

9-1-1931

Special Libraries, September 1931

Special Libraries Association

Follow this and additional works at: https://scholarworks.sjsu.edu/sla_sl_1931

 Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

Recommended Citation

Special Libraries Association, "Special Libraries, September 1931" (1931). *Special Libraries, 1931*. 7.
https://scholarworks.sjsu.edu/sla_sl_1931/7

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, 1931 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

SPECIAL LIBRARIES

Vol. 22

September, 1931

No. 7

PROCEEDINGS
of the
TWENTY-THIRD ANNUAL
CONFERENCE

At Cleveland, June 10-12, 1931

A Museum Director Looks At His Library

By HAROLD L. MADISON

Newark Museum Library

By RACHEL T. BENSON

Proceedings of the Group Sessions

Membership Report and Plans for the Year

Membership Map

Entered as second class matter at the Post Office, Providence, R. I., under the Act of March 3, 1879.
Acceptance for mailing at special rate of postage provided for in section 1103, Act of October 3, 1917,
authorized October 22, 1927.

Rates: \$5.00 a year. Foreign \$5.50; single copies 50 cents.

**Publications of the
SPECIAL LIBRARIES ASSOCIATION**

in print July 30, 1931

other than the monthly issues of the official organ,

SPECIAL LIBRARIES, 1910 to date

Serial number arbitrarily assigned for use in Secretary's Office.	Price		Price
1 Workshops for Assembling Business Facts by D. W. Hyde, Jr. 1921 .	\$.20	18 Directory of Special Libraries in California. 1930.....	\$.20
2 Cumulated Index to Special Libraries Vol. 1 to 13. 1910-1922.....	2 00	members.....	.10
3 Commercial libraries and the Department of Commerce; a report to Herbert Hoover by the Committee on Cooperation with Department of Commerce. 1922	.30	19 List of Members of Special Libraries Assoc. 1930.....	1 00
4 Preliminary Report on Findings of the Committee on Methods. 1923	.15	members.....	.50
5 Employer Selects a Business Librarian by Louise B. Krause 1924	Free	20 Handbook of Commercial and Financial Services. 1931.....	2 00
6 Special Libraries Directory. 1925 ..	2.00	members.....	1 50
7 Recent Technical Bibliographies. 1925. Information Bulletin No. 1	.25	21 Statistics on Commodities. A Chart. 1931	1 00
8 Foreign Bureaus of Information in New York City. Information Bulletin no. 2. 1925 ..	.25	22 Trade Directories for First Purchase. Supplement to May-June 1931 SPECIAL LIBRARIES Information Bulletin no. 1050
9 Bibliography on Illumination 1924-1925. Information Bulletin no 3.	.25	23 Bibliography of Bibliographies in Electrical Engineering, 1918-1929. 1931. Inf. Bull. no. 11.....	1 50
10 Cumulated Index to Special Libraries. Vol. 14-17 1923-1926	.50	24 Bibliography on Illumination 1929-1930. Inf Bulletin no. 12.....	.25
11 Bibliography on Illumination 1926-1927. Information Bulletin no 5.	.25	SPECIAL LIBRARIES—monthly issue	.50
12 Bibliography on Electrical Literature 1928. Information Bulletin no. 6.....	.50	Annual subscription	U. S. 5.00
13 Bibliography on Rubber Technology. 1928. Information Bulletin no. 7.....	1 50	foreign	5.50
14 Bibliography on Illumination 1927-28. Information Bulletin no. 8.....	.25	<i>Publications compiled by Committees and Local Associations</i>	
15 Bibliography on Illumination 1928-29. Information Bulletin no. 9.....	.25	Special Libraries Directory of the New York Metropolitan District 1931.....	1.50
16 Directory of Special Libraries in Boston and Vicinity. 1928.....	.50	members.....	.50
17 Descriptive List for use in acquiring and discarding U S. Government periodical mimeographed statements. 1929.	1.75	Union List of Periodicals in Special Libraries of Metropolitan New York. 1931.....	4.00
		Union List of Periodicals in Southern California Libraries. 1931.....	5 00
		Water Transportation Bibliography. Vol. I. 1931.....	10 00

Any of these publications may be secured upon order to

SPECIAL LIBRARIES ASSOCIATION
345 Hudson Street
New York, N. Y.

PRINTED IN U. S. A.

CONTENTS

CONFERENCE

A Museum Director Looks at His Library— <i>Harold L. Madison</i>	297
Newark Museum Library— <i>Rachel T. Benson</i>	303
Proceedings of Group Sessions:	
Civic-Social	305
Financial	306
Insurance	308
Museum	309
Newspaper	311

MEMBERSHIP

Map Showing Distribution of Membership	314
Report of the Membership Committee, 1930-31	316
Program, 1931-32	318
Associate Members—Welcome	318
One Way That Built Up a Local Chapter— <i>J. A. Conforti</i>	319
Introducing—	319

NOTES AND DEPARTMENTS

Editorials	320
President's Page	321
Digest of Business Book Reviews	322
Personal Notes	325
Classification and Indexing	326
Events and Publications	329

PUBLICATIONS NEWS

Publications of S. L. A. in print	Inside Front Cover
Water Transportation	328
New Publications of S. L. A	332
Trade Directories	333
A Chemical Dictionary	333

S. L. A. ORGANIZATION	Back Cover
---------------------------------	------------

NEXT MONTH

The October issue will be a special COMMERCIAL-TECHNICAL GROUP number under the editorship of Marian Manley. In addition, we will inaugurate new departments devoted to the interests of each Group.

Special Libraries

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

THE SPECIAL LIBRARIES ASSOCIATION

Publication Office, 45 Richmond Street, Providence, R. I.

All payments should be made to Special Libraries Association,
345 Hudson Street, New York, N. Y.

Institutional Members

California

California Academy of Sciences, San Francisco
 California State Library, Sacramento
 Pacific Gas & Electric Co., San Francisco
 Standard Oil Company of California, San Francisco
 *Dr. B. Stepanek, San Francisco
 Technical Book Company, San Francisco

Connecticut

Hartford Public Library, Business Branch,
 Hartford
 Phoenix Mutual Life Insurance Company,
 Hartford
 Yale University Library, New Haven

Delaware

du Pont de Nemours, E. I., Wilmington

Illinois

Byllesby & Co., H. M., Chicago
 Chicago Tribune, Chicago
 Commonwealth Edison Company, Chicago
 Elizabeth McCormick Memorial Fund,
 Chicago
 Illinois Chamber of Commerce, Chicago
 Illinois State Library, Springfield
 Insurance Library of Chicago
 Middle West Utilities Company, Chicago
 Museum of Science and Industry, Chicago
 People's Gas Light and Coke Company,
 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., Dorchester
 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 Research Corporation, Detroit
 University of Detroit, Detroit

Missouri

Kansas City Power & Light Company, Kansas
 City

New Jersey

Bakelite Corporation, Bloomfield
 Combustion Utilities Corporation, Linden
 Montclair Public Library, Business Branch,
 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
 United States Rubber Company, Passaic

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 Museum of Natural History, 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

*New Members joined since last issue of *Special Libraries*.

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
 Doherty, Henry L. & Co., New York
 Electric Bond & Share Co., New York
 Engineering Index Service, New York
 Federal Reserve Bank of New York
 Ford, Bacon & Davis, New York
 General Electric Co., Main Library,
 Schenectady
 Goldman Sachs Trading Corp., New York
 Grant Co., W. T., New York
 Grosvenor Library, Buffalo
 Guaranty Company of New York
 Haskins & Sells, New York
 Industrial Book Company, New York
 Industrial Relations Counselors, New York
 International Telephone & Telegraph Co.,
 New York
 John Price Jones Corporation, New York
 *Lehman Corp., The, New York
 McGraw-Hill Publishing Company, New York
 Merchants Association of New York
 Metropolitan Life Insurance Company, New
 York
 Municipal Reference Library, New York
 National Aniline & Chemical Co., 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
 New York Times, The, New York
 North American Company, New York
 Port of New York Authority, The, New York
 Price Waterhouse & Co., New York
 Putnam's Sons, G. P., New York
 Railway & Utilities Investing Corp., New York
 Remington Rand, Business Library Division,
 New York
 Russell Sage Foundation, New York
 Selected Industries, Inc., New York
 Sinclair Refining Co., New York
 Standard Brands, Inc., New York
 Standard Statistics Company, New York
 Time, Inc., New York
 Western Union Telegraph Company, New York
 White & Kemble, New York
 Wilson Co., H. W., New York

Ohio

Ohio Oil Co., Findlay
 Procter & 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
 Pennsylvania Museum of Art, Philadelphia
 Philadelphia College of Pharmacy and Science,
 Philadelphia
 Philadelphia Company, Pittsburgh
 Philadelphia Electric Company, Philadelphia
 Philadelphia Rapid Transit Company, Phila-
 delphia
 Provident Mutual Life Insurance & Trust Co.,
 Philadelphia
 School of Fine Arts, University of Pennsyl-
 vania, Philadelphia
 Westinghouse Electric Research Library, E.
 Pittsburgh
 Wyomissing Trade School, Wyomissing

Rhode Island

Rhode Island State Library, Providence

Wisconsin

First Wisconsin National Bank, Milwaukee
 Hardware Mutual Casualty Co., Stevens Point
 Kimberly-Clark Corp., Kimberly
 Marshall & Ilsley Bank, Milwaukee
 Municipal Reference Library, Milwaukee
 Sentinel-News Company, Milwaukee

Canada

Hydro-Electric 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. of Canada, Montreal

*New members joined since last issue of *Special Libraries*.

Special Libraries

Vol. 22

SEPTEMBER, 1931

No. 7

A Museum Director Looks at His Library*

By Harold L. Madison, Director, Cleveland Museum of Natural History

While the following address was written from the standpoint of a Museum Director and with the problems of the Museum library in mind, it presents many ideas applicable to any field and discusses questions of interest to all special librarians—EDITOR.

WHAT is a library? The late William E. Foster, long Librarian of the Providence Public Library once told me a library is a collection of typographical errors. I am inclined to define a library as the background of knowledge against which succeeding generations build their pictures of life. We might also define a library as the foundation of accumulated knowledge on which succeeding generations raise the superstructure of civilization. However we regard typographical errors, I hope my definitions will give emphasis to the esteem in which I, personally, hold libraries.

The oldest book in our Museum Library, "A Voyage to China and the East Indies" by Osbeck, bears the date 1771. I find that Oliver Goldsmith wrote "A History of the Earth and Animated Nature" which was published in 1795; that Eaton's "Manual of Botany for North America" came from the press in 1822; that Agassiz's "Recherches sur les Poissons Fossiles" was

published in 1833; Ross' "Narrative of a Second Voyage in Search of a Northwest Passage" in 1835, Audubon's "Birds of America" in 1840; and in the same year, Edgar Allen Poe published "Conchologists First Book, 2nd Edition" which R. W. Griswold states to be a copy nearly verbatim of the text-book of "Conchology" by Captain Thomas Browne printed in Glasgow in 1833. Can this be the first act of plagiarism in America?

Of the fourteen thousand accessions in our Library it appears that a negligible number were printed prior to 1840. To me the year 1831 has always marked the beginning of a new era of human knowledge, the search for truth on a new basis of rigid observation, rather than on speculation. To be sure, there had been observation before that date. Aristotle, Galileo, Linnaeus, Lamarck, Cuvier, and Lyell, had pointed the way, but most of the explanations of natural phenomena had, up to that time, been based on speculative thinking rather

*Address before the Museum Group, Cleveland Convention, June 10, 1931.

than on observed facts. This was reflected in the writings of the times. It will perhaps be recalled that in the famous discussion between Cuvier and Geoffrey St. Hilaire in 1830, the latter, a disciple of Lamarck who had died the previous year, "was wrong in his fact and right in the principle which he advocated," while his opponent "was correct in his fact and wrong in his principle." It was the conflict between two schools regarding the aims of science—the one by Linnaeus, championed by Cuvier, who held that science should deal solely with the exposition of facts; the other by Buffon, championed by Lamarck and Geoffrey St. Hilaire, who believed that while science must first observe and describe particular facts, it must go beyond this to generalize and determine causes of observed conditions and phenomena. It is significant that two years after Lamarck's death in December 1831, Darwin, then a young man of twenty-two, embarked on his voyage round the world with Captain FitzRoy in the ship "Beagle." He entered upon this voyage of five years' duration filled with the scientific spirit and point of view acquired from reading the "Principle of Geology" by Lyell. Through the eyes of this teacher he saw in living things the slow working of nature which Lyell found in the surface of the earth. What this voyage did for Darwin is expressed in his father's first exclamation upon his return, "Why the shape of his head is quite altered," and today, as a result of this voyage and all it afterwards led to, we may, in looking back, exclaim with equal surprise, "Why the shape of man's thinking is quite altered." Actually that momentous voyage is directly responsible for thousands of volumes on our library shelves today, so profoundly did "The Origin of Species" and "The Descent of Man" change and stimulate scientific investigation.

The source of America's scientific publications and, in fact, of the scientific publications throughout the world is,

and has been, scientific societies, universities, museums, and special research foundations. It is to the serial publications of these great educational agencies that we turn. A natural history library without the publications of the Academy of Natural Sciences of Philadelphia, The Boston Society of Natural History, the New York State Museum, The Smithsonian Institution, The United States National Museum, The California Academy of Sciences, The Chicago Academy of Science, The Museum of Comparative Zoology of Harvard University, The National Academy of Science, and The American Museum of Natural History, is no library at all. The researches of these organizations covering a period somewhat less than one hundred years, constitute the backbone of scientific investigation and knowledge in America. Pursuit of knowledge in America went hand in hand with the clearing of the land and the establishment of local and national political units, of church, and of school systems. The earliest library in America was established by the Colonies of Virginia in 1621, fourteen years after the first settlers landed. It was destroyed in 1622 at the time of the massacre. Harvard University Library was founded in 1638, New York Public Library in 1700, The Charleston (South Carolina) Museum, in 1773, The Library of Congress in 1800. Of the early scientific societies we should mention the establishment of the American Academy of Arts and Sciences at Boston in 1780, The Connecticut Academy of Arts and Sciences in New Haven in 1799, The Academy of Natural Sciences of Philadelphia in 1812, The Boston Society of Natural History in 1830, The Kirtland Society, at Cleveland, and the University of Michigan Natural History Museum in 1837, The Smithsonian Institution in 1846, The American Association for the Advancement of Science in 1848, The California Academy of Sciences in 1853, and The Chicago Academy of Science in 1856. All of these had been spreading the gospel of scientific investigation in the new world

before "The Origin of Species" was published in 1859.

It has been my extreme good fortune to have counted as personal friends such men as Alpheus Spring Packard, Edward S. Morse, Robert H. Jackson, pupils of Agassiz in those early days. Thereby, in a sense, I have been privileged to absorb a bit of pioneer spirit and scientific outlook of these early students and teachers. Particularly do I cherish the memory of my associations with Dr. Packard with whom I worked as student and associate, and the hours spent with Dr. Morse in his library at Salem, where I was permitted to see and handle letters and autographed copies of the works of such men as Darwin, Wallace, and Huxley. It is these, and others whom I have known less intimately, but whose works we have in our Museum Library, that called forth the statement which I repeat here "they are members of our staff *in absentia*." It is to them we go for background, for special facts, for keen analysis. It is they who make our library. How often, in asking for a book, we say, "Give me Dana, Cope, Gray, Jordan and Evermann, Chapman."

As an ordinary layman I should like for a moment to turn the limelight of criticism upon the serial publication. To such an individual they are literally oubliettes of knowledge. In most libraries I have found them relegated, dusty and unused, to the dungeon floor, in fact, actually entombing some of the most interesting reading and most valuable knowledge possessed by the library. I know of an annual report in which there is an enlightening article about Chinese bronze, and another which hides the story of pipes and smoking customs. In a volume marked "Proceedings" and containing desiccated technical papers is a fascinating story of Hopi Indian baskets, with symbolism in designs, with glimpses of the customs and practices of these primitive agricultural people of the Southwest. There is, of course, the joy of discovery when one finds such long lost efforts, but does

it compensate for the hours he must travel down "Citation Lane" before he finds the buried treasure? Of course I understand how this matter of publishing the results of scientific studies in serial form has come about, and I recognize that it is the best vehicle yet devised for their publication. I am also aware that many such papers, I almost said "most," are unintelligible to the general reader. I am inclined to think that the Special Libraries Association might be of invaluable help to budding scientific institutions that aspire to make a place for themselves in the scientific firmament through the publication of their investigations, profound and otherwise, by explaining in very certain terms when a bulletin is a bulletin, how it is admitted to the dignified position of a scientific treatise, what sort of subject matter one may expect to find entombed under such ambiguous titles as "Annual Reports," "Proceedings," and "Transactions," for assuredly in their present state they in no way reveal the nature of their contents. The Association might conceivably cause the newly born to consider the designations under which its publications should be issued. Of course, I am aware that the "old timer" will not respond to this suggestion, replying, "What's in a name, and what does it matter if 99% of an Annual Report is technical papers?" Some of us know of a certain Annual Report which, since its inception, has carried technical papers, and that the reason for their inclusion in this Annual Report is that if they were issued as scientific publications they would have to be paid for by the institution's private funds rather than, as now, by government funds, because the Annual Report constitutes a government publication. I would make a plea, therefore, that new scientific publications bear designations which will indicate as exactly as possible, in general terms, the character of the paper, or papers, printed within.

Right here may I say a word about citations, although I have a suspicion

that librarians have used all permissible exclamations and epithets. Some years ago we made a rather careful study of scientific publications for a museum, and came to some rather definite conclusions concerning the matter of designations and their intimate relationship with citations. We ended by finding ourselves in favor of directness, simplicity, and clarity. We believe in precedent as a smoke screen, but have little regard for it when it leads to unnecessary labor and tends to confuse. We believe in short titles that clearly define the contents of a book or paper. We believe in consecutive paging of papers which are to constitute a volume. We think such designations as "Zoological Series," "Botanical Series," "Geological Series," may be avoided even though papers are later published in separate volumes. We think it greatly helps in citation if volume number and publication number, date, and title, are placed at the top of each page couplet. The scientists who give attention to these matters have not hesitated to express their opinions about them. Naturally they do not agree. I am inclined to think it very desirable to approach uniformity in designation and citation. What have the special librarians said about the matter? Their combined opinion should be of inestimable value for future practice. They should not hesitate to express it.

Fifty years ago it was a safe hypothesis that a scientist knows his literature. Today it is a different proposition. The number of angles to every scientific problem have been squared and cubed. The corollaries have multiplied. Where a shelf list may have answered, a cross reference catalog is now necessary even for the "dyed in the wool" specialist. I have no means of knowing the procedure of special libraries that are being operated on the shelf list plan. I do know, however, that there are executives who believe that a shelf-listed library is adequate on the assumption that each specialist is so familiar and up to date with the literature of his specialty that

a cataloged library is an expensive and unnecessary luxury. I can understand, however, how this opinion may be justified in the case of a private library of a scientist with a phenomenal memory and a remarkable sense of orderliness. Some of the best scientists I have known have consistently refused to depend upon their memory either in their investigations or in their writings. Too often has the brief announcement of the discovery of a new form been overlooked by the second discoverer. To function at its highest efficiency a special library should be exhaustively cataloged and should be so well organized that the Librarian in charge is in a position to supply the investigator in any field with a bibliography of the particular subject he might be investigating. To librarians this may seem to be a trite statement, but to one who has had occasion to dig into many fields and to discover in the digging how easy it is to overlook or fail to find the very item that would clarify a particular point, this matter of cataloging seems important enough to be emphasized and re-emphasized. For myself, personally, and for the Museum which I represent, I can not make the assertion too strong that a well cataloged library constitutes one of the most important corner stones in the scientific work of a museum.

It may be of interest to you to know what sort of service the Museum expects of its librarian, or, perhaps it might be better to say, what sort of service the Museum Librarian expects to render. Put it as we will, the fact remains that the Museum Library is essentially for the Museum Staff and only incidentally for the public. It is my expectation, for example, that if our librarian were asked for the date of the first publication of Darwin's "Voyage of the Beagle" she would not follow the usual practice of producing all the books in the Library pertaining to Darwin and his works, but would somehow, and the "how" does not matter, produce the precise information wanted. It is, I think, a reasonable expectation that

our Museum Librarian shall, from time to time when called upon by the members of the Staff, prepare bibliographies on any special subject in the Museum field. This, I realize, is no small task since bibliographies may range from a general subject to some obscure specific topic. Unquestionably, preparation of a satisfactory bibliography rests upon the clear understanding of the exact use to which it is to be put. In fairness, therefore, to the librarian, an obligation rests upon the person requesting the information to make clear exactly what he wants. If he fails to do so, the obligation rests upon the librarian to get it anyway. You see, I am thinking of the service the librarian expects to render instead of the service she is expected to render. I once met a librarian who did not know; who did not think the library had anything on the subject; and who made no move to find out. Such a person is indeed rare among library workers. In biological parlance she is a "mutant," not a "type specimen." Ideally, a special librarian should know her library and her patrons; she must be a courageous person, ever willing to take a sporting chance to render every conceivable service against heavy odds.

In this connection it may not be amiss to say something more about the librarian of a special library. She should not be regarded as a mechanical contrivance for the sole purpose of putting books on shelves, taking them off when wanted, and returning them to their proper place after used. Neither should she be regarded as a mere messenger. Rather, she should be a person with three outstanding qualifications—training, experience, and personality. A well-trained librarian will know library methods such as shelf listing, cataloging, reference, designation, citation, and lending. She should also be trained in the subject matter of the special library—law, business, art, and natural history. An experienced librarian will know what to do and how to do it. She will have

been through a period of absorption which has developed habits that have made her expect to do her duty to her employer and her profession. A librarian with personality—the right kind of personality—will be able to fit hers with other personalities; she will be tolerant, courteous, helpful, tactful, and efficient; she will not joke with her job, nor will she take herself too seriously.

An individual meeting these requirements is one capable of taking responsibility, and on whom responsibility should be laid. Her position in a Museum should be one of curatorial capacity, for is she not the care-taker of the accumulated resources of the special subject with which the Museum is concerned? Is not the researches she may do in the compilation of bibliographies and source studies as important to the function of the Museum as that of any other departmental head?

This leads me to comment on institutional organization. Broadly speaking, there are two types. The first, in which the Director, or in business, the Manager, carries all loads, assumes all the responsibility, and makes of his departmental heads mere tools to carry out his plans and orders. The second is that type of organization in which the head selects departmental officials capable of planning departmental activities and assuming responsibility for them. The latter type is a creative machine in which, if any single cog, even the head, drops out, the machine will continue to function with a minimum loss of power and efficiency. For my own part, I want a librarian who is willing to take responsibility, and who accepts praise and blame with equanimity.

I find our Museum Staff calls upon our librarian for all sorts of information, the promptness of the receipt of which is often an important factor. It may be for something as trivially important as the spelling of the name of a scientist

or of a dinosaur, or as seriously significant as a bibliography of the family Falconidae. The fact remains that all requests within and without this range are given the same painstaking and immediate attention, and this without definition of duties by our Library Committee or dictated demands from the Director. Our Librarian now has an assistant, and I think it will be generally conceded that a cataloger should be added as soon as our budget will permit.

There is another function which we are planning for our Library at some future time. I would call it "Review" or "Digest" Service, with the possible title of "Reviewer" for the person employed to do the work. We know, for example, how many professional men employ secretaries whose chief duty is to read current books and magazines and make abstracts of the subject matter of value to their employer. If our Museum Library could have such a reviewer, would not her service be of inestimable value in keeping Staff Members informed of what is going on in the scientific world, and especially in particular fields? One may argue that a specialist reads all the literature in his special subject, but my observation is that papers often are not published in the periodicals in which one might expect to find them, and frequently it is papers touching more than one aspect of a subject that are the most valuable to the Museum worker. For example, there appeared in a current number of *Science* an article by Werner Bavendamm entitled "The Possible Role of Microorganisms in the Precipitation of Calcium Carbonate in Tropical Seas." It is one of a number of papers that resulted from the International Expedition to the Bahamas in 1930. It is of interest to the bacteriologist, the chemist, and the geologist. Its author tells us that a more detailed discussion of the whole subject matter will later be published in a German periodical. Unless our Curator of Geology is a regular reader of *Science* this article

might escape his attention. For popular as well as academic reasons he should know of the investigations described by the author, since they concern themselves with the matter of precipitation of the mineral substances which have gone to form our great deposits of limestone. This is not an isolated example, but rather a typical one of how a Museum Library could employ a reviewer of the many special and technical publications which it receives, in order that, at a minimum amount of effort and expense, its working Staff may be kept up to date. I am aware that one may subscribe for *Biological Abstracts* but its possession does not fully meet the requirement of the Museum. We are concerned with astronomy, geology, paleontology, and ethnology, which are not biological.

I know I have asked you to think of the library of a Natural History Museum in such a disjointed fashion that a summary is in order. First, such a library has been written since 1840 by a corps of scientists whom we may rightly regard as members of the staff *in absentia*. Secondly, we wish the results were easier of designation and citation, and that the Special Libraries Association would do something about it in an advisory capacity. Thirdly, we think every adult-sized special library should be cataloged exhaustively. Fourthly, we believe a special library calls for a librarian who has the courage to take a sporting chance, and the training, experience, and personality to take responsibility on the basis of the service she expects to render, rather than on what her employer expects her to render. Finally, we regard our library as a department of the Museum of equal rank with its scientific department, and our Librarian as of the rank of Curator.

The Newark Museum Library*

By Rachel T. Benson, Librarian

THE Newark Museum library, because of the circumstances connected with its organization, is an excellent illustration of the successful functioning of a museum library in co-operation with a public library. In 1910, John Cotton Dana, Librarian of the Newark Public Library, founded the Newark Museum; he directed its activities, and watched it outgrow its quarters on the third floor of the Public Library, until in 1926 it moved to a new building of its own two blocks away. Mr. Dana continued to be the unsalaried Director of the Museum as well as Librarian of the Public Library until his death in 1929, since which time Miss Winsor, for many years Assistant Librarian and Assistant Director under Mr. Dana, has continued the administration of both institutions.

Since the Museum library has always had at its disposal the resources of the Public Library, it has not needed to develop a complete and exhaustive reference library of its own. In fact, it was not until 1925 that a librarian was appointed, and an initial collection of books designed to meet the needs of the Museum staff in installing exhibits, was purchased and cataloged. The cataloging was based on Newark Public Library methods and has continued to conform to the general system in use there. All Museum books are represented in the Public Library catalog by an author card made at the Museum library and stamped with the words "In Museum Library."

The Museum library enjoys all the privileges of a Public Library branch—daily messenger service with delivery of books, reference requests answered by telephone, and the assistance of the

Public Library staff in searching for information needed in the preparation of exhibits. The Art Department of the Public Library is equipped not only with a fine reference collection of books and pamphlets, but also with countless pictures and plates which are invaluable aids in Museum projects. This department sends regularly to the Museum Library typed lists of new books which may be of interest to the Museum staff. The list is circulated and the books borrowed for examination if requested by any staff member.

The Museum Library is essentially a working library for the staff, with no definite program of reference work with the public. All indexing is done and all records made with the needs of the staff constantly in mind. The cataloging is extremely close, with numerous analytics for books and periodicals. In addition to a book collection of about 3,500 volumes, there are more than 6,000 photographs, 5,000 pamphlets and large files of cuts, drawings and blueprints. There is also an information file of clippings, programs of exhibits and other current material. Reports and handbooks of other museums as well as sales and trade catalogs are carefully filed.

While the Museum Library does a comparatively small amount of reference work with the public, its resources are available to Museum visitors, and the staff are of frequent assistance in the identification of objects, such as old silver, pewter, textiles, pottery, coins, medals, etc. The library has charge of the sale of post cards and photographs of Museum objects as well as of Museum publications, all of which make another contact with the public.

*Address before the Museum Group, Cleveland Convention, June 12, 1931.

An interesting special feature of the type of indexing done by the Museum Library is the Dealers' File. Here are kept cards which list under various subject headings the names of individuals and firms specializing in material of interest in museum work. Notes are added describing the work done by each, with the recommendations given by other institutions and individuals. Often the library is asked for the name of someone who can mend old lace, or restore an old painting, or make a miniature model, and such questions are answered by this file. Another special index lists periodical references not found in the *Readers' Guide* or *Art Index*, and still another lists information about New Jersey institutions and New Jersey artists.

Library routine includes the distribution of current periodicals to the staff. New issues are held for one day where each staff member may examine and sign for those which she wishes to have sent to her. At the end of the day they are sent out in the order of signing. In this way the staff members are assured of seeing the periodicals in which they are interested, and much time is saved for library and other staff members by not routing every periodical to every department. The Librarian examines each number before it circulates and checks items which are of definite interest to the Museum, taking note of Newark Museum publicity.

A scrapbook of clippings is kept as a record of publicity; the Museum subscribes to one clipping bureau, and the Public Library sends all Museum notices which are clipped from the daily newspapers by the Library staff. Duplicate clippings are filed in the vertical file for distribution as the need arises.

A member of the Museum Library staff works with a professional photographer making all arrangements, accessioning and cataloging all photographs as soon as received, and checking bills. The Museum Library is also

responsible for the sale of photographs and for recording their distribution to newspapers and periodicals. The library also supervises the making and keeping of cuts.

Pamphlets, trade catalogs, sales catalogs, museum reports and handbooks are color-banded and kept in special bookcases which are divided into sections approximately the size of pamphlet boxes and vastly more convenient. Mr. Dana devised a system for the care of pamphlets by means of color-banding according to the Dewey classifications which greatly simplifies the shelving of such material. By means of the color-bands it is possible to tell at a glance the location of each subdivision of the Dewey classification on the shelf, and one may detect immediately if a pamphlet has been incorrectly shelved. Trade catalogs are filed by a very simple arrangement whereby one color designates a certain type of merchandise. Likewise with Museum reports, a single color in a certain position indicates the name of the city in which the Museum is located. Incalculable time is saved by this method of filing, and the time spent in preparation is more than warranted.

Specially built cases care for large mounted pictures which have been used with Museum exhibits. These are arranged numerically by accession number and are carefully shelf-listed and cataloged. While the Museum is not building up a picture collection, with the collection of the Public Library so near at hand, it does keep such material to use in future exhibits.

The Museum library has a staff of three who find that an average day is all too short in which to clear away the great amount of routine and detail necessitated by the variety of material to be incorporated in museum records.

Group Meetings

We present here the Proceedings of the Group Sessions of the Cleveland Conference, with the exception of those of the Commercial-Technical Group which will appear as a special issue in October.

Civic-Social Group

CHAIRMAN: GRACE A. ENGLAND

The first meeting of the Civic-Social group opened with a talk by Mr. Raymond Clapp, Director of the Cleveland Welfare Federation, on "National unemployment relief statistics: the registration of social statistics of the United States Children's Bureau as a source of social service data" giving as illustration the welfare activities of Cleveland in the present unemployment emergency. He considered the problem of financing relief expenditures and presented statistical charts showing the monthly record of expenditures in Detroit, Cleveland and Chicago. The facts presented gave a very graphic picture of the relief practice of different cities and threw an interesting light on the question of the relative merits of public and private relief agencies. Mr. Clapp then explained the activities and organization of the Committee for the registration of social statistics. He concluded with the hope that through this agency standards of relief work might be established which would enable welfare agencies to operate more effectively and efficiently.

Discussion followed.

Mr. Louis Brownlow, student of municipal government and Director of the Public Administration Clearing House of Chicago was the second speaker. He considered the aims and projected activities of his organization. The Clearing House, he explained, was formed in the hope of serving students and administrators in research and in the establishment of standards of efficient government by acting as an exchange through which information concerning research in public administration can be distributed. Mr. Brownlow especially

emphasized the key position of librarians and the significance of cooperation in making the project a success. Discussion followed.

At the Thursday luncheon meeting elections were held. Miss Grace A. England was unanimously re-elected as Chairman and Miss Constance Beal as Secretary.

The subject for special consideration at the Friday session was the report of the Committee on Municipal Documents. The summarized findings of the committee showed that: Public libraries in most cases have assumed responsibility for the collection of municipal documents; chambers of commerce, municipal research agencies and societies have a limited interest in municipal documents; few cities have organized methods for issuing and distributing their publications; a monthly checklist would be of great value but only to a relatively small and select group. The committee recommended that: the assistance of the Library of Congress be solicited in the building up of a collection of documents and in the publication of a checklist; cities be granted a free franking privilege in sending documents to the Library of Congress; the American Library Association be asked to assist by encouraging local libraries to cooperate in the collection of documents for specified areas; such organizations as the American Library Association, National Municipal League and similar bodies be asked to cooperate with local agencies in building up this reporting area.

Mr. Rex's paper on the "Distribution of municipal documents" was then read. Mr. Rex pointed out that few cities have any adequate method of distributing their documents; that the number of copies of each issue

was limited and that where distribution was possible it was usually taken care of by the department publishing the report. In Chicago and Cook county the medium of distribution is the Municipal Reference Library which acts as an exchange for the collection of documents. Each department issuing reports is required by ordinance to send their reports to the library through which they are then distributed. The library holds the list of depository libraries. Such planned distribution was imperative where the number of copies for distribution is limited.

Miss Rankin was called upon for her report. She considered first the problems of the New York Municipal Reference Library in the publication of its monthly checklist of documents. She traced in detail the very elaborate check-up of sources which is necessary in order to insure a fair degree of completeness for such a list. She pointed out that few public libraries can undertake so careful a check-up for city documents, that many libraries are not authorized by ordinance to act as depositories for their city documents, and further, that were there such an ordinance, enforcement would be an added difficulty. She concluded that the problem is gigantic, that it involves more than the building up of a distributing agency or of an up-to-date checklist; it involves a program of education of the city official to an understanding of the situation.

Discussion followed. It was agreed that the Committee on Municipal Documents be accorded the hearty commendation of the Group for their painstaking work on this preliminary report, that it be continued with power to take such steps as further study and developments may warrant, and that it be asked to report again at the next convention.

The Chairman then called for discussion concerning the program for the coming year. Mr. Brigham pointed out that the future of the group depended upon its re-establishing its membership. He indicated that many formerly interested had fallen away from the Civic-Social Group and suggested that an active membership committee be organized to draw these groups back into membership. This suggestion together with continued work on a checklist of municipal documents and cooperation with the Chicago Clearing House for Public Administration were agreed upon as the work of the group for the coming year. The meeting was adjourned.

RUTH FINE,
Secretary pro-tem.

Financial Group

CHAIRMAN: VIRGINIA SAVAGE

The official sessions of the Financial Group began with a luncheon Wednesday, June 10, in the Rose Room of the Hotel Cleveland. This furnished a pleasant introduction to the sessions and an opportunity to make and renew acquaintanceships.

Following the luncheon the Group met in the Empire Room with the Chairman, Miss Virginia Savage of Halsey, Stuart & Co., Chicago, presiding.

The report of the Investment Bankers Association Exhibit Committee was read by Miss Savage who has so ably carried on the affairs of this Committee for the past two years. The report was accepted and in compliance with the Committee's recommendation, it was voted that we do not have an exhibit at the I. B. A. convention at White Sulphur Springs in 1931.

The report of the Committee for the library exhibit at the American Bankers Association was read by Miss Emma Boyer of Cleveland and accepted. From the sale of booklets prepared for this exhibit \$26.80 remains, and Miss Ferguson said that approximately \$200 was left from the previous exhibit. Miss Reynolds suggested that these sums be put in the S. L. A. treasury with the understanding that they belong to the Financial Group. The matter of conducting another exhibit in 1931 was discussed; Miss Boyer stated that the A. B. A. takes it for granted now that we shall have an exhibit each year. It was therefore voted that we continue the A. B. A. exhibits and that the incoming Chairman appoint a committee for it. It was suggested that the exhibit be varied somewhat this year with perhaps a smaller collection, giving special attention to the new books.

A report made by Miss Curry of New York was read summarizing suggestions received from questionnaires on future activities of the Group. After discussion Miss Reynolds suggested that we edit the November 1931 issue of SPECIAL LIBRARIES as a Financial Group number. On later consideration it was voted that we distribute information throughout the year instead of in one issue of the magazine, Miss Bowman and Miss Robie, the incoming Secretary, being directed to prepare the proceedings of our sessions for this purpose. It was also decided to appoint people in various cities to report news to Miss Nichols,

the incoming Chairman, each month. Miss Wagner was appointed for New York and Miss Wuchter for Chicago.

Miss Manley of the Commercial-Technical Group presented a chart which they have recently compiled showing the sources of statistics on commodities—production, prices, and some other items with the suggestion that the Financial Group make a similar one for financial statistics showing brokers' loans, money, etc. This was discussed at the second session.

Miss Savage reported that the A. L. A. is preparing one of its "Reading with a Purpose" lists, on the subject of investments, and had submitted the manuscript to her for criticism. Miss Savage and others who had seen the manuscript criticized the selections, and it was reported that the A. L. A. is now circularizing special libraries for opinions on books to be recommended.

The decision of the *Commercial and Financial Chronicle* to discontinue sending a free copy of its magazine to the H. W. Wilson Co. to be covered by the *Industrial Arts Index* was discussed. A number of librarians reported having written to the publishers urging them to reconsider, but no replies have been received. The Chairman asked that we continue to write to the publishers, and also approach our advertising managers asking that they take the matter up. Nine members indicated their willingness to do this, including Miss Ferguson, Miss Henderson, Miss Lammers, Miss Wuchter, Miss Alexander, Miss Schneider, Miss Boyer, Miss Wagner and Miss Bowman.

An announcement in the *American Banker* that the A. B. A. will have an exhibit demonstrating the progress of banking within the last century at the Centennial Fair to be held in Chicago in 1933 was introduced with the suggestion that this Group cooperate by showing the work of libraries in banks; no action was taken, however.

A paper, read by Miss Ferguson of San Francisco, showing the need for a Permanent Book Committee in our Group evoked much interest and discussion. Miss Clafin suggested a monthly mimeographed list, to be circulated only among our members, in which we could be warned against poor and misleading publications as well as advised about the good ones. However, Miss Ferguson suggested that the Committee be considered an advisory one to which we could refer questions; which would conduct a list in SPECIAL LIBRARIES and would edit the list of books in "The Bank

Library," the booklet issued once a year. It was voted that a committee be selected by the incoming Chairman for a permanent book committee to evaluate current financial literature.

A report was read by Miss Wagner covering several financial services in New York City, describing their scope and their reliability. A similar paper, covering some services in Boston, which had been prepared by Miss Robie, was read.

The second session of the Financial Group was held Friday afternoon, June 12, Miss Savage presiding.

Miss Nichols of Chicago spoke on "Uniform subject headings for financial literature" and presented a tentative list which she had compiled. She stressed the fact that this list should be considered only a beginning to be studied, and invited criticisms and suggestions. It was voted to continue the work on subject headings. Copies of the list were distributed with the admonition of the Chairman that we study them during the summer months and write to Miss Nichols about them in September. Several members agreed to do this. Copies of the list are available for those interested.

The subject of authoritative sources of information in English on foreign countries was taken up. Miss Ginsberg of the League of Nations' Library, whom we expected to have as a speaker, was unable to come, but Miss Savage said that she would forward any questions regarding specific publications to Miss Ginsberg.

Miss Cavanaugh spoke on the subject although she declined to present a paper. The Standard Statistics Company, for which she is librarian, feels that it will have to broaden the scope of its work to include more information on foreign countries, and she has been investigating sources of information for them. She mentioned the "Zeitungs Catalog" published by Rudolph Marcy in the Graybar Building; also a list, being compiled by Miss Cross of the Department of Commerce, on foreign prices which is to be issued as a government document. In a few months Miss Cavanaugh hopes to have some sort of a list to distribute to us.

It was reported also that a *Survey of Current Business in Foreign Countries* is to be issued by the Statistics Division of the U. S. Department of Commerce as soon as they begin to receive the information regularly. It will be published monthly and have a base book

similar to the *Survey of Current Business* for the United States. In this connection Miss Savage read a letter from Mr. Domeratzky of the Division of Regional Information, U. S. Dept. of Commerce

It was also suggested that we investigate the information available in the Kemmerer collection on foreign countries at Princeton University.

It was voted that we work towards a list of foreign sources of information and ask Miss Cavanaugh to begin such a list.

Miss Wuchter presented a most interesting chart entitled, "A Calendar of Business Statistics" which she had prepared for this meeting and which the Investment Bankers' Association is publishing in July as a supplement to *Investment Banking*. The Calendar shows in very simple tabular form the sources of important business and financial statistical series, the special features, times of publication and length of time each series has been appearing. Miss Wuchter illustrated her talk with a collection of the actual sources of these statistics.

In view of this work, the incoming Chairman was directed to communicate with the Commercial-Technical Group and offer them the information in Miss Wuchter's compilation for charting in the form proposed by Miss Manley at the first session.

Miss Ferguson spoke briefly on the Silberling Reports which are now purely an investment counsel service. She considers them honest.

It was decided that hereafter the Financial Group shall have all of its publications copyrighted.

Miss Wagner mentioned the index, kept by Dow, Jones & Co., to the Wall Street Journal. They are very glad to have people use it by communicating through their representatives in various cities.

Miss Billingsley read the report of the Nominating Committee and the Secretary was authorized to cast a unanimous vote. The following officers were elected:

Chairman, Ruth Nichols, Federal Reserve Bank, Chicago
 Vice-Chairman, Lyda Broomhall, Irving Trust Co., New York
 Secretary, Mildred Robie, Lee, Higginson & Co., Boston

Miss Savage, in closing her term of office, spoke gratefully of the assistance she had received. Miss Nichols, as incoming Chairman, referred to the splendid activities initiated

by Miss Savage, regretted that she would not consent to serve again and expressed the hope that in the coming year the Group could carry on as effectively and loyally as it always has done. The meeting was then adjourned.

This report would not be complete without mention of the delightful tea at the Federal Reserve Bank which was given Thursday afternoon for the Financial Group and guest speakers.

MARION BOWMAN,
Secretary.

Insurance Group

CHAIRMAN: MABEL B. SWERIG

When Miss Mabel B. Swerig, Librarian of the Insurance Society of New York, and Chairman of the Group, called to order the first meeting of the Insurance members at 2 p. m. Wednesday, June 10, everyone present was spurred on by the renewed enthusiasm these annual conferences instill in us.

Mr. Charles W. Hippard, Chairman, Educational Committee, Cleveland Life Underwriters' Association, outlined the work of his Association in this field, emphasizing the fact that it was the first organization of its kind to establish the office of paid Director. This they did about 10 or 15 years ago. The Underwriters are looking forward to the time, which they feel is not far off, when a circulating library will be organized and a trained librarian placed in charge.

At this point, Mr. C. A. Cutter asked to be allowed to discuss his classification scheme which is about completed. The subject of classification being one that is always of keen interest to insurance librarians, the members present were more than glad to have the opportunity of hearing Mr. Cutter.

Mr. Clayton G. Hale, a fellow-member of the Insurance Institute of America, was introduced by Miss Swerig, and after a few brief remarks, he, in turn, introduced Mr. S. J. Horton, Secretary of the Insurance Board of Cleveland, who presented a history of the Association which has been in existence since 1846, and which sponsored educational work before the organization of the Insurance Society of Cleveland. Mr. Horton is affiliated with the Chartered Insurance Institute of Great Britain.

We also had the pleasure of hearing Mr. John W. Barrett, the first President of the Insurance Society of Cleveland, and Mr. Robert A. Oswald, the present President.

At the request of Miss Leona Kohn of the Industrial Arts Index there was a spirited discussion of the insurance magazines now being indexed and of the subject headings used. The consensus of opinion seemed to be that those being indexed are the ones most used and the inclusion of these magazines had been of extreme value.

The remainder of the meeting was devoted to discussion of the booklet, the compilation of which has been the chief interest of the Group since it was first suggested at the Washington Conference in 1929. At that time, the many requests for material on the organization of an insurance library had brought home to the Group the real need of some organized information on the subject. Hence, it was decided to assemble data for this much-desired work. Since distance prevented a number of the Committee, of which D. N. Handy was Chairman, from attending the 1930 Conference in San Francisco, it was necessary for us to defer our plans for another year. Practically every member of the Group was assigned a specific piece of work necessary before the manuscript could be prepared. The members were most enthusiastic in their praise of the fine work of Mr. Handy in the preparation of the text of the manuscript.

The meeting was adjourned to Friday to enable members to join the party, invited by the *Akron Beacon-Journal* to view the giant U. S. dirigible, Akron.

The second meeting on Friday afternoon continued the discussion of the booklet with particular reference to the lists of recommended books to be included. The corrected manuscript was given Miss Glover for transmittal to Mr. Handy, and the remaining reports to be included in the appendix were to be corrected and to be forwarded by the members to whom the work had been assigned.

Before adjournment the following officers were elected for the year 1931-32: Chairman, Laura A. Woodward; Secretary, Helen D. Hertell, Librarian, Connecticut General Life Insurance Company.

LAURA A. WOODWARD,
Secretary.

Museum Group

CHAIRMAN: ETHELDRED ABBOT

The Museum Group of the Special Libraries Association met with the general Association in Cleveland, Ohio, June 10th to 12th, 1931.

The members attended the general sessions which were held each morning. At the luncheon and group meetings held each afternoon there was an average attendance of 21.

Because of its special interest to Museum Librarians the address of Lewis B. Williams, President of the Board of Trustees of the Cleveland Museum of Natural History and also a member of the advisory council of the Cleveland Museum of Art, should be mentioned in this report. Mr. Williams' address, given at the first general session, was a scholarly appreciation of the value of libraries in general and especially of the invaluable aid that Museums received from their libraries.

The first meeting of the group was a luncheon in the attractive dining room of the Museum of Art where we were guests of the Museums of Art and of Natural History. Before the luncheon a brief visit to the Library was made.

At 2.30 p. m., the group assembled in a small lecture hall of the Allen Memorial Medical Library with Miss Etheldred Abbot, Librarian of the Ryerson Library of the Art Institute of Chicago, presiding. Miss Abbot presented Wm. M. Milliken, Director of the Cleveland Museum of Art who spoke of the library problem in his Museum and the way in which it had been solved in order to give the maximum of quiet and at the same time an efficient service for the loan department of slides and photographs. Mr. Milliken stressed the fact that libraries in Museums should be planned for normal expansion and also with sufficient stack room for many years' growth. He emphasized the necessity for quiet, and at the same time that of easy accessibility. Books needed as tools should be at hand for the use of the staff.

Harold L. Madison, Director of the Cleveland Museum of Natural History, next read a paper entitled "A Museum Director Looks at his Library," which appears elsewhere in this issue of SPECIAL LIBRARIES. Mr. Madison's conception of a Museum Library is a comprehensive and scholarly one, showing intimate and first hand knowledge of library methods and problems. His picture of a librarian and his or her duties is an ideal toward which one may reach with every expectation of success, for it is neither impractical nor unattainable.

Miss Mary B. Day, Librarian of the Museum of Science and Industry at Chicago, showed blue prints of her new library with a capacity of 50,000 volumes. The library is a centralized collection from which books are loaned to the

members of the staff for an indefinite period, tho they are checked every two weeks to see whether or not they are in active use. This library has a valuable collection of prints on early transportation, also drawings of early locomotives, and is particularly interested in the history of the development of industries. Old material on these subjects is most welcome.

A letter from E. Louise Lucas conveyed her greetings and sincere regrets for her inability to be in Cleveland. It also brought a cordial invitation to the members of the group to attend the Art Reference Round Table at the American Library Association's meetings in New Haven.

On Thursday, June 11th, after a luncheon at Guild Hall in the Builders' Exchange Building, the members went to the Cleveland Museum of Natural History for the afternoon session. The topic of discussion was the Report of the Committee on the Survey of Science and Art Museum Libraries in the United States. The personnel of this committee is as follows: Susan A. Hutchinson, Librarian of the Brooklyn Museum, Chairman; Thomas Cowles, Asst. Librarian of California Academy of Sciences; Mary B. Cobb, Librarian, Boston Society of Natural History; Nell G. Sill, Librarian, Cleveland Museum of Art; Paul Vanderbilt, Pennsylvania Museum of Art. The report of this committee was accepted with thanks and appreciation of the pioneer work which it has accomplished. This comprises two definite pieces of work:

First—the outline of a questionnaire to be sent to the Museum libraries, covering information as to: history, resources in books, periodicals, photographs, and other reproductions, including lantern slides; character and amount of service rendered, class served—museum staff or general public; organization of library staff; endowment and budget; publications. Each subject was considered in detail by the Group and useful suggestions were incorporated.

Second—a tentative list of museum libraries was compiled. This proved to be so difficult an undertaking that the need and usefulness of such a list was amply demonstrated. Through the cordial cooperation of Mr. Coleman, Secretary of the American Association of Museums and the use of his unpublished "List of Museums in the United States," a beginning was made, with additions from the 1930 edition of the American Library Directory. It was decided to omit the following: historical societies' libraries, medical libraries, museums in public libraries, school libraries, university

museum libraries, unless known to have a separate museum library, as at Fogg, Wellesley, etc.

It was voted that the report of the survey committee be used as a basis for the work during the coming year with the understanding that such corrections or additions to the questionnaire as seem advisable be made. The same committee was asked to continue with this work and if necessary, additional members were to be appointed by the Chairman. In order that the objective of the survey might be in concrete form, Mr. Cowles moved to continue the work of the committee with a view to eventually printing a report, if possible, within one or two years. The chief purpose of the report should be the enhancement of museum library service.

After a luncheon on June 12th there was an informal discussion of library problems. The making of the exchange list was found to be the duty of the librarian in most cases, which eliminated or minimized the loss of bulletins by incorrect delivery. Miss Hutchinson stated that a card file, checked once a month, was useful in keeping track of missing numbers. The disposal of duplicate numbers of bulletins was found to be a problem settled in different ways. In some cases these were kept for exchange or sale, in others used for circulation or private collections of curators.

Mr. Cowles suggested the Magazine Department of the *Museum News* would be a good place to publish an article on Museum Libraries

The scope of the research work done by the librarian was discussed and found to be as varied as the types of libraries represented. In some cases the librarian made bibliographies, in others the assistants of the curators did this work, while a few did exhaustive research for the staff members.

As a constructive program for the group, Mr. Cowles moved that a committee of three be appointed by the chairman to study the feasibility of the compilation of a manual of standard works for Science Museum libraries.

A paper on the Newark Museum library by Miss Rachel Benson, Librarian, was read by Miss Raymond. John Cotton Dana founded this Museum which outgrew its first home on the third floor of the Public Library and in 1926 moved to its own new building. Because of its close tie with the Public Library, a complete reference library was considered unnecessary and the initial collection of books was designed to meet the needs of the Museum

staff in installing exhibits. While it is essentially a working library for the staff, its resources are available to Museum visitors.

The following motions were passed: That a vote of thanks be given the Cleveland Committee of the Special Libraries Association for their hospitality;

That the members of the Museum Group of the Special Libraries Association appreciate the kind invitation to meet with the American Museum Association this year and hope that it will be our privilege to meet with this Association from time to time.

The following officers were chosen for the ensuing year:

Chairman, Minnie White Taylor, Librarian, Cleveland Museum of Natural History, Cleveland

Vice-Chairman, E. P. Allen, University Museum, University of Michigan, Ann Arbor

Secretary, Eugenia Raymond, Librarian, Cincinnati Art Museum, Cincinnati.

CLARA H. JOSSELYN,
Secretary.

Newspaper Group

CHAIRMAN: FORD M. PETTIT

On June 10, an informal Breakfast Conference in the Rose Room of the Hotel Cleveland opened the activities of the Newspaper Group. Ford M. Pettit, the Chairman, presided and reviewed the events of the year in the Newspaper library field. There was general discussion followed by the report of the Secretary-Treasurer, Joseph Sheridan of the *Akron Beacon Journal*.

The first formal session took place at 2 p. m. on the same day with Mr. Pettit presiding. Paul Bellamy, Managing Editor of the *Cleveland Plain Dealer* spoke extemporaneously on "The Practical Development of the Newspaper Library." The "high spots" in his address were these. The development of the library will rest more and more on facts. There is danger in creating a fetish out of the size of the library. It should not attempt the work of a general library. Detail is not needed in research work which is the function of the public library; but it all must depend upon the size of the paper. The newspaper library should disclose the defect of the newspaper. He closed by praising the motive of the Newspaper Group, urged its development in usefulness in the work, to the end that it will be professional.

This was followed by a symposium on the Cleveland newspaper libraries by L. Schrieber of the *Cleveland Press* and Winifred Clark of N. E. A. Miss Clark, who files 1500 clippings weekly, urged revision of the files every 20 years, and warned against discarding photographs. "Never throw them away." In the discussion which followed D G Rogers of the *New York Herald-Tribune* said that his department throws nothing away.

A paper by Florence M. Walsh of the *Seattle Times* on its information service was read by William Alcott, Librarian of the *Boston Globe*. In the discussion, emphasis was laid on the fact that the newspaper library's service to children was a good-will builder.

William C. Waugh, director of the Russell Soundex System, Remington Rand Business Service, Buffalo, gave a chalk talk on filing names by sound rather than by spelling. He called his talk "A New Alphabetic Diversion." It was the opinion of the newspaper librarians that this system would not be practical for the newspaper reference library. On motion of Mr. Alcott a vote of thanks was given Mr. Waugh.

On motion of Mr. Alcott, seconded by Mr. Rogers, a message of good cheer, and flowers, were ordered sent by wire to Agnes Petersen of the *Milwaukee Journal*, who was prevented from attending by reason of a personal injury.

The financial report of the Secretary-Treasurer was received and adopted, as follows:

RECEIPTS	
Dec. 1, 1930, balance on hand . . .	\$18.68
March 31, 1931, received from S. L. A.	50 00
Total	\$68.68
DISBURSEMENTS	
Dec. 8, 1930, stationery	\$18 00
May 25, 1931, printing and postage	19 20
Total	\$37 20
June 10, 1931, balance	\$31 48

At the second formal conference held in the evening of June 10, a paper which had been prepared by Agnes J. Petersen of the *Milwaukee Journal* on "Indexing Newspapers" was read by Mr. Pettit. He followed this by a brief statement of the indexing work done on the *Detroit News*, where they have worked back to 1873 and at the present time are working

on 1918 in addition to indexing the current issues.

Joseph F. Kwapil, Librarian of the *Philadelphia Public Ledger*, described the indexing work in his office, saying that the card index has taken the place of the loose-leaf system for doing it. The work as done on the *New York Times* was related by Marie A. T. Walker who stated that the *Times* has been indexing since 1905, and also files clippings. Miss Walker also told of the *Times'* system of filing college catalogs, publications, pamphlets, reports of foundations and hospitals, army and navy registers, government reports, bank reports, etc. Letters to the editor are indexed. The *Times* conducts a circulating library for its employes. In the discussion following, Herbert O. Brigham, Rhode Island State Librarian, told of the system he uses in filing pamphlets. Mr. Pettit stated that the *Detroit News* files pamphlets in the reference department.

Mr. Rogers of the *Herald Tribune* brought up a discussion on "Getting Back Loaned Material and the Penalties for Failure." He stated that he has discovered that "star reporters" are "as temperamental as opera singers." In eight years his department has lost 200 envelopes containing clippings and other material. Some were lost on elevated trains, some were left on desks and swept away.

A second Breakfast Conference on June 11, at which Joseph F. Kwapil presided, gave the members an opportunity for discussion of "Classification" especially attempting to answer requests for help in filing material on prohibition, aeronautics, legislative bills, etc. It was necessary to defer the completion of this discussion to the afternoon session of the next day.

In lieu of an afternoon session the members of the Group, upon the invitation of the *Akron Beacon Journal* and Goodyear-Zeppelin Corporation, left in special busses from the Hotel Cleveland at 1 p. m. for Akron, 30 miles south of Cleveland. This trip included a visit to the Akron airport and dock where the U. S. S. Akron, world's largest dirigible, in course of construction, was viewed. Several members of the party took advantage of the opportunity to take short trips in the Goodyear blimps. From the airport the members of the party were conveyed to the plant of the *Beacon Journal* where its new building, including its reference department, was inspected. The visitors were greeted by John H. Barry, Business Manager. Cleveland was reached on the return in time to attend the annual dinner of

S. L. A. in the Hotel Cleveland ballroom at 7 p. m.

The third Breakfast Conference, in charge of Mr. Alcott, discussed equipment for a newspaper library. At this conference, Margaret Reynolds, Librarian of the First Wisconsin National Bank, Milwaukee and President of Special Libraries Association, was present. She brought up the subject of a newspaper group magazine which had been proposed, informally, during the year. She stated that she had opinions adverse to the proposition, based on advice given her by an attorney. A general discussion followed but no action was taken. It was the sense of the meeting, however, that the Newspaper Group would benefit by having a special magazine of its own. It was also the opinion of the group members that inasmuch as the magazine SPECIAL LIBRARIES was to undergo a change in management, and probably in policy, the Newspaper Group might be favored with special consideration of special interest to its membership. In this event it was thought probable that a special magazine for the Newspaper Group might be avoided.

At the formal session on Friday afternoon a letter was read from Mrs. Irene S. Zorek, former librarian of the *Camden (N. J.) Courier-Post* expressing regret at her inability to attend the conference. On motion of Mr. Alcott the Secretary was instructed to write her an expression of the regret of the Newspaper Group at her inability to attend.

Mr. Alcott read a paper on "Value of a Newspaper Library as a Maker and Saver of Money" sent in by Prof. Robert W. Desmond, Department of Journalism, University of Minnesota. This was followed by a short discussion upon the subject—how reference libraries help a newspaper financially. The chief methods mentioned were: some sell copies of photographs; advertising departments obtain help from the reference library; money is saved on telegraph and cable tolls; time and telephone calls for reporters are saved; the paper is protected from libel suits.

Floyd J. Miller, publisher of the *Tribune* at Royal Oak, Michigan, and former Director of the *Detroit News* Reference Department, speaking without a paper, presented the view of the publisher on the value of the reference department. He said there are two main purposes of the Newspaper Group—to improve the technique of its members, and, the larger aim, to benefit the profession by the establishment of standards and technique. As a publisher he said he found that the reference

department was valuable in the saving of money. He regretted that more of the newspaper publishers were not cognizant of the fact that the Newspaper Group is an aid to them. He also stated that the small newspaper can have a reference department on a small scale. Some publishers have not established the department because of the fear of expense and complications. He urged the adoption of a standard of classification, saying it was of very vital importance to the reference department and the newspaper. In the discussion following Mr. Alcott suggested the distribution of a leaflet on the subject of reference libraries to interest the publishers of smaller newspapers.

Mr. Rogers, discussing classification, suggested drawing up a plan of simplified classification in vital subdivisions. Prof. Edward F. Mason of the School of Journalism, Iowa State University, stated that he was seeking ideas for classification to use in his department. Mr. Kwapil, who has made classification one of the chief aims in his work, voiced the opinion that a simple scheme can be worked out for newspapers in small cities. Mr. Pettit cited some examples of classification and the grouping of subjects, especially on the subject of prohibition. Mr. Kwapil promised to go into the subject further and have something to propose at the next annual conference.

Mr. Pettit opened the discussion of problems of elimination which was also discussed by Mr. Alcott. Mr. Kwapil reported that he has periodical weeding out of clippings of temporary value. Mr. Rogers stated that his system is to "star" all clippings of a temporary value, using a rubber stamp of a star when the clipping is cut for filing. After the lapse of a certain time these clippings are eliminated.

Mr. Pettit, discussing the elimination of photographs of deceased persons reported that the *Detroit News* preserves at least one photograph of a deceased person, and in the case of persons of prominence more than one. Mr. Alcott reported that the *Boston Globe* has a "purgatory" for old photographs which are permanently preserved. In the case of baseball players the *Globe* preserves one of each player and presents the others, if any, to the public library or such other places or persons who might value them.

Josephine Fahey of the *St. Louis Globe-Democrat* preserves all old photographs of deceased men. Mr. Rogers reported that the *Herald-Tribune* considers its obituary file as accurate as can be had. Obituaries of persons

of prominence are never eliminated. The *Herald-Tribune* regards these as very valuable for all time.

Harry Pence of the *Cincinnati Enquirer* said that he is very conservative when it comes to elimination. The bottom drawers in his files are reserved for historical material.

The Group was honored by a visit from Miss Eastman, Librarian of the Cleveland Public Library and former President of American Library Association, who announced that she was interested in the subject or problem of collecting biographical material.

Joseph Sheridan, Reference Librarian of the *Akron Beacon Journal* read a paper on "Successful Ways of Obtaining Biographic Material." Lack of time precluded a discussion of the subject.

On motion of Mr. Alcott a resolution was adopted thanking the *Akron Beacon Journal* and *Goodyear-Zeppelin Corporation* for the courtesy of the trip to Akron.

On motion of Mr. Alcott it was ordered that Paul P. Foster of the *Philadelphia Inquirer* and Mr. Kwapil send greetings to the British newspaper librarians who have evinced an interest in the Newspaper Group, and invite them to attend future annual conferences.

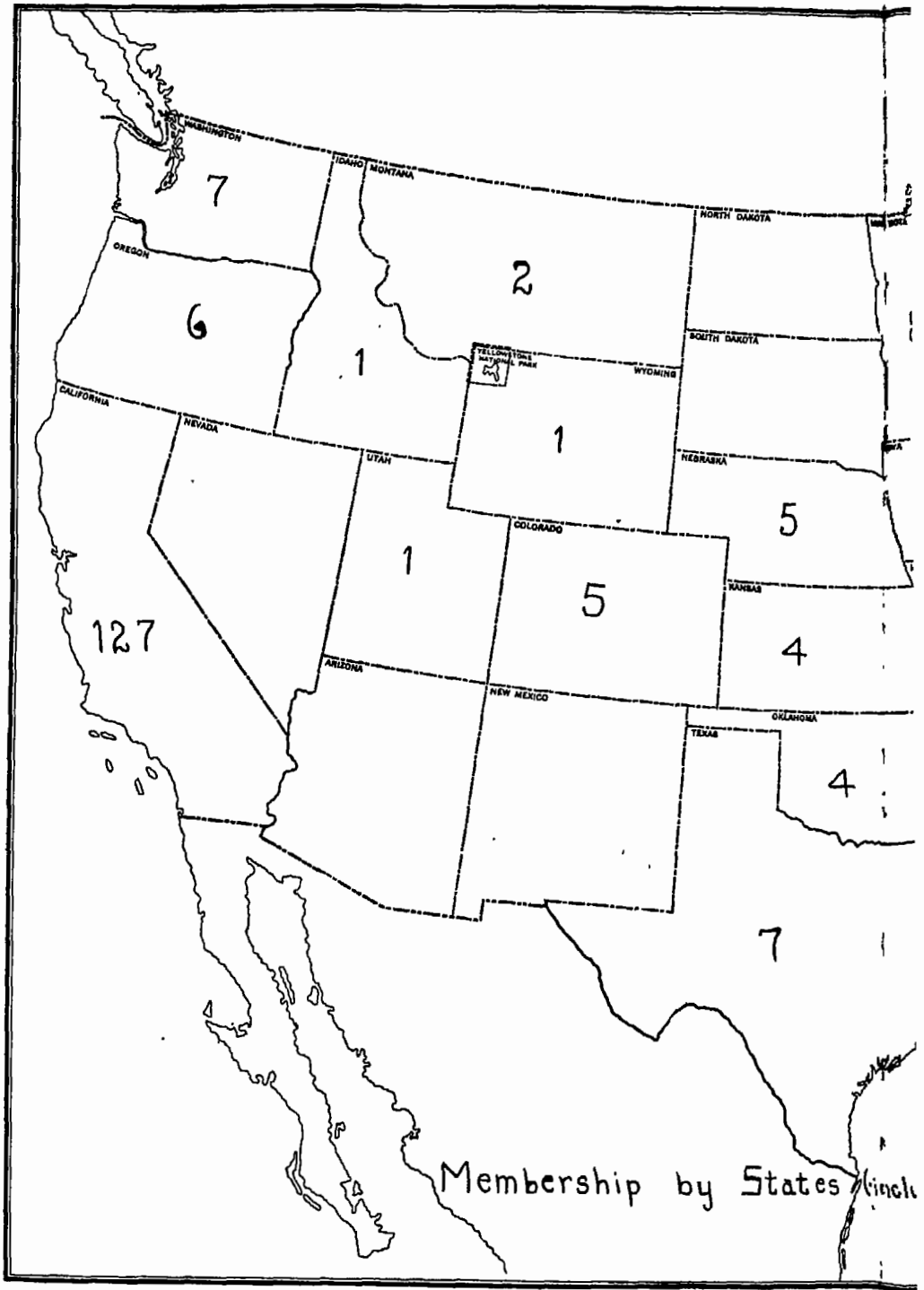
The election of officers for the ensuing year followed with this result:

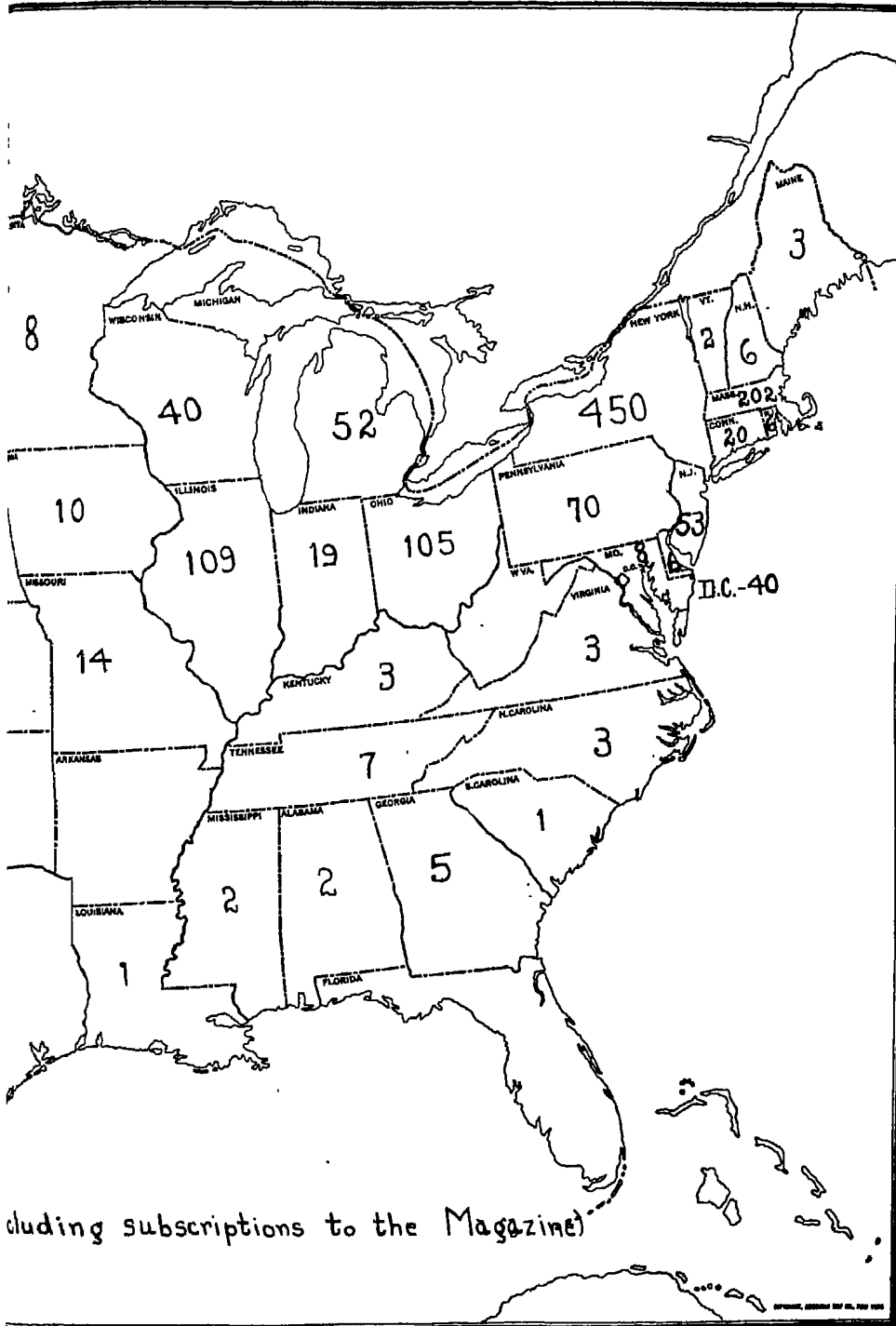
Chairman, Joseph Sheridan, *Akron Beacon Journal*, Akron, Ohio
 Vice-Chairman, David G. Rogers, *New York Herald-Tribune*, New York City
 Secretary-Treasurer, Marian Koch, *Sheboygan Press*, Sheboygan, Wisconsin
 Members of the Executive Committee,
 William Alcott, *Boston Globe*, Boston, Massachusetts; Joseph F. Kwapil, *Philadelphia Public Ledger*, Philadelphia, Pa.

On motion of Mr. Alcott the support of the Newspaper Group was pledged to the new officers, and a vote of thanks accorded the retiring officers.

Many of the members attended the dinner at 8 p. m. aboard the Detroit steamer and went to Detroit where the Detroit Chapter was host on June 13. The various libraries were visited; noon dinner at the Grosse Pointe Yacht Club, a sight seeing bus trip through the city, visits to prominent buildings, garden party at the Detroit Public Library, theater party and buffet supper in the evening completed a delightful and profitable annual conference.

JOSEPH SHERIDAN,
 Secretary-Treasurer.





cluding subscriptions to the Magazine)

Report of the Membership Committee 1930-1931

	New Members	Total Members
Institutional	13	149
Active	71	429
Subscriptions	59	358
Associate	154	578
		—
		1514

The above figures are the result of some years of very hard work on the part of our Association. May I dare to make the following observations—that the Associate memberships and the magazine subscriptions more or less sell themselves with a normal amount of encouragement of local chapters, committees and groups; that the Active memberships come through the hard work of local presidents and local membership chairmen; that the Institutional memberships are for the most part due to the work of the Executive Board and especially of our Presidents. Excellent work this has been in the past, but for the future it is not enough.

It seems to me that it should be the duty of the Membership Chairman to point out to the general membership that the financing of the Association through the Institutional form of membership should be much more of local responsibility than it is—not added to administrative duties that are already far too heavy to ask of unpaid officers. Do we all realize this or do we take our officers for granted?

It might be a good thing if each one of us pictured to ourselves what it would be like to find oneself elected President of this Association. At first there would be an immediate eagerness and inspiration to try out many splendid ideas for bettering the Association—enlarging the magazine, increasing committee undertakings, visiting local associations. But no—immediately there comes the blighting discovery that we are overworking the members of our Board by expecting them to pay their own way to Executive Board meetings—three, four, or five meetings a year. That when we plan the programs for our annual convention

we cannot offer to pay travelling expenses of speakers who might come a reasonable distance if invited. That the magazine barely pays its own way. That we have not enough revenue from publications. These are the sad facts that an incoming President has to become reconciled to in the first flush of election.

Indeed we are very poor—and mainly because we hesitate to do what other national groups are doing and finance ourselves in a modern up-to-date manner, drawing upon our firms for a reasonable financial support. Surely we are the "timid souls" of the business world!

How many of us remember the beginnings of our present scheme of memberships? As I look back it would seem that Membership work as a clear cut activity of the Association began nearly ten years ago at a Lake Placid meeting of the New York State Library Association when one or two Boston people, Mr. Cady, and two or three from New York were there. On several occasions our little group seemed to form a special libraries session all our own and whatever we discussed always ended with the one big question—how are we going to finance S. L. A.? Membership was obviously the first point of attack, and tho we talked of increased membership we knew that what was facing the Association really was increased dues. As I remember it, we all agreed that the membership at large would not support \$15.00 dues. Yet in the next breath we would each admit that of course our own individual firms would not object, until we began to gather courage and say that surely if our firms would agree, others would too. The result was that the Executive Board of 1923 took the daring step and launched a campaign for the three kinds of membership.

While there was some confusion and protest at first, many doubters were won over. But the time has now come when we must warn the rest that they are weakening the cause of the Association. The absence from our Institutional list of the names of certain firms, banks and associations makes them conspicuous. Is it

really true that a librarian in charge could not enter a \$15 00 item upon her magazine subscription list without a challenge from her auditor or treasurer? How much do we pay for financial services, memberships in statistical associations, industrial boards or research committees? Why do we discount the value of our own professional body?

The failure to produce more than 13 new Institutional members for the year 1930-31 must be a warning to the whole Association. Not at this moment, but two years from now or possibly one year from now, I believe we may have to reckon with the question of whether our financial status makes us a national association in the true sense of the word. Look at the new folder of Institutional members and see which are the few local associations that are contributing the bulk of income and see if you are satisfied with your own. Perhaps Philadelphia is right—to belong to a national cramps the rights of the individual—why should not California, Chicago, Boston and New York retain their autonomy and their own dues?

Do we want a fine magazine? Do we believe in the promotion of new publications? Do we take pride in an Executive Board that is drawn from New York, Pittsburgh, Detroit and Milwaukee? Is there any refreshment to be had in a perfect Convention such as this one?

Can't you see that if we are to go on, we must pay?

Now enough of this criticism of the general membership. Let us consider the shortcomings of the Membership chairman's record. The first outstanding failure of the year has been the formation of no new chapter within the State of Connecticut in spite of the fact that there is an increasing group of interesting business librarians and heads of departments in public libraries. Also, there is only chagrin in the fact that Philadelphia still stands adamant in its claim that there would be nothing gained and possibly much lost in becoming a chapter of the national association. Now that we have an active Advisory Council provided for by the Constitution, I wonder if such a large group of members will not really miss having the privilege of representation within this body when matters of national policy are at stake. It was with deep appreciation and thankfulness that I received word from our President that Milwaukee had decided to organize as a local chapter. In

their annual report they show a record for Institutional memberships. Out of a total of 36 members, six are Institutional and 11 Active. Special attention may also be called to Baltimore's first annual report as June 13th marks their anniversary of affiliation with the National Association.

In March I suggested to the local presidents that we attempt a Membership drive. I did not know whether we would defeat our own ends by trying anything so obvious but we had never attempted a national drive before, and it seemed that we needed something in advance of the meeting at Cleveland that would give us a specified time and a definite reason for concentrating on this vital spot of our organization. Before the week of April 27th very interesting replies had come from every president or membership chairman reassuring me. The excellent results of their work appear in the chapter reports, and should serve new officers as an excellent basis for next year's work. The highest increases of membership for the year were Detroit, 176 percent; Milwaukee, 128 percent; and San Francisco, 56 percent.

And what are we going to do for next year? It seems to me that first of all we want to think nationally. In planning the work of our chapters we want to assure ourselves of moral support as well as financial support in the furtherance of our profession. National pride must be added to individual conviction if we are going to fit into the modern business world. If there are any who do not understand the necessity of these points nor sympathize with them perhaps they will raise their voices in protest here at this meeting. If I can answer objections or clear away confusions, so much the better for our whole Association, but let there be none who do not care. Above all, let there be none who resent the more formal aspect and necessity of a Membership policy. We fortunately—or is it unfortunately—have grown so this last three years that the informal way of muddling along is inadequate. If we open our eyes to a future whose foundation is research work, we will know that S. L. A. must grow accordingly and that a truly national S. L. A. is our only goal.

FLORENCE BRADLEY,
Chairman.

Membership Program 1931-1932

Even at the risk of starting out as a hard-boiled and calculating Chairman, I must ask you to consider finances. If you have not read the Treasurer's report for last year, please turn to the table of 1930-31 Membership totals and do a little multiplying. Then see what you can do to help solve the following questions:

How many new members can we bring in this year to S. L. A.?

How many Associate members can we turn into Actives—converting ones into fives?

How can we be assured that every group of Actives is covered by its proper Institutional membership?

How many holders of Institutionals have also their personal memberships?

How can we guard against lapses?

The Membership Chairman does not admit that hard times are going to reduce our finances, because we need S. L. A. and each other more now than ever before. Local associations that have not been particularly active formerly are going to discover that there is employment work for them to do as never before—that members must demand, and officers must provide. Meetings must be made more vital in every way—that is more diverting or more practical according to local predicament. The magazine must fill the needs of its readers and people must mean more to each other.

Now what will bring these things to pass? Our President has answered in her usual calm and direct way by asking a question—why do we not try regional Membership Counsellors?

What would you think of some such a liaison person who would think in terms of states and groups of states? who would plan with local membership chairmen so as not to duplicate work, but try to bring remote members under some tangible influence of locals? who might be able to reach company executives who have never heard of a business librarian, thus creating new openings? In fact, the newer phase of work for such an officer would be that of thinking nationally and interpreting locally. Needless to say, that implies that members

who have had Executive Board experience would make the ideal Counsellors.

Write your President what you think of this suggestion, adding your own ideas to fit your own section of the country. Since our Conventions in California and at Cleveland we are feeling much more largely acquainted—people seem at closer range, and things are going to affect us more intensely. It is under such conditions that people develop. We must cherish our S. L. A. and make it flourish for 1931-1932.

F. B.

Associate Members— Welcome

I suppose we may not exactly pat you on the heads as our "younger generation" and offer you Felicitations as we open the new year's work. Some of you are Associates of long standing on whose loyalty and moral support we depend, but for various reasons you have held slightly aloof from us by remaining Associates. We regret that you do not see our magazine nor take part in Conventions nor assume the right to vote along with other privileges of Active members.

While we look upon the Active members as the *workers* of the Association who bear most of the responsibility, we count on you as much needed *friends* of the Association. We hope you will attend all the meetings you can, become acquainted with the people who will help you most. Then perhaps at the end of the year you will feel that further investment in an Active membership will pay.

Friends of the business library world are to be found in special departments of public libraries, in university libraries, in book shops and the publishing world, in laboratories and all research groups. If you know of others who might value association with us it might add emphasis to your own interests at meetings to bring them with you. Your local Association is what you make it—as, in turn, our National S. L. A. is what the Active members make it.

F. B.

One Way That Built Up a Local Chapter

Granted that the Program Committee has provided an interesting and attractive program for the year. Then the task of securing new members should not fall solely upon the membership committee, national and local, but upon every member of the chapter.

The records of the chapter should include two active lists—members and prospective members. To those on the prospective list as well as to the members, minutes of meetings and an invitation to attend each meeting should be sent throughout the entire year.

After two or three meetings have been held, members should begin to follow up these invitations to prospective members, preferably by personal call or telephone. The newspaper member should invite the newspaper non-member to the next meeting; the public utility member, the public utility non-member, and so on. Yes, even an invitation to a luncheon or a dinner prior to the meeting is an excellent means—if conditions so permit. At the meetings, the prospect member should be introduced and made to feel at ease.

After a few meetings, non-members should be cordially invited to join the association, in fact, an intensive drive for new members should then be conducted.

The Illinois Chapter used this method very successfully to secure many new associate members. This success was due chiefly to the personal contact element.

Associate members were sent a letter explaining the many advantages of an active membership. The *Special Libraries* magazine, and vote in the national association were emphasized. The results were most gratifying and many new active members obtained.

Active and associate members were told that further aids in bibliographies, consultation service, et cetera, of particular value were available from the national association by having their organizations become Institutional members. The larger the number of Institutional members, the more the benefits to the associate and active members, the libraries and to every one directly or indirectly interested.

JOSEPH A. CONFORTI.

Introducing—

MILDRED LEE, Librarian,
Goldman, Sachs & Company, 30 Pine Street,
New York City

Holds the record for bringing every firm she works for into the fold with never anything less than an Institutional membership. While we do not wish Goldman, Sachs any bad luck such as losing a librarian, especially when they have never had one before—still, we must admit to a little curiosity as to who might be her next contribution to S. L. A.

(Institutional Member—Financial Group)

DR. B. STEPANEK

San Francisco, California

This new member, formerly Czechoslovak Minister to this country, is making a study of the practices of American insurance companies. He has just discovered S. L. A. and writes in that he is "embarrassed by the richness" of all the Association offers, only he wishes we would hurry and publish Mr Handy's new pamphlet on the "Organization of an Insurance Library." We think we will have to hold another Convention in California very soon!

(Institutional Member—Insurance Group)

ALICE M. WATTS, Librarian

Aetna Life Insurance Company, Hartford,
Connecticut

When introducing this member it is not enough to say Miss Watts of the Aetna, but of the Aetna Life, as Hartford is just full of Aetnas. She was sent down to New York a year ago by her firm to take special courses at Columbia but only to discover that she knew everything there was to learn about the library job because she has lived for years with a librarian. By being a good listener she had absorbed it all and now she is organizing a fine insurance library for a company of men wise enough to invest time and money in proper training for specialized work. Almost the first thing she did on returning to Hartford was to send in her dues to S. L. A.

(Active Member—Insurance Group)

ISABELLA K. RHODES

School of Library Service, Columbia Uni-
versity, New York City

There are those who think it was a joke on the Membership Chairman that she worked for a whole year on the Classification Committee with Miss Rhodes without ever asking her if she was a member of S. L. A. Finally some one invited her to become a member and she was delighted! No cataloging or classification question phases her, even for a business library

(Associate Member—Classification Committee)

Editorial Board

EDITOR, Ruth Savord, Council on Foreign Relations, Inc., New York City.

Department Editors

Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C.

K. Dorothy Ferguson, Bank of America, San Francisco, Calif.

Louise Keller, Independence Bureau, Philadelphia, Pa.

Marian C. Manley, Business Branch, Public Library, Newark, N. J.

Emilie Mueser, Engineering Societies Library, New York City.

M. E. Pellett, Port of New York Authority, New York City.

A. A. Slobod, General Electric Company, Schenectady, N. Y.

ADVERTISING MANAGER, M. Dorothy Howard, Standard Statistics Co.,
New York City.

WE announce a partially re-organized Editorial Board this month and hope to complete our staff by the time the October issue goes to press. It was with real regret that the Editor received the resignations of D. N. Handy, Charlotte L. Carmody, Ethel Cleland and Thomas Cowles who have served so faithfully under Mr. Brigham. The Association extends its thanks to them for their splendid work in the past.

* * *

EVERY member of the Association, who has its interests at heart, should read and ponder the section on Membership printed elsewhere in this issue — the Report for 1930-31, and plans for 1931-32. Having read, let each of us consider himself or herself an unofficial member of the Membership Committee in competition with other members for honors as to the largest number of new names added to our roster. You will be doing new recruits a favor by introducing them to the Association; you will be doing the Association a favor by adding to its funds; and you will be doing yourself a favor because with more funds the Association can do more for you.

* * *

WE print elsewhere a list of new officers of the National Association, of Groups and of local Chapters. These members have accepted these positions—honors, if you like — to serve you. Each of them thereby sacrifices a certain amount of leisure time and devotes much thought and energy to your interests. Are *you* doing *your* share to cooperate with them? We must not forget that mere numbers never made an association outstanding nor of value to the individual—only individual effort can do that. If your Association is to take its place on an equal footing with similar professional organizations every member must be active—locally, nationally, in group undertakings or in all three — so that we may build an organization into which everyone is *pulling* something instead of one from which everyone is *taking* something.

President's Page

NOTHING tells a story more clearly than a map, and the Membership Map in this issue shows better than anything else how concentrated in four or five centers is our special libraries profession. The task of the Membership Committee is a very heavy one, not only to secure the membership of librarians of existing libraries, but to knit the libraries in the various territorial divisions more closely together, and to demonstrate to important organizations which have not yet realized it, how valuable an asset a library—and above all, a properly qualified librarian—can be. We trust Miss Bradley, our Membership Committee Chairman, will be overwhelmed with offers of assistance in the arduous duties which we have thrust upon her.

* * *

THE American Library Association, under the chairmanship of Mr. Carl B. Roden of the Chicago Public Library, is already making active preparations for demonstrating library service, in both general and special fields, at the Chicago Centennial Exposition in 1933. Your President has been invited to serve on this committee as a "member at large." In our own Association, Joseph A. Conforti has been appointed by the Executive Board chairman of a similar committee to cooperate with the A. L. A. in every way possible.

* * *

IMPORTANT Special Libraries Section meetings will be held in connection with the State conventions of the Michigan and Pennsylvania Library Associations in October. The Pennsylvania Library Convention will be held at Pittsburgh, and the Special Library Section meeting, in charge of Miss Adeline Macrum, will take place on Wednesday, October 21.

Miss Grace England is arranging the Michigan Special Libraries Section meeting at Battle Creek for Friday afternoon, October 9, and much effort is being made to bring together as many special librarians of Michigan as possible. In that connection strong arguments were presented for a meeting of the Executive Board at Detroit on Saturday, October 10, thus making it possible for some members of the Board, at least, to attend the Battle Creek meeting on the previous day.

The suggestion has been approved by the Board, and the offer of a conference room at the Hotel Statler in Detroit on October 10 has been accepted. Members of the Advisory Council, as agreed at our Cleveland convention, are also eligible to attend (without voting power) all Executive Board meetings. It is hoped that as many as possible of those who attend the Detroit Board meeting can also be present at Battle Creek.

* * *

AMONG the items of business for Board attention at this meeting will be decision as to place and time of the 1932 Convention. We have had many invitations and many more suggestions. Your President will welcome whatever information any member can give which will help us to make the wisest decision.

Digest of Business Book Reviews

Compiled by the Staff of the Business Branch of the Public Library,
Newark, N. J.

- American Institute of Accountants. C. P. A. laws of the U. S. Century, 1930. \$3.00.**
"The text of each law has been verified by competent authority in the state of origin and every possible effort has been made to avoid inaccuracy." *Business Law Journal*, January 1931, p. 76. 150 words.
"The book is a compilation, without comment, of those sections of the state laws defining the qualifications of a Certified Public Accountant." H. P. Dutton. *Factory and Industrial Management*, January, 1931, p. 69. 35 words.
"Ample marginal notes prove the accuracy of the book and the care with which its material has been prepared." *Lefax*, January 1931, p. 26. 130 words.
Accounting Review, March 1931, p. 79. 50 words. A. W. Hanson.
- Chase, Stuart. Nemesis of American business. Macmillan, 1931. \$2.00.**
"This time he goes into some forecasting concerning the future profits of general business." R. L. Smitley. *Business Briefs*, April 1931, p. 555. 45 words.
"There is scarcely a page in it that does not have some message for the business man, particularly if the B. M. takes time off occasionally to think about people, habits, trends and possibilities." F. A. Fall. *Credit and Financial Management*, May 1931, p. 40. 670 words.
"Economic disarmament among nations, reorganization of the credit structure, an economic planning commission like the War Industries Board, revision of the Anti-Trust laws, national housing programs, outlawry of stock-gambling, maintenance of the wage scale, are discussed." John Carter. *Forbes*, May 15, 1931, p. 62. 110 words.
"The chapters in this book have appeared separately in various periodicals." *Management Review*, July, 1931, p. 222. 55 words.
"He wonders whether somebody will not exploit the profit that exists in cleanliness and beauty." William Feather. *Nation's Business*, July 1931, p. 82. 580 words.
- Donham, W. B. Business adrift. Whittlesey House, 1931. \$2.50.**
"Practical suggestions are made for economic and personal betterment." *System*, July 1931, p. 44. 35 words.
"This book provides stimulating reading matter for those who are interested in understanding the causes of our present depression and in preventing a repetition of it." *Dartnell Reference Index*. 120 words.
"The Dean, having been an ex-banker and business man, knows the value of epitomization and agreeable presentation of his subject." R. L. Smitley. *Business Briefs*, April 1931, p. 555. 60 words.
"This swift review of world-wide forces is accomplished in 165 pages of vigorous, non-technical English which reads itself." H. P. Dutton. *Factory and Industrial Management*, May 1931, p. 807. 530 words.
"There has already been more controversy over this book than over any other business book in some time . . . Dean Donham discusses the problem, 'How can we as business men, within the areas for which we are responsible, best meet the needs of the American people, most nearly approximate supplying their wants, maintain profits, face the Russian challenge, and at the same time aid Europe and contribute most to, or disturb least, the cause of International Peace.'" W. J. Donald. *Management Review*, August 1931, p. 253. 550 words.
"The author would still prefer capitalism because it includes values that he prizes highly. These are personal liberty and individual initiative." William Feather. *Nation's Business*, June 1931, p. 84. 570 words.
- Dowrie, G. W. American monetary and banking policies. Longmans, Green, 1930. \$3.00.**
"Chapter II deals with policies relating to the banking structure." *American Bankers Association Journal*, May 1930, p. 1096. 64 words.
"Of the many monetary and banking problems before the country today practically all are discussed at length, and in every case the solution recommended is tested by its social

desirability." C. S. Tippetts. *American Economic Review*, June 1930, p. 325. 990 words.

"Since American banking policy is treated from a non-technical view-point, it will serve the business man as well as the uninitiated college student in banking" L. L. Ecker. *Harvard Business Review*, July 1931, p. 507. 950 words.

"Emphasis is placed in this text upon public policy rather than upon mere descriptions of institutions." *Management Review*, June 1931, p. 189. 180 words.

Elkind, H. B. Preventive management: mental hygiene in industry. Forbes, 1931. \$3.00.

"The book shows how important management in industry has become and how the concept of management has changed in the last few years" Dartnell Reference Index. 120 words.

"While written in a style intended to appeal to the shop man and foreman, the book is obviously intended for major executives." A. H. Mogensen. *Factory and Industrial Management*, June 1931, p. 1001. 85 words

"It is intended to stimulate interest and research in mental hygiene." *Management Review*, July 1931, p. 222. 150 words.

"The volume describes the newest methods in management and personnel work." *System*, March 1931, p. 214. 35 words.

Handbook of commercial and financial information services. Special Libraries Association, 1931. \$2.00.

"The introduction contains a functional analysis and an appraisal of the services by experts." R. L. Smitley. *Business Briefs*, June 1931, p. 716. 85 words.

"The cost, and frequency of publication are given." *Food Industries*, June 1931, p. 268. 75 words.

"This new handbook lists 214 important services, describing the type of information each offers." Lefax, February 1931, p. 32. 160 words.

"A valuable help in planning and preparing advertising campaigns, new business campaigns; a guide for brokers, bankers and others." *System*, March 1931, p. 213. 50 words.

Heinrich, H. W. Industrial accident prevention. McGraw-Hill, 1931. \$4.00.

"The various causes of accidents are systematically treated and analyzed, with em-

phasis on a plan of analysis of causes which will permit intelligent diagnosis and remedy of faulty industrial practice." H. P. Dutton. *Factory and Industrial Management*, March 1931, p. 426. 75 words.

"The author states the 'incidental' cost of accidents is four times as great as compensation and medical payments." William Feather. *Nation's Business*, May 1931, p. 84. 160 words.

"Industrial accident prevention principles are first explained in this book by H. W. Heinrich of the Travelers Insurance Company, followed by data on causes, costs, and remedies of accidents." *System*, July 1931, p. 45. 25 words.

Hoover, C. B. Economic life of Soviet Russia. Macmillan, 1931. \$3.00.

"Professor Hoover considers . . . that not only does the Soviet order depend upon force . . . but also this force is almost entirely divorced from any form of democratic control" Paul Haensel. *American Economic Review*, June 1931, p. 295. 900 words.

"This study is by a Fellow of the Social Science Research Council of the United States." *Barron's*, June 22, 1931, p. 30. 150 words.

"His statistics are those employed by the Soviet and its economic organs in the planning and direction of the economy, and in some instances he feels that they are subject to discount." *Empire Mail*, April 1931, p. 222. 130 words.

"Professor Hoover has made a thorough fact-finding study of the Russian economic system." John Carter. *Forbes*, February 15, 1931, p. 61. 280 words.

"He writes of Soviet policies and their results, the suppression of the private trader, the Five-Year Plan." *System*, April 1931, p. 301. 45 words.

Jamison, C. L. Management of unit banks. Univ. of Michigan, Bureau of Business Research, 1931. \$1.00.

"The study is significant in showing that size is not essential to profitable bank operation" F. A. Bradford. *American Economic Review*, June 1931, p. 360. 300 words

"Among the questions considered in the study is how small may a bank be and still earn satisfactory net profits? This question is of particular interest at the present time in view of the current tendency towards bank mergers and consolidations." *Bankers Monthly*, May 1931, p. 304. 75 words.

"This is a serious study especially for the banks in smaller communities showing what the proportions of bank loans to local business should be . . ." R. L. Smitley. *Business Briefs*, April 1931, p. 556. 50 words.

Lockley, L. C. Vertical co-operative advertising. McGraw-Hill, 1931. \$3.00.

"This particular contribution to the subject is timely, since it oozes common sense and debunks wasteful red-tape methods of the inflation period." R. L. Smitley. *Business Briefs*, April 1931, p. 555. 60 words.

"It is a thoughtful, pioneering study which attempts to throw some light on a perplexing marketing problem." *Journal of Retailing*, April 1931, p. 28. 455 words.

"The volume contains a survey of existing practices among manufacturers and retailers and explains its advantages and drawbacks under varying circumstances." *System*, May 1931, p. 389. 25 words.

McNair, M. P. and Gragg, C. I. Problems in retail distribution. McGraw-Hill, 1930. \$5.00.

"One hundred and forty-seven major problems encountered by retailing executives in their work are described by the authors." *Advertising Federation of America*, 1931 Series, No. 4, p. 12. 150 words.

"The present volume is devoted largely to cases which bear on types of retail institutions and the external problems of operating a retail institution." H. H. Maynard. *Journal of Business Education*, February 1931, p. 41. 480 words.

"Teachers in secondary institutions may find the book to be of value as a source of material for illustrating certain phases of commercial courses." H. H. Maynard. *Journal of Business Education*, March 1931, p. 43. 430 words.

"By means of selected cases, current managerial policies and methods, particularly those affecting relations with customers, competitors and manufacturers, are brought out." *System*, July 1931, p. 45. 30 words.

Persons, W. M. Forecasting business cycles. Wiley, 1931. \$4.50.

"The most delightful element to the book is the pleasant logical presentation of the subject." R. L. Smitley. *Business Briefs*, May 1931, p. 635. 110 words.

"A great American economist and editor presents the most thorough study of the American business cycle which has yet appeared." John Carter. *Forbes*, May 15, 1931, p. 62. 110 words.

"This work should be of immediate interest. In addition to going thoroughly into present conditions, the author goes into past records." *Industrial Digest*, June 1931, p. 39. 170 words.

"Figures on production and trade, loans, investments, time deposits, bills bought and discounted by Federal Reserve Banks all help adequately to forecast probable conditions." *System*, May 1931, p. 388. 60 words.

"The second part contains carefully prepared indexes and charts." *Nation's Business*, July 1931, p. 98. 135 words.

Spahr, W. E. Federal reserve system and the control of credit. Macmillan, 1931. \$1.75.

"The writer examines the mechanism of credit control in the United States, and later in England, France and Germany; he then gives a brief historical survey of how the Federal Reserve system has used this mechanism." *Anglo-American Trade*, July 1931, p. 369. 350 words.

"He believes in stabilization through credit control within the limits of a safe reserve structure." *The Banker (London)* May 1931, p. 167. 75 words.

"A discussion of the fundamentals of credit control." *Bankers Monthly*, May 1931, p. 304. 25 words.

"The subject is highly technical and the academic background of the author commends it to the American Economic Association rather than to the 'man of the street.'" R. L. Smitley. *Business Briefs*, June 1931, p. 716. 50 words.

"He aims to present the various considerations underlying questions of credit control in terms that present no difficulties to the general reader." F. A. Fall. *Credit and Financial Management*, March 1931, p. 42. 560 words.

"If cyclical fluctuations in business are to be minimized, then both the knowledge of business men of the banking forces motivating the credit mechanism and the banker's knowledge of the kinetic forces driving the industrial machine will have to be broadened. This book is calculated to expand the elementary knowledge of our banking and credit system by business men. The book has an adequate index." Frank Parker. *Management Review*, July 1931, p. 221. 245 words.

Sunley, W. T. and Pinkerton, P. W. *lawyers and bankers.* System, April 1931, p. 301. 50 words.
Corporation accounting. Ronald, 1931. \$5.00.

"The problem has been looked at from the scientific point of view, with full recognition of the importance of the conventional accounting procedure and yet with a clear understanding of the changes which are taking place in accounting practice." W. S. Krebs. *Accounting Review*, June 1931, p. 155. 600 words.

"This work, a true instance of the value of specialization, covers almost everything in regard to corporate accounting." *American Accountant*, April 1931, p. 122. 600 words.

"The volume devotes its pages mainly to analyzing not only the accounts peculiar to corporations but also to conditions giving rise to those accounts." W. H. Lawton. *Journal of Accountancy*, April 1931, p. 307. 420 words.

"Intensive treatment of the subject and clear thinking has produced this book." E. C. Grimley. *Management Review*, May 1931, p. 160. 450 words.

"It is a working manual of modern policy and procedure to cover the needs of corporation treasurers and secretaries, accountants,

†Taeusch, C. F. *Policy and ethics in business.* McGraw-Hill, 1931. \$5.00.

"The author has made a straightforward, scientific study of some of the most vital and far-reaching problems faced by American business today." F. A. Fall. *Credit and Financial Management*, May 1931, p. 40. 500 words.

"The author seems to think that business ethics are affected by relativity, varying with usages and conditions." F. W. Thornton. *Journal of Accountancy*, July 1931, p. 63. 600 words.

"History of business law and ethics traced and interpreted." System, July 1931, p. 44. 35 words.

"The book is in a sense, a social history of business thought, reviewing the growth of industry prior to the Sherman Law, and the subsequent relation of that enactment to business." *Textile World*, May 2, 1931, p. 117. 200 words.

Personal Notes

Flora Lilienthal, Librarian, Business Library Division of Remington Rand Business Service, is organizing the library of the Connecticut State Board of Education at Hartford.

* * *

Isabel Jackson, formerly assistant to Miss Ferguson at the Bank of America, San Francisco, gave the course of lectures on special libraries at the summer session of Riverside.

* * *

In the announcement of the honors conferred on the occasion of His Majesty's Birthday, we find the name of Angus S. Fletcher, named a Commander of the Order of the British Empire. We are proud to record that Mr. Fletcher, who is Director of the British Library of Information in New York City, is a member of the Executive Board of S. L. A. and a past President of the New York Association.

2 2 ★

Mrs. Hester A. Wetmore is now Reference Assistant to Mrs. M. G. Smith at the General Laboratories of the U. S. Rubber Company, Passaic, New Jersey, replacing Miss Downey who has returned to her home in Buffalo.

* * *

Audiene Graham, formerly Librarian of Price, Waterhouse & Company, has accepted a position as assistant in the Business Information Bureau of the Cleveland Public Library.

* * *

Mildred L. Joy, a graduate of Boston University College of Liberal Arts, 1930, and of Columbia University School of Library Service, 1931, is now Cataloger under Miss Barmore at the General Education Board Library.

* * *

Katherine O. McCarthy has accepted a newly created position in reference work at the Washington Square Library of New York University.

Classification and Indexing

Louise Keller and Emilie Mueser, Department Editors

Advisory Council:

Florence Bradley, Constance Beal, Harriet D. MacPherson, Isabel Rhodes
Kathrine Malterud

It has sometimes been suggested that special libraries have conferences on classification and so stimulate interest and contribute toward an eventual solution or unification of this many-sided problem. There are an infinite number of classifications in use in special libraries, yet the keynote of this generation is simplification and standardization. Everywhere we see men gather to discuss simplification of ways and means, of commodities, of service. What are you, reader, doing in your field of influence to throw light on present day classification problems that eventually they may be solved for yourself and for others?

Philadelphia has taken a step that some other communities would find interesting to follow. If you have a classification conference or meeting in 1931-1932 please send a report of it to the Classification and Indexing Department.

The conferences on the methodology of classification in which half a dozen Philadelphia special librarians participated in the Spring of 1931 resulted in an approach to the problem which may be of interest to others. It was felt that, if the points for discussion could be thought out in advance, less time would be spent on generalities regarding the basic theories and instead, clear statements of what each one present had before him and ahead of him in the problem of classification could be called forth. What was actually being done in the libraries of each one of the participants? What did each one want to have done for him? What help to what method could mutually be exchanged? Accordingly, a few days before the first conference the following set of questions was mailed to those who proposed to attend:

1) In your library, are you in the process of inventing classification? of extending an existing system? of rationalizing an existing system which you cannot change?

2) In what *form* is the document which you use daily for classifying? one of the standard printed schedules? interleaved and filled with manuscript additions? a typewritten scheme? the file or shelf itself?

3) When you work out a classification anew, how do you record the result?

4) On what have you based classification which you have worked out? Has your method been to search for the best existing scheme? to copy the scheme of major treatise? of some bureau or library? to sit down and think through all the possible ramifications of the subject at hand, arrange them and assign number? to arrange the material itself to the extent to which it is at hand, and then assign notation?

5) If you have gone to published sources, how did you find them? by asking an authority? by acceptance of a form which you had long considered excellent? From what, if any, official offices have you received help?

6) What form of published material do you consider to be of practical assistance in the solution of the problem? treatises on the theory of the divisions of knowledge? actual schedules with notation which can be studied?

7) Have you at hand any completed, tested system for the classification of your specialty which could be published, or which has been published? Do you contemplate publishing it?

8) Do you read books on classification?

9) Do you know of any plans, existing or contemplated, for collecting together all the worked-out systems for any given subject, so that the collective effort of libraries and organizers can be consulted and studied comparatively?

As a result of this first conference a start was made toward an organized inquiry into the problem, it being found that

A) all present were actually making classifications, and that in some cases the present librarian was responsible for a large percentage of the classification now in use;

B) ordered records of the new or extended classification were regularly kept;

C) our problems were immediately concerned with subdivisions and special sections,

not with the logical classification of the main divisions of knowledge;

D) practical outside sources were freely drawn upon in the new classifications, but that difficulties were often met in combining several sources, or the ideas of several experts;

E) the arrangements of contents of standard books, when amended to suit a classification of books rather than of the subject itself, often provide excellent suggestions in difficult situations;

F) a depository of all unpublished as well as published classifications, from which material could be borrowed for comparative study, would be welcome;

G) most correspondence asking for advice on how to proceed with any certain classification is ineffective.

At the second conference it was assumed, for purposes of discussion, that a tentative new classification or extension had been drawn up, derived from a) another library; b) the cooperation of experts.

How should the tentative classification be made final? The following questions, like those drawn up for the previous meeting, were sent out to serve as a point of departure for discussion of a practical nature, in the same direction:

1) Do you feel that a system ought to be complete before any of it is applied?

2) To what tests have you submitted classification which you have made before actually applying it?

3) If and when you feel that your classification is "Good if it works," what do you consider the test of its workability?

4) What faults do you find outstanding in classification which you do not like?

5) Do you approve of tables of geographical or topical divisions, intended to be applied under different circumstances, at intervals throughout the classification?

6) Have you any valuable ideas on notation, or do you feel that this matter is a) not important; b) already adequately solved?

7) Do you feel strongly concerning the grouping together of books according to the form in which they are written or published: directories, glossaries, reports, histories, pamphlets, etc.?

8) The introduction to the published classification of the International Institute of Bibliography (Brussels Classification) gives a table for plotting classification graphically,

based on the answers to each of the questions: What is the subject? place? time? form? language? Can you suggest, in the form of specific questions, other possible or necessary considerations?

9) If a universal classification were devised and put into general use, would you be willing to adopt that part of it which applied to your library? Doubtless your answer would only be qualified. Please list in detail qualifications other than "if you found it applicable" which would influence you. What importance would you attach to its *universality*?

10) Is the answer to your classification problem one which can be given in terms of information? of logic? by an individual?

The findings at this second conference were as follows:

A) A classification is never complete.

B) Much of the science of classification consists in knowing where to leave space.

C) Accurate anticipation of

a) Literature which will be published

b) Subjects which will become more important than they are now

c) Points of view which will be stimulated

d) Questions which will be raised

in the widest applications is essential to the intellectual side of classification.

D) Much can be done by experimenting with a sample section of the shelf, and applying the principle to the whole division or library.

E) The new classification should be tried on 10,000 volumes before assuming that it will work for all literature; on 50 books before assuming that it will work for the next ten years' acquisitions in a specialty.

F) Tests can be made by taking titles from bibliographies and applying the proposed system. When the material which is not obvious becomes difficult to place, the incipient faults in the classification will show.

G) Actual comparison, line for line and subdivision by subdivision, of different classifications of the same subject-matter yields excellent data. Other effective tests suggest themselves as obvious.

H) A classification approximately contemporaneous with the publication of the books classified is often best. Early works are as difficult to fit correctly into a classification intended for this year's publications as the latter are impossible to arrange according to primitive conceptions.

1) Special libraries are often in an especially advantageous position to experiment with new methods in classification as well as in other matters, and to take radical action, in the interest of efficiency, from which large libraries, supported by public funds, are forced to refrain, but by which they often benefit later on.

It has been said by persons having much experience that no classification can be tested with less than 10,000 pieces of literature. All of our "special subjects" are but a part of a whole, *e. g.* advertising is not merely advertising methods but advertising applied to every industry and commodity, profession, trade and manufacture. Everywhere special libraries are struggling with inadequate special classifications—what can we do about it?

* * *

Classification of Optics and Cognate Subjects

Readers' attention is called to a small book, "The decimal bibliographical classification of the Institut International de Bibliographie," of which the section devoted to optics, light and cognate subjects, including photography, has been translated by A. F. C. Pollard. It should be useful to any library using the

Dewey classification either for a special or for a larger general collection, even if this did not contain material on optics, light, etc., for Dr. Pollard has included the tables of common analytical subdivisions which, perhaps, form the most valuable part of this system, vastly increasing its possibilities. Instructions are given, too, on how to build the classification numbers. There are general form divisions, like those in Dewey, for history, theory, etc., but usefully expanded. Enclosed in curves they may be applied anywhere. Geographic numbers are treated the same way. These tables among other things, also provide divisions for various aspects of a subject like planning, research, .001; production, realization, .002; financial and economic aspect, .003; and so on. These general divisions might even be used with systems not based on the Dewey decimal one. The book may be obtained from the Optical Society, South Kensington, London.

The translator, who has served on the technical staff of Siemens Brothers Dynamo Works and has been Chief Physicist of the Nobel Explosives Co., will give one of the courses for special librarians beginning next year at the University of London.

Water Transportation: A Bibliography

There has recently come from the press the first volume of the important bibliography on Water Transportation* which has been prepared by M. E. Pellett, special assistant connected with the Port of New York Authority. While Mr. Pellett has had the assistance of many librarians, shipping experts and other persons interested in the subject, the burden has fallen largely upon him and the entire credit for the inception and compilation of this extensive bibliography should be given to him.

In the preface, Mr. Pellett outlines the history of the project and the assistance given by many people. The compiler expresses indebtedness to the Port of New York Authority, the Standard Shipping Company, the Firemen's Fund Insurance Company, and Ford, Bacon and Davis for their financial aid in meeting pre-publication expenses.

It is impossible in small compass to present an elaborate review of this initial volume dealing with Harbors, Ports and Port Terminals. It is divided into three parts, the first covering General Works; the second, Geographic Subdivisions; and the third, Periodicals, Proceedings and Transactions. Separate author and subject indexes complete an unusually fine bibliography. The general typographical appearance is most excellent.

The succeeding three volumes of the five planned will include Inland Waterways, Ocean Navigation and Travel, Shipbuilding and Marine Engineering, Shipping and Waterborne Commerce, with a concluding volume on Sources containing a consolidated index to the five volumes. The entire bibliography covers the period 1900 to date and an extensive introduction describes the scope of the work.

*Pellett, M. E. Water Transportation. H. W. Wilson Co. 1931. \$10.

Events and Publications

K. Dorothy Ferguson, Department Editor

Those interested in the thirteen month year should read the article by R. H. Matthiesen in the Metropolitan Life Insurance Company Executive Service Bulletin for July 1931, entitled "The Thirteen-month Calendar has Governed 'Westclox' Production for 39 Years."

* * *

The report of the President of the New York Stock Exchange for the year ended May 1, 1931 has interested many students of present-day business conditions.

* * *

The report of the California Oil Survey Committee is unusually concise and readable. The Committee is composed of a group of business men not actively connected with the oil industry. Its objective is to suggest a program for solution of the difficulties now confronting this industry.

* * *

Bulletin No. 38 of the Bureau of Business Research of the University of Illinois, published September 1931, is a "Market Research Bibliography." The purpose of this "Market Research Bibliography" is to help eliminate duplication of research projects, by listing all reports on specific studies which have been made in the last few years, under the following headings: Marketing — Markets — Commodities — Administration.

In the preface, mention is made of the "Handbook of Commercial and Financial Services" prepared by the Special Libraries Association.

* * *

The International Institute of Bibliography will hold their tenth conference August 25-29 in the Knights' Hall at the Hague, after a preliminary visit to Brussels on August 24th.

* * *

The Manhattan Monthly gives the following review: "Economic conditions in the United States of America—British Department of Overseas Trade, March, 1931. An exceedingly valuable series of concise, factual studies of economic and financial conditions in all quarters of the globe is published by the British Government. These reports are compiled by commer-

cial, diplomatic and consular representatives concerning the countries in which they are stationed.

"This report on the United States is of particular interest. It is a very comprehensive and well-rounded survey whose value is enhanced by the objective manner in which the data is handled. This is seeing our economic selves as others see us—and very nearly as we are."

* * *

For those who wish to know more of the much discussed subject of evolution, Sir J. Arthur Thomson has prepared a reading course which has just been published by the American Library Association. Dr. Thomson, who retired last year from the chair of Natural History at the University of Aberdeen which he had held for 30 years, tells the story of life's development without unnecessary scientific terminology. A study course is included in Dr. Thomson's booklet which is one of the "Reading with a Purpose" series. Both the pamphlet and the books recommended for further reading may be obtained at public libraries.

* * *

In view of the present re-evaluation of institutions of higher learning in the United States, the discussions of the progress and standards of scholarly libraries in the "College and Reference Library Yearbook No. 3," just published by the A. L. A., are particularly vital to those who wish to see how newer trends in education are effecting libraries and what changes in library service are most apt to result. The "Yearbook" covers some 114 pages, is bound in heavy paper and priced at \$2.00.

* * *

A note from Miss Lacy informs us that the *Index to Agricultural Economics Literature* for Volume 4, 1930 has been finished and is available for distribution. *It will be sent only upon request.*

* * *

The World Power Conference, recognizing the need for a comprehensive and authoritative survey of current information on power, fuel and related subjects, has arranged for the publication of the first international biblio-

graphy in this field. The British section of the Bulletin will be published on the 25th of each month. The first number, for January 1931, was published February 25, 1931. The Bulletin will aim at providing selective and up-to-date abstracts of books, papers, articles, etc., on power and fuel, published in Great Britain and grouped under the following main headings: (a) Sources; (b) Generation; (c) Distribution and storage; (d) Utilization. Germany, Japan and the United States are preparing similar bulletins, and it is expected that the other member-countries will do the same. The bibliographies will be in one of three official languages of the World Power Conference, *viz.*, English, French or German. The extracts will be indexed in accordance with the Universal Decimal Classification system, which makes it possible to amalgamate into a single index all contributions to the bibliography, irrespective of the source and language employed. The abstracts will be printed on one side of the paper only, and will be suitable for mounting on 5" x 3" (12.3 x 7.5 cm.) cards. Alternatively, they can be bound annually and an index and title sheet will be provided. (From a circular issued by the British National Committee, World Power Conference, 63, Lincoln's Inn Fields, London, W.C.2.)

The fifteenth decennial census of the United States—1930, is coming out. Volume I, Number and Distribution of Inhabitants, is the first of the 20 volumes to appear. Many of the later ones will not be ready for publication before the latter half of the year.

Two recent Harvard business reports may be of interest. Volume VIII includes 66 cases on the business aspects of the motion picture industry; Volume X, cases on marketing of aeroplanes. Both volumes are published by McGraw-Hill Book Company.

The Legislative Reference Library at Baltimore, Maryland, is responsible for a "Synopsis of Laws enacted by the State of Maryland, Legislative Session, 1931." This is an excellent legislative index of which Mr. Horace E. Flack, the librarian and compiler, should be proud.

The Hagstrom Company, map publishers of 20 Vesey Street, New York City, are issuing a series of maps, "United States Marketing Centers," based on 1930 Census, prepared under the direction of Dr. Ernest S. Bradford, Director of Business Research of the College of the City of New York. One sheet for each

state, a complete set of 48 marketing centers maps, size 17" x 22" can be secured on paper or cloth, or one map for the United States, size 44" x 64".

The United States Department of Commerce, Bureau of Foreign and Domestic Commerce, issues a Domestic Commerce series No. 47 on Knitted Outerwear Machinery in Cleveland. It is an analysis of equipment and proposes to assist manufacturers who wish to study their own plants to see if their machinery is equipped to produce what they would like to have it produce, and at the minimum cost.

America's future prosperity is more closely linked with the Far East than with Europe, according to J. B. Condliffe, research secretary of the Institute of Pacific Relations, in his reading course, "The Pacific Area in International Relations," just published by the American Library Association.

While the United States is trading less with Europe and more and more with the Orient, China and Japan are also buying less from Europe and are instead purchasing and selling more in North America. Japan's exports to Europe, Mr. Condliffe points out, have dropped from 71 to 54 per cent of her total exports. Australia and India are exporting less through the Suez to Europe and are dealing more with North America and Japan. "Trade is passing from the Atlantic to the Pacific."

As this trade brings into closer contact widely different cultures and conflicting ambitions, Mr. Condliffe indicates that problems are resulting which are so new that many Americans do not even realize they exist. These are discussed in Mr. Condliffe's booklet which is available at public libraries.

The Association of Special Libraries and Information Bureaux is holding its Eighth Conference at Lady Margaret Hall, Oxford during the week-end September 18th-21st, 1931; the Conference will begin on the Friday evening (September 18th) and will end immediately after breakfast on the Monday morning (September 21st).

The Montgomery Library of Accountancy in Columbia University, generally accepted as the most valuable collection on this subject, is available to special librarians through the two check-lists of the collection published by Columbia. The first one issued in 1927 contains titles of books printed before 1850 and the second check-list supplements it.

"Facts and figures relating to the American money market," by the American Acceptance Council is a revision of an earlier edition, being more comprehensive in text, graphs and tables. Including one of the most chaotic periods of American money market, 1929-1930, this study presents facts and figures relating to all the important and interdependent factors in the discount and money markets. Many tables on bankers acceptances, commercial paper, bank loans and investments, brokers loans, money and acceptance operations of the Federal reserve banks and several charts are included.

* * *

A reflex of the librarians' share in the World War is found in the latest volume in the University of Missouri Bulletins entitled "Missouri in the Library War Service" edited by Dr. Henry Ormal Severance, Librarian of the University of Missouri. On account of the wide range of activity of the Missouri librarians, the volume itself takes up many phases of library war service work.

* * *

"Las Siete Partidas," the latest addition of the Commerce Clearing House, Inc., is of unusual interest to law students and firms dealing with Latin American countries. It is largely a compilation of Roman Laws, the adoption of which by Spain in the Fourteenth Century, involving the displacement of the existing customs largely of Germanic origin, makes them the foundation of all laws in countries originally colonized by Spain. The publication in the English language of these old custom laws should result in a closer understanding between the English and Spanish-speaking Bars and should help to make the new epoch in Pan-American business development

* * *

In "Federal and State Tax Systems 1930," the first publication of the tax encyclopedia or encyclopedic service proposed by the New York Tax Commission, charts for the Federal Government and for each of 29 states, as well as a series entitled "Status of Certain Tax Matters in the Various States, January 1, 1930," portray in a well organized form the many details of these particular tax systems. It is a pamphlet of 53 pages, prepared under the direction of the New York Tax Commission with the cooperation of a number of professors and officials in the various states and published by the Commerce Clearing House, Inc., of New York City, under an agreement providing that 4,000 copies be given to the Commission for free distribution. Adding to the high value

of the present issue is the prospect that this information will be "published annually or in a current service."

* * *

The Investment Bankers Association has recently issued a supplement to its "Sources of Investment Information" in which is assembled the principal sources of business statistics. The pamphlet deals with certain recognized business agencies which present indices showing trends of production for basic industries, price fluctuations, employment, business failures, foreign trade and banking statistics.

Since the effectiveness of these indices depends largely upon their timeliness, the supplement is designed as a calendar to indicate the earliest dates in which certain figures may be expected and their sources. For instance, automobile production figures are issued monthly by the Bureau of the Census and may be found in outstanding financial publications generally between the 21st and 27th of the month. All this information is assembled in tabular form, classified as to subject material, where published, frequency of publication, and where previously found.

This pamphlet is published as a supplement to *Investment Banking* for July 1931 and copies may be procured at 10c from the Investment Bankers Association, 33 South Clark Street, Chicago.

Credit is due Miss Virginia Savage, Sue M. Wuchter and Ruth G. Nichols, financial librarians of Chicago, for this exceptional and useful "Calendar of Business Statistics."

* * *

A new publication in which the Special Libraries Association cooperated is "Recent Articles on Petroleum and Allied Substances," issued by the U. S. Bureau of Mines and distributed by the Petroleum Field Office, Bureau of Mines, 506 U. S. Customs House, San Francisco, Cal. The bibliography was compiled by the Bureau with the cooperation of our Association and the American Petroleum Institute.

* * *

A new and completely revised edition of "The Mines Handbook" was issued in June in two volumes to sell at \$25. For more than 30 years this has been the standard reference work on metal-mining companies, listing over 14,000 companies. The work is issued by the Mines Information Bureau, Lafayette Trust Building, Suffern, New York.

New Publications Announced by Special Libraries Association

Statistics on Commodities

"Statistics on Commodities" is a chart prepared by a sub-committee of the Commercial-Technical Group under the direction of Marian Manley of the Business Branch of the Newark Public Library. The work on this chart was begun by Mr. Cutter of the Baker Library at Harvard and through their courtesy, S. L. A. was allowed to complete the work and publish the chart. It is a master-key to the current statistics published regularly in 77 of the important magazines. It shows at a glance where one may find current figures on production, sales, prices, exports and imports of 104 basic commodities. Since magazines are the backbone of most special library reference collections, the use of this key to their statistical resources will make for greater speed and efficiency in the service we render. Every library will need at least one and probably several copies. The size of the chart is twenty-two by twenty-two inches so that it may be placed under the glass on your desk or pasted on the wall near the magazine files. The price is \$1.00.

A Bibliography for Electrical Engineers

Our Association is proud to announce the publication of "A Bibliography of Bibliographies in Electrical Engineering, 1918-1929," a noteworthy contribution to research. It is the result of several years' work of a special committee composed of ten experts in the field of electrical engineering, among whom were the librarians of the Bell Telephone Laboratories, General Electric Company, Engineering Societies Library, and Westinghouse Lamp Company under the chairmanship of Mrs. Katharine Maynard Vail, Librarian, Massachusetts Institute of Technology. The bibliography contains some 2,500 subject entries pointing the way to more than 25,000 references in books and periodicals published during the last twelve years. European authorities are extensively cited, about one-third of the references being in French or German.

The headings selected were so carefully checked to determine the best current usage

that the bibliography may well serve as a model list of subject headings for an electrical engineering library or file. Similar publications have long been available to the chemist and the physicist; this book offers time-saving aid to the engineer for the first time. It is interesting to know that the Massachusetts Institute of Technology has already ordered 100 copies for the use of their entire electrical engineering faculty. The price is \$1.50.

A New Directory

There has just been published a 1931 edition of the "Special Libraries Directory of the New York Metropolitan District." It is the work of a committee of the local association headed by Rebecca B. Rankin, Chairman. The list of special libraries includes three hundred and twenty-five, each one fully described as to subject content, methods used, personnel employed, address, and, for convenient daily use, the telephone number is given.

The Subject Index is of most use because it serves as a guide to the contents of all the special libraries and to any special collections therein. A Personnel Index containing the names of all persons, whether cataloger, order clerk or librarian and indicating if they are members of the New York Special Libraries Association is likewise of value.

The Directory is classified roughly into Groups as financial, legal, technical, etc., and a title index answers any question if only the name of the Company is known. The Past Officers and a History of the New York Special Libraries Association adds to the Directory from the standpoint of the members.

Within the ninety pages of this 1931 "Special Libraries Directory of the New York Metropolitan District" you can easily find any information you wish about special libraries or the subject content of their collections—and it is bound to save every librarian time and energy if she will have a copy on her desk near at hand. The price is \$1.50 per copy. Order through the Directory Committee of New York Special Libraries Association, 2230 Municipal Building, New York, N. Y. To members the cost is only fifty cents.

Trade Directories for First Purchase

A sub-committee of the Commercial-Technical Group of S. L. A. under the chairmanship of Ethel Cleland of the Indianapolis business branch has prepared a list of trade directories for first purchase, which means those titles essential to all librarians interested in building a directory collection. The committee got the opinions of business librarians in various fields as to the directories most valuable to them, and the resulting list is presented in four parts. Each section forms a model collection for libraries of various size budgets, that is, if one can afford only a few directories they should buy those titles in section one; if one can afford more, section two should be tapped and so on through the four parts. A total of 96 directories are listed. The publisher and price of each is given and many are annotated. Those librarians who already own many directories will want to check their judgment against this pamphlet. The list was first published in SPECIAL LIBRARIES for May 1931. The reprint may be ordered from the headquarters office at 50c a copy.

An Important New Dictionary

†HACKH, INGO W. D. A CHEMICAL DICTIONARY.

Containing the words generally in use in Chemistry and many of the terms used in the related sciences of Physics, Astrophysics, Mineralogy, Pharmacy and Biology with their pronunciations. Philadelphia, P. Blakiston's Son & Company, 1929. \$10.00.

The first edition of this Dictionary has brought to those who work with chemical terms an invaluable aid. The chemist finds accurate information in brief form, often a most useful guide for a further search for complete chemical information. The librarian finds in it an answer to many a question which otherwise would involve a search through half a dozen Handbooks. The stenographer finds it an aid to the correct spelling of chemical terms, many of which do not appear in standard dictionaries.

The explanations are necessarily brief but nevertheless they are clear and accurate. The volume is decidedly worth the price to those who work with chemistry or chemical terms.

Just Published

Economic Control of Quality of Manufactured Product

By

W. A. SHEWHART, Ph. D.

Member of the Staff, Bell Telephone Laboratories,
Inc.

- To determine the proper size of sample
- To minimize the cost of inspection
- To get the most out of engineering data
- To determine the allowable variation in quality

Full discussions of these and similar cost saving quality control questions are here based upon the application to actual engineering problems of these latest developments in scientific method.

501 pages Cloth 6 1/2 x 9 1/4 Ill. \$6.50

D. VAN NOSTRAND COMPANY, Inc.

Publishers Since 1848

250 Fourth Avenue, New York City

KEANE'S INVESTMENT TRUST MONTHLY

The only independent magazine exclusively devoted to statistics, news, and articles on investment trusts.

Subscriptions \$10 per year.

Send for free specimen copy

FINANCIAL PUBLISHING COMPANY
9 Newbury St., Boston, Mass.
NEW YORK CHICAGO

SPECIAL LIBRARIES ASSOCIATION

OFFICERS FOR 1931-32

- PRESIDENT**—Alta B. Clafin, In., Federal Reserve Bank, Cleveland.
- VICE-PRESIDENTS**—Joseph A. Conforti, The People's Gas Light & Coke Co., Chicago; Mrs. Louise P. Dorn, In., The Detroit Edison Co., Detroit.
- TREASURER**—Elizabeth O. Cullen, *ref. In.*, Bureau of Railway Economics, Washington, D. C.
- DIRECTORS**—Angus Fletcher, In., British Library of Information, N. Y. City; Eleanor S. Cavanaugh, In., Standard Statistics Co., Inc., N. Y. City; Fred A. Robertson, Hydro-Electric Power Commission, Toronto; Margaret Reynolds, In., First Wisconsin National Bank, Milwaukee.
- EDITOR OF *Special Libraries***—Ruth Savord, In., Council on Foreign Relations, N. Y. City.

GROUPS

- CIVIC-SOCIAL**—Chairman, Grace A. England, Civics Division, Detroit Public Library, Detroit; Secretary, Constance Beal, Russell Sage Foundation, N. Y. City.
- COMMERCIAL-TECHNICAL**—Chairman, Miriam N. Zabriskie, In., Western Electric Co., Inc., N. Y. City; Vice-Chairman, Edith Mattson, In., Commonwealth Edison Co., Chicago; Secretary, Marion Mead, In., Illinois Chamber of Commerce, Chicago.
- FINANCIAL**—Chairman, Ruth Nichols, In., Federal Reserve Bank, Chicago; Vice-Chairman, Lyda Broomhall, Irving Trust Co., N. Y. City; Secretary, Mildred Robie, In., Lee, Higginson & Co., Boston.
- INSURANCE**—Chairman, Laura A. Woodward, Maryland Casualty Co., Baltimore; Secretary, Helen D. Hertell, Connecticut General Life Insurance Co., Hartford.
- MUSEUM**—Chairman, Minnie White Taylor, Cleveland Museum of Natural History, Cleveland; Vice-Chairman, E. P. Allen, University Museum, University of Michigan, Ann Arbor; Secretary, Eugenia Raymond, Cincinnati Art Museum, Cincinnati.
- NEWSPAPER**—Chairman, Joseph Sheridan, *Akron Beacon Journal*, Akron, Ohio; Vice-Chairman, David G. Rogers, *N. Y. Herald-Tribune*, N. Y. City; Secretary-Treasurer, Marian Koch, *Sheboygan Press*, Sheboygan, Wisconsin; Executive Committee, William Alcott, *Boston Globe*, Boston, and Joseph Kwapil, *Public Ledger*, Philadelphia.

LOCAL ASSOCIATIONS

- BALTIMORE CHAPTER, S. L. A.**—Chairman, Laura A. Woodward, In., Maryland Casualty Co.; Vice-Chairman, William S. Hamill, In., Maryland Development Bureau; Secretary-Treasurer, Ella S. Hitchcock, Legislative Reference Bureau.
- BOSTON CHAPTER, S. L. A.**—President, Loraine A. Sullivan, Executive Assistant, Special Libraries Department, Boston Public Library; Vice-President, Raymond L. Walkley, In., Tufts College; Secretary-Treasurer, Elizabeth S. Downes, In., School of Education, Boston University; Assistant Secretary-Treasurer, Mildred Robie, In., Lee, Higginson & Co.; Executive Committee, Miss Blake Beem, *ref. In.*, Boston Medical Library, and Abbie G. Glover, Insurance Library Association of Boston.
- CINCINNATI CHAPTER, S. L. A.**—President, C. Edythe Cowie, Chamber of Commerce; Vice-President, Mrs. Lillian M. Gruber, Chamber of Commerce; Secretary, Margaret Downing, Procter & Collier Co.; Treasurer, Katherine Strong, Cincinnati Public Library.
- CLEVELAND CHAPTER, S. L. A.**—Chairman, Elizabeth W. Willingham, In., Y. M. C. A. School of Technology; Vice-President, Mrs. Alfa Gambetta, Cleveland Electric Illuminating Co.; Secretary-Treasurer, Helen G. Prouty, In., Research Service Corporation.

LOCAL ASSOCIATIONS—*Continued.*

- DETROIT CHAPTER, S. L. A.—President, Frances Curtiss, Detroit News; Secretary-Treasurer, Mary Giblin, Detroit Edison Co.
- ILLINOIS CHAPTER, S. L. A.—Marion Mead, In., Illinois Chamber of Commerce, Chicago; Vice-President, Etheldred Abbot, In., Ryerson Library, Art Institute, Chicago; Secretary-Treasurer, Mrs. Mary M. Wells, In., National Safety Council, Chicago.
- MILWAUKEE CHAPTER, S. L. A.—President, Ethel B. Slattery, In., The Three Schuster Stores; Vice-President, Margaret Bellinghausen, In., Wisconsin Telephone Co.; Secretary-Treasurer, Mrs. Zilla R. McClure, In., The Milwaukee Electric Railway & Light Co.
- NEW YORK SPECIAL LIBRARIES ASSOCIATION—President, Gertrude Peterkin, In., Legal Library, American Telephone & Telegraph Co; Vice-President, Mary Ethel Jameson, In., National Industrial Conference Board; Secretary-Treasurer, Mabel R. Crowe, Chase National Bank, 11 Broad Street; Executive Board, Marguerite Burnett, In., Federal Reserve Bank, and Walter Hausdorfer, School of Business Library, Columbia University.
- SPECIAL LIBRARIES COUNCIL OF PHILADELPHIA AND VICINITY—Chairman, Alfred Rigling, In., Franklin Institute; Vice-Chairman, Richard H. Oppermann, In., United Gas Improvement Co.; Secretary, Helen M. Rankin, head, Municipal Reference Division, Free Library; Treasurer, Ann Harned, Library Company of Philadelphia.
- PITTSBURGH SPECIAL LIBRARIES ASSOCIATION—President, Adeline Macrum, Tuberculosis League of Pittsburgh; Vice-President, Edith Portman, In., Koppers Company Laboratories; Secretary-Treasurer, Esther E. Fawcett, College of Fine Arts Library, Carnegie Institute of Technology.
- SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO—President, Annette Windele, American Trust Co.; Vice-President and Editor, Elizabeth H. Holden, Federal Reserve Bank; Secretary-Treasurer, Dorothy L. Krisher, Shell Oil Co.; Executive Board, W. A. Worthington, Pacific Gas & Electric Co.
- SOUTHERN CALIFORNIA CHAPTER, S L A. of Los Angeles—President, Marjorie G. Robertson, In., Bank of America, National Trust & Savings Association; Vice-President, Olive M. Ryder, Principal, Reference Department, Los Angeles County Free Library; Secretary, Blanche McKown, Principal, Periodical Department, Los Angeles Public Library; Treasurer, Albert Althoff, In., General Petroleum Corporation of California.

GENERAL OFFICE

STANDARD STATISTICS BUILDING
345 Hudson Street
New York City

SECRETARY

REBECCA B. RANKIN, LN.,
Municipal Reference Library
New York City