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## Special Libraries, November 1923

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# SPECIAL LIBRARIES

Vol. 14

November, 1923

No. 8

THE PUBLIC LIBRARY AND THE  
BUSINESS MAN, *John Adams Lowe*

CLASSIFICATION IN SPECIAL  
LIBRARIES, *Emilie Mueser*

SOME RECENT BUSINESS BOOKS  
*Margarett A. James*

DISTRIBUTION OF CHICAGO  
CITY DOCUMENTS, *Frederick Rex*

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**W A N T E D**

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# Special Libraries

LAURA R. GIBBS, Editor,  
142 Berkeley Street,  
Boston 17, Mass.

Vol. 14

November, 1923

No. 8

## The Public Library and the Business Man

John Adams Lowe, *Assistant Librarian, Brooklyn Public Library*<sup>1</sup>

The library world has been watching the Special Libraries Association for the past year or two. It is marvelling at the work it gets done. Not the least of the success of the association is due to Miss Rankin, who from the time of her election as president to the moment of her retirement has held before the association unusually high ideals, a forward-looking constructive program for the year's work, a spirit of cooperation, and an interest in professional growth. Her committees seem impelled by an unlimited activity which actually produces results.

At this conference I have come to the conviction that there must exist somewhere a new kind of professional genus. At least one which I have not known intimately by the classification given here. They are called "special librarians." I have listened to the papers with care and have tried to discover just how these "special librarians" differ from the frequently discredited "public librarians"—those "general, easy-going, non-effective book-worms who hand out pap to novel readers and children." I have almost come to believe that some of us think that there are two creatures vastly different in make-up, in purpose, in training and in work. From what data I have gathered, I cannot tell whether I belong to the class of "special" or "public." I was once a librarian of a college, but we served the town and country as well as the faculty and students. Later I served as the field representative of a library commission, and the problems are very special and most public. Now I am an assistant librarian in a great city system of free public libraries, altho my duties are so special that nothing I have heard mentioned at this conference about the practices of public librarian

applies to my daily activities. Can it mean that some of us would limit "special" to mean "business" libraries as distinguished from all other highly organized and specialized libraries?

### A Common Task

We should not go too far in making any distinctions of this sort. The purpose and functions of all public libraries and special libraries are essentially alike. We are all trying to do one thing. We want to bring to him who seeks it the hearts and minds of thinking people of yesterday, and of the prophets who speak of tomorrow. And how shall we do this but by print. One librarian brings a great biography, or a history or a novel, another a great oratorio, another a great scientific discovery, another a fact of commerce or industry, using the same medium, print, for the same purpose, the advance of civilization, the betterment of the individual, the better understanding of truth. A fact is just as real and true and valuable in the realm of the scholar as of the business man. The methods even do not differ greatly. No, we are all closely interwoven, so let us think of ourselves as librarians—book handlers, print distributors, those who make available the heart-beats and mind readers of all time. We are not creators. Let us not even to a slight extent, make that mistake and boast unjustly. We are all trying to put knowledge to work.

The relationship between public libraries and business libraries is very close. The work is all interwoven. Librarians are dependent one upon another. No one of us has all the knowledge or all the truth. Think of your daily

<sup>1</sup> Speech before the Special Library Association, Atlantic City, May 25, 1923.

work, and imagine for a moment that you could not call upon the resources of the public library, where would you be? On the other hand the public library cannot undertake to do the research and laboratory work required in a business library. It is a great general organization established to bring the best reading to the greatest number at the least cost. Its primary function in the use of print is to create a reading habit and an intelligent ability of print-using. Inadequate funds limit its possibilities of pursuing the minute research problems to meet the needs of the business man, the professional man, the scholar. But large public libraries do have divisions or branches which correspond in a very real sense to the so-called special libraries. Newark, St. Louis and Detroit, and others, have their business branches. New York has its famous Municipal Reference Branch, and very completely developed libraries in the Art and Prints Division, American History Division, Economics Division, Science and Technology Division. The Brooklyn Public Library has its Music Library, its Library for the Blind and a large building completely equipped and administered for children. These have special collections of material and especially trained librarians, but no one thinks of them but as public librarians. It is not a matter of importance to draw discriminating lines between what is special and what is public. Let us all work together as librarians, librarians in a craft, some having gifts of research, some of organization, and some of promotion and salesmanship, but all working for one common end.

#### Things That Count

Library service is measured by its circulation statistics. We enumerate our many and varied activities. The clipping of periodicals and newspapers, the eternal filing of data, the production of data needed at the instant called for, the reading clubs, the story hours, the sending of books to schools, factories, outlying communities, instructions in the use of the library, these are not in themselves our real contribution as librarians. They are not the fundamentals. When a boy here and a girl there have found a new vision thru a book and are anxious to follow the gleam thru romance and adventure, thru testing and trial, thru chivalry and noble deeds, to come out into a large and beautiful living, the library has met an obligation. When a man or a woman finds self expression, recreation with a new and broader beginning, when books bring to

him a new hope, a new outlook on life and a better understanding of its meaning, books have served. To such ends all our activities must be shaped. Oh yes, we must attend to the routine—nothing is safe or sound without it. But routine is only a means to a larger end. Time and energy must be given to seeking and finding treasures in print needed by men and women, whether they know they need them or not.

But what can the public library do for the business man. I have hinted at it all the way along. If you must have a catalog here it is with brief entry. Thru his librarian the entire resources of the public library are made available to him for aid in his business. You know better than I the range of information required, and the methods you take to obtain it. Sometimes a business librarian seems to be clothed with the duties of a private secretary, a private detective, and author of papers. One librarian of this kind told me that she was an octopus sitting in a small room which housed a few books, and thrusting out in every direction to seize upon any data needed and whenever she needed it, no matter whose it was or how she got it. One of the large public libraries reports that the calls for information from business and other specialized libraries in the city are so numerous and required so much time that another assistant should be added to the staff. This fact alone would seem to indicate that the public library can do something for the business man thru his own librarian.

#### The Public Library Helps

But what happens to the unfortunate business man who cannot afford to maintain a library and retain a librarian? Poor fellow! We find him just falling back helplessly upon the public library. And by the horde of such men who come to our library we draw the conclusion that there are still many, many men in commercial lines who do not have the advantage of a special librarian. Of course the public library admits that it cannot always meet his demands with the speed or completeness that could be wished or that would be possible if more money and more people were available.

The Library Extension Division of the Public Library helps business men in supplying traveling collections of books for the executives and the employees, for staff rooms, for forums or collateral reading for classes of in-

struction. Incidentally it can help everyone in the organization with material on his hobby—for of course every live individual has a hobby.

And if your business man falls ill and is sent to the hospital, there he will find a representative of the public library with her arms full of books and magazines, new, clean ones—or perhaps with a little bedside wagon from which he can make a selection comfortably.

And if he falls down before the law and finds himself in jail thru some misunderstanding or other on his part, why there are books to help him pass his time congenially from the public library. These are carefully chosen not to excite him or give him information likely to lead to further crime. And even the librarian is sworn not to make things embarrassing with recognitions of acquaintance-ship. I never go to a prisoner without thinking "there but for the grace of God stands you," and I have often wondered if it would not be worth while cultivating the reading habit, if for no other reason than to be prepared against such a possibility.

And again the public library can help the business man in the selection of books for his home problems. The matter of reading for the children is of vital importance, much more so than some busy men appreciate. And the public library has on its staff children's librarians who because of long and careful training in children's literature are prepared to give expert advice about book selection. One day at Rotary a great merchant told me that he was having the greatest fun. He said he was taking a few minutes each night to read stories to his four-year-old boy. I asked him what he was reading him and he replied, "Oh the Higglety-Pigglety stories and the Bedtime stories in the newspapers, or anything I stumble on." Then I told him of a recent experience of mine. An authority on children's literature, whose judgment on boys' books had been our guide for three years, urged me almost against my reason to read Kipling's "Just So Stories" to my four-year-old boy. I protested because I thought such literature, imagination and fancy would be too advanced for him. She knew the book and the boy better than I. He loved it. He laughed and laughed at the right places and begged for the stories over and over night after night. He knows and repeats parts of the stories and he uses phrases and whole sentences of Kipling on occasions. And he's nothing extraordinary.

Even at four years a boy's diction needs

most careful attention, and the books he reads to be of use to him must not murder the President's English. Morals are already developing. I want to know what impressions, never perhaps to be obliterated, the stories are going to leave on a sensitive organism. But I am like your business man altho possibly with more book contacts. Like him, I cannot take time to read thru the almost unlimited supply of books for boys and girls and determine what is right for a boy of four who shows certain likes and dislikes. Nor is there any good reason why I should. These special librarians in public libraries are giving their days to the problem and the results of their study and experience are available to anyone who needs and asks for them.

#### The Personal Touch

But you will say this is just individual work. Well, isn't that what we librarians have to do? It is the winning of the ones, making them see the value of print to them and then helping them form habits of using print intelligently.

The president of the American Bankers' Association just told you that the idea of "business for business" is gone. It is a thing of the past. Today business is simply an opportunity for science. He told you how the bankers of America are working to develop character in their associates.

We as librarians must find in our daily work the same thing or we are lost. We may win great circulation statistics without it, but in the winning we may lose greater things. Jesus Christ asked, "What shall a man give in exchange for his soul." Our daily routine may build into our character patience, faithfulness, accuracy of deed and accuracy of thinking, justice and square dealing and many other fundamentals, but this is too narrow a point of view for an unselfish Christian. We have a responsibility for the other fellow's rights, his well-being and his chance at character development. I like to think of what Stevenson said about this. "My duty toward my neighbor," he wrote, "is not to make him good, but if I may to make him happy." And that is the essence of the whole thing, for Stevenson understood how dependent true happiness is on a clean conscience.

For him who comes to our desk seeking statistics and facts which shall help in the business let us be diligent in giving as accurate and rapid assistance as possible, but let

us not forget to give him something in addition for himself independent of the business; something for his recreation, his inspiration. Don't misunderstand me. Heaven forbid that librarians should become such creatures as the men in the army termed "Calamity Janes" and "Tract Droppers." What I suggest requires a somewhat intimate knowledge of the person, his hobbies, his tastes, his aims and ambitions, and it requires an accurate knowledge of books, for a good book poorly placed is as useless as no book at all. Your business man has just purchased a little place out in the country. He wants a garden which he can work himself. You know what is before him if he is going to wade laboriously thru the voluminous literature of garden making. Perennials are the thing he needs. He may not discover it for a season or two unless you get just the right book and leave it on his desk some day at closing time. If you don't know the book consult the public library. Something in the day's work has been enough to shake his faith in his fellows; possibly you know a message for him in print which he can come upon by himself if put where he must fall over it.

Mrs. Armstrong<sup>1</sup> has just told you of her welfare work with the Eastman Kodak Company. You remember that she said that one of the saddest things she saw was the way the men who had been retired after years of service came back day after day and watched the long line pass in and the men punch the time clock when the day's work began. They realized that they never can punch the time clock again. And do you recall that she

pointed out that almost invariably they did not last very long after they were retired? Taken out of the rut they had been in so many years they did not know how to go on without it. They had concentrated so completely on the one job that as the days came and went everything else had been crowded out of their lives, and when they could no longer carry their job, life itself gradually slipped away. Isn't there something which we can do as the business days march on to save ourselves and our associates from such emptiness of living? If we can do no more it is our duty to preach the gospel of the value of reading. Read for today, read for tomorrow, but today and tomorrow to develop the habit of keeping in touch with what the world is thinking and doing, lest that day come which finds us marooned, isolated, side-tracked, dead but not buried.

Well, then, shall we state our question in a larger way and ask ourselves what can the librarian do for the business man? First meet his business needs, and second, help him to find for himself in print a way of escape into the larger and more abiding things of life.

Let us go back from this conference to our tasks with a sense that we as librarians, serving in general, public, special, or research capacities have one great contribution to make. Let us realize that our purpose, aim and methods are practically the same, and let us work together not as separate, isolated individuals, but as independent units of a great whole. Content if by our striving Truth comes a little nearer into its own

## Classification in Special Libraries<sup>2</sup>

Emilie Mueser, Engineering Societies Library, New York City

The chief function of the special library, as we understand the term, may be said to be twofold: it seeks to make a reasonably complete up-to-date collection of data for a definite subject as found not only in books, but also in reports, pamphlets, clippings, etc.; and secondly, it aims to index and classify such material in a manner best calculated to make it available when needed, with the minimum of effort and delay. It is the purpose of this paper to discuss briefly the ways and means for classifying and indexing such a collection.

The value of the special library in the task

it has set for itself is too generally recognized to need discussion. It has firmly established itself as a distinct aid to research and progress in the industrial and business world. This very recognition of its value, however, has also brought with it a realization of certain deficiencies and limitations for which it may properly be our problem to seek satisfactory solutions.

The lack of proper standardization and classification, causing as it must, duplication of effort, lack of centralization of material, and loss of time due to differences in classifi-

<sup>1</sup> This paper is a summary of a talk to the Special Libraries Association at Atlantic City, May 25, 1923.

<sup>2</sup> Paper read before the Group on Cataloging and Classification at the conference, May, 1923.

cation and indexing, is perhaps at present the most serious limitation to the more effective work of special libraries. If it be borne in mind that there are at least three major classification systems: the Dewey Decimal classification and relativ index, the Cutter Expansive classification, and that of the Library of Congress, apart from the great number of minor ones that seek to satisfy the needs of individual industries or scientific groups, such as Elliot's business library classification, the possibilities for the future of better standardization in this field of endeavor may be easily appreciated. It is not, however, within the scope of this paper to add to the already voluminous discussions of the relative merits of even the leading systems mentioned. Each system no doubt has points of strength and weakness on which it may be favored or assailed. Entirely aside from the debatable question of superiority of this or that system, therefore, the fact remains that if there is to be greater standardization of the work of special libraries in the future, there must of necessity be a gradual convergence toward one definite system rather than a continued, or even increasing divergence, along many. If this is true, then it is also pertinent to the question of standardization to consider which of the major systems of classification now in use has already earned for itself, apart from its other merits, the very definite one of being at present most widely in use. It is only from this point of view, that it may be permissible to recall briefly certain facts about the Dewey system.

#### International Recognition For Dewey

It may be noted at once that the Dewey system has become firmly established as a basis for classification in Europe. This was due in a large measure to the exhaustive study by the International Institute of Bibliography in Brussels, of classification systems in the later 1890s which resulted in the final decision to adopt the Dewey Decimal system, with certain modifications and amplifications. Subsequently they published, in 1907, this classification, a two thousand page volume with important supplementary tables. As a result this scheme rapidly gained general recognition throughout Europe. This Brussels expansion of the Dewey has been adopted by the Dutch government for its correspondence files, is being used by Russian public libraries, by certain

French, German, Dutch and Spanish and Italian publications, has been translated, at least in part, into Dutch and German.

It may be mentioned that the groups expanded in the Brussels scheme are in the "Natural Science" and "Useful Arts" classes, with amplification in the shape of tables of forms and signs that may be used to modify classification numbers, as well as tables of geographical and chronological divisions. The technical sections, were sufficiently detailed and elastic to meet adequately the needs of the most intensive specialization, thus becoming applicable to the most exacting requirements of industrial firms and research laboratories.

It is perhaps typical of American methods of scientific and industrial progress to concentrate with great intensity through individual effort, on new problems that present themselves, to forge ahead by dint of specialized application whenever an industrial need is felt, rather than to build more slowly through the method of greater coordination and centralization. Our efforts perhaps reach further along certain lines, even make vital headway more quickly, than those abroad, but are apt to be retarded by reason of a lack of stability due to their spasmodic character and lack of coordination.

#### Extensions of Dewey

Contemporaneous with the Brussels effort at international coordination of classification methods, which resulted in the general adoption in Europe of the Dewey system, we find separate efforts made in America, by the Engineering Department of the University of Illinois which published "An extension of the Dewey Decimal system of classification applied to engineering industries" in 1912; the classification for forestry as published in 1917 in the "Journal of Forestry;" a classification of aeronautics by Ansel Slobod while in the library of the Curtiss Airplane Company; the Colorado School of Mines classification on metallurgy and mining engineering published in 1911 and 1912; United States Bureau of Standards, Radio which has just appeared in permanent form as Circular 138; each one of the above mentioned scientific or industrial groups doing valuable work in making an expansion of the Dewey classification to meet its own specialized needs. What these and similar organizations have done and are doing, others will do as need arises. Thus the number of specialized expansions of the Dewey classification along lines in which the Dewey classification is still



incomplete is steadily increasing, with the result that here, as well as abroad, this system of classification is establishing itself even more firmly,—a fact which points very favorably toward that standardization so necessary, for the most effective work of the special library in the future.

A further definite step toward the goal of standardization was taken in 1921 by the new periodical publication, "Management Engineering," the first in America to follow the lead of numerous European publications which have for some years practiced the classification and indexing of all their articles as an aid to proper clipping and filing by interested readers. All articles of this periodical are classified and indexed by the Engineering Societies Library. The value of such work is obvious. Not only is unnecessary duplication of work

avoided, and space and time conserved through concentration of material, but a greater uniformity of classification terminology is bound to result. While this new effort is still in its experimental stage, the ever increasing number of questions for information which are finding their way to the Engineering Societies Library about this phase of the work are evidence enough that such central office classification would fill a vital need. How can it be otherwise? If the special library would most effectively reflect and assist the American scientific and industrial progress of this era—and that is our sole reason for existence—it must keep step with the methods of the "Big Business" of our day. And what aims are more vital to it today than those which we too must follow—centralization and standardization.

## Some Recent Business Books

Margarett A. James, *Reference Librarian*, Harvard Graduate School of Business Administration

The business book is no longer a novelty, and as writings on business increase, they not only divide the field more minutely, but also are of more substantial character. Two distinct types emerge—books intended primarily for students in the growing university departments of commerce and those planned in the first instance for the reading of the business man himself.

In the field of industrial management, for instance, "Industrial Management" by Richard H. Lansburgh (New York, John Wiley and Sons, Inc.) is distinctly a textbook systematically covering the entire field. It deals point by point with the physical features of the factory and methods of handling materials, as well as the chief problems encountered in handling the factory personnel. A whole section of the book is devoted to "standardization" which the author regards as the essential of modern scientific industrial management.

Everitt and Johnson's "Cost Accounting for Foundries" (New York, McGraw-Hill Publishing Company) also lies in the field of industrial management but is addressed not to the college student but to the foundryman himself. Its aim is to "make the subject easily understandable by the foundryman who lays no claim to accounting knowledge. The language used is the language of the shop." So far as the reviewer can judge, the object has been well attained through the use of clear

language and illustrations of the form recommended by the authors. A few of the chapters, covering the principles of cost accounting in general, are reprinted from the recent book by Heywood and Basset on "Production Engineering and Cost Keeping for Machine Shops."

Adaptation to an audience of business men is carried to an extreme in Scott and Hayes' "Science and Common Sense in Dealing with Men." (New York, Ronald Press.) The greater part of this little book on industrial psychology describes the use of mental tests in determining the varying abilities of men. A few chapters are given to a discussion of the fundamental qualities of man on the basis of the modern psychology of instincts. The authors evidently felt that constant persuasion is necessary to make executives believe that difficulties with an employee may be due to the employee's mental qualities and not to "original sin," and that individualized treatment is necessary. But in view of the modern development of personnel management the reviewer believes that these ideas are no longer novel in industry, though there are no doubt those who still need enlightenment. To such employers this book will apparently make its chief appeal.

Two more volumes have recently been issued in the Harvard series of business problem books. These are M. T. Copeland's "Problems in Marketing" and T. H. Sanders'

"Problems in Industrial Accounting" (Chicago, A. W. Shaw Co.) These volumes continue the policy of the Harvard Graduate School of Business Administration in using for teaching purposes actual business problems involving an executive decision. Each cites several hundred problems in its special field, grouped by topics, with questions as to the proper course of action. The problem book on cost accounting also includes a brief description of the principles of the subject. While intended for textbooks, the volumes should prove of interest to the far-seeing business man who wishes to know the questions confronting other executives.

Books on selling (not on the broader subject of marketing) are generally written for the man in the field and "Creative Selling: Making and Keeping Customers" by Charles Henry Mackintosh (New York, Appleton) has been prepared for the use of both wholesale and retail salesmen. "Effective thinking," "keys to successful selling," "mass selling" and "keeping customers" are the four main topics of discussion. To the reviewer the last appears the most useful section of the publication. It deals with the handling of complaints by letter, and gives many examples of methods of satisfying the customer. Librarians who are struggling to replace the "I don't know" attitude toward their public with a constructive policy will appreciate the author's suggestions.

Among the group of business books on the reviewer's desk there stand out two written by business men for business men. "Cotton and the Cotton Market" by W. Hustace Hubbard, a New York cotton merchant, is a clear and interesting account of raising and selling the American cotton crop. (New York, Appleton.) "Hedging" (protection against loss through buying contracts for the future delivery of cotton) and speculation in cotton are also discussed. As a cotton broker, the author naturally supports the work of the Cotton Exchanges and the present system of marketing cotton. He is not violently partisan, however, and the whole impression of the book is that of drawing on a wide store of experience, and giving authoritative facts on the industry.

"Building your own Business" by A. C. Burnham, president of the Brodie-Burnham Company, a small Chicago publishing house (New York, Ronald Press), is a unique and

interesting work. In brief the thesis is his belief that

"When my boy finished his formal education, even though that might extend through a college course, I should prefer to have him start in business independently by purchasing a sack of peanuts, putting them into small bags, and hawking them on the street corner at 5 cents a bag, than to have him accept a salaried "job" with the biggest corporation or bank in America. . .

"I believe it would be better for him in the long run, for in the first instance he would learn something about business in general—not about a business. . .

"His chances for success would be, I believe, in proportion to whatever ability he possessed, possibly 75 in 100, perhaps more, but if he followed the second plan of "accepting a position," his chances to make any marked success certainly would not be greater than 5 in 100 unless he was a veritable genius, or unless a miracle happened to him."

Mr. Burnham bases his contentions on reports of "how they did it" from the heads of fifty-eight medium-sized businesses selected at random in Dun's credit rating book. Along with the reports of these men on the way they built up successful enterprises, he has chapters on how to choose, finance, and operate an independent business. Whether or not one can subscribe fully to his point of view, the book is a stimulus to courageous, independent action—worth reading by men and women in almost any occupation.

As different a type of business book as the reviewer's book-shelf holds is the "Source-Book of Research Data," compiled by the New York University, Bureau of Business Research (New York, Prentice-Hall). Sources for two types of statistics are listed for important commodities—those of "quantity and physical volume" (including production, shipments, receipts, stocks on hand, exports and imports and the like) and a valuable list of sources for business data is also given, to which is added a brief, well-chosen "working library of current statistics." Intended for "the research man in business" the volume will be of direct usefulness to a large group of special librarians. The authors ask for suggestions and criticisms so that we may expect later editions to cover more commodities and more sources of statistics.

## Distribution of Chicago City Documents

An ordinance was passed by the Chicago City Council on July 2, 1923, providing for the sale and distribution of copies of city documents and publications of Chicago by the Bureau of Statistics and Municipal Reference Library. A digest of the salient provisions of this ordinance follows herewith:

Section 3651a. Provides for sale at cost by Municipal Reference Librarian of surplus copies of documents and publications of the city government committed to his custody.

Provides that the selling price of such publications shall be at cost and sufficient to cover the cost of paper, handling and printing.

Provides that any city official having in his charge the sale of publications of the City of Chicago desiring to be relieved of the same may surrender such publications to the Municipal Reference Librarian who shall sell the same at cost.

Provides that heads of departments, boards, commissions, council committees and other divisions of the city government are required to deliver to the Municipal Reference Librarian at least once each year all publications in their custody not required for further use. Such publications shall then be disposed of by the Municipal Reference Librarian at the cost price.

Provides that no publications shall be sold by any department, bureau, division, board or commission unless the sale thereof shall be specifically authorized by the City Council.

Section 3651b. Provides that any edition of an annual or special report issued by a department, board or commission must be approved by the City Council as to the number of copies.

Provides that the number of copies of an edition to be set aside for the use of the department, board or commission issuing the same, and the number of copies of such edition which shall be made available for distribution or sale under the terms of the ordinance shall be determined and fixed by a board consisting of the Municipal Reference Librarian, a representative of the Finance Committee of the City Council, and the head of the department, board or commission issuing such annual or special report.

Provides that the ordinance does not apply to orders, regulations, instructions, directions, notices, leaflets or circulars of information printed for official use and issued by a department, board or commission.

Section 3651c. Provides that copies of pub-

lications of the city government shall be distributed without cost to the Mayor, City Council, City Clerk, and City Treasurer, and to heads of departments, boards and commissions.

Provides that elective officials of the various governments of Chicago and Cook County, all elective members of the government of the State of Illinois, public libraries, university and institutional libraries located in the State of Illinois, Library of Congress, newspapers and civic organizations situated in the City of Chicago, may upon request likewise receive copies of such publications free of charge.

Section 3651d. Provides that the Municipal Reference Librarian is authorized, subject to the approval of the City Council and of the head of the department, board or commission in which the same shall have originated, to order printed or reprinted from time to time copies of any publications of the city government of the City of Chicago in such number as may be deemed desirable and may be required for sale.

Section 3651e. Provides that the Municipal Reference Librarian shall annually submit a report to the City Council showing the number of copies of publications of the city government received by him, from all sources, specifying the title or character of each, the number of copies sold, and the amount received for the same in a manner prescribed by the City Comptroller.

In addition to the foregoing, Section 3651 of the Chicago Municipal Code of 1922 provides that it shall be the duty of the head of every department, board or commission of the municipal government to transmit and furnish to the Bureau of Statistics and Municipal Reference Library one hundred copies of each official annual or special report or publication of such department, board or commission. Such reports and publications shall be used by the Municipal Reference Librarian in obtaining by exchange without cost similar reports and publications from other cities.

This ordinance is based upon the Federal statute providing for the sale and distribution of government documents by the Superintendent of Documents at Washington. It is the first ordinance passed by any city council in the United States providing for the sale and systematic distribution of city documents and publications, and we accordingly take pleasure in bringing the same to your attention for this reason.

## An Index for Business and Financial Periodicals

Louise B. Krause, *Librarian*, Byllesby Engineering and Management Corporation

The Industrial Arts Index for September, 1923, announces that beginning with 1924, it will index forty-one additional periodicals covering chiefly the fields of business and finance. Financial librarians, particularly, will be interested in this enlargement of the Industrial Arts Index, which has previously covered only a few financial and business periodicals. We would suggest that any financial librarians who are not already subscribers to the Industrial Arts Index, write to The H. W. Wilson Company for the list of periodicals which they propose to include in 1924, in order that they may note what valuable service will be rendered by the enlargement of the Industrial Arts Index along financial lines.

There has been tremendous need for an index to cover financial periodicals and this forward step on the part of The H. W. Wilson Company should have generous support, especially as we understand that it is their purpose, as soon as the demand is sufficient, to issue a separate financial index. In the meantime, the Industrial Arts Index should receive most hearty support. The graded scale of price, which has always been the policy of The H. W. Wilson Company, makes it possible for the Industrial Arts Index to be obtained at a reasonable price by any financial library, even though it does not subscribe to many of the technical journals which are indexed in the Industrial Arts Index.

# Special Libraries

LAURA R. GIBBS, Editor  
142 Berkeley Street  
Boston 17, Mass.

Associate Editors

MISS ELIZABETH HANNER  
MR. DORSEY W. HYDE, JR.  
DR. RALPH L. POWER

MISS REBECCA B. RANKIN  
MISS MARGARET REYNOLDS  
MISS MARGARET WITTINGTON

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## EDITORIAL

### Help Wanted

The Membership Committee is getting its campaign under way, and has recommended that the fiscal year for memberships be made to coincide with the calendar year, therefore, when the bills for this year are received some members will find that theirs are made to cover a period of eighteen months.

It is expected that a large increase of circulation will follow this campaign in which we are every one vitally interested and consequently under obligations to assist. Such an increase will make the advertising space of considerably more value and we hope before the end of the year that SPECIAL LIBRARIES will be upon a self-supporting basis. This will free membership dues for work which is pressing upon the association to be done, work which is not only of individual value to the members, but which will help put special librarianship upon a higher plane.

Just as we go to press there comes word that one of our members, who prefers to have his name withheld until he has "earned the title" of Advertising Manager, is ready to try his success at that office. He is starting this campaign with a selected list of names and will welcome any suggestions sent to the Secretary for him. Will you not take this as a personal request and not only suggest possible advertisers, but use your influence to help procure their copy?

### President's Letter

I congratulate you upon your present opportunity to render real service to the business man and to the public generally. The business men were never more ready for a constructive program than they are today. They are looking to our organization for real results and will not be content with explanations of failure. The man of vision recognizes the fact that the special library is important to him in all his affairs whether it be town, city, state or national and is also an organization that active-

ly functions the year around. So this year as well as last we are hoping to carry out the plans so well organized by my predecessor, Miss Rankin. Membership will grow as constructive work is done for the association's advancement and in time the increase in funds from the increased membership will make that constructive work possible. So let us all work together for the bigger things which we as an association are capable of doing.

EDWARD H. REDSTONE, *President.*

## Committee on Methods

For the benefit of readers of this magazine who have not attended S.L.A. meetings, a brief résumé of the objects and accomplishments of this committee may not be out of place. When Miss Carabin as President of the Special Libraries Association in November 1919 appointed Miss Day to organize a Committee on Methods it was with the idea "that it would be desirable to create this sub-division of labor, so that one group within the organization should be constituted an authorized unit for handling such questions arising in the association as belong to its particular province." She stated it to be "the opinion of the board that the committee should be a repository for the collection, and dissemination of information on the many excellent methods in use in the various special libraries of the country."

The committee, under the leadership of Miss Day, formulated the following outline and plan for its work:

(1) The committee to act as a clearing-house for data on library methods in special libraries throughout the country, laying special emphasis on such information as the following: Subjects Headings; Classification; Cataloging; Filing; Circulating and Routing Literature; Library Publicity; Forms; Reference-Research-Bibliography; Purchasing.

(2) To advertise the work of the committee through library and other periodicals and through members of the S.L.A.

(3) To make this material available through (a) free access to interested parties; (b) digests from time to time in Special Libraries; (c) published reports in pamphlet form

Miss Day continued as chairman for two years and considerable material was accumulated by the committee in response to their published requests.

Under the mandates thus received from the organization, the present committee decided that its first duty was to accumulate as full and exact data as possible on the ways in which special libraries select, acquire, organize, put to use and administer the material in their several fields of activity. With this object in view a questionnaire was drawn up which in itself serves in some degree as an outline of the field of special library service. This questionnaire was widely circulated and brought in responses sufficiently numerous and satisfactory to permit the tabulation and preparation of a report on the findings of the committee. This report was printed in time for the annual meeting at Atlantic City and copies may now be obtained from the secretary of the association or the chairman of the committee for 30 cents a copy. This small charge is imposed to cover cost of printing. While only preliminary in nature, this report contains much matter of interest to special librarians. In connection with the questionnaires a large number of sample forms now in use throughout the country was collected and organized

by a special committee into an exhibit for the Atlantic City conference. This material has now been returned to the possession of the Methods Committee.

Therefore in its accumulation of questionnaire data and sample forms, the committee has, in some part, at least, fulfilled its first mission of becoming the official "repository within this organization of information on methods in use in special libraries." But this ought to be a growing thing for it would be of real service to the association if the information now in the hands of the committee could be constantly increased, revised and brought up to date by the libraries already reporting or by the receipt of information from additional libraries. Will you not bear this on your minds and hearts, librarians, and *get in the habit* of sending to the chairman of this committee samples of any new forms which you adopt or helpful suggestions about ways of doing things? Don't let the committee's files become a museum of historical material, but keep them live, active, up-to-the-minute.

It now becomes the duty of the committee to fulfill the second part of its mission and to "disseminate" the information at hand in some constructive form for the use of the association members. There are two ways of doing this:

(1) By the publication of a series of studies on the different phases of special library methods—not for the purpose of standardizing special library practice along hard and fast lines but rather of establishing principles or standards of good practice and showing how modifications or adaptations of such standards can be found to fit local conditions. Plans are now being formulated as to the content, form and means of presenting such studies.

(2) By providing ready access to the committee data to interested parties either directly or by correspondence or by the circulation of the illustrative material, thus carrying out in some degree the idea of a clearing-house on methods. As far as their available time and stenographic facilities will permit, the committee will attempt to furnish information from their files to persons organizing new libraries or to librarians developing new lines of work. The sample forms in the committee's files are arranged under the following headings: "Begg" and Acknowledgements; Binding slips, records, etc.; Cataloging forms; Charging records for files; Clippings—mounting, filing, circulation; Continuation records; Floor plans; House organs—library contributions; Labels; Loan records; Order records; Organization charts; Ownership marks; Pamphlet file forms; Periodicals—checking records; Circulation and routing forms; Indexing forms; Personnel records; Photographs; Publications of libraries; Publicity; Recommendations and requests for purchase; Reference and research records; Reports and statistics; Requests for

information forms; Requisition blanks; Rubber stamps; Trade catalogs—forms for records.

This material may be borrowed for inspection or for exhibit purposes by paying transportation charges and giving assurances of its proper care and prompt return. If you have forms to add to this collection, please send

them in, giving names of library and use made of material.

Suggestions on the work of the committee will always be welcome.

RUTH G. NICHOLES, *Chairman*  
 Librarian  
 Federal Reserve Bank of Chicago  
 Chicago, Ill.

## Group Progress

### Advertising—Commercial—Industrial

One meeting has been held so far, but the group prefers not to say anything definite about its plans as yet.

### Technology

That the group is alive is evident to the readers of the September issue of *SPECIAL LIBRARIES* from the general plan given

there; still more evident to the tentative group members with whom Mr. G. W. Lee, the chairman, has begun correspondence, looking to the apportionment of a definite undertaking for each member before the meeting of next season.

All others who wish to join the group are asked to notify Miss Katherine C. Ashman, New Jersey Zinc Company, 160 Front Street, New York City, the secretary.

## Association Activities

### American Library Association

The Temporary Training Board held its third meeting in Cleveland Wednesday, October 24th.

Much thought was given to the discussion of a tentative classification of library training agencies, giving very particular consideration to suggestions from the several members of the board as to modifications and additions to the tentative scheme of classification which formed the basis of the work of the committee as its last meeting.

Material was submitted to be reviewed by the members and a digest made of it before the next meeting. Much regret was expressed that more suggestions had not been received from those who are interested in investigating the field of library training, formulating tentative standards for all training agencies and devising a plan for accrediting such agencies. Those interested are again asked to send their communications to any member of the board, or to the secretary.

Some of the questions already raised are:

What would a doctor's degree in library science mean?

Can there be required for graduate work in library science a continuous study of one or more subjects in the general field of knowledge involving mastery of the field and its literature—subjects like history, economics, drama, etc.

In the setting of library training standards how should the doors be left open to those who are not college graduates, but are exceptional persons?

The need for increased funds for library training was stated.

The next meeting of the board will be held

immediately preceding the mid-winter meetings in Chicago.

### American Library Institute

The Institute meeting at Lake Placid, in September, was chiefly devoted to the discussion of two topics, standardization and the Dewey classification.

The former was introduced by Dr. Bostwick whose address is printed in *Library Journal* for October first and in *Public Libraries for October*.

The second discussion centered chiefly about the possibilities of bringing a classification scheme down to date without the necessity of reclassifying old books. Dr. Andrews and Dr. Root both advocated doing this, using some such scheme as the "ringing of numbers" not to be changed, practiced at the John Crerar Library. Dr. Dewey suggested that as the old books could not well be torn up and would not fit into new schemes, it would be better to use the revised classifications for recent literature.

Dr. Andrews strongly advocated the use of Biscoe Time Numbers. Dr. Koopman urged standardization in the material field in contradistinction to the intellectual and spiritual fields.

### Associations

#### BOSTON

The rooms of the Atlantic Monthly Press at 8 Arlington St were open to the association on October 29th, some thirty members gathering for supper before the meeting.

The first speaker of the evening was Mr. Sidney Kimber of the University Press—the oldest press in America. Mr. Kimber told of the interesting special collection of "best books by contemporary printers" which he has brought together at the University Press—some one hundred and fifty or more—and these

are of peculiar interest because they are chosen as "best," not by Mr. Kimber but by their own printers. Passing on to the subject of the evening—"The Printing Art"—Mr. Kimber spoke of the selecting of paper for books, comparing that task as it looms before the modern printer and offers five hundred or more kinds of paper, many of very inferior quality, with the same task in past eras when there were not more than a half dozen from which to make choice. He told interesting facts about the manufacture of present day paper—the use of a large percentage of fibres instead of the more durable rags, the resulting lessening of the paper's resistance to wear and the varying of the color, and the difficulties to be met in the manufacture of paper by machinery instead of by hand, as in olden times. The paper manufacturer is dependent upon the demand; the printer has fixed costs of labor to meet; consequently in competition he cuts the prices of his publication by using cheaper paper. (When the book does not wear well, whom should the librarian blame?)

Mr. Charles S. Thomas, editor of the Educational Department of the Atlantic Press, and the host for the evening, spoke on the printing art from the publisher's viewpoint. Publishing houses are also suffering because of the inevitable yielding to the temptation of cheap paper. Mr. Thomas traced the experiences of a manuscript (the successful one of the one hundred and fifty received daily at the Atlantic Monthly editorial rooms!) from its submission to final appearance in print. He spoke of the many costs the publisher had to meet, and the agreement necessary between the editor and the representative of the business department. A present-day book costs the publisher twice as much as the same book would have cost ten years ago. Mr. Thomas told specially of his work in the publication of text books and deplored the atrocious texts in use in Massachusetts schools because of lack of appropriation. He condemned free text books as an abomination. The close alliance between editor and librarian, he added in closing, is not always appreciated—the two professions work side by side in gaining knowledge of books and in desiring the best in production.

A half hour in the "Book room" of the Atlantic Monthly Press added the fitting touch to the evening's inspiration. The rows of new books fresh from the press and the "spick and span" magazine issues seemed to be the culmination of a desire for the best in the printing art.

The Registration Committee has sent out a note reminding libraries that it is in a position to supply competent people for library work, and suggesting that those with openings apply to it.

#### NEW YORK

The opening meeting of the New York Special Libraries Association was held on Tuesday evening October 16th, at the "Allerton," 130 East 57th St., where dinner was served.

The speakers of the occasion were Mr. Edward H. Redstone, State Librarian, Boston, Mass., and President of the National Special Libraries Association, and Mr. John Lowe, Assistant Librarian of the Brooklyn Public Library and newly elected President of the New York State Library Association.

The New York Association will meet for dinner once a month, as is its custom, the Executive Committee having chosen the third Tuesday of each month as a convention date.

Mr. Frank Place (last year's Vice-President) has been appointed a member of the Executive Committee in place of Miss Frances Cox who has left to be married.

#### PITTSBURGH

The opening meeting of the season was held on October 5th, in the Library of the School of Fine Arts, University of Pennsylvania.

Miss Deborah Morris, chairman, outlined the work of the council for the coming year, emphasizing continually the continuation and perfection of the local periodical index, which has already been much used; an increased membership; and a concerted effort to assist in the closest cooperation among library associations.

The meeting was followed by a reception planned to promote better acquaintance among the members.

#### WASHINGTON

A representative of the A. J. V. Salaries Committee and of the local committee, at the request of the latter, had a conference with Mr. Bailey, the new acting chairman of the Personnel Classification Board. At this conference Mr. Bailey welcomed the cooperation of Washington librarians and explained that present allocations are tentative and that they will be revised later on the basis of job or position specifications now being worked out. It was stated that the board would be glad to receive recommendations from librarians. Following up this suggestion a sub-committee of Mr. Price's committee is now busily engaged in finishing the list of specifications for library positions previously commenced and these will be turned over to the board when completed. Reports of actual tentative allocations to date indicate that departmental librarians in most instances have been allocated to clerical grades, but it is to be understood that such allocations are tentative and are subject to revision later on in the light of the facts revealed by the board's study of the duties and requirements of specific types of positions as well as by the public hearings at which employees may express themselves collectively regarding reclassification problems.

The report of the Committee on Information Resources, Mr. W. I. Swanton, chairman, is now nearly ready to print. Exceptionally complete survey returns were gathered by Mr. Swanton assisted ably by Miss M. A. Matthews, Miss E. O. Hance and Mr. H. E. Haferkorn. Mr. Miles O. Price has been responsible for the compilation of the extensive subject-



index, including about seven hundred entries, and Mr. Hyde has compiled some one hundred and eighty items describing the resources of individual libraries. Orders for copies of the report are already beginning to come in from other cities; it is expected that the published Handbook will be the most complete of its kind ever compiled by a local library organization. Every member is requested to spread the news of this report.

The Hospitality Meeting held on the evening of May 26th last did not include as many out-of-town visitors as we would have liked, but the meeting was an interesting and successful one nevertheless. Dr. Charles R. Mann of the American Council of Education brought us in touch with the currents in present-day higher education—the university center of research plan which his organization is fostering and the important work of citizenship training backed by the National American Council. He emphasized the need for drawing up specifications for the various types of library work and this suggestion was noted by our Committee on Professional Problems which later obtained specific advice from Dr. Mann on this head. Mr. Meyer made an interesting report on the A. L. A. Hot Springs Convention and Miss McCord and Mr. Dickerson reported on the S. L. A. Atlantic City Convention. Action on the Headquarters Building plan at Hot Springs was described by Mr. Meyer and after his talk another collection was taken up to swell the headquarters building fund.

#### EXTENSION SERVICE COMMITTEE OF GREATER BOSTON

Two interesting meetings were held in the Boston Public Library during the month of October, under the auspices of the Extension Service Committee. The first on October 16th,

was a preliminary attempt on the part of the committee to round up those Boston organizations engaged in collecting and distributing information which are not covered by the Directory of Special Libraries issued in 1921. Of the fifty organizations invited, more than half sent representatives, each of whom gave a brief report on the work done by his organization and of the service which it is prepared to render to the public. Every speaker expressed a fine readiness to cooperate with the libraries of the city in every possible way. The resources opened up by the meeting seem so important and so promising that the Special Libraries Association of Boston has decided to devote its November meeting to a further investigation of the subject.

On October 30th the Extension Service Committee held a meeting on the subject of "Every-day English," at which various problems of expression were vigorously discussed by an interested group of business men and English experts. Modern office practice, with its dictation of a mass of letters and documents by persons who have no special training in English, has the result of putting into permanent form a great deal of colloquial language, such as has never before been employed in serious composition. This is bound to have a powerful effect upon English usage. The meeting discussed the problem of controlling this field of careless English, and the influences by which its character may be improved. No satisfactory solution was found, but currents of thought were started which may lead to something. The meeting was amusingly reported in the *Boston Herald* of the following day with the aid of a suggestive cartoon by Mr. Collier of the *Herald* staff, who was present at the meeting.

FRANK H. CHASE.

## News from the Field

The American Library in Paris has received several gifts during the past year: a grant of \$9,000 for two years from the Laura Spelman Rockefeller Memorial; \$3,000 from Professor William Emerson of Massachusetts, and \$1,000 from Mr. George Sherman of Australia; and a gift of the services of an assistant (Mlle. Duproix) for one year from the American Committee for Devastated France. The Paris Library will also benefit from the recent gift of the American Library Association to the American Committee for Devastated France of \$50,000 for library training. This fund will be used to continue at the American Library in Paris the undertaking begun by the Training Course held last summer.

It has also recently received a gift of 10,000 francs from Mr. William Skinner and Miss Belle Skinner.

The Library in Paris is now official agent for A. L. A. publications in continental Europe.

A new member of the association, Stora Kopparbergs Bergslags Aktiebolag, Bibhoteket, Falun, Sweden, writes up about its museum; "Which our very old company with its leading

position in Swedish industries has arranged at the Falun mine. The Museum was established at the end of the 19th century partly upon the basis of historical materials of the company right from the end of the 17th century and has recently been reorganized and has removed into the old administration building. The Museum is administered by the Library Department, which has the same status as the American "business library," and which also manages the large historical archives of the company (sixty thousand vol.), and publishes the history of the company."

The *Y and E News* for July 25th had an article on the library placed in the Yawman Erbe Rochester Works cafeteria for the use of the employees. This contains general literature and technical books, but is open for only two and a half hours each week.

The dramatic library of Francis H. Jenks, for several years dramatic editor of the *Boston Transcript*, has recently been presented by his son, E. M. Jenks, to The Players, New York City. The collection consists of books, programs, pictures, souvenirs, etc.

The A.L.A. had a hospital library exhibit at the meeting of the American Medical Association in San Francisco, June 25-29. Posters and pictures of hospital reading rooms and the work from all over the country were included, especially those relating to library work for disabled veterans of the World War. There are thirty-two of these hospitals with regularly equipped libraries and trained librarians.

An exhibit of libraries for penal and correctional institutions was held in connection with the American Prison Congress in Boston, in September. The exhibit was made up of posters, photographs of a number of libraries in prisons and a collection of selected books for prison libraries.

The Research Department of the Hibernia Bank & Trust Company, New Orleans, has issued an attractive blotter to be used as an enclosure with their mail, suggesting that people turn to their Research Department when wanting answers to various questions.

At a meeting last April, a committee was appointed to present suggestions for the organization of a regional group of cataloguers and classifiers in Greater Boston. This committee has now planned a dinner meeting to be held on Tuesday, November 13th. All cataloguers and classifiers in New England are cordially invited to attend. After the business meeting, there will be an exposition of the Harvard aims and methods in cataloguing and classification.

## Personal

Orvid B. Blix, municipal reference librarian in Milwaukee, has resigned, to become secretary of the Voters' League.

Miss Mary B. Day gave a talk at the Illinois Library Association September 26th on Accident Prevention.

Miss Irene Dayton, librarian at the Naval Training Station, Great Lakes, Illinois, has been transferred to the new Naval Training Station, San Diego.

Miss Jane Dick, former librarian of the Veterans' Bureau hospital, Ft. Lyons, Colorado has been transferred to the new Naval hospital, San Diego, California.

Mrs. Helen Wark Grannis, N.Y.P.L., '15-'18, has taken the post of librarian of U.S. Marine hospital, No. 43, Ellis Island, New York.

Miss Harriet Howe of the Simmons College Library School is on a year's leave of absence and is studying in the Harvard School of Education.

Miss Daisy Furchgott has resigned as librarian, Naval Training Station, San Francisco, to take a position in the County Medi-

cal Library, Oakland. She will continue to give two half days a week to the library of the U.S. Navy receiving ship, San Francisco.

Dorsey W. Hyde, Jr., spoke before the convention of the Direct Mail Advertising Association, which was held in St. Louis on October 24, 25, and 26. His subject was "Storehouses of Business Facts."

Miss Louise Keller, librarian, Independence Bureau, Philadelphia, is engaged in making the index of the new edition of the Crosby-Fiske-Forster Handbook of Fire Protection.

Miss Harriet Lane has been transferred from the Veterans' Bureau hospital, Ft. Lyon, Colorado, to the Naval hospital, Mare Island, California.

Miss Delia Nicholson (New York public library school) of Kansas City has succeeded Miss Dayton at the Naval Training Station, Great Lakes, Illinois.

Miss Catherine P. Walker (Atlanta) formerly librarian of the Marine barracks, Quantico, has been appointed librarian at the Naval hospital, Great Lakes, Illinois.

## Things in Print

The Preliminary Report of the Committee on Protection of Records of the National Fire Protection opens with an outline of the factors of the earlier attitude of neglect for the proper care of records other than "books." The report can best be summarized in the words of its own Conclusion:

"There has been in the last few years a growing appreciation of the importance of record protection, together with an increasing tendency to withdraw the misplaced confidence which so often has had unfortunate results, the magnitude of which, however, has not been realized. . . Engineering knowledge of and practice in record protection have moved forward so decidedly that much of previously accepted practice is now dismissed by the

informed. General fire conditions . . . will be found to relate directly to the probable effectiveness of any steps taken in the specific application of purely record protective measures.

"For most situations it is possible to devise proper and sound means of record protection, taking duly into account importance of records, structural features, probable severity and duration of exposure, merits of various record protective devices and the practical limitations of cost.

"Decision should not be made on the basis of any one of these factors, but upon a balanced and mature consideration of all of them.

"Once the mechanism of record protection is provided, watchfulness is required if its

effectiveness is not to be diluted by neglect of its use.

"If standards once developed are not to be merely interesting theories, but are to accomplish practical results, the present interest in record protection must be stimulated to still more vigor and must be sustained by clear and practical demonstration of the real importance of the subject, and by upsetting much of the misplaced confidence still carried forward from the past."

The quarterly *Bulletin* of the American Institute of Weights and Measures for October contains an article on "Standardizing Paper Sizes." The principle, it maintains, should be rather that of elimination of unnecessary sizes, rather than the discarding of customary sizes and the building up of new values of some theoretical basis.

Clarence S. Brigham, the secretary of the American Antiquarian Society at Worcester is publishing in the Proceedings of that organization a "Bibliography of American Newspapers" from 1690 to 1820, in which a historical sketch of every newspaper printed in the United States between those years is given. The location of sets or partial sets of the papers is given.

Lectures by Dean Ralph Heilman of the Northwestern University, School of Commerce, given during the winter of 1921-1922 to the employees of the Chicago Elevated Railway, have been published in pamphlet form with the

title "Public Utilities; problems of promoting, organizing, financing, regulating and operating utilities companies." This pamphlet can be obtained by writing to the Publicity Department of the Chicago Elevated Railway, 42 W. Adams St., Chicago.

The October 15 issue of the *News Bulletin* of the Bureau of Vocational Information contains an article entitled the "Business Librarian's Opportunity," by Elsie L. Bechtold.

"Partial List of Publications on Dairying Issued in the United States, 1900 to June 1923," compiled by Carrie B. Sherfy, librarian of the Bureau of Animal Industry. Issued in mimeographed form as number 6 of the U.S. Dept. of Agricultural Library. Bibliographical Contributions.

"Two Hundred and Fifty Articles on Topics of Timely Interest to Sales Executives; a Bibliography Specially Compiled to Aid Manufacturers in the Solution of Their Sales Problems." Six pages in *Printers Ink*, September 27, 1923, also reprinted.

"Eye Tests in Industry" Bulletin 3 of the Eye Sight Conservation Council of America, Times Building, New York City; a ten page pamphlet giving instructions for making tests.

A letter from Hans Harrassowitz the German book-seller, dealing with the German book problem, was read at the American Library Institute meeting and is abstracted and discussed in the *Library Journal* for October 1st.

Pages 159-160 deleted, advertising.