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Indexed in Industrial Arts Index and Public Affairs Information Service
Preparation for Special Library Work at the School of Library Service, Columbia University

By ERNEST J. REECE
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Courses dealing with the work of special libraries typify one answer to questions which arise in connection with various forms of library activity, and which have vexed librarians and the faculties of library schools for many years. How far should the diversities of library work be recognized in the preparation for it? Can any one program be devised which is suitable uniformly for all kinds of library work? If variations in the curriculum are attempted, should they represent anything more than specific applications of basic matter?

When the first year program at the School of Library Service was organized in 1926 these questions were taken into account, as was also the general criticism that library schools in their earlier days had inclined too much to force all students into a single mould. It seemed that the time had come for some library school to attempt a new accommodation to the needs of individuals and of the field. The desiderata for the experiment contemplated were (1) location in a center offering complete library facilities, (2) a teaching staff qualified and large enough to give courses in the several specific forms of library work, and (3) classes sufficient in size to warrant sectioning; all of which the School of Library Service expected to possess.

The experiment at the School of Library Service rests on an implied threefold division of the matter composing the basic curriculum. First are the elements of the several subjects assumed to be indispensable in all library work, viz., trade and national bibliography, cataloging, classification, book selection, reference books and work, organization and administration of libraries, library records and methods, and the history of books; which are prescribed for all students. Second, there is optional study amounting in part to a continuation of these elements, and taking the form of courses in subject bibliography, government publications, children's literature, teaching the use of books and libraries, and, again, book selection and cataloging. Third is a set of electives dealing with library service of particular kinds, constructed of matter and applications peculiarly relevant to such types of service. The course in special libraries is one of these, the others being concerned respectively with public libraries, college and university libraries, school libraries, library work with children, and cataloging and classification. In practice all members of a class study together the fundamental subjects through the first half of the school year; and for the second half choose among several fixed groups of courses, each of which consists of (1) an elective of the third type and, (2) relevant options of the second type.

Insofar as is practicable to date, diversification and an important kind of individualization seem to be achieved by this plan. The needs of the major divisions of library work are recognized and students are spared the restrictions of a completely prescribed and rigid program. At the same time the solidarity of
The curriculum is preserved, for there remains always a stable core of required matter and the several elective groupings contain considerable content in common, with the result that students' selections of courses do not commit or confine them to appointment in particular sorts of libraries. The aim is not specialization, but moderate emphasis on the side of individuals' interests. Something over two hundred and fifty students, in the eight years the school has been operating, have pursued the special libraries course; and of these a considerable number have chosen it as a major interest, taking also such courses as group with it because of their pertinence to special library work, e.g., subject bibliography, government publications, practical problems in cataloging, and in some cases indexing and publicity.

Not all the evidence regarding the scheme of electives at the School of Library Service is in; in fact, in common with other features of the curriculum the matter is under review at the present time. On the whole, however, trial indicates that it is an improvement over the old inflexible curriculum, and that probably it goes as far as conditions warrant in preparing first-year students for particular sections of their profession. True, it falls short of treating extensively the finest subdivisions within the several types of library work, notably the multitudinous varieties of special library activity; but by means of individual assignments it probably recognizes this particular divergence of interest as fully as do special librarians themselves in their organizations, and in a fashion conforming to the opportunities most students are likely to meet, and as far as field conditions warrant. Again, it sometimes brings perplexity to students who think they know too little of library affairs or of their own preferences to make intelligent choices, or who wrongly imagine that they are being asked to settle finally their careers or to limit the market for their services, but it has the very great merit of bringing such persons face to face with professional realities. And while the arrangement makes no provision for the subject study which special librarians often need, it seems obvious that such study, to be of substantial value, must include years of work under graduate school facilities; and that, even if this were not the case, neither the flow of applicants nor the placement calls so far would justify a school in abbreviating its curriculum proper for the sake of telescoping with it any specific group of subject courses.

With the introduction of work for the degree of Master of Science in 1927, it was planned to carry further the instruction in special libraries. This form of service was selected as one of the several fields in which candidates might major, pursuing a course and investigation dealing directing with its problems, and electing in the School of Library Service and elsewhere in the university study which would equip them with appropriate tools and subject knowledge. The specialization thus made possible could be carried to the point of qualifying for the degree of Doctor of Philosophy. As a matter of fact, candidates have never appeared even in the small numbers requisite for offering the course in special libraries on the Master's level. As far as this particular kind of advanced work is concerned, one of two things must be true. Either the School of Library Service has misunderstood the nature of the demand for specialized and subject study, which seems unlikely since the programs possible under the plan are highly varied and flexible; or it is for the moment in advance of its field and its market. Pending further information the inference is that the budgets of special libraries as yet are not actually including enough attractive and stable positions to encourage the extensive preparation which candidacy for the Master's degree implies.

As already intimated, there is nothing definitive about the arrangements here described, except insofar as administrative conditions affect the curriculum and courses in general. They aim to meet the necessities of persons who have in view particular aspects of library work, without neglecting the general preparation which is important to others and which they themselves may wish to fall back upon at any moment. If adaptations are practicable which the present schemes do not provide, and which harmonize with prevalent standards of education for librarianship and are within the School's resources, the Faculty will be glad to have them indicated.
IT SEEMS to me very wise to devote an issue of this magazine to training and recruiting because it is one of the most vital problems facing the special library profession today. The sooner all of us realize this and do something about it, the better. Good special librarians are needed for the jobs that are opening up and to take the places of librarians who have not kept up with the times. That seems a cruel thing to suggest, but the changes taking place in the world today demand a higher type of library research service than ever before, and the librarian who is content simply to collect and catalogue and file information is not adequate for the job that needs to be done. This Association of ours which is doing so much for our profession should, in my opinion, put even more time and thought into helping those members who are not doing the calibre of reference and research work demanded by the times. The Association is embarrassed right now in its program of developing new special libraries because so few good research librarians are available for positions.

As I conjure up in my mind the ideal librarian, the personal characteristics loom larger to me than the academic training. I am sure that I should not employ the most experienced, highly trained person anywhere available if she were not also alert, resourceful, intensely interested in what is happening in the world and in her own job, capable of meeting the men and women in our office on their own ground; and properly dressed and fairly attractive. Of course the person must also be efficient. All these personal characteristics are desirable in any field of endeavor, and few persons have all of them, but I have come to believe that they are more important as qualifications for entering business than are the various degrees of training and experience. Few of us are born beautiful and charming, worse luck, but we can cultivate a nice professional manner, as the doctors say, and certainly we can know our subjects so thoroughly that we shall be sought and found adequate on all business occasions.

But as to training. Obviously the good business librarian must know business and economics and be thoroughly acquainted with the current sources of information in these fields. It is not enough to know that sources exist, one must have used them to be able to tap them for a quick, accurate answer.

The sources of greatest importance in a business library are not books, but are the current business and trade papers, government documents, information services and the reports of various research organizations. Routine methods and library technique are of far less value in an office than knowing how to find answers to questions. I cannot emphasize strongly enough that business men do not expect their librarians to tell them where to find the answer to their problem; they want the answer itself. Therefore we librarians must develop the ability to understand business problems and to discuss them briefly with the person who wants help, so that we are sure we know what is wanted. Then we must tap the best sources quickly, weigh and analyze the information thoroughly, check it for accuracy and be able to summarize it in a written report.

I firmly believe that the next few years will see the formation of a great many new, very small business libraries. Firms do not want to devote much money or space to large collections of books. But they do want librarians who know business and are thoroughly acquainted with the informational resources of their community, who can assemble quickly the facts needed by their company. For such a job there is little demand for a knowledge of detailed library methods and no place at all for red tape. The librarian must know how to build a good data file and how to do extensive and intensive reference work. I feel sure that S.L.A. could stimulate the foundation of such libraries right now if there were enough properly trained librarians to fill the positions.
created. It seems to me a great pity that library training schools are not taking into account these present-day needs and covering the subjects that are of vital concern in the world today. Much library routine is taught that will never be used, and comparatively little help is offered on practical tools and on current subjects in demand in all libraries, public and special.

I wish that more library schools would make a study of the basic principles and methods in use in the best special libraries and evolve a practical course for persons who have decided, in advance, that they wish to enter this field of library work. I believe that by trying to train people for all kinds of library work, the schools really fit them for no one type of position. I fully appreciate that a one-year course is far too short for adequate training, but in this age of specialization the library profession would be better served, in my opinion, if schools would insist on intensive work in one field rather than giving students a smattering of all library work.

I have wandered rather far from the subject of the business librarian. I am sorry not to be able to offer a catalog of virtues and a specific curriculum that might be considered ideal training for this work, but I think none of us dare attempt that at this time. Special librarians must first clarify their own thinking and adopt some principles that will be accepted by the profession as a whole. They must then have the advice and full cooperation of library schools, and perhaps after five or ten years we shall have an adequate supply of properly trained special librarians. Meanwhile I can assure you that in business there is a large and exceedingly interesting field for the application of library service. We urge capable librarians to consider it and prepare themselves for it. The pace is fast and one must produce results, so that my final bit of advice would be: "None but live wires need apply!"

Special Library Training Problems
Comment from Four Points of View

In considering training problems as they affected different types of libraries, Miss Claflin, Librarian, Federal Reserve Bank, Cleveland; Miss Dodge, Librarian, New York Museum of Science and Industry; Mrs. Taylor, Librarian of the Chemical Department Experimental Station, E. I. DuPont De Nemours & Company, Wilmington, and Mrs. Bertha Hulseman, Librarian of the Russell Sage Foundation Library, were asked what features impressed them most strongly.

Miss Claflin discussed the subject as follows:

"Lacking certain characteristics of mind and personality, and a good background of general education, no amount of library school training will produce a successful special librarian, or, more specifically, a satisfactory financial librarian. One must already have been endowed with a fair average of mental accuracy, quickness, imagination, and adaptability, and possess the sort of personality that can hold itself on a proper footing with his surroundings, before he has ever thought of embarking on a career as financial librarian. Moreover, he must already have acquired a good cultural education, in which a genuine interest and a fair grounding in the principles of his special subject of finance and business form but a small part.

"The value of a financial librarian to his organization, as is the case no doubt with all special librarians, almost invariably depends upon the breadth of his knowledge of informational sources in all fields, and upon his intimate acquaintance with the many methods from which he may choose the ones which will most effectively and expeditiously bring to hand the information required.

"Therefore, it seems to me that by far the greater part of the one or more years of library school training should be devoted to the study of the general field of library economy, traditions, and methods. Then, full opportunity should be given for first-hand study of all types of libraries, — public, university, and special, and for examining how the basic library principles have been adapted to the varying purposes and problems of each."
"We might apply to special librarianship Albert Jay Nock's definition of culture in his recent essay on 'The Value of Useless Knowledge.' 'Culture,' he says, 'considered as a process, means acquiring a vast deal of useless knowledge, and then forgetting it.' So, a successful special librarian should know all the different ways of getting and doing things, and then discard all except the very small minimum required for the special problem at hand."

Miss Dodge, answering the questions from the point of view of a museum library, finds library school graduates lacking in adaptability to certain tasks which could not have been included in the curriculum, but are necessary in a specialized or small library. She does not find graduates from general library courses as acceptable as ones with specialized training. In general she finds people without library training but with special knowledge and aptitude the better possibilities when both are not available. The personal qualifications and background that she feels are needed are a college education preferably; dignity; accuracy; thoroughness and patience with detailed work, both in reference work and mechanical tasks such as filing, mounting, shelving. She says: "Perhaps I should add that my answers are for the small libraries, where there may not be pages and clerical workers. Library school graduates seem particularly unsuited in the libraries where they do not constantly have 'professional' assignments. For cataloging or reference work, exclusively; they have, as far as my knowledge goes, been preferable to the untrained assistants, and in the larger special libraries."

Mrs. Taylor, in considering this problem from the technical librarian's point of view, wrote: "When a technical man decides to establish a library in his organization he may follow either of two courses. He may take a person conversant with the subjects to be handled in the library and add the library training, or he may select a trained librarian who will make an effort to become conversant with the subject. The result in either case will be satisfactory if he has taken pains to select an individual of breadth of vision and adaptability who is truly interested in the work and has high ideals of service. What should be emphasized is that the training in library science is an essential. This training may be acquired by experience in a special library, but this is a long, hard road to follow. Few heads of libraries have time to spare for teaching assistants more than the particular kind of work they are handling. It takes a long time to learn the rules, and, more important, the whys and wherefores of the rules which form the basis of library methods. Moreover, it is desirable that a librarian should know many possible methods, not just those used in one place. Those who have entered the library field by this method deserve a tremendous lot of credit, but acquiring the training by way of a course in a library school is a much more efficient process and to be recommended wherever possible. In discussing the value of training with a fellow-librarian my attention was called to this quotation from an interview with J. Edgar Hoover, Director of the Division of Investigation:

"'Folks have said I overemphasize the need for educational attainments. They say a man can be a good detective without an education. Granted that is true, I say a man can be a much better detective if he has a working knowledge of evidence, of court procedure, of the law itself.'"

"If we accept the fact that training is a necessary background if a librarian is to attack her problems easily and efficiently, we must then consider what training is useful. Since it is not usual for a student to know in which direction his or her footsteps will turn after graduation, it seems desirable that schools should give a broad general foundation, teaching, toward the end of the course, that the methods learned are not, after all, unbreakable, that rules must be bent or broken every day in the specialized libraries. Students should have opportunities to visit or at least hear described as many different types of libraries as possible. They should be taught the importance of grasping the point of view of the clientele of any library where they may work, the need of learning the vocabulary of any subject they may work on, or, better still, of actually studying the subject thoroughly. Graduates should be able not only to organize a library, but to organize it so that it will satisfy the needs of the technical man or
scientist. They should be able to arrange material so that it will be where he might expect to find it, to guess ahead what his needs will be, to give him a feeling of confidence in the library, in its willingness and ability to serve. This may seem a good deal to ask, but given a librarian fortified with a knowledge of what her predecessors have found to be usable methods, and filled with a desire to serve, the rest should follow."

Mrs. Hulseman in the short time at her disposal commented briefly as follows: "I see no reason why the qualifications of a good librarian should differ much whether the librarian is in a special library or in a general public or college library.

"Certainly the desirable personal traits are the same in one as in the other, and general ability and adequate educational background are as necessary in a general library as in a special library.

"Of course a knowledge of a special field, such as social service, would be of tremendous help in a library devoted to that subject, but, after all, general training provides the necessary background such as familiarity with library tools, etc. Given ability and aptitude for library work, a good general education plus general library training and some experience, almost any librarian can acquire in time the special knowledge necessary to fit into a special field. If that could be acquired in library school after the regular training is finished, it might be desirable. I think the whole subject is comparable to education and training of doctors. Each is trained in the general field of medicine, after which specialized training may be undertaken as desired."

Business Departments in Public Libraries
Qualifications for Work Therein
By Mrs. Mary Watkins Dietrichson
Librarian, Kirstein Branch of Public Library, Boston, Mass.

What are the desirable qualifications for librarians and assistant librarians in a special branch or department of a Public Library? Not very different from those going into the work of a private special library, probably. The experience of the writer, however, has been, with the exception of two years, with public libraries, and it is from a public library viewpoint, therefore, that this discussion has been requested.

The demands on a librarian in a special library which does its own technical organizing work are threefold.

1. There must be an educational grounding for the work, with a special knowledge of the subject matter of his special library;
2. There should be added to this technical professional training; and,
3. Most important there must be personality and professional spirit.

It is hard to tell which of these can best be omitted; the lack of either is a distinct handicap to a young person wishing to go into this work. As between educational grounding and technical training, it depends on the place they are to fill in the special library. If both the other qualifications are there, assistants may be very satisfactory reference workers without technical training. In my own business branch my two assistants on the reference floor are a young woman with college degree, who majored in economics, and a young man, the only member of my staff who has not had a college course, who has, nevertheless, had valuable special grounding in a school of accountancy, from which he was graduated and where he had other economics and business courses as well as accounting. Added to this special grounding in the reference subjects they must meet, they are exceptionally satisfactory in personality and spirit of willingness to serve. There is no doubt, however, that they are restricted by lack of technical training in the type of work they can do and handicapped in looking forward to organizing work in their
library careers, which is pretty apt to be called for in an administrative position.

In this business branch we do our own classifying and cataloging. The four young women who are on the floor where the circulating desk and books are located spend part time at the desk with accompanying reference work and part time at cataloging. They need not only a good educational foundation but technical knowledge as well and all four have both. They are all college graduates with one year of technical training. The educational training of these assistants had been general rather than along the special lines of our library. They, themselves, would say, I am sure, that some special grounding in our subjects would have been helpful in a rapid acquiring of efficiency in their reference work. The first assistant in charge of that department has had years of experience in business libraries and so has long overcome that handicap; another has taken extension courses in economics since entering the work. Another had had some practical business experience which made her more adaptable to the business library work. With a good general education it is more slow but quite possible to develop good reference ability in the special subject.

Finally, in special libraries as in all libraries, the personality and spirit are of prime importance. All special library workers must be prepared to meet their public as well as do the technical work of the library. It is even more regrettable in a special library than in the closed departments of a general library when a position is filled by finding a person rather than finding the right person for that position. It may seem unappreciative to those looking for jobs, but from the standpoint of the institution the job should seek the right person to fill it. An experience of the head of a special department of a large public library is a case in point. The office force of the library was being reorganized and it seemed desirable to find a new environment for one of the young women. She had a college education and had been a very satisfactory office assistant. She had had no professional library training or experience and no special grounding in the subject of the special library department to which it was proposed to move her. What made the situation an impossible one was that as an office assistant, she had received $25 a week and she was supposed to step into the new field of professional library work at the same salary. That is not too much, or would not have been for a qualified person, goodness knows, but in this case there were two assistants in the department with college education, with library school training added, with two years' experience in the department during which they had shown exceptional ability. They were each receiving $30 a week. The head of the department, though she greatly needed more help, decided wisely, I believe, that it would be at too great a sacrifice of fairness, of professional standards, and of the morale of her assistants, and chose to carry on with her inadequate staff.

Special librarians and all librarians need more, much more, of this professional attitude toward their work. Miss Countryman, in her president's address at Montreal, called it "this important if sometimes unappreciated profession." If librarians themselves so cheapen their profession, what can we expect of the public? There is no doubt that it is "sometimes unappreciated." No business man would think of sending his stenographer into a law office to ask to be taught in a half hour how to settle his law problems, but who of us in special business libraries has not had the experience of the stenographer asking to be told in a few minutes how to catalog and classify the books they have accumulated as a library.

It is because I believe the library profession needs badly a better public recognition rather than because of any personal partiality, that I feel quite strongly that from the standpoint of the library assistant, the employing library and the profession as a whole, there is a distinct advantage in training in an established library school.

From the standpoint of the student, it gives him a broader field from which to choose and opens doors for advancement when the time comes, and it gives him a professional attitude toward his work. From the standpoint of the employing libraries, they get the pick of the young people who wish to go into library work. They have already been selected from the many applicants for admission to the library schools. It puts into the library young assistants who have the qualifications to work
up to administrative positions in the library as they are needed to be filled. They are equipped at the beginning with standards of good library service, not of just one library but the best from all libraries. A friend of mine, who herself was an excellent cook, once said that the first requirement for a good cook is to know what good food is. No amount of care or skill is effective unless there is the right standard toward which one works. In almost any job the value of intelligent and high standards is equally important for success, and the library profession is no exception.

That the training class in the Public Library has helped to raise standards during the early years in the development of our profession, there is no doubt. Library schools were a comparatively recent development and were too new and too inadequate in equipment to furnish the growing need for trained workers. But more recently it has been frankly said by library administrators that the object of the training class was to furnish the library cheaper help than could be obtained from the library schools, since budgets were inadequate. That creates rather a vicious circle, I believe. With cheaper help, the public gets an impression of cheaper service and they vote a cheaper appropriation to again get cheaper help.

The three training classes, which I have known intimately enough to lecture to, had in charge exceptionally capable directors with fine professional training and experience themselves, but they were handicapped by lack of choice of material and overworked with having to be practically the whole staff of the school. These three training classes have at present all been discontinued as far as training new people for positions in the libraries; two, with creditable professional judgment, because library schools were established in their vicinity, the third because due to the depression no new people could be hired anyway. At the same time two-thirds of the library school graduates of the last two years have no permanent positions. It is to be hoped that the situation will further discourage library training classes in favor of library schools.

The exceptional person can, of course, largely overcome the lack of part of this foundation for his career, but the ideal qualifications for the young person going into special library work are a broad general education with special grounding in the subject of the library, a year of professional training in an established library school, fine personality for meeting the public, and a professional attitude toward the work. Then with experience will come a type of librarian which cannot but help to make our profession less frequently "unappreciated."

Reading List on Special Library Training

By SARAH DeC. RUTH

IN THE preparation of a bibliography on the education, qualifications, and training of the special librarian, I hoped for clear sailing and well-charted seas. On the contrary, I soon found myself in a controversial muddle as far as education and training are concerned.

To start with, aside from the S. L. A. proposed training programs, there is very little to be found on just what the training of a special librarian should be. In fact, many do not feel that a special librarian needs any different training from the general librarian. One library school boldly says that the number of its graduates holding successful special library positions would seem to indicate that a basic course in librarianship offers a satisfactory foundation for specialized work. A librarian, in an article entitled "Does a Business Librarian Need Special Training?" dismisses the whole subject thus: "A general course fits one for special work if course has been planned so that emphasis is given certain important principles — adaptability and accuracy, for instance."

If we do agree that some special training might be well, then comes the question of how it is to be given — post-graduate course, special course, as apprentice work, or as part of the preliminary education. The question of whether any library school would be in a position to alter its present program also arises.
When we come to education instead of saying just what the educational requirements in different fields are, we generally content ourselves with the statement that the librarian should know something of the subjects covered by the special library in which he may be working. Just how that knowledge is to be acquired is another subject for controversy. Some think it can be picked up on the job through collateral reading, others that it should be a part of the previous formal education, and still others that it should be acquired through special courses after the field is once chosen. The question of whether the librarian should have specialized knowledge first and library training afterward, or whether a reversal of the procedure is better policy, is also one for argument.

As for qualifications, we too seldom cut any deeper than "tact," "initiative," "ability to sell oneself," "a knowledge of the organization."

Where does it all lead? I am inclined to agree with Miss Alexander that it is not how we train, but whom, although I do approve of Mr. Ridley's statement: "Undoubtedly it is true that the training of the general librarian may be admirably utilized in the service of special libraries, but if the few necessary adjustments which have been indicated could be introduced in the original course of training it would more nearly meet the needs of those students who elect to enter the special library field."

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(Whom to train, not how)
THE shortage of man power in the special library profession has been stressed in these columns and in meetings of our Association during the past year. To those of us who have been trying to plan ways and means of meeting this shortage, one of the greatest obstacles in our path seemed to be the lack of definite information on the profession—we did not "know ourselves" nor our profession. We are now about to inaugurate a more active campaign to interest capable people—students now in college and library school as well as trained people in other phases of library work who have a special library viewpoint. We must also impress on our library schools the necessity of expanding their present-day courses to include specially devised training for work in our field.

Of course, to be successful, such a campaign must be directed by a central committee, but every member of the Association can do much in promoting and furthering the efforts of such a committee through oral spreading of the gospel and through the writing and placing of articles in trade and professional papers, and in college and alumni publications:

This issue of *Special Libraries* offers data to be used as ammunition in our campaign. Here is presented the faculty point of view of the library school which has offered for a number of years a course in special library work, together with statements from outstanding members of our profession, setting forth what they feel is necessary in training for successful work in the specific types of libraries in which they have established themselves. As an Association, we have had all too little expression from our members of the valuable lessons they have learned from experience and consequently we have depended too much on theoretical statements. These articles are a splendid beginning in remedying this situation.

Having answered the question of what training is required in specific types of special libraries, we must then be prepared to tell the new recruit how conditions vary in each of these fields. The vital facts which an inquirer inevitably seeks to find before making a decision are: What is this field? What is the history of its development? What relation does the library bear to other departments in the same organization? Of what does the work consist? What salary can be expected? What are the opportunities for development and expansion?

As a second line of defense in our campaign we are planning to publish in each issue of the magazine a survey of conditions in the profession designed to answer just such questions. This number presents the first of the series. Others to follow will cover Advertising, Business Departments in Public Libraries, Museum, Insurance, Chemical and Petroleum libraries and the others in the many subdivisions of the special library field. Each of these will be reprinted and distributed as monographs at a nominal charge.

In order to obtain accurate data of conditions as they were in 1929 as compared to 1933, in other words, in good times and bad, we are sending out a questionnaire to the librarian-in-charge asking for these facts. This is an appeal to each of you who receives this questionnaire to answer it accurately and completely and to return it immediately. This series will be of help to our present members as well as to prospective ones, as much of the material to be contained in it will serve to support any contention as to the value of special library service. Therefore, the more specific your answers are and the more complete the returns, just so much more valuable will the results be. I am counting on you for wholehearted support in this undertaking so that we may present to the world a true picture of our professional standing.

RUTH SAVORD
The Special Library Profession and
What It Offers

I. Newspaper Libraries

In preparing such a survey, the topic of newspaper libraries was assigned for the first article since there was already available much material on which such a survey could be based. "Newspaper Reference Methods," by Robert W. Desmond, includes a quantity of interesting data, illuminating to the person wishing to enter this field. A study of its pages should not be omitted. Newspaper numbers of Special Libraries have furnished other references. The survey made by Mr. William Alcott, librarian of the Boston Globe, and discussed at the 1934 meeting of the Newspaper Group during the Special Libraries Association convention, produced still more definite information.

Field of a Newspaper Library

Just what is a newspaper library? According to Miss Alma Jacobus, librarian of Time-Fortune, "Through a newspaper library it must be possible to identify the who, what, when and where items in any story in time to enable the newspaper to include the story in its next edition. It must provide any picture or cut previously used which is required. It must provide background for news stories and feature articles as required, or indicate sources outside." The newspaper library must be prepared to furnish the necessary background for news stories such as the Shenandoah disaster, an earthquake in Japan or Italy, or a flood in the Southwest. Such background covers factual and biographical material, pictures of the individuals or countries and information on which diagrams or tables may be based.

An apt illustration described by Mr. Desmond is that of the Boston Globe's treatment of the story of the Shenandoah disaster. "At 5 o'clock in the morning, the Globe received a bulletin of 18 words, and other details slowly followed. But the paper appeared with the story of the crash, along with the story of the ship's construction and its builders, a chronological table of air disasters, a map showing the course of the dirigible, pictures of its commander and pictures of several of the victims."

Another illustration of the effective use of the library was in connection with an aviation disaster in which two planes collided in mid-air and two American aviators were killed while making a Pan-American flight. In connection with this story, a newspaper 6,000 miles away was able to take three brief press bulletins and make a complete and accurate story out of them, illustrated with photographs of the dead aviators and of the planes destroyed. This was possible because ten weeks before, when the flight was started in Texas, the librarian of this newspaper had carefully filed away the material. An efficient newspaper library not only has the background to make the details of the news interesting and intelligible, but is constantly accumulating new material for future reference.

HISTORY

Newspaper libraries were among the first special libraries developed. In "Newspaper Reference Methods," Mr. Desmond gives many details on the history of the different institutions. It is an illuminating record of the value of such collections to active organizations. The Hartford Courant, which is the oldest daily newspaper published in the United States, began the accumulation of records in 1764. The first definite newspaper library, however, was that of the New York Herald, begun in 1845, followed by the New York Tribune in 1846, the Philadelphia Telegraph in 1856, the Boston Journal in 1861, and the New York Times in 1867. Some of the most outstanding of these newspaper libraries, however, such as that of the Philadelphia Public Ledger, started in 1914, were much later in organization.

As Mr. Desmond points out, newspaper libraries followed their own sweet will until after 1900. The need for accurate information on economic and military resources in connection with newspaper stories relating to the
Spanish-American War showed many newspaper editors the value of a library to their organization. This brought more libraries into being and assisted in the re-organization of many others. The World War was another great lesson in the necessity for comprehensive sources of information immediately available, and, as a result, other libraries have been developed and many re-organized since 1914.

VALUE OF A LIBRARY

According to Mr. Desmond, "Though it is difficult to compute the value of a reference library, every newspaper maintaining a reasonably efficient one will testify that it returns in time and money saved many times the amount actually invested. . . . It is not unusual for a newspaper of 2,000 circulation to receive 50 calls in a day. Perhaps 30 of these are for clippings, books and other reference material needed by the editorial department. Library experts agree that the cost of obtaining each of these 30 pieces of information might well run to $1.00 for every inquiry. By having that information easily available, the newspaper library would not only save the paper $30, but would save time. Fifteen other requests might come in during the day for photographs, cuts, charts or maps needed to illustrate news stories. Although figures vary, it is fair to say that reference libraries on papers having circulations of 75,000 to 100,000 frequently answer 25 or more inquiries a day and, on some of the larger metropolitan papers, it is not unusual for libraries to handle as many as 500 requests a day."

The value to the newspapers, not only of the service, but of the collections themselves, is shown by some interesting figures. When bonds were issued for the Chicago Daily News building, a value of $6,000,000 was placed on its Associated Press franchise, the newspaper's good will and its reference library. In 1928 the Detroit News library was appraised by a committee of underwriters as worth $600,000. The St. Louis Post Dispatch has been estimated to be worth several hundred thousand dollars. Many are valued at about $500,000.

GENERAL ORGANIZATION

The place of a newspaper library in the general organization will vary with the department. Most newspaper libraries, for example, function as part of the editorial department. Sometimes it is advocated that the library be an independent unit or else under the budgetary control of the business manager or the publisher.

In most libraries the financial set-up varies with the individual publishing company, but the librarian has, perhaps, less direct responsibility for considering budget planning in newspaper libraries than in others.

The budgets for libraries differ according to size. Mr. Desmond found that the operating expenses of a good library on some of the larger daily newspapers averaged about 14 1/2% of the total newspaper budget for the year. A newspaper with a total operating budget of $3,000,000 a year might expect to spend about $12,000 on the maintenance of its reference department. One of the largest newspaper libraries in the country costs about $20,000 a year to operate. The maintenance costs can be scaled down according to the requirements.

The amount of floor space devoted to the library depends on circumstance. The library of the Christian Science Monitor had in its earlier quarters about 1,100 feet of space, but was given 4,200 feet in the new building. The Boston Herald Traveler, in a new building, received 2,500 square feet of floor space.

In planning his work, the newspaper librarian must take into consideration the relative needs of the different departments and to what extent direct service to the public must be given as a good will feature. In the organization itself, the editorial writer needs constant aid in verifying quotations and facts used as a basis for editorials; feature writers regularly refer to reference collections to build up their stories, and their immediate access to them through the newspaper's own collection rather than the more inaccessible files of the public library makes a great saving in time and efficient service. Local news presentations are improved by a continuous filing of data on local topics that enables the experienced reporter, however new to a community, to do his writing from an informed background.

In connection with direct service to the public, policies vary. In writing of the work of the Boston Herald Traveler, Mr. MacLeod, the librarian, says: "In addition to serving our
own establishment, we daily have scores of telephone calls and personal visits from men, women and children seeking all sorts of help and information. We accommodate most of them as a matter of good will for the paper." The Seattle Times sets an unusual standard for service to the public and, through "Main 0300," its Information Bureau answers fifteen thousand questions every day on every subject. This service is interestingly described in an article by Florence M. Walsh, supervisor, in Special Libraries for December 1931.

Not only in considering demands on his service must the librarian define his policy. He must also see what his problems are as they affect his policy of development. In considering these, Miss Agnes J. Peterson, librarian of the Milwaukee Journal, writes in Special Libraries for April 1931 as follows:

"A newspaper library is really made up of two departments, though usually they are combined as one. There is, first and primarily, the file system which contains the thousands of newspaper clippings, cuts, photographs, mats, negatives — all the material on which the newspaper will draw for additions to news stories, for features and editorials, for illustrations. The clippings or, in case the newspaper is indexed, the indexes that take their place, represent a very complete contemporary history of the community. In this branch of service the newspaper library is preeminently equipped to care for its own needs.

"The other branch of the newspaper library is the reference department proper. In organizing that branch, the librarian must at the outset make a choice. She can attempt to build up a large assortment of books, many of which she knows will be used only once or twice a year, or she can limit herself to the selection of up-to-the-minute reference books and trust to other sources to supply books and materials of a more general nature — essays, biography, history and special illustrations found in rare and old volumes."

WORK ASSIGNMENT

The organization of the work depends on the size of the library. Larger libraries have separate assistants in charge of books, clippings, photos, cut files, etc. In smaller libraries the work is usually rotated, with the major responsibility resting on the head librarian. As Mr. Desmond says, "To develop a good library the librarian must be a real director. He must be given sufficient cooperation in the form of funds, encouragement and freedom of action so that he will be able to engage the right sort of help and build a department capable of giving valuable service, uninterrupted by a shifting personnel. He must have the news instinct so that he knows news values, senses coming events and prepares material in advance of any requests to meet anticipated needs . . . ."

The duties of the librarian vary according to the organization. He must check the work done by his assistants, train the assistants, and take care of a great deal of correspondence. He frequently marks the newspaper content for filing. The smaller the town, the more varied the duties, perhaps. The librarian of the Sheboygan Press and the first assistant, for example, list as part of their activities:

- Mark the paper.
- File clippings, mats, cuts and photographs.
- Answer requests for information.
- Take care of telephone calls from the public.
- Answer mail requests.
- Gather data on local persons and business firms.
- Obtain photographs of prominent local persons.
- Get advance programs for local conventions or meetings, also advance copies of speeches, and photographs of prominent speakers.
- Prepare advance stories about conventions or meetings.
- Return photographs lent to the paper.
- See that historic dates are not permitted to pass unobserved.
- Look for stories in the paper about persons who do not subscribe, and have a marked copy and a subscription blank sent to them.
- Subdivide clippings.
- Type envelopes for mats and cuts.
- Take care of news letters from correspondents.
- Read many dailies and weeklies for exchange material.
- Read "page one" for errors.

Different newspapers foster special types of activity. The New York Times Index is too well known to need description. Another interesting development is the special crime index of the Detroit News library on which three men work constantly, watching the actions of the local courts and following every case to its conclusion. The Boston Globe, with a staff of
eleven people, keeps one member busy weeding out the files in order to make room for current items without discarding valuable old ones.

In many good size libraries, one or two of the assistants will handle photographs, cuts and books, and see that the collections are up to date. Newspaper clipping is a major activity, and the clippings must be sorted and filed with care. In an active organization, a separate information desk in the reference department has been found useful. Sometimes this reference desk is that of the librarian. More often, however, an assistant does this work, leaving the librarian free to attend to the many ramifications of the work. Such a desk provides recognizable access to information and may prove an easy approach for the members of the general newspaper staff, dissuading the less experienced from going direct to the collections.

The librarians serving the larger newspaper find that about 20% of their requests are for books, and about 80% for clippings and other materials. The demand for biographical material is larger than that for any other group.

STAFF DETAIL

The number of the staff varies with the size of the library. Most metropolitan newspaper libraries maintain a staff of from 5 to 18 members. According to the survey made by Mr. Alcott in 1934, 79 libraries that replied to the questionnaire had a total of 338 employees, or an average of 4 or 5. Other references show that the Detroit News library had a staff of 8 persons in addition to 18 in the reference department; the St. Louis Globe-Democrat a staff of 6; the Boston Herald-Traveler a staff of 9, and the Cleveland Plain Dealer had 4 on the library payroll, while, due to its large telephone reference service, the Seattle Times had a staff of 22.

Of the 79 libraries answering the questionnaire, 43 were in charge of men and 39 in charge of women, showing that the opportunities for men and women are approximately the same. Until recently, newspaper experience was regarded as more valuable than library training, and therefore men were somewhat more favored, at least for department heads. The number of library trained in this group is steadily increasing, however, with 67 listed in Mr. Alcott’s survey. The background of general information needed is leading more and more librarians to look for college-trained people to fill positions. Students from schools of journalism offering courses in newspaper reference library work are often good possibilities.

According to one leading newspaper librarian, “Present salaries are not a true index of the standards of this organization. In normal times the starting salary has been about the average starting salary of a clerk in the business office and ranged to the starting salary of an experienced copy reader for the first assistant. A better standard would be first the salary of a cub reporter, ranging to the average for the copy desk. We now require a high school education. With a higher starting salary I would expect a college education. I have one college graduate on the staff and others with several years of college training. One is a graduate of the school of journalism. From my experience I am inclined to rank intelligence above education as a requirement. A knowledge of news from the newspaperman’s standpoint and acquaintance with the technique of getting out a newspaper are necessary before one can master the intricacies of classifying our material. I class as jobs for experts: Marking and classifying clippings for filing. Elimination and revision of photographic files, and the same for clippings and pamphlets. Indexing also would qualify as a semi-expert job. I regard it as excellent training for the other jobs. It takes several years to train a person for one of the expert jobs. One can file material with a few days’ training.”

The two aspects of the work of a reference department — answering today’s requests for information, and building up the files in order to answer tomorrow’s — are the same problems as those faced by every library. The chief difference is the time element in furnishing the answers. Since speed is a prime essential, the successful newspaper librarian must have a quick mind and a retentive memory, and must acquire a thorough knowledge of the tools with which he works.

Mr. Alcott found that the N.R.A. had had a beneficial effect on the whole newspaper library field by fitting most of the libraries into the 40-hour-a-week class. Twenty-one libraries reported to him a 6-day week for employees; 15
are on a 5 1/4-day week; and 16 on a 5-day week. The Baltimore Sun, St. Paul Pioneer Press and the New York Times are on a 39-hour basis; the Christian Science Monitor and Times, Inc. work 38 1/4 hours a week.

The St. Louis Globe-Democrat in February 1932 had a staff of 6 persons, of which 5 worked during the day and one came on at 3 8/10 hours a week. Herald-Traveler limited questions during twenty-four hours a day. Every day in the week. Me found that seven one-man libraries gave telephone service to the public on unlimited questions during twenty-four hours a day every day in the year.

**SALARIES**

Salaries vary with the libraries. Mr. Alcott found that the salary figures for 45 reporting libraries totalled $337,775 for 246 employees, or an average salary of $1,370 a year or $26.34 a week. He found that seven one-man libraries reported salaries which average $1,487. These range from $775 to $2,285, and the average salary for a newspaper library assistant in St. Louis was $1,061; in San Francisco $1,240; in Milwaukee $1,292; in Philadelphia $1,422; in Boston $1,445; in Chicago $1,449; in Detroit $1,511; and in New York $1,521.

Mr. Desmond, in assembling material for his book, found that in one library the range of salaries was from $20 to $60 a week, the average being between $20 and $35. In another, the range was from $13 to $55, with an average of $28. In another organization, after six years of service, the assistant and head librarian were receiving only $30 a week. Still another organization divides $20,000 among 12 persons, with individual salaries ranging from $10 to $125 a week.

It is the general belief, amply substantiated by these figures, that the profession needs more $5,000 a year librarians rather than the $25 a week sort. During the depression salaries have, on the whole, been well maintained. While cuts were made of various kinds, restorations of these have been numerous. Four-fifths of the libraries reporting to Mr. Alcott tell of partial or complete restoration of salary cuts.

**COLLECTIONS**

Newspaper libraries of today, as exemplified by the Philadelphia Public Ledger, the Detroit News, New York Times, Milwaukee Journal, etc., are very different from mere storage places such as the earlier morgues. According to Mr. Desmond, the Philadelphia Public Ledger was regarded as having the best all-around reference department. The Detroit News he rated a close second. It has an exceptionally fine library of books also. With it ranks the collection of the New York Times.

In Mr. Alcott's report, the average collection of books is given as between 15,000 and 20,000, respectively, while the number of clippings varied from six libraries with 1,000,000 or more, to one with 11,000,000. Mr. Alcott found that the collection of books of the New York World-Telegram numbered 25,000; the Detroit News next with 24,000; and the New York Times third with 20,000.

The largest collection of photos, numbering 3,000,000, is in the Chicago Times; the Chicago Daily News has 2,500,000; the New York Daily News, the Evening Public Ledger and the New York Post each have 2,000,000; the Milwaukee Sentinel has 1,250,000; the San Francisco Chronicle, the San Francisco Examiner, the Boston Herald, and the New York World-Telegram have each 1,000,000.

There are many enormous collections of clippings. According to Mr. Alcott's questionnaire, the largest collections range as follows:

- New York World-Telegram ........ 22,000,000
- Seattle Times .................. 17,000,000
- Boston Herald .................. 8,000,000
- New York Herald-Tribune ........ 6,000,000
- Providence Journal ............ 6,000,000
- Evening Public Ledger ........ 5,000,000
- San Francisco Chronicle ........ 4,000,000
- San Francisco Examiner .......... 4,000,000
- New York Daily News .......... 4,000,000
- Chicago Daily News ........... 3,000,000
- Baltimore Sun .................. 2,500,000

Some libraries reported mats and cuts together. The Milwaukee Sentinel leads with 95,000 mats and cuts. The Oklahoma City Oklahoman, the Tacoma News-Tribune, the Salt Lake Desert News, and the Omaha World-Herald carry between 30,000 and 40,000. The Akron Beacon-Journal leads with a separate collection of 75,000 mats, and the Fort Worth Star-Telegram has 50,000 mats.
The *Springfield Republican* reports a collection of 2,000,000 cuts, a figure vastly larger than that of any other newspaper organization. Next comes the *Boston Herald* with 600,000 cuts. The *New York Daily News* has 100,000; the *Milwaukee Journal* 95,000; the *San Francisco Examiner* 90,000; the *Milwaukee Sentinel* 86,000; the *Evening Public Ledger* 85,000; the *San Francisco Chronicle* 80,000; the *Chicago Daily News* 75,000.

Of negatives, the *New York Daily News* and the *Los Angeles Examiner* lead with 400,000 each. The *Springfield Republican* has 150,000; and the *San Francisco Examiner*, *Chicago Daily News* and *Evening Public Ledger* have each 100,000.

These statistics indicate plainly that the constant growth of collections of newspaper files, clippings and photographs and cuts is the greatest problem every newspaper librarian has to face. Probably the newly developed projection machine which shows filmed newspaper files, and the miniature edition idea now being developed will be features of future newspaper libraries, since they will assist in reducing the amount of square feet of storage space.

**LOOKING AHEAD**

A decided stimulus for the development of efficient newspaper library methods came about through the organization of the Newspaper Group of the S. L. A. in 1923. This came as a result of the activities of Joseph F. Kwapil of the *Philadelphia Public Ledger*, and received the immediate and enthusiastic support of William Alcott of the *Boston Globe*, Maurice Symonds of the *New York Daily News*, Agnes Petersen of the *Milwaukee Journal*, Ford Pettit of the *Detroit News*, and others. The Newspaper Group has met regularly with the S. L. A. since 1923, and the number attending these sessions and the interest and enthusiasm of the members of the Group have been intensified with the passage of years and the opportunity to confer on subjects of special importance. The growing interest in newspaper library problems and willingness to furnish information as a basis for their study is shown by the differing response to questionnaires sent in 1927, when replies were received from only 18.4%, to one sent in 1934, when 60% replied.

As Mr. Desmond says, "This Group has done work of inestimable value in emphasizing the importance of adequate reference sources for newspapers. It has given newspaper librarians a sense of solidarity and importance. . . . The organization has helped newspapers appreciate the value of their own collections. It has encouraged a higher standard of journalism by advocating increased accuracy and more complete information, and it has brought to the attention of the publishers and editors the importance of a library in producing good news."

In many newspaper organizations the libraries are recognized as efficient information bureaus and sources of ideas. Of course there is still a wide range for improvement and a great field for missionary work, both for the Newspaper Group and for all special librarians.

In connection with the general treatment in the past few years, according to Mr. Alcott, consolidations of newspapers have led to consolidations of libraries, but there is no record of a newspaper abandoning its library.

According to Arthur S. Draper, then assistant to the publisher, *New York Herald-Tribune*, and now editor, *Literary Digest*, "In this time of severe economy and radical retrenchment, we are making no reductions in our library expenditures. It is one of the departments of the Herald-Tribune which must not lose one bit of efficiency."

According to Mr. Desmond, there are approximately 2,000 daily newspapers in the United States, but there are less than 75 newspaper libraries enrolled as members of the Newspaper Group, and only a small proportion of those can be considered as outstanding.

The possibilities for development in the field are almost limitless. Undoubtedly every metropolitan newspaper has a library and even the small town dailies have at least collections of cuts and photographs and some kind of clipping collection. Ayer's "Newspaper Directory" for 1934 lists 13,962 newspaper-type periodicals, though many of these are weeklies, etc. Since the newspaper field is constantly being narrowed by consolidations, there are not quite that many potential library positions, but in comparison with the number of newspaper librarians who are members of the S. L. A., it gives food for thought.
Heard Here and There

There are surveys and surveys, and most of them mean questionnaires! The last questionnaire filled in by members of the S. L. A. was for the Directory. The next one will be to secure definite information as a basis for budget study and other necessary data. Everyone's cooperation is urged. A particular and pressing reason for such a questionnaire is the lack of adequate information on salaries, budgets, hours, training qualifications, etc., now and during "good times." The Association needs to know the effect of the current depression on libraries and general growth. One illustration of the way this information will be used is represented in the current number of SPECIAL LIBRARIES in the first of a series of surveys, "The Special Library Profession and What It Offers — Newspaper Libraries." The Newspaper Group, with its usual forehandedness, made a survey along this line in the spring and furnished the basis for the first issue. We now need to make such a study of the whole field. Don't hesitate to give information on salaries and expenditures. It will be considered confidential and will only be used to compute the averages for making an intelligent study of this field. The S. L. A. should be the source of such information and this is one means we are using to make our records more complete.

... The Publication Committee is busy getting the final copy for the Directory into shape. When we all have our desk copies of this "inestimable boon" to special librarians, we will have a better chance to see what work has gone into this and what appreciation we owe to Miss Cavanaugh, Miss Kight and Miss Morley and their energetic aids. One definite way we can endorse the Executive Board's approval of this big job, now, however, is to fill out the advance order sheet as soon as it is received from Headquarters. Watch the mail!... The New York Library Association holds its meeting at Lake Mohonk, and the Special Libraries Round Table will be a feature of the morning program for Friday, September 28. The subject is the adaptation of SPECIAL LIBRARIES service to the small public library. Miss Savord will preside and discuss "The Special Libraries Association and What It Has to Offer." Miss Meier, head of the Industry and Science Division of the Rochester Public Library, will follow with a talk on "Public Library Service to the Business Man"; Miss Deneen, Librarian of the Corning Glass Works, will talk on "Special Libraries Service for an Industrial Concern"; and Miss Macrum of Albany will close the program with a talk on the SPECIAL LIBRARIES facilities there.
The Trade Association Bureau of the S. L. A. has been in the throes of authorship. First, the second number of a three-page mimeographed bulletin is just about to be distributed. This bulletin was inaugurated to serve Trade Association executives and code authorities, and copies are being sent to them. It is hoped that they will all reply, saying that the bulletin is a most useful tool, asking for specific help from it, and showing some definite desire to contribute to the financial support of the Trade Association Bureau. The first number, called "Facts for Trade Associations — A Digest of Current Information," brought up very pertinent points in connection with the tariff, convention, loans to industry, data on payrolls, and trade complaints. The bulletin brought out the fact that reports were under consideration on pension plans, public relations, employee insurance and industrial planning. These bulletins and the four-page leaflet on "Facts, The Trade Association and the S. L. A." ought to do much to define the status of the Trade Association work of the S. L. A. in the mind of the Trade Association executives.

The Museum of Science and Industry in Chicago has had another bit of well-deserved good fortune in the acquisition of the private chemical library of the late Dr. William Hoskins, famous chemist and inventor. The collection numbers several thousand items — books, periodicals, pamphlets, slides, etc. Much of the data is of an historical nature and will be invaluable to researchers workers in the field of chemistry. Dr. Hoskins' professional activities were primarily along industrial lines. He made many important contributions to the development of resistance wire now generally used in heating devices, chemical safety paper, luminous paints, chlorine recovery of gold, and others.

The July-August issue of SPECIAL LIBRARIES mentioned interesting developments in connection with the possible publication by S. L. A. of a Technical Book Review Digest Bulletin. The help of every reader of SPECIAL LIBRARIES is needed now on this project. Turn to page 201 and answer the question on the "Interest Indicator," and on the next page do as suggested. In the October issue more will be heard about this interesting project — but in the meantime think over the project, ask questions, and give page 201 your serious consideration.

Summer is not a slow time for adding memberships to the S. L. A. Headquarters is much pleased by five new institutional members — Goldman, Sache & Company, the Bank for Savings, the Woodrow Wilson Memorial Library and Lord & Thomas — all in New York and the Carborundum Company, Miss Scardefield, the librarian of Lord & Thomas, has been very helpful with institutional members, not only bringing in the firm of Lord & Thomas, where she is now organizing an advertising library, but during her sojourn with C. W. Young & Co., Inc., adding that investment house to the list of institutional members.

The wide range of interest the Association has through its publications and activities is shown by the active members recorded for the summer months. The geographic range, as well as the type of professional interest, is remarkable. The list includes A. Marguerite Smith, Zion Research Foundation, Brookline, Mass.; Amy Winslow, head of the Industry and Science Department of the Enoch Pratt Free Library in Baltimore; Robert Usher, Librarian of the Howard Memorial Library in New Orleans; Ruth M. Stewart, Western State College Library in Colorado; Ethelwyn Manning, Frick Art Reference Library in New York; Helen May Smith, Law Library of the Equitable Life Assurance Society of the U. S., New York; Martha E. Fouk and Elizabeth Pickering, E. R. Squibb & Sons, Brooklyn; Dr. A. Lloyd Taylor, Pease Laboratories, New York; Mrs. Allesios, Chatham Square Branch of the New York Public Library; Mary Clara Gravey, Technical Library of the New Jersey Zinc Company in Palmerton, Pa.; Jeanné Griffin, Kalamazoo Public Library.

Vacation interests in the S. L. A. are varied. Florence Fuller of the American Standards Association went hiking through mountains. Elizabeth Clarke retired to a beach umbrella on the Massachusetts shore. Rebecca Rankin led a procession including Elizabeth Wray and Marguerite Burnett to Nova Scotia. Mary Louise Alexander and Eleanor Cavanagh took a rainy week for a motor tour, taking in the various summer theatres of New England. Adeline Macrum of Albany has spent her summer by completing work for a master's
degree at the University of Pittsburgh, and had not weather to carry on this strenuous life. Some of the travelers of the Association are Florence Bradley, who is planning a trip to Mexico and is deep in appropriate reading, and Miss Eaton of the Federal Reserve Bank of Boston, who spent some of her stay in London studying the activities of the Association of Special Libraries and Information Bureaux (ASLIB) for the benefit of the S. L. A. This isn’t our only connection with ASLIB. Mr. Dalougtte of the British Library of Information is to read a paper at the current convention by Linda Morley, at the special request of the ASLIB.

... Do you know of any new jobs for librarians? This is the special topic engaging the attention of Eldine Exton, Research Assistant of the Committee on Cooperation in Federal Projects of the American Council on Education (744 Jackson Place, Washington, D. C.). Somehow that question is getting attention from more people all the time.

... Special Librarians in New Jersey have been asked to cooperate with a tentative committee of the New Jersey Library Association in considering library problems in relation to the change in social order. Marian Manley is representing special library interests on this committee. Some of the questions raised are the extent to which the depression affected libraries. Has it been necessary to call more frequently on other library resources in the state? Could a more satisfactory correlation of libraries be devised? What are the possibilities for cooperation along such lines? The problem, as a whole, will be discussed at the fall meeting of the New Jersey Library Association which will be held at the Newark Museum, October 8, 1934. Special Librarians in New Jersey and New York are urged to attend.

... The interest shown by authorities in the publications of the S. L. A. is marked. An illustration is the fact that the director of the Institute of Education of the New York University asked for a display of our publications for the summer session of the School of Education.

... Do you make a point of checking the advertisements and the publication notes in Special Libraries as soon as it is received? Do you remember to mention Special Libraries when you write to advertisers? We want to have more space in the magazine for articles, and the only way we can afford that is to have more paid advertisements in the magazine. If we can truthfully say that our readers check the advertisements for their purchases, and this statement is backed up by the letters received by publishers, we can count on a more impressive periodical. The publication notes have always been a popular feature of Special Libraries. This year many members are furnishing information for the development of the column. If all the readers will note the form in which this information is presented and send in notes of bibliographies, privately printed publications, market studies and other library treasures not easily found in the usual lists, Special Libraries will be more than ever a place for securing definite information of new publications.

Business Book Review Digest

Asley, J. C. Sales manager’s handbook. Dartnell, 1934. 932 pp. $7.50.

A source book of current statistical data and a summary of sales methods based on the successful experiences of many business organizations. There are 300 pages of tabulations, charts and statistics. A section, devoted to an analysis of selling under the codes, includes a summary of trade-practice provisions of 300 approved codes. Recommended as a valuable reference book not only for sales executives, but also for schools of commerce.

A. C. M. II. New Biol., June 1934, p. 6 60 words
Barrow’s May 28, 1934, p. 10 175 words
Bus. Week, May 19, 1934, p. 27 11 words
Ind. Arts Index, May 1934, p. IV 100 words
+ J. Retailing, July 1934, p. 61.

Brady, R. A. Rationalization movement in German industry. University of California Press, 1933. 466 pp. $5.00.

An analysis and description of the various large scale methods or devices used for increasing productive efficiency in Germany. The appendix contains detailed data, in tabular and graphic form, as well as a description of the organization work of the important directing and scientific boards. Spoken of as an intelligent, thorough treatment. In the opinion of one reviewer the style is heavy. Another says “the chief defect is its rather trusting acceptance of the latest fads in economic thinking and writing and its impatience with the more or less orthodox views.”

A technical study of the trend of production and productive capacity. Growth of total production, cycles and retardation of growth and measurement of production trends are discussed. The appendices contain statistical tables, notes on measures for production series, and a bibliography of sources. Recommended as an example of fact-finding in its highest form. In the opinion of one reviewer, the exposition of the flaws of production series and indices will be of more immediate benefit than some other parts of the study, and the information can well be used in the future as a basis for formulating the new economics.

+ Am. Econ Rev., June 1934, p. 357. 900 words.
+ Dom. Commer., January 20, 1934, p. 44. 900 words.
+ Ind. Arts Index, June 1934, p. III. 105 words.

Chadwick, L. S. Balanced employment. Macmillan, 1933. 234 pp. $2.00.

A non technical analysis of the basic principles of our economic system. The author advocates a conclusion in labor-hours, without a reduction in wage-rates. Favorably spoken of for its fairness both to employer and employee, for its clear diagnosis of our present day ills, and for the constructive proposals offered. In the opinion of one authority however, the author has disregarded the price and money phenomena and has left practically untouched actual fluctuations of business.

+ Bureun's. June 12, 1933, p. 12. 250 words.
+ Factory, April 1933, p. 39. 30 words.
+ Ind. Arts Index, April 1933, p. III. 50 words.
+ Management R., May 1933, p. 135. 140 words.
+ System, June 1934, p. 296. 40 words.

Clark, V. S. What is money? Houghton-Mifflin, 1934, 88 pp. $1.00.

An elementary and simplified treatment of the gold standard, silver question, relation of money to prices, the commodity dollar and inflation. In the opinion of some reviewers, the subject of money has not been satisfactorily explained and also certain broad statements have been made which do not seem justified. There are a few inaccuracies and in some cases the subject has been handled too briefly.

On the other hand, favorably spoken of as clear and interestingly written, presenting a classical point of view in readable form.

+ Accounting R., June 1934, p. 197. 900 words.
+ Am. Bankers Assn. J., April 1934, p. 79. 325 words.

Daniel, M. B. Corporation financial statements. Univ. of Michigan, 1934. 131 pp. $1.00.

A brief critical survey of financial statement practices of 244 industrial and utility companies, of primary interest to accountants, auditors and treasurers. Recommended for the clear presentation of the information necessary in such reports. The chapters on "Income and the Income Sheet," "Treasuries, Bonds and Reserves" will be of especial interest. It is not a textbook but has been recommended as a base for the preparation of lectures for accounting courses.

+ Bus. Week, March 17, 1934, p. 23. 30 words.
+ N. A. C. A. Bul., May 15, 1934, p. 1132.
+ System, June 1934, p. 296. 40 words.


A revision of "The Financial Policy of Corporations." It is, however, more detailed and more adequate treatment has been given to such subjects as equipment obligations. It covers all types of stocks, bonds, and special forms of securities, and gives the historical and philosophical background of the corporate entity. Highly recommended for its clear, simple style and the literary ability brought to the task, and spoken of as the master book dealing with financial structure of the corporation.

+ Accounting R., June 1934, p. 195. 300 words.
+ Barron's, May 15, 1934, p. 7. 200 words.
+ Banker's M., April 1934, p. 461. 150 words.
+ Banker's M., April 1934, p. 461. 150 words.
+ J. Accounling, May 1934, p. 310. 400 words.
+ N. A. C. A. Bul., April 15, 1934, p. 1008. 250 words.
+ M. Wall St., August 18, 1934, p. 469. 110 words.


Develops the theory of production and analyzes the way wages are fixed under equilibrium conditions. It attempts to measure the respective contributions to production by labor and capital and the marginal productivity of each. The results are summarized and the appendix contains 91 charts, 103 tables and a bibliography of 15 pages.

One reviewer states that the author's conclusions are of great importance in any serious consideration of the wage situation by the economist, banker, or the intelligent layman.

+ A. C. M. E. News Bul., July 1934, p. 7. 75 words.
+ Banker's M., April 1934, p. 462. 125 words.
+ Barron's, April 1934, p. 9. 250 words.
+ Ind. Arts Index, April 1934, p. II. 75 words.
+ Management R., July 1934, p. 244. 200 words.
NEW BOOKS RECEIVED

A compact handbook of information on commodities especially in relation to contracts for future deliveries. Many tables on prices, production, imports, etc., including 1933 figures and those for 1934 to March. Index.

An annotated bibliography of books and pamphlets arranged by subject. The list is starred to indicate basic titles in a working library. It is a delight to use, since complete information including address of publisher and price is given for each entry. Author index is included. The material is carefully selected. In form and treatment the pamphlet can serve as a model of its kind.

The report of the eighth semi-annual survey.

"Naval stores industry" deals with the clipping of pine trees to obtain resin and, through its distillation, turpentine, and rosin, pitch, tar, etc. Clear discussions, many tables and recommendations for industry. Includes general bibliography.

Contains a digest of the act as well as the complete text and a discussion of the various factors involved in its application, including a clear description of the necessary statistical data to be assembled, tabulated and studied before the adoption of a plan. Another useful publication in a valuable series that should be well represented in any library remotely interested in municipal problems.

The first of a series of studies of this problem in various countries. Due to their positions with the British Ministry of Labour, the authors speak with authority. One section is devoted to general aspects of the problem and one to detailed description of unemployment insurance methods. Includes many tables as well as charts and floor plans. The volume shows the careful planning, indexing, and citation of authorities to be expected from this source.


Newspaper references are omitted but over 1000 articles are listed under such headings as Company unions, Collective bargaining, Hours, Wages, etc. References to many labor organization periodicals are included. A comprehensive guide to a wealth of valuable material.

Contains information for banks and finance companies on Title 1 of the National Housing Act including regulations and copies of forms in use.

Hauley, H. W. Hauley's Conversion Tables. Hauley, Newark, N. J. 1934. 16 pp. 50¢.
A handy tool for use in foreign commerce giving a simple method for converting dollars and cents into pounds, shillings and pence. A formula for converting pounds into kilos or long tons included.

Administration, Washington, D. C. 1934. 29 pp. 5c.

A guide prepared as an aid in discussion of the aims, methods and accomplishments of the N.R.A. Includes suggestions for community forums on the N.R.A. and an outline for adult study groups. A list of addresses of state directors of National Emergency Council is an appendix.


Includes a discussion of textile trade associations An alphabetical list with street address of over 200 leading textile trade associations and the code authorities with addresses for approved textile codes.


Includes papers and discussions on trade associations in report of annual conference. Other pamphlets dealing with the same conference are "Management policies in the light of the New Deal" and "The economic, political and social setting of business administration."


A brief biographical note on the loved founder of the Newspaper Group of the Special Libraries Association and a selection from the tributes paid him. All who are interested in the record made by an enthusiastic, unifying worker in developing a library into an efficient and important part of an organization will wish to read this pamphlet compiled by a fellow worker.


Formerly published as "Federal and state tax systems." Includes tax charts by states, comparative tax tables by subjects, tax charts for other countries, tables of revenue, derived for all countries, etc. Provides a fund of information for the student of current economics.


A mimeographed pamphlet listing the agencies alphabetically and giving, for each one, the authority whereby it was established; a concise statement of its purpose and the address, including the telephone number, of the source of detailed information. A valuable aid for quick reference work, ably prepared.


Condensed from a report on the effects on savings banks, educational foundations, life insurance companies, etc., in France, Germany, and Austria. Author formerly of the staff of Brookings Institution. Many tables, some charts.

S. L. A. Duplicate Exchange Committee

List of Free Material

The publications listed here can be secured free, except for transportation charges, by communicating with Mrs. Mildred C. Chamberlin, Chairman of the S. L. A. Duplicate Exchange Committee, Business Branch of the Newark Public Library, 34 Commerce Street, Newark, New Jersey. Requests will be filled in the order in which they are received.

Heretofore this list has been mailed directly to individual libraries on the Committee's mailing list. Since the work has increased 60% in the last year with a distribution of over 1,300 publications, the list will appear regularly, hereafter, in these columns.

Any library wanting copies of the Commercial & Financial Chronicle should communicate with the Chairman, stating what years they lack. Several duplicate copies are on hand.

American Druggist. Drug trade supplement. 1934.
Andress & Goldberger. Health school on wheels.
Annu. Sales League Yearbook. 1931.
Athenaeum, N. C. Industry grows and prospers in Asheville district.
Baltimore city directory. 1930.
Brand Ministry of Foreign Affairs. 1931.
British. 1931. Natural wealth, econ. forces, progress.
Buyers' guide. 1931.
Buying guide. Kansas City 1930.
Candy buyers' directory. 1932.
Congressional directory. 1925-1927.
Consolidated textile catalogs. 1933.
Cotton trade journal—International ed. 1932.
Cranes market index book. 1931.
Daily industry catalog and directory. 1933.
Directory of Warehouse and Transportation. 1933.
Econ. survey of motor vehicle transportation.
Forces international golf year book. 1933.
Grahm's travel guide and hotel directory. 1931, 1932.
Handbook of the allied interior decorative orders. 1912.
Hast radio sales guide in 1929.
September, 1934

SPECIAL LIBRARIES

Hotel red book. 1933
Houston, Port book. May 1933
Indians yearbook, 1933
Ind. Arts Index. Oct. ’33, Jan. ’34, Mar. ’34, Apr. ’34; May ’34
Insurance almanac. 1932
Int. Mag. Co. Trading areas system of sales control
Iowa, Ins. Dept. report. 1928
Italian Ch. of Commerce, Almanac, 1932-33
Johnson, Rutgers Good writing
Jones, F. R. Workmen’s compensation
Judge, A. J. Let’s talk money and banking
Man. of statistics. Stock Exchange bid book 1901
Manus, trade center of the Pacific
Maryland, Registration of motor vehicles. 1933
Maryland almanac. 1917-1919; 1924
McCormick, R. Case for the freedom of the press.
Merging directory of Los Angeles county. May 1, 1931
Milwaukee industrial survey 1930
Mineral resources of U. S. 1931
Moody’s analyses of pub. at ind. 1918
Moody’s analyses of railroad nav. 1918
Moody’s banks and finance. 1930
Motor Boxing. Bow number 1933
Music Trades. Purchasers guide. 1932-33
N. C. C. Mena. on pending bonus proposals 1931
Nati. Asso. of Railroad & Tel. Comm. Proc 1925
National magazines as adv. means. 1931
National Real Estate Journal. Roster number. 1933
Neb. Ins. Dept. Preliminary statement on ins. 1932
Nemesis Ins. Dept. Insurance companies. 1933

N. Y. Bureau. Ann rep. 1935
N. Y. Ch. of Commerce. Rep. of Special Comm. on Immigration. 1934
N. Y. Conservation Dept. Ann. rep. 1927
N. Y. Council, Minutes. 1658-1775 1910
N. Y. Dept. of Agric. Farmers’ Institute, 1908-09
N. Y. Ecumenical records. 1901
N. Y. Factory Inf. Comm. Preliminary rep. 2nd rep. 1912
N. Y. Fisheries, etc. Comm. Ann. rep. 1896, 1900, 1902
N. Y. Gettysburg Comm. Final rep. 1900, 1902
N. Y. Lake Champlain Tug. Comm. 1911
N. Y. Leg. Mem. to Theodore Roosevelt. 1919
N. Y. Mem. of the Albany Comm. 1773-1778. 1932
N. Y. Papers of Sir William Johnson. 1935
N. Y. Soc. of Architects. 1931 year book
Northwestern Miller yearbook 1933
Official congressional directory. 1933
Official guide of railroads. Oct. 1934
Official guide of railroads. Spring 1934
Official register of the U. S. 1930
Oklahoma directory. 1933
Ontario, J. C. How to buy printing profitably Pennsylvania manual, 1933
Perry, B. Working together for highway beautification
Philadelphia Journal. 1920-22; 1925, 1927, 1928
Phil. Ordnance. 1924; 1925, 1927-1926
Phillips’ bus. directory of N. Y. 1933-33
Poor. Companies in Jan.-June 1929. cumulatives
Port Naval. Industrial urban opportunities
Printing. Annual review number. 1933

TECHNICAL BOOK REVIEW INDEX BULLETIN

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