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Special Libraries, November 1925

Special Libraries Association

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SPECIAL LIBRARIES

Vol. 16

November, 1925

, No. 9

British Special Librarians
at
Balliol College

NOTEWORTHY EXHIBITS

LIBRARY IN INDUSTRY

Published Monthly Except August and September by
THE SPECIAL LIBRARIES ASSOCIATION

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Special Libraries

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Special Libraries

Vol. 16

November, 1925

No. 9

This number features the Conference of the British Special Librarians.

The January issue will be a Chicago number and the leading articles will be prepared by the Illinois Chapter.

A forthcoming issue will be devoted to Commercial and Industrial Research.

The Special Library Movement in America¹

By Rebecca B. Rankin, Librarian, Municipal Reference Library,
New York City

IT is with a peculiar delight and satisfaction that I come to you British special librarians through the written word—and I regret that I may not be at this conference in person.

My delight is based on the fact that I may hereby be able to repay, in some small measure, our indebtedness to Mr. J. G. Pearce for his visit to the Special Libraries Association Convention at Atlantic City, in 1923. That convention was our 14th annual convention, and never before had we received into our midst a representative from Great Britain. He entered into our conferences with such zest and with an understanding of our purposes; he brought us a real message from the intelligence bureaus of your country, and we caught our first real glimpse of the special libraries of England. At that time your chairman, Mr. Pearce, was connected with the Metropolitan Vickers Electrical Co., Ltd., of Manchester, a sister company of our Westinghouse.

We welcomed your representative and did our best to enthuse him and encourage him to establish a Special Libraries Association in Great Britain—to be affiliated with ours. As president of our Association during that year, I had an opportunity for some discussions with

him on the subject, and he assured me that he felt such an Association might profitably be formed.

My satisfaction comes because you now have such an Association of Special Libraries and Information Bureaux. I congratulate you. The president of the Special Libraries Association, Mr. D. N. Handy, wishes me to express the congratulations of the entire Association to you. Your accomplishment is splendid. The urge which we special librarians in America gave Mr. Pearce may have helped in some slight degree in encouraging the establishment of your organization—and in that we are happy to have had a part.

It never occurred to us that in a year's time you Britishers would have a thriving Association. But you have—and we delight to have a sister Association to join with us in our efforts toward a goal of greater service in special libraries.

The story of the development of special libraries in the United States, a history of their growth, is not unlike the development of the movement in England. Undoubtedly, the same demands in both countries created the product, a special library. The initial impetus for the movement came because a group of individuals had the vision to recognize the

¹ Address at Association of Special Libraries and Information Bureaux, Balliol College, Oxford, September 26, 1925

importance of co-ordinating existing information services, of pooling resources of bureaus of information, and the immediate necessity of meeting certain definite needs which then existed

Why the need should have been felt a few years earlier in the United States than in England, we cannot say. The Americans being so keen for business, and the growth of business having been so active in the past decade or two, may have been the primary cause. The business man, the scientist, the manufacturer, the public administrator, all seemed to have realized quite abruptly that printed information or experience crystalized in print is a tool—and if he used it in his business, success was apt to attend him.

As this idea grew, the persons in charge of special libraries or bureaus of information also became aware of an opportunity of meeting the demands made upon them by business through co-operation one with another. Therefore, a group of such persons, about fifty in number, organized the Special Libraries Association, in 1909. The Special Libraries Association has fostered the special library idea, and the business men have come to feel the need for such bureaus more and more. Efficiency of the special library has constantly increased, and each successful library brings more cohorts to the cause; consequently, we have hundreds of special libraries in the United States—yes, more than a thousand.

The Special Libraries Association has attempted to list its strength—to know how many special libraries there are in the country. But it is difficult to keep up with the pace. The first edition of the *Special Libraries Directory*, in 1922, showed a total of thirteen hundred, which included also the special collections in general and public libraries. In the second edition of the *Special Libraries Directory*, 1925, we list only nine hundred and seventy-five, but this total includes the special libraries only and not special collections. The total of nine hundred and seventy-five special libraries in a considerably greater number than the purely special libraries shown in the first edition. We know even the latest compilation is not the actual count of all spe-

cial libraries; the editor has recently accumulated an additional list of fifty new special libraries.

Today, as I write, a representative of a large manufacturing firm tells me that his company is fully sold on the idea of a special library, and it is being established, due to the fact that they realized they could not produce their own records and general facts of scientific discovery as readily as and when they were needed.

The special library has gone along hand in hand with scientific and industrial research. Just as scientific research has meant so much to industry, through the application of its newly-discovered principles, so the special library, with its emphasis upon fact knowledge, has established a basis for determining the problems of organization, administration and general business policy. The special library's function is bound to be appreciated by the business and professional man, and the growth is constant.

Some of the apparent needs at the time of the establishment of the Special Libraries Association, in 1909, which made it advantageous to have an independent organization, were a pooling of resources, a system for interchange of information, and an opportunity for exchange of ideas. We feel that the Association during its sixteen years of existence, has accomplished a considerable amount to be proud of. It may not be amiss, at this time, to enumerate and discuss some of the things we have done that have fulfilled the demands made upon us as special libraries.

Knowing that the special library begins where the general library leaves off, attempting to push the boundaries of research and reference farther out and to draw from the unorganized mass of important information the concrete help which its clients needed, a group of special librarians began, in 1913, a co-operative plan, which was called the *Public Affairs Information Service*. At first, it was merely a system of exchange, and all the material was typewritten. Forty libraries co-operated. By 1915, the first printed annual index evolved, and it has grown year by year until it is now recognized as the special librarians' index of current publications, and is to

us what the *Readers' Guide* is to the general librarian. There was previously nothing in the field now covered by the *Public Affairs Information Service*, which is generally accepted as one of the most useful periodical indexes. The idea originated in the Special Libraries Association has been fostered and supported by special librarians, and is now an independent business venture, and financially supports itself.

The official organ, a monthly magazine of the Special Libraries Association, *SPECIAL LIBRARIES*, you probably know and use. It is now in its 16th volume, and its contents fully indexed for instant use. The set is looked upon as the best source for bibliographical material in this field. Likewise, by perusing those magazines year by year, you will have an intimate history of our organization. The magazine has served to keep the Association active, to keep the special librarians informed, and has served as a clearing-house of information for us.

Our *Directories* have been mentioned and they are actually very usable tools, and indispensable to us.

Information Services Handbook is another publication, issued in 1924, which was needed. This manual is a compilation of information services, commercial, association, government and periodical services. It's an invaluable tool.

The exhibits of the Association at various times have been instructive and instrumental in helping in the organization of new special libraries.

The many committees of the Association, during the course of the years, have contributed much to the progress of the special libraries, and they are continuing their helpful work. To merely suggest in what directions these activities have extended, allow me to mention the names of some of the committees, *e.g.*, Methods Committee, Trade Catalog Committee, Union List of Periodicals Committee, Employment Committee, Training School or Education Committee. Local associations have developed in many of our metropolitan centers, like New York, Chicago and Philadelphia; and the Association, for the convenience of more intensive study of methods and source material, has sub-divided into Commer-

cial, Financial, Insurance, Newspaper, Civic and Technology groups.

The special libraries supplement the general and public libraries of the country, particularly in the field of research and reference. We are often dependent upon the resources of the public libraries, and make use of them constantly.

The usefulness of the special library would be handicapped without the public library, and we co-operate very closely. The problems of the special library extend beyond those of the public library—meaning they are quite different in character—and for this reason an independent library organization was inevitable and essential. The Special Libraries Association has done much in solving the problems, but there are others in view, and we are constantly extending our ideals and furthering and broadening our service.

Your Association in England has been established for the same reasons that ours in the United States was, and with a well-knit organization such as you are forming in your Standing Committee and an Association behind it, properly planned and financed, you may look forward to a progressive movement in special libraries. An independent association controlling and developing its policies will bring into existence a real co-ordination of all the informational, research and library services. We, on this side of the water, extend you our closest co-operation, and shall hold ourselves in readiness to assist at any time.

In thanking you for this opportunity of representing the Special Libraries Association at this, your Second Conference of the Association of Special Libraries and Information Bureaux, may I suggest that there are avenues open to the two Associations for joint undertakings? A directory which would open up the specialized resources of two great countries would not be a useless compilation. We in America are ready to join you in any such venture.

We wish to keep in close touch with your Association, and we thank your able and courteous Secretary, Mr. Guy W. Keeling, for his thoughtfulness in extending to us this invitation of representation at your Conference.

Impressions at Swampscott¹

By Major T. Coulson, O.B.E.

THE first impression which an English visitor receives of American conferences is that of the cordiality of his reception. The Special Libraries Association Conference was no exception in this respect, and to a warm and generous expression of welcome was added a lively interest in the development of the special libraries movement in this country. It struck me as being somewhat singular that the fine, healthily developed movement in America should display such solicitude for the similar movement in this country; but their interest was not restricted to pious expressions of good wishes. There was a very general expression of a desire to assist this and subsequent conferences in every possible way, and I have no hesitation in saying to you special librarians that if you have problems peculiar to the nature of your library, you will find the knowledge and experience of your American colleagues ready to be placed at your disposal.

Perhaps the next most striking impression of the Swampscott Conference was the variety of interests represented. Naturally, where the movement is so firmly planted, one would expect to see a greater variety of libraries represented. In order that the special problems of individual interests might be more adequately discussed, there were certain periods when the conference would depart from generalities, and go into committee, as it were, in sections. Those interested in insurance would meet in one room; others representing newspapers went to another; while the financial people held their own counsels apart. The effect of this specialization has undoubtedly resulted in the Special Libraries Association accomplishing much more practical results than the discussion of purely general principles could have achieved, or, what is worse, asking the majority of the Association to discuss principles which directly interest only a minority.

I was a little surprised both at the numbers and the activity of the newspaper representatives. One representative of a provincial journal told me that their library staff numbered seven. This, of course, led to an explanation of their work, and I found that American newspapers have quite clearly realised the value of concentrating their information in one department, and calling it the library. In England, that same work is still too often spread over many departments, and has numerous names. They do the same work with a good deal of duplication and not a little wasted effort.

Indeed, what I learned from this Newspaper Section was true throughout all the others. The busy executive officers of firms or organisations having established libraries to meet specific demands, have found them so valuable that their sphere has been little by little increased. One finds such records as the staff record of a railroad organisation being kept in its library, which is surely a new departure, and the equivalent of our Goad Index usually to be found in the fire department here, is removed to the library in American practice. The general idea is to concentrate all information in one place, to avoid duplication, to reduce personnel, and to have the advantage of trained searchers available at all times.

The catalogers had also a section of their own, to discuss their problems, and, while speaking of this, I would like to mention the very fine collection of systems of classification which were on exhibition, and which many of the catalogers spoke of as being exceedingly helpful. In my firm, where we are so frequently consulted upon the most suitable methods of organising a library, the one great stumbling block is the scheme of classification which should be adopted. Everyone engaged in organising a library appears to imagine that he has problems quite peculiar to his own situation, and requires a scheme of classification en-

¹ Address at Association of Special Libraries and Information Bureaux, Balliol College, Oxford, September 26, 1925, under the title "The 16th Annual Conference of the Special Libraries Association."

tirely modelled on his own needs. The collection which the Special Libraries Association has made must be unique. Few were printed, nearly all were typed copies, and reflected the pride of the members in having their systems represented in the collection. The frequency with which these were consulted showed their value.

Throughout the discussions, the fact emerged that not only were American and British problems similar, but the means of meeting them were the same. Systems and methods are very much alike in both countries. Apart from the storage of books, the same general principles of storing other matter was as it is here, in vertical files. Legal sized drawers are used in these files, as they permit two average-sized pamphlets to be filed alongside one another; this effects a material saving of space, since a correspondence sized drawer will not allow two pamphlets to stand side by side.

Methods of indexing and cataloging are quite similar. The direct alphabetical system of filing was almost universal, as was the card catalog. Indexing and analytic cataloging is very generally carried out to a high degree, and the card catalog has been found the best and most economical means of doing this. I must say from my inspection of a very large number of American card catalogs, that the use of guides, which greatly facilitates reference, is on a more generous scale in this country than in America. On inquiry, I learned that this was not due to any policy, but simply to the fact that the librarian did not have time as a rule to write guides. The best catalogs were those compiled by trained operators hired for the purpose from a library supply firm. The practice of hiring this outside assistance is much more common in America than it is here. I readily understand it is a question of cost; and this, perhaps, is an appropriate moment to introduce an allusion to that problem of absorbing interest to all librarians, the annual budget.

In business firms, the amount of money allocated to the library is usually the same as it is here, that is to say, just as much as the directors think it is worth. The American business man has, as a

rule, a higher estimate of the value of his library to his business. In social organizations and institutions, the Americans are far ahead of us in their appreciation of the library's worth, and consequently more generous. Where I found American methods in advance of ours it was generally due to their ability to spend more money. Indeed, where conditions were more nearly approximate in that respect, there was nothing to choose between the two. For instance, I saw nothing superior to Manchester's public business library. But, on the whole, furniture, fittings, equipment and supplies were vastly superior to what is in use here. I was told how one railroad library had received a material addition to its annual allotment. Some objection had been raised to this railroad's privileges and its non-fulfilment of obligations. An immediate reply was necessary, but everyone was of opinion that the necessary facts were not readily available, until the librarian produced them unasked, having intelligently anticipated that they would be required. The library has since received a much greater recognition for this prompt action, and the president of the corporation has since become an enthusiastic advocate of the library in other concerns in which he is interested.

Now a word upon the personnel. America has so many library schools, librarianship is so well recognised as a profession, that recruiting staffs is a simpler business than it is here. They have left behind the belief that a good filing clerk makes an equally good librarian in charge of an extensive mass of information relating to the activities of a firm or organisation. The demand is now steadily set in the direction of securing competent trained workers and, fortunately, since the recompense offered is adequate, the library schools are usually well attended, and the students who graduate from them are highly trained. Not only are students trained in technique, but also in methods of anticipating requirements; in ensuring that incoming material is promptly directed to the individual likely to be interested in it, without waiting for him to demand it.

I cannot conclude without again em-

phasising the note already struck in Miss Rankin's paper, that the American Association is deeply interested in your doings; that they are quite prepared to go beyond the mere expression of good-will, and are only too anxious to translate the

expression into action whenever the opportunity arises.

NOTE: Excerpts from Major Coulson's remarks before the Swampscott Conference may be found in SPECIAL LIBRARIES, July, 1925, page 227. (EDITOR)

Special Libraries—the Problem of Co-operation with the Public Service¹

By Thomas Gorrie, Chairman of the Library Committee of The Carnegie United Kingdom Trust

IT is with pleasure that I have accepted the invitation of your committee to attend this important Conference, and it is with no less pleasure that I respond to their request that I should indicate to the delegates in what way the Carnegie United Kingdom Trustees whom, as Convener of their Library Committee, I have the honour of representing, can play a useful part in furthering your object of facilitating the use and co-ordination of all sources of information for scientific, technical, commercial and public purposes.

At the 1924 Conference, Colonel Mitchell, Secretary of the Trust, told you that in the sphere of library provision the Trustees have taken as their general function the task of helping to make the manifold sources of knowledge accessible to the widest possible public. In so speaking, he had in view the fact that the beneficiaries of the Trust are the masses of the people of Great Britain and Ireland. We do not expect the masses of the people to become marine biologists, anthropologists or experts in economics, but we have, nevertheless, assisted in the linking up of libraries relating to these very subjects with the Central Library for Students, in the belief that the giving of facilities for research to all potential experts is in accordance with the terms of our Trust, and that there are in the application of

the knowledge so made available real though incalculable, possibilities of beneficially affecting the lives of the masses

In the matter of specialist libraries, the Trustees, in their endeavour to carry out the task to which they have committed themselves, have proceeded upon the plan of building up one National Loan Collection as a reservoir of rare and expensive books which county libraries and smaller municipal libraries cannot afford to buy for a comparatively small number of borrowers. The Trustees attach the greatest importance to the Central Library for Students, as an indispensable part of a complete library service.

Obviously, the Central Library by itself cannot be a complete reservoir of the kind indicated. Considerations of space and also of the cost of staff and book purchase would render this practically impossible, even if it were desirable. But we do not look upon it as by any means desirable, as we have come to the definite conclusion that the solution of the problem lies in the close linking up of approved specialist libraries with the Central Library for Students, as "outliers" to that library. Since 1920, it has been the policy of the Trustees to make grants to certain institutional libraries if they are prepared to become outliers to the Central Library, *i.e.*, if they are prepared to lend such of their

¹ Address at Association of Special Libraries and Information Bureaux, Balliol College, Oxford, September 26, 1925.

books and periodicals as are not exceptionally rare or irreplaceable to borrowers applying through the Central Library. The loans then become loans not to the individual borrower, but to the Central Library, which becomes responsible for the care and return of the books lent.

The Trustees have been gratified to find that the principle of such an arrangement has met with the approval of the various bodies to whom it has been submitted, and by the end of last month the following libraries have accepted financial aid from the Trustees on the condition I have indicated: The College of Nursing, The Royal Aeronautical Society, The Scottish Marine Biological Society, The Rowett Research Institute, The Solon Ceramic Library, The Royal Scottish Society of Arts, The King's College for Women, The Royal Anthropological Institute, The British Institute of International Affairs and the League of Nations Union. In the case of the British Optical Society and the London School of Economics, grants have been promised, but the concluding of the terms of acceptance is still the subject of negotiation.

It is too early to form definite conclusions as to how far the development of the Central Library system will be facilitated by this sort of linking up, and what libraries may still be included. The Trustees are bound to examine every proposal from the point of view of the value of the library itself, and the importance of its subject, actual and potential, in relation to the general well-being. Much remains to be done in the direction of compiling catalogs, not only of the various outliers, but of the Central Library itself. The public at large is by no means yet perfectly acquainted with its new resources, and not all library committees show enthusiasm in making known to their own local public the important service which is available. It is, however, a step forward that such collections should be at the disposal of the public, through the Central Library for Students' system, and no doubt the difficulty of bringing this service to the

knowledge not only of the local library authorities, but of isolated students, will in time be overcome.

With a more complete organisation and a satisfactory cataloging system, the linking up with the Central Library of these outlier libraries, will have obvious and great advantages. The Central Library will be spared the expense of buying books which are already in the outlier libraries. Many books and periodicals which are otherwise not obtainable will become available to students. The problem of shelf room will be lightened, and above all, the special knowledge of the experts in charge of the specialist libraries will become available to the Central Library staff.

A question of some difficulty may arise, in future, as to how long the outlier libraries will feel justified in continuing the service on the basis of one Trust Grant of fixed amount, in the event of their finding that the wider knowledge of the possibility of borrowing results is a serious strain upon the resources of the library. The funds at the disposal of the Trustees, large as they are, are small in relation to the number of the beneficiaries, and consequently, the Trustees do not mortgage their future freedom by committing themselves to maintenance grants, but it seems quite possible that, should such a financial question arise, the Central Library may be instrumental in making such arrangements with the public libraries as will meet the difficulty. In embarking upon the outlier library policy, and thus increasing the scope of the Central Library service, the Trustees have some confidence that the appreciation on the part of the public library authorities will result in the funds necessary for maintenance being provided.

In conclusion, I desire to add that the Carnegie Trustees attach the utmost importance to the strengthening of the Central Library service in the manner indicated, and that their interest in the problem will not be limited to the setting up of a satisfactory organisation. No doubt, the machinery is important, but the spirit in which it is worked is more important still.

Association of Special Libraries and Information Bureaux

IN this issue of *SPECIAL LIBRARIES* we have given particular prominence to the Conference of the Association of Special Libraries and Information Bureaux held at Balliol College, Oxford, England from September 25 to 28, 1925.

In another column we print the papers presented by Major Coulson, Mr. Gorrie and Miss Rankin at the morning session on Saturday, September 26, which was in part devoted to the special library movement in America.

During the three days the A.S.L.I.B., as it is colloquially called, considered a wide variety of subjects ranging from the League of Nations to the field of the special library in different spheres, also co operative undertakings and technical questions.

In addition to the papers noted, there were valuable addresses presented at the conference which have since been printed for distribution. These separates include the following:

"The World List of Scientific Periodicals" by Dr. P. Chalmers Mitchell; "L'Institut International de Bibliographie" by M. Paul Otlet; "Co ordination of Technical Intelligence" by Major W. E. Simnett; "Translation of Highly Technical Literature, with Special Reference to Engineering Terms" by H. I. Lewenz; "Some Special Methods of Cataloging Temporary Material" by L. Stanley Jast; "Efficient Filing" by R. Borlase Matthews; "Patents and Special Libraries" by H. E. Potts; "The Publisher and Research Libraries" by B. N. Langdon-Davies; "The Library Co operation Committee and Its Enquiry Office" by Professor F. E. Sandbach; "The Imperial Institute Library" by H. J. Jeffery; "The Institute of Mechanical Engineers and Its Library" by Brigadier General Magnus Mowat; "Transport Intelligence and Publicity" by Major W. E. Simnett.

Copies of these papers are in the possession of the editor and may be bor-

rowed by anyone interested. It is hoped that in some future number we may be able to print a few of these valuable addresses.

In addition to the speakers mentioned, Sir Arthur Steel Maitland, Bart., Minister of Labour presided at the opening dinner and, at the first session which followed Dr. R. S. Hutton took for his subject "The Present Position with Regard to the Association of Special Libraries and Information Bureaux"; and the Rt. Hon. Sir Horace Plunkett considered "The Co operative Reference Library." At the Saturday morning session Professor Gilbert Murray presented "The Work of the Committee on Intellectual Co operation of the League of Nations," followed by Professor A. F. C. Pollard upon "The Decimal Classification of the Institut International de Bibliographie, and Its Importance as a Key to the World's Literature." Papers on the special library movement in America followed this address.

Under the subject, "Abstracting and Translating," Mr. T. F. Burton, editor of the *Bureau of Chemical Abstracts*, discussed "Abstracting," followed by Mr. Lewenz's paper on "Translation."

In the technical subjects of classifying, cataloging and filing Mr. Twentyman, librarian of the Board of Education, discussed "The Classification of a Specialist Library," followed by Mr. Jast's and Mr. Matthew's papers.

After the business session on Saturday evening, Mr. F. E. Hamer, editor of *The Chemical Age*, and Mr. Clephan Palmer of *The Daily News*, considered "The Press in Relation to Special Libraries."

The Sunday morning session was devoted to politics with speeches by Mr. Percy Cohen of the Unionist Central Office, on "The Scope of a Political Library," Mr. C. R. Sanderson of the National Liberal Club, on "A Clearing House for Political Information," and

Miss C. Mitchell of the Joint Research and Information Department of the Trades Union Congress and Labour Party, on "The Scope of a Labour and Trades Union Library."

At the business session during the same morning Mr. Sinclair Wood discussed "Research as the Basis of Advertising," followed by Mr. Potts' and Mr. Davies' papers.

The Sunday evening program continued the study of the special library in different spheres. Addresses previously noted by Professor Sandbach, Mr. Jeffrey, General Mowat and Major Simnett were given, and in addition there were addresses by Dr. A. E. Cowley, Bodley's librarian, on "The Relation of the Bodleian to Special Libraries," and by Miss A. L. Lawrence of the British Medical Association on "The Co-ordination of Medical Information."

The conference obtained considerable attention in the press and the various scientific and technical journals. A syndicate story sent from Oxford, England to the *Providence Journal* notes in a genial way the address of Dr. Cowley, Bodley's librarian, who mentioned the habit of Americans of propounding difficult questions about their family trees which they expected Dr. Cowley to answer.

Mr. G. W. Keeling, organizing secretary, in his advance report of the meeting notes the outstanding merit shown in the series of papers read by the leading representatives of the library service departments of the three main political groups. He also indicated the great interest of the government departments in the matter of information sources and referred to the address of Sir Horace Plunkett describing the co-operative reference library which should prove of value in developing agricultural life in England.

Mr. Keeling made a pleasant reference to the "Library Association" and the friendly relations between the older body and the new organization. He also noted the future work of the A.S.L.I.B. in connection with the proposed *Directory of Special Libraries and Information Bureaux*.

In a note sent to the editor of *SPECIAL LIBRARIES*, Mr. Keeling refers with pleasure to the presence of Dr. J. D. Thompson of the Research Information Service of the National Research Council, Washington, D.C and to the cablegram received from President Handy during the progress of the convention.

He also mentions with gratitude the welcome gift of the especially bound set of *SPECIAL LIBRARIES* presented to the Association by Mr. Coulson on behalf of the Special Libraries Association. He adds: "We all greatly appreciated the kindness of the Special Libraries Association in sending us this handsome gift, which will naturally be of great interest and service to a young movement like our own."

During the conference the following resolutions were passed:

1. That this Conference expresses its great appreciation of the hospitality of the Master and Fellows of Balliol College.
2. This Conference welcomes the presence of distinguished representatives of the Library and Information Services of Belgium, Germany, Holland and the United States, and assures them of its desire for further friendly intercourse in the future
3. This Conference of Special Libraries and Information Bureaux assembled at Balliol College, Oxford, sincerely appreciates the messages of good-will sent to them by the Special Libraries Association (of America), and is encouraged in its efforts to explore the special library field in this country by the inspiration afforded from the successful work of their American friends.
4. This Conference, having heard from Sir Horace Plunkett the aims and objects, the past work and present position of the Co-operative Library, welcomes the prospects of its transfer from Dublin to London, where it would be accessible to a much larger number of students and enquirers, and would be able to co-operate with other special libraries and institutions with similar educational functions.

The Place of the Library in Our Industry

By H. N. Dowse, Clerk of the Corporation, Dennison Mfg. Co.

VERY roughly, the service of the library in our industry can be placed under four main headings:

Educational

- (a) To the executives themselves
- (b) To the group from which there is the most likelihood of securing the executives of tomorrow
- (c) To the great rank and file
- (d) To all

Informational

(a) To be even passably successful, the library must have the backing of the chief executives; not merely the financial backing which approves the expenditure of a stipulated amount for library purposes, but a whole-hearted attitude of approval and support from the leaders. In other words, the executives must be "sold" with the idea. Many times this is a difficult task for the simple reason that once an individual has been promoted to the executive class, unconsciously the drive and intensive reaching for that which will improve one's mental being begins to taper off under unconscious complacency. The incentive to improve mentally very frequently slackens upon arrival at the executive post, and it is the job of the library to keep that interest at the simmering point.

The executive of today must realize that business is becoming more and more complex. Merely by associating with other business men and giving full time to his own business will not allow him to retain his leadership or to improve his own technical equipment. If he expects to continue as a true executive and a true leader, he must at least have a very active interest in and a very wide knowledge of the fundamentals of the sciences, and an understanding of what has made them progress. In other words—now, more than ever before, he must have a background beyond that furnished by his own business and business associations. Industrially, this can be aided through books furnished by the special library, under the charge of a trained librarian grounded in the needs of the industry as well as thoroughly familiar with the

characteristics of the individuals in it. With the books immediately available, and with the library machinery functioning properly, the problem of the librarian becomes one of selling the use of the library to the executives who are not natural book lovers. There are many "do's and don't's" in a campaign of this sort—the librarian must not be considered a pest and must not unconsciously give the impression of teaching, yet must actually sell the product of the library shelves along systematic lines of mapped-out courses of reading. Moreover, the librarian must tactfully secure a so-called salesman's foothold in order to get the executives started in using the goods, and this requires the exercise of a fine combination of psychology and salesmanship. There are many ways of approach, such as interesting the busy executive with a synopsis which will kindle a desire to read the book itself, furnishing facts in print which will unconsciously cause the executive to realize what a mass of worth-while material is available in the library, etc. Last, but not least, is to follow the old business principle of capitalizing on the advertising which the customers themselves give to a product. In other words, take steps to get the executives talking books in general and some book in particular. Human nature is the same the world over; every man dislikes to be asked if he has read James Harvey Robinson's "The Mind in the Making," for example, and to find himself obliged to say "No." Unconsciously, the immediate desire is to read that book in order that he may say "Yes" and comment about it to the man who next asks him the same question. And the reading must never stop.

Frequently, it is inferred that college-trained men in industry do not need to follow this everlasting reading program. Remember that training only *begins* in college and that it never ends as long as the individual lives.

(b) With the sympathetic attitude of the executives assured, the battle is half won, because the problem of encouraging the right type of reading among

those who are to be the men of tomorrow, is much simplified if the executives themselves are known actually to read and to encourage reading. Moreover, a very great proportion of the younger men are aspiring, with the spirit of youth and action in their makeup. They are eager to improve themselves mentally. They are ever striving toward the goal, and they need merely encouragement and direction. To such individuals the special library can be of immeasurable service through periodic book reviews, furnishing opportunities for planned reading and the like, with direct action and in such amount as is consistent with good psychology.

(c) Finally, we come to the great rank and file in industry. With this group, the special library should provide wholesome light reading in the hope of stimulating here and there an interest in educative books. In other words, the special library can, by careful analysis of the employees, their habits, and their environment, encourage the pleasure reading habit ever so slowly in the hope that occasionally it will develop into the cultural reading habit. Bookcases on wheels, containing the best books of fiction, biography and travel, cannot but aid, unconsciously at least, in cultivating the reading habit and the desire for something better than trash.

(d) No comment on the special library in industry is complete without mention of the research division, and as a man in business, I cannot speak too emphatically of the need of scouting for, collecting, assembling and classifying material of every sort, especially that which has a bearing on the important problems of the particular industry. With

files, card catalogs, reference material and the like properly cared for and with a personnel properly trained, there should be nothing in print which cannot be located somewhere. Moreover, the librarian is the logical individual to assume the responsibility of making searches for and analyses of material in print and the quicker business men in general learn of this fact, the better. In our own company, almost any general problem of manufacturing, merchandising or finance has in it some element in which the library can be of assistance even to the extent of suggesting from book knowledge of climate, customs, etc., etc. of a given far-away-country, what items of merchandise of our line might find the most ready sale in that region. Business men should realize the great value of this branch of the library's activities.

The librarian and staff in a special library must be psychologists and salesmen to a large degree, because in a great percentage of the cases those who must be sold are men who unconsciously do not think they need to be sold. A combination of psychology and salesmanship will win out. No librarian can expect to do so, however, unless he knows the people with whom he deals. This is fundamental. And finally, no librarian must ever become discouraged about what the future holds, because the field of the special library has only been scratched. The real plowing is yet to be done.

NOTE Mr Dowse's interesting address was presented at the Second General Session at Swampscott, but through inadvertance was omitted from the October issue of SPECIAL LIBRARIES (EDITOR)

Conference on Standardization of Terminology

The Department of Commerce, Division of Simplified Practice, has called a conference of statistical bureaus, advertising agencies and trade associations, embracing practically all commercial lines, to consider the standardization of business classifications. The meeting is scheduled for December 14 in the city of Washington and proposes to reduce business and professional classifications to their simplest elements. This includes the standardization of terminology in

similar form to the campaign for "elimination of waste" and "simplified practice" started by Secretary Hoover in December, 1921. The standardization of terminology will be of great value in the preparation and use of commercial statistics and trade analyses, the advertising and distribution of commodities of all sorts and all forms of business development. It is anticipated that the conference will have a large attendance and will be productive of results.

Special Libraries

EDITOR, Herbert O. Brigham
State Library, Providence, R. I.

ASSOCIATE EDITORS

Ethel Cleland
R. H. Johnston

Henry H. Norris
Rebecca B. Rankin
Margaret Reynolds

A. A. Slobod
Margaret C. Wells

New Field of Activity

A COMPARATIVELY new field for S.L.A. activity seems to be opening in connection with large exhibitions and association annual meetings. Two years ago Special Libraries Association through a local committee prepared an exhibit in connection with the American Bankers Association. The purpose of this exhibit was to show bankers how the special library helped the banker. The exhibit was immediately successful. It attracted widespread attention and undoubtedly served to interest many bankers in organized and immediately available information. The success of the first exhibit warranted a second exhibit at the annual meeting of the American Bankers Association this year in Atlantic City.

About the same time a highly successful exhibit was held in connection with the American Gas Association. This, too, brought in conspicuous fashion to the attention of an influential group of business executives the value of organized information. Of a somewhat different character was the exhibit prepared in connection with the meeting of the Illinois Products Association in Chicago. Here the local association served as a clearing house for the exposition. Through the exposition management liberal space was provided and the committee of the Illinois Chapter of Special Libraries Association in charge undertook to become a clearing house for every kind of information concerning Illinois and its resources.

Two clearly defined fields of special effort are suggested by the success of these exhibits. In one, Special Libraries Association appears as the exploiter of a comparatively new and exceedingly valuable idea; namely, the application of facts to business problems through organized information departments or libraries developed under the direction of a competent special librarian. In the other, Special Libraries Association appears as the custodian of a body of principles which when applied to the problem in hand enables it to act with a high degree of efficiency as a clearing house of exposition information.

In the former of these fields Special Libraries Association will find a growing opportunity for telling the business executive what a special library can do for him in his immediate business. In the later, the Association will find a fertile field for the application of special library technique and the very practical problem of information service at large gatherings and exhibitions. In both of them

if one may follow the analogy and use a very hackneyed simile the surface of the ground has hardly been scratched. The time now seems opportune to assemble such information as experience has given us concerning exhibits and to suggest a technique for their organization and management. The president shortly will announce a committee to study what has already been done and, to make suggestions for future development to report at the next annual meeting of S.L.A.

* * *

The Executive Board at its last meeting recognized the value of issuing from time to time *Information Bulletins*. In our advertising pages we note two bulletins which have been printed as supplements to issues of SPECIAL LIBRARIES, but it is hoped that future issues of these bulletins will be presented as separate publications. Manuscripts are now on hand for a bibliography on *Illumination*, prepared by a committee of the Technology Group which will be printed in connection with the Illuminating Engineering Society. In addition, the valuable study by Miss Cavanaugh, *Some Sources of Information on Stocks and Bonds* will be printed under the auspices of the Financial Group.

There is also available for print the recent technical bibliography by Raymond N. Brown covering the year 1925. The editor would be glad to receive a suggestion regarding the proper way to present the latter bibliography before our readers, as we do not plan to include these valuable documents in SPECIAL LIBRARIES. These *Information Bulletins* are in charge of the Committee on Publications with Miss Rebecca B. Rankin as chairman.

* * *

The Editor has received the Bulletin of the Library Association of China, July-August, 1925. This issue, printed both in Chinese and English, contains the report of the observations upon Chinese libraries made by Arthur E. Bostwick while acting as a delegate of the American Library Association. Mr. Bostwick in his communication recommends various ways in which China might obtain free public libraries on the American plan. It is an extremely valuable report and should be appreciated by the Chinese library authorities.

* * *

Miss Margaret C. Wells, Associate Editor in charge of "Personal Notes," suggests that members of the Association should furnish information concerning interesting news items for her department and would appreciate the receipt of such items which should be sent to Miss Wells, c/o American International Corporation, 120 Broadway, New York City.

* * *

Miss Margaret Reynolds, an Associate Editor, writes: "A simple, 'home-made' poster on which there were three colored pictures depicting people reading and these words took my eye at the Illinois Products Exposition:

Illinois	Information
Chapter	Concrete
Special	Selective
Libraries	Logical
Association	Authoritative

President's Page

PROBABLY no policy of Special Libraries Association has been longer embodied in its organic law or more firmly embedded in the conviction of its members than the desirability of cordial co-operation with the A.L.A. In the beginning S.L.A. asked for affiliation with the parent body and gladly agreed to meet with it at least every three years. Through the years of its existence, there theless, by a curious perversity, there are still some of our members and apparently considerable numbers of A.L.A. who suppose that some means should be found for "encouraging co-operation" between special librarians and general librarians! They regret that the two groups are not more closely identified and suggest that if a Business Section was established within the A.L.A., it would further closer co-operation between the special library and the general library.

A committee of the A.L.A. is now asked to consider a petition of twenty-six of its members, most of whom are or have been members of S.L.A., requesting that they be formed into a Business Section of A.L.A. The committee is expected to determine whether there is need of such a section.

It would hardly seem necessary to put the question to members of Special Libraries Association after what occurred at Saratoga in 1924 and again at Swampscott in 1925. In so far as special librarians, including a vast majority of business librarians themselves are concerned, their repudiation of the suggestion that such a Business Section is needed has been emphatic and unequivocal. If the question depended for its decision upon the wish of special and business librarians themselves, there would be no need for any committee to consider it further. If the question of the need of a Business Section in A.L.A. is in any way related to the question of what business librarians themselves desire, it has already been answered to the complete satisfaction of most business librarians.

The petitioners for a Business Libraries Section of A.L.A. are not in any large sense representative. More than half of them reside in Chicago. Three of them come from a single office. Outside of Chicago, most of them come from New York and here again we find several of the signers coming from a single office. The leaders of this movement are the same as have led a movement for the breaking away from S.L.A. almost from the date of its beginning. One of them opposed the formation of the S.L.A.; another who came later into the field has for five or six years sought a new grouping of a part of its membership; all of them were active in attempting to break up the Association at Saratoga.

The arguments chiefly used are that S.L.A. as at present composed does not sufficiently co-operate with A.L.A. A chief spokesman of the plan for a Business Section says that in the Adult Education Program; in the Training for Librarianship Program; and in the Special Libraries Survey of the general library survey being conducted by A.L.A., the S.L.A. has not co-operated as it should have done. There are other indictments, but these seem to be the most important. The Business Libraries Section should be formed, it is argued, to put back of these undertakings of the parent association, the backing of the Business Group.

To the charge that S.L.A. has been indifferent where it should have been enthusiastic in sponsoring the program of A.L.A., it may be replied; first, that S.L.A. has many projects of its own which with its present limited capacity occupy it almost to the extent of its ability; second, that the activities of the parent association, however desirable they may be, are not of primary concern to members of S.L.A.; and finally, that in so far as A.L.A. has indicated how it wished co-operation, the S.L.A. has already expressed itself as willing to co-

operate to the utmost. It is true that S.L.A. has not taken the initiative in saying what should be done about training for librarianship or how the survey of special libraries should be made, but it is equally true that S.L.A. has expressed a willingness to co-operate with A.L.A. if and when the latter will say definitely what form it wishes the co-operation to take. S.L.A. has not received from A.L.A. a definite program of a survey and so far as I am aware any definite program of education for librarianship which could be made the basis of specific co-operation.

Of course, there are those who will say that S.L.A. should have taken the initiative and should have indicated to A.L.A. what its program in these fields should be. Personally, my only reply to those who hold this opinion is that this is not co-operation; this is initiative itself. We are not asked to initiate plans with respect to S.L.A. problems to be taken over and carried out by A.L.A., but to co-operate in such plans as the A.L.A. itself shall originate. The Association stands ready at any time for this kind of co operation.

Meanwhile, it should be clearly understood that unless the new Business Section can control a substantial majority of the business libraries of the country, it offers little hope for better co-operation of business libraries with the A.L.A., than is now promised through a united S.L.A. receiving the wholehearted support of the parent association.

There are those who suppose that a Business Section if organized will not affect S.L.A. It seems scarcely probable that a section formed by members withdrawing from a body already affiliated with A.L.A. can escape becoming the target for much ill feeling and resentment. Moreover, if the section justifies its existence, it must initiate and carry out a program of effort which will in every phase run counter to a similar program of S.L.A. The effect will be to set up one more Special Libraries Association. The two will enter the special library field as rivals. Consciously or unconsciously each will tend to eliminate the other. It will be a struggle for survival extending perhaps over many years. In the end, business librarians undoubtedly will align themselves wholly with one or the other.

One of the leading public librarians of the country in a letter to me a few days ago says, "One thing is very clear to me . . . there could not be a Business Section of the A.L.A. if the S.L.A. is to continue as a separate affiliated body. Emphasis should be concentrated either on the S.L.A. or on a Business Section, and the other should be dropped."

A public librarian equally prominent says, "If I were a member of S.L.A., I should agree with you in every one of your propositions, and I can only hope that your Association will not allow itself to become a Business Section of A.L.A."

The issue is clearly drawn. It is whether those who now constitute Special Libraries Association prefer as they have seemed to indicate so emphatically on two recent occasions to function as an independent Association, or whether they wish to function as a Business Group of A.L.A. Those outside of the Business Group who now look to S.L.A. will find no provision made for them. Those who consider themselves business librarians can identify themselves with the Business Group of A.L.A.

I know of no better way to determine the will and wish of members of S.L.A. than to put the question to them direct. A questionnaire sent to every member is now being returned and tabulated. The results indicate that special librarians, including business librarians of the country, are overwhelmingly against the formation of a Business Section of A.L.A., and for the continuance of S.L.A. on its present basis.

D. N. HANDY.

Exhibit Activities

A DIRECT result of the Swampscott conference was the intense activity of our members in connection with various exhibits. Two of the groups of the Association and two local associations participated in exhibits before such varied organizations as the American Bankers Association, the American Gas Association, the Associated Industries of Massachusetts and the Illinois Chamber of Commerce. Complete stories relating to these exhibits are found in this issue.

A well planned exhibit is one of the finest forms of advertising that the Association can conduct. It brings graphically before important executives, business men and engineers the real value of the special library and its particular field. It is a noteworthy fact that the Financial Group held its second exhibit with the same organization, a clear evidence of a good performance of work at the previous conference.

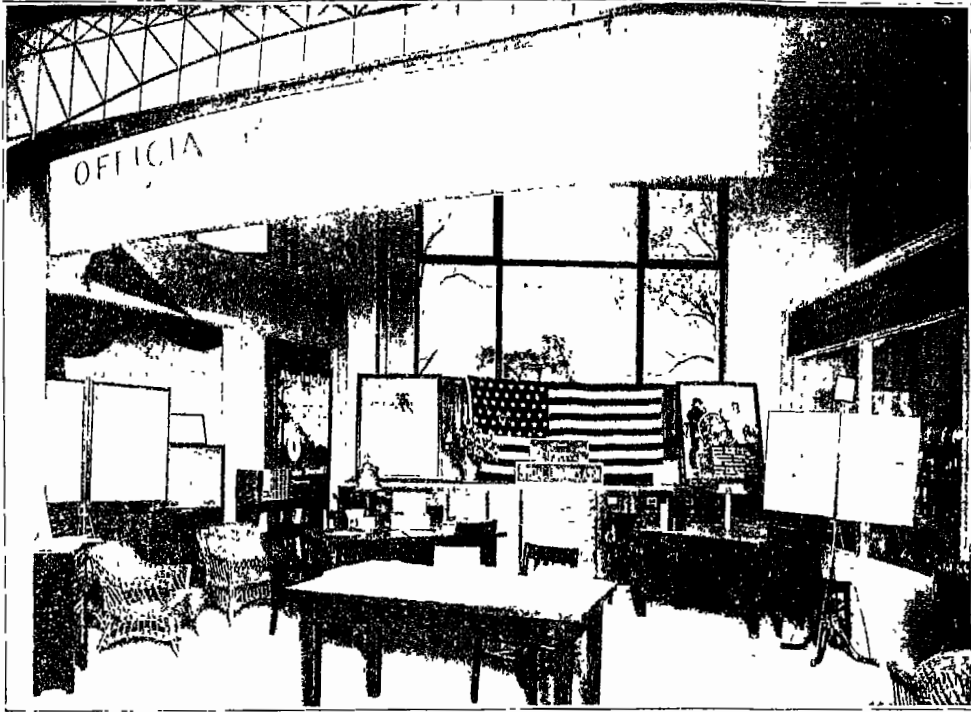
Library Exhibit by the Financial Group at the American Bankers Association Convention, Atlantic City, September 28-October 1, 1925

The business librarians are at last becoming "class conscious." For years, absorption in the pioneer work of establishing libraries precluded much survey beyond the immediate field of the individual job. Today these librarians are organized in active local and national groups, and of these the financial librarians form one of the largest.

The financial librarians, however, have come to realize that, to the public at large, it is by no means clear just what they stand for and what are their functions. They feel that it is time that their immediate public—the bankers themselves, should be informed as to what a bank library may mean to them. Consequently, that large and important gathering of bankers, the annual convention of the American Bankers Association, was chosen as the obvious scene for a first demonstration. At the Chicago convention last year, the first exhibit was successfully staged. For the Atlantic City convention this year, September 28 to October 1, the

arrangements for an exhibit were detailed by the national Financial Group in the S.L.A. to the financial libraries in New York City and Philadelphia. Miss Reynolds, as chairman of the group, designated Miss Gudrun Mor librarian of the Bankers Trust Company, as chairman of the committee, which comprised in addition the following persons: Miss Mary Hayes, of the National City Bank; Miss Lyda Broomhall, of the Irving Bank-Columbia Trust Company; Miss Eleanor Cavanaugh, of the Standard Statistics Company, Miss Ethel Baxter, of the American Bankers Association; Miss Marguerite Burnett, of the Federal Reserve Bank of New York; and Miss Madeleine Schiedt, of the Federal Reserve Bank of Philadelphia.

The aim of the exhibit was two-fold, first, a general appeal to the bank officers as the prospective investor in a bank library for his institution; and second a personal appeal to the individual delegate interested in his own professional reading. Rather surprisingly, it was the second appeal that was the most noticeably effective. For some reason the current market for the completely equipped bank library with its trained librarian is just now not very active. But it was interesting to note the interest at the exhibit in the books themselves. Progressive bank officers are setting to work to collect their own professional literature. As such a collection often forms the nucleus of the future library of the institution, librarians may well interest themselves in encouraging this movement. One New Jersey banker at the exhibit pocketed, with an expression of approval, a copy of the small pamphlet which was being distributed, entitled: *The Bank Library*. When asked whether he contemplated installing a library in his bank, he answered, "Oh no, indeed. Our bank will be too small for many years to require a regular library and librarian, but I want to pass around this pamphlet among the men to convince them that they should begin now to help build up a library." He explained that the bank spent a lot of money for various books for individuals and that these books often lay unused afterward on their desks. If they were placed in one central collection they would attract new attention and would be available to everyone on the bank staff.



Information Booth of Illinois Chapter

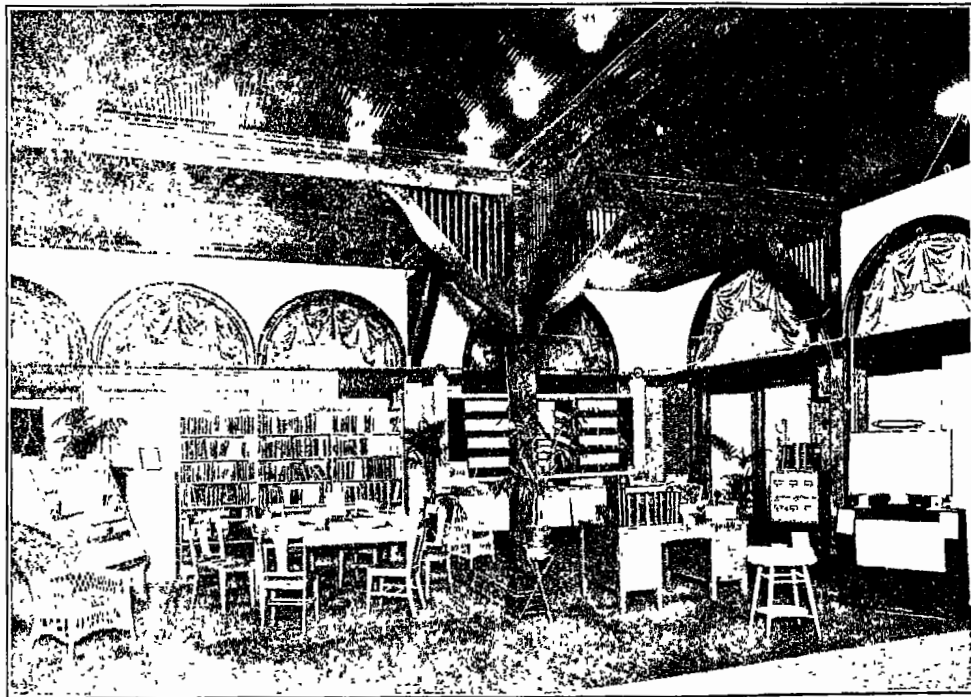
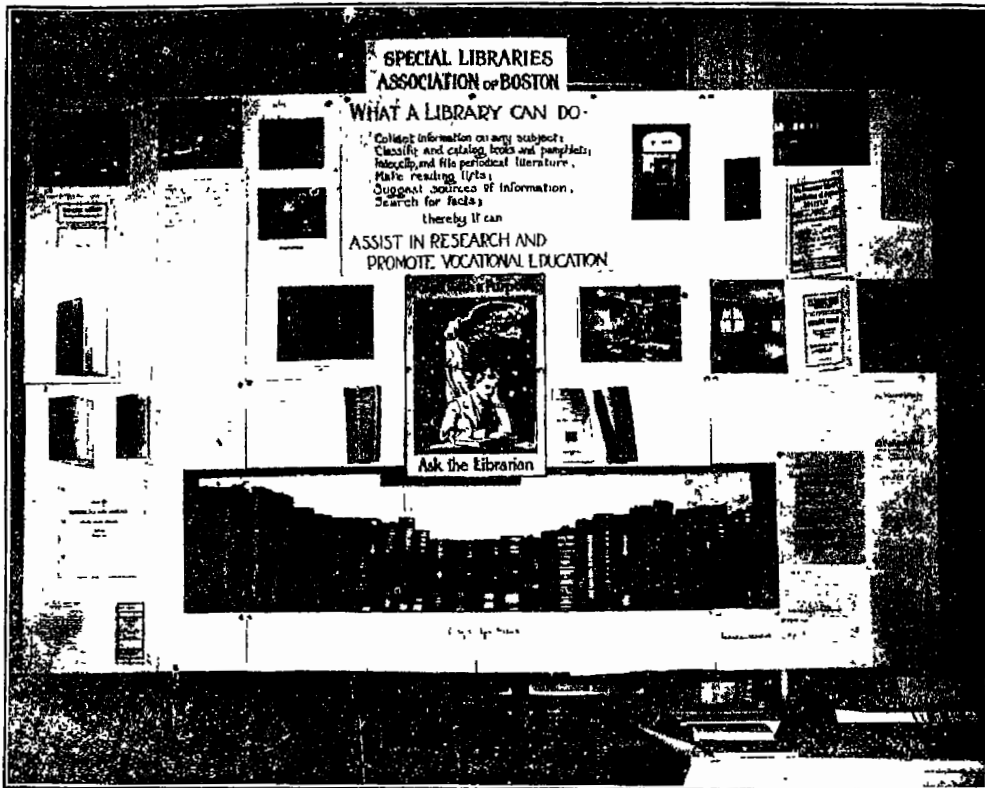


Exhibit of Technology Group



Boston Exhibit



The Exhibit of the Financial Group

No select bibliography specifying the essential books for a financial library was prepared, since the needs of banks and financial institutions vary so noticeably as to objects that are stressed. A few mimeographed lists of the books actually on exhibit were made and these were used as check-lists by several visitors who wished to make notes concerning the books they examined on the shelves. The list of some three hundred books included most of the well-known and standard titles but aimed at being quite widely inclusive of recent economic and financial literature rather than limited to fewer books of undisputed authority and value. It has been argued that such an exhibit should undertake to evaluate definitely the literature on display so that the visitor could be told "such-and-such a book is the best on the subject." This proposal sounds promising, but it involves difficulties in execution. Some subjects, such as real estate, for example, have no outstanding volume that can be cited. Out of the many books on investment published in recent years, it is difficult to cite one that is practical, entirely accurate, and up-to-date in its description of actual practice among Wall Street firms.

Through the courtesy of the Dixie Book Shop, of New York, their newly published bibliography of some twenty-five hundred books on business economics, old and new, was distributed free of charge, although the regular price is 25c. Because of the annotations and also because of its inclusiveness (since it contains old and out-of-print books as well as the newer ones) it is a useful tool for a builder of a library, whether librarian or banker.

The difficulty of making such an exhibit sufficiently striking to awaken the interest of the casual passer-by among the delegates was felt by the committee which decided to adopt current advertising methods. Posters containing slogans and ideas crisply expressed were displayed prominently. Some of the legends read as follows:

"Many banks in our large cities have found their libraries the short cut to added service. Why not let their experience influence you?"

"How to make a Library. Collect all the manuals, directories, handbooks, financial magazines and newspapers now to

be found scattered throughout the several departments of your bank. Put them in the charge of a trained person, and see them produce Facts. You will get quick and accurate information where before you only guessed. Don't you want a Library?"

"Don't walk a mile for a fact—Ask your Librarian."

Mounted pictures of actual financial libraries also aroused considerable interest.

In order to supply something that would carry a message further than the moment's impression at the exhibit, several small folders were prepared that the delegates could easily slip into their pockets and take away for future reading. These consisted of short reading lists on topics of current discussion namely, Bank Cost, Branch Banking, and Investment Trusts. A small brief pamphlet on the bank library, simply written and purposely devoid of technical library terms was also distributed.

A Pittsburgh bank was sufficiently impressed with the advance notice it received of the exhibit to send its newly appointed librarian to the convention, in order to gain ideas about establishing its library. The economist from a Canadian bank examined with interest the sample subject file in the single filing cabinet. To such visitors who brought definite problems of their own, the demonstration of library methods was helpful. However, the majority of those who came to the exhibit care nothing about library methods and remained blissfully unconscious of the vertical file and the library catalog, small but genuine, that were on display.

Of the devices designed to attract attention, the books themselves, proved by far the best drawing card, and every librarian will feel that this was as it should be. If the banker will confess to an interest in books and will start his collection, it is only a matter of time until the librarian receives her cue to enter upon the stage. Then the problems of the catalog and data file will be hers, not the banker's. And if he realizes to the full, the true functions of the librarian, he will at that moment shed a number of other cares. He will take to heart the words of the exhibit poster: "Learn to get things off your mind. Ask your Librarian."

Illinois Products Exposition Information Booth

The Illinois Chapter of the Special Libraries Association conducted from October 8 to 17, 1925, the Information Booth at the Illinois Products Exposition held in the American Exposition Palace, Chicago, under the auspices of the Illinois Chamber of Commerce. The Illinois Chamber of Commerce organized about six months ago a New Industries Committee, whose duty it was to make a survey of Illinois industrial conditions. The Illinois Chapter of the Special Libraries Association worked in direct connection with the New Industries Committee.

The preliminary work of the members of the Illinois Chapter consisted in making industrial surveys of twenty-two cities in the state. The surveys consisted of statistics on population, agriculture, government, taxes, established industries, commercial organizations, building permits, hotels, churches, hospitals, schools, banks, roads and public utilities. The surveys were made up on a definite plan, mimeographed and distributed at the booth. All literature that was on file at the Information Booth was stamped with one of two stamps: "Distributed by Illinois Chapter, Special Libraries Association," and "Data furnished by the Illinois Chapter, Special Libraries Association."

Various libraries in Chicago co-operated with us in serving the public at this Exposition, among them, being the Chicago Public Library, the John Crerar Library, the Chicago Historical Library, the Chicago Municipal Reference Library and the Illinois State Library. In addition to these libraries the firms represented by the membership of the Illinois Chapter offered very freely their services in helping their librarians and their statisticians prepare data which were on file in the Information Booth.

The booth answered daily approximately four hundred and eighty questions on the state of Illinois. Many questions were submitted which it was impossible to handle at the booth and these were written out on blanks supplied for this purpose and answered after the Exposition closed. Many questions were received on the sources of information which the Illinois Chapter used in the compilation of the surveys. It was brought home to the staff on duty at this Exposition very forcibly that the majority of people have practically no conception of

printed material which may be secured in their given line of work.

The Library Exhibit of Technology Group

The Library Exhibit held at Atlantic City, October 12 to 16, in conjunction with American Gas Association Convention was the first one prepared for a convention of this nature. The purpose of the committee was to set before those attending the exhibit a model gas company library, and with this end in view books and services referring to all phases of the gas industry, financial as well as commercial and technical, were displayed, together with pamphlets and periodicals on the subjects. Through the courtesy of the General Electric Company a large electric book was set up whose title read "Why a Corporation Library" and on whose leaves, which turned automatically, were attractively printed such sentences as "The Library is the research division of the Corporation," "The Library is fundamentally a service organization," "The Library keeps the Corporation posted on current developments as shown in the news, the statistical, technical and trade press," and others equally as descriptive. Sample bulletins, bibliographies, reports, lists, and translations which are regularly prepared and compiled by various gas company libraries were also on display.

The location of the exhibit was in the sun parlor on the Steel Pier; an ideal spot, as every one had to pass through it to attend the meetings which were held in the large auditorium beyond. Many of the delegates who visited the exhibit were interested in starting libraries in their own organization and were especially interested in methods used.

The companies whose libraries participated in the exhibit and thru whose courtesy the exhibit was made possible, were the Consolidated Gas Company and Affiliated Gas & Electric Companies of New York City, the Consolidated Gas, Electric Light and Power Company of Baltimore, the Henry L. Doherty Company, the General Electric Company, the Peoples Gas Light & Coke Company of Chicago, the Public Service Corporation of New Jersey and the United Gas Improvement Company of Philadelphia. The committee arranging for the exhibit were Miss Alma C. Mitchill, *chairman*, Public Service Corporation of N.J.; Miss Josephine I. Greenwood,

librarian of the Consolidated Gas Co. of New York and Affiliated Gas & Electric Companies; Mrs. Jennie Schram, Illinois Power and Light Co., Chicago; Mrs. Hester Wetmore, librarian, Henry L. Doherty Co., and Mr. William F. Jacob, librarian, General Electric Company.

Exhibit at Convention of Associated Industries of Massachusetts by Special Libraries Association of Boston

The Special Libraries Association of Boston arranged its first exhibit October 21 and 22 at the 10th annual convention of the Associated Industries of Massachusetts, at the Copely Plaza Hotel, an association of sixteen hundred members, and its purpose was to show what a library can do to help industry and industrial establishments. The Publicity Committee, of which Miss Christine L. Beck is chairman, undertook to work up the exhibit, and the dominating genius who contributed very much to the success of the affair, was Mrs. George S. Maynard. The central feature of the exhibit was the sign which stated in succinct language the exact purpose, and was headed: "Special Libraries Association of Boston. What a library can do." And then followed these sentences:

"Collect information on any subject
Classify and catalog books and pamphlets
Index, clip and file periodical literature
Make reading lists
Suggest sources of information
Search for facts
Thereby, it can
Assist in research and promote vocational education"

Photographs of a number of special libraries in Boston, samples of their literature, supplemented with reading courses furnished by the Boston Public Library, samples of study courses maintained by the Insurance Library Association of Boston, publications of Special Libraries Association of Boston, specimen calls for the meetings of S.L.A.B. were included in the display. All these things surrounded a five-foot shelf of real up-to-date business literature, loaned by Stone & Webster, Inc, the Boston Elevated Railway library, the Associated Industries library, and the Boston Public Library. Then on a table were literature for distribution of a number of topics, and a drawer from the new catalog of the Boston Elevated Railway. Fortunate indeed was the association in securing the voluntary service of Mrs. George S. Maynard, who spent most of the two days at the exhibit with an unusual equipment for answering questions and giving information.

The convention was attended by over a thousand representatives of business and industry, probably two-thirds of whom visited the salon of exhibits. While it is difficult to measure the results of such an undertaking, considerable interest was undoubtedly shown in the library exhibit, and it is no small encouragement that the Associated Industries officials were sufficiently pleased with the attempt to offer to keep the exhibit intact for future use.

The exhibit was designed by Mrs. Maynard, assisted by Mr. George W. Lee, Miss Mildred Bradbury, and Miss Lorane Sullivan, the entire project being under the direction of Miss Christine L. Beck, *chairman* of the Publicity Committee of the local association and librarian of the Associated Industries of Massachusetts.

Detroit's Business Library

Facilities of the Business and Commercial Department of the Detroit Public Library, states the *Detroitter*, the publication of the library, have been extended and members of the Board of Commerce have been requested to avail themselves of advantages offered by this department. Miss Christine Haller, who was in charge of this department of the library during the six years it was housed in the Board of Commerce, is still in charge and is particularly equipped to accommodate the business interests of the city.

The department is housed in the downtown branch of the library and occupies the

second floor of the building, which was formerly Police Headquarters. Those who take advantage of this branch are offered the use of several important economics services, a comprehensive variety of text books and historical works, all of the leading financial periodical publications and an abundance of cable and telegraph books.

Since the Business Library moved away from the Board of Commerce building, it has been noted, many of the business houses in the city which had made good use of the branch have ceased to avail themselves of its services.

We Do This

Margaret Reynolds, Department Editor

If these items suggest other items to you, please send them to the department editor, Margaret Reynolds, First Wisconsin National Bank, Milwaukee. Our plan is to make this a clearing house for all of our members.

Clippings. For clippings we have a special holder invented by us and made by the Library Bureau—a piece of stiff cardboard faced with onion-skin paper pocket into which are slipped the clippings. They may be read through the onion-skin without removing them. No pasting is necessary. They may be eliminated at any time and new ones inserted.—REBECCA RANKIN, *Municipal Reference Library, New York.*

Aluminum guides. We are installing aluminum guides in our vertical files. The guides are all aluminum. The top is punched with square holes about every half inch. The tips are of the angle variety, and can be placed in any position to suit the occasion. We are using the colored windows, a different color for each position on the guide. The guides are placed according to the amount of material, and average about one every two inches. With using the different colors for the divisions of classification when one is filing, one first watches the column with the right color, automatically all the other guides have been eliminated. There are on an average about fifteen guides to a drawer. There may be five yellow tabs in this particular drawer. One can spot the one desired almost instantly. It is only a matter of a second or two to locate the right folder. This new arrangement has speeded up our filing about 100 per cent. The guides are indestructible and have a flexibility with which no other guide can compare.—JOSEPH F. KWAPIL, *Public Ledger, Philadelphia.* (We would not have known about these guides if Miss Rankin had not given us a tip. M. R.)

* * *

"Concerning this ask." I use a rubber stamp for those three words for the purpose of getting members of my staff to ask me about this, that and the other. I have used this stamp for more than ten years, and it has proved exceedingly useful as a hold-up from getting things wrong, and for bringing

about a leisurely discussion at the convenience of all concerned.

Cardboard container for your hat. Make a cardboard container for your hat (inverted), keep it under the desk by your feet, and put memoranda into the hat as they occur to you so that when you come to put your hat on you will find the items awaiting you. (I have adopted this convenience for some fifteen years.)

Four-cent double postal cards for foreign use. If you have occasion to write to foreign countries think of using the four-cent double postal card which provides for paid reply. Since the price of coupons went up from 6 to 11 cents these cards are particularly useful. Sometimes I use them merely as double postal cards with paid reply, but more often separately, enclosing the reply part with a letter and keeping the other until a mere foreign outward postal is needed.

Use of stamped envelopes and postal cards. In order to make use of stamped envelopes and postal cards which come with printed addresses and which you do not like to throw in the waste basket, why not use them for sending memoranda to yourself at your home or at your office or elsewhere, as the case may be? It is, of course, rather impertinent to send them to other people. I have done this on several occasions and intend to do it more and more. Memoranda arriving by mail is often more forceful than what we carry in our pocket.—GEORGE WINTHROP LEE, *Stone & Webster, Boston.*

* * *

Visible Records. We recently installed in the Rhode Island State Library a visible system for periodical checking cards. We adopted the Index Visible type of card, using two groups of cards, one 8 x 1½ inches, the other 8 x 3 inches in different colors. The visible line contains the entire checking for a period of two years and enables the serial clerk to ascertain missing copies, errors in checking and suspensions from list. The concealed portion of the card is used for notes concerning subscription and other details. It is planned to extend this visible system to

other portions of the card files when occasion demands.

Telephone. The telephones in the State Library are placed in close relation to the desks of the librarian, secretary and legislative reference director. Books of reference, important card files, various accession records, three hundred telephone books of the principal cities and other bibliographical tools are all within reach of the telephone which is on a fairly long cord.—HERBERT O. BRIGHAM, *Rhode Island State Library.*

* * *

Daily circulation. Ours is a mail order business. Like the circulation in a library it is affected somewhat by the changing seasons. But, year after year, barring unusual happenings, we know that we can expect a larger business some months than others. Our barometer is the day's total sales.

Three years ago, we adopted the simple plan of posting both in our office and in our shipping room a ruled sheet containing a three-eighths inch column for every day in the month. On this we marked a goal representing 10 per cent. more than the daily average for the year preceding. Every afternoon the Billing Department pastes in the column for the corresponding day a strip of colored gummed paper, representing the day's sales. If the figure is below the goal, the strip is yellow, if above the goal, it is red. A special gold strip is used when the figure reaches a sort of "super-goal," arbitrarily set each year as a figure we hope to reach, but hardly expect to regularly.

This same idea has been adopted by the Indianapolis Public Library, and possibly others, for keeping track of daily circulation. In our office it has proved its worth, enabling executives to compare by a quick glance, the business of the current month with the corresponding month of the preceding year. The Billing Department often works overtime to achieve a gold strip. The appearance of several yellow strips naturally serves as a danger signal that something is wrong.—FORREST B. SPAULDING, *Gaylord Brothers, Syracuse, N. Y.*

* * *

Library regulations. The Library and Bureau of Information which the American Institute of Accountants in New York City have established has printed the regulations

for their circulating library for the members and associates of the American Institute of Accountants. Both members and associates are allowed to borrow books, pamphlets and magazines subject to certain regulations which we give below, thinking that they might prove suggestive to some of our members. Miss Louise S. Milimore is librarian of the American Institute of Accountants.

Application must be in writing.

Books may be retained for a period of two weeks from the date stamped in the books. Allowance will be made for time lost in delivery.

Renewal may be granted provided no application from another member or associate has been received for the same book.

A charge of ten cents for each week or fraction of week will be made for each book borrowed. Books retained beyond the period of two weeks or renewal thereof, shall involve a fine of five cents a day, plus three cents for each notice of delinquency sent.

When books borrowed are shipped by mail or express, the borrower shall pay the cost of shipment in both directions.

Charges paid by the library, fees and fines must accompany the books when returned.

The borrower must bear the risk of loss, including the risk of transit and must pay the expense of replacing any book lost. If a book is damaged, the borrower must pay the amount of damage.

Works of reference, magazines as a whole, and volumes which cannot be replaced at all, or without great expense will in no case be included in the circulating library.

A non-member shall have the right, subject to the above regulations, to borrow from the circulating library, provided he presents a written order from a member or associate who shall guarantee payments for fees, carriage, loss or damage.

In order to facilitate handling of orders, it is requested that the following information be given in full:

Subject.

Detail in regard to books as given in *Accountants' Index.*

As full information as possible for references not contained in *Accountants' Index.*

If more than one book or pamphlet is desired on any subject, borrowers are requested to be as specific as possible in description of matter wanted.

Associations

Reports from the various associations have been coming in slowly and as a result articles telling about the first fall meetings will appear in the December issue.

Boston

The seventh anniversary meeting of the Special Libraries Association of Boston was held on Monday evening, September 28, at the library of Stone & Webster, Inc., 147 Milk Street, Boston. The subject of the meeting was "Echoes of the Swampscott Convention of the Special Libraries Association," and the following speakers were each allotted five minutes in which to tell of the high lights of one phase of the conference: Advertising-Commercial-Industrial Group, Frederick A. Mooney, librarian, Dennison Manufacturing Co.; Financial Group, Miss Marion Bowman, librarian, Old Colony Trust Co.; Insurance Group, Miss Abbie G. Glover, Insurance Library Association of Boston; Newspaper Group, William Alcott, librarian, *Boston Globe*; Technology Group, Mrs. Ruth M. Lane, Vail librarian, Massachusetts Institute of Technology; Cataloging conference, Mrs. Frances R. Coe, head of the catalog department of the State Library; New England Library Clubs, Frank H. Chase, reference librarian, Boston Public Library, and president of the Massachusetts Library Club; inspirational meetings, Walter B. Briggs, assistant librarian, Harvard College library.

One of the things which made the meeting of interest was that when the last of the eight speakers had finished, only forty minutes had elapsed since the first began to speak.

Mr. D. N. Handy, president of Special Libraries Association, was the closing speaker, and spoke not only of the significant business features of the convention, but of the outlook for the future.

The meeting was preceded by supper at Durgin, Park & Co. in the market district, which was attended by sixty members, and about the same number attended the business meeting. Under the auspices of the Hospitality Committee, Miss Margaret Withington, *chairman*, an informal reception was held for the new president of Special Libraries Association, and for the new officers of the Boston Association.

Special Libraries Association of Boston held the first of a series of demonstration meetings on October 26, when the members met at 3:30 on that afternoon at the new repair shops of the Boston Elevated Railway in Everett, at the invitation of Lewis A. Armistead, librarian of that corporation. The chief architect and the superintendent of the shops were on hand to act as guides, and to explain how putting facts to work had resulted in the almost ideal shop in Everett. At the conclusion of the inspection tour the members were conveyed by bus to the library of the Boston Elevated Railway in the Park Square Building, where, after a brief business meeting, at which six new members were elected, Mr. Armistead explained features of his library and his work.

It is planned to hold three meetings during the present season of similar demonstration meetings.

At the November meeting Charles F. D. Belden, an honorary member of S.L.A.B., will be the guest of honor, and will speak on the work and ideals of A.L.A.

The Boston Special Libraries Association will unite with the Massachusetts Library Club in holding an all day meeting on Friday, January 22, 1926, at the Massachusetts State House.

New York

On October 27 the New York Special Libraries Association held its first meeting of the season. The meeting was held in the dining room of the Smith College Club.

Mr. Richard F. Bach, Associate in Industrial Arts, Metropolitan Museum in a delightfully interesting talk answered the question given in the last form:—

WHAT do you do in the museum?
 What do you DO in the museum?
 What do YOU do in the museum?

His work is to assist the artist in finding and seeing what is in the museum that will help him in making a design. An instance Mr. Bach noted was the use of the design on the leather visor of the helmet of a Japanese soldier. The etching was to be used as the border on a silver tray.

Mrs. Louise Connolly, of the Newark Museum, entertained us with her witty remarks; she outlined some of the changes from the top skirt to the present mode, all influenced by "art in industry." Mrs. Connolly told of the pioneer work, of which she was one of the pioneers, in this field in which both speakers are interested.

Ninety were present for the dinner and a number came in later for the talks

Philadelphia

The Special Libraries Council of Philadelphia and Vicinity held its first meeting at the Chamber of Commerce on October 3. The topic of the meeting was "Echoes from Swampscott and Seattle." Mrs. Leister and Miss Wells reported upon the A.L.A. program, while S.L.A. reports were given by the Misses Keller, Liebman, Schiedt, and Taylor and by Mr. Kwapil.

Mr. Kwapil of the *Public Ledger* reported for the newspaper group, and expressed a desire for a local unit. He urged the council to pay more attention to publicity, referring to the well known characteristic of Philadelphians to hide their light under a bushel. The chairman at once appointed the local newspaper group as the Publicity Committee, with the right to elect their own head. Other committee appointments were: Directory, Miss Carson, *Public Ledger*; Education, Deborah Morris, School of Fine Arts, University of Pennsylvania; Membership, Gertrude W. Maxwell, Electric Storage Battery; Periodical, Edith B. Skinner, The Free Library of Philadelphia; Program, Miss E. Mae Taylor, Philadelphia Electric Co.

Pittsburgh

The Pittsburgh Special Libraries Association held its annual meeting on Thursday evening, September 17, in The Allegheny County Law library. Officers unanimously elected for the year 1925-26 are: president, Mrs. F. W. Wappat, librarian of Carnegie Institute of Technology; vice-president, Mrs. W. C. Wheeler, librarian, School of Medicine, University of Pittsburgh; secretary-treasurer, Miss Lois Heaton, librarian, Mellon Institute research laboratory. Miss Mary Lynch, librarian, Pittsburgh Academy of Medicine and Mr. J. Oscar Emrich, librarian, Allegheny County Law Library, were elected members of the executive board.

* * *

The regular monthly meeting of the Pittsburgh Special Libraries Association was held Thursday evening, October 15, in the Allegheny County Law Library. Reports of the A.L.A. and S.L.A. conferences were given by Mrs. Wappat, who was chairman of the Art Reference Round Table of the American Library Association conference in Seattle, and by Miss Callen, who was one of the speakers on the program of the Special Libraries Association at Swampscott.

At a meeting of the executive board, the following programs were outlined: November meeting—to be a social one at the University of Pittsburgh; December meeting—Reference books and special material; January meeting—Library planning; February meeting—Indexing; March meeting—Left open for an outside speaker; April meeting—Election of officers.

Adventure Into the Future

In an address called "An Adventure into the Future" which Samuel H. Ranck, librarian of the Grand Rapids Public Library gave on the occasion of the 50th anniversary of the founding of the Public Library of Decatur, Illinois, August 10, 1925, he mentions the S.L.A.

"In our large cities big business has adopted the library idea to an extraordinary degree. I recall one corporation in New York City that has on its library staff no less than thirty-five trained librarians. I also recall a great rubber corporation in Akron, Ohio which was spending more money on its library

when I visited it a few years ago than the city of Akron was spending on its public library. The Special Libraries Association, which was organized in 1909, has as its particular field the problem of libraries specially organized to supply an informational service, for business and industry and certain governmental and social welfare groups. This Association now has a membership of over seven hundred. The medical librarians of the country also have an organization of their own which has been functioning for more than a quarter of a century as the Medical Library Association."

Events and Publications

Rebecca B. Rankin, Department Editor

An editorial in *Publisher's Weekly* of October 3 comments on Samuel Rea's statement that "the business man must never neglect the books which bring us close to the great minds." The business libraries are helping him not to neglect them.

"Should Research Be Changed to Sales Expense" appearing in *Printer's Ink* for September 24, 1925, pages 57-60 may be read with profit by those in charge of special libraries.

Livestock Financing—a Selected List of References—compiled by Katharine Jacobs of the library of the Bureau of Agricultural Economics, Department of Agriculture, is the seventh of a series of Agricultural Economics Bibliography.

American Electric Railway Association, 292 Madison Ave., New York City, does a great deal of splendid research. Bulletin No. 41 recently issued by them is one of many useful compilations; it is *Street Railway Fares in American Cities*. September, 1925. 79p. mimeographed.

"Every Man a Librarian" by George Winthrop Lee which appeared in the *Stone & Webster Journal* for September, 1925 has been issued in reprint form. It is a very readable article and just the sort that ought to appear in house organs and general trade journals.

The *Monthly Labor Review* of October page 169 tells how Milwaukee helps the labor unions to reading.

A World Afraid of Production; the Interallied Debts, Reparations, and High Protective Tariffs, by B. M. Anderson, Jr., New York Chase National Bank, August 24, 1925. 34p. (Chase Economic Bulletin, Vol. 5, No. 3) is an argument for moderate tariffs.

Foreign Trade Supply Corporation publishes a *Graphic Chart of the Economic Position of Europe as of January 1, 1925, in Comparison with the United States*. It also contains separate charts showing area, population, railway mileage, coal production, etc.

The recreational facilities of New York City are quite adequately covered in the

Municipal Reference Library Notes of September 23, 1925—the issue has been much in demand.

A Study of Cotton Hedging for a Grey Goods Mill 1921-1923, by Harvard University --Business Research Bureau. (Publication of the Graduate School of Business Administration Bulletin No. 40.) gives results of an experimental study made by Harvard Bureau of Business Research in order to throw light on the feasibility of protective hedging by a cotton mill which manufactures grey goods.

A brief account of automobile highway travel in different foreign countries is contained in a publication of the *National Automobile Chamber of Commerce*. Tells of motor progress in sixteen countries.

Niles and Niles Review of Published Statistics Relative to Cost of Merchandise Distribution, Rates of Merchandise Turnover, and Fluctuations in Manufacturing Employments in the United States, 1913-1923, contains tables on merchandise turnover and a good bibliography of sources for economic statistics.

"The Value and Volume of Principal Exports and Imports Between United States and Chief Foreign Ports" may be found in *Our World Trade*, January-June, 1925. Washington Chamber of Commerce of the United States, 1925.

St. Louis Municipal Reference Library compiled a list of *Books on St. Louis*. Reprints may be secured.

"The Future of Outdoor Advertising Based on Recent Research" was the main topic of discussion at the annual meeting of the Poster Advertising Association held at Kansas City, October 27-30. This shows that advertising associations are feeling the need more and more of research in their work.

The *Purchasing Agent*, October, 1925, pages 1139-40 has a good descriptive article on "Filing Purchase Orders."

The *B.A.E. News* is a weekly mimeographed sheet published for the staff of the Bureau of the Agricultural Economics, De-

partment of Agriculture. Miss Mary C. Lacy, librarian, is responsible for a *Library Supplement*, September 29, which describes the The Bureau Library's work.

KDKA, well known Pittsburgh radio broadcasting station, is continuing this year the policy of issuing *Radio Publications* with bibliographies on the subject of the talks, at the conclusion of each series.

The *Municipal Reference Library Notes* of September 16, 1925 is devoted to an annotated bibliography on "Financing Subway Construction by Special Assessment." It is the most exhaustive bibliography on the subject.

Financial Library Group Directory, New York Special Libraries Association. New York, June 16, 1925. 6p. mimeographed is a

new directory arranged by name of institution and by name of librarian.

The library of the Carnegie Endowment for International Peace has recently issued a *Select Annotated List of References on Disarmament*, otherwise known as "Reduction and Limitations of Armament."

The Library of the Bureau of Railway Economics has issued, in multigraphed form, a list of references on railway motor cars. Indexes covering authors, railroads and type of cars accompany the valuable document.

The Associated Advertising Clubs of the World has recently prepared a five-page leaflet entitled *Stabilizing Radio Advertising; How the National Better Business Bureau Has Aided the Industry*.

Executive Board

The Executive Board held its first fall meeting in New York on October 21. The meeting was attended by President Handy, Vice-President Jacob, Miss Peterkin, secretary-treasurer, Miss Rankin, Mr. Alcott, representing the Boston Society, Miss Cavanaugh, representing the New York Society, Miss Keller, representing the Philadelphia Society, and the editor of SPECIAL LIBRARIES.

The board received a report from the treasurer and from the editor, also from the various local societies represented at the meeting.

A resolution was passed by the board relating to the next meeting which reads as follows:

WHEREAS, in 1926 occurs the fiftieth anniversary of the American Library Association, the parent library association of the world; and

WHEREAS, the American Library Association will return to Philadelphia, the place of its birth, for its golden anniversary meeting, be it

RESOLVED that the Special Libraries Association, an affiliated organization, gladly embrace the opportunity to meet for its annual conference with the American Library Association at Philadelphia and Atlantic City in October, 1926 And be it

FURTHER RESOLVED: that the Special Libraries Association cordially co-operate in every way to make this golden anniversary

a success, looking toward promotion and welfare of library interests.

The board authorized the printing of a membership list, including the constitution and by-laws, in the series of Information Bulletins

Mr. Handy stated that a questionnaire had been submitted to the membership and that the reports received were overwhelmingly in favor of continuing the Special Libraries Association as a separate organization.

At the afternoon session the board received communications in connection with the various exhibits which have been conducted during the fall, the Illinois Chapter sending a very elaborate document outlining its work. The board instructed the secretary to send a letter expressing the thanks of the board to the various associations and groups for the fine showing made at these exhibits and it was moved that the chairmen of these exhibits be made a permanent committee for supervision of exhibits.

Mr. Armistead was appointed as chairman of the Membership Committee with authority to appoint two other members. Miss Rankin was appointed chairman of the Committee on Publications with the editor serving ex-officio.

Various matters relating to the future policy of the Association were discussed and several matters of importance were deferred until the next board meeting.

Book Shelf

During the summer months there has been accumulating on the editors' desk a number of volumes for book review. It is the intention of the editor to mention these volumes briefly and to leave the consideration of the subject-matter to the Department Editors, Miss Ethel Cleland, in charge of "The World of Business, Print," and Mr. A. A. Slobod in charge of "Science and Technology."

Among the noteworthy books that have thus come to the editor's desk are the Harvard Business Reports, compiled by and published for the Graduate School of Business Administration, George F. Baker Foundation. The first volume in this series publishes one hundred and forty-nine cases selected from the file of business cases collected by the Harvard Graduate School of Business Administration. The volume is a keen reflection upon the modern educational policy in the training of business men and carries out the well-founded practice of the University in its Law School. The volume carries a foreword by Dean Wallace B. Donham entitled "Essential Groundwork for a Broad Executive Theory."

Advertising is well represented in the books before the editor, *Psychology in Advertising* by Albert T. Poffenberger (Shaw) and *Advertising Procedure*, by Otto Kleppner (Prentice-Hall). Mr. Kleppner's book approaches advertising from the practical side, discussing objective, copy, lay-out, types and engraving methods. It notes the various mediums and the development of an advertising campaign. The chapter devoted to Research does not touch the broad field of research, but specifies some of the simpler methods used by the advertising firms.

Dr. Poffenberger's book reviews the touch of psychology in advertising during the past fifteen years and is a much more scholarly volume than the usual book of this type. It is freely illustrated in keeping with the text and for the keen student of advertising will be a valuable tool.

To meet the demand for a general book on business psychology, H. J. Snow of Northwestern University presents a new book entitled *Psychology in Business Relations*. In a bulky volume Mr. Snow discusses the psychology of the consumer, psychology in marketing, psychology in advertising, in selling and in employment. He has covered a

wide field in an able way and gives references at the conclusion of each chapter.

In 1922 the J. Walter Thompson Co. offered prizes for essays on the subject *A Statistical Index of the Purchasing Power of Consumers in the United States*. This contest was completed in 1924 and the awards given to Professor William A. Berridge of Brown University, Dr. Emma A. Winslow, lecturer in economics at Columbia University and Richard A. Flinn, Chief, Division of Employment, New York State Department of Labor. These essays have been combined in one volume entitled *Purchasing Power of the Consumer* (Shaw). Professor Berridge's monograph was compiled in connection with the Brown Bureau of Business Research and is a careful, accurate study of economic incomes of working people. Dr. Winslow's contribution is confined to budget studies and their relation to income and expenditure and Mr. Flinn gives a brief summary of employment problems based upon the writer's experiences in New York State.

A new volume in the Retailing Series issued by Prentice-Hall, Inc. is entitled *Retail Receiving Practice* by Dr. Norris A. Brisco and Prof. John W. Wingate. The School of Retailing in New York University have been studying retailing practices and this series considers merchandising, publicity, service, finance and control. This particular volume takes up all problems concerning the Receiving Department of a large store.

A new volume on *Cost Accounting* (Prentice-Hall) is presented by W. B. Lawrence, C.P.A. The volume is intended as a course in cost accounting and contains appendices with numerous questions and problems.

Prentice-Hall has also published *The Accountants' Directory and Who's Who* edited by Rita Perine Merritt and presented in collaboration with the American Society of Certified Public Accountants. The volume contains a geographic list of accountants, indicating membership in the various accountants' associations and an alphabetical list of well-known accountants throughout the country, a record of certificates issued by state boards, and officers of the various state Boards of Accountancy and state societies. The volume will be a valuable addition to the various types of 'Who's Who.'

Personal Notes

Margaret C. Weils, Department Editor

Miss Mildred Lewis, of the Legal Library of the American Telephone and Telegraph Company, has recently returned from a two months' trip to England and France.

Mr. John Henry Parr is building up a Tax and Accounting Reference Library for the *Income Tax Review*, 165 Broadway, New York City.

Miss Jeannette Batten has been appointed librarian for Young & Rubicorn, Advertisers, Philadelphia. The firm is only two years old but the volume of business necessitates a permanent library file.

Miss Elizabeth Williamson has come as librarian to the Atlantic Refining Co., Philadelphia, from the Westchester (Pa.) Public Library.

Miss Mildred Dougherty has exchanged her position as librarian of the Atlantic Refining Co., Philadelphia, for one in the Personnel Department of the company where she is working among the women of the company.

Miss Eunice Sutton is the librarian in charge of the employees' library of Strawbridge & Clothier, department store, Philadelphia.

Mrs. Susan Hutchison, librarian of Brooklyn Museum and Curator of Prints, returned to Brooklyn, after the A.L.A. meeting in Seattle, via most if not all of the big cities in the United States, where she made a study of the various museums

Mrs. B. S. McEuen, librarian of the Security Trust and Savings Bank of Los Angeles, resigned and Miss Eleanora O'Toole, who has been first assistant has been appointed to fill the vacancy. Miss Helen Hulen, formerly of the Banker's Trust Company of New York, is the new first assistant.

Miss Mary Ramona Bean, who has been with the Library Bureau in Los Angeles, is now with the San Francisco office. Miss Bean is being succeeded by Miss Reba Dwight, who for the past two and a half years has been in library work in Hilo, Hawaii.

Mr. John Talman, formerly managing editor of the *St. Paul Pioneer Press*, now newspaper librarian for the Minnesota Historical Society, is being advocated for poet laureate of Minnesota by newspaper men of the state, says a recent issue of the *Editor and Publisher*. It has been suggested that the legislature take immediate steps to create such an office, and that Mr. Talman be appointed.

Mr. John Goetz, recently in charge of the Reference Department of the *Boston American*, is now assistant librarian of the *Public Ledger* Library, Philadelphia.

Mr. Warren A. Rogers, who installed the present system in the *Providence Journal* Library, has resumed his business relations with the Shaw-Walker Company at their Boston office, and will devote his attention to devising filing systems for business houses.

Miss Charlotte Noyes, formerly with the DuPont de Nemours Company at Wilmington, has severed her connection with the William A. Gilchrist Company at Chicago and will return to the DuPont Corporation where she will be identified with the Experimental Station instead of the Jackson Laboratories.

Miss M. Isabella Brokaw has been appointed librarian at the Refinery of the Standard Oil Company of Indiana at Whiting and has resigned from the library of the National Aniline and Chemical Co., Buffalo.

Miss Carrie Jones has been appointed librarian of the National Association of Real Estate Boards at Chicago.

Mr. William Dawson Johnston has resigned as librarian of the American Library at Paris and will be connected with the Library of Congress.

Miss Rebecca Rankin recently received a letter from Mrs. Frances Cox Cherry, former president of the New York Special Libraries Association, asking for current news in the special library field. Mrs. Cherry wished to use this information in a speech which she planned to make in Oakland, California. All associates of Mrs. Cherry will be delighted to know that she still has the interest of her former work at heart.

Pages 387-392 deleted, advertising.