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SPECIAL LIBRARIES

Vol. 14

December, 1923

No. 9

TWO SOCIAL ECONOMICS
LIBRARIES, *Margaret Withington*

ADVENTURES IN THE LAND-
SCAPE LIBRARY, *Mildred R. Bradbury*

BUSINESS DIRECTORIES AND
GLOSSARIES

THE CONSTITUTION SUBMITTED
FOR DISCUSSION

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Special Libraries

Vol. 14

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No. 9

Two Social Economics Libraries

Margaret Withington, *Dean of the School for Social Workers, Boston*

An official of the Special Libraries Association of Boston is so impressed with the fact that the Town Room and the Social Service Library, both specializing in the social sciences and only a few minutes walk from each other, are nevertheless cooperating with one another instead of being at swords' points, that the librarian of the Social Service Library has been asked to write how this condition came to exist. It is really quite simple, for though the two libraries cover much the same ground, their inception was dissimilar and the organizations which have the controlling influence over the two libraries have different ideas in regard to their administration and development. Perhaps there is no other place than Boston where you will find institutions which are so willing to cooperate as long as they are allowed to keep their individuality, or so stubbornly opinionated as soon as they are asked to sink their personality in that of another.

The Town Room was begun in 1905 because the Massachusetts Civic League felt the need of a clearing house for the thousand or so organizations in Massachusetts whose function it was to improve in some way the social and physical conditions of their immediate environments. It was through the generosity and ingenuity of Mr. Joseph Lee that headquarters could be established so quickly; and the "Town Room" was organized which should contain not only the library of the Massachusetts Civic League but that of the Twentieth Century Club as well. The Town Room is at present at 3 Joy Street and occupies the top story and a half of the Twentieth Century club-house: a high room going up into the roof with the rafters showing, and book cases arranged in such a way as to make cosy alcoves. No better description of it and of its purpose can be given than that printed in the *Commons* Vol. XV., p. 289 which outlines the kind of a place Mr. Lee wanted his Town Room to be. Anyone visiting the library will see how closely the reality resembles the ideal.

"There should be a place where the member of a village improvement society coming into town on an annual pilgrimage to attend an-

niversary week, or artillerly election, or to get his teeth filled, should be able to wander in and find himself in a place combining the apparently inconsistent advantages of being both homelike and suggestive of new things, soothing and stimulating. It should be a place for edification and refreshment, from which he could go forth like the eagle with new strength, seeing his old surroundings in the light of a new inspiration, filled not with new ideas, but with a new insight into the significance of old ideas. It ought to combine the attractions of a cozy, old-fashioned, private library, a studio, a workshop and a guild hall. It ought to have the same sort of corporate this-is-your-own-home appearance as the *Harvard Union*. . . There really ought to be a librarian who should be a woman and should be a quiet, cozy, purring sort of a person, very appreciative of the subject and capable of suggesting without your knowing it, and of showing you what you want without boring you."

The Town Room may be used for reference by anybody, but only those who are members (the dues are a dollar a year) may take books out. The scope of the library is broad, dealing with anything that tends for the social and civic betterment of a town, and in virtue of its connection with the Massachusetts Civic League there is in the library much legislative material easily accessible to the members of the Town Room when a bill of social interest, such as the present one concerning classification of prisoners, is to come up before the Legislature.

We turn now to a description of the Social Service Library. This was started some time ago by the Boston Children's Aid Society. In 1912 it was given its present name and was transferred to Simmons College for the benefit of the School of Social Work, and was opened to the free use of the public. It is now housed at 18 Somerset Street and is administered by a joint council representing Simmons College and the Boston Children's Aid Society, and financed by Simmons College. The library contains about sixty-seven thousand books and pamphlets and receives more than fifty period-

icals a year. It prides itself on its source material: proceedings of societies, annual reports of institutions, special reports of conferences, public documents, etc. It is now the largest open-shelf collection of its kind in Boston and the new books bought are carefully chosen to keep the collections in which it specializes up to date. The staff of the library consists of librarian and two full-time assistants who are graduates of the Simmons College School of Library Science.

Social workers were formerly trained according to the apprentice method: they entered agencies without having had previous training in social work and were brought up by the "rule of thumb" instead of approaching what they had to do in a scientific spirit. The result was that many workers were ignorant of the relations between different divisions of the field, and still more ignorant of the relations of social work in general to community life as a whole. Formerly, also, and to some extent still, the social worker restricted himself to the so-called "working class" and is just beginning to realize that the problems to be solved may occur in any social class or economic group. The poor we have always with us and their numbers will be legion as long as the surplus of the superior class is handed down carelessly to the inferior without investigating and trying to remove the causes of poverty. The democratic movement has taught us that the new social work deals with the development of equitable relations between different groups of people and the adjustment of the individual to his environment, rather than the disbursements of "Lady Bountifuls." The training of social workers contains more and more subjects which we at one time considered quite foreign to the field: economics, sociology, psychology, psychiatry, sanitation, statistics, etc. The Social Service Library contains books on all these subjects and many more: family budgets, education, poverty and dependency, welfare in industry, vocational guidance, the social environment of the immigrant in his own country,

and so on. The old social service, formerly called Associated Charities, has changed its name by popular consent to Family Welfare. The social workers are still largely in that field but are entering more and more into work with community centers; hospitals, (both general and mental); rural work; probation and prison work; work with the feeble minded; work connecting the teacher, parent, and child; work with the foreign born; and industrial social work.

To sum up: The Town Room is for the use of the general reader who is interested in the subjects connected with the improvement of his town conditions, or seeing what is being done in other localities. The Social Service Library is intended particularly for the use of students of social work and the workers already in the field. It deals more with the technique of social work and has material on the abnormal side of human relations. The material which is in both the Town Room and the Social Service Library is listed below. The subjects are the same but in many cases the approach to those subjects is from a different angle. There are, of course, books in each library which are duplicated in the other, and when the frequenters of either library find that books they want are not on the shelves, the other library is always willing to cooperate.

Subjects in Both the Social Service Library and the Town Room

Americanization	Mental hygiene
Child Welfare	Nurses and nursing
Community organization	Public health
Economics	Penology
Education	Psychology
Eugenics	Rural problems
Housing	Social hygiene
Juvenile delinquency	Social work
Labor	Sociology
Medical social service	

Adventures in the Landscape Library

Mildred R. Bradbury, *Assistant*, School of Landscape Architecture Library, Harvard University

If there's one thing we "landscapers" can do--it's produce bibliographies. We are now the recognized national source of city planning information (some have said international) and as a consequence our correspondence file folder "Information Service Rendered" steadily grows to alarming fatness. Requests for help range all the way from the preparation of a good sized bibliography for the latest city planning book in press to the encouragement of the ambitious mother of two small children who has some gift in drawing, an architect husband and a craving for more knowledge about landscape gardening. From

a small town came a purple-inked letter asking for "a list of books suitable for reading and study this winter covering subjects--landscape, botany, horticulture, forestry and allied and kindred subjects" (that last phrase gave us lee-way at least!) and was inscribed at the end--"stamped envelope enclosed. Thanks in advance. The more you advise the more thanks."

As to compiling these bibliographies--there are indeed more ways than I either learned of or imagined in my fairly recent student days. For example there is the paper clip method which quite fascinates me--armed with at least

two sizes of paper clips the librarian assails the catalog, adjusting said clips in several purposeful attitudes—

- 1) little ones at extreme left
- 2) little ones at extreme right
- 3) big ones at extreme left
- 4) big ones at extreme right

Thereupon a point of judgment will lead to a distinction whereby some of these clips in some of their respective positions will be either pushed down flush to the card tips or left rising a half inch above. Having by these few motions given rather a picturesque effect to several drawers, all the librarian has to do is to sit down and write a "Fool-Proof-Guide" to her system of clips and pass the job on to the assistant.

Then there is the patchwork variety of compilation. This involves slicing up several typed or printed lists already in existence and pruned worthy, the selection and scribbling or typing of new references (scribbling them of course heightens the general effect!) and by means of pins or paste assembling the fragments into a gorgeous whole. I recommend pins myself,—they are more adaptable to sudden changes of opinion on the part of the compiler.

These are, of course, merely *secrets* of compilation methods—be assured that our bibliographies depart from Robinson Hall each one "the glass of fashion and the mold of form." There are, too, occasions when the final result arrives in one fell swoop, as in the case of the zoning bibliography which we supplied Secretary Hoover's Sub-Committee on Zoning, United States Division of Building and Housing, through Miss Kimball, one of the staff members. With telegraphed authority from her in Washington, it was merely necessary for me to storm Simmons College for a couple of practice girls—set them down before the catalog drawer "Zoning" with an ample supply of form-cards and instructions to duplicate, and stop them at intervals to draw deep breaths and wiggle their cramped fingers.

Speaking of zoning—you who are so engrossed as specialists in your respective fields (of course *we* aren't!) may or may not realize it, but I assert that "Zoning has taken the country by storm" as Miss Kimball puts it in a recent article on city planning progress. To be properly zoned is *the* thing for municipalities, so that they may all shout "no" to Herbert Swan's bold question "Does your city keep its gas range in the parlor and its piano in the kitchen?" I have proofread with Miss Kimball several digests of zoning ordinances, and a *brief description* of these is that they all resemble the Decalogue—a general "Thou shalt" and a quantity of "Thou shalt nots." Let me convince you of the horrors of zonelessness by reading you the brief tale of "zoning and jaw-distended mules," from the annals of the National Conference on City Planning.

"Those of us who are zoning enthusiasts have occasionally been disappointed when the courts persist in requiring proof that the proposed excluded use falls within one

of the traditional types of offensive nuisance. It is therefore a joy when we come across a decision in which the proposed excluded use is plainly of that type, but the court bases its judgment upon the newer and larger conceptions of nuisance which forms the basis of what we call zoning or districting. Such a decision is that of *Boyd v. City of Sierra Madre, Calif., 1919*. It involved an ordinance which excluded from a residence district a corral for the keeping of horses, mules, jennets, jacks or burros for hire. The petitioner insisted upon establishing in that district a corral for ten burros and four mules. Although the lower court had found that corrals were productive of dust, dirt and loud noises, the appellate court held that the city's police power was not restricted to recognized traditional types of nuisance and in its opinion, gave voice to a most comprehensive statement of the power to create and protect residential and other districts. The court did, however, proceed in an amusing and eloquent manner to treat this particular case as well within the recognized definitions of nuisance, saying:

"We know of no heaven-sent maxim to invent a silencer for this brute, that one beholding him, neck outstretched and jaws distended wide, could persuade himself that he but heard from the depths of the beast's crimson coated cavern' a sound so fine there's nothing lives 'twixt it and silence."

"We fear that until nature evolves the whispering burro or man invents some harmless but effective mule muffler, we shall oft, in the dead and vast middle of the night, even in such corrals as appellant's, kept in a 'cleanly, wholesome and sanitary manner,' hear the loud discordant bray of this sociable but shrill-toned friend of man, filling the air with barbarous dissonance and drowning even that shout that,

"Tore Hell's concave, and beyond
Frighted the reign of Chaos and old night."

It has been said that *all* special libraries should have at least *one* book of poetry (we have—*just* one) Surely zoning is entitled to be likewise represented.

To return to bibliographies—the scope of the proposed list bothers us little—we'll supply reference on the whole field, on a special phase, or even a phase of a phase. Of course I can't speak for Miss Kimball, but I assure you that my bibliographical courage is quite equal to attempting anything from "the Cultivation of Palm Trees and Tea Roses Above the Arctic Circle" to "A Major Traffic Street Plan for Sahara Desert."

Here are a few items, in orthodox bibliographical "subject, title and description" form, which help make our library life spicy.

Subject. Supervision of Library Correspondence—Incoming

Title. The adventure of the steel flag pole.

Description. It becomes necessary at a certain point in the career of a budding landscape architect to acquaint himself with various types of lamp posts, flag poles and kindred things. The library assists by sending off for various trade catalogs. In the case at hand we received said descriptive literature, acknowledged same and considered the incident closed. Not so—as witness this letter; and consider the advantage of a nice tall flag pole in a small overcrowded library!

Re: Steel Flag Poles

Attention:

Theodora Kimball, Librarian:-

Not having received your order for the Pole quoted in answer to yours of the 1st. ultimo, we wonder if you fully appreciate our proposition.

Perhaps, at first glance, our Poles seem high in price but on comparison with their imitations you will find them eventually cheaper because of their superiority of appearance and construction; they are 90 per cent shop finished and require only a minimum of field labor. *No Drilling, No Lead Pouring, No Bolts, No Screws, No Cross Pins*; to loosen and admit moisture to the inside of the Pole; simply telescoping the Field Joints and caulking the chamfer edge down tight with a hand hammer and caulking tool, making a permanently air and water-tight Joint.

We place at your service our 20 years experience as Exclusive Specialists on Steel Tubular Poles and shall be glad to furnish, without obligation on your part, any information you may desire on this subject.

Hoping to have the pleasure of hearing from you we remain

Yours very truly,
Blank, Blank Co., Inc.
signed _____,
Gen'l. Mgr

Subject. Library Mascots.

Title. The adventures of the two turtles.

Description. Landscapers frequently feel the call of the back-to-nature movement and armed with various shining instruments and some of the barber pole variety, go out on surveying trips. Some time ago, the professorial conductor of one of these diversions returned with a tiny creature, very active although chiefly composed of shell. B. B. (nomenclature derived from Beaver Brook, his birthplace) thenceforth became housed in magnificent style in a shining aquarium presiding over the catalogue. He really doesn't detract from our professional duties—all he requires is his breakfast, an occasional scrubbing of his abode, frequent measurements and a few flies (*not* a part of his breakfast!) He has had poems, postals from Italy and Washington, has appeared as a northpoint on a student's plan, and has given several teas and parties during the year. We eagerly awaited his first birthday which was celebrated on the site of his native

habitat, and took the nature of a picnic, attended by Library Staff and entire student body. His little sister F. E. came to stay with him recently for the rest of her natural life. Think not we are frivolous in this zoological diversion—hear about Tillie, and be assured that a Tillie would be far greater bother than quantities of turtles.

Taken from Boston Post, April 4, 1922

ELEPHANT HAS BIRTHDAY FETE

State and City Officials attend Party.

Columbus, O.,—Tillie, a huge circus elephant, today celebrated her 106th birthday as guest of honor at a birthday party held for her in the State House yard. The party was attended by State and City officials.

Tillie took part in the festivities and ate her plate, cup and saucer and even the key to the city (made of bread) presented to her by Mayor Thomas Professor Alonzo Tuttle of the law department of Ohio State University presented the pachyderm with an honorary law degree on behalf of the law alumni of Columbus. The diploma was made of molasses.

Tillie trumpeted once and showed her appreciation by devouring this token of esteem. A birthday cake two by four feet and containing 106 candles was on Tillie's table.

Subject. Foreign visitors.

Title. Adventures with citizens of the British Empire and France, to say nothing of Poles, Swedes, Finns, Spaniards, Czech-Slovaks, Russians, Germans, Austrians, Chinese and Japanese.

Description. It isn't so much a matter of speech—it's manner and versatility of facial expression which are most needed in entertaining our bretheren from foreign realms. One is solemn and formal with Swedes, patient and firm with Spaniards, delightfully informal with Britains and smilingly ceremonious with the yellow races. We are catholic in our hospitality, and would never breathe the expression "yellow peril" but we are rather awed by periodic inroads of Japanese who bow profusely and fill notebooks with meticulous care with information from our books as well as our lips. Really, there's nothing as diverting in a day of routine as a visit from a Spaniard with a desperately difficult mode of linguistic expression or a Russian with a long name who wisely speaks only when spoken to.

Subject. Library users.

Title. Adventures of actresses.

Description. Womankind really *does* appreciate beauty in its own realm, to say nothing of appreciating attempts on the part of mere man to approach feminine pulchritude. Women there must be in all "frat" plays, and rosy cheeks among the student body followed by charming cuts in the Sunday rotogravure make the staff look to its laurels and marvel at one who can compute the amount of topsoil neces-

sary to hold down a healthy young spruce tree, arrange 47 varieties of latin-named flora about the grounds of a country club, and, later in the evening rival in acting and appearance respectively Mrs. Leslie Carter and Helen of Troy!

Subject. Exhibitions of Current Interest.

Title. The adventure of the too-popular competition drawings.

Description. Picture vividly the following scene—

(1) An exhibition of prize winning plans from the middle west,—the winner being one of "us"

(2) An imminent hour exam involving far more reading than the work of several days, being feverishly devoured in one.

(3) An unending, so it seems, procession of chattering young ladies from a girls' school of L.A. around the tables, discussing-professionally and otherwise—the said drawings. Granted such a predicament might make angels swear, our students not falling into that category they merely protested vociferously, but as the ladies were invited we merely endured patiently and practiced the noble art of concentration amidst feminine ejaculations of delight.

Subject Library Quiet.

Title The Adventures in silence

Description. Lay-folk constantly express an opinion that Libraries are usually about as noisy as morgues. Our's *wasn't* whatever it may be since the reformation. A lengthy document with various noteworthy "John Hancock's" protested against some of the following major or minor offences against even an approach to the morgue—like atmosphere seemingly very necessary in the pursuit of deeper knowledge—

(1) Student's telephone in basement—persistent full-toned ringing of bell with no attention until someone in despair dashes down to stop the *ringing* at least Discussion with party in loud tones—intoning name of desired student up to street floor—intoning from front to back drafting room—no result—relaying of intonation to second floor,—same process of front to back of building,—produces the desired one who relays "I'm coming" and proceeds so to do in noisy fashion.

(2) Phone in library also annoying—rings only *once* to be sure but all conversations very lengthy and technical rather than social which deprives them of any interest they might possibly have to reading student body. Protest in favor of librarians popping each time into phone booth which conceals one-half of the speaker, rumples her hair, and muffles her voice.

(3) Squeaky chairs of librarians—of course librarians are not expected to "stay put" all day but they *might* arise and descend from sitting posture without resulting ear-splitting jangle of metal wheels on wood. The rollers are still on the chairs and the chairs on the floor as formerly. The solution seems to be a question of technique on the part of the staff, whereby they glide in and out of said seats in noiseless fashion.

Technique within the room has saved the situation and a glass door (through which individuals occasionally try to walk—with a joint bump to nose and dignity) excludes the operative annoyances without.

Six items—a "select" number for a bibliography! This erudite discourse began with bibliography and somehow ends with bibliography, and I trust it is clear to you that with us landscapers it is not cabbages and kings, but bibliographies and turtles.

Business Dictionaries and Glossaries

A Supplement to the List Published in Special Libraries for January, 1923

Accounting

Bienvenue, E. Accounting and business dictionary; encyclopedia of accounting, financial and commercial law and general business terms. 1922 Poynton Press Co., New Orleans, La.

Advertising

Kester, R. B. Glossary advertising agency business). (In his Accounting theory and practice, 1921, v 3, p. 484-487) Ronald Press Co., 20 Vesey St., N.Y. \$5

Automobile trade

Dyke, A. L. Dyke's automobile and gasoline engine encyclopedia. 1922 1226p Goodheart-Wilcox Co., 2009 S. Michigan Av., Chicago \$7.50

Banks

Brown, F. Definitions of terms used in investment banking. (In his Municipal bonds, 1922, p. 215-223) Prentice-Hall, Inc., 70 Fifth Ave., N.Y. \$4

Encyclopedia of banking. 1922 66p M. May, 10 E. 43d St., N.Y. \$1.50

Battery trade

Witte, O. A. Definitions and descriptions of terms and parts. (In his Automobile storage battery, its care and repair, 1922, p 511-515) Amer. Bur. of Engineering, 2632 Prairie Ave., Chicago \$5

Wright, J. C. Glossary of trade terms used in battery work. (In his Automobile repair; instruction manual of repair jobs, 1923, v 3, p 356-373) John Wiley & Sons, Inc., 432 Fourth Ave., N.Y. 4v \$3 ea

Chemicals and drugs

Glazebrook R. Dictionary of applied chemistry. 1923 5v Macmillan Co., 64 Fifth Ave., N.Y. \$15 a vol (\$75 a set)

Kingzett, C. T. Popular chemical dictionary 1921 547p Van Nostrand Co., 8 Warren St., N.Y. \$4.50

- Thrope, Sir E. Dictionary of applied chemistry. 1922 v. 1-4 740p Longmans, Green & Co., 55 Fifth Ave., N.Y. \$20 ea.
- Clay trade**
Searle, A. B. Terms used in clayworking industries (In his Ceramic industries pocket book, 1920, p. 1-3) Isaac Pitman & Sons, 2 W. 45th St., N.Y. \$3.40
- Cotton goods trade**
Darby, W. D. Dictionary of cotton goods. (In his Cotton, the universal fiber, 1922, p. 52-68) Textile Pub Co, 230 W. 39th St., N.Y. \$1.50
Hough, W. Encyclopedia of cotton fabrics for students and others in the cotton trade. 1921 50p \$1
- Dental**
Anthony, L. P. Dictionary of dental science 1922 324p Lea & Febiger, 706 Sansome St., Phila. \$4.50
Ottofy, L. Standard dental dictionary. 1923 480p Laird & Lee, 1223 S Wabash Ave., Chicago \$5
- Dictionaries**
Bienvenue, E. Accounting and business dictionary; an encyclopedia of accounting, financial and commercial law and general business terms. 1922 Poynton Press Co., New Orleans, La.
Glossary of trade terms. (In International who's who in world trade, 1923 p. 688-695) Int. Bur. of Trade Extension, Inc., Extentrade Bldg., Washington, D.C. \$10
- Electricity**
Glossary of electrical terms and instruction to exporters. 1923 14p (U.S. Bur of foreign and domestic commerce Miscellaneous series, no. 117) Supt. of Doc., Washington, D.C. 5c
Starling, S. G. Electricity terms in general use (In his Electricity, 1922 p. 231-240) Longmans, Green & Co., 55 Fifth Ave., N.Y. \$3.50
- Engineering**
Bishop, C. T. Definitions [includes terms not found elsewhere.] (In his Structural drafting and the design of details, 1922, p. 6-18) John Wiley & Sons, 432 Fourth Ave., N.Y. \$5
- Engineering—Electrical**
Pender, H. Handbook for electrical engineers; a reference book for practicing engineers and students of engineering, 1922 2263p John Wiley & Sons, 432 Fourth Ave., N.Y. \$6
- Export trade**
Edwards, G. W. American foreign trade definitions. (In his Foreign commercial credits, 1922, p. 224-229) McGraw-Hill Book Co., Inc., 370 Seventh Ave., N.Y. \$2.50
Glossary of trade terms. (In International who's who in world trade, 1923, p. 688-695) Inter. Bur. of Trade Extension, Inc., Extentrade Bldg., Washington, D.C. \$10
- National Foreign Trade Council. American foreign trade definitions. 1919
India House, Hanover Sq., N.Y. Free
Stufflebeam, G. T. Traffic dictionary; a compendium of domestic and foreign trade and shipping terms, phrases and abbreviations. 1922 155p Shipper & Carrier Press, Inc, 11 Water St., N.Y. \$1
Trade terms; Definitions. 1923 128p (Digest no. 43) Int. Chamber of Commerce, 33 Rue Jean Goujon, Paris
- Farming business**
Haskell, L. B. Glossary of technical words and terms not fully explained in text. (In his Farm fertility, 1923, p. 239-243) Harper & Bros., Franklin Sq., N.Y. \$1.50
- Food trade**
Senn, C. H. Dictionary of foods, a culinary encyclopedia. 1922 166p C. N. Caspar Co., 454 E. Water St. Milwaukee, Wis. \$1.50
- Fruit trade**
Hedrick, U. P. Cyclopedia of hardy fruits. 1922 370p Macmillan Co., 64 Fifth Ave., N.Y. \$6
- Hardware trade**
Mallett, D. T. Who makes what; buyers encyclopedia reference directory of manufacturers' products and trade names. 1922 400p "Hardware Dealers Magazine," 253 Broadway, N.Y. \$1
- Investments**
Bienvenue, E. Accounting and business dictionary; an encyclopedia of accounting, financial and commercial law and general business terms. 1922 Poynton Press Co., New Orleans, La.
Brown, F. Definitions of terms used in investment banking (In his Municipal bonds, 1922, p. 215-223) Prentice-Hall, Inc., 70 Fifth Ave., N.Y. \$4
- Iron and steel products trade**
Searle, A. B. Terms used for engines, boilers, etc. (In his Ceramic industries pocket book, 1920, p. 160-163) Isaac Pitman & Sons, 2 W. 45th St., N.Y. \$3.40
- Jewelry trade**
Britten, F. J. Watch and cockmakers' handbook, dictionary and guide. 1922 504p Spon & Chamberlain, 122 Liberty St., N.Y. \$3.75
- Law**
Bienvenue, E. Accounting and business dictionary, an encyclopedia of accounting, financial and commercial law and general business terms. 1922 Poynton Press Co., New Orleans La.
Hurst S. N. Complete official encyclopedic guide and form book for justices of the peace and mayors. 1922 1839p Hurst & Co. Box 485, Richmond, Va \$10
Shumaker, W. A. Cyclopedic law dictionary; comprising the terms and phrases of American jurisprudence including ancient and modern common law, international law and numerous select titles from civil law, the French and Spanish law, etc.,

- with an exhaustive collection of legal maxims. 1922 1131p Callaghan & Co., 401 E Ohio St., Chicago \$6 50
- Lumber industry**
Bryant, R. C. Terms used in lumber manufacturing and distribution. (In Lumber, its manufacture and distribution, 1922, p. 449-483) John Wiley & Sons, Inc., 432 Fourth Ave., N.Y. \$4.50
- Machinery trade**
Searle, A. B. Terms used for engines, boilers, etc. (In his Ceramic industries pocket book, 1920, p. 160-163) Isaac Pitman & Sons, 2 W. 45th St., N.Y. \$3.40
- Manufacturing**
Buckingham, E. Definitions of terms. (In his Principles of interchangeable manufacturing, 1921, p. 18-28) Industrial Press, 140 Lafayette St., N.Y. \$3
- Maps**
Wilson, H. M. Glossary of topographic forms. (In his Topographic, trigonometric and geodetic surveying, 1912, p. 133-145b) John Wiley & Sons, 432 Fourth Ave., N.Y. \$3.50
- Medical**
Kaye, G. W. X-Ray and electro-medical nomenclature (In his X-Rays, 1923, p. 296-301) Longmans Green & Co., 55 Fifth Ave., N.Y. \$10
Stedman, T. L. Practical medical dictionary 1922 1144p Wm. Wood & Co., 51 Fifth Ave., N.Y. \$7
- Mining industry**
Lewis, J. V. Glossary. (In his Manual of determinative mineralogy, 1921, p. 275-284) John Wiley & Sons, 432 Fourth Ave., N.Y. \$3
Mining catalog (coal edition). 1922 Keystone Consolidated Pub. Co., 711 Penn Ave., Pittsburgh, Pa. \$10 [1921]
Mining catalog (metal-quarry edition) 1922 Keystone Consolidated Pub. Co., 711 Penn Ave., Pittsburgh, Pa. \$10 [1921]
- Motion picture industry**
Glossary [of technical terms used in industry]. (In Blue book of the screen, 1923, p. 374) Blue Book of the Screen, Inc., Hollywood, Cal. \$5
- Naval**
Soule, C. C. Naval terms and definitions. 1922 Van Nostrand Co., 8 Warren St., N.Y.
- Oil engine industry**
Dyke, A. L. Dyke's automobile and gasoline engine encyclopedia. 1922 1226p Goodheart-Wilcox Co., 2009 S. Michigan Ave., Chicago \$7.50
- Oil trade**
Day, D. T. Glossary (In his Handbook of petroleum industry, 1922, v. 2, p. 854-936) John Wiley & Sons, 432 Fourth Ave., N.Y. \$15
Mitzakis, M. Oil encyclopedia; a reference book for petroleum technologists, oil companies, engineers, financiers and investors. 1922 551p John Wiley & Sons, 432 Fourth Ave., N.Y. \$6
- Pottery trade**
Searle, A. B. Terms used in clayworking industries. (In his Ceramic industries pocket book, 1920, p. 1-3.) Isaac Pitman & Sons, 2 W. 45th St., N.Y. \$3.40
- Printing business**
Hague, C. W. Technical terms and definitions. (In his Text book of printing occupations, 1922, p. 229-237) Bruce Pub. Co., 129 Michigan St., Milwaukee Wis. \$1
Moth, A. F. C. M. Technical terms used in bibliographies and by the book and printing trades (forming a supplement to F. K. Walter's Abbreviations and technical terms used in book catalogs and in bibliographies). 1915 263p Boston Book Co., Boston \$2.25
- Publishing trade**
Moth, A. F. C. M. Technical terms used in bibliographies and by the book and printing trades (forming a supplement to F. K. Walter's abbreviations and technical terms used in book catalogs and in bibliographies). 1915 263p Boston Book Co., Boston \$2 25
- Radio telephone industry**
Cockaday, L. M. Index to radio terms. (In his Radio telephony for everyone, 1922, p. 199-212) F. A. Stokes Co., 445 Fourth Ave., N.Y. \$1.50
- Rubber trade**
Glossary of words and terms used in rubber industry (In India rubber world, India Rubber Pub. Co., 25 W. 45th St., N.Y., Mar-Jl issues 1922) Monthly 35c a copy
- Silk trade**
Darby, W. D. Dictionary of silk fabrics. (In his Silk, the queen of fabrics, 1922, p. 61-71) Textile Pub. Co., 239 W. 39th St., N.Y. \$1.50
- Small loan business**
Hodson, C. Glossary of terms. 1922 42p (Money lending series) Clarence Hodson & Co., Inc., 135 Broadway, N.Y. Free
- Stenography**
Caton, T. J. Caton scientific shorthand dictionary 1922 Scientific Pub. Co., 825 Hennepin Ave., Minneapolis, Minn.
- Textile**
Darby, W. D. Dictionary of cotton goods. (In his Cotton, the universal fiber, 1922, p. 52-68) Textile Pub. Co., 239 W. 39th St., N.Y. \$1.50
Darby, W. D. Dictionary of silk fabrics. (In his Silk, the queen of fabrics, 1922, p. 61-71) Textile Pub. Co., 239 W. 39th St., N.Y. \$1.50
Darby, W. D. Dictionary of wool fabrics. (In his Wool, the world's comforter, 1922, p. 94-107) Textile Pub. Co., 239 W. 39th St., N.Y. \$1.50
Denny, G. G. Definitions and terms relating to fabrics. (In her Fabrics and how to know them, 1923, p. 15-107) J. B. Lippincott Co., E. Washington Sq., Phila. \$1.50

- Hough, W. Encyclopedia of cotton fabrics for students and others in the cotton trade. 1921 59p \$1
- Tire trade
Wright, J. C. Glossary of words and terms used in tire repair. (In his Automotive repair; instruction manual of repair jobs, 1923, v. 4, p. 258-268) John Wiley & Sons, Inc., 432 Fourth Ave., N.Y. 4v \$3 ca.
- Traffic
Stufflebeam, G. T. Traffic dictionary; a compendium of domestic and foreign trade and shipping terms, phrases and abbreviations. 1922 155p Shipper & Carrier Press, Inc., 11 Water St., N.Y. \$1
- Transportation
Stufflebeam, G. T. Traffic dictionary; a compendium of domestic and foreign trade and shipping terms, phrases and abbreviations. 1922 155p Shipper & Carrier Press, Inc., 11 Water St., N.Y. \$1
- Water transportation
Bone, D. W. (Glossary of words and phrases [sea terms]. (In his The Lookoutman, 1923, p. 205-220) Harcourt, Brace & Co., 1 W. 47th St., N.Y. \$1.87 Spec.
- Wool trade
Darby, W. D. Dictionary of wool fabrics. (In his Wool, the world's comforter, 1922, p. 94-107) Textile Pub. Co., 239 W. 39th St., N.Y. \$1.50

Constitution for the Special Libraries Association

As submitted to the Annual Meeting, Atlantic City, May 25, for discussion, and revised December 8, 1923

This version is published by vote of the Annual Meeting in order that opportunity for discussion and suggestions for changes may be given before the May issue of Special Libraries when the final draft to be presented to the 1924 Annual Meeting will be published. Please address all communications to the Chairman of the Committee, Mr. Herbert O. Brigham, State Librarian, Providence, Rhode Island.

Name

Sec. 1. The name of the Association shall be the "Special Libraries Association."

Object

Sec. 2. The object of the Association shall be to promote the collection, organization and dissemination of information, to develop the usefulness and efficiency of special libraries and other research organizations, and to encourage the professional welfare of its members

Officers

Sec. 3. The officers of the Association shall consist of a president, a first vice-president, a second vice-president, a secretary, a treasurer, and two other persons to be known as members of the Executive Board, one of whom, whenever practicable, shall be the retiring president. Said officers shall be duly nominated and elected at the annual meeting, and shall hold their office for one year or until their successors are elected and qualified.

Sec. 4. Officers thus elected shall constitute the Executive Board and shall administer the business affairs of the Association, except such duties as may be specifically assigned by direct vote of the Association to other committees of the Association.

The Executive Board shall meet upon call of the president at such intervals as he may deem necessary. It shall also meet upon demand

of any three others members of the Executive Board.

Names of candidates for office together with candidates' written acceptances shall be presented to the Executive Board by the nominating committees six weeks before the annual meeting. Nominations shall be printed in the official organ of the Association one month before the annual meeting

Committees

Sec. 5. There shall be elected at the annual meeting of the Association the following committees: A membership committee consisting of three persons, and an auditing committee consisting of two persons

Sec. 6. There also shall be created an advisory committee consisting of the executive officer of each local association authorized under the provisions of section 10 of this Constitution. The advisory committee shall make such recommendations to the Executive Board as it deems proper and all matters relating to the conduct of the local associations shall be referred by the Executive Board to the advisory committee for recommendation.

Sec. 7. The president may appoint from time to time such special committees as may be necessary or desirable.

Membership

Sec. 8. There shall be four classes of membership:—

- 1) Individual—any person engaged in library, research or statistical work
- 2) Institutional—any library, firm or other organization maintaining a library. Such institution to be represented by its librarian or other designated official.
- 3) Associate—any person interested in but not engaged in library or research work. Associate members shall not be entitled to vote at business meetings.
- 4) Honorary members—any person who has shown a distinguished interest in the special library field may be proposed as an

honorary member by the Executive Board, and thereafter duly elected by vote of the next Annual Meeting. Honorary members shall enjoy without obligation all rights and privileges of individual members.

Dues

Sec. 9. The annual dues of the Association shall be \$3.00 for Individual, \$5.00 for Institutional, and \$2.00 for Associate members.

Local Associations

Sec. 10. Local Associations may be established by the Executive Board on receipt of a written request to that effect signed by ten members of the association, residing in the territory within which the local association is desired. Local associations heretofore organized may become affiliated with the Special Libraries Association by their own vote.

Sec. 11. Such local associations may make any rules for their government not inconsistent with the Constitution and By-Laws of the Special Libraries Association, and shall appoint their own officers and committees. They may receive donations or bequests or local dues and expend them in the interest of their local associations.

Sec. 12. Affiliated local associations shall receive, for local uses, a share of the annual dues of the Association. The apportionment of funds to local associations shall be based upon

their total paid membership. The local associations shall make an annual report to the secretary of the Special Libraries Association

Meetings

Sec. 13. Annual meetings shall be held at the time and place named by the Executive Board upon notice duly given to members. The Executive Board shall also have power to call such special meetings as may be necessary upon notice mailed to members at least six weeks in advance of such meeting.

Quorum

Sec. 14. Fifty members shall constitute a quorum.

Amendments

Sec. 15. This Constitution may be amended by a three-fourths vote of those present, and voting at any annual meeting of the Association, provided that notice of the amendments to be brought before such meeting be sent to each member of the Association at least two months before consideration. Such amendment may be proposed by the Executive Board or a duly elected committee of the Association or by any ten members of the Association.

By-Laws

Sec. 16. By-Laws may be adopted or cancelled by vote of the members present and voting at any regular meeting of the Association.

BY-LAWS

1. Any person, firm or organization whose dues shall be two years in arrears, may be dropped from membership and shall be so notified by the treasurer.

2. The fiscal year of the Association shall be the year ending May 31st.

3. At least three months prior to the annual meeting of the Association, the president with the approval of the Executive Board shall appoint a committee of five, no one of whom shall be a member of the Board, to nominate the elective officers for the forthcoming meeting of the Association.

4. The president, with the approval of the Executive Board, shall prior to each annual meeting of the Association, appoint a committee on resolutions, consisting of three persons, which shall prepare and report to the Association suitable resolutions of acknowledgement and thanks and such other resolutions as may be offered in meetings of the Association.

5. The vote of the institutional members shall be cast by the duly designated representative whose credentials are filed by the secretary. In the absence of such designation or such delegate the vote may be cast by the chief librarian or ranking executive officer in attendance at the meeting.

6. The Executive Board may by vote affiliate with the Association any national society having purposes similar to those of the Special

Libraries Association, or in like manner cause the Association to be affiliated with any national society having similar purposes. The Executive Board may by vote cancel an affiliation when in the judgment of said Board such affiliation is undesirable.

7. The Executive Board may in their judgment prescribe such dues or fees as may be required for the purpose of affiliation, as provided in by-law 6, and may make provisions and agreements concerning annual or special meetings in conjunction with such affiliated organizations.

8. The Executive Board may create from time to time groups relating to definite interests of special libraries which are actively represented in the Association. Petitions for the establishment of groups shall be presented by members actively engaged in the work of the proposed group and by not less than ten such members. The Executive Board shall have power to recommend the discontinuance of a group when in the opinion of the Executive Board, the usefulness of that group has ceased. Such recommendations shall be brought before the annual meeting of the Association and a majority vote concurring with or dissenting from this recommendation shall be taken.

9. The Association shall publish an official organ, the control of which shall be vested in the Executive Board.

Special Libraries

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

Associate Editors

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

MISS REBECCA B. RANKIN
MISS MARGARET REYNOLDS
MISS MARGARET WASHINGTON

EDITORIAL

SPECIAL LIBRARIES has on occasions been accused of being dry. Special library association meetings have not always escaped the same criticism. The editor has a vivid recollection of one that was anything but that and she has begged from the chief fun-maker of the evening her paper "Adventures in the Landscape Library." The editor also remembers a rush for a car and a long wait on a corner with the author of this paper one evening when we were experiencing what New Englanders call a "tempest." That occasion was strictly temperance, but by no stretch of the imagination could it be termed dry.

At the head of our News column we note the forthcoming publication of indexes for two years of a valuable periodical. There must sometimes be cases where libraries are handicapped by such delays. If such were brought to the notice of the secretary, it might be possible to arrange some concerted action which would be more effective than individual protests. At any rate, the secretary would be glad to take the matter up from an official standpoint. Our own index is so nearly ready for the printer that we feel our conscience clear on the subject! By the way, why can we not have an annual index? It only needs those additional members and the advertising for which we are all going to work.

Miss Winsor of the Newark Public Library sets us right about the poem which we quoted in October from the Yale Panel. It was written for the Newarker by Leonard H. Robbins and there is more of it.

In our October issue we had an appeal for reading matter for Europe, entitled "Intellectual Starvation." Later a letter from the American Library Association with more detail came to the editor's desk and an inquiry as to whether our article had sufficiently covered the ground elicited the following letter from the chairman of the committee:

"I am returning your galley. I suggest that you add the directions for shipping the material. We have set up an organization in Washington which takes care of sending material to Europe, either for the American Library in Paris or other libraries in Eastern or Central Europe. We have already sent over 4,000 volumes and are getting co-operation from a number of publishers of magazines who are giving us their current numbers as they appear. None of these, however, are technical magazines and I have no question that duplicate technical magazines, even if one or two months old, would be most gratefully received, particularly if they should come in a complete series.

"It seems to me there are very few things, which American libraries can do, more important at the present juncture than to help with books and magazines their brethren in Europe. There will be plenty of organized efforts to take care of physical suffering and it is the judgment of all the library force who have been in close touch with conditions in Austria and Germany, in Poland, Czecho-Slovakia, and elsewhere in the East that the librarians can best apply their efforts toward relieving what you have so aptly termed intellectual starvation.

Faithfully yours,
Wm. W Bishop "

The American Library in Paris needs the more important periodicals and publications of the more important national societies, reference works such as those listed in Kroeger, collected editions of the works of representative men, and illustrated books on American art and architecture. Similar books, especially scientific publications of the last few years, are needed in Central and Eastern Europe.

Shipments should be made by *prepaid* freight or parcel post, to the Bureau of International Exchanges, Smithsonian Institution, Washington, D.C. Every case or package must be marked either "For the American Library in Paris" or "Books for European Libraries."

If your own library has nothing to contribute there are certainly people in the firm who would be glad to do so

President's Letter

It has become necessary in fairness to the association to explain something of the difficulties which have caused so much inconvenience to its members and to others who have had dealings with it of late.

The present Secretary-Treasurer was elected at the Atlantic City meeting in May, but in accordance with what seems to have been the recent policy of the association, the former incumbent retained office until the first of September. Meanwhile, Miss Gibbs' name having appeared in the list of officers on the June number of *SPECIAL LIBRARIES*, correspondence began to come to her. This she handled as far as it was possible to do so without records, believing it futile to forward it. Requests for publications were acknowledged and filled weeks later when the stock became available. A special arrangement was made by which her bank opened an account for deposit purposes only, until such time as the required certified excerpt from the minutes, identifying her, could be obtained. This favor enabled her to clear checks sent her. The identification never came, the list of officers was entirely omitted from the minutes, and the bank accepted a statement from Miss Rankin in lieu of it.

Meanwhile, Miss Tafel, whose editorship was to continue through the September issue of *SPECIAL LIBRARIES*, was unable to get the minutes of the annual meeting, and the publication of that number was delayed until after the middle of November, holding back the October and November issues. This was

particularly bad because of the fact that no numbers are published for July and August.

In a letter dated August 25th, a check for the major part of the association's funds was enclosed and it was stated that the records were being shipped by freight the following week. A telegram was sent in time so that the manuscript records were expressed.

On November 30th a letter was received from the auditor of one of the Federal Reserve banks saying that he had been unable to get any response to letters asking about a check sent in February. His last inquiry was registered and was returned by the Washington post office stamped "Refused"

On December fifth and sixth, the present secretary received sixty-nine pieces of first class mail forwarded from Washington, fifteen of them post-marked in September. They contained nearly a hundred dollars, and two of them were requests to return membership dues because of inability to get anything else from the association. There were two checks upon which payment had been suspended.

The Washington post office has been notified to forward the association mail to Boston and it is hoped that with due notice in *SPECIAL LIBRARIES* there will be no further trouble.

Very truly yours,

E. H. REDSTONE,
President.

December 7, 1923

Miss Laura R. Gibbs,
Tel-U-Where Co. of America,
Boston 17, Mass.

My dear Miss Gibbs:

In glancing at *SPECIAL LIBRARIES* for September, 1923, p. 110, I noticed that the report on Information Services contained a peculiar error. It states: "The chairman supervised the work generally and the Newark Public Library officials insisted that Miss Morley and Miss Kight take over the actual preparation of the manual." Obviously the stenographer misunderstood the word used by me in the vocal explanation and what was probably said

was that the officials assisted by permitting Miss Morley and Miss Kight to, etc.

Miss Winsor suggests that a correction be made in a forthcoming issue of *SPECIAL LIBRARIES*. In this same item it might be well to acknowledge the debt which we owe to the Newark Public Library for their fine cooperation in connection with the Information Service Manual. In the bibliography of business they have always stood at the forefront.

Very truly yours,

HERBERT O. BRIGHAM,
State Librarian.

Membership Committee

The Membership Committee has made its first appeal through individual requests for the renewal of each membership, and the obtaining of one new member by each of our present ones. This request went out with the bills for 1924. We are anticipating a good response. Do not disappoint us.

In the second edition of the "Special Li-

braries Directory" there will be a full alphabetic list of the members of the association. Do you want *your name* included? If your membership is sent to the Secretary, Miss Laura R. Gibbs, 142 Berkeley Street, Boston, *before January first* we will see that it is there. Do not delay about this. Make yourself a Christmas present.

Technology Group

The report of progress for December is a message from the chairman to the members of the group and to would-be members as follows:

Very satisfactory letters received in response to the first notice plainly indicate a general readiness to take hold and make the group a "going concern" by the time of our next annual convention, and these, together with the organization report and statement by the chairman that appeared in the October issue of *SPECIAL LIBRARIES*, amply justify the following announcement:

All who consider themselves members of the Technology Group or would like to be considered members, will, unless word is received to the contrary, be called upon to serve as

sponsors (i.e. committees of one) for sources of information upon some definite subject which they may have chosen for themselves or have accepted as an appointment by the chairman. This means that they should submit to the chairman a preliminary statement by February 1st of sources of information on their topic.

By way of suggesting the form that a statement of sources might take, the chairman has in preparation a statement on the subject of "Water Power Engineering" (not his own sponsorship but a subject upon which he can readily point to sources of information).

He expects to send copies of this to each of the group members shortly after the December issue of *SPECIAL LIBRARIES* is mailed.

Association Activities

Boston

The third meeting of the Special Libraries Association of Boston was the sequel of an interesting gathering at the Boston Public Library in October under the auspices of the Extension Service Committee. This gathering had brought into conference representatives of twenty-five important Greater Boston agencies engaged in collecting and distributing specialized information. Altho the existence of these agencies had been known, the interest and extent of their activities and their readiness to serve the public had not been duly appreciated by librarians, and those who attended

the October meeting were impressed with a desire to bring about a closer contact between them and the local members of the library profession. The Special Libraries Association accordingly invited representatives of these organizations to be their guests at supper on the evening of November 26th and to speak again of their work before a larger audience at the association meeting in the rooms of the Associated Industries of Massachusetts.

Mr. O. L. Stone, general manager of the Associated Industries told of the aim of his organization to found an "industrial center" with departments of direct service in all

phases of industrial information, space for exhibiting the products manufactured by member companies, and a staff of experts ready to give advice on any problem whose solution will improve the conditions of industry throughout the state.

Mr. Robert Kelso told of the work of the Boston Council of Social Agencies—a "functional federation" with aim to prevent duplication and waste of effort among the many social service organizations of the city. He called his organization a "central clearing house" of social service facts and publicity, and announced the imminent publication of the 7th edition of the Social Service Directory. Mr. Taylor followed with a word about the Boston Legal Aid Society—one of the "Junctions" of the Council of Social Agencies—and told of its aid to the poor in such matters as wage claims, tenantry problems, workmen's compensation, fraud, protection of women and children. A small retainer fee is charged, but this is always adjusted to the client's circumstances. The Society stands ready to give any legal information "within courtesy"—(this statement in answer to a question as to whether librarians might be classed among "the poor!")

The Prospect Union Educational Exchange was represented by its director, Mr. Charles A. Gates. This is an agency ready to give facts about all classes, schools, and courses of good standing in Greater Boston. These facts have been published in the first Prospect Union Catalog which lists in its eighty-five pages eleven hundred and fifty-nine courses classed by subject. The union has educational councillors ready to give advice and furnishes speakers for special occasions.

Mr. Hawkes, librarian of Sampson & Murdock Directory publishers, stated frankly that his firm was purely commercial—its aim to sell directories and to promote better direct mail advertising—but added that his collection of some fifteen hundred directories of United States and Canada was available for consultation, either free of charge for a few details or with a minor charge for list compilation. Mr. Davis of the W. A. Greenough Company Directory publishers offered also for free consultation their collection of twelve Massachusetts and New Hampshire directories which they have published consecutively since 1862.

Miss Olive M. Jacques, secretary of the Boston branch of the Travelers Aid Society with headquarters at the South Station—another member of the Boston Council of Social Agencies—told of her work at the stations and docks in giving hospitality, reassurance, and protection. Record is kept of the thousands of questions asked daily. Thirty thousand people were aided last year.

Mr. Clifford K. Brown told of the responsible work of the Y M C A with its three thousands students enrolled in classes and the twenty thousand students living in the "Y" area.

Hiss Howlett and Miss Wessman explained the work of the Information and Personal Service Bureaus of R. H. White's and Filene's department stores respectively. Miss Gibbs

called to mind the ever increasing informational service of the Tel-U-Where Company.

Mr. E. L. Green of the Boston Better Business Commission, a state corporation and a branch of a larger national organization, described his work in protecting the public from fraud—preventing misrepresentation in merchandise advertising and exposing fake speculative ventures. He mentioned the change in name from "Hudson seal" to the correct "dyed muskrat" as an illustration of their endeavor. Mr. Stacy of the Massachusetts Chamber of Commerce prophesied that chamber as a future research of facts in all fundamental business problems.

Announcements were made that the activity of the Registration Committee under Mr. Stebbins' guidance is constantly increasing and that the Education Committee (Miss Donnelly, chairman) offers a general course in Special Library training to begin early in January.

New York

The New York Association held its November meeting on Thursday, the twentieth, but the report has not yet reached the editor.

Philadelphia

The November meeting of the Special Libraries Council of Philadelphia and Vicinity was held at the Chamber of Commerce Building, Friday, November 2.

The program of the evening included an address by Mr. P. E. Swartz, of the Rand Company Inc. Mr. Swartz told in a most interesting and instructive way the story of the origin and development of the visible index, by the use of models, he showed the development of the Rand Service from the first visible name ledger to the later models especially designed to fulfill certain requirements in solving the record problem.

Mr. Swartz spoke of the service bureau maintained at the Philadelphia offices of the Rand Company whose function it is to aid in the solution of business record problems, and invited the Special Librarians to make use of the Bureau.

A short business session preceded the address of the evening, when committee reports were heard, and several announcements were made by the chairman.

Washington

About one hundred Washington librarians attended the first fall meeting of the D.C.L.A. held October 9 at the Grace Dodge Hotel. The speakers were Dr. Veinon Kellogg permanent secretary of the National Research Council, on "What Librarians Can Do for Science," and Dr. William M. Stewart, director, United States Bureau of the Census on "Relation of Census Bureau to Libraries."

Dr. Kellogg said in part: "Great strides have been made by the United States in the development of scientific investigation: new fields have been exploited and new light has been thrown upon old fields. This progress has been the result of intensive effort. All this is good

scholarship. But with the rapid extension of scientific investigation there can and does inevitably come about a considerable amount of duplication and over-lapping of effort. This tends to lessen possible productive efficiency. To avoid this we must plan our undertakings cooperatively and provide for the correlation of research. The importance of this point of view is now generally realized and it is contributing a new stimulus to scientific achievement. Efforts of this kind call with increasing emphasis for the development of scientific and technical library service to aid in the task of correlation by organizing bibliographic information for prompt and effective use. There is a decided need at this time for extending and perfecting our bibliographic technique in the field of scientific research and future successes will depend increasingly upon the fulfillment of this need."

Dr. Stewart emphasized the need for the effective application of information compiled by federal and other fact-gathering agencies. "Perhaps at no time in the past," he said, "has the demand for facts reached present proportions. The public official, the scientist, the business man, and countless others are seeking statistics or facts of one sort or another upon which to base their plans and their procedure. There are many agencies in the United States,

like the Bureau of the Census, which are engaged in the collection and compilation of data of this kind. But the effective application of facts and statistics thus gathered to meet the manifold needs of groups and localities is a task calling for intelligent effort on a country-wide basis. For the accomplishment of this object scientific workers look to the library and the librarian. Libraries, both general and special, occupy a strategic position and can act as liaison officials between fact compiling agencies and those who are in need of their products. At no time in the past, perhaps, has the need been as great as at present and the librarian who can act efficiently in this great task of dissemination performs a service of the greatest importance."

Mr. Miles O. Price, chairman of the general committee on the reclassification of library positions, made a report of progress on the work his committee is doing in drawing up job specifications—at the request of the Personal Classification Board—for all library positions in the federal service in the District of Columbia. Mr. Herbert O. Brigham, state librarian of Rhode Island, was called upon by the chairman and he related some interesting anecdotes of library work. The formal session was then adjourned and refreshments were served.

News from the Field

Massachusetts Horticultural Society

After twenty-one years of continuous service William P. Rich has resigned as secretary of the society. Edward L. Farrington has been chosen to succeed him.

Mr. Rich, who is now seventy years old, has seen many changes in the society during his long tenure of office. In that time the library, which is housed on the top floor of Horticultural Hall, has become the finest and most complete horticultural library in America. Indeed, it is often called the best library of its kind in the world. It contains twenty-five thousand books and is particularly rich in rare volumes of the sixteenth and seventeenth centuries. Mr. Rich will continue with the society as an assistant in the library.

Mr. Farrington, the new secretary, is well known as a lecturer and magazine writer on horticultural subjects. For some years he has conducted the *Boston Sunday Globe's* garden column. Mr. Farrington was formerly editor of *Suburban Life* and for the past four years has managed *Horticulture*.

The Massachusetts Horticultural Society has also taken another very important step in acquiring *Horticulture* which will be continued as its official organ. This paper, which was established by the late William J. Stewart in 1904, is devoted to garden matters, and circulates throughout the country. By having an organ of this kind the society will be able to greatly widen the scope and extent of its work.

We are advised that the Commissioner of Labor Statistics, who has been so handicapped that he has been unable as yet to issue the indexes to the last four volumes of the *Monthly Labor Review*, is making every effort to complete them. He reports—index to volume 14 in galley, 15 to go to printer before the end of December, 16 and 17 to be printed early in the year, and that after those appear a practice will be made of issuing them immediately after publication of the last number of each volume. This will be welcome news to many of our members who must often be hampered in referring to this publication, which is "already the leader in its field."

The Massachusetts State Library has been assigned a large basement room in the State House, which can hold two hundred and twenty-five thousand of its four hundred and ten thousand volumes. This will permit removal of stacks from the reading room, increasing its capacity by fifty seats.

The *Los Angeles Times* has recently re-established its newspaper library, under the direction of Miss Esther G. Henes.

The White Memorial Library has been established in the School of Medical Evangelists in Hollywood. The collection will embrace the field of general medicine. The librarian is Mrs. Edwards.

The Library of the Biblical Seminary in New York has received from Dr. Howard Kelly of Baltimore a gift of five Babylonian tablets dating from 2100-2300 B.C. Fragments of papyri were also donated Dr. Kelly.

Personal

Miss Theodora Abbott, formerly of the National City Bank and librarian for a time of the National Bank of Commerce, has announced her engagement.

Miss Margaret Batcheller, Simmons 1915, has returned to the Port Arthur Works of the Texas Company, as librarian of the Research Laboratory Library. Her address is 825 New Orleans Avenue, Port Arthur, Texas.

Charles F. D. Belden, since 1917 librarian of the Boston Public Library, was given the title of director by vote of the Board of Trustees October 26th. The change follows precedent in effect for some time at the New York Public Library, the New York State Library, the Carnegie Library of Pittsburgh, and the Harvard University Library. An advance in salary from \$6000 to \$7500 accompanied the change.

Miss Mary Casamajor, for several years secretary to the librarian of the Brooklyn Public Library, becomes librarian of the National Health Council, New York, the first of the year.

Miss Edwina Casey, who has been in charge of the files of the Todd Drydock and Construction Company, Tacoma, Wash., has resigned to accept a position in the Tacoma Public Library.

Frank H. Chase, for the past seven years custodian of Bates' Hall in the Boston Public Library, has been given the title of Reference Librarian, with a salary of \$4000. He is to have "direct charge of all matters pertaining to the use of books and such other executive work as may be entrusted to him by the director."

Miss Frances Cox, formerly librarian of the Metropolitan Life Insurance Company, New York, and an active Special Libraries worker, was married on November twentieth to Mr. Frederick Cherry and will make her home at 920 Oak Street, Oakland, California.

Miss Mary B. Day, librarian of the National Safety Council, Chicago, exhibited safety literature and gave advice as to how to get the latest information on the subject at a safety institute in Grand Rapids on November 27th.

Miss Ruth Eliot has become librarian of the Borden Milk Company, New York City, after several months in Europe. The library has been recently formed.

Miss Ida Fellows, librarian of the Barlow Medical Library, Los Angeles, resigned during the summer to become Mrs. Schauppi. She will live on an immense ranch near Placerville, California.

Miss Joy Gross, Los Angeles 1923, has been appointed librarian of the Medical Library of the University of Oregon in Portland.

Mrs. Mary Irish succeeds Miss Fellows as librarian of the Barlow Medical Library. She is also secretary of the Southern California Special Libraries Association.

Miss Juliet A. Handerson, of the Russell Sage Foundation Library, and president of the New York S.L.A., has become librarian of the New York Law School, 215 West 23rd Street.

Miss Gladys R. Harkins has been appointed librarian of the Cleveland School of Art.

Miss Alice Jewett, who was with the Rockefeller Foundation is now at the Information Desk in the New York Public Library.

Miss Elizabeth Kruse, librarian of the Technical Library, Chemical Department of E. I. Du Pont de Nemours and Company, Wilmington, Delaware, has resigned to be married.

Miss Estelle L. Liebmann, formerly librarian of the Ronald Press and secretary of the S.L.A. recently a free lance in special library work succeeds Miss Kruse.

L. W. Powlison, librarian of the National Automobile Chamber of Commerce has been absent from his library for some weeks because of illness.

Miss Mildred Pressman writes that she has *not* resigned as librarian of the National Bureau of Surety and Casualty Underwriters. We regret the mistake in our October issue.

Miss Rebecca B. Rankin has been asked to edit the section for librarians in the "Women of 1924," which will appear early in the year. This is only the second issue of the publication. Miss Rankin gave two lectures on Special Libraries to the New York State Library School during October.

Miss Catherine Van Dyne has recovered from an illness and is again at work in the Newark Public Library.

Miss Florence Wagner was recently appointed an assistant in the Financial Department of the Wall Street Journal.

Miss Irma A. Watts, reference librarian of the Legislative Reference Bureau, Harrisburg, Pa., has an article entitled "With Jefferson and Jackson," in *Motor Travel* for September.

Miss Lucy West of the Industry Department of the Los Angeles Public Library has become Mrs. Swinnerton. She will retain her interest in library affairs.

Miss Gladys Willard, of the Southern California Edison Company Library, now Mrs. Wittet, returned to the library after a brief honeymoon.

Miss Esther Wright is doing research and library work for Lazar Frères, a French Banking house in New York.

Lawrence C. Wroth, formerly assistant librarian of the Enoch Pratt Free Library, has been made librarian of the John Carter Brown Library, Providence.

Things in Print

"The Library of Congress as a Source of Business Information"

Any business librarian likes to pick up a magazine and find an article relating to some phase of the work. What we like particularly is to discover an article in some magazine that is read by executives in many lines. *Printers' Ink Monthly* for November contains such an article by James True.

The introductory paragraph mentions how many people through ignorance are duplicating research work that has already been done. What the Division of Bibliography of the Library of Congress does is then discussed in a most interesting manner by Mr. Herman H. B. Meyer, former chief bibliographer. Last year the Division of Bibliography received thirty-three hundred letters of inquiry. About half of these related to purely business subjects.

"We deal in information regarding the sources of material only," Mr. Meyer said.

"When a request is received for information regarding some phase or problem of a certain industry, we send the writer a bibliography of that industry. In it he will find listed all of the important and authoritative books written on subjects related to the industry, the journals and magazines published for the industry, if any, all government documents pertaining to it, the principal magazine articles of possible interest and help, and the best so-called popular literature on related subjects.

"If titles are at all obscure in their meanings they are supplemented by notes which indicate the scope and purpose of the books and articles. The size of each book listed is also indicated, and the names of publishers are included.

"The bibliographies cover all of the principal and many of the lesser industries. They are typewritten and mimeographed, and our supply is somewhat limited. Therefore, we send them out on request to business concerns with the expectation of having them returned as soon as copies can be made.

"The purpose is to send the inquirer to the nearest large public library, and to encourage him to purchase the more important books and documents relating to his business. Popular literature seldom has any statistical or technical value; but we have found that manufacturers and others frequently find it of exceptional worth in furnishing ideas and material for advertising and selling campaigns, so we include the popular titles of both books and articles."

An interesting phase of this service, mentioned by Mr. Meyer, is the origin of the various bibliographies. It was illustrated recently by a request from a jewelry manufacturer regarding the methods of making artificial pearls. The Bibliography Division of the library had nothing on the subject, but when the staff completed the compilation it included about fifty items, showing the extent of the publications on this unusual subject, and in-

cluding the titles of all important books and articles not only on the processes of making artificial pearls but also on the subject of inducing the culture of pearls in the bivalves which produce them.

"In this way," Mr. Meyer continued, "practically all of our bibliographies have resulted from requests. Our lists are now fairly complete for all practical purposes, cover a wide range of industries, and require only an occasional revision to keep them up to date.

"We have also done a great deal of work in the compilation of bibliographies on all phases of standardization in all lines of human activity. In this we have cooperated with most of the important scientific and technical bodies in the country which are interested in the subject. The data collected and arranged are all on cards and too extensive to put into typewritten form, hence cannot be sent out; but we are prepared to answer questions as to the source of information* on any phase of standardization applying to any commodity or thing.

"Many of the recipients of the bibliographies have taken the trouble to write and tell us that they found the lists of exceptional value.

"Experience of those who have used the facilities of the library and the bibliography service," Mr. Meyer concluded, "proves the value of both to the business man, and representatives who come to Washington for research work in any of the government departments should, by all means, spend some time in the Library of Congress. For others who are interested, we are glad to furnish the service outlined, if inquirers will remember that our function is to assist them in finding sources of information and not to furnish digests for treatises."

Statement of the Russian Central Book Chamber

The Russian Central Book Chamber has been functioning in Moscow in conjunction with the State Publishing Company ("Gosizdat") since 1920. It is a successor to the Russian Book Chamber of Petrograd, which in 1920 was renamed the Institute of Book Science.

The Russian Central Book Chamber is also connected with the Russian Chief Science Committee.

The following are the functions of the Russian Central Book Chamber:

(1) It receives directly from the printers free of charge twenty-five copies each of all books and magazines published within the territory of the Union of the Soviet Socialist Republics and nine copies each of all newspapers, music and minor prints not exceeding two sheets. These are distributed to the principal libraries.

(2) The chamber publishes a semi-monthly magazine "Book Annals" which prints a bibliographical description of the first copy of all publications received.

(3) It preserves the first copy of all publications in the archives of the chamber. The archives furnish bibliographical information.

The chamber maintains a department called "The Bureau of International Book Exchange." This Bureau makes arrangements with foreign publishers, scientific institutions, universities, etc., to exchange publications. The chamber sends Russian publications in exchange for foreign publications. The exchange is made volume for volume, title for title, or sheet for sheet, depending on arrangements made in each case. No payments of money are made in these transactions. The parties to the exchange receive and send only the specified publications ordered by them.

The publishers and scientific institutions of the United States may avail themselves of the offer of the Russian Central Book Chamber to exchange publications or to receive information about Russian publications.

All correspondence and inquiries should be addressed to the Russian Central Book Chamber, 48 Tverskaya, Moscow.—*From The Russian Review, Sept. 15, 1923, p. 22.*

The Library's Place in Research

In a recent address Professor Jacques Loeb said, "We imagine that it is in the laboratory that men discover new truth and that if we can only provide well equipped laboratories, important truth will soon be discovered. That is not the case. Real discoveries are actually made in the library and subsequently tested out in the laboratory. A new discovery is a new combination of old ideas and those combinations are most likely to occur to the mind of the scientist, not when he is handling material things but when he is brooding over the thoughts of other men and re-thinking them himself. In those hours of profound reflection, the new combination may occur to him and then he goes to his laboratory to verify or disprove. The library remains the great essential to discovery"—*Ex Libris, Sept., 1923, vol. 1, no. 3, page 74*

Good Publicity for Bank Libraries

One of the exhibits at the American Bankers Association convention at Atlantic City this fall was a model library, containing five hundred books and magazines, loaned by the courtesy of the Ronald Press Co. The material was chosen by financial librarians and bank economists and included pamphlets and reports as well as books. The Publishers Weekly for November publishes a picture and a brief description of the exhibit. A classified catalog was also prepared and distributed free of charge by the Ronald Press. An introduction to this list emphasized the constant need in these days of reference to "the printed page" in all lines of business enterprise.

New Government Commercial Publications

Foreign Commerce Handbook, 1922-23. Published by Foreign Commerce Department, Chamber of Commerce of the United States, Washington, D.C.

Source-Book of Research Data, 1923. Prepared by New York University Bureau of Business Research. Lewis D. Haney, and published by Prentice-Hall, New York.

Commerce Year Book. A handsomely bound volume of about seven hundred pages, filled with statistics pertaining to domestic and foreign commerce. It was compiled under the direction of Dr. Julius Klein, chief of the Bureau of Foreign and Domestic Commerce and is the first yearbook ever issued by the Commerce Department.

The Chamber of Commerce of the State of New York, 65 Liberty St., New York, issues at irregular intervals, as demand requires, several pamphlets which might be of interest to Special Librarians.

1. Classified list of trade and allied associations and publications in the City of New York with appendix of government offices.
2. Similar list of associations having offices outside of New York City. (This list is published as part of the regular Monthly Bulletin)
3. List of Chambers of commerce of the United States in all cities of five thousand population and over, with the names of the secretaries.
4. Chambers of commerce of the world, exclusive of the United States, with names of secretaries and population of cities and countries where ascertainable.

The chamber also publishes an annual report containing statistics of commerce, banking, finance, traffic, industry, and shipping of the port of New York, the state of New York, and of the United States, together with special reports on various branches of trade for the preceding year.

Any or all of these publications may be obtained by addressing the librarian, L. Elsa Locher

The Citizens Committee on City Plan of Pittsburgh published in September of this year report No. 3 entitled "Transit a Part of Pittsburgh Plan." This report of fifty-eight pages contains numerous maps, charts and valuable tables, and analyses past suggestions for the relief of the congestion in the central business district. One section of the report covers the subject of rapid transit in great detail. It can be obtained from the Executive Secretary, Mr. George Ketchum, Westinghouse Building, Pittsburgh, Pa.

Mr. P. H. Dudley, consulting engineer of rails, ties and structural steel of the New York Central lines, gets out each year a chart of "Mild and Cold Weather," and this year the Eleventh Annual Weather issue, under date of November 1st, can be procured by writing to Mr. Dudley, whose office is in the Grand Central Station, New York City. His predic-

tions in his chart are that the winter of 1923-24 will be milder than 1922-23, and in it he also explains the reason for the large number of broken steel rails on the steam railroads during the past winter.

The Dixie Business Book Shop, 140 Greenwich St., New York, has issued a thirty-two-page bibliography of business books published between March and November 1923.

WANTED

The secretary is trying to complete the official file of Special Libraries. The following numbers are still lacking. Will anyone who has them and is willing to do so, kindly donate them to the association?

Jan-Feb, Sept-Nov, 1910; April, 1911; May 1912; Jan., 1913; Dec. 1914; Jan., May 1916; Sept-Dec. 1917; Dec. 1918; June, Nov. 1919.

There have been a number of inquiries for the first six or eight volumes, of which the supply has been exhausted. Anyone who wishes to dispose of any of these, either for the benefit of the association, or for their own benefit should communicate with the secretary.

OFFERED

The association has on hand a number of complete volumes for 1922, and for the first six months of 1923 which are for sale, 1922 for \$2.00 each and the 1923 for \$1.00.

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