Special Libraries, September 1930

Special Libraries Association

Follow this and additional works at: https://scholarworks.sjsu.edu/sla_sl_1930

Part of the Cataloging and Metadata Commons, Collection Development and Management Commons, Information Literacy Commons, and the Scholarly Communication Commons

Recommended Citation

This Magazine is brought to you for free and open access by the Special Libraries, 1930s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1930 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.
SAN FRANCISCO CONVENTION

The Library’s Part
in the
Development of
The Industrial West

Bibliography on Classification
Digest of Business Books
Departments Reports
Contents

ARTICLES

Part the Library is playing in the Development of the Industrial West:

San Francisco's Part. By Thomas Cowles. .......... 248

California State Chamber of Commerce. By Mrs. Amy Caya. .......... 248

California Branch Banking. By Annette Windele. .......... 250

Los Angeles' Part. By Guy E. Marion. .......... 251

The Petroleum Library. By Byron Edwards. 253

The Motion Picture Library. By Mrs. H. G. Percey. .......... 255

The Public Utility Library. By Mrs. Ruth E. Creveling. .......... 257

Short Bibliography of Classification, 1920-1929, A. By Jessie L. Arms. .......... 273

DEPARTMENTS

Classification and Indexing .......... 260

Digest of Business Books .......... 264

Editor's Desk .......... 259

Events and Publications .......... 276

Personal Notes .......... 275

President's Message .......... 247

REPORTS AND NOTES

Classification of Agriculture .......... 263

Cleveland Meeting .......... 263

Governmental Thoughtfulness .......... 269


Special Libraries

Published Monthly September to April, bi-monthly May to August by

THE SPECIAL LIBRARIES ASSOCIATION

Publication Office, 11 Nisbet Street, Providence, R. I.

All payments should be made to Special Libraries Association, 11 Nisbet Street, Providence, R. I.
Institutional Members

California
Los Angeles Public Library, Los Angeles
Standard Oil Company of California, San Francisco
Pacific Gas & Electric Co., San Francisco

Connecticut
Phoenix Mutual Life Insurance Co., Hartford
Yale University Library, New Haven

Delaware
du Pont de Nemours, E. I., Wilmington

Illinois
Bylesby & Co., H. M., Chicago
Chicago Tribune, Chicago
Commonwealth Edison Company, Chicago
Elizabeth McCormick Memorial Fund, Chicago
Illinois Chamber of Commerce, Chicago
Insurance Library of Chicago
Middle West Utilities Co., Chicago
Museum of Science and Industry, Chicago
Peoples Gas Light & Coke Co., Chicago

Indiana
Lincoln National Life Insurance Co., Fort Wayne

Maryland
Consolidated Gas, Electric Light & Power Co., Baltimore
Maryland Casualty Co., Baltimore

Massachusetts
Baker Library—Harvard School of Business Administration, Boston
Boston Elevated Railway, Boston
Boston Globe, Boston
Christian Science Monitor, Boston
Edison Electric Illuminating Co., Boston
Federal Reserve Bank of Boston
First National Bank, Boston
Insurance Library Association of Boston
Jackson & Moreland, Boston
Massachusetts Institute of Technology, Library, Cambridge
Massachusetts Mutual Life Insurance Co., Springfield

Massachusetts State Library, Boston
Metcalf & Eddy, Boston
Social Law Library, Boston
United Fruit Company, Boston

Michigan
Detroit News, Detroit
Detroit Public Library, Detroit
General Motors Corporation, Detroit

Missouri
Kansas City Power & Light Company, Kansas City

New Jersey
Bakelite Corporation, Bloomfield.
Combustion Utilities Corporation, Linden, N. J.
Montclair Free Public Library, Montclair
New Jersey Bell Telephone Company, Newark
Newark Public Library, Business Branch, Newark
Public Service Corporation of New Jersey, Newark
R. C. A Radiotron Co., Inc., Harrison
Standard Oil Development Co., Elizabeth

New York
Alexander Hamilton Institute, New York
American Bankers' Association, New York
American Electric Railway Association, New York
American Geographical Society, New York
American Institute of Accountants, New York
American Management Association, New York
American Museum of Natural History, New York
American Society of Mechanical Engineers, New York
American Telephone & Telegraph Co., General Library, New York
American Telephone & Telegraph Co., Law Library, New York
Association of Life Insurance Presidents, New York
Baker & Taylor Co., New York
Bankers Trust Co., New York
Batten, Barton, Durstine & Osborn, New York
Bell Telephone Laboratories, New York
Blackman Co., New York
British Library of Information, New York
Brooklyn Edison Company, Brooklyn
Brookmire Economic Service, New York
Child Study Association, New York
Cleanliness Institute Library, New York
Consolidated Gas Co. of New York
Davison, Manice, New York
Doherty, Henry L. & Co., New York
Electric Bond & Share Co., New York
Federal Reserve Bank of New York
Ford, Bacon & Davis, New York
General Electric Co., Main Library, Schenectady
Grant Co., W T., New York
Grosvenor Library, Buffalo
Guaranty Company of New York
Haskins & Sells, New York
India, Government of, New York
Industrial Relations Counselors, New York
International Telephone & Telegraph Co., New York
John Price Jones Corporation, New York
Library Bureau Division, Remington Rand Business Service, New York
McCall Company, New York
Merchants Association of New York
Metropolitan Life Insurance Company, New York
Municipal Reference Library, New York
National Aniline & Chemical Co., Inc., New York
National Automobile Chamber of Commerce, New York
National City Financial Library, New York
National Investors Corporation, New York
New Jersey Zinc Company, New York
New York Telephone Company, New York
North American Company, New York
Port of New York Authority, The, New York
Postal Telegraph Co., New York
Putnam's Sons, G. P., New York
Railway & Utilities Investing Corp., New York
Russell Sage Foundation, New York
Schwarschild, Otto P., National Statistical Service, New York
Selected Industries, Inc., New York
Sinclair Refining Co., New York
Standard Brands, Inc., New York
Sutro & Company, New York
Time, Inc., New York
United States Rubber Company, New York
Walker Brothers, New York.
Western Union Telegraph Company, New York
White & Kemble, New York
Wilson Co., H.W., New York
Ohio
Battelle Memorial Inst., Columbus.
Ohio Oil Co., Findlay
Proctor & Gamble, Cincinnati
Oklahoma
U. S. Bureau of Mines, Bartlesville
Pennsylvania
Armstrong Cork Co., Lancaster
Franklin Institute, Philadelphia
Houghton, E. F. & Co., Philadelphia
Jones & Laughlin Steel Company, Pittsburgh
Mellon Institute, Pittsburgh
New Jersey Zinc Co., Palmerton
Philadelphia College of Pharmacy and Science, Philadelphia
Philadelphia Company, Pittsburgh
Philadelphia Electric Company, Philadelphia
Philadelphia Rapid Transit Company, Philadelphia
Philadelphia Record, Philadelphia
Pittsburgh Railways Company, Pittsburgh
Provident Mutual Life Insurance Co., Philadelphia
School of Fine Arts, Univ. Penna., Philadelphia
Westinghouse Electric Research Library, E. Pittsburgh
Wyoming Trade School, Wyominging
Rhode Island
Rhode Island State Library, Providence
Wisconsin
First Wisconsin National Bank, Milwaukee
Kimberly-Clark Corp., Kimberly
Marshall Ilsley Bank, Milwaukee
Canada
Hydroelectric Power Commission of Ontario, Toronto
Imperial Life Assurance Co. of Canada, Toronto
Insurance Institute of Montreal, Montreal
Royal Bank of Canada, Montreal
Sun Life Assurance Co., Montreal
Toronto Transportation Commission, Toronto
President's Message

Do you remember in Peter Pan when Maude Adams asked the audience if they believed in fairies? Well, we believe in fairies and in surprises. Three surprises for you all and if you'll believe it they come from the very group of which your president is a member—the Financial Group.

Other groups may have made or are making plans for the year, but the Financial Group is the first one setting out under full steam.

Surprise No. 1

Once more the American Bankers Association have asked them to plan an exhibit in connection with their meeting, which this year will be in Cleveland, September 29-Oc-tober 2. Banking services, clipping, pamphlet and information files as well as standard books on banking will be displayed. Books published during the past year will also be featured. Visualize the mezzanine floor of the Hotel Cleveland, which all delegates must pass as they register. Miss Emma M. Boyer, Union Trust Company, Cleveland, is the chairman. She will be assisted by Miss Alta B. Claflin, Federal Reserve Bank, Cleveland, Miss Edna I. Casterline, Mellon National Bank, Pittsburgh, Miss Ethel L. Baxter, Librarian, American Bankers Association, New York City and Miss Helen G. Prouty, Commonwealth Securities, Inc., Cleveland.

Surprise No. 2

The Investment Bankers Association of America have asked the same Chicago committee, who last year organized a library exhibit for the Quebec meeting, to assume the responsibility this year. Three cheers for Chairman Virginia Savage, Halsey, Stuart & Company, Sue M. Wuchter, Continental Illinois Company and Ruth G. Nichols, Federal Reserve Bank. This committee, working with the I. B. A. Educational Department, will revise Sources of Investment Information before the meeting in New Orleans, October 12-15.

Surprise No. 3

The Financial Group chairman has written and is sending out a questionnaire—not the kind that goes into the waste basket—but one that will bring responses and result in constructive work for the Special Libraries Association as a whole.

What surprises have the other groups for us? Correspondence shows that ideas are not wanting.

With the executive board meeting in Cleveland on September twenty-ninth a chance will be given for a visit to the A. B. A. exhibit. And, after the Cleveland board meeting I will have a surprise for you all.

P. S. PLEASE ANSWER LETTERS. Maybe some of you have longer vacations than the rest of us. I hate to think that your vacations are over and that being ill is the cause of silence.

MARGARET REYNOLDS,
President.
Part the Library is Playing in the Development of the Industrial West

We print herewith the talks which followed Mr. Letchfield's address. Mr. Thomas Cowles, President of the Special Libraries Association of San Francisco, opened the discussion for San Francisco and introduced Mrs. Caya of the California State Chamber of Commerce, and Miss Annette Windele of the American Trust Company. Mr. Guy E Marion of the Special Libraries Association of Southern California presented the story of the Industrial West for that section of California and introduced Mr. Edwards of the Standard Oil Company of California, Miss Percey of the Paramount-Famous-Lasky Corporation, and Mrs. Ruth E. Creveling of the San Diego Consolidated Gas & Electric Company.

San Francisco's Part
By Thomas Cowles, Librarian, California Academy of Science, San Francisco

Judging from Mr. Letchfield's informative talk, I should say that the "Industrial West" was coming right along, if not indeed already here. Although I cannot speak with the inspired knowledge of a Native Son, yet I gather from a recent study that the history of California, and the Far West in general, is in all essential respects a very pretty history in petto of the civilization of the world at large; so that a Native Son, be he not too young, can have experienced the various inevitable transitions from the pastoral to the industrial stage of culture.

This rapid evolution has produced universally a large and expansive literature and given rise to the profession of the Special Librarian. The end of this highly industrialized state of society is not clearly in sight, nor can the course it will pursue be very clearly foreseen, perhaps.

The poets and the philosophers have their notions, some of them rather pungent, as to the value of this kind of a civilization, but willy-nilly the librarian must collect, catalogue and make available the mass of literature it produces in ever bewildering profusion, and do so intelligently and expeditiously for the man in science and industry, no less than (perhaps even more) the student of the humanities realizes with increasing conviction that he who reads not widely is lost. And as the mazes of this vast literature become more complex, by so much more must the special librarian be a person of high intelligence and unusual resourcefulness.

The special libraries of this "Industrial West" have some of them a fairly long history, as such things go, but the fact that from 1921, when San Francisco special librarians banded together for the advancement of their common interests there were ten individuals in the group, and that today, not ten years later, there are over fifty, representing nearly that many libraries, is a significant indication of the growth of industry on the Western Coast.

One of the newer organizations conducting state-wide research activities is the California State Chamber of Commerce. I am happy to introduce the Chamber's research librarian, Mrs. Amy Caya, who will tell you about her organization.

California State Chamber of Commerce
By Mrs. Amy Caya, Librarian, California State Chamber of Commerce

I would like to tell you a little bit of what our organization is doing, because the work of the librarian itself is tied up so greatly in the activities of the organization. Naturally, being an organization that is interested in the state as a whole, the state's part in the development of the Industrial West, I should say it plays a great part.

The departments of the organization each have a manager who is interested primarily in a special field of develop-
ment, and practically all of the activities contribute either directly or indirectly toward the development of the state as a whole. Some of the departments are self-explanatory. We have the aeronautics department, the highways department, foreign trade, conservation of natural resources, the industrial department and the agricultural department, and, of course, the research department. These departments initiate projects that are of interest to the state as a whole, subject, of course, to the approval of the Board of Directors, which is a group of men in representative industries throughout the entire state, and these men give of their time and interest each month to direct the activities of the organization as a whole. These projects may be of regional interest rather than statewide interest, as is often the case, for they are very often special phases of a state-wide problem that are interesting only to the people in a certain vicinity. And to take care of this part of the matter the State Chamber of Commerce is divided into six sections, each section being presided over by a District Manager and this man is the contact man for the district and he works closely with all of the groups and individuals in that district and gets them together so that they may intelligently attack problems affecting that district, perhaps suggesting things they may do, and co-ordinating their activities and cooperating to a great extent.

Now regional problems, in turn, may become of statewide significance. In that case one of our members of the Board of Directors represents that district, brings up the problem to the Board of Directors and they take action accordingly. In that way the statewide organization functions not only as a whole, but also takes care of problems that might easily be overlooked otherwise. Some of the projects that they undertake are of great interest to any who are interested in Industrial West.

Mr. Letchfield spoke of the problem of distribution as being one of the major problems in importance. To take care of this, one of the things the State Chamber of Commerce does is to develop foreign markets. This is a recent department and they are getting off to a fine start. Other things, such as the development of a uniform building code that affects the industrial growth of the state as a whole are also of importance. One of the other important things that they have done is the establishment of a California Economic Research Council, and this is an interesting example of how the organization functions. It has a policy of procedure in which they definitely state that they do not duplicate the work of other organizations, and the keynote of their activities is to co-operate and co-ordinate the activities of the groups that are already organized. And, of course, nowadays you cannot pick up any printed matter but what you see that research work and fact-finding are the basis of any activity. The State Chamber of Commerce realizes that there are so many facts that are missing, and particularly as regards sources of data, that they call together representative groups of research workers from all over the state, and from this organization has grown the Economic Research Council, which is now working on research work, so that the sources of material will be improved. It points out where statistics are missing and tries to take steps so that an organization will take care of that. If there is something to do in the way of shipping statistics, for instance, such as coastwise shipments that are important in industrial development, something that is not sufficiently covered, this organization will find and get together the people that can well take care of this, and they will be asked what might be done and will take the steps which are necessary.

Rather than to do the work itself it tries to direct and co-ordinate the work that is already being done. The entire organization centers around the Research Department, naturally, and its services are given through the library as part of the information department. The members of the organi-
ization, and of course the members of the staff, demand a great deal of attention, and the general public is served. Finally, special groups in this state are free to use the library and the services of the research department.

The library is the center of the research department just the same as the activities of the organization center around the research department, and it is the part of the library not only to take care of the finished reports and to supply them with the material they need, but also to supply them with the information they need when it is needed, and it implies, just like any special library, that you get the sort of information, see what they shall need and follow the current of events and make the material available for whenever it is needed.

The research department, in turn, serves not only its own organization, but through its regional organizations serves the state as a whole and does its part in the development of the Industrial West.

Mr. Thomas Cowles: Among other things for which California is known abroad—that is, east of the Rockies—is its activities in branch banking. The second representative of San Francisco special libraries will represent the American Trust Company, Miss Annette Windele, Librarian.

California Branch Banking
By Annette Windele, Librarian, American Trust Company, San Francisco

Since the days of gold (somebody had to bring that in) San Francisco has been the financial center of the Pacific Coast. Record breaking prices brought, recently, in an auction in New York for rare, privately minted California coins remind us that, like the Irish who "had boats of their own at the time of the flood," San Francisco had private mints and real "hard money" at a time when the rest of the country had a doubtful currency.

With an unprecedented supply of gold, banking facilities, if only for safe keeping, were in great demand and private banking firms sprang up almost overnight to meet the emergency. There were, in fact, more than forty so-called banks in the city in the early fifties. All that was required in those days, to constitute a going banking concern, was the possession of a strong safe or a cellar wherein to deposit valuables. From these beginnings has grown the banking power of the state, always employed to further the progress of whatever enterprises have been developed, for the exploitation of her mineral and agricultural wealth and the promotion and expansion of her foreign trade.

Financial considerations play an important part in any program of industrial expansion and western financial institutions are well equipped to meet whatever demands may be made upon them in this connection. The combined banking resources of the eleven western states constitute a substantial capital, a not inconsiderable portion of which is concentrated in the banking institutions of the cities of San Francisco and Los Angeles. Long the most conservative of commercial establishments, banks have in recent years made extensive changes in the scope of their activities and many departments now taken for granted were looked upon only recently as distinct innovations.

It is a little more than ten years since the first bank library was established in San Francisco at the Federal Reserve Bank. A year later the American Trust Company installed a library in connection with the Bureau of News and Research and the Bank of Italy, then on the threshold of its great expansion program, recognized the need for a like department. Just this year the Wells Fargo Bank, the city's oldest bank, has opened a well equipped library. So there are four busy bank libraries serving diversified banking interests in the city. The Stock Exchange Institute Library and the library of Leih Keystone & Company constitute the roster of the financial libraries.
The bank library not only houses the statistical and informational services supplied to the bank, but it sifts and makes available the current news, it keeps abreast of the changes and conserves the records of the past. It is prepared to supply information of "infinite variety." When, as so often happens, a new concern comes face to face with the question of "Where is the money to come from?" the banker usually has the answer ready, but not before he is in possession of all the facts. Now it may be that the bank library will be called upon to supply some needful data.

When experiments have been brought to successful conclusions, adequate publicity is given the results, but reliable information indicating the possibilities in some little known field, is seldom readily obtainable. It is these first tender shoots of information that mark the promising beginnings that the watchful librarian preserves from the material passing through her hands in the hope of providing a link in the chain of indispensable facts.

Advertising and publicity departments make their special demands on this department and the distribution of books and periodicals for officers and staff make up the ordinary library routine. Each bank develops its library along strongly individual lines and among the hundred or more financial libraries of the country, the greatest diversity of scope and accomplishment exists.

Now it always seems to me that, should Special Libraries Association ever adopt a device, it might take as their motto "Multum in parvo," because the library may be a small part of the organization, but still it very often does play a not insignificant part in accomplishment.

President Alcott. This discussion is to be continued by representatives of the Chapter in Southern California, and Mr. Guy Marion, a former president of the Special Libraries Association will make the presentations.

Los Angeles' Part

On behalf of Mr. Whiting, our president, I think I might take just a moment to say that we are going to cordially welcome you to Southern California, should you journey in that direction after leaving here. There we hope to see less fog, at least not until our high fog blows away, which blows away about eleven o'clock in the morning. Then we will give you the blessed sunshine that will warm the cockles of your heart and make you feel good. So come down and see us next week, after finishing here.

I might reminisce, I suppose, but I hardly think I ought to take the time. We have had such a splendid showing thus far of the Industrial West picture by Mr. Letchfield that I think we ought to fill in the chinks of that economic structure that he has so beautifully laid before you.

So I am going to take only a moment to point out one or two things. While Mr. Letchfield has given a picture for the whole western coast, the three states, and particularly all of California, may I say that one of the startling occurrences, industrially, has been the growth of Southern California. I don't say that from any egotistical standpoint, or because I happen to live there, but one of the startling things is that during the census period from 1925 to '27, which furnishes, as you know, the last industrial figures that were picked up by the Federal Government and therefore have authority back of them, Los Angeles' industrial increase was nearly thirteen per cent. That was striking for the reason that, in that same period, between those two years, industrialism in other parts of the country almost invariably was standing still or going ahead at one or two per cent, or perhaps slipping back ten to fifteen per cent. So that there was a very striking occurrence in the industrial picture of the West.
I think many industries of national character will continue to come here to the West as the California population increases. Now that leads me to the thought, "Why did I lose this voice?" Well, I lost this voice because I have been the secretary of a special census committee in Los Angeles and I nearly broke my heart trying to find that million two hundred and thirty-one thousand people down there, and in finding them I suppose I got a little tired and my voice didn't come back with its usual rebound.

But where population grows, as it is growing on the West Coast, industry follows, and markets follow; as Mr. Letchfield so clearly pointed out, new industries no longer go or locate at the whims of this or that pretty salesman or pretty Chamber of Commerce, which tells a glib story, but they choose locations after the most searching analysis of the research men that precedes the selection of a point. We continually, in Chamber of Commerce work, come to see that and sometimes contests go on for an individual plant between communities, here in the West, as they do in other parts of the country, sometimes for two or three years before the die is cast. Sometimes property is even located and purchased and then the plant may not decide to locate there, where the original purchase is made, as new facts are revealed from further research.

We need to devote our ideas, then, I think, to the spreading—the purpose and the need of these special libraries; first, because they are helpful in collecting data and making research departments more successful, and getting the facts before industries which are to come here; then we ought not to lose sight of the point that there is another thought: after we have gotten these industries here, if we could only get a library started in them when they first come, let that library grow and develop and come along in the history of those companies after they arrive here—if we could get that thought across in some big way we could accomplish something as an association and as librarians.

Now, in introducing these three people who are going to give you this picture of what is happening in certain types of industrial libraries, I think we selected them rather judiciously. In the first place, one of the great things that has spelled the growth of the population of the West was the development of oil. When the Signal Hill and Santa Fe fields came in in 1923, and oil production jumped up and the curve went up like this, (indicating) people of all kinds rushed as they always do and did in the early days of the yellow gold rush to California and then came what we called the "Black Gold Rush" to California, and particularly to the Southern end of the state because there is where the oil was found and developed.

Then the second speaker illustrates another thing that has helped to build up California largely—well, really, the thing that sold California to the rest of the nation, has been the motion picture, hasn't it, when you come right down to it? And hasn't the motion picture first sold California to the United States and then sold America to the whole world? I am more and more convinced of that fact because when I was President and sat in this man's chair, indicating Mr. Alcott, I at that time was connected in New York with The Community Motion Picture Bureau, just at the height of the close of the War activities, and I recall so distinctly how effectively the motion picture was not only entertaining and keeping up the morale of the troops in the field and all over the world, wherever our Flag traveled in the course of the World War, but it was selling at the same time America to the rest of the world and that has gone on and gone on and that came, of course, out of Los Angeles. We take great pride in it, but I think even the whole state of California takes an equal pride, if not the West Coast, in the fact that we have had an agency here on the West Coast which has told the world about America and, in turn, has told America about California. So
there is the second thought and reason for the choice of Miss Percey, who will explain the motion picture library.

And the third phase fits nicely again into the picture, in that we have some very wonderful natural resources here in the West. Those natural resources have done so much toward the building up of our industrial structure. For instance, what brings a manufacturer to the West Coast? What are some of the telling arguments that bring them here? We shall give them a market, give them population; can they produce here at a cost that will overcome the freight rates from the East here, so that you Eastern people won't be manufacturing the stuff and sending it out to us to buy with all that freight charge added on, which Mr. Johnson there knows all about and is smiling about?

Well, we have wonderfully cheap power here. How do we get it? Out of our mountain streams—another source of gold—"White Gold" as it is sometimes called, the water that develops the hydro-electric power. And here again is our chief fuel, oil, which runs the steam plants that develop other power, and in it again we have cheap fuel, easily handled and economical, which gives us a means of developing power easily and getting it to the manufacturer.

Then as a by-product of our oil industry we also have gas, natural gas. One of the main full page advertising campaigns in San Francisco at this moment is announcing the fact that San Francisco has natural gas, something which Los Angeles and Southern California have had for many years. Owing to the splendid development of the pipe lines, which brings natural gas for such a long distance, San Francisco can now use that telling argument for bringing new industries to this city.

That is an achievement, but you see it is a by-product of another one of our natural resources. So painting that picture broadly for a few minutes, I want to now introduce to you Mr. B. H. Edwards, former president of our Southern California Chapter. He will illustrate two ideas, as I see it. I think it is perhaps worth while to speak of those. He represents the very thing that I spoke of in that he dates from the beginning of the El Segundo Refinery and was for some ten years, I think, a draftsman and then was put in charge of the growing library and told to make it an effective working tool in the institution.

I think you will see, after his talk, that he is undoubtedly succeeding wonderfully in that respect. Secondly, he brings his own native genius into Special Library work, illustrating another thought: That it isn't essential for a man to have special library training, although I wish to cast no aspersion against those who have been so favored; but may I incidentally say a word for those who, like myself, came into the library field through the back door and not through the front door and that whatever little I have achieved in my library work has come rather from a broad university training which preceded my going into business, and then by bringing everything to bear upon the problem of librarianship, that I could pick up out of the experience and out of the achievements of those of you who have had time to have better training. Mr. Edwards represents the same type.

The Petroleum Library

By Byron Edwards, Librarian of the El Segundo Refinery of the Standard Oil Company of California

Mr. Marion rather handed me one that time, but I am going to have to give due credit to those who are trained in the library field before I start any talk, because after I went into the special library of the Standard Oil Refinery of the El Segundo, I immediately joined the Special Libraries Association of Southern California, which was then in the process of formation, and learned all I know about libraries from the members of that Association. So those who really had some training get a lot of credit anyway.
I really had intended to start out with a bang, something like this: "Twenty-six per cent quicker starting!" I didn't start that fast. "Two hundred extra miles!" "More miles per gallon!" "An extra quarter in every gallon!" You see those kinds of claims in the oil company advertising of today, and some of you perhaps wonder, well, in fact, asked the question: "Twenty-six per cent quicker than what?" Then somebody wanted to know if that was the reason they had libraries in oil companies, to answer those apparently absurd statements, and foolish questions. And surprising as it may seem, he hit the nail on the head a good deal closer than he could possibly have thought. To answer these seemingly foolish questions, and to make these apparently ridiculous statements a reality, has been the underlying reason for many of our special libraries within oil companies.

Nearly all of the larger oil companies, and many of the smaller ones, have research departments or development laboratories, whose objective is to improve the quality of their products, so that they will do more work and do it better. In many cases the Petroleum special library is a part of these research organizations, and as such do their share toward making these statements more nearly the truth than they may seem on the surface. Our own Technical Libraries have aided, in no small degree, our Research Department's constant effort to make Standard Oil Products the best there are, and thus have contributed their part in maintaining this company's leading position during the progress of the West's development.

There is an almost unending amount of literature, a great deal of it highly technical, that must be read and searched, classified, filed and indexed. Above all, however, is the important duty of presenting to those on the technical staff all the material of special interest to each one of them, as fast as it is published or made available.

The Standard Oil Company of California has, at its Richmond Refinery, a staff of reviewers and translators who are doing this kind of work constantly. The method used to present the material collected, is to issue a weekly review of technical literature, in which abstracts are classified and indexed. These Technical Reviews are sent to those interested and from them the worker can readily and quickly cover his field and select pertinent material. Other usual library methods are also followed, and I am sure that Mr. Cassidy, who is in charge, will be glad to have those of you who are interested, make him a visit while you are here.

Several other oil companies on this coast follow similar methods at their Technical Libraries: The General Petroleum Corporation, the Texas Company, the Shell Oil Company and others. The Union Oil Company, at their Wilmington Refinery, make their library the clearinghouse for all experimental and research projects conducted within their company. To make this practical, they have developed a most complete and comprehensive decimal classification which is used for a filing system.

It is an expansion of the Bureau of Mines Petroleum Classification, which, by the way, is being used in a good many of the Petroleum Libraries on this coast and elsewhere. It is a complete system within itself, using the full 999 whole numbers. Where the Petroleum collection is placed within a general library, or where the Dewey System is used, the letter "P" is used as a prefix to designate "Petroleum" and collection inserted under the Dewey number 665.5. This special classification, or some similar substitute has become necessary for the large amount of specialized subject matter found in the literature on petroleum. (The main subjects covered are general, geographical, geology and origin, development and production, transportation, storage and distribution, properties, refining, utilization, legislation and statistical.)
Statistical information is an important factor in the petroleum business and some oil company libraries have this feature as a part of their daily work, but more often it is handled by a special Statistical Department.

The Geological Departments of some oil companies have libraries of their own, which are charged with the duty of collecting and filing field information, geological reports, maps, etc. This type of information also forms a large part of the work of one or two special libraries not strictly oil company libraries, yet intimately connected with the progress of the petroleum industry in the West. I have in mind the Bureau of Mines Library here in San Francisco, the State Department of Oil and Gas in the Ferry Building, and the California Oil and Gas Association Library in Los Angeles.

Another type of Petroleum Library, and perhaps it should have been mentioned first, is the general library, serving all phases of the oil business. Such a library the Standard Oil Company of California has in its Home Office here in San Francisco. While sponsored by the engineering department and under its direct supervision, it is serving the needs of practically every department that has headquarters in the building, as well as maintaining mail service to many outside individuals and departments. The Producing Department has a large field of activity. So it is with the Sales or Distributing Department. Executives and Directors must follow general business as well as the special problems of their own activities. There are Patent Departments, Accounting, Credit and Auditing Departments, Personnel and Safety Departments, and many others, all of which must be served equally well by this type of Petroleum special library.

Before closing I might mention a feature of my own library that may interest some of you.

We have a library committee, composed of heads of some of our Refinery Departments served, which takes an active interest in library activities and aids in obtaining proper co-operation.

I am sure that Technical Staffs, leaders and executives in the Petroleum industry, will agree with me that the Special Libraries have done and are doing their share in the development of the Industrial West—a development in no way behind industrial development anywhere else in the world.

Mr. Guy Marion:

Now it gives me pleasure to introduce Miss H. G. Percey. Miss Percey illustrates one of the ways in which, as I see it, the special library provides a field for those workers who have a very favorable—if we may not say brilliant—success in public library work. Miss Percey for a long while was head of one of the divisions in the Department of Literature, or fiction (I have forgotten which) of the Los Angeles Public Library. Miss Percey was reached out for and gathered into the motion picture industry by the motion picture people from a staff of efficient workers in our public library there. It illustrates how unknown, sometimes, we may be selected and drawn from one post in life to another one, because we have particularly well achieved in the past where we are and unexpectedly we are called into a different field.

The Motion Picture Library

By Miss H. G. Percey, Librarian, Paramount Famous-Lasky Corporation

I FEEL as if I should be the comedy relief and should break into a tap dance or a handspring for you, because motion pictures are very different from all the serious and intellectual work that the rest of you do.

Some of the reference questions I have had are like this: "How do you spell 'uh huh?' not uh uh, but uh huh." We are asked how to find Spark Plug without his blankets, and "Do ladies wear bustles with riding habits in 1880." So you can see that is a far cry from all of the things you are looking up.
However, we are not really as much of a stepchild as one might imagine, for after all we started in 1914. I was surprised when Miss Windele said that the first bank library in San Francisco began ten years ago, because we had one in 1914. At that time it was a very curious library. It was started by Mrs. McGaffey, who was a stock actress. At that time she was reading plays for the old Lasky Feature Film Company.

It seems that at that time most plays were being done in pictures, instead of stories, and they would come to her and say, "What did the leading lady wear in such and such a play, and what kind of props did they use, etc.?" Very shortly afterwards they decided to do away with the play-reading at the Lasky studio and she went to Mr. DeMille, who was director of the studio at that time and suggested that she stay on and gather in a few hooks and help them in finding local color for their pictures.

From that it has grown to be a library now, of six thousand volumes, including magazines of which we have a great number. Besides our own library in Hollywood, there are several others. The only good technical library of motion pictures, as far as I know, is that of the Academy of Motion Picture Sciences, and we personally have very little use for that. That is used mainly by the sound engineers. Then the Metro-Goldwyn-Mayer Company have a library similar to ours. However, the art books in that library are separate and are used in the Department of Art and Architecture, and Mrs. Bucknell, who is at the head of that library, has only the travel books and the picture files.

The Fox Film Company, on the staff of which was Mrs. Frances Richardson, has also a similar library to ours, and Universal Film Company's library, under the charge of Mrs. Grant has a personal collection of books, and it has been expressed as being a fairly good reference library.

The First National has one started, just as a reference library, and I think that includes all of the motion picture libraries in Hollywood.

However, all of us in that work do work for the other motion pictures because the motion picture people go from one studio to another for assistance, and if they have used your library you are apt to have a call from United Artists, or Columbia Pictures, saying, "I hear you have such and such a book; may we please borrow it?" and we never refuse, we haven't the heart to say "no" because we know how awfully hard it is to find something when you want it.

The motion picture library today has mainly picture material. We buy almost no books that are not illustrated, and our picture file comprise hundreds of thousands of clippings and photographs which we have gathered from all parts of the world. The Paramount Company itself has exchanges all over the world, and if we cannot find material here, or in New York, we cable our District Managers in those foreign exchanges and they send us the material we need.

Besides photographs and the magazine and book material, we have another class of material which probably none of you has to handle, which we call "insert material." I think all of you know, particularly in the day of silent pictures, that there were large close-ups of menus, railway tickets, theater tickets and letter-heads. We have to have those. They are sometimes difficult to get in a pinch and we are always delighted when any of our people from the studio are sent abroad, either to take pictures or to look at fashions or whatnot, because we urge them to bring us back everything from theater tickets, stubs, to canceled bills.

The work of the Department starts usually with the Scenario Department. They help us occasionally, but most of the time we are helping them. They come to us as soon as the writer is assigned to the picture and ask us for material. For instance, when the picture, "The Vagabond King," which many of you have seen, was being taken, we had to get all of the material available on France in the fifteenth century for the director, for the supervisor of the picture and for the
writer who had been assigned to it. Then when the script, as we call the shooting schedule which tells where the scenes are laid, and the different close-ups and long shots and all of the rest of it has been made out, a copy of that is sent to all of the departments, and then they come to us. The costume director comes to us for suggestions for clothes, for hair dress, for make-up, for jewelry, purses, and all those other little things that go with costumes. Then the Property Department comes to us for what they can get for the action parts, many of which have to be made in a period picture and we have everything from the scaffold and the chains of the prisons and handcuffs to the sort of vehicles in which they rode, the harness, the swords, armor and everything. That is all to be found by us.

In the Vagabond King we had a great time finding the kind of razor that was used in the 15th century for the barber.

Then the Art Department has the sets to design and the Set Department has to know about the way a table was set at that time, the heating utensils, china, etc. And then after the picture is fairly well going we have to consider the Title Department, who will come to us for backgrounds for their titles. The Publicity Department also uses us for stories in connection with it. So you can see we serve practically every department of the studio.

I was amused to find an article in the New York Times a short time ago which said, "Please do not blame the Technical Department of the studio for mistakes in pictures; they are very seldom to blame. They are a very serious-minded, intellectual people with books on etiquette under their arms and weep with shame when a picture is shown." There are occasionally mistakes in pictures for which we are not to blame. If I tell this one little story and then I shall stop. Not long ago, when filming the picture "The Return of Fu Manchu," we had a very nice street in Limehouse out on our back lot. It was very well done. We had a yellow smoke-screen for fog and had the very atmosphere, with Chinamen and all the rest of it, with Inspector Smith of Scotland Yard in his unmarked Daimler collar. I was called upon to "please hurry out with a picture of a policewoman's uniform," as they were not certain the dress was correct. As I went out I saw a man looking very wild-eyed up at the little buildings on the side of the street I had to go up in order to avoid the camera. As I came up to him he said, "I have the craziest job anyone has ever had. I am looking for a darned mocking bird just now that will insist on singing when they start the camera grinding." So you see, we aren't to blame for everything that happens.

Mr. Guy Marion:

In introducing the last speaker I must tell you that the electricity, which her company distributes, is made by steam, and again, that the gas which her company distributes is manufactured and not natural. Indeed, you are fortunate in having Mrs. Creveling come here to talk to you at all, for she is no less than the Vice-Chairman of the Women's Committee of the National Electric Light Association meeting in this city at this time. She has been here for several days and has merely stolen away in order to give us of her valuable time this morning on this program.

The Public Utility Library

By Mrs. Ruth E. Creveling, San Diego Consolidated Gas and Electric Company

It is difficult to think of industrial development anywhere without gas or electricity because these are two commodities which immediately bring to mind the thought of light, heat and power. There is really no fundamental reason why the story of the growth of the west should carry any deeper than the growth of any other section of the country; yet, thanks to Horace Greeley and the motion picture industry, in the public mind it undeniably does.

Electricity generated by the waterfalls of any part of the country has
exactly the same power possibilities as ours, but somehow it doesn’t seem to offer the potent power of romance as the crop of kilowatts from some picturesque plant of the poetic high Sierras.

Fortunately for Wisconsin and Indiana waterfalls, however, a kilowatt is a kilowatt regardless of whether the locality has a good press agent or not.

It is particularly true that, in the engineering field, where the methods and material which yesterday seemed to represent the apex of achievement, there we find superseded the other methods and materials by better methods and vastly superior materials.

With its extensive merchandising and security activities, and dependence on chemical and engineering advance, the public utility finds it necessary to keep in intimate touch with not only what its fellow utilities are doing in America and foreign nations, but also in other lines which might seem to have no direct bearing on our interest. In that the special libraries of modern public utilities are a great asset. Without such a unit it could hardly be referred to as being modern. There are many units west of the Rockies. The largest of those are with the Pacific Gas and Electric Company, here in San Francisco; the Southern California Edison in Los Angeles; the Southern Sierras Power Company of Riverside and my own organization, the Consolidated Gas and Electric Company.

The public utility librarian, I suppose, knows more than any other branch of the special libraries when it comes to the matter of selling to her clientele the idea of library service. It has developed rather a technique in this matter. Primarily it is the executives and engineers who utilize the library to the largest extent. But though a well thought out plan we are gradually interesting the individual employee in subjects which can be of value to him.

The Pacific Gas and Electric Library here has received, voluntarily, some fifteen hundred marked articles every month. This same library has what it calls a special interest card for the interest of the new employee. It contains the employee’s name, a place for his room number, etc., and the list of magazines in which he would be primarily interested and the library sees that he is well supplied.

Although a great deal of our work comes in from the form of special requests for reference work, we feel that a large share of the value of the public utility would be nullified if we waited for those, who should have the information which we have available in the library, to come to us for that information. A mimeographed bulletin is gotten out from time to time, listing new books and periodicals, and most of us run a library column in the company’s monthly publication.

The number of volumes in our California units varies from eight hundred in the smallest to many thousands in the largest. But growth along all lines of utility interest is so rapid that we find that books become obsolete almost before they are off the press and we depend on the current trade and publications for perhaps eighty per cent of our reference material. It might be interesting to you to know that the smallest public utility library here in California subscribes to eighty monthly magazines, eleven weeklies and over fifty newspapers. We also depend on government publications to a large extent, especially the current releases.

I am confident we have increased our value to the utility industry as much by voluntary assistance, that I spoke of before, as by standing by in emergency cases; for in the last analysis it is just as essential, and probably more constructive in the long run, to see that the Superintendent of electrical production is kept in touch to have ready an immediate response to the auditor’s frantic and sometimes ill-timed S-O-S for the rate structure of 1898.

Utility libraries in this state have a very elastic policy in the matter of taking care of requests from those outside the industry. Down in San Diego we frequently have the opportunity of assisting various municipal
bodies. I am sure all the other libraries of this character render this same assistance. We have high school, college people, and so on, come to us who want assistance from our libraries in getting up their theses. When a chap comes into the power company library for debate material on Municipal vs. Private Ownership, we are pleased to give him the pro and con and wish him Godspeed with no questions asked. We public utility librarians get a large measure of satisfaction out of the knowledge that we make some contribution to the economic and industrial progress, but we are by no means smugly satisfied. We realize that new avenues are opening every day and it is our desire to be ready to render our aid.

Editor's Desk

In spite of eternal vigilance, errors will creep into the magazine. We regret that through a blunder in correcting proof Miss Linda H. Morley's name attached to the report of the Committee on Publications, was misspelled.

* * *

In another column we report the formation of a new special library in Chicago by the Associated Telegraph and Telephone Company. Miss Mildred A. Burke, Librarian of the Chicago Tribune, is to be congratulated for her success in establishing this library.

* * *

The official stenographers in attendance at the San Francisco conference rendered unusually fine work and the final copy of the proceedings in the custody of the General Office contains a complete transcript of the transactions before the general sessions.

The forthcoming issue of SPECIAL LIBRARIES will contain other addresses made before the conference and, in addition, noteworthy contributions from the various Groups which held sectional meetings.

* * *

It is unfortunate that the limitations of the magazine prevent a complete presentation of the official proceedings, but from past experience the Editor is inclined to believe that most of our members find the articles more readable when presented in magazine form than when encompassed in a complete set of proceedings.

* * *

We hear occasional reports from the Pacific Coast which indicate that the memory of the convention still lingers in the minds of our colleagues in that section of the country. All of us who visited this delightful area came back to our tasks with a wider vision and a new incentive for association work.

Editorial Board

EDITOR, Herbert O. Brigham, State Library, Providence, R. I.

Associate Editors

D. N. Handy, Insurance Library Association of Boston; M. E. Pellett, Library The Port of New York Authority; Rebecca B. Rankin, Municipal Reference Library, New York City.

Department Editors

Charlotte L. Carmody, Department of Commerce Library, Washington, D. C.
Ethel Cleland, Business Branch, Public Library, Indianapolis, Ind.
Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C.
Emalie Mueser, Engineering Societies Library, New York City.
Marion C. Manley, Business Branch, Public Library, Newark, N. J.
Mary C. Parker, Federal Reserve Bank, New York City.
Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wis.
A. A. Slobod, General Electric Co., Schenectady, N. Y.
Subject Versus Classification Filing

Probably as long as there are both alphabetical and numerical classification systems in use in libraries, there will exist alphabetical and numerical systems for filing. All sorts of material such as correspondence, photographs, blue prints, maps, clippings, and catalog cards for books, have to be arranged systematically in business houses and in libraries, so that once stowed away they may easily be found when occasion warrants their use. As soon as the material in the file has expanded to a point where a simple alphabetical arrangement under author or firm, is no longer satisfactory, the question of an arrangement by subject presents itself. Whether this arrangement is to be under subjects which are themselves alphabetically arranged, or whether the material is to be numerically classified, seems to depend largely on the personal attitude of the filer or of the firm involved.

Subject files may themselves be divided into two kinds: those that simulate a dictionary catalog, and contain the author or firm entry, as well as the subjects which cover the material in the file; and the kind of files which are arranged alphabetically by subject alone. This latter type generally has the material filed behind each subject, arranged in alphabetical order, by author or firm entry. Either kind of alphabetic file is certainly a more simple method of indexing than that which is exemplified by a numerical filing system. Also the alphabetic method is easier for the inexperienced filer to install. After the material has increased in bulk, however, the question of many cross references arises, and one inevitably arrives at the conclusion that an alphabetical file, involving a great number of subjects, and with many cross references, is indeed a difficult thing to organize intelligently.

The advocates of numerical filing systems are many. Invariably they claim for their system many peculiar advantages. Among numerical filing systems I include ordinary numerical systems based on numerals, whether they are decimal or not. One naturally thinks of the Dewey Decimal system, when the word decimal is mentioned in connection with filing, yet it must be recognized that there are many other decimal systems in practical use, such as the Williams railroad scheme. Arrangement according to a numerical system implies the installment of a separate author index as well as a classified file. This index, while it means in the beginning the formation of two files instead of one, acts as a check on all material in files. This is one point continually brought forward by advocates of a classified arrangement; for they claim that having such a check insures greater accuracy in the long run. Another point is that psychologically it has been proved that most people remember numbers better than letters, and thus material can be more easily filed away and found again in a numerical file.

Formerly advocates of the numerical system of filing claimed that such a file offered greater opportunity for expansion, provided, of course, that one did not object to the use of fairly long numbers in a minutely classified file. To strengthen this argument they asserted that the alphabetical subject file was not nearly so capable of expansion, and that it could only be made to approximate the usefulness of a numerical file by an extremely complicated set of cross references. In practical work it has been proved, however, that even with a great wealth of material, the alphabetical system may be quite successfully used.

Certainly a classified numerical file cannot be installed by an inexperienced person. The pitfalls are too numerous; the need for a sense of proportion and provision for future topics too imminant. Many filing departments which criticize classified numerical systems in general have suffered at the hands of inexperienced numerical filers, and have thus fallen back once more on the alphabetical system. It is not fair to blackguard a system after a trial of this sort, for when there is a great bulk of material to be handled, there is little doubt that a numerical system in the hands of an expert is better. Like can be segregated with like, and there will be no danger of a scattering of material in several different places, as is apt to be the case with an alphabetical file. Rather than to misfile material because of the inability of the filer to handle it correctly, the greater simplicity of the alphabetical scheme would of course be preferable. Even a maze of cross references would seem easier to install and to use than a classified numerical file that lacked either logic or intelligent provision for the future. Thus each system may be said to justify its existence.
The Dewey Classification Used for Vertical Files

The following material, written in the first person, was prepared by members of the Advisory Council of the Committee on Classification and Indexing.

One day two reprints of the U. S. Public Health Reports passed through my hands. One, a sizeable pamphlet, was classified and put upon the shelf, the other, only a few pages, went to the alphabetic subject file. They dealt with the same subject, and when I had disposed of them I asked myself why I should use Dewey for the shelves and the alphabet for the files.

That was many years ago. The library was and is a small one. About 120 feet of shelves, and three file drawers, which have now grown to 14. The range of interest is very wide, for though the greater part of our library is divided between the 300s and 600s all of the ten classes are in use.

This wide range of interest was responsible for my dissatisfaction with the alphabetic subjects. I did not know much about files in those days, and was much exercised over the impossibility of keeping the files sufficiently specific without using almost as much space for folders as for information.

Dissatisfaction made me bold. I did not immediately change the subject files, which antedated my arrival on the scene, but I commenced a new file, with improvements suggested by all the annoyances of the old.

A classified file required an index, and I did not want the index overlooked by someone in a hurry, myself included. In our catalogue, subject reference cards stand before the entries under the subject. The subject reference cards, I decided, should serve as index cards. "Valves and valve gears" is the classic example. A manufacturer's catalogue, thick enough to stand upon the shelves will include many kinds of valves, so that much refinement for the subject heading is not economical. The classification of the leaflets permits refinements, and one card is filled with the references to the various files, each reference being followed by an explanatory note.

Valves and valve gears, see also Class file 614.8462 (fire service) 621.1847 (boilers) 621.185 (steam transmission) 621.5 (air compressors) 621.84 (general) 665.75 (gas distribution)

At the very beginning of the experiment— for it was an experiment then—I realized revision of the classes would occur, and that some check of the subject references was a necessity; so coincident with the making of the subject cards was the making of what I call the Reverse References, as—

Class file 621.185, refer from
Asbestos (steam transmission) Steam Steam pipes Valves and valve gears (steam transmission)

These cards arranged in numerical order are both a check list of the particular classes in use and of the various references to each one.

A diagram of the classification numbers at one side of a huge chart and of subject headings at the other, with lines drawn from class to subjects would make a wonderful illustration of the essential differences between files arranged by a classification, and by alphabetic subject headings.

"Valves and valve gears" is an extreme illustration of one subject entry diversely classified. Many subjects have but a single file reference, but two and three references are not uncommon. On the other hand reverse reference cards will show anywhere from one to over a dozen references made to a single class.

A heavy run of references on a reverse card does not necessarily imply a heavily loaded folder. It may mean that separate items are so few that close classification becomes an over-refinement.

Quite recently, inspired by Merrill's Code for Classifiers, I am making explanatory notes where these would be helpful, as:

Class file 613.6 Rule
Where the hazard is limited to the production end, or where the product and its uses may be concentrated, file health hazard there also, but where the hazard exists both in production and diffused uses, classify health hazard here.

Our volume of Dewey is checked with one mark for shelf use and another for file use, but it is necessary to consult the Reverse Cards to make sure whether the proper index has already been made. This gradually brought about the habit of consulting the cards first, so that now it is only occasionally necessary to turn to the book in classifying file data.
The rule is that file data is not catalogued, but depends upon subject indexing of the classes; that is the reference is to the class, not to particular items. If a pamphlet requires more than one subject entry, it is filed according to the more important, and a regular catalogue card made for the secondary subject; the file number being written in the left hand margin. A government pamphlet may have a card entered under the department or bureau issuing it, or some important pamphlet be given author entry. These are the exceptional cases, however, and when done, the pamphlet must be marked as catalogued, and the entry indicated, so that the call number on the cards may be changed if the pamphlet should be reclassified.

I have particularized pamphlets for, with rare exception, they only may require catalog entries, but the files also contain clippings, photographs, leaflets, memoranda, letters and blueprints, (the latter of an infomtrial rather than a business character)

Recently I made a test for time per item classified. I started to go through the pile as quickly as possible, putting aside everything which could not be decided at once. This resulted in half of the items being done at the rate of one a minute. The other half, which required reflection, comparison, or reference in the catalogue took four minutes per item. The average for the entire batch was two and a half minutes per item. This did not include catalogue entries or the making of subject references. The subject references are no longer frequently required. The subject reference with its reverse reference, takes about three and a half minutes, including the time used for withdrawing cards and refting in the catalogue.

The extension of the classification, which becomes necessary every now and then, is a troublesome business which I postpone as long as possible. I am glad to make use of others work whenever possible, but most of the time have done it myself, with what advice I could obtain from our engineers. On some of these occasions I have wondered whether an alphabetical file would not have been more easily managed, but when the first occasion comes to use the results for reference work, I forget my doubts.

Our library users like the results of our system, though an occasional plaint will be heard. Those whose work required personal searches in the library quickly learned the system.

Increasing Use of Vertical File

In a library largely made up of the reports and bulletins issued by societies, by various federal, state and municipal institutions, and classified accordingly, and of serial publications treating special subjects and classified by subject, the vertical file was used to care for ephemeral material and pamphlets issued without corporate authorship. The same scheme of classification was used for both collections ephemeral material and pamphlets issued without corporate authorship. The same scheme and as the system was quite detailed, staggered guides were used in the vertical file to indicate the various divisions and sub-divisions. As there was no subject index giving the corresponding class numbers, it was necessary to be fairly familiar with the classification scheme in order to use the vertical file easily; altho the staff were so equipped, others who used the library avoided the vertical file or used it only with the assistance of a library attendant. A reason for this was discovered—the majority of those who used the serial files were not doing so with the aid of the numerical classification, but having been shown the material desired, found it afterwards by remembering the location. That the numbers penciled on these more accessible publications could be used to locate similar material in the vertical file seemed never to occur to these people. As the vertical file was more and more neglected, becoming the graveyard of much valuable material, its rehabilitation became a topic of lively interest to the staff. Vertical files in other libraries were examined, and after due consideration the numerical classification was discarded and an alphabetical subject file substituted—all the staggered guides were removed, the material carefully sorted and then filed in manila envelopes 9½x11½ with the subject plainly marked in the upper left hand corner. The use made of this file now increased .

"362 72" had apparently been as unintelligible as a Chinese character, but "Mothers' pensions" was a familiar term to the person interested in that particular subject and all the material was available in a neat envelope easily removed from the file and as easily returned to its alphabetical place when its contents had been examined.

Advising—Again!

"Would it be possible to obtain a list of subject headings for a data file of clippings and pamphlets for an advertising agency of an engineering character i.e. one advertising in trade and industrial magazines?"
Questions concerning classification for advertising are answered in the Classification Department of Special Libraries, April, 1930. Suggestions for subject headings can be obtained from the classifications described, also from the Industrial Arts Index and the Subject Headings used in the Dictionary Catalogues of the Library of Congress, 1928.

When material of a specialized subject is classified it frequently furnishes the best suggestions for subject headings. The main danger to guard against is the use of nearly synonymous terms, thus dividing similar material under two or more alphabetic headings.

**Decimal Classification**

"We are again looking for an expansion of the Dewey Decimal 660's, particularly the 660's. With reference to the Classification Decimale Universelle of the Institute International de Bibliographie we understand that vols. 1 and 3 only have been published, i.e., divisions 0 to 5, and 66 to 9."

"Could you advise us as to the price of this work and if it can be bought in America? Is any further work being done on a relative index? The alphabetic index which appears in vol. 1 seems scarcely adequate."

"Could you tell us the approximate date of publication of the new edition of the Dewey Decimal Classification, and whether or not it will contain any more detailed classifications of certain divisions, e.g., 660, 678, and 629.2?."

Volumes 1 to 3 have been published 1928-30. V 1, 0-5; v. 2, 6-65; v. 3, 66-9. The relative index is still forthcoming. All the classes you refer to 660, 678 and 629.2 have excellent expansions. The 629.2 the number for motor vehicles in Dewey is 629.113 in the C.D.U. Automotive engineering in the C.D.U. includes:

629.11 Locomotion on roads
629.12 Locomotion on water—Marine engineering
629.13 Aerial locomotion

The 12th edition of the D.C. (1927) does not have an expansion of any of the classes you ask about.

At the Engineering Societies Library the C.D.U. is being used exclusively. Many smaller libraries would find this classification too comprehensive, but it is always better to have more than you need than not enough. Group class numbers can always be used instead of specific subdivisions. Long numbers need not be used unless a library has a great deal of material on a special subject. In such a case the detailed numbers could be used for the special subject and the more general or group numbers for the miscellaneous material, that every special library has.

The Classification Decimale Universelle may be purchased through G. E. Stechert & Co., 33 East 10th Street, New York City.

**Classification of Agriculture**

The International Institute of Agriculture in Rome has issued a preliminary edition of a "Classification Scheme of Agriculture" for use in bibliographical work, libraries, archives and reference files. It comprises about twenty five pages in mimeographed form. The material is based on a thesis upon Classification Problems in Agricultural Libraries, written by Dr. Sigmund von Fraunenfner, the present librarian of the Institute, while in preparation for a degree of M. A. at the University of Illinois. The Classification Scheme is expressed in English, French and German, grouped decimally with auxiliary lettering for general subjects as statistics, societies, congresses, marketing.

**Cleveland Meeting**

The Cleveland Chapter of Special Libraries Association held its annual and final meeting of the year on Monday, May 26, 1930, in one of the private dining rooms at the Cleveland Chamber of Commerce in the new Terminal Tower.

After dinner there were two brief addresses. Mr. George H. Thobaben, Managing Director of the Cleveland Life Underwriters Association, Inc., spoke on "What the C. L. U. A. is— the scope of its printed material, how it may be used, and by whom." and Mr. G. H. Culver, Assistant Estates Trust Officer of the Union Trust Company, talked about "The Business Life Insurance Trust:—what it is and what kind of information men want concerning it.'

Election of officers for 1930-31 followed. Miss Nell G. Sill, librarian at the Cleveland Museum of Art was chosen president; Miss Elizabeth W. Willingham, librarian at the Y. M. C. A. School of Technology, vice president, and Miss Ruth Barber on the library staff of the Federal Reserve Bank, Secretary and Treasurer.
Digest of Business Book Reviews
Compiled by the Staff of the Newark Business Branch Library


"This biography can be read with interest by every retail merchant. Stripped of Mr. Appel's enthusiasm for his subject, it expounds the basic principles on which a successful business can be built in the United States" Forbes, March 15, 1930, p. 90. 220 words.

"This is an exceedingly interesting story of business success—the business history of a man from 1861 to 1922." Dartnell Reference Index. 141 words.

"No interesting detail of the business beginning and business development of the subject of the book has apparently been missed by his very sympathetic biographer." Industrial Digest, April, 1930, p. 32. 526 words.

Brookings, R. S. Economic democracy. Macmillan, 1929. $1.00.

"The book is a plea for enlightened thinking about a variety of significant aspects of present economic organization. . . . The author has produced a volume certain to broaden the horizon of the reader." H. P. Dutton Factory and Industrial Management, May, 1930, p. 1098. 91 words

"Robert S. Brookings has brought out an exceedingly timely book though it is a collection of articles, addresses and papers dating back to 1925, 1926 and 1927." Industrial Digest, January, 1930, p. 34. 455 words.

"The founder of the Brookings Institute at Washington, D. C., finds, roughly speaking, that American capitalism is engaged in providing the average American with all the things which socialism and communism, as political programmes, could possibly offer." John Carter. Forbes, January 15, 1930, p. 91. 119 words.


"This book by Irving Fisher aims to be a guide in steering one's way through the cross-currents of market changes as reflected by the multitude of interest rates; a help to a clearer conception of the real rates of return over costs." System, June, 1930, p. 570. 65 words.

"The book is in four parts: Introduction, The Theory in Words, The Theory in Mathematics and Further Discussion. The significance of this division lies in the fact that 'readers with a distaste for mathematics,' as Professor Fisher explains, can get their information from Part II." American Bankers Association Journal, April, 1930, p. 1013. 85 words.

"Professor Fisher had the business man in mind to not a little extent in getting out his new volume for he is at great pains to make his treatment plain and easily digestible. The book, however, has some exceedingly heavy parts in it, for also in mind must have been the purposes of a college text and thus elaborate handling and intricate statistical analyses and tables were necessitated as could not help but be the case in a full presentation of a complete theory of interest." Industrial Digest, April, 1930, p. 32. 560 words.


"It is a book that can give any merchant—however broad his experience—a more sympathetic and better understanding of the retailing world And as such it demands a hearing from the executive who is trying to keep in step with the times." Chain Store Review, April, 1930, p. 2. 315 words.

"Mr. Guernsey believes that the chain store is nearing the evening of the heyday of its development—tomorrow will bring a day of fierce inter-chain competition for it." Dartnell Reference, 1930: 150 words.

"A well known store head said to the author: 'I could name some exceptional store to refute almost any assertion you make, and yet you are absolutely right.' Included is a chart of comparative statistics on 68 leading chain store systems, in all lines." Advertising & Selling, February 19, 1930, p. 80. 55 words.

"The author sees the chain store approaching its limits and prophesies the successful competition of the independents through unified group purchasing." John Carter. Forbes, February 15, 1930, p. 77. 42 words.

Huddleston, Sisley. What's right with America. Lippincott, 1930. $2.50.

"The book lauds the favorable features of our land and ignores even the most obvious of its faults." System, June, 1930, p. 530. 245 words.
September, 1930

SPECIAL LIBRARIES

"It's nice to be liked, even if it isn't necessary... The book is a little indiscriminating and roseate, but it is a refreshing change from much doleful European comment on our business civilization." John Carter. Forbes, June 15, 1930, p. 96 133 words.


Labor banking movement in the United States. Princeton University, Department of Economics and Social Institutions. 1929. $2.00.

"Its purposes—of business profits, of protecting the labor movement, of co-operative service to workers and so forth—are set forth. Its unique features—trade union control, methods of securing deposits, uses of funds and so forth—furthermore are disclosed, as also its policies and problems, among other things, so that the whole is a very valuable exposition of what the authors aptly describe as democratic banking." Industrial Digest, December, 1929, p. 34 399 words.

"It endeavors to give just what reasons and purposes inspired the labor organizations to enter the field of banking, what unique features, if any, distinguished labor banks from the regular commercial capitalistic model and to evaluate the success or failure from both a banking and a labor point of view." F. A. Silcox, Management Review, May, 1930, p. 175 770 words.

"For those who wish to gain a knowledge of this unique phase of American banking development the volume mentioned above will be found instructive. It contains a thorough study of the labor bank movement, its objects, methods of organization and management of the banks, and a summary of the results." Bankers Magazine, November, 1929, p. 904 262 words.

"The authors of this volume delve back into the early history of the labor bank movement in the United States and tell the complete story of labor bank growth since the war." American Bankers Association Journal, April, 1930, p. 1014 75 words.

Laird, D. A. Psychology and profits. Forbes, 1929. $3.50.

"In this particular case, it is the reviewer's opinion that many, having read and laid the book aside, will return to thumb its pages frequently for ideas which will tend to get themselves forced into profitable action." A. H. Dyon Management Review, February, 1930, p. 65. 777 words.

"Mr. Laird's book, which grew out of a request from Henry Ford for a series of popular articles on psychology, is designed to cultivate the psychological attitude which yields tangible profits, and the intangible profits that come from greater industrial happiness and more complete self-realization." Barron's, November 18, 1929, p. 14. 165 words.

"The author calls this 'psychology,' but it is more the intelligent application of practical common-sense to the problems of the everyday business world in a way to reveal new sources of profit. Every executive will find this a valuable book because it is so full of meat; because it furnishes direct pathways through the labyrinth of business functioning which are not always clear to the mind not trained to find them." Bankers Monthly, April, 1930, p. 49. 225 words.


"America has its handbooks, but it remains for Great Britain to provide a comprehensive encyclopedia of the organization, administration and management of modern industry. This work, in two volumes, with special contributions by over one hundred eminent authorities, is one of the most valuable documents that has become available to business in a good many years." Management Review, February, 1930, p. 67. 140 words.

"The Dictionary is the first of its kind, and while, perhaps, it does not actually break fresh ground, it is the first attempt on this scale to produce a work covering the whole field. The list of specialist contributors is a sufficient guarantee of the quality of the production." Cost Accountant, August, 1929, p. 81. 350 words.

"This is a comprehensive and valuable encyclopedia of the organization, administration and management of modern industry," edited by a writer who has shown his high competence in previous volumes." Herman Feldman. Bulletin of the Taylor Society, February, 1930, p. 57. 176 words.


"In bringing the work up to date in its latest edition an attempt has been made to give proper weight to all important developments in finance which have taken place with the past few years." American Bankers Association Journal, September, 1929, p. 287. 130 words.
"The aim of this book is to discuss those problems of business finance which actually arise from day to day in the average industrial plant, including both manufacturing and trading enterprises." Certified Public Accountant, February, 1930, p. 62. 252 words.

"Those who are interested in the subject of finance will be grateful to Mr. Lincoln for the labor he has given in bringing out his new edition. The fact that the book has gone into a fourth edition shows the appreciation its value has met." Hastings Lyon, Bulletin of the Taylor Society, February, 1930, p. 56. 242 words.

"It should be especially useful to factory men concerned in the financial management of their businesses." H. P. Dutton, Factory & Industrial Management, January, 1930, p. 79.

70 words.

Lipincott, Isaac. Economic resources and industries of the world. Appleton, 1929. $5.00.

"Here is a book which will give the credit executive interesting and useful facts about the raw materials and the manufacturing processes which make possible the profit-producing activities of his concern, and incidentally it will show him how much real romance there is in the so-called 'dismal science' of economics." Frank A. Fall, Credit Monthly, February, 1930, p. 32. 870 words.

"No reviewer, unless he is an omniscient god, an editor, or a Dr. Samuel Johnson, can be expected to know enough to evaluate all its parts. On the whole, the book gives a fairly good bird's-eye view of the economic resources of the world and their distribution among certain countries of the old and new world." Raphael Zen, American Economic Review, March, 1930, p. 96. 650 words.

"It's a book, we believe, well worth the time and trouble of all men engaged in foreign trade and of many whose trade is only domestic." Nation's Business, November, 1929, p. 238. 120 words.

"After a general description of international trade, its mechanism and function, the book proceeds to a detailed discussion of economic resources, classified first by commodities, and secondly by countries." Personnel Journal, April, 1930, p. 452. 45 words.


"The authors in their preface say that this volume is the result of experience in teaching a first course in statistics. It would seem that the students they teach must be fairly precocious for college grade." American Accountant, November, 1929, p. 633. 490 words.

"The authors are to be complimented on the quality of the large number of exercises and problems which are inserted at appropriate places throughout the text as well as upon the excellent illustrations chosen to bring out the salient principles set forth." Wilford I. King, Bulletin of the Taylor Society, February, 1930, p. 56. 462 words.


Mazur, P. M. America looks abroad. Viking Press, 1930. $3.00.

"'America Looks Abroad' is recommended to business men who try to penetrate the future. If we are to capture a larger share of the world markets, we must help to create customers with purchasing power, just as we have done at home. At home we recognize that a man without a job is not a potential customer. The identical reason must be applied to foreign trade. Unless we are willing to employ foreign labor by buying its product, we shall have no market for our own wares." William Feather. Nation's Business, June, 1930, p. 130. 539 words.

"The thesis of Mr. Mazur's book is that the United States, having passed through a decade of prosperity between 1920 and 1929 marred only by the stock market crash in the last months, faces another decade of prosperity. . . . The prosperity of the next decade will not come, in Mr. Mazur's well-reasoned opinion, upon the continued rapid advancement of these industries, but from a new factor—a vastly increased foreign trade." G. D. Wilson. Lefax, May, 1930, p. 32. 385 words.

"The present book uses a minimum of economic theory to present a picture of the new and dominant position that America has come to occupy in the world of business. A considerable portion is devoted to answering the question: 'How will Europe pay?" American Bankers Association Journal, May, 1930, p. 1096. 168 words.

Montgomery, R. H. Income tax procedure. Ronald, 1929. $7.50.

"The book contains everything the taxpayer needs to prepare, safeguard, and defend any return from the simplest to the most complicated." W. C. Cleveland. Journal of Business of the University of Chicago, October, 1928, p. 505. 720 words.
"This book, of course, immediately assumes its place as a standard reference volume alongside the previous works of the same author. It presents the continuing instalments in the never-ending story of the income tax." Ameri
can Accountant, July, 1929, p. 396. 235 words.

"The book is a supplement to 1927 Income Tax Procedure, bringing forward the procedure for determining the net income and tax, the preparation of returns and payment under the 1928 law and the 1929 regulations." American Bankers Association Journal, April, 1929, p. 1062. 35 words.

"Commendation of Colonel Montgomery's 1929 volume on federal income-tax procedure can be unreserved. To the student it will be a

"great book. It states that 'we also abroad ... . Part Two is devoted to a discussion of the economic aspects of stand-

ardization. In this part an evaluation of the business saving from standardization is made.' V. S. Karabas, Bulletin of the Taylor Society, April, 1930, p. 132. 400 words.


"After an extensive study of the industrial standardization movement and its effects

upon economic life the National Industrial Conference Board finds that industrial stand-

ardization has been an exceedingly important factor in the recent economic progress in the United States. The results of the study are contained in 'Industrial Standardization.'" Tom Thackeray, System, August, 1929, p. 90. 180 words.

"The book is

"an important book, not only in the United States, but also abroad, ... . Part Two is devoted to a discussion of the economic aspects of stand-

ardization. In this part an evaluation of the business saving from standardization is made.' V. S. Karabas, Bulletin of the Taylor Society, April, 1930, p. 132. 400 words.

"A résumé of the progress which has been made toward industrial standardization." Management Review, December, 1929, p. 431. 172 words.

"After an extensive study of the industrial standardization movement and its effects

upon economic life the National Industrial Conference Board finds that industrial stand-

ardization has been an exceedingly important factor in the recent economic progress in the United States. The results of the study are contained in 'Industrial Standardization.'" Tom Thackeray, System, August, 1929, p. 90. 180 words.

"The book is

"a summary of the activities of the more important organizations interested in developing and promoting Industrial Standard-

ardization, not only in the United States, but also abroad ... . Part Two is devoted to a discussion of the economic aspects of stand-

ardization. In this part an evaluation of the business saving from standardization is made.' V. S. Karabas, Bulletin of the Taylor Society, April, 1930, p. 132. 400 words.

"A résumé of the progress which has been made toward industrial standardization." Management Review, December, 1929, p. 431. 172 words.

"After an extensive study of the industrial standardization movement and its effects

upon economic life the National Industrial Conference Board finds that industrial stand-

ardization has been an exceedingly important factor in the recent economic progress in the United States. The results of the study are contained in 'Industrial Standardization.'" Tom Thackeray, System, August, 1929, p. 90. 180 words.

"The book is

"a summary of the activities of the more important organizations interested in developing and promoting Industrial Standard-

ardization, not only in the United States, but also abroad ... . Part Two is devoted to a discussion of the economic aspects of stand-

ardization. In this part an evaluation of the business saving from standardization is made.' V. S. Karabas, Bulletin of the Taylor Society, April, 1930, p. 132. 400 words.

"A résumé of the progress which has been made toward industrial standardization." Management Review, December, 1929, p. 431. 172 words.

"After an extensive study of the industrial standardization movement and its effects

upon economic life the National Industrial Conference Board finds that industrial stand-

ardization has been an exceedingly important factor in the recent economic progress in the United States. The results of the study are contained in 'Industrial Standardization.'" Tom Thackeray, System, August, 1929, p. 90. 180 words.
"Mr. Pitkin discusses reading habits thoroughly . . . A clear understanding of words at a glance is necessary to rapid and accurate reading" Class & Industrial Marketing, December, 1929, p. 74 805 words.


"The authors have put into print the principles and suggestions which they have tested both in their own personal experience and in their classes in Business and Professional Speaking. In addition, they have drawn upon the experience of many men in industry, commerce, and the professions for a part of their illustrative material." John C. Scott Management Review, August, 1929, p. 286 500 words.

This book, in my opinion, is written in an unusually interesting and attractive form, and gives more illumination on how to handle business discussions, conferences and public talks, than anything I have ever read" W. L. Peterson Bankers Monthly, July, 1929, p. 37 65 words.

"Their combined message has real value for business executives, who are rapidly learning that if they aspire to succeed they may be ingenious but they cannot possibly be mute." Frank A. Fall Credit Monthly, October, 1929, p. 40 506 words.

"Leaders are those who say the right thing at the right time. Here is how! Be prepared!" Lefax, April, 1929, p. 10 260 words.


"From the first inception of the idea, the authors carry the research and report through to completed form, giving attention to language, arrangement, and even typography." George W. Cronyn. System, December 1929, p. 57 110 words.

"Credit managers and other business executives are now called upon to prepare and present many more reports than were required of them ten or fifteen years ago . . . Probably the outstanding reason is the fact that business has discovered the full importance and usefulness of reports as an indispensable aid to successful business procedure." Frank A. Fall Credit Monthly, January, 1930, p. 32 405 words.

"Like the criticism that was advanced in relation to a certain book on auditing—it would take two years to complete an audit if all points suggested were covered"—the person who attempts to utilize in practice all the suggestions made in this book probably has a two-months' task ahead of him in writing an ordinary report." George E. Bennett. Journal of Accountancy, January, 1930, p. 72 287 words.


"Fundamental facts about the mind and the mental processes involved in thinking in business are presented clearly and concisely by H. G. Schnackel." System, June, 1930, p. 530. 112 words.

"An attempt to tell the business executive how he can operate his mental machinery to a greater percentage of its total capacity." Advertising & Selling, April 16, 1930, p. 66 21 words.

"We have encountered books in this field which were obviously written either by psychologists who knew little about business or business men whose knowledge of psychology was nothing to write home about. This is decidedly not that kind of a book. It stands up well under the acid test." Credit Monthly, May, 1930, p. 42 511 words.


Snow, A. J. Effective selling. Shaw, 1929. $6.00.

"Written in popular style, devoid of technical phraseology "Effective Selling" makes a useful and very practical sales library and will prove as welcome to the seasoned salesman as to the beginner."

Lefax, April, 1929, p. 9 315 words.

"Dr. Snow has included forty-one case studies illustrating different principles of sales; and he has attempted to write in language interesting and intelligible to any salesman a treatment that is nevertheless scientifically sound." C. L. Stone. American Economic Review, September, 1929, p. 467 54 words.

"Since this work goes with a thoroughness which, at the same time, never loses a friendly, interesting air, into the many specific problems surrounding sales work, it will be found of definite value to the salesman or executive who is interested in making the most of his personality or in finding how the men working under him will best produce results." Advertising & Selling, April 3, 1929, p. 86 152 words.

"A reader will find Dean Spencer's new book as easy as it can be and also be substantially valuable. Difficulties are those of the law itself and not of the Dean's form of presentation." Hastings Lyon. Bulletin of the Taylor Society, December, 1929, p. 277. 360 words.

"How much should a student of business or a business man know about law? If he knows too much, he may endeavor to become his own lawyer-to his later grief. If he knows too little, he may not recognize the necessity for consulting a lawyer when occasion arises." American Accountant, January, 1930, p. 37. 920 words.


"A multitude of ideas, and suggestions for advertising layouts can be obtained from 'Layout Technique in Advertising.' The author has had a rich experience in the field." System, July, 1929, p. 80. 15 words.

"For the typographer who is serious, who wants to get down to brass tacks, and who is willing to study, here is a book well worth buying." Inland Printer, March, 1930, p. 110. 637 words.

"It is written with a conciseness and clarity of thought which can come only from much experience with the subject in hand. Nor does it simply back-track over principles which are known and practiced in one way or another, consciously or not, by the average copywriter." Advertising & Selling, June 26, 1929, p. 85. 156 words.

Walker, R. G. Problems in accounting principles. Shaw, 1929. $5.00.

"Much of the material is adaptable for use in advanced and specialized courses. The work cannot but be considered an important addition to accounting literature." H. F. Taggart. American Economic Review, March, 1930, p. 120. 363 words.

"Professor Walker's 'Problems in Accounting Principles' tells us the kind of laboratory training the student obtains in the Harvard graduate school of business administration.

It is not a textbook in the ordinary sense .... The problems are actual cases, or adaptations of actual cases, submitted to the school by business firms, and there are also many court decisions in litigated questions involving proper accounting principles." W. H. Lawton. Journal of Accountancy, November, 1929, p. 394. 430 words.

"The whole theory of the case book is not merely to give the student a bit of information and then explain why it is so. Rather, the book presents typical business conditions and allows the student to explore and find his own way in the field of accounting." American Accountant, September, 1929, p. 491. 650 words.


"Investment banking is going forward at a more rapid rate, as so many other things in these extraordinary times, than ever before and it has taken on features and developed mechanisms that incline the uninitiated to imagine it is quite a recent development. A chapter in this book shows it antedates the Revolution." Industrial Digest, February, 1930, p. 27. 602 words.

"The book seeks to provide a comprehensive and usable statement of the economic basis, the policies and the methods characteristic of this fast-developing branch of banking." American Bankers Association Journal, December, 1929, p. 607. 70 words.

"It is thorough in workmanship, broad in its point of view and is recommended as a manual for bankers, bank executives and security salesmen." John Carter. Forbes, December 16, 1929, p. 82. 140 words.

Official Thoughtfulness

Government officials are becoming very enterprising. The News-Bulletin issued by the Bureau of Mines, Department of Commerce, has this caption on the official envelope:

To Those Who Open the Mail

Please be sure that the person whose name appears on this envelope receives this Bulletin, as it is one of a collection being made by him, and his set will be incomplete if any are missing.
New York Special Libraries Association Annual Report, 1929-30

The year has been a busy one and most interesting to the 1929-30 Executive Board. The one outstanding conviction that presented itself to us early in the year was that a local association no longer confines itself to matters of purely local importance. If it does it will dwindle in perspective and significance. Always the local must be so closely a part of the National that it will function for the National and by the National with the pleasure that comes from such consciousness. Perhaps this was emphasized for us by President Alcott, who from moment of his election at the Washington convention began urging local associations to be more neighborly and to establish whatever exchange relationships they found practicable.

As a first gesture the Boston Association invited me as your President to speak on their opening program of the year. This September meeting had additional significance in that it was held in connection with the first meeting of the year of the National Executive Board, which meant that two more members from New York attended—Miss Cavanaugh and Mr. Fletcher.

Following this most successful attempt at neighborliness the New York Association repeated the experiment by inviting the National Executive Board to our meeting in December. We had in addition representatives from Baltimore and Washington. The next association to open up friendly negotiations was Philadelphia. Miss Benis, the President, invited me in March, and Mr Fletcher in April to speak before them. To this as to the Boston experiment there has been such definite value that I cannot recommend too heartily the continuance of the policy even at occasional financial expenditures if longer trips are contemplated.

The next step of importance was the formation of a new local committee to work under a national one—the Classification Committee. The origin of this necessity is so interesting that I shall give it in full especially as it demonstrates the possibility of national scope for a local committee. At the September meeting of the National Executive Board, Miss Keller sent an S. O. S to Mr. Alcott for the Classifications Committee—the poor chairman was overworked while she saw tremendous possibilities before her she could not cope with the most important because of the constant amount of detail work involved.

On my return from Boston, I wrote Miss Keller asking if there was any phase of the work that could be delegated to a local chairman, if the New York Association should make such an appointment. We began an animated correspondence on the subject and were about to arrange for a meeting, when suddenly a discovery was made that a similar attempt was about to be made by a group of classifiers right within our New York Association. It was a simple matter to concentrate all these activities, to the end that we have now a most active local committee, under Emilie Mueser, as chairman, meeting once a month, with the National chairman in attendance, and contributing a department of Classification and Indexing to our magazine Special Libraries.

A second committee that has been started so recently that we cannot report on much work accomplished is one headed by Margaret Bonnell, to investigate and evaluate new publications of a directory or encyclopedic nature. Members are asked not only to use this committee for their own benefit but to contribute to it whenever they have advance information of good reputable publications or of doubtful adventures in publishing that lack the backing of a proper editorship. Information obtained from such investigation is of a confidential nature and cannot be widely advertised but should be at the disposal of our membership on demand. This activity will be carried through the summer until the incoming Board makes its new appointments.

A committee that has done valiant service is the Membership Committee under Elizabeth Wray. Her report speaks for itself as to the year’s success; but how can I tell you the amount of work that has been covered and the spirit in which accomplished. Perhaps you will understand what I mean when I say that at no time during this whole year have I been able to exhaust that humor and gaiety that we all have come to value in this particular chairman.

The Groups have not been very active this year—except for the Civic-Social Group and the Insurance Group. This latter is enjoying its recent more vigorous development be-
September, 1930

SPECIAL LIBRARIES

271

cause it has always been too small to keep up with the others. It really functions as a national rather than a local Group inasmuch as the chairmanship of the two was covered by Miss Swering this year; which again brings out the interesting fact that local activities can assume national proportions.

In connection with the Groups I think we want to consider the matter of publications. The Groups must be very careful, in fact should be quite responsible as to the production of new publications. This is an obligation to the National Association and to ourselves professionally. Consider for a moment the success of the "Descriptive List for Use in Acquiring and Discarding United States Government Periodical Mimeographed Statements" on which Miss Burnett worked almost single handed for nearly three years. And now the Insurance Group is trying to produce a handbook on the administration of an Insurance Library. While these undertakings finally belong to the national groups their inception and stimulation lies within the local and no local association has greater facilities for producing than the New York Association. The amount and quality of our publications is the only tangible form by which our National Association is measured by the general public. The local groups are the ones to offer their own peculiar resources.

The one local publication that we have failed to produce this year at which your President hangs her head is the Directory. It has not been revised since 1927 and is very much needed. The Board considered it from time to time, going so far as to get estimates through Miss Pidgeon for an illustrated who's who type of arrangement. Will the new Board not profit by this year's negligence and produce something original and useful that will put 1929-30 to further shame?

Do we not all agree that our Bulletin is a joy to us? Begun as an experiment by President Savord we have continued it this year as being an excellent way to keep the Vice-President busy. I hope we have got it past the experimental period and that you all agree it justifies its expense.

We have had seven general meetings during the year:

October 28—at the Federal Reserve Bank arranged by the Financial Group with Mr. Leland Rex Robinson as speaker. The attendance on this occasion made a record for us—some 320. Was it just because of its timeliness, immediately after the Wall Street crash, or because of the importance of the speaker, who, for instance, attracted the delegation of 80 men from Standard Statistics Company?

December 2—with the National Board as our special guests and Mr. Robert L. Smithey as speaker—held at the Home Making Center.

January 30—our joint meeting with the New York Library Club, held at the Roerich Museum, with Mr. Holliday, Mr. Fletcher, and Mr. Howson as speakers. Two points should be emphasized about this occasion, first it was one of the most delightful and brilliant library programs held this year. Second it was attended by such a small handful of Special librarians that it should in no way be called a joint meeting. I would suggest to the incoming board that for three consecutive years it has been the practice of our Association to ignore this meeting in spite of the fact that excellent programs have been held on each occasion, planned in each case to meet the interest of our association as well as the Club—but with no response on our part. This is embarrassing to an executive board in the extreme so that I question the value of our continuing the practice. If we are permitting a very nice professional custom to become so traditional that it has no other significance I think we should call an immediate halt. I hope that the incoming president will find some means of getting an expression from the Association next year and inform the Library Club that we cannot spend an evening with them to our advantage, even once a year—if that be the case.

February 14—we took a night off so to speak and gave ourselves a Valentine party with an entertaining program on California arranged by Mr. Herman L. Edgar. This was held at the Metropolitan Life Insurance Company.

March 27—Martha Bensley Bruere talked on methods of research work—one of our most stimulating speakers.

April 25—we were invited to the new Rockefeller Institute Library by Miss Lillia M. D. Trask.

May 20—Business meeting, held at the Brooklyn Botanic Garden at the invitation of Mr. Calvin Foss.

It has been a great pleasure to the Executive Board to arrange these meetings be-
cause of the general response to them. While the attendance has been large and well sustained, I do not refer to that proof only. Rather has there been an extraordinary quality of interest and loyalty, that makes the presidency of our Association so repaying and satisfying—even against the heavy odds of constant work.

There is one suggestion I would like to make for the consideration of next year's Board, and that is whether we might join forces with the Regional Catalogue Group for their spring meeting. For two years now their April date has collided with ours, with the result that members have had to choose between the two programs. If arrangements were made early in the year I think the kind of program might be worked out that would appeal to our membership, inasmuch as we have very little discussion of technical matters at our meetings, yet we cannot any of us afford to eliminate them entirely from our perspective.

May we not look with pride on the recent Special Libraries number of the Library Journal as an accomplishment of the N. Y. Association? Miss Weston, the new editor, has continued the Journal's kind interest in our affairs not only by coming to our meetings, but also by wanting news of us and contributions from our membership. While this is no new policy, I comment upon it because we regard it as important and advantageous—another demonstration of local activities that are national in effect. To those who do not find Library Club meetings in any way related to Special Libraries affairs I would say that this issue of the Journal all came about at the October meeting of the Club. Was it worth while?

And now a word as to your—no, my Executive Board. I cannot begin to tell you of their good works and amiable dispositions, from the Vice-President right down through the list of committee men. Miss Burnett's help in arranging the programs has been constant. We will not pay her all the tribute she deserves because the indications are that she has only been practicing this year for next! As to the Secretary-Treasurer I want to make a definite recommendation that we stop working to death this particular officer. By removing those duties that have to do with dinner reservations from the Secretary, to the Hospitality chairman we will make for a more even delegation of work in both cases. I recommend this change.

During the year we have had frequent Board meetings, to which your officers have paid strict attention, in fact they have been models in attendance. The same quality of response that has been so noticeable in our general meetings has been true of the Board meetings. I take this to be a symptom of the excellent health of our Association. Perhaps this our Business Meeting of the year, may be looked upon somewhat as the proper time for annual physical examination, with which practice I would be peculiarly in sympathy. May I say that the patient has been under my rather constant supervision this year as to heart, pulse, mental fitness, et cetera—and I pronounce you fit—body, mind and spirit. What more can a President say?  

FLORENCE BRADLEY,  
President.

1909 - Special Libraries Association - 1930  
Executive Board

PRESIDENT—Miss Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wisconsin.  
FIRST VICE-PRESIDENT—Miss Jessie Callan, Librarian, Bessemer and Lake Erie Railroad, Pittsburgh, Pennsylvania.  
SECOND VICE-PRESIDENT—Mrs. Louise P. Dorn, Librarian, Detroit Edison Company, Detroit, Michigan  
TREASURER—Miss Elizabeth O. Cullen, Reference Librarian, Bureau of Railway Economics, Washington, D. C.  
Arthur E. Bostwick, Librarian, Public Library, St. Louis, Mo.  
Angus Fletcher, Librarian, British Library of Information, New York, N. Y.  

General Office

EXECUTIVE SECRETARY—Mrs. Mary H. Brigham, 11 Nisbet Street, Providence, R. I.  
Phone, Plantations 0798
A Short Bibliography of Classification
1920-1929

By Jessie L. Arms, University of Minnesota

Bibliography


Section "Katalogisierung und aufstellung der bucher," in each publication.

Indexes in American and English library journals.

General Books and Pamphlets


Bliss, H. E. Organization of knowledge and the system of the sciences. N Y., Holt, 1929.


Dewey, Melvil. Outline decimal classification and relativ index for libraries, clippings, notes, etc. Lake Placid Club, N. Y., Forest Press, 1921.


Mann, Margaret. Introduction to cataloging and the classification of books ... Chicago, A. L. A., 1930.


Morozov, F. Mezdunarodnaja desjatien klassifikacija knig. 3. izd. Rostov-Don, Sevkav, 1927.


Niemann, W. B. Das Dewey-system [Decimal classification] u. s. verwendbarkeit f. bibliotheken u. literaturkarten. Charlotten- burg, Keipert, 1927. (Wege zu technischen Büchern. 2.)

Parker, H. W. Library classification and numbering system. 3d ed. [Printed by J. J. Little and Ives Co.] 1926.


Santa Maria, S. Exposición de un sistema decimal cartesiano. (In Boletín de la Asociación de bibliotecarios mexicanos, 1927. v. 1, p. 159-160, 169-172, 180-184, 193-196)


Wong, Y. W. Wong's system for the uniform classification of Chinese and foreign books. Shanghai, Commercial press, 1928

**SPECIAL SUBJECTS**

**Architecture**

**Business**
Rider, Fremont. A tentative decimal classification and system of subject headings for the literature of business. N. Y., Cumulative digest corporation, 1924.

**Engineering**

**Landscape gardening**

**Law**

**Local history**

**Medicine**

**Museums**
Coleman, L. V. Classification for printed matter and notes on museum work. Washington, 1927. (Publications of the American association of museums, new ser., no 4.)

**Music**

**Optics**
Pollard, A F. C. The decimal bibliographical classification of the Institut international de bibliographie, partly translated for the

formation and use of a universal bibliographical repertory concerning optics, light, and cognate subjects. Cambridge, University press, 1926.

**Petroleum**
Uren, L. C. Decimal classification for the filing of data pertaining to the petroleum and related industries. Cleveland, National petroleum news, 1928.

**Pharmacy**

**Philology**

**Photography**

**Physical training**

**Political science**
Anderson, William and Glidden, Mrs. S. (Hall). A system of classification for political science collections, with special reference to the needs of municipal and governmental research libraries. Minneapolis, University of Minnesota press, 1928. (Minnesota university Bureau for research in government. Publication, no. 8.)

**Radio**

**Religion**


Wong, A. W. 294 Buddhism. A tentative classification of Buddhist scriptures based on Dewey decimal system. (In Library journal. 1927. v. 51. p. 1077)

Personal Notes

Emelia E. Bohne, Librarian of the Manitowoc Herald-News, Manitowoc, Wisconsin, because of ill health is forced to take several months' rest. Miss Bohne plans to return to her duties the latter part of October when we hope she will have completely recovered.

Barbara Carden has been appointed librarian of Advertisers, Incorporated, at Detroit, Michigan, replacing Mrs. M. W. Barr, who recently resigned.

Ina Clement is resigning from the Municipal Reference Library, New York City, to go to Princeton University on September 1st, as librarian for the Collection in Municipal Government and Public Administration.

Hazel Dean, formerly with the Syracuse University Library, is now connected with the cataloging department at the Harvard Graduate School of Business Administration, Cambridge.

Anne Prothero is reorganizing the library of the Universal Atlas Cement Company at Chicago. The company is now a subsidiary of the United States Steel Corporation.

Robert W. Desmond, assistant professor in the department of journalism in the University of Minnesota, and author of the book, "Newspaper Reference Libraries," spent the month of August on a motor trip to the east, visiting newspaper libraries en route, at Chicago, Detroit, Cleveland, Akron, Philadelphia, New York, Providence, Boston, Worcester, Springfield, Albany and Buffalo. At Boston he visited the libraries of the Boston Globe, the Christian Science Monitor, and the Boston Herald. He was entertained at luncheon, with Mrs. Desmond, by the Boston newspaper librarians at the venerable Durgin Park restaurant in the market district. He also visited the General Office at Providence and was entertained by the Secretary and the Editor.

Willard E. Keyes of Boston, for a number of years connected with the editorial department of the Youth's Companion, and for five years librarian of the Boston Herald, has joined the editorial staff of the Boston Evening Transcript.

Joseph F. Kwapis, librarian of the Public Ledger, Philadelphia, underwent two major operations in July, at the Jefferson Hospital in Philadelphia. Both were eminently successful, and Mr. Kwapis is now recuperating at his home in Rutledge.

Professor John A. Lapp of the Department of Social Science, Marquette University, is conducting a series of lectures at the University of Wisconsin, University Extension Division, on "Social Problems of the Present Day." Dr. Lapp addressed the S. L. A. at its Washington conference in 1928 and still maintains an active interest in the Association.

It is with regret that we record the death of Miss Alice L. Rose in New York City on June 6, after an illness of several months. Miss Rose was active in the affairs of the New York Special Libraries Association from 1917 to 1922, when she was librarian of the National City Financial Library. As one of the first bank librarians in downtown New York, she will be remembered for her pioneer work and leadership in the Financial Group.

Minnie White Taylor, Librarian of the Cleveland Museum of Natural History, was a speaker at the Sixth National Shade Tree Conference at Cleveland on August 28th. Miss Taylor's subject was "The Tree Workers' Library."
Events and Publications

Rebecca B. Rankin, Department Editor

The Hardware Mutual Casualty Company of Stevens Point, Wisconsin, is now located in its beautiful new building. The library, of which Miss Geraldine Hammer is librarian, is occupying two rooms, a reading room and a librarian's office.

The Library of the Carnegie Endowment for International Peace, Miss M. Alice Matthews, Librarian, has recently issued Reading List No. 28, entitled "The Permanent Court of International Justice and the Relation of the United States to the Court." Copies of this publication may be obtained from the library at 2 Jackson Place, Washington, D. C.

The officials of the Associated Telegraph and Telephone Company have recently established a library at their offices, 100 West Monroe Street, Street, Chicago, and Miss Florence Carr has become the librarian. The new library was installed through the efforts of Miss Mildred A. Burke, Librarian of the Chicago Tribune and Past-President of the Illinois Chapter.

The Bureau of Research and Education of the Advertising Federation of America has begun the publication of a series of bulletins entitled "Books for the Advertising Man." Bulletin No. 1 lists twenty-seven volumes on advertising and selling issued during the year 1929. Bulletin No. 2 reviews extensively nine recent books on advertising. The subscription rate for these bulletins is $5.00 a year.

The staff of the Reference Department of the Queens Borough Public Library has compiled from the Union List of Serials a list of those titles noted as "Complete Sets Generally Found in Large Libraries." Any library may obtain a copy of this compilation upon application to Miss Margaret S. Green, Reference Library, the Queens Borough Public Library, 89-14 Parsons Boulevard, Jamaica, N. Y.

The library of the Industrial Relations Counselors, Inc., has again issued a Semi-annual Review and Unemployment Benefits Bibliography. This bibliography on Unemployment Benefits brings up to date the chronological bibliography on this subject published in 1928. Copies of both bibliographies may be obtained by anyone interested by applying to Miss Linda H. Morley, Librarian, Industrial Relations Counselors, Inc., 165 Broadway, New York City.

The Building Supply News for August 8th features the Home Lovers' Library maintained by the Allen Lumber Company, Peoria, Illinois. The article is well illustrated and the library is also given prominence on the cover of the magazine by attractive illustrations showing the interior. The library is in charge of Miss Clara Titus and has grown in popularity, largely due to its public appeal. Its existence has stimulated business for the company, both in quality and in volume.

Recent changes in the reparation activities have created a valuable library of several thousand volumes in the Bank for International Settlements at Basle, Switzerland. The volumes were in part received from the Agent General's Office at Berlin and the office of the Reparation Commission. The librarian is M. Bourgeois, a Frenchman, who was formerly with the Agent General at Berlin. The library subscribes to a great many financial and economic journals and keeps in touch with international affairs.

The American Petroleum Institute has recently published a Bibliography on Sulfur Compounds in Petroleum by Dr. Parry Borgstrom, Naval Research Laboratory, Anacostia, D. C., Dr. R. W. Bose, Professor of Chemistry at University of North Carolina, and Mr. D. F. Brown, Librarian of the Standard Oil Development Company, Elizabeth, N. J. The bibliography consists of 250 to 300 pages and contains nearly 4,000 literature and patent references to sulfur compounds which may occur in petroleum, and to their properties, uses, and methods of removal from petroleum products. No attempt has been made to include references to sulfur compounds containing nitrogen, sulfur dyes, or biological sulfur compounds, especially where monographs are already available. The price of the publication is $4.00.

The Institute has also published the third edition of "Petroleum Facts and Figures," the price of which is $2.00.