


11-1-1920

Special Libraries, November 1920

Special Libraries Association

Follow this and additional works at: https://scholarworks.sjsu.edu/sla_sl_1920

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

Recommended Citation

Special Libraries Association, "Special Libraries, November 1920" (1920). *Special Libraries, 1920*. 8.
https://scholarworks.sjsu.edu/sla_sl_1920/8

This Magazine is brought to you for free and open access by the Special Libraries, 1920s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1920 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

Special Libraries

ADELAIDE R. HASSE, Editor
Council of National Defense
Washington, D. C.

Vol. 11.

November, 1920

No. 9

The Business Man and the Public Library

By GEORGE F. BOWERMAN,
Librarian, Public Library, Washington, D. C.

Detroit, Grand Rapids, St. Paul, Boston, Los Angeles, St. Louis, Newark, Indianapolis, these are among the American cities where commercial, industrial or business service is being promoted by public libraries. In England commercial service by public libraries is being adopted with growing satisfaction to the public as well as to the library. In this article, which represents the substance of an address before the Washington, D. C., Chamber of Commerce on November 9, 1920, Dr. Bowerman pleads for the fuller use of this service in the national capital.

In my talk to the Chamber of Commerce this evening, I shall try to use the language of business. It is my purpose to sell the Public Library to you. "But," you say, "it is free; why do we need to buy it?" But is it really free to you? You have paid for it by your taxes. But do you really own it? Own it, I mean, as you own and get service from your watch or your automobile; or perhaps a better example would be the streets which as citizens you own and use. In other words, do you realize on your investment in your Public Library?

What does your Public Library mean to you? Is it simply a handsome building, located on Mt. Vernon Square, one that you point out to strangers on your way to and from the Union Station, an ornament to the city and a monument to Andrew Carnegie? Or does the library mean to you its collection of 225,000 books composed, perhaps you think, mostly of "polite literature" but having no real interest to you as business men? The building is not the library, but only the house in which the library lives. Books alone do not make a library, unless they are made vital by organization and use. The real library is therefore, the live organization of competent, trained, eager library workers banded together to furnish an expert information service. In rendering that service, they use books—not just any books, but books that are carefully selected so as to be best suited to each purpose—they use pamphlets, documents, periodicals, maps, clippings and pictures—the whole world of print.

What Is the Library?

"What subjects are covered?" you ask. If this were a citizens' association, I should speak of the books and information service on taxation, municipal government, Americanization and citizenship. If this were a

parent-teachers association, I should dwell on the library's service to children—the function of the library in supplementing the work of the school and helping the young citizen to carry on his education to the end of life. But to a commercial organization it is appropriate to speak of the library's information service on business affairs.

Expert Information Service.

The members of this chamber, merchants, manufacturers, bankers, insurance men, sell me (personally and officially) goods, service and information, and in exchange get my money; if the goods and service are satisfactory and at reasonable prices, they also secure my good will. In turn, I wish now to induce you to take my official goods, i. e., the information service that you have already paid for in taxes, and secure in exchange your good will—your support in the effort to enlarge the library's business and the extension of its service.

So I as general manager of the Public Library have brought with me to this hotel some samples of my goods, i. e., some carefully selected books and magazines on business subjects. More important, I have brought with me two members of my staff, Miss Ruth Todd, chief, and Mrs. Edith W. Moore, first assistant of the library's industrial division, who have charge of these business books and who give this information service. In this selling talk, I can speak of only a few books and subjects covered and mention only a few examples of the services actually performed. At the close of the meeting, I hope the members will examine the exhibit and meet the library representatives.

Perhaps some member will say that his business is too special for anything to be written upon it. Do not too hastily come

to such a conclusion. The publication of business literature during the past 10 or 15 years has been enormous, covering now the most minute and highly specialized subjects. I hold in my hand a list of "2400 Business Books," and it is a carefully selected list at that. Very likely the man who thinks that there is nothing on his particular business will find that there are several good descriptive works, perhaps a special trade directory and one or more magazines devoted to it.

In this talk there will be opportunity to mention only those subjects which should interest all business men. The first subject in which all business men should be interested is

Business Organization and Efficiency.

Out of the large number of books on the subject, I have brought for exhibition the following: "Personal Efficiency in Business," by Purinton; "Business Profits and Human Nature," by Fred C. Kelly; "Selection and Training of the Business Executive," by Gowin; "Getting the Most out of Business," by Lewis, and "Merchandising," by Douglas. No man can keep strictly up to date without reading systematically the periodical literature of his own field. Every business executive should know "System," the magazine of business, and "100%," the magazine of efficiency, and "The Executive," a new magazine of management just added to the library.

If you are inclined to think that you do not need to read such books let me tell you that the manager of one of the largest department stores in Washington recently got from the library 10 or 12 books on personal efficiency and the work of the business executive. He evidently thought he needed such reading.

Closely allied to the foregoing subject is the one of

Office Management.

From the numerous books in this field, I am exhibiting tonight the following: "Office Administration," by Schulze; "Making the Office Pay," by Leffingwell; "Office Management, Its Principles and Practice," by Culloway; "Office Organization and Management," by Parsons, and "Modern Methods in the Office," by Barrett. The most important magazine in this field is "Office Appearances."

Another department store representative is now at work compiling a list of 100 or more books on general business and salesmanship. The Public Library will purchase duplicate copies of these books and lend them to the department store for use in the educational work of the store with its salespeople.

An important subject in any business or industrial organization is the one of

Employment and Personnel,

hiring and firing, or the more modern, more humane and more reasonable one of the training of workers to hold them and make them efficient. On this subject I am exhibiting three books only: "The Job, the Man, the Boss," by Blackford; "Hiring the Worker," by Roy W. Kelly, and "Office Training and Standards," by McClelland.

Now that your business has a proper organization and a competent executive, now that your office is managed smoothly, now that you have worked out a plan for employment and training your staff, you must make sales. You should therefore be interested in the books on

Salesmanship and Sales Management.

I am showing you six books on this subject, as follows: "Modern Salesmanagement," by Frederick, "Salesmanship and Salesmanagement," by Jones; "Fundamentals of Salesmanship," by Briscoe; "Psychology of Salesmanship," by Eastman; "Successful Salesman," by Farrington, and "Elements of Retailmanship," by Ivey.

With sales force organized and sales being made, there comes the question of

Credits and Collections,

on which I show you six books: "Retail Credits and Collection," by Beebe; "Credits and Collections," by Kramer; "New Collection Methods," by Gardner; "Credit and the Credit Man," by Wahlstad; "Mercantile Credits and Collection," by Meyer, and "Making Good Credit," by Hoover.

In addition to helping the executives of the big business organization, the library not infrequently is able to serve the small concern. Recently a grocer doing a small business was in danger of being put out of business by the establishment of two or three chain stores near him. He or one of his friends turned to the Public Library for help and secured books on advertising and letter selling methods, and was thereby able to succeed by reason of the special service he rendered, in spite of the proximity of his new competitors. This experience leads to mention the literature of

Advertising

on which I am showing five books: "Advertising," by Kastor; "Advertising Principles," by De Bower; "Psychology of Advertising," by Scott; "Principles of Advertising," by Tipper, and "Advertising and Selling Practice," by Opdike. I also show samples of four advertising magazines: "Advertising and Selling," "Advertising Age and Mail Order Journal," "Printers Ink" and "Associated Advertising."

Much of the business of today is conducted by

Correspondence.

Out of the large number of books on this subject I exhibited but three: "Effective Business Letters," by Gardner; "Business

Correspondence," by McJohnston, and "Master Letter Writer," by Davison.

Many a business has gone on the rocks because of the failure of the manager to have adequate knowledge as to whether he was really making money or not. This he can know only if he has a proper system of

Cost Keeping and Accounting.

In this field I show one magazine, the "Journal of Accountancy," and four books, as follows: "Fundamental of Cost and Profit Calculations," by Denham; "Problems in Cost Accounting," by Eggleston; "Cost Accounting," by Nicholson, and "Cost Finding," by Kimball.

Several business houses have recently sent their representatives to the Public Library for material on graphic charts—to show the relation between costs, sales, profits, etc. The good books on this subject include "Graphic Methods for Presenting Facts," by Brinton; "How to Make and Use Graphic Charts," by Haskell; "Construction of Graphic Charts," by Peddle, and "Graphical and Mechanical Computation," by Lipka.

Without enumerating their titles, I also have in my sales service exhibit this evening books on the following subjects, important for every business man to know about: Purchasing, Exporting, Insurance, Banking, Stocks and Bonds, Investments. After you have made the money you must save it by making proper investments. So the Public Library subscribes at an annual cost of \$50 to Moody's Investment Service. We also have regularly on file the "Commercial and Financial Chronicle," and the "Annalist," the latter published by the New York Times Co.

Investment Securities.

One more example of a service that the Library has recently performed. A day or two ago the Library received the following letter:

"Can you direct me to any book devoted to the business of buying and selling Investment Securities, or describing the said business?"

"There are in the United States today about 500 individuals, firms and corporations engaged in this form of business and I would like to learn it as a business.

"You have in your institution many fine books devoted to investments, treating the subject in a purely academic or theoretical way, but what I want to find out is the business end of this comparatively new profession."

This call was satisfactorily met by placing in the inquirer's hands the four following books: "Machinery of Wall Street," by Selden; "Practical Points on Stock Trading," by Browne; "Work of the Bond House," by Chamberlain, and "The Work of Wall Street," by Pratt.

Trade Directories.

Among the miscellaneous material of special interest to business men on exhibition tonight are a copy of Thomas' (bulky) "Register of American Manufacturers"—the Bible of the library's industrial division; trade directories for several industries, several manufacturer's catalogs selected from our collection of about 7,000 titles, and the Standard Daily Trade Service, a current digest of business information which costs the library \$120 annually. The latter is a perfect mine of information for the business man. Are you realizing on this investment?

Many of the larger business organizations have their own libraries in charge of librarians. Perhaps that is the case with some of the business organizations represented in the membership of the Chamber of Commerce. If not, you may say that in every case you want to own your business books and magazines rather than borrow them from the library. Very well. But how better can you know what to buy than by consulting the library to see what it has and has found most serviceable. You will want to own but one or two books on a subject. The library has six or twenty. You should know them all and buy only the best for yourself.

How to Use the Library.

How best can this business information service be used by you? The central library is open from 9 to 9 week days and from 3 to 9 on Sundays. Trained experts are in charge of the industrial division. Every member of this chamber is entitled to secure library privileges, cards on which to borrow books, etc. It is hoped that all members of the Chamber of Commerce will visit the industrial division at least once. If unable to come after that, send representatives. The library is prepared to give by telephone single facts or figures. Also on request the staff will bring the literature of any subject together in advance of your visit to save your time.

You will observe that the books on exhibition show much hard use. Books are so much in demand that on the short notice I had before giving this talk it was hard to get together a good representative collection, in spite of the fact that the library duplicates largely the more important books. Are these books being used by the members of this organization? Is this service worth while to you?

Appeal for Support.

The remainder of my talk should perhaps be given two or three months hence, after a larger number of your members have accepted this invitation, tried out the Public Library to see whether it can deliver the goods and the service as promised. But I have such confidence that the library can and does what has been described in this

selling talk that I venture to close with an appeal—to draw on the good-will that I bespoke from you at the beginning of my talk.

The Public Library of the National Capital is very cramped in its one central library building, overflowing with books and readers, and has but one branch library. The average number of branches for the other cities of the United States of 200,000 population is 15 branches. We need six more branch libraries in separate buildings in the most populous parts of the District of Columbia and 25 branches in suburban public school buildings. Before this much needed extension of the library, we need a larger and better paid staff to meet the present demands at the central library.

The turnover in the library staff was 90% in the fiscal year 1918, 98% in 1919 and 50% in 1920. This turnover was reduced to 50% only by the hope of the salary reclassification legislation and not by the payment of adequate salaries—all of which are fixed by Congress in appropriation acts and not by the library trustees. The Library Trustees and the District Commissioners need the help of the Chamber of Commerce to get Congress, in which our 437,000 population have no representation, to grant us larger appropriations, better salaries, a larger staff and authority to build and maintain branch libraries. Is the work of your Public Library worth better support and enlargement?

Business Service in St. Louis

By ARTHUR E. BOSTWICK,

Librarian, Public Library, St. Louis.

Some of our largest industries are centered in St. Louis, among them drugs, furs and stores. The commercial organizations of St. Louis have been campaigning recently to attract other industries to locate in St. Louis. Dr. Bostwick describes how industry is served in St. Louis. A feature of the work here is the participation of the Art Room.

The St. Louis Public Library has no "business branch." Its services to the world of trade and industry are rendered through its regular reference channels, in four different rooms.

The main reference room provides general material and that not specifically belonging to the special rooms; in particular, social material. The applied science room has material on the practical side of business enterprise. The Art Department provides illustrative material of all kinds and the Municipal Reference Library touches business from a legal or legislative standpoint. Certain types of material may appear in two or more of these rooms, although scarcely with actual duplication. For instance, there are commercial registers in both the main reference room and applied science room; but in the former they are of a more general character, while the special ones, such as a mining directory, would be found in the latter. In all the rooms use may be by letter or telephone inquiry or by personal visitation. In all departments, including that of home issue, the Library is adding more books for the use of business men than formerly.

Almost any division of the resources of the General Reference Room may be adapted to the needs of the business man, since his queries are often answered by means of books unassociated with business, such as census reports, or even dictionaries of quotations for use in publicity material. It leans to the social aspects of business, including methods, statistics, labor ques-

tions, law and banking. A business card catalogue furnishes an index to the very minute business topics in periodicals. The file of separate pamphlets and clippings contains much material on business methods, systems of filing, and other quite minute subjects. We have here many calls for matter on current financial subjects, our resources including the Brookmire service, the Gibson bulletins and files of the financial papers. Special trade dictionaries and city directories (including telephone directories), from all parts of the country are available. Among the books most used in connection with business service are those on railroads, freight rates, telegraphic codes, letter-writing, spelling, language, business organization, corporation law, business law, import and export trade, statistics of all kinds, general resources and products of our own and foreign countries, general business prospects in specified localities, advertising, and newspaper rates.

The business use of the Applied Science Room, which is the only reading room directly accessible from the street level, is largely industrial. Since April, 1920, correspondence use has extended to Kansas, Kentucky, Wisconsin and Texas, as well as to all parts of Missouri, and relates to the titles, etc., of periodicals on petroleum, waste material, sheep and horses, lists of books and articles on subjects, such as time-study work, and lists of firms in St. Louis that manufacture such items as rubber stamps and imitation leather. Inquiry is made frequently by telephone about the re-

sources of the library on specified subjects or definite titles; with regard to some new product that a firm has been asked to supply, or the publisher of some book or periodical desired for purchase. About 20,000 readers use the room personally in the course of the year. (1) Manufacturers who plan to enter a new field seek information in books, periodicals, trade catalogues, state and U. S. publications, concerning sources of supplies, material required, machinery necessary, processes, and formulas for manufacture. Those already established look for information on new equipment, machinery, processes, or methods for the plant or business; also the solution of problems that arise in every day practice, such as the cause and remedy for the failure of a product or of a chemical experiment. (2) Engineers use books, periodicals, trade catalogues, and association proceedings on the construction of bridges, elevators, warehouses, mill and mining plants, hydro-electric power plants, sanitary problems, such as sewer construction, garbage-and-refuse-disposal, flood-control, ship-building, terminal facilities for the handling of material; also the prices for material for a period of years to be used in the appraisal of engineering properties. (3) Wholesale and retail merchants find here books covering varied phases of their work, such as industrial directories, handbooks, etc., for mailing lists. (4) Advertising men find here illustrations and articles about industrial products which their firms desire to advertise. Our collection of house-organs, which is filed here, is used as examples of advertising. (5) Lawyers seek in this department, authoritative evidence from government documents and from newspapers. (6) Investors look for information in the reports of the U. S. Geological Survey, in the Soils Bureau publications, and in state reports. Reports on the development of the petroleum and other industries are sought in periodical articles. Directories and manuals of the mineral industries and mining give information about organization, ownership, production, growth of companies, sales and net earnings. (7) Inventors use the patent records to determine whether a specified device would infringe on articles already patented. Patent office laws and rules of practice are used in applying for patents and for renewals. (8) Finally, salesmen find here directories of manufacturers, of material, such as coal, and of industries for "leads" as to new territory, as well as information about some product to be sold.

The business use of the Art Department comes through the advertising agencies and the commercial artists. For these we have collected pictures of all sorts, both for actual and anticipated use. The subjects most often called for are those of localities, birds, animals, flowers, fruits, vegetables,

watercraft, transportation, industries and costume. Pictures illustrating the seasons and holidays are greatly in demand at seasonable times. Illustrations of history, literature and allegory are also much needed. In the last named group are pictures typifying strength, power, waste, inspiration and the like. Good specimens of advertising, printing and lettering are collected. Books and articles on the history of the graphic arts and their processes of reproduction are on file. Exhibitions interesting to commercial artists are frequently held. The art resources for business men are arranged in as flexible and easy-to-get-at filing systems as it is possible to devise. A straight subject alphabet arrangement has generally been found the most practical plan.

The Municipal Reference Library has quarters in the City Hall. Its purely business services are indirect in nearly all cases, or where they are direct, they are involved in business relations, or the application is known only to the inquirer himself. In questions of law, ordinances, etc., the Municipal Reference Library alone of all libraries in the city may have the required information. Property rights contingent upon the granting of rights of way, the records of which are lost or obscured by interminable transfers and changes of corporate names; the location of ancient habitations described in deeds and wills, oftentimes involving lawsuits and thousands of dollars, the locations of which are difficult to determine; the private collection of garbage and its commercial value, and many other questions, are presented here for answer. One of the services rendered by the Municipal Reference Library was the survey in detail of the library of the Chamber of Commerce, including the presentation of a plan of rearrangement and estimated cost of equipment and maintenance. A "lead" is often followed that makes necessary a personal visit to another city to find the information.

A strong movement for the establishment of rural libraries is on foot in England. The Carnegie United Kingdom Trust called a conference to consider this subject to sit in London on November 2 and 3. The administration of these libraries, which will fall to the County Education Committee, will be financed by the proposed grants of £2,000 each for the initiating of county schemes. A School for Rural Librarians has already been arranged by the London University College School of Librarianship Sessions, in the form of an Institute, were held at Bristol University during the fortnight commencing August 30 last. The feature of the Institute was a course of ten lectures on rural library economy by W. Richard Wright, Librarian of the Wilts County Libraries.

As Newark Does It

It is entirely a matter of speculation whether Newark's Business Branch is a local, a state, or a national institution. The answer is determined by the unit of measurement; is it influence, sphere of service or source of support?

Any special librarian knows that in books, directories, periodicals and maps like Sheldon's Retail Trade, Moody's Manual, Ayer's Newspaper Directory, Hubbel's Legal Directory, Standard Corporation Service (daily), Quarterly List of Railroad Officials, Jersey City Directory or Street Guide, Jersey City Map, Bullinger's Monitor Guide, Metal Statistics (annual), American Contractor (weekly), Shaw Report on Retail Lumber Business, American Metal Market (daily), Exporter's Encyclopedia—may be found answers to questions like these:

Who is the upholstery dealer of Kaufman & Baer, Pittsburgh?

Who is the lessee of Madison Square Garden?

What are the advertising rates for the "Freie Presse fur Texas"?

Who is the nearest lawyer to Dos Palos, Cal.?

What kind of a concern is C. Cagy & Co., location, product, capital, officers, earnings, etc.?

Who is the general signal inspector of the C. & N. W. R. R.?

How do I get to 210 Palisade Ave., Jersey City?

Is there a ferry between Nyack and Tarrytown?

Price of copper from 1700-1850?

Names of firms who are going to put up buildings in the city?

Cost of doing business in the lumber industry?

Price of sulphuric acid on February 18, 1917?

Does a salesman going to Venezuela have to obtain a license, and from whom does he get it?

It is the business of insurance, banking, sales, advertising, legal, credit and transportation libraries, the libraries of lumber companies, office equipment companies, truck companies, purchasing agents and convention managers, to find the answers to just such questions, although it is highly improbable that any single librarian in any one of these special libraries could be prepared to answer all of them.

But if those who conduct these libraries are specialists—or, to be exact, if they may be said to specialize—how much more is the assistant in a public library, occupied with a thousand and one specialties, a specialist, not in one, but in many lines! She it is who must answer every question. The longer she is engaged in seeking out information from print for the business man, the more worthy she is of the name of special librarian. For she must be a specialist to the man of any business; and, to the public librarian, any seeker after information from print is a business man if his time, attention and labor is directed to an occupation for a livelihood—the teacher, the nurse, the author, the minister, the photographer, the lecturer, the designer,

engineer, dressmaker, architect, machinist, and even the 13, 14 and 15 year old business boys and girls who are just beginning to earn their livings, 3,000 of them in Newark, who attend continuation schools as their final preparation for business life.

She is, moreover, one of a corps of specialists who may be called in for consultation on any question and whose collections of books, pamphlets, clippings, maps and pictures are available on demand. Indeed, if the literature of any subject in a public library were collected and deposited in the place of business of a man whose business was related to the subject in question, that man would have ready-made a special library.

But when a special librarian writes for publication that a certain well-known special librarian had her first experience in special library work when she took charge of the library of a large manufacturing company, although she had worked for ten years in the business branch of a public library in which such questions as the above are answered with accuracy and speed for just such men as those by whom she was subsequently employed, the public librarian feels himself and his public library pursuits much misrepresented. For the more he compares the motives of the "special" specialist and the "public" specialist, the more alike he finds them.

The difference in the work of public and special libraries resolves itself into a difference of quantity and degree, not of kind. And yet there has been a curious independence, one of the other, in the development of each in the last decade.

Public libraries, though holding within themselves this specializing ability, have not used it. Except for a sporadic attempt to extend their activities as the result of the temporary stimulus of the war—the vision they saw is already dead—they have scarcely made a turn from the path the library fathers laid out for them a generation ago.

Special libraries, probably because of this conservatism of public libraries, have had an almost phenomenal growth. It has been so rapid that not even their number has been recorded, and probably not all of their kinds.

It is difficult to find in this rapid growth anything but a reproach to our public libraries. We can hardly claim any responsibility for the sudden awakening of business men to the need of print in their business. Somewhere we have failed to

advertise to the business man that in print are the short cuts to money making and success, a shorter way than by the school of experience, and he has learned it without us.

The Newark Business Branch was a step made 15 years ago toward advertising the public library. It was a tribute to the ignorance of the business man, who, after paying taxes for 20 years to support his public library, did not know that he had built up more than an instrument of culture for the use of his wife and daughters. So the business branch was placed in the center of the city at his very office door. And now he is beginning to lean a little heavily for the support of his business on the institution which he has thought he was supporting all these years without any return in dollars and cents.

The business branch was an expensive experiment in advertising, but it was an experiment that paid. It has affected Newark to some extent; there is reason to hope that its effect has reached even beyond Newark, but it made a mere ripple in the sea of opportunity which needed a fleet instead of one small boat to explore its waters.

Now the Newark Library is discovering that the regard the business man has for the dollars and cents which his business brings him, extends to the things which his dollars and cents buy, and he is inclined

to look with suspicion on the things which he gets for nothing—another reason for the slow growth in the use of "public" specializers. "Paid Service" is the latest experiment tried in Newark to advertise to the business man—and the business man is every man—the value of the service the public library can render him, expressed in the dollars and cents he understands. Over and above the service to which he is entitled for nothing, he can pay \$1.00 an hour for special and extraordinary service which the specializers in "business research" are equipped to render.

This is another local experiment which probably will pay; but it must necessarily affect only a few of the millions of American business men who are feeling about for the help they need in print, most of whom must and will establish their own special libraries, never having learned that the public library has it all.

And so we have business men seeking for light which public libraries are hiding under a bushel; we have special libraries absorbing offices and functions which belong by birthright to public libraries, and we have public libraries doing little. The situation promises a bright future for special libraries, and goes far in justifying the special librarian in what the public librarian would like to think an assumption of unjustifiable superiority.

Indianapolis Business Branch

By ETHEL CLELAND, Branch Librarian.

Like the roads to Rome, all the streets of Indianapolis must lead to Miss Cleland's field of operations. Faith and purpose breathe in her story, and the sense of joyous reciprocity. Thank you, Miss Cleland.

I should very much like to try an experiment. I should like to assemble a good, up-to-date collection of directories—all the big general trade directories, city directories, as many as are published, telephone directories from every city and town in the United States and Canada, state gazetteers and every special trade directory issued. To these I would add a few carefully selected reference books, mostly statistical. I would place all of them in an open-faced booth, on the busiest corner of the busiest street in a busy city. I would have a good sign up in front, a

broad counter across the open side of the booth and on the counter a supply of free paper. I would charge a fee of five cents for every name looked up in the directories and five cents for every fact verified. How soon would this little but highly specialized library pay for itself? Very soon, I think, and the result would prove one point, namely, that for a business library, the prime requisite is not business books, nor reference sources, nor business magazines, nor financial journals, nor trade papers, nor maps, nor directories, nor telephone service, nor intelligent attendants, nor even pub-

licity, but that it is, over and above all these important elements to its success, location.

When will public libraries be so rich that they can select the sites for their business departments on the same principle that a merchant employs in selecting a site for a retail store? Awaiting that day, the Indianapolis Public Library continues to congratulate itself on the almost ideal situation a kind fate granted it about three years ago for the location of a downtown business branch.

When the Library moved into its beautiful new quarters—another story in itself—the former library building, still the property of the city and still a handsome and substantial building, whose worst fault was that it had been outgrown by a growing city, was taken over by the public school administration offices, with one large room on the ground floor reserved for use of the Library. Here the Indianapolis Business Branch was opened in February, 1918, with little blowing of trumpets, for it was still war time, but with this very important item to its credit—all its overhead was included with the site.

This location, to those who know Indianapolis, is just one-half a block north of "The Circle," which means that the new Branch was well within the inner radius of the retail shopping district, only a short distance from the wholesale houses, about a block from the square where most of the banking business is centralized and in close proximity to the biggest and busiest office buildings in the city. Add to these another asset—the good-will of the building, for it was to this very building that the people of Indianapolis had been trained for years to come when seeking information and books.

Does it seem too ideal a picture? A few minor disadvantages must be admitted. For one thing, there is no entrance leading directly off the street into the room in which the Business Branch is lodged and its patrons have to learn to come in through the building entrance, a doorway which is, psychologically speaking, not very inviting. Further, there is no show window where new wares and tempting bargain sales may be displayed, and even a sidewalk bulletin board cannot quite take the place of a window display.

The actual expenses of the Branch have been for the following items: Salaries of branch librarian, one assistant and a part-time page, new books to broaden and keep current the original collection of business books lifted bodily from the old Library, a few general reference books, subscriptions to a few general periodicals and to the leading business, financial and trade magazines—a large number of special trade papers are sent to the Branch free on request and stationery and stamps at lib. It has been amazing to see how readily and in

what quantities good free material gravitates to a business library. Pamphlets full of timely and condensed information often nowhere else to be found, maps of all kinds, charts, state and federal reports, statistical data and even handsomely bound volumes have all cost us but a two-cent stamp.

Once within the not very alluring portals, the visitor will find the Business Branch to be a homely, homey kind of a place, where old but far from decrepit oak furnishings—tables, chairs and low floor cases also inherited along with the old building—by their very lack of style and elegance serve to throw into larger prominence the books and magazines, the atlases and maps, the collections of house organs and chambers of commerce publications, and the bulletin board and table displays. A prevailing atmosphere of "orderly confusion" has from the first been characteristic of this big, irregular, many-windowed room, so that it is incapable of intimidating even the man whose proud boast for years has been that "he has never been inside the City Library," one of the very types the Business Branch is "out to get." Once "sold," by the way, this type remains the staunchest of supporters.

Informal methods are invariably employed in this special library whenever possible. There are open shelves for the books—the room lends itself readily to a sort of alcove arrangement for the bookcases. Current magazines and papers are spread out invitingly on big tables with the files of the back numbers, unbound, readily accessible to the public and freely loanable. Pamphlet files are expected to be used by the patrons themselves whenever they prefer to do so. Timely and interesting table displays are made from material that, once filed, few would otherwise ever see. Bulletin displays and wall maps are constantly changing, for of space for such exhibits there is plenty. Near the entrance to the room a "Take One" table is always crowded to overflowing not only with copies of the Branch lists of special classes of books, multigraphed on variously colored papers, but also with all sorts of interesting things which can be secured in any quantity, such as the Indiana Year Book, publishers' lists of business books, duplicate copies of pamphlets, any good announcements or publicity matter issued in connection with business public or civic affairs. Reference volumes stand together conveniently adjacent to the tables. Directories of all kinds—and sizes—occupy, as is fitting for the most popular class of all, the most central case in the room, where they are easily located by the man who prefers the self-serve plan. To suit the occasion, when time may mean money and prompt service an opportunity to create confidence in a new direction, regular rules are stretched and often broken.

Present-day interest in files and filing is surely not out of proportion to their value. Constitutionally opposed to a multiplication of files, I found, nevertheless, that three files take better care of the Business Branch pamphlets, clippings, maps, pictures and other ephemeral and flable material than one could do. First, for all general material and data which supplements the reference collection and the economic and business books and for the general current information such as every library is expected to be prepared with to some degree, there is the Information File. A second file takes care of all descriptive and statistical material about places—foreign countries and the states and cities of this country—including all unmounted maps. It serves as a home-made gazetteer and is known as the Place File. The third file is the Picture File. All are purely subject files. Carefully kept order records made out for all free quests, and for all free material appearing spontaneously at the Branch as well, constitutes an author and source catalog. To distinguish the Information File, the subjects on both material and guides are written in black, china-marking pencils, not ink, are used. The Space File has all its headings in red. The pictures, unmounted, are filed together in rather large groups, such as houses, animals, interiors, color, city views, public characters, etc. This Picture File is a direct response to the requests of a number of advertising men, newspaper reporters and commercial artists who are constantly needing models and suggestions for hurry-up work. It is able to preserve such an informal and purely practical character, since the Central Library has several other more elaborate picture files which can be called on in case of need. Practically all this file material is "gift"—nearly twelve hundred requests for free material were sent out from the branch during the past year—with the exception of the complete set of Rand-McNally pocket maps, which were purchased and which formed the nucleus of a map collection which now numbers between three and four hundred maps.

To get the most out of all this valuable material, except the maps, which are briefly catalogued, must depend on subject arrangement for its usefulness, a simple "dummy" system has been found inevitable. Bristol board cards about the size of an ordinary pamphlet are filed under secondary subjects and refer to an exact pamphlet or clipping indicating its permanent location under the more vital topic. These dummies are employed not only between subjects in the same file, but when expedient between files. Quickly written when the material is itself classified, promptly filed with other data on the same subject and easily weeded out when the file is revised, they have proved more satisfactory than inserting cards in the catalog. They are even used

occasionally for brief records of research work done along a certain line, for short bibliographies, quick reference to a particularly good magazine article, for names and addresses of authorities or associations. This leaves the Branch catalog a catalog of books. Telephone directories are catalogued by name of city, since the file itself is arranged by states. The map catalog also occupies a separate drawer. Did I state a few lines back that I opposed multiplying files?

One does not have to spend one's days in a business library to learn that good publicity is indispensable to successful selling. How much more indispensable is it to the library business which suffers the double handicap of offering on the market goods whose value is not expressed in dollars and cents and of having to depend almost entirely on free advertising. Aside from the daily press, the best medium the Indianapolis Business Branch has had in getting itself known and used has been its work for, and with various leading business men's organizations of the city. The rosters of these clubs were the basis of the mailing list for a descriptive and invitational letter that was sent out to several thousand business men when the Branch was first opened. Later, copies of the A. L. A. list "Five Hundred Business Books" were distributed personally to a more select group from the same list.

Indianapolis, as the world knows since the last convention of the Advertising Clubs of the World, has an Advertising Club that is very wideawake to new ideas. This Club was perhaps the first organization in the city to grasp the possibilities in the plan for a down town business branch library and from the beginning has aided the Branch by advice, use and appreciation. To acquaint the members with the resources and purposes of the new institution, the President of the Club even arranged to have one of the regular noon meetings held at the Business Branch shortly after it was opened. "Adscript", the Club organ, often gives the Branch a friendly notice or prints brief book notes from it in its columns. Advertising men are our frequent patrons, sometimes difficult ones, for there is nothing in the field of knowledge that advertising men do not use, from a picture of a polar bear cub, "front face so you can see its expression" to the price of wheat by weeks on the Kansas City market in 1910.

The Indianapolis Chamber of Commerce was another influential body to welcome intelligently the advent of a special business library. Our first real reference questions came from them as well as our first letter of cordial appreciation for a piece of work well and promptly done. The Business Branch furnishes reviews of new business books for a "New Book Department" in

"Indianapolis, the Heart O' Trade," one of the Chamber publications

For the local Credit Men's Association, a list of good books on credits and collections was compiled in the Branch and was distributed by them to their entire membership. Incidentally, it is a great satisfaction to have a man come into the Branch who has plainly never been in before, produce from his pocket a copy of one of these little lists of ours often crumpled and worn out, plainly a cherished object, and ask for one of the books on it. The credit men have a monthly publication to which are sent in occasional book notes. "The Realtor," issued weekly by another lively body, the Indianapolis Real Estate Board, is interested in map notes as well as book notes.

At the Annual Automobile Show, held in a big new industrial plant before it was occupied, the Business Branch staged a little exhibition of business books, trade papers and maps. Another more pretentious display of the work of the Branch was made at a very successful Industrial Show fostered by one of the leading clubs of representative business men.

For distribution among the Y. M. C. A. and the K. of C. classes in salesmanship, the Branch books on selling have been listed with the result that, although many duplicate copies have been purchased, the shelves where they are supposed to stand are almost continually bare. For the Extension classes of the Indiana University School of Commerce, the Branch has a reserve shelf of reference books and for local college debating teams there is a special table during the debating season.

For service done, the Business Branch often receives more than a fair reward. A well-known engineer gives us a dozen leading periodicals—and apologizes if they are a few days overdue. The president of one of the largest banks sends us every six months his file of the Wall Street Journal, bound. To the local Rotary Club, the Branch owes most of the copies of the Indianapolis City Directory which we use for exchange. The Indiana Bell Telephone Company gives us as many copies as we want of the current issue of the local telephone directory for our exchange of telephone directories.

A very successful co-operative publicity scheme was the Branch list on files and filing, gotten up particularly for the use of a six weeks' filing school conducted at intervals by the office furniture department of a local establishment. Copies of the list on our "Free Table" advertised the school to practically every one entering the Branch, while copies distributed at the school advertised the Branch to an ambitious class of office workers. A firm just beginning to handle a new line of paper

for graphical work was delighted to feature in their window our lists on graphs and statistics.

Work that is the best kind of publicity for the future, although it may not bear immediate fruit, is work with high school pupils who are already using the Business Branch in connection with their commercial courses and commercial geography. Later, it will be the most natural thing for them to use it for business problems. A high school teacher very recently was delighted to discover among our pamphlets issued by various industries and descriptive of products, economic sources and processes, all he could use in his problem of linking together education and industries.

We truly believe that in those relations with active organization, associations, and educational forces, lie the best kind of publicity, the best foundations for success and the greatest promise for future service for the Indianapolis Business Branch.

"But we never have a call for that sort of thing!" Is that an expression heard only in libraries? I wish personally that it might never be voiced again in any live institution. If it had been heeded in Indianapolis, there would never have been a business branch library, for there was no "call" for such library service by the united voice of the business men and women of the city. It was simply quietly "slipped to them" and, to finish as slangily, they are "eating it up." In the first month the Branch was open, in spite of advantages of location, the daily average of attendance was twenty-four. Now in less than three years there are certain periods of each day when the room is crowded and it is not at all unusual to have more than a hundred persons use the Branch in a single day. The daily average for November was 98. Increases in service, while not phenomenal, are steady and substantial. The second full year compared with the first, omitting altogether the first few months, showed a 45 per cent. increase in reference and research work done, a 54 per cent. increase in total circulation—the Branch has as yet no free fiction and nothing but business books—and a 68 per cent. increase in attendance. Which all goes to prove that what is wanted and needed and used is not always demanded by the public.

Although the Indianapolis Business Branch has never yet opened its doors any morning to find itself famous, yet it has had its proud moments, one of which was to read in a magazine in a tabular display of the activities of certain forward-looking cities that Indianapolis was included on the ground of having five or six noteworthy civic enterprises, among which was listed "a business men's library in the heart of the city."

American Library in Paris

The following is the text, in full, of the report of the activities and present state of the Library, as presented by the Director, W. V. C. Carlton, at the meeting of the Committee on Permanent Organization, October 15, last.

The statistics of book circulation are at present the principal record showing the use made of the Library. These indicate a gratifying growth throughout the nine months ending September 30. During this period a total of 59,088 volumes were drawn by the subscribers—an average circulation of 6,565 books per month. The largest number drawn in any one month was 7,763—in September, and this figure represents an increase of 3,500 volumes over the number drawn in September, 1919. This increased use is clearly seen and felt at the delivery desk. Where formerly one assistant was able to handle the work at this point, two and sometimes three are now required. From 3 to 6 o'clock on all days and throughout the afternoon on Saturdays a detail of two skilled assistants is necessary in order to serve the public with reasonable speed and accuracy.

On July 21st a special room for children was opened by Mr. Severance Small and insufficiently equipped as it is, it has nevertheless shown that it met a real need. Both children and parents have frequently expressed warm appreciation of the room's advantages and benefits. An average of 282 books per month is being drawn, and there is scarcely an hour during the day when small readers may not be found there, browsing among the shelves or absorbed in the pages of a newly discovered story. A vacation service was instituted in June and continued through September, 166 volumes being sent by mail to subscribers who were away on holiday. The average circulation on Sundays has been 154 volumes. The total number of subscribers on October 1st, was 3,168.

Interesting as the foregoing figures are as indicating the extent of the "home use" of the books, even more significant is the use made of the collection by readers within the building. The books taken home are of course mainly recreational in character. Those consulted in the library rooms are chiefly reference books and standard authorities in History, Literature, Economics, Statistics, Art, etc. They are desired and used by many and different types of persons but nearly all have serious aims in view. Self-culture, business, professional, literary, scientific and educational needs are all represented among the subjects asked for, and books from every division of the library are brought into play in the endeavor to satisfy these needs. Among the most constant readers are journalists, writers for reviews, translators, English and American students in the schools here, and

travellers planning the itinerary of their European travels, or extending their knowledge of Paris and France by adding to their guide book information more extensive accounts of French History, Literature and Art. And it is particularly gratifying to note the large number of French readers and students making use of the reference collection. Although no exact figures of our reference room attendance are kept, the assistants in charge estimate that French readers constitute fully one-third of the total number. French students are making constant use of the texts of the great English and American classics and are eager to secure knowledge of contemporary movements and tendencies in American life, literature and politics.

All these facts and others point to the immediate desirability of a more systematic organization of the study and reference side of the Library's activities, an increase in the book resources required for such service, more personal aid to students, and some changes in the physical arrangement of the rooms which will create an atmosphere and environment more conducive to quiet and serious study than has hitherto been obtained.

From February 10th to October 10th a total of 3,396 volumes have been added to the collection. Of these 800 were works of fiction, and 2,596 were non-fiction. The fiction represented a selection of the best works of the current and contemporary writers of England and America. The non-fiction represented recent publications in History, Biography, Travel, Economics, Politics, Sociology, Art, Literature, Science, Finance, Business Practice, etc., and a large percentage of the older but standard and authoritative works in these branches of knowledge.

In September a small section of steel stack was received from the United States and duly installed. It constitutes 54 lineal feet of shelving.

For the purpose of reorganizing and assembling the reference collection in more suitable quarters, a considerable amount of new wooden shelving was ordered and will be set up at an early date.

The new charging and delivery desk ordered last spring arrived at Le Havre a few days ago but has not yet been received at the Library.

All necessary repairs and changes in the building and its furnishings have been attended to as occasion required.

From the financial reports and records on file here I find that the monthly expendi-

tures on behalf of the Library since March last, and paid for from this office, have been as follows:

March	Frs. 38,050
April	" 27,445
May	" 77,389
June-July 15	" 43,219
July 15-August 30	" 44,570
September	" 41,884
Total	Frs. 272,557
Average monthly expense	" 38,936

This, however, does not by any means represent the full cost of operation and maintenance. The bills for fully 90 per cent. of the books purchased, for considerable equipment and supplies, and for certain salaries, have been paid by the headquarters office in the United States, and no record or duplicate of them are on file here. From the facts before me as to the known expenses of operation and estimating conservatively the cost of the books and equipment paid for in the United States, I am of the opinion that the total cost of administration, equipment and operation of the Library during the present year will be close on to \$50,000.

No one can be associated for long with the American Library in Paris without being impressed by the immense possibilities. It is the nucleus and seed ground of great and significant things. Adequately supported and endowed, efficiently staffed and administered, it cannot fail to become one of the most important and effective educational institutions in Paris. It will, of course, first seek to bring together a representative collection of the best books in English on a wide variety of subjects. Those acquired for home use and circulation will naturally be adapted to the needs and desires of the English speaking resi-

dents of Paris, of all ages, vocations, interests and professions. They will naturally include the best books of the past, the most significant productions of the present, and standard, authoritative works on all topics of healthful human interest.

From the first, also, the library ought to be a resort and home for the thousands of students, English, American, French and others whose courses and studies require the use and consultation of books in English. For their purposes it ought to be the best equipped library in the city, providing their material in abundance. It should be for them and do for them in general what the American College Library does for our undergraduates at home.

At as early a date as possible, the more specialized requirements of the advanced student and investigator should receive attention. We should look forward to the creation here of a monumental research collection on Anglo-Saxon civilization. A wisely selected library of printed sources on this subject would be a notable addition to the intellectual resources of Paris, and one well worthy of the most munificent endowment. The mere presence of such a library would greatly stimulate and encourage the wider study of English and American origins, political, social and economic development, literature, science and art. Publicists, journalists and other makers of public opinion would find it indispensable, and scholars from every part of Europe would be attracted to it. Directly and indirectly the Library would surely become a powerful influence making for a sane and sound understanding of the English speaking peoples by the nations of Europe with whom they have most in common.

Census

This is census year for the United States. It will be the fourteenth American census. The American Exchange National Bank, 128 Broadway, New York City, has compiled in booklet form the results of the fourteenth census.

The next British census day is April 24, 1921. The British, like the American, is a decennial census, and occurs in the spring of the second year of each decade. The order-in-council of November 8 sets out the questions which British subjects will be required to answer. Mechanical aids in taking the census will be used more than ever before. Sorting and tabulating machines are now being installed in the old Lambeth Workhouse, where the statistics are prepared.

The national Japanese census commenced on October 1, 1920. The last census took place nearly 1,200 years ago, in the era of the Empress Kotoka. A remarkable issue of postage stamps has been made by the Government to commemorate the older and the present census. The design of the stamps represents a provincial governor of

the period inspecting the census for his province. In the upper left hand portion of the design appears the imperial emblem, the chrysanthemum. Narrow panels extending down either side of the stamp contain rows of syllabic characters signifying "Imperial Japanese Post" on the left, and "In commemoration of the first census, ninth year of Taisho," on the right. The stamps, which have been surface-printed by the Government Engraving Bureau at Tokio, are of two denominations, viz., 1½ sen, purple, and 3 sen, scarlet. They are only available for domestic postage and on letters to China until April 1, 1921.

The office under whose jurisdiction this census is taken, was created in 1918. It is named Temporary Census Bureau, and was added to the Japanese Cabinet at the time of its creation.

Special Libraries

ADELAIDE R. HAASE, Editor
Council of National Defense
Washington, D. C.

ASSOCIATE EDITORS

Claribel R. Barnett
Mary B. Day
Ella M. Genung

Edward D. Greenman
Mary A. Pillsbury
Edward H. Redstone

Published Monthly except July and August at 20 Vesey Street, New York N. Y.
Entered as second class matter at the Post Office at New York, N. Y. Acceptance for
mailing at the special rate of postage provided for in Section 1103, Act of Oct. 3, 1917,
authorized June 10, 1919.

Rates: \$4.00 a year; single copies 50 cents.

SPECIAL LIBRARIES ASSOCIATION

President.....	Dorsey W. Hyde, Jr. Packard Motor Car Co., Detroit
First Vice-President.....	Helen E. Hemphill Western Electric Co., N. Y. City
Second Vice-President.....	Ralph L. Power College of William and Mary, Williamsburg, Va.
Secretary-Treasurer.....	Estelle L. Liebmann Ronald Press, N. Y. City
Asst. Secretary-Treasurer.....	Margaret C. Wells American International Corporation, N. Y. City

EXECUTIVE BOARD

The officers ex-officio with E. H. Redstone, Helen Norris and Maud A. Carabin

Checks for dues and subscriptions should be made out to the Association and mailed
to Miss Margaret C. Wells, Asst. Sec'y-Treasurer, care American International Corpora-
tion, 120 Broadway, New York City

EDITORIALS

SPECIAL LIBRARIES goes to press this month from the hands of a new editor. The trust involved and the cordial messages accompanying its assignment, are each deeply appreciated by this very new editor. Responsibilities of editorship are such, however, that, while borne individually, they are shared collectively, and able predecessors have imposed an indebtedness cheerfully conceded by the present incumbent.

Considering the fact that we are craftsmen purveying at once the most powerful and the most precious of utilities—intelligence—this responsibility takes on a singular gravity.

Special importance is being accorded this utility in high places. The construction of laboratories and the establishment of organizations to promote research are multiplying with astonishing rapidity. England, the beehive of industry, is officially supporting research. In the United States

similar forces are at work. This spirit of discovery will not be without its effect on our craft. Our impressment is bound to follow.

Participation in the new order may necessitate some readjustments on our part. One such readjustment we share with other purveyors. Everywhere the most serious regard is being accorded the approaching army of young people, into whose care will soon fall the direction of affairs.

The driving attribute of youth—curiosity—is also the driving power of the new occupation known as research. Research is close kin to the least developed phase of our craft—a phase to which we apply the term *reference work*.

Our impressment into industrial and scientific research may be as fellows, i. e. as participants, or as operatives. The measure of development which we provide for the youth of our craft will decide.

S. L. A. MEMBERSHIP

The Special Libraries Association must have more members. Any number of reasons—the usual reasons—might be put forward why the membership of S. L. A. should be four, five times what it is. The one salient reason is that only by enrolling your name as a member of this organization do you give actual proof that you believe in it.

With conditions such as they are—an industrial readjustment of undreamed of portent upon us, educators planning the revision of the entire curriculum of our primary and secondary school system to meet the needs of this industrial readjustment, the market forecast for information for some time to come may be safely accepted as bullish.

Our place, our distinctive, our only legitimate place is that of dispensers of information to the specialist. If you believe this, come into the Association.

We must establish closer relations with our clients. We must make the capacity of the special librarian known wherever re-

search work is being done. If you believe this come into the Association and help us do it.

In spite of the many indispensable business information services, there are fields still unworked. If you believe this come into the Association and help to build a service which we can sell to employers seven hours a day, six days in the week. This service is an individual service. It is built to meet the requirements of the individual concern. It will not work, however, unless we all get together, unless we all know all about it. Therefore, when the census letter of the S. L. A. comes around to you presently, sign it promptly. Be sure to add to it the names of others who should get it.

Four hundred members attended the first convention of this Association. It was a splendid convention. Four hundred plus four hundred are wanted in attendance at the second convention. If you believe this come right into the Association now.

BUSINESS LIBRARY SERVICE

We print in this number articles written by librarians of public libraries, or assistants in charge of public library business branches, describing the kind of service given to the business element of the community.

It is well that a wide, popular and sympathetic discussion of all phases of special library work be indulged in, in order that each may be viewed from all sides and all in their proper relations.

It might not be a bad idea to formulate definitely all the varieties of special library work. Much useless tilting at windmills might be avoided, and constructive co-operation promoted by having before us a clear outline of the whole field of this work and its interlocking interests.

Free general service by publicly paid employees, free research service, paid research

service, recreational service in the plant, instructional service for the junior staff, research service for the executives, the same varieties of service in the professional, technical or financial organization, these are but indications of what special library work covers.

The welding influence of a common understanding of our purposes, a large tolerance and a permeating sympathy, these constructive factors will result, we believe, from a free, unbiased discussion of our work.

It is pleasant to remember that special library work of today had its origin in the vision of one of our number.

In spite of its great expansion, the capacity of special library work for growth and service is not to be estimated at the present time

Association Activities

Committee on Methods.

Since the appointment of a Committee on Methods, in January, 1920, a general outline and plan has been formulated by the chairman from the valuable suggestions received through correspondence with other members of the committee. The suggestions received are incorporated in the following workable plan.

1. The Committee to act as a clearing-house for data on library methods from special libraries throughout the country, laying special emphasis on such information as the following:

- (a) Subject headings
- (b) Classification
- (c) Cataloging
- (d) Filing
- (e) Circulating and Routing Literature
- (f) Library Publicity
- (g) Forms
- (h) Reference, Research; Bibliographical
- (i) Book Purchase

2. Advertising the work of the Committee:

- (a) Through the library periodicals
- (b) Through the engineering and industrial magazines
- (c) Through members of the S. L. A.

3. How shall this material be made available?

- (a) Free access to interested parties

(b) Digest from time to time in Special Libraries

(c) Published report in pamphlet form

Since the above outline was worked out, eighteen notices advertising the work of the Committee have been sent to the library, engineering and industrial periodicals. Most of these notices have appeared in print. Thirteen forms, illustrating methods used in different libraries, have been sent in.

Librarians can assist the Committee by sending in their various forms, with a brief description of their use.

MARY B. DAY, Chairman,
National Safety Council,

168 N. Michigan Ave., Chicago, Ill.

Nov. 30th, 1920.

New York S. L. A. Meets.

The regular monthly meeting of the New York Special Libraries Association was held on November 30 in the National Board of Y. W. C. A. A few informal speeches were made on the metropolitan newspaper libraries by Miss Tappert of the New York Evening Post, Miss Latzke of the New York Times Index and Miss Ruth Elliot of the New York Sun. A classified list of Special Libraries in New York City is in preparation and will be published in a short time for the use of its members.

Special Library Field Doings

The Hartford Fire Insurance Co., under the direction of Mr. F. C. Moore, for years Superintendent of its Special Risk Department and now one of its Assistant Secretaries, has been developing an Information Service for inspectors and agents. The company publishes a most attractive printed house organ and in a recent issue suggests a two-foot library of practical fire insurance literature to be maintained at the head office and to be loaned to its agents throughout the country. The Hartford is probably the first fire insurance company to undertake so practical a use of printed material and its experiment will be worthy of watching.

The Phoenix Mutual Life Insurance Co. has recently appointed Miss Grace A. Child as Librarian. The company proposes under the direction of Miss Child to develop a highly specialized department which will co-operate closely with its Actuarial and Publicity Departments. It is expected to perfect plans for increasing the efficiency of its selling forces and to look to the library for valuable assistance in making these plans effective.

The Fire Underwriters Association of New York State, one of the oldest of the regional fire underwriting boards, having jurisdiction over a large part of New York State outside of New York City and suburbs, has taken steps to develop for the use of its members and employes a library of insurance literature. The work will be in charge of a trained librarian under the supervision of Mr. F. W. Jenness, Secretary.

The Department of Colonization and Development of the Canadian Pacific Railway maintains reference libraries in New York, Chicago and Montreal. The main aim of the collection, which includes books, reports and confidential information, is to form a reliable and complete library relating to resources, climate, labor problems, trans-

portation and business openings in Canada.

The School of Commerce and Finance library at the University of Detroit has recently received a library of 1,000 volumes from Mrs. Maurice Black in memory of her husband.

The library of the University of Notre Dame, Indianapolis, is the recipient of an unusual collection of South American material. The collection was gathered by the Reverend J. A. Lahn and represents ten years' work in the Latin American countries. There are many maps, several hundred photographs and stereopticon slides, and 1,500 volumes relating to South America's history and commerce.

The Cuba Cane Sugar Corporation, Habana, Cuba, has established a technical library for departmental heads and the office force. In a general way the library covers engineering, business and sugar technology and manufacture. T. S. Williams is librarian.

Gift of a \$500,000 library and art collection to the Catholic University in Washington, D. C., by Dr. Manuel de Oliveira Lima, Brazilian diplomat, historian and man of letters, has just been announced. To place the Catholic University in the front rank of the new world centers of learning on Latin American subjects a Latin American Institute is being established at the university, with the collections of Dr. Lima as a nucleus. The Institute will stand for the intellectual relations of North and South America in the same way that the Pan-American Union represents their commercial relations. The library of Dr. Lima consists of 30,000 volumes. Dr. Lima's library and art objects, according to the opinion of experts, could not be duplicated today for half a million dollars. Besides donating this great collection of books to the Catholic University, Dr. Lima intends to devote

his entire time in the University to the library. He will not only increase the number of old and scarce volumes, but will enrich the library with new publications of Spanish and Portuguese speaking nations, and will assist all scholars who may desire to work in his library. His dominant idea is to bring into closer intellectual and social relations the best people of South and North America.

Louise Marshall has resigned from the A. L. A. War Service to accept the librarianship of the Orleans Parish Medical Society, New Orleans, La.

The Louisiana State Historical Society has started a state archives department for the translation, classification, indexing, filing and preservation of all historical data pertaining to the French and Spanish periods of domination in Louisiana. This department has begun work, with Henry P. Dart, a student of Louisiana history, devoting all his time to direction of the work. Most of the data comes from 108 mahogany boxes, in which records of the French and Spanish periods have been held ever since the capital of the State was removed from New Orleans to Baton Rouge.

A census of government and private libraries in the District is being taken by the District of Columbia Library Association, of which Dr. Herbert Putnam of the Library of Congress is president and Dr. George F. Bowerman of the Public Library vice president. This is the first time in seven years that this information has been gathered, and much interest attaches to the unusual sort of "census." The information will be put into booklet form for ready reference. The "census takers" ask for the name of the library, the general character of the books, the location of the library, name of librarian, number of employees, telephone number and total number of volumes and pamphlets. W. I. Swanton is chairman of the committee gathering the information. The District has many unusual collections of books. These latter are housed, in most cases, in the governmental departments, and are known usually only to the particular departments concerned.

In the presence of members of the District of Columbia bench and bar, alumni of

the school, and members of the faculty and student body, the new library of Georgetown University Law School was opened on December 4. Some 15,000 volumes comprise the present library, with shelf room for an additional 10,000 volumes.

The State Law Library of Rhode Island has at last a definite promise that it will be suitably housed. Session after session of the General Assembly has either turned a deaf ear to a plea for a law library building or has shown so little interest in the project that it failed to materialize. Now 19 members of the Bar of Rhode Island, subscribing \$1,000 each, have purchased an estate in the rear of the Supreme Court building. It is their plan to give this property to the State at cost, provided the General Assembly will appropriate funds for remodeling the building to make it suitable for library purposes.

The Liverpool (pop. 746,421) Public Libraries authorities have issued a "Handbook to the Commercial Reference Library" of 42 pages. The library was opened in August, 1917.

In Nottingham (pop. 259,904) a scheme whereby special technical works should be available for the members of various scientific and technical societies, has been put into operation. With the co-operation of the Public Libraries Committee, a collection of technological books is housed in the Central Reference Library. These books circulate to members of the contributing societies and are available for reference purposes to readers of the Central Library.

Sheffield (pop. 459,916) has instituted a commercial library, the present Reference Library being used for the purpose for the time being.

The rate of exchange and the high cost of living have made it impossible for the universities of Central Europe to keep in touch with English and American thought. To ease this privation an organization has been formed, with Viscount Bryce at the head, called the Anglo-American University Library for Central Europe. The task of this body is very like that of the Royal Society in behalf of the Russian scientists, noted elsewhere.

Timely Bibliographical Topics

The Wireless Press, Ltd., London, has issued a yearbook of wireless telegraphy and telephony. 1148 pp., 8vo., illus.

Radio-électricité is the title of a new journal published in Paris, Vol 1, No 1 of

which appeared in June, 1920.

The League of Societies of the Red Cross has begun the publication of an official technical organ. The Revue Internationale d'Hygiène Publique, Vol 1, No 1, was issued

in July, 1920. It is a bi-monthly. The first three numbers were distributed gratuitously. Beginning Jan., 1921, the annual subscription will be \$5.00.

The New York City Merchants Association has just issued its 1920 yearbook.

A most useful publication is that of the Chamber of Commerce of the State of New York called Trade and Allied Associations and Publications in New York City Classified. 27 pp.

A Directory of Southern Textile Mills has just been issued by the Clark Publishing Co., Charlotte, N. C.

The Journal of Electricity (San Francisco), in its Oct. 15 number, announces a new book service to patrons. The eleven hundred title engineering book list of the McGraw-Hill Publishing Co. is the nucleus of this service, which is at the disposal of the men of the industry throughout the journal's territory.

Who's Who in Engineering, compiled by John Ed. Sears, is announced for early publication by the Compendium Publishing Co., 93-94 Chancery Lane, W. C., London.

Press accounts to the effect that a report on the nationalization of the dyestuffs industry has been received from Germany has elicited many inquiries concerning this report. Inquiry at the State Department discloses the fact that a manuscript report on the German dyestuff industry has been received in manuscript and in the German language. The report has been forwarded to the Department of Justice for consideration and translation. No information as to publication of the report was procurable.

Possibly the same persons interested in this report would be interested in that of Edward S. Chapin, dated Sept 29, and made to the Dye Committee of the United States Department of State. Mr. Chapin made an investigation as a representative of the Textile Alliance of the dyestuff situation in Germany with especial reference to the supply available for American consumption. Extended extracts from the report are printed in Textiles, Nov., 1920, p 27, et seq.

There are available a number of copies of The Aniline Color Dyestuff and Chemical Conditions from August 1st, 1911, to April 1st, 1917, by I. F. Stone, which will gladly be forwarded to any library upon receipt of a request to that effect. Address Estate of I. Frank Stone, Room 1222, 111 Broadway, New York City, N. Y.

On Nov. 9, the British Parliamentary Committee of Lancashire members passed a resolution urging the formation of a committee representing both users and manufacturers of dyestuffs to co-operate with the existing Commercial Committee in the preparation of material to lay before Parliament while considering the proposed bill dealing with dyestuffs.

The British War Office has sent a circular to some sixty of the leading chemists in the

United Kingdom asking them "to become members of a committee now being constituted as part of the new peace organization for chemical warfare research and experiment."

The first issue of Administration, the new monthly journal of the Ronald Press Co., will appear in January, 1921. Advance notices arouse expectation of a most attractive periodical.

E. H. Burroughs, bibliographer of the United States Bureau of Mines, has compiled a list on Recent Articles on Petroleum and Allied Substances.

An important announcement to fertilizer interests is the winding up of the British Sulphate of Ammonia Association on Oct. 20. The occasion was the sixth (and last) annual meeting. The Association went into voluntary dissolution with the understanding that the newly formed British Sulphate of Ammonia Federation, Ltd, continue the propaganda work of the Association.

Proceedings of the Constitutive Assembly of the International Research Council, held at Brussels July 18-28, 1919, have just arrived. Sir Arthur Schuster, the general secretary, is the editor. It is a volume of 286 octavo pages, printed in London in 1920, at 10s 6d.

One of twelve copies of the bound catalogue of the Exhibition of Technical and Commercial Literature, July 28 to August 6, 1919, has just arrived in this country. The exhibition was held under the auspices of the Public Library of New South Wales. The catalogue, printed by the Government Printer in 1920, is bound in kangaroo leather, attractively tooled. The contents comprise selected lists of books, newspaper cuttings, photographs of sections of the exhibition, and copies of programmes, invitation cards, etc. The book lists are as follows: Advertising, Show Cards and Window Dressing, Bookkeeping and Accounting, Bricks, Cement, Concretes, etc., Business, Business Education and Business Methods, Carpentry and Cabinet Making, Ceramics and Glassware, Technological Chemistry and Chemical Industries, Commerce and Trade, List of Directories and Yearbooks, Books on Exporting, Food Preservation, Canning and the Meat Industry, Fuels and Lighting, Metals and Metal Working, Oils and Fats, Printing, Book Illustration and Bookbinding, Salesmanship and Purchasing, Scientific Management, Factory Management and Machine Shop Management, Shorthand and Typewriting, Sugar Manufacture, Textile Industries.

The International Labor Office, Geneva, announces that it has in preparation the first number of a monthly journal to be called International Labor Review. This same office publishes a weekly Bulletin, No. 10, which was issued on Nov 10, 1920, as well as a daily summary. A large number of monographs belonging to a numbered

series called Studies and Reports, as well as a considerable number of texts of laws in a numbered Legislative Series, and one Special Report have also been issued. A checking record of the Studies and Reports, already out, is Ser A, Nos 1-11, B, Nos. 1-2; C, Nos. 1-3; D, No. 1; H, Nos. 1-2; K, Nos. 1-2.

The Director of the U. S. Relations Service in his annual report for 1919-20, p. 12, announces that during the year steps were taken to distribute the surplus stock of back numbers of the Experiment Station Record. Libraries which have not yet taken advantage of this offer should do so at once, as this is one of the most useful library tools issued by the Government. A general index for Vols. 26 to 40 is promised.

The Rubber Association of America has undertaken the gathering of monthly statistics from individual tire manufacturers, members of the Tire Manufacturers Division, relative to production and distribution of tires and tubes, as well as the amount of cotton fabric and crude rubber consumed. Each participating member will be supplied with totals. The first report of Nov 30 is promised for early December.

The National Research Council has established a Research Information Service as a general clearing house and informational bureau for scientific and industrial research. This service on request supplies information concerning research problems, progress, laboratories, equipment, methods, publications, funds, etc. Ordinarily inquiries are answered without charge. When this is impossible because of unusual difficulty in securing information, the inquirer is notified and supplied with an estimate of cost. Requests for information should be addressed Research Information Service, 1701 Massachusetts Avenue, Washington, D. C.

A Statistical Survey of the Sugar Industry and Trade of the U. S., 1918-19, has just been issued by the U. S. Sugar Equalization Board. The report, a quarto publication of 113 pages, is by Joshua Bernhardt.

Sugar Bulletin, issued by the Bureau of Statistics of the U. S. Sugar Manufacturers' Association, Washington, D. C., is the title of a new weekly sugar service. The editor is Truman G. Palmer. The price is \$15.00 a year. Trade magazines, government reports, new books, current legislation, and many other sources are digested.

The publication of *La Sucrerie Belge*, suspended in August, 1911, has been resumed. This journal, first issued in 1872, is the official organ of the Société Générale des Fabricants de Sucre and of the Société Technique et Chimique de Sucrerie of Belgium. It is now edited by Dr. C. Tydgadt and will appear monthly.

The 1921 issue of the Warehouse Directory will be issued as a part of the December number of *Distribution and Warehousing*. A copy will go auto-

matically to all subscribers, but extra copies can be bought for \$1.00. The directory will include the names of public warehouses of the U. S. and Canada, their addresses, capital investments, insurance rates, whether they handle pool cars, whether they are factory distributors, whether they have railroad connections and direct sidings.

Dr. Oskar Wohryzek, of Diózeg, Slovakia, is bringing out a book on laboratory work and chemical control in sugar factories and refineries, in connection more particularly with conditions prevailing in the beet sugar industry. Judging from the list of contents, this will be a book of wide scope, and judging again from the author's reputation as author of the valuable monograph entitled "*Chemie der Zucker-Industrie*," it is likely to be a treatise of some interest. It will be published in Germany and is not likely to overlap with previous volumes on the subject, viz., the well known books by Fruhlin and by Herrmann. Dr. Wohryzek requests those wishing to purchase this treatise to write to him in order that he may have some indication of the number of copies needing to be printed.

On November 25, the Washington office of the International Labor Office of the League of Nations announced that the former is about to put under way an investigation on industrial production throughout the world. It is proposed to make the greatest possible use of inquiries already completed under the auspices of the various governments, in order to reduce the amount of original work necessary to the lowest practicable point. Completion of statistics gathered by governments, scientific societies and economic organizations will be necessary, however, and collation of results will probably prove a considerable task. Resources of coal and raw materials, transport conditions, supplies of machinery and tools, exchange credits, and labor factors will be included in the scope of the inquiry.

The index to volume 37, Nos 1-6, January to June, 1920, of *System*, has just been issued separately, and will be mailed on request.

Abrasive Industry is the only American trade paper devoted to this industry. The first number was issued in October. Price is \$2.00 a year, published by the Penton Publishing Co., Cleveland, O., publishers of the *Iron Trade Review*, *Daily Metal Trade*, *The Foundry*, *The Marine Review* and *Power Boating*. This new trade paper will represent an industry the value of whose annual output approximates \$100,000,000.

Virginia Fairfax, Librarian of the Carnation Milk Products Co., Chicago, is writing in the *Journal of Electricity* on the collection and care of vertical file material. The first instalment appeared in the October 15th number, the second in the November 15th number.

Data relative to commercial diamonds for truing grinding wheels are given in a booklet recently issued by the Norton Co., Worcester, Mass. Sources of stones, classification, color, quality, shapes and sizes, method of mounting and suggestions on the correct use of diamonds are explained in non-technical language.

A 40-page booklet containing valuable information on grinding was recently issued by the Universal Grinding Machine Co., Fitchburg, Mass.

The Heald Machine Co., Worcester, Mass., recently issued an 80-page illustrated instruction book and parts catalogue of its No. 60 cylinder grinding machine. The book contains a number of features of interest to the practical grinding operator.

A useful booklet for power users generally has just been issued by the Chicago Belting Co., Chicago, Ill., under the title, "Practical information on the use and care of leather belting."

"Standardizing Leather Belting" is the title of an attractive and useful 100-page booklet issued recently by the Graton & Knight Mfg. Co., of Worcester, Mass.

The Flexible Steel Lacing Co., 4607-31 Lexington Street, Chicago, have issued an exceptionally meaty 64-page handbook on "Short Cuts to Power Transmission." Various kinds of belts, use and care of belts, making belt joints, belt calculations, transmission problems, belt troubles and a wide diversity of tables for use in connection with belting problems and calculations and much else is included in this convenient book.

The N. Y. Car Spring and Rubber Co., Inc., Jersey City, N. J., has issued a new catalogue, "Carspring." It serves for a reference book as well as a catalogue. It includes technical discussion in regard to the construction of belts and offers in handy form some valuable information for plant engineers and students of belting efficiency.

The W. and J. Tiebout Co., 118 Chambers Street, New York City, have issued Catalogue No. 18, illustrating and describing a full line of brass and galvanized marine, refrigerator and cabinet hardware.

Weston Sugar Centrifugals is an interesting catalogue published separately in English and in Spanish, which contains useful information in regard to centrifugal machines in general, as well as those of the publishers, the American Tool and Machine Co., 10 High Street, Boston. The catalogue is excellently illustrated.

A booklet, "Molecules and Man," distributed by the du Pont de Nemours Co., Co., Inc., Dyestuffs Sales Department, at the recent Chemical Industries Exposition, compels the appreciation that national security is dependent on a well-established organic chemical industry.

Peter Gerlach Co., manufacturers of cooperage machinery, Cleveland, O., announce the issue of a new 100-page catalogue.

U. S. Chamber of Commerce, through its Fabricated Production Department, has just issued a bulletin under the title, "What a cost system should do for you."

The current number of "Cotton Chats," issued by the Draper Corporation of Hopedale, Mass., reprints the International Cotton Statistics recently issued in England, giving the consumption of cotton for the year ended July 31, 1920. As the International Federation of Master Cotton Spinners, the source of these statistics, is the highest available authority, the figures are of especial interest.

"Clean, Clean Thru" is the title of a new cotton waste book recently issued by the Royal Manufacturing Co., producers of Royal cotton and wool waste and Royal cleaning cloths, at Rahway, N. J. While it is by no means technical, the book is a "close-up" of cotton waste manufacture all the way from raw material to the finished product.

The National Aniline and Chemical Co., Inc., New York City, has issued a handsome 24-page illustrated booklet containing a very readable brief history of the development of the American dyestuff industry. The list of intermediates and other coal tar derivatives includes several accelerators, notably aniline oil and thiocarbonyl, much used in rubber manufacture.

The Automatic Fuel Saving Co., 354 Machinery Hall, Chicago, and 1065 Bulletin Bldg., Philadelphia, will send on request a booklet on "Automatic Combustion Control."

The Royal Art Glass Co., No. 243 Canal Street, New York City, have issued Catalogue No. 14, a handsome production in colors.

The Cooper Hewitt Co., Hoboken, N. J., have reprinted from the "Central Station," Studies in the Economics of Lighting, by E. Leavenworth Elliott. Industrial lighting problems are considered from several angles. Copies on request.

A 72-page book on the insulation of high temperature industrial equipment, such as boilers, furnaces, stills, hot-blast stoves, ovens, etc., has just been issued by the Armstrong Cork Co., Pittsburgh, Pa. The subject of heat insulation has been thoroughly studied from both a theoretical and a practical standpoint and the results here compiled contribute to make this book really valuable and instructive.

Standard Petroleum Specifications and their revision are discussed in Power of November, 16, 1920. This being a matter of basic importance to those interested, petroleum special librarians are advised to read this article which describes the federal specifications. In the same paper for

November 23 the development of oil specifications is carefully described.

Be sure to put a memorandum of this in your data file. You are bound to need it. In *Automotive Industries* for November 25, is a compilation of the formulae of horse power ratings for tax as obtaining in various foreign countries. Every exporter of motor vehicles of any description will be glad to have a memo. of these computations.

The Asphalt Association has ready for distribution in printed form five typical specifications prepared by its technical committee. A limited number of mimeographed specifications are obtainable on request. Address of the Association is 25 West 43d Street, New York City. Titles of both lists are printed in *Automotive Industries* of November 25, page 1083.

The Packard Electric Co., of Warren, O., has issued a bulletin on "Metering Transformers."

The Batterman-Truitt Co., 736-8 West Monroe Street, Chicago, has issued a 30-page revised catalogue of ventilating equipment.

The Milwaukee Electric Crane and Mfg. Co., Milwaukee, has ready a new 48-page catalogue of electric cranes and hoists.

The Koon Demurrage and Storage Table for 1921 is out at \$1.00 a copy. Address 232 Carlton Avenue, S. E., Grand Rapids, Mich. The table computes quickly the exact time for which demurrage is due and is equally handy for computing storage charges.

Textile Alliance, Inc., New York City, has published Bulletin 88, listing vat dyes and non-vat dyes of German manufacture. This is an entirely new list of German dyes which have become available since publication of previous bulletin.

Discussion of the possible utilization of molasses as motor fuel lends an especial

interest to the Reading List on Molasses by Clarence J. West. Bibliographic Series No. 5, 1920, published by the Arthur D. Little Co., Inc., Cambridge, Mass.

"The Petroleum Outlook" is the title of an attractive monograph issued by Arthur D. Little, 30 Charles River Head, Cambridge, Mass. It comprises an economic study of the petroleum outlook with special reference to American fields. A limited number of copies were issued.

The house organ of the Texas Co., "Lubrication," for September, has four leading articles—Textile Mill Lubrication, Lubrication of Auxiliaries, Lubrication of Cement Mills, and The Skill of the Grease Maker.

In this connection, have all the Special Librarians interested in this subject, that very useful trade catalogue gotten out last year by the American Hoist and Derrick Co., St. Paul, Minn., called *Ditcherology*? There is a great deal of valuable instruction on lubrication of various parts of hoisting machinery and a most practical chapter on wire rope lubrication.

A second report of progress under the present co-operative agreement between the National Warm Air Heating and Ventilating Association and the University of Illinois for an investigation of warm-air furnaces and furnace heating systems has been issued by the Engineering Experiment Station of the University as Bulletin 117. The author is V. S. Day, research assistant, and the report is entitled "Emissivity of Heat from Various Surfaces." The report deals principally with the value of insulating materials employed in warm-air furnace installations.

Recent interesting and valuable bulletins by the General Electric Co., Schenectady, N. Y., include Nos. 48701-A and 48715, dealing respectively with insulating compounds and insulating fabrics.

Russian Science.

The indefatigable Mr. Wells has been giving to the press an account of life in Russia as he finds it. He assures us that it is not of the needs of the body that the Russian scientists complain, but of the needs of the mind. They have been cut adrift from all scientific literature outside their own country by the blockade. They are denied new books, new instruments. Their laboratories are cold and empty. Plainly, scientific research is well-nigh impossible under such circumstances. The artist may in times of ruin and violence turn his vision inwards and out of his broodings make a masterpiece. The scientist must keep moving on the tide of ideas. Despite the odds against them the Russian scientists have stuck to their work with a devotion which is bound to bring response

wherever the story is told. Though death and starvation stalk, and a man may be a mere meal's distance from frightful physical suffering, Pavloff goes on with his inquiries into the mentality of animals and Mannuchin hunts down a cure for tuberculosis that he may bestow a blessing on humanity. These men greeted the arrival of Mr. Wells into their midst with passionate inquiries into the progress of science outside Russia. Mr. Wells invited them to compile a list of the books they need. The list was put into the hands of the Royal Society, and a plan, approved by the British and Bolshevik government, has been arranged whereby the Russian scientists may be supplied with books. It remains for the public to provide the £4,000 which is necessary.