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A Government System of Filing Commercial Information*

By Jay E. Fitzgerald,

Chief of the Editorial Division, Bureau of Foreign and Domestic Commerce.

The Bureau of Foreign and Domestic Commerce is in many respects a combination newspaper office and information bureau. With its corps of reporters in foreign countries and its method of collecting commercial information, you are not, perhaps, so much interested, as in the system by which this information is handled in the Bureau and distributed. However, to understand the Bureau's problems and the work it performs, it will be necessary to describe briefly its organization.

There are three principal sources from which trade information reaches the Bureau. The first and oldest of these is the consular service, which is under the immediate jurisdiction of the State Department. There are about three hundred consular officers and in addition to these many consular agencies. The commercial work of these officers is only one of the many duties they are called upon to perform, but there is received from them a constant stream of reports describing commercial and industrial conditions, which, if they are to be of value to the business public, must be issued soon after their receipt.

Second, are the commercial agents of the Bureau of Foreign and Domestic Commerce, men who are generally taken from active work in some particular industry or branch of commerce, and who make investigations of their special lines. Most of their reports are published in separate bulletins, although items of immediate importance are issued through the daily journal of the Bureau of Foreign and Domestic Commerce.

Third, there is the corps of commercial attaches, ten in number, stationed at the leading commercial centers of the world and working under the immediate direction of the Department of Commerce. This is the latest development in Governmental agencies for the promotion of our commercial interests.

The statistical work of the Bureau is a separate and distinct division and to it is assigned the duty of compiling and issuing statistics of the foreign trade of the United States, these statistics coming to the Bureau from the Customs Offices under the jurisdiction of the Treasury Department. There is also a division devoting its

entire time to the collection and publication of information on foreign tariffs and patents and trade-marks. In addition, the Bureau makes use of a large number of foreign publications, including the official gazettes and important trade papers.

The Bureau, as I have stated, is a combination publishing office and information bureau. Its greatest problem is to get out promptly the timely information that it receives. So far as possible this information is printed so as to reduce as much as possible the amount of correspondence. The publications include a daily paper, *Commerce Reports*, which is perhaps the best known and most widely quoted of its publications. Then there are monthly, quarterly, and annual statistical bulletins, tariff publications, and several series of monographs covering a wide variety of subjects.

Commerce Reports is a real daily paper. Formerly the reports from the consular officers were issued none too promptly, two or three weeks perhaps elapsing between the time of the receipt of the reports and their publication. Under the present system a report coming by cable from a consular officer on Monday afternoon is printed and in the mails by Tuesday afternoon. This requires rapid work, as business men have a right to expect that the reports issued by the Bureau shall be correct and all the facts must be checked up. They want all the information possible told in the fewest words, and they do not want succeeding issues of *Commerce Reports* to go over ground that has already been covered.

What the Bureau has termed its "collation file" developed from the needs of the editors engaged in preparing copy for this daily paper. It was necessary that they have readily available a complete record of what had appeared in *Commerce Reports* so that in editing a manuscript received an hour or two before it had to go to the printer, they could lay their hands on all published material relating to that report. The editors needed not merely references, such as were available to them in the card index that the Bureau maintains of all articles appearing in its publications, but the reports themselves. It was a loss of time to go through the bulky bound volumes of *Commerce Reports* for the articles that must be consulted.

* Address at the annual meeting of the Special Libraries Association, Louisville, Kentucky, June 23, 1917.

The solution of the problem was easy in some respects, but difficult in others. It was decided to clip every item from *Commerce Reports* and to file these clippings classified first, by country, and second, by subject. You who are familiar with *Commerce Reports* know that it contains articles on hundreds of different subjects connected with trade, coming from every quarter of the globe. To classify these articles by country was comparatively easy, for we had in our statistics of foreign trade a classification of countries which, with a few modifications, was adapted to the proposed file. The use of this classification, moreover, enabled us to coordinate to a certain degree the published statistics of our own and foreign countries. The classification of the clippings by subjects was somewhat more difficult.

At this point I may briefly describe our method of indexing *Commerce Reports*, for the classification adopted for the collation file follows closely that used in the published index. Each issue of *Commerce Reports* is indexed the day following its publication. There are three entries for each item—subject, country, and author. Carbon copies are made of every card. The originals are filed, accumulating for one year; the carbon copies accumulate for three months, when they are prepared for the printer and issued as a quarterly index. Uniformity in the main entries is absolutely essential in an index of this character, and this was obtained by drawing up a classification of subjects, with an elaborate list of sub-entries and cross references. There are about 210 main entries and over 3,500 sub-entries. The classification of subjects was based on, first, the schedule of articles used in our foreign trade statistics, and, second, the classification used by the Census Bureau in its census of manufactures. Unfortunately these two differed in many points, for the unit in trade statistics is the article, while in the census of manufactures it is the factory or industry. So far as possible these differences were reconciled. When our collation file was started it was decided to follow as closely as practicable the subject classification in the printed Quarterly Index.

To make the "collation file" of immediate value to our editors back copies of *Commerce Reports* for two or three years were clipped, pasted up, and filed. On the clipping note was made of the date and serial number of the issue of *Commerce Reports* in which it appeared. In the beginning every clipping was filed in chronological order in the appropriate folders, but soon they became disarranged and mixed up. The scheme was then adopted of using a different color of paper for each year's clippings. This has worked well and is of great assistance to the editors in locating quickly the articles published in any given year. It did not, however, prevent careless clerks from misplacing the entire folder and from mixing up the clippings for different years. At first the classification of the clipping was not noted on it when it was filed. Later the country and the subject classification were added, chiefly to assist clerks in restoring the clippings to the proper folders. Still there was trouble over misplaced folders, and finally it

was decided to have all clippings taken from the file replaced by one clerk, who is held responsible for their being properly filed. This has had excellent results. I may add that the clippings from each issue of *Commerce Reports* are handled promptly each day so that the file is always up to the minute.

Primarily the collation file was devised for the use of the Editorial Division, but it proved so easily consulted and so time-saving that clerks in other divisions engaged on hurry-up work began using it. While the business man may take several weeks to decide that he wants some information, once his mind is made up, he asks delivery of the facts in the shortest possible time. We get thousands of requests for information and few of them fail to ask for it "at your earliest convenience." And numerous visitors come to the Bureau, many of whom want information first hand and without any waste of time while they are in Washington. It is in meeting such requests that the collation file has proved of great value to the clerks of the Trade Information Division.

In recent years, material other than *Commerce Reports* clippings has been placed in the file. For one thing, we have collected a number of small maps from British and other consular reports, and from trade journals and technical magazines, showing mineral deposits, railway lines, ports, etc., of the different countries. Of the additional material the most valuable consists of memoranda on items of interest appearing in trade and scientific papers and foreign official journals. These are written up by the collation file clerk on the color of paper for the respective year and then filed the same as the clippings from *Commerce Reports*. While such references are not of particular value to the editors in their preparation of "run-in" articles for *Commerce Reports*, they are of decided assistance to the clerks of the Trade Information Division whose duty it is to assemble data in answer to inquiries.

The printed Quarterly Index of *Commerce Reports* is not available until at least a month after the close of the quarter, and when the branch offices of the Bureau were opened in different cities, it was found necessary to provide some method of making the information in *Commerce Reports* available. The success of the collation file in Washington led to its adoption in somewhat modified form in the different outside offices, each of which has built up this file with special regard to the needs of the district that it covers; but in principle it is the same as the file first developed by the Bureau in Washington.

I do not mean to say that the file I have described meets all the needs of the Bureau. It was started with one purpose in view and it has proved equally valuable in other ways. The activities of the Government at Washington are so numerous and so varied that at all times there is danger of duplication of effort and service. The work of the Bureau of Foreign and Domestic Commerce touches closely that of many other offices. It would be a waste of time and effort and a duplication of service for it to attempt to supply to business men informa-

tion available in other offices whose primary duty it is to compile such information. The most effective service that the Bureau can render business men is, first, to furnish what the Bureau has published or what it has available in other form in its files and, second, to direct business men intelligently to other sources that they should consult. Consideration of this fact has prevented the collation file from becoming a "catch all" for clippings from other than the Bureau's own publications.

One feature that gives promise of becoming quite valuable is the filing of material and references to subjects affecting the commerce of the entire world under appropriate headings in a separate section. In this we are able to place references to reports from consular officers that have not been published because they contained information of a confidential character, or for other reasons. Familiarity with such reports is essential if the editors are to handle properly material intended for publication, and it enables them to keep closely in touch with what may be called the hidden currents of commerce.

I do not know that the file we have developed can be adapted to the needs of other offices or other organizations, and I am not sure that it represents the best system for our own use. We have had many suggestions for changes. It has

been proposed, for example, that the primary classification be by subjects rather than by countries and several of our branch offices have made the experiment along these lines. Unusually, however, requests for information that reach us specify the country as well as the subject. When a correspondent of the Bureau asks for all the information available on a given subject for all the countries of the world—and we have no small number of such requests,—it can often be assumed that he does not know just what he wants or what he is going to do with the information after he gets it.

Few question the fact that Government bureaus do their work well, but many believe they take entirely too much time about it. The Bureau of Foreign and Domestic Commerce deals chiefly with business men, and for that reason, if for no other, must do its work on a business man's schedule. The "collation file" has proved absolutely necessary to the Editorial Division in getting out the daily *Commerce Reports*; it has been of great value in answering the three hundred or more requests for business information that reach the office every day; and prompt, efficient service is what the business public expects, and has a right to expect, from the Bureau of Foreign and Domestic Commerce.

What a Public Library Cannot Do for the Business Man*

By Florence Spencer, National City Bank, New York.

In considering the question of what the public library cannot do for the business man, I am not actuated by any desire to belittle the enormous possibilities for service in the public libraries, but only to accentuate those reasons frequently overlooked, for the existence of the special library, and its rapid growth today in business affairs. One of the first reasons occurring to me as a vital consideration in discussing this question, is the almost insurmountable difficulty for the public library in lending documents for active use in business conferences. Everyone in touch with business conditions or special library activities will realize immediately the need for the daily use of any number of papers and documents by the statisticians of the business house, or by the officers and employees in connection with their daily work. This is of the utmost importance, and I think, one of the most fundamental reasons for the establishment of business libraries in individual corporations. This item, namely, the fact that material cannot be taken out and used freely, brings us to another one: if there is an inquiry along the lines of some event of world-wide interest, every business house will want all the available material on

that topic at the same time, and it is humanly impossible to have duplicates enough to anticipate any and all events which may arise. It is perfectly true that without the intelligence necessary for the successful business librarian these topics would not be covered in the individual library in time to anticipate the demands, but if the librarian is alert to the interests of the house and all the intricacies of economic life, he or she cannot fail to have made some kind of preparation anticipating such a contingency. I know that this can be done and has been proved over and over again in a great many instances in a very practical way, to the entire satisfaction of the inquirers who dash to the library for information on a topic which it has never occurred to them to be interested in before.

The second reason, to my mind almost equally vital, is the fact that it would be impossible for the public library to cater to the individual needs of business houses with that full detail necessary to each peculiar organization. Elaborating on this point, I will go further and say that in a great many of the special libraries the material desired verges on the confidential, either wholly so, or to a certain degree, and in other instances there may be no confidential material but the officers or employees of that house would not care to take the public into

* Paper read at the annual meeting of the Special Libraries Association, Louisville, Kentucky, June 26, 1917.

their confidence by making inquiries along the line of particular interest to them at the moment. It must be remembered that the position of business librarian approaches that of a confidential secretary, either to a few or to many depending on the size of the organization, and with the best will in the world the public librarian cannot be the confidential secretary of rival corporations.

A third reason is that any interest peculiar to one house alone must be instantly worked up and expanded to the neglect of all other work if necessary, and the public library would be unable even with the most generous financial help, to go to the expense of gratifying the needs of any individual house when the inquiries would come from that house alone. The special library employs a staff whose progress in ability and salary depends on being thoroughly alive to the needs of the employer, and this will emphasize, I think, any of the statements I have just made, in the most practical way.

If you are willing to accept the premises I have just offered, and no doubt you will only do so after a lively discussion in which I should be more than glad to join, I on my side will gladly admit that the public library can be enlarged to the point of covering a very large field of interest, by awakening public opinion to its possibilities and its needs. But even under the most fortuitous circumstances the public library can only be made to answer some of the needs of all the public and not all of the needs of some of the public. The widely varied and highly specialized industries and interests represented in corporate life demand highly specialized attention and faithfulness to detail, and this can only be accomplished by the business librarian and the ability of the business librarian, whose services can only be rivaled by other employees serving in their various capacities for the success of their employer.

We can all join in arousing the much needed public interest in the Public Library so that its financial resources will be increased and its usefulness enlarged, retaining those workmen who naturally belong in its atmosphere and who will not, under more favorable conditions, have to leave it for occupations to which they are not temperamentally fitted. *However, this cannot be done by attempting to stifle interest in the Special Library, as it is inevitable that the special library will live and grow stronger with each passing year of this country's increasing business activity.*

Both the public and special libraries fill varying needs in the whole field which cannot be met in any other way except by the resources of their peculiar functions, and there will always be the most important demands on the resources of the public libraries by those merchants, manufacturers, bankers and companies not large enough financially to support a library on their own premises which caters exclusively to their interests, and thus public can very easily be trained, not only to look to this source, but to find what they want there. We have found special libraries developing for different trades as well as for individual houses, and it would seem that they have been formed primarily because the public libraries could not meet the demands made upon them. The public library has been woefully neglected financially in various communities, but with public interest aroused this difficulty should be overcome, and the public and special collections should be able to work in the most harmonious co-operative spirit when it is mutually recognized that interest in special lines makes it physically impossible for the public library, no matter how strong, to fulfill its whole duty to widely varying business interests, and that it caters to demands that the special library cannot and does not want to meet.

"The Bulletin of The League for Business Opportunities for Women," 19 West 44th Street, New York City, is a recent publication issued monthly, dealing with vocational openings for women. Questions of war employment and replacement problems are given prominence.

"The Official Bulletin," published daily by the Committee on Public Information, Washington, D. C., contains Government Proceedings, Appointments, Announcement of Civil Service Examinations, Price Fixing, Food Conservation Plans.

"Women's Wear," issued daily by Women's Wear Company, 33 East 13th Street, New York City, has a section on Labor Notes dealing with Current Labor Legislation, enacted and proposed; Labor Troubles; Court Decisions.

"The Food Bulletin," published monthly by the Women's City Club in cooperation with the Cosmopolitan Club and the Parents' League, New York City, contains recent publications devoted to Food Conservation.

"The Industrial News Survey" is published weekly by the Industrial Conference Board, 15 Beacon Street, Boston. It notes Current Labor and Business Problems, Sections on Legislation, Wages and Hours, Cost of Living.

A new publication of interest to business firms is: "A Directory of Mailing Lists Obtainable in Pamphlet Form Telling Where to Get Them and Their Cost," compiled by William S. Thompson, published by Putnam, 1917. The first part is a classified list of publications containing mailing lists on various subjects from Advertising to Textiles. The second part indexes the lists by special subjects.

List of References to Articles Relating to the Employment of Women on Railroads and Street Railways*

Compiled by the Bureau of Railway Economics Library.

UNITED STATES

- Railway world [Editorial].
Women in railway work.
(Railway world, v. 59: 99-100; Feb., 1915.)
- Graves, Miles William.
Women in railroading. They hold some important positions as operators and agents, and seem to like the big game.
(Railroad man's magazine, v. 27: 847-48; August, 1915.)
- Like their European and English sisters, American women will do the work of the men called to the colors
(Baltimore and Ohio employes magazine, v. 5: 11; May, 1917.)
- Pennsylvania railroad company.
[Investigation into employment of girls and women, releasing men for war service.] 2 p. 4°.
Its For the information of the public, May 1, 1917.
- Pennsylvania and Baltimore and Ohio to employ women.
(Railway age gazette, v. 62: 963; May 4, 1917.)
- Women conductors a possibility?
(Electric railway journal, v. 49: 857; May 12, 1917.)
- Women railroad employes on the Baltimore and Ohio.
(Railway age gazette, v. 62: 1066; May 18, 1917.)
- "Doing her bit."
(Railway age gazette, v. 62: 1062; May 18, 1917.)
- Brief account of "Flagwoman" on the Baltimore and Ohio Southwestern.
- Powell, T. C.
Uniforms for women car cleaners. [Letter to the editor of the Railway age gazette.]
(Railway age gazette, v. 62: 1085; May 25, 1917.)
- American women don overalls and "make good" in railroad work.
(Baltimore and Ohio employes magazine, v. 5: 21-24; June, 1917.)
- American women will do work of men called to colors.
(Railroad herald, v. 21: 158-59; June, 1917.)
- Thorne, Florence C.
Women and war service.
(American federationist, v. 24: 355-456; June, 1917.)
- Pennsylvania railroad has been experimenting with women's service.
- Railroads employing female labor.
(Railway review, v. 60: 772; June 2, 1917.)
- Girls take men's jobs as Santa Fe draftsmen.
(Chicago herald, June 22, 1917, p. 16, col. 3.)
- Female labour on U. S. A. railroads.
(Railway gazette, v. 27: 735; June 20, 1917.)
- Railroad employing women.
(Public service, v. 23: July, 1917, p. 18.)
- Buffalo, Rochester & Pittsburgh railway plan.
- Baltimore and Ohio railroad company.
B. & O. officers' annual meeting.
(Railway age gazette, v. 63: 24; July 6, 1917.)
- Speeches by Daniel Willard on the war situation and on employment of women.
- Women railroad employes.
(Traffic world, v. 20: 8; July 7, 1917.)
- Women are replacing men rapidly in lighter work on the railroads.
(New York Herald, July 8, 1917, 1st section, pt. 2, p. 1.)
- The Draftswoman.
(Railway age gazette, v. 63: 49, July 13, 1917.)
- Women on the New York central.
(Railway age gazette, v. 63: 121; July 20, 1917.)
- Women as scrap-dock employes, New York central railroad.
(Railway review, v. 61: 94; July 21, 1917.)
- Pennsylvania railroad company.
[Women employed since the war.]
Its For the information of the public, July 28, 1917
- Hand, Pitt P.
Women in railway work.
(Pilot, v. 18: 152; August, 1917.)
- Moulton, Robert H.
Her job is to make travel easy.
(Railroad herald, v. 21: 208-09; August, 1917.)
- Portrait of Miss Orpha J. Moss, travelling passenger agent, Chicago and northwestern railway
- A Splendid start. Women start well in railroad work. "Can do anything," says President A. H. South.
(The Bulletin [New York central], no. 66: 2; August, 1917.)
- Women on the New York central.
(Railway mechanical engineer, v. 91: 467; August, 1917.)
- Women supplant men in Erie shops.
(Erie railroad magazine, v. 13: 352-53; August, 1917.)
- Railway review [Editorial].
Women as machine shop employes, Pennsylvania lines west.
(Railway review, v. 61: 136; August 4, 1917.)

* To September 21, 1917.

- Women railway workers.
(Traffic world [Editorial] v. 20: 230; August 4, 1917.)
- Painting locomotives by female labour
(Railway gazette, v. 27: 170; August 10, 1917.)
- Female employment bureau, St. Louis and San Francisco railroad.
(Railway review, v. 61: 164; August 11, 1917.)
- Female employment on the Pennsylvania railroad.
(Railway review, v. 61: 172; August 11, 1917.)
- Railway review [Editorial.]
- Female employment bureau, St. Louis-San Francisco railroad
(Railway review, v. 61: 164; August 11, 1917.)
- St. Louis-San Francisco establishes school for women
(Railway age gazette, v. 63: 361; August 24, 1917.)
- Bureau of employment for women at Springfield, Mo.
- Railway age gazette [Editorial].
- Women workers on railways.
(Railway age gazette, v. 63: 323; August 24, 1917.)
- Quoting article in the London Times.
- First woman passenger agent.
(Literary digest, v. 55: 66, 68; August 25, 1917.)
- Miss Orpha J. Moss of the Chicago and northwestern
- Women employees on American railways.
(Railway news, v. 103: 190; Sept. 1, 1917.)
- Railway age gazette [Editorial].
- Go slow in hiring women workers.
(Railway age gazette, v. 63: 405-06; September 7, 1917.)
- Women employees on electric railways.
(Electric railway journal, v. 50: 437; September 15, 1917.)
- Details of uniform designed in this country for their use—Conditions of employment.
- Women in railway work.
(Electric railway journal, v. 50: 455; September 15, 1917.)
- Several railway operators state their attitudes toward the use of women if the emergency arises.
- Women dispatchers for Pennsy
(Railroad man's magazine, v. 34: 264-65; October, 1917.)
- Women free railroaders for war.
(Railroad man's magazine, v. 34: 216-17; October, 1917.)
- Women employees on American railways.
(Railway news, v. 103: 190, Sept. 1, 1917.)
- Railwaymen and enlistment: Employment of women.
In Records of railway interests in the war, II, British. p. 27-31.
Partly reprinted in Railway news, v. 103: 565; April 3, 1915.
- War service for women on railways.
(Railway gazette, v. 22: 439; April 23, 1915.)
- The Brighton railway company's training school for female labor.
(Railway news, v. 103: 743-44; May 8, 1915.)
- Women working as station porters "Carry your luggage, sir?" Amazons cry to English passenger now.
(New York Sun, May 16, 1915, p. 7.)
- Female booking clerks on the Metropolitan railways.
(Railway news, v. 103: 831; May 22, 1915.)
- Women railway employees in England.
(Railway age gazette, v. 58: 1120; May 28, 1915.)
- Women as railway workers.
(Railway gazette, v. 23: 116; July 30, 1915.)
- Women as railway clerks. A reply to "Melissa."
(Railway clerk, [London] v. 12: 188-89; August 15, 1915.)
- Women and railway work.
(Railway news, v. 103: 620-31; April 17, 1915.)
- Railway gazette [Editorial].
- Female labour on railways.
(Railway gazette, v. 23: 201; August 27, 1915.)
- Service conditions of female wages staff.
(Railway news, v. 101: 355-56; August 28, 1915.)
- Female labour on British railways.
(Central Argentine railway magazine, v. 5: 663-64; September, 1915.)
- Women railway workers.
(Railway news, v. 104: 803; November 27, 1915.)
- Women tram conductors in Leeds.
(U. S. Department of Commerce. Commerce reports, November 27, 1915, p. 804.)
- Kurdaldy, A. W., ed.
Labor, finance and the war. Published by authority of the council of the British association for the advancement of science, London, New York, 1916. 344 p. 8°.
- Abstract in Monthly review of the Bureau of labor statistics, v. 4: 355-48; March, 1917.
- Tables show number of women employed in transport services, as well as other industries
- Victimization of the G. C. women clerks.
Debate in the House of Commons.
(Railway clerk [London] v. 13, Jan. 15, 1916, p. 4-8.)
- James, E. Dennison
The "woman" clerk.
(Great Western railway magazine, v. 28: 12; January, 1916.)
- The Great Central railway and female clerks.
(Great Central railway journal, v. 11, January, 1916, Supplement.)

GREAT BRITAIN

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Draft interim report of the conference to investigate into outlets for labor after the war. Manchester, 1915. 82 p. 8°.
- Abstract in Monthly review of the Bureau of Labor Statistics, v. 2. 91-101; June, 1916.
- Women on railways: p. 99.

- Bennett, J. R.
The female clerk
(South African railways and harbours magazine, v 10: 154-55; February, 1916.)
- Women on British railways. Successful in many capacities.
(South African railways and harbours magazine, v 10: 132-133; February, 1916.)
- Employment of women as advocates.
(Electric railway service, no. 148, p. 4. March 24, 1916.)
- Women as railway carriage and engine cleaners.
(Railway news, v. 105. 602; April 15, 1916.)
- Women as railway conductors. General Manager Dalrymple of the Glasgow corporation tramways tells how the system works out.
(Acra, v 4: 1016-18; April, 1916)
- Women on British railways.
(Railroad herald, v. 20: 137-38; June, 1916.)
- Labour and the war: The employment of women.
(Railway news, v. 106. 401-02; September 30, 1916.)
- Scottish railways and the employment of women p. 401.
- Women at work
(Great Central railway journal, v. 12: 68-70; October, 1916.)
- Women workers on the Great Central railway.
(Railway news, v. 106: 441-42; October 7, 1916.)
- Stone, Gilbert, ed.
Women war workers. Accounts contributed by representative workers of the work done by women in the more important branches of war employment. N. Y., T Y (Crowell co. [1917] 320 p. 8°. "Fare-, please!" p. 108-31.
- [Women employed by railways.]
(Railway gazette, v 26: 219; March 2, 1917.)
- Extension of employment of women in Great Britain in 1916.
In U. S. Bureau of labor statistics. Employment of women and juveniles in Great Britain during the war. Bulletin 223. April, 1917, p. 53-54
From the Board of trade labor gazette, January, 1917.
A table showing increase of women employees in industries, including transport, to October, 1916.
- Replacement of men by women in industry, 11.
Tramways, Glasgow.
In U. S. Bureau of labor statistics. Bulletin no. 223, p. 47; April, 1917
- Replacement of men by women in industry, 12.
Scottish railways
In U. S. Bureau of labor statistics. Bulletin 223, p. 48-49. April, 1917.)
- The Extension of the employment of women.
(Railway news, v. 107: 600; May 26, 1917.)
- Extension of employment of women in Great Britain
(Monthly review of the Bureau of labor statistics, v 4: 879-82; June, 1917.)
"Reprinted from the British Board of trade labor gazette, April, 1917"
A table shows the extent to which women have replaced men to January, 1917, in various industries, including transport.
- Women workers and locomotive building.
(Railway gazette, v. 26: 632-36; June 1, 1917.)
- Women workers in railway goods sheds, Midland railway
(Railway gazette v. 26 660-65; June 8, 1917.)
- Abbott, Edith.
The war and women's work in England.
(Journal of political economy, v. 25: 641-78; July, 1917.)

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(Railway review, v. 60: 169; February 3, 1917.)
- Hiatt, Walter S
The efficiency of French women as railway workers.
(Railway age gazette, v. 59: 943-45; November 19, 1915.)
Abstract under title "Women workers on French railways," in Literary digest, v 52: 16-17, Jan. 1, 1916.
- L'Emploi des femmes sur le P.-J.-M.
(Journal des transports, 39th year: 52; March 11, 1916.)
- Les Chemins de fer et l'extension du travail féminin.
(Journal des transports, 39th year 272-73; October 21, 1916.)
- Joly, Henri.
La question du travail des femmes.
(Société d'encouragement industrie nationale. Proceedings: 281-96; March-April, 1917.)
- The Railroads of Canada and the war. Have successfully handled greatly increased traffic in spite of the great scarcity of labor and material
(Railway age gazette, v. 62: 1299-1304; June 22, 1917.)
The use of women, p. 1303.
- Women workers on German railways.
(Railway gazette, v. 27: 109; July 27, 1917.)
- Motorwomen a success in Rome, Italy.
(Electric railway journal, v. 50: 351-52; September 1, 1917)

The Emergency Committee of the American Home Economics Association in connection with its Free Reference Library on Home Economics is issuing a series of publications dealing with food conservation. These include "War Time Economy," "Doing Without," "The Children's Food," and a "Directory of Courses in Home Economics in Greater New York."

The General Federation of Women's Clubs announces a change in management of the General Federation Magazine. The August, September and October issues of this year will be omitted. Miss Helen Louise Johnson has been appointed as editor-in-chief. The magazine will be edited from the new office in Washington, D. C.

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The library profession is crowded with intelligent men and women. Yet it sometimes happens that we find intelligent men and women in library work who do not know of the existence of the Special Libraries Association nor of the periodical *SPECIAL LIBRARIES*.

For instance, there is a mighty interesting article in the July number of *News Notes of California Libraries* issued the first of September. As articles go, it is very interesting and full of enthusiasm.

The writer tells briefly of the Louisville Convention trip of a member of the state library. He mentions the American Library Association and its War Service Committee, the Associated Advertising Clubs of the World Display, the National Association of State Libraries, likewise the American Association of Law Libraries and the League of Library Commissions.

But what of that other affiliated organization—The Special Libraries Association! To all appearances the writer had never heard of it.

This is an odd oversight. *SPECIAL LIBRARIES*, too, is by no means dormant. Perhaps the reason for the slight lies in lack of realization of the scope, purpose and need of special libraries themselves. If a few more librarians of general collections would recognize that special libraries all over the country supplement the work of public libraries and do not compete or run in parallel lines with general collections it would materially lighten the labor of the librarians themselves. The day of the special library is dawning. The sooner people awake to that fact the better

At the time of going to press for this issue the national campaign for "a million dollars, for

a million books for a million men" is in progress. It is too early to learn of results, but it is hoped that special libraries throughout the country united in helping local committees in this all-important task

The National Life Insurance Company of Montpelier, Vermont, has recently organized a department which will do work of similar to that of a special library. Mr. Dorman B. E. Kent will be in charge.

The Department of Commerce is starting a collection of trade catalogues in the Research Division of the Bureau of Foreign and Domestic Commerce. In classifying and indexing, twenty-five general groups have been assigned as follows. Aeroplanes, automobiles, trucks and motorcycles; canned goods; chemicals, drugs and medicines; ready-made clothing; dyes and dye products; construction materials, including cement, iron, steel and lumber; fertilizers; furniture of wood and metal construction, furs, hides and skins; glass, glassware and pottery; gold and silverware; hardware and cutlery; implements and tools; manufactures of India-rubber and substitutes; jewelry; leather manufactures, including boots and shoes; machinery of all classes, such as agricultural, mining, etc.; oils; paints and varnishes; paper and cardboard; scientific instruments; stationery and office supplies; textiles; and vehicles, including cars. When future editions of catalogues are issued they will be placed with the former copies thus enabling the research worker to trace the evolution of catalogues and commodities.

The Fisk Rubber Company, at their factory in Chicopee Falls, Mass., have established a small library for the use of employees. An attempt will be made to supply the workers with material concerning their regular work. Miss Clara Rotenstreich is in charge.

Miss Marion Glenn, formerly librarian of the American Bankers' Association, is now an assistant editor of *Forbes Magazine*—a new financial magazine published in New York.

Miss Margaret S. Locke, Boston University, 1911; Springfield Training Class, 1916, and formerly librarian of Chilmark, was appointed September 1st as assistant librarian of the College of Business Administration of Boston University.

Miss R. M. Mack, for the past year chief assistant in the library of the College of Business Administration of Boston University, has been transferred to the office of the secretary owing to changes made necessary by the war.

Dr. E. E. Pratt, resigned during the summer as chief of the Bureau of Foreign and Domestic Commerce.

Mr. H. Linwood White, former librarian of the Mass. Board of Agriculture, is now librarian of the Federal Land Bank of Springfield, Mass.

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Nouvion, Georges de.
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The war wearing out imperial trains
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Due to the war. Shortage of fuel and supplies, especially in France.
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Higher French railway rates.
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- French railways may get increase in rates.
Commission appointed to study their needs reports in favor of granting it.
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Les chemins de fer français en 1916.
(Journal des économistes, 76th year: 237 57; May 15, 1917.)
- Germany railways. [Passenger service reduced for lack of cars and locomotives].
(Railway gazette, v. 26: 650; June 8, 1917.)
- Europe's railroads meeting second great trial.
All countries have raised rates and cut commercial services
(Railway age gazette, v. 62: 1453-56; June 22, 1917.)
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Les dommages de guerre et les chemins de fer.
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The United States Food Administration is starting an official library bulletin, "Food Fact News for Libraries," which will be issued monthly, giving suggestion as to food facts to be particularly emphasized, and suggesting lists of books and pamphlets and other useful material. Libraries are asked to "do their bit" along the line of food conservation by collecting and displaying material on food economy and by arranging for food talks and exhibits.

Among the many publications now available dealing with food economics are the "Food Thrift" series published by the United States Department of Agriculture.

The Agricultural Extension Department of the International Harvester Company publishes a number of booklets on agricultural subjects including Food, Canning and Gardening.

The Department of Commerce has issued as its Miscellaneous Series No. 61 "Commercial Organizations of the United States"—a revision of the former pamphlet of that name. The material is brought up to July 1, 1917, and the work has been divided into three classes. The first one is Interstate, National, and International; the second, State and Territorial; third, Local. The Interstate, National, and International associations are listed alphabetically and by trade classifications. The State and Territorial associations are alphabetically arranged, and the Local by states and territories.

The Old Colony Trust Company of Boston and the American Trust Company, also of Boston, have both issued a pamphlet on the War Revenue Act of 1917.

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(Continued from September issue.)

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Portland Branch Special Libraries Association

"Portland branch of the Special Libraries Association was organized in March. The meeting was devoted to a discussion of Miss A. R. Hasse's article in the January number of *American Industries*, and to matters dealing with organization.

"The second meeting was held June 11th in the ladies' dining room of the Oregon Building (Chamber of Commerce). Mrs. Georgene L. Miller, librarian in the Forest Service, presided as Chairman. At this meeting there were seven business firms of Portland represented. Mr. Fred A. Bullin of the Supple-Bullin, Lockwood Shipbuilding Company, gave an interesting talk on the shipbuilding industry. He explained why the building of wooden ships has been dormant for so many years and why there is such a scarcity of printed information on the subject. This led to a discussion of ways and means of mobilizing the library resources of the city.

"Mr. Galbraith of the R. G. Dun Company, said that when the matter of cooperation between business men and libraries was presented to him, he did not take kindly to the idea and came to the meeting under protest; but he was glad that he did come. What he had supposed an idealist's dream was presented in such a way that it was seen to be a practical proposition, and he could see that there was a splendid opportunity for the kind of library service we are aiming to bring about. Mr. Charles E. Cochran, President of the Rotary Club, and attorney for the Oregon-Washington Railway & Navigation Co., was a most interested attendant at the meeting. He made many suggestions toward

working out the problem of cooperation, admitted that the library material of the railroad with which he is connected was scattered all over their building, but said that he proposed to take steps immediately to have it segregated and put in shape to be made a business library. He also gave concrete illustrations of valuable assistance which had been rendered his company by at least two of the special libraries, and strongly favored the aim of the Association to increase the efficiency and usefulness of all the libraries in the city. He made a motion, which was carried, that each one present prepare a list of subjects on which his library or office could furnish information and present this list at the next meeting.

"In addition to those mentioned above, there were present, Mr. Fred W. Rogers of the Willamette Iron & Steel Works, Miss Ethel Gregory, librarian, Portland Railway, Light & Power Co.; Mr. E. N. Weinbaum, statistician, Chamber of Commerce; Mr. O. E. Stanley, Secretary, Oregon Society of Engineers; Mr. H. B. Oakleaf, in charge of Forest Products, U. S. Forest Service, and seven members of the staff of the Portland public library. The discussion was spontaneous and a friendly spirit prevailed. The members of the Association feel much encouraged. In preparation for the meeting, the Chairman interviewed many business men in the city and found them not only sympathetic in their attitude, but received assurance of future cooperation.

"Miss A. K. Fossler, of the technical department of the Portland Public Library, was elected chairman to call the next meeting."

Some of the titles of the pamphlets issued lately by the National Bank of Commerce, New York are: "Gold; a study of the shifting of the golden basis of credit from belligerents to neutrals and of the dangers in the situation." "Saving America from Bankruptcy; an intimate story of the first civil war loan." "The Principles Involved in War Financing." "Commercial Banking Practice; the law, rules and regulations governing acceptances, rediscounts and open market transactions of Federal Reserve Banks." "The Virgin Islands; a descrip-

tion of the commercial value of the Danish West Indies." "Federal Reserve Act, including Amendments to June 21, 1917." "National Bank of Commerce in New York; a great American commercial bank."

"The Quest of the Long Staple Cotton," an extremely useful little pamphlet for those interested in the textile industry has been printed by the Merchants' National Bank of Boston.

News Notes

The American Trust Company of Boston has recently issued a series of illustrated folders on various industries which have justly made New England famous. Those published to date are:

Fishing as an Industry in New England. Iron Manufacture in New England. Paper Making in New England. The Printing Press in New England. The Sewing Machine Industry in New England. Shipbuilding in New England. The Telegraph in New England. The Telephone in New England. Tool and Hardware Manufacture in New England. Woolen Manufacture in New England.

The Educational Directory for 1916-17 has been issued by the Bureau of Education as *Bulletin*, 1916, No. 43.

Alpha Kappa Psi Manual edited by R. L. Power, containing bibliographies on college fraternities and commercial education is out of print. This publication contained a history of Alpha Kappa Psi with the addition of material on efficiency and commercial education.

The Federal Land Bank of Springfield, Mass., has organized a statistical library to contain chiefly agricultural information concerning New England, New York and New Jersey. There are twelve such banks in the United States and the movement will doubtless spread until each maintains a library or bureau charged with the collection and maintenance of agricultural statistics.

An architect who undertakes to do his work without the aid of books and the monthly architectural publications is undoubtedly placing himself at great disadvantage in his struggle to excel, or even succeed in his chosen field. A workman cannot do his best unless supplied with ample and appropriate tools. Only a genius can afford to disregard what has been accomplished by others and set down in books. Unfortunately, geniuses are rare. The majority of people are not only willing, but eager to avail themselves of any assistance obtainable.—*Architecture*, July, 1917.

An interesting controversy of interest to all librarians has been the case of the State of Washington ex rel John B. Kaiser, relator, vs. A. V. Fawcett, Mayor of the City of Tacoma, respondent. The Mayor refused his signature to a warrant for expenses of Mr. Kaiser to an A. L. A. meeting and on investigation of certain library problems. The verdict has been awarded to the plaintiff. An appeal will be taken from the judgment of the Superior Court to the State Supreme Court. It will be remembered that Mr. Kaiser was very prominent in legislative reference work before entering the public library field.

The American Association for Labor Legislation issued in April and June two numbers of a special bulletin on Labor Laws in War Time.

The Massachusetts Board of Gas and Electric Light Commissioners published a compilation of New Legislation of Especial Interest to Gas, Electric and Water Companies and Municipalities Owning Lighting Plants, enacted in 1917.

The library of the American Bankers Association, New York, has acquired the library and statistical collection of Alexander Bel Mar. In this there are many hundreds of books and thousands of pamphlets, manuscripts and notes, all indexed in a catalogue of approximately 15,000 cards.

The Metropolitan Life Insurance Company has for distribution pamphlets as follows: General Population and Insurance Mortality Compared by George H. Van Buren; The Application of the Statistical Method to Public Health Research, by Louis I. Dublin, and The Vital Statistics of Old Age, by Louis I. Dublin;

The sixth annual directory of farm papers, of the Advertising and Selling Magazine appeared in the June issue.

The Organization and Management of a Farmers' Mutual Fire Insurance Company by V. N. Valgren, appeared in the Department of Agriculture Bulletin No. 530—May, 1917.

The Philadelphia Department of City Transit has issued a report on Proposal of the Philadelphia Rapid Transit Company for the Equipment and Operation of City Built High Speed Lanes. The report was submitted to the Council on March 29th. It contains many diagrams illustrating the analyses.

The Chamber of Commerce of the United States has published a Special Bulletin prepared by their Committee on Statistics and Standards. The issues contain reports on crop conditions.

Department Store Education—an account of the training methods developed at the Boston School of Salesmanship has been issued as Bulletin, 1917, No. 9, of the Bureau of Education.

"Satisfactory Service and Sound Securities" is the title of the statement of President Brush of the Boston Elevated Railway Company before the Street Railway Investigation Commission of the Massachusetts Legislature, September 6, 1917. A limited edition of this pamphlet of 56 pages has been issued. Available through the library of the company.

The acquisition of a separate office, together with an adequate clerical help, has made possible for the first time, a start toward a municipal reference library. A system of filing has been worked out, by which pamphlets and clippings on subjects relating to the various phases of city government, here and elsewhere, are classified and kept for future reference.

Publications of other cities are received in exchange for the City Journal and are kept on file. A card index of information considered valuable for reference is being worked out to aid in finding information on any subject desired.

The Commission has issued a general invitation to Councilmen, department heads, minor officials and private citizens to make use of this information and the service of the office free. If there is no information in our files on the subject desired, we know where to get it and will be glad to do so.—Toledo Commission of Publicity and Efficiency, mid-year report.

Pekin, Sept. 21.—Dr. George E. Morrison, political adviser to the Chinese government, has sold his famous Chinese library to Baron Iwasaki, a Japanese millionaire. The purchase price was \$175,000 gold, and the library is to be removed from Peking to Tokio within six weeks. Repeated efforts have been made to get the Chinese government to buy this famous collection of books, and place it at the disposal of the public, but Chinese officials did not appreciate the value of keeping such a library in China and permitted the Japanese to buy it over their heads.

Dr. Morrison had been collecting the library, which contains more than 20,000 volumes, for more than twenty years. The books are in many languages other than Chinese, and all relate to China and Chinese subjects. There are many famous old editions in the Morrison collection. It is especially rich in rare editions of the works of Marco Polo. It contains a copy of the first Latin edition of his travels printed in 1845, and also a copy of the first Italian edition of the same work printed in 1495. There are also fifteen other editions of Marco Polo works bearing dates prior to 1700. Dr. Morrison sold his library under an agreement that it is to be kept intact and called the George E. Morrison Library. His agreement of sale also provides that the buyer of the library should keep it constantly available for the use of serious students in Japan.—*Boston Transcript*.

"The United States at War: Organizations and Literature," compiled under the direction of Mr. Meyer, has been issued by the Library of Congress. It contains a list of voluntary organizations which are assisting the government in the present emergency. Descriptive notes are added in regard to activities of the organizations and references are included.

The Russell Sage Foundation Library Bulletin for June describes several collections in New York which would be of interest to social workers.

The National Board for Historic Service at Washington is a voluntary and unofficial organization for the organization of the services of historical workers in the United States. Mr. W. G. Leland is the secretary with offices at 133 Woodward Building.

Mr. Napoleon Wagner, 1101 Emerson St., Denver, has for distribution copies of his pamphlets on taxation. The titles are "The Plan of Utility on Intrinsic Gold Value;" and "The plan of Utility versus the Somers System of Taxation."

"The Utilization of Statistics in Business," a paper presented at the annual meeting of the American Statistical Association by Dr. J. H. Parmelee, Statistician of the Bureau of Railway Economics, was printed in the quarterly bulletin of the Association for June.

The National Bank of Commerce in New York City has established a library. The collection will include books on economics, the industries, statistics of imports and exports of all the countries, government documents, directories, year-books, trade journals, etc. The material is intended not only to supply the particular needs of the Statistical Division, but it is also for the general use of the various bank departments. The library is now receiving between 75 and 100 periodicals. Some of these will be clipped and the material filed; others will be indexed and catalogued before placing on the shelves. These clippings will be sent daily to the various departments of the Bank interested in this subject. The librarian, Mr. Paul R. Byrne, a graduate of Notre Dame, and of the New York State Library School has had experience in the Document Division of the New York State Library and the Document Reference Division of the Ohio State University Library at Columbus.

The Report of the Tax Commissioner of Massachusetts for the year ending November, 1916, contains several pages on the subject of corporation taxation. This includes stock transfer tax, taxation of life insurance companies, equalization of assessments of real estate, and taxation of legacies and successions.

"Historical Sketch of Government Ownership of Railroads in Foreign Countries," by W. M. Aeworth, first presented to the Joint Committee of Congress on Interstate Commerce, has been issued as a pamphlet of 61 pages. Available through the Bureau of Railway Economics Library.

The National Special Aid Society opened last winter a free reference library on home economics, in its rooms at 259 Fifth Avenue, New York City. The collection includes books on home economics, government bulletins, and the publications of home economics departments of colleges and universities, as well as clippings from periodicals of interest.

Printers' Ink for September 20, 1917, prints the address of the late H. E. Legler, librarian of the Chicago Public Library, given originally before the Public Library Advertising and Publicity Conference, Chicago. His subject advocated an annual appropriation for library advertising and the application of successful advertising policies of the business world to large city libraries.

"The So-called Librarian's Real Duties," by President Brush of the Boston Elevated, published in the June number of *SPECIAL LIBRARIES*, was reprinted in the *Efficiency Journal* for August. In it there was no reference to *SPECIAL LIBRARIES* but the September number notes the omission and properly credits the article to *SPECIAL LIBRARIES*.

The American Hard Rubber Company, 11 Mercer Street, New York, is organizing a library under the direction of S. H. Renton. General business information will be collected.

The Food Facts Bureau, a special library and information bureau on all matters relating to food conservation and food economy, was opened in September, at 69 Bedford Street, Boston, Mass. It is under the direction of the War Service Committee of the Women's City Club. Mrs. Herbert H. White is chairman of the Food Facts Committee which has charge of the work. The Bureau is open to the public as a free reference collection. The library is largely represented by pamphlets and bulletins. Publications are received from the different experiment stations throughout the country. It is planned to issue a bulletin on food facts later.

In London, the Central Bureau for the Employment of Women is organizing a special library which is to be opened early in 1918. Information relating to war employment and training of women will be a feature.

The third report of the State Bureau of Immigration, Labor and Statistics of Utah has been published as "Statistics and Resources of Utah," a paper covered book of 492 pages. The volume contains maps and many illustrations. There is no table of contents but a good index brings forth the mass of material stored in the report.

"The Navigator or Mariners' Guide," by Captain R. M. Pugsley, now in its third edition, is published by the New Jersey Paint Works, Jersey City.

A Division of War Trade Statistics has been created in the Bureau of Foreign and Domestic Commerce at Washington. Prof. A. A. Young of Cornell has been appointed the division chief. Others employed in the work will be composed mainly of economists and statisticians.

The War Convention of American Business was held by the United States Chamber of Commerce at Atlantic City, September 17-21. The topics for sessions were as follows: "What American Business may do to give Further Aid in Winning the War;" "How American Business can help Promote the Development of Transportation on Land and Sea as a Primary Factor in Winning the War;" "Functions of the Commercial Organizations in War."

Subjects of discussion included: "Organization of the Governments' Buying;" "Control of Prices on Raw Materials and Finished Products;" "How the Business of the Country May Improve its Present Organizations Better to Serve the War Needs of the Nation;" "Priority of Transportation and Distribution of Materials and Finished Products for the Government, the Allies and the Public at Large;" "The Increased Use of our Inland Waterways and Coastwise Transportation;" "What the Business Men of the Country may do to Accelerate the Shipbuilding Program;" "Fuel Conservation;" "Better Use of Freight Cars and Terminal Facilities;" "Utilization of Motor Trucks and Trolleys;" "Cooperation on the Food Problems;" "Economics in the Use of Materials, Power and Delivery Services;" "Saving on Storage Space;" "Further Development of the International Chamber of Commerce and the Participation of American Business Organizations;" "Priority Regarding Private Contracts;" "Organization of Government Buying;" "The Man Problem;" "The Merchandise Problem;" "Trade Acceptances;" "Commercial Credit During and After the War;" "Taxation and Bond Issues;" "Export Control;" "Pan-American Trade and the War;" "Cooperation in Foreign Trade;" "European Post-War Trade;" "Stabilization of Exchange During the War;" "Trade and Financial Cooperation with our Allies;" "Employment Problems Raised by the War;" "Extent to Which English Experience is Helpful;" "Transfer of Workmen to War Industries;" and "Readjustment in Employment After the War."

"The Cost Price of Success," a commencement address, by Secretary T. L. Davis of the College of Business Administration of Boston University before the graduating class of the Bradford Dyrfee Textile School at Fall River has been issued in pamphlet form for distribution.

Soils and Fertilizers, by T. Lyttleton Lyon. (Macmillan Co., New York, 255 p., \$1.10.) is a new volume in the Macmillan Rural Text-book Series edited by L. H. Bailey. The rapid development of agricultural instruction throughout the schools and colleges of the country has made a general text on the subject very inadequate. *Soils and Fertilizers* is a specialized text yet its treatment has been made to present the subject so as to be easily understood by pupils without knowledge of chemical or other scientific formulæ. Good exercises follow each chapter and serve as concrete illustrations of the reading matter. Prof. Lyon has written a needed text book for schools with agricultural courses. It is not, nor is it intended to be, a class book for college work.



Book Reviews

Important Federal Laws. Compiled by Dr. John A. Lapp, B. F. Bowen and Company, Indianapolis. 933 p. \$6.00.

This compilation of the most important federal laws by Dr. Lapp, formerly editor of *SPECIAL LIBRARIES*, fills a long felt want in libraries, in business, and law offices. To one who has hitherto been obliged to search in numerous government publications for various national acts, the importance of this volume is at once evident. What is lost in a complete set may be found in a single volume. The acts are subdivided under general heads as follows: Agriculture and horticulture, vocational education, banking, immigration and naturalization, regulation of business, food and drugs, labor, taxation and revenue, interstate commerce, federal elections, national defense, trade marks and copyrights, moral reform laws, bankruptcy, criminal code, etc. Under each of these various headings the many federal acts are found. "Important Federal Laws" is the most up-to-date book of its kind. It includes the National Defence Act, the Conscription Act, the Shipping Board Act, and others recently enacted. A supplement will be issued in pamphlet form at the close of each session of Congress, showing changes made in the acts in the volume and important new acts. To purchasers of the book, there will be sent, without charge, the supplement issued at the close of the present special session of Congress. The growth of federal power has greatly increased during the past few years making it necessary for the lawyer or business man to take into consideration in the conduct of every day affairs the acts of the federal government. Conditions have greatly changed until now there are few transactions in American business life which can be transacted across state lines without the consultation of federal laws. Lapp's "Important Federal Laws" should bring before the citizens of the country in a striking way the significance of modern changes in the relations existing between the states and the nation. Some of the more important acts in this volume include:

The Federal Reserve Act. The Farm Loan Act. The National Bank Act. The Tariff Law. The Tax Act of 1916. The Vocational Education Act. The Interstate Commerce Act. The Anti-Trust Acts. The Anti-rebate Acts. The Immigration Law. The Naturalization Law. The Bankruptcy Act. The Agricultural Education Acts. The Warehouse Act. The Cotton Futures Act. The Grain Standards Act. The Income Tax. The Corporation Tax. The Inheritance Tax. The Tariff Commission. The Safety Appliance Acts. The Workmen's Compensation Act. The Employers' Liability Acts. The Hours of Service Act. The Child Labor Law. The Eight Hour Law. The Animal Disease Acts. The Criminal Code. The Federal Election Laws. The Pure Food and Drug Act. The Anti-Cocaine and Opium Acts. The Federal Liquor Laws. The Conscription Act.

Federal Judicial Code. Constitution of the United States.

It would be difficult to imagine a more useful book than "Important Federal Laws" and Dr. Lapp is to be congratulated upon such a successful compilation.

Translations of Foreign Novels—A Selected List. By Minerva E. Grinnon. Boston Book Co., Boston, 84 p. \$1.00 net (Useful Reference Series No. 18.)

A useful bibliography of translations of foreign fiction. The general arrangement is by language with the largest divisions, French and German, first. The other divisions arranged alphabetically comprise translated fiction of Belgium, China, Denmark, Holland and Netherlands, Egypt, Flanders, Greece, Austria-Hungary, Italy, Norway, Poland, Roumania, Russia, Spain, Sweden and published material in Yiddish. Works in each language are arranged alphabetically by author. There is a good title index with cross reference from other titles for the same book. Every book listed was examined by the compiler and all are in the Reference or Circulation Department, or the Library School of the New York Public Library. Each title includes an abbreviation designating where it may be found in one of the above sources. This makes the volume of especial value to those in New York City but it should be of none the less value to library workers and students everywhere.

Argumentation and Debate. By O'Neill, Laycock and Scales. Macmillan Co., New York, 495 p. \$1.50. Those who have read and studied Laycock and Scales' *Argumentation and Debate*, first published in 1904, will be glad to welcome this edition completely re-written by Prof. O'Neill of the University of Wisconsin. Although the original work was used widely as a text—and continued to be adopted—yet its treatment did not seem to warrant using it in college work. Particular stress has been laid upon methods and precepts which argumentation has borrowed from logic, law, rhetoric and oratory. Direct quotations have been used frequently and with an outline to each chapter accompanied by exercises there is little left to be desired in a college grade of text book for debating and public speaking. A four-page bibliography is appended.

Twentieth Century Drama—English-Irish-American. By Florence E. Foshay. 2d ed. rev. and enl. (Jan. 1900 to April 1917). Boston Book Co., Boston. 34 p., paper, 35 cents net. (Bulletin of Bibliography Pamphlets No. 22—rev.) This bibliography of twentieth century dramas includes American, English and Irish published for the first time between January 1, 1900 and April 1, 1917. When originally published it included only to 1915 but this revision and enlargement of the second edition brings

additional works up to April of this year. Reprints have been included only when they occur in an author's collected works published after 1900. Both the American and English edition of English plays have been given when these could be found. No children's plays have been included. The rapidity with which reprints of this pamphlet have become necessary is sufficient proof that the bibliography fills a definite need.

"How to Live at the Front—Tips for American Soldiers." By Hector MacQuarrie. J. B. Lippincott Co., Philadelphia, 269 p. \$1.25 net.

Lieutenant MacQuarrie of the Royal Field Artillery, the author of this book, has been in America on leave. While here he has many times talked informally to officers and men preparing for active service. It is the belief of the author that in war not only is a man's body in danger but his soul also. And so throughout the entire volume MacQuarrie in an informal way talks on informal matters of life at the front. In a more or less personal sort of way one reads of the soldier's first weeks in camp, of the discipline, duties, and so forth. "How To Live at the Front" is distinctly a book for the American soldier and naturally it would be incomplete without chapters describing those with whom the American Army will come into contact. The characters of the Tommy, the Poilu, the French people whom one meets behind the lines and the English as a whole are narrated in an interesting manner. "A Curse of War," the title of chapter eleven, gives one an idea, not of the atrocities or fierce battles, but of the hidden, lurking menace that confronts the soldier while on duty. The body can be taken care of by one who knows how to be careful and believes in the importance of fighting for his country instead of dying for it. We are gradually getting a little closer to real life perhaps, and it is a pleasure to read this chapter in which the Lieutenant with great sincerity points out to the American recruit the various evils which have undermined the health and morals of British soldiers and Allied troops. Not so many years ago a subject such as this would have been shunned rather than faced squarely as has the author in this book. In closing, Mr. MacQuarrie is not afraid of being religious and with tremendous force and earnestness he describes the work of religious services at the front. Many men on the battle field are saved in times of peril by the courage of their belief, not only in their cause but in their God. With good illustrations and much pertinent advice "How to Live at the Front" is certain to take a place in the front rank of books intended for the soldier who is going to France. "It is for the man who wants to fight for his country and knows that he will be more useful fighting than dying, for the man who wants to return with an unsmirched soul, for souls as well as bodies are in danger in and behind the trenches." The author apologizes for the informal treatment of his book and says that it was due to working under pressure in the preparation of the manuscript. There is no need of an apology either for the book or its

narrative style. If nearly five years in a Western Cadet Corps as private and staff officer both in the hospital corps and in the line give the reviewer any right to predict the reception of MacQuarrie's book, he is of the decided opinion that it will fill a unique place in the hearts of "our boys" when they are transported to Europe "to fight for Democracy that the world may be a better place to live in." R. L. P.

Davis Secretarial Series. Compiled by Theodore L. Davis. Students' Supply Shop, Back Bay, Boston, 64 p., \$2.25.

Davis Secretarial Series, a portfolio in loose leaf form, was originally used in the War Emergency Courses for women at Boston University. It contains some of the knowledge necessary for secretaries of all kinds, as well as for those studying business in all its aspects. The first lecture, "Starting a New Position," by the Supervisor of Employment, gives practical hints for the young woman working in an office for the first time. Then follows "How to Choose a Good Stock or Bond," by the Instructor in Investments, which points out in a practical way the difference between speculation and investment. "The Monetary System of the United States," by a professor of Economics, comes next, followed by "A Résumé of the Field of Business Management," by the faculty member in charge of the course. This is perhaps the most thorough chapter in the book. It not only gives a résumé of the field, present forms of organization, concentration of industries, scientific management and its objectives, and the human factor, but it compares most of the different subjects with other views and tells definitely both sides of the question. "Sources of Information for Secretaries," by the Librarian of the Insurance Association of Boston, will be of most interest to those in the library profession. It dwells briefly on libraries, associations, periodical indexes, digests, almanacs and year books, directories and dictionaries, and takes up the duties of the secretary in a corporation and in unincorporated associations. References are included. "Notes on Commercial Law," by the Head of the Law Department, take up briefly contracts, commercial instruments, agencies, and the statute of frauds. Several pages on "Notes on Transportation" give the phraseology of transportation, ways to ship, and forms used by different types of shipping concerns. "The Woman in Business," the next to the last chapter, takes up in an informal way the place of women in business life—it emphasizes the importance of grammatical accuracy, co-operation, how women in offices should dress, and so forth. The last chapter on "The Preparation of Mailing Lists," by the Editor of the University weekly, takes up in detail the preparing of mailing lists in campaigns and other selling schemes.

Although the Davis Secretarial Series shows evidence of hasty compilation, yet it is worthy of a place in the scant literature of secretarial studies. Its practical use was evident through the past summer where it was used for the emergency classes for women, with an enrolment of upwards of a thousand. R. L. P.