative reference libraries, the special departments of public libraries, universities, welfare associations and business organizations.

OFFICERS. The officers of the Association shall be a President, Vice-President, Secretary-Treasurer. They shall hold office for one year or until their successors shall have been elected.

EXECUTIVE BOARD. The Executive Board shall consist of the President, Vice-President, Secretary-Treasurer and two other members elected by the Association.

MEMBERSHIP. Any person, firm or organization may become a member upon the payment of the annual dues.

DUES. The annual dues shall be two (2) dollars.

MEETINGS. Annual meetings shall be held at the time and place named by the Executive Board, who shall have power to call such meetings as may be necessary.

QUORUM. Eleven members shall constitute a quorum.

VACANCIES. The Executive Board shall have power to fill all vacancies.

AMENDMENTS. The Constitution may be amended by a three-fourths vote of those present and voting at any meeting of the Association. Notice of proposed amendments shall be sent to each member of the Association at least two weeks before adoption.

AMENDMENT 1. The office of Assistant Secretary-Treasurer shall be and hereby is created. The incumbent shall hold office for one year or until his successor shall have been elected.

AMENDMENT 2. A second vice-president shall be added to the list of officers of the Association.

BY-LAWS.

1. Ex-Presidents are to be members of the Executive Board for one year after holding office.

