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SPECIAL LIBRARIES

Vol. 18

November, 1927

No. 9

Business Library

Treasure House of Information

A Transportation Library

Serving Railwaymen and the Public

Industrial Safety

Agencies Striving to Prevent Accidents

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Special Libraries

Vol. 18

NOVEMBER, 1927

No. 9

How Business Libraries are Serving Industry*

By F. E. Cady, President, Special Libraries Association

HOW can we lower our distribution costs?"

The answer may be found in the business library. Others have done it and told how and you may be able to apply their methods to the solution of your problem. "How can I reduce labor turnover?" An appeal to the business librarian may put in your hands a recent article or new book in which solutions of this question have been described and which may furnish the key to your own case.

Only a few years ago the attitude of industry as a whole was one of aloofness with a tendency to closely restrict all business discussions personally and in the press to generalities. The spirit of co-operation had not been aroused and comparatively little was published which was not already public property. An executive did not tell much of what his company was doing and hence did not look for or expect to find much in the way of business hints in commercial literature.

But now, thanks to the efforts of various leaders with broad vision and to the stimulating action of business societies and associations with their local and general meetings and conventions, this attitude of reservation has been modified and it has been proven by experience that the interchange of ideas may not only help the individuals involved but also business as a whole. As a result of this new attitude, scientific and technical as well as commercial journals and in particular the transactions of societies, now contain many articles showing up-to-the-minute procedure and developments as given by workers and executives. In some cases large industrial concerns have permitted studies of their plants which when pub-

lished have shown intimate details of procedure and methods formerly closely guarded. Striking examples of this new attitude may be found in the work of such societies as the Society for Electrical Development, the National Electric Light Association, the American Gas Institute, and the various engineering and trade societies.

The business library is that department of a business which is the custodian and distributor of all sources of information germane to the business and available in writing. Its value to the business lies in the extent to which it accumulates this material and keeps the executives and workers informed of its contents and availability. In general, it is more concerned with current activities than past and hence periodicals and journals form an important part of its contents. It should be the final depository of all, except the most confidential, reports.

In starting a library for a large manufacturing concern, the librarian found her first work was to educate the executives to understand that the business library is not a place for relaxation in an easy chair with an interesting book. The value of the librarian to the executive depends in part on the extent to which the latter is willing to trust the former with the inside working of the business and the ability of the librarian to recognize in the library material that which is applicable to individual problems, and to keep in mind the various phases of the business so as to pick up articles and references as they appear. Constantly scanning the literature both in the form of journals and books, the able librarian is quick to note something of value to an individual executive and immediately have his attention called to it.

*This article prepared for "The Executive," published by the Remington Rand Business Service, is reprinted by permission.—[Editor]

Too much stress can not be laid on the importance and value of having the librarian as the final recipient of reports so that they may be classified and filed and so made available on a moment's notice. No one knows the amount of valuable information painstakingly gathered into reports, presented to department heads and executive boards and then lost by being tucked away in a corner of a desk or office of the individual who made the report. And it is not only in the keeping of reports but also in their making that the business library is of the greatest value to the industry. A survey of what has been done on any subject is almost always a great time saver in avoiding duplication and fruitless effort. Precedent may sometimes inhibit originality but it many times establishes the best procedure.

The most valuable equipment of a business librarian is a knowledge of sources of information. Familiar, of course, with what is in his or her own library, the librarian should also be familiar with what is available in other local libraries and know where to turn in order to answer almost any question or to find any bit of information. In a certain potent litigation, the opposing lawyer made a statement regarding the property of an alloy, which he quoted from some textbook. Feeling that the value given was erroneous the company lawyer asked the librarian to find the report of the original investigator of this property. A search through textbooks and reference books made in the library of the local technical school led back to a volume of society transactions, published in 1803, in the files of the company's own library, where an account of the original experiments was given. A study of this showed that in subsequently referring to this work, some textbook writer had made a mistake which was copied by others and ultimately found its way into various works on the subject.

The librarian can help the president of the organization by keeping him informed of articles and notes dealing with developments both national and international bearing on the business and reported in the technical, commercial and financial press; by collecting and

arranging material to be used in board meeting discussions, in public addresses and articles prepared for publication; by calling attention to reports or announcements of big mergers or financial changes which might affect the future or present policies of the company. The librarian can help the head of the sales department by keeping track of published material on methods of reducing sales costs, on handling salesmen, on expanding old and finding new avenues of business. In one instance the librarian of a large public utility organization has worked out a series of educational courses for salesmen, each course consisting of the reading and studying of a carefully chosen set of books. The librarian can help the head of the manufacturing department by keeping him in touch with developments in processes and machinery as published in the trade and technical journals, particularly in the transactions of engineering and technical societies, by notifying him of the presentation of pertinent papers at approaching meetings and conventions of such societies, by notification of the appearance of new books bearing on the manufactured product and by being ready at all times to look up information desired, and to help employees of the department in looking up material on subjects which they may have been ordered to investigate.

In general, the librarian may help all the workers of the company by stimulating interest in keeping up in what others are doing, in learning how to do their own work better by a knowledge of what has been done by others and by constantly keeping before them the value and benefit of study and research.

There are two reasons why every executive should avail himself of the resources of the company library. In the first place, no matter how competent he is, others have original ideas and he can profit by them directly. In the second place, the perusal of a description of the solution of a problem entirely foreign to his own business will many times furnish the inspiration which results in an application to individual difficulties. The classic illustration of Newton and the falling apple is well known.

For those organizations whose size or character is such as not to justify the establishment of a business library, the scientific and technical department of the Public Library is, particularly in the larger cities, an adequate substitute. This department of the Cleveland Public Library is extensively used by local business men and those in nearby cities. It contains over 62,000 volumes including a reference collection belonging to the Cleveland Engineering Society and loaned for public use. Particularly in connection with patent cases, the department, which is exceptionally well equipped with patent literature, has been able to offer a local service which is in almost daily demand, and has in many instances obviated trips to Washington. A large industrial concern in Cleveland was sued for infringement in the use of a piece of machinery on which the patent had been supposed to have expired. A representative of the company searched the patent files of the library and dug out the history and origin of the invention and was able to settle the suit through this information. A consulting engineering company of that city was called on by a client who wished data to enable him to decide whether to install an electrical generating plant or purchase his power from a public utility company. A knowledge of rates was involved and the engineering firm was able to find in the library statistics which indicated the probable trend of rates, and their report was acknowledged by the client as adequate to enable a decision.

The Special Libraries Association, founded in 1909 as a clearing house of information and created to promote the interests of the commercial, industrial, technical, civic, municipal, legislative, welfare libraries, statistical bureaus and research organizations and to serve special departments of public libraries and universities, has published a directory of special libraries in the United States. This directory lists some three hundred and fifty industries maintaining libraries. A survey of twenty-five representative ones showed appropriations ranging from three thousand up to fifty or more thousand dollars a year, the library staffs running from two

to thirty-one and including beside the head librarian, reference workers, cataloguers, and in some cases translators and abstractors. The contents of business libraries are so varied that numbers of books do not mean much, but in the group just mentioned the volumes in two or three cases ran over 25,000.

Among the large corporations maintaining business libraries may be mentioned the General Electric Company, the Standard Oil Company, the Du Pont Company, the Ford Motor Company, the Metropolitan Insurance Company, the Commonwealth Edison Company, several Federal Reserve Banks, The Philadelphia Public Ledger, and the Eastman Kodak Company.

The day has passed when any executive can keep personal track of all the details of his business. He must rely on others and accept their records of activity and achievement. The business library may be his treasure house of information and the business librarian one of his most useful assistants.

New York Times Library

The Little Times tells us that the New York Times Circulating Library, on the twelfth floor of the Annex is a model one in all respects, having nearly 3,000 volumes on its shelves, is the realization of a dream which several members of the staff had on Sept. 1, 1922. Five years ago the circulating library for The Times staff was started, with headquarters in Dr. Finley's office and with 100 books borrowed from the Public Library.

An average of 900 volumes are now borrowed every month. Many of these are modern fiction, but books on art and travel, nature studies, drama, poetry and textbooks are also popular.

A selection is made each week by E. H. Edwards, the librarian, from books sent to the Book Review Department by publishing houses. Several months ago a committee was appointed to purchase new books with money collected as fines for books overdue.

The books are loaned under rules similar to those of the Public Library and all employees are entitled to borrowing privileges. A system of reserve is used when it is necessary to keep waiting lists.

How One Transportation Library Serves Its Industry

By Elizabeth Cullen, Reference Librarian, Bureau of Railway Economics, Washington, D. C.

IN the opening paragraph of his "Elements of Railway Economics" Sir William Acworth states that the object of his book is to consider railways and the railway business from an economic point of view, and that it would be well, therefore, to begin by understanding precisely what a railway is.

No one has as yet been inspired to figure out the number of trees used for paper pulp that would still be growing in the forests had Sir William's suggestion been followed by writers, and some of the points involved in this understanding have been brought out splendidly by the speaker who preceded me, [Mrs. M. E. Bevington, Librarian, Department of Colonization and Development, Canadian Pacific Railway, Montreal], but understanding what is being considered is helpful in any line of endeavor, so before going into ways in which one transportation library serves its industry it is well to recall what the library is and where it is.

Established in 1910 when the Bureau was organized by some of the larger railways for the study of economic problems common to them, the Library of the Bureau of Railway Economics has expanded from a small collection and high hopes to the largest transportation library in the world. Its 125,000 items—and we prefer this term because some of our most valuable and interesting material cannot by even the greatest stretch of imagination or exercise of courtesy be termed either books or pamphlets—are lodged, together with the staff, the card catalogs and other appurtenances that make them useful to the railway industry and the general public, in the southeast corner of the 10th floor of the Transportation Building at 17th and H streets, Northwest, Washington, D. C.

A reading-room is provided for those who wish to consult the "items" in person, while lending privileges, under

restrictions, are allowed to the forces of the Bureau, to railwaymen whose offices are in the Transportation Building, and to libraries under the usual inter-library loan conditions. A number of telephones provide contacts with persons both in and outside of the building, and for that matter, outside of the city. Then, too, there is the telegraph, while our mail has long since assumed what even the most conservative term "proportions."

The Transportation Building is about three blocks from the Interstate Commerce Commission and the now-closing offices of the Railroad Administration, two from the Department of Commerce, and, as those of you know who have been to Washington, conveniently located with respect to other government and organization offices whose libraries and facilities we use, even as they use ours.

This convenience of location has permitted certain economies in the assembling of material. We confine our efforts to acquiring material on railway economics, with only such technical and legal books and documents as we have to have for ordinary reference purposes. The Library of the Interstate Commerce Commission specializes in legal material, while engineering libraries in various parts of the country take care of technical phases which we have neither the training nor the space to care for.

Our Union catalog affords exact information on the location of material on railway economics in more than 100 American libraries, and co-operation in the matter of inter-library loans enables us to borrow and to lend, and so render service with less space than would be necessary if we tried to have on our shelves one of everything relating to railways. We have—and we have made the estimate from the material we know to be in existence—about one-third of the material on railway economics, while through the Union catalog which tells us where it is, and through

library co-operation, we have access to the other two-thirds. In 1912 when our Collective Catalog was published it contained the records of material in 14 American libraries only, and we like to think that the issuance of this Catalog, calling attention as it did to what had been largely overlooked but was none the less valuable material on history and economics generally as well as on railways, was in part at least the inspiration of some of the now important collections that have been assembled since 1912.

By means of the Union catalog we serve our public—railway or otherwise—in such ways as finding out where an item that we lack can be borrowed, or consulted, or photostatted and for how much. Out-of-town inquirers are always referred to the library nearest them having the material they want, with a note to the librarian to the effect that his library may have a caller to see so-and-so or a request for an inter-library loan. "Nearest" is generously interpreted sometimes. Once we referred a man in Madura in the Madras Presidency way down on the lower tip of India to another one in Delhi and had the satisfaction later on of learning that the man in Madura got what he wanted. Magnificent distances between libraries owning the scarcer items in this country have by no means prevented their being lent and in this way increasing not only their usefulness to railwaymen and research workers but also the prestige of the libraries. In fact the use of a union catalog of transportation material is restricted only by the limits of ways to adapt its information that can be thought of by a trained and lively staff.

Now what, and this is a normal question, goes to make up 125,000 items in a library on railway economics that is always on active service? Perhaps the best way to answer the question is to suggest the range of the collection.

The first mention of railways in American literature is buried in a postscript to a letter written by B. H. Latrobe, a distinguished engineer of his time, to Albert Gallatin who was then secretary of the Treasury, and is included in what has come down to us as the "Gallatin Report on Internal Improvements of 1808." This B. H. must not be con-

fused with his son B. H., who grew up to be chief engineer of the Baltimore & Ohio Railroad but who was only about a year old when the postscript was written. The senior B. H. considered the possibilities of railways for the United States as very, very limited—to the coal mines around Richmond, Va., or for transportation facilities around sections of rivers dangerous to navigation.

We have this report, an original edition, and use it constantly not only for the railway reference, but for the information on waterways it contains, for the discussions of waterways within the past few years prompt careful investigation into waterway pasts.

Between 1808 and 1853, when the first government report that considered railways in any detail was published, (the Andrews report, also on internal improvements), quite a number of things happened. Col. Stevens' famous "Documents" arguing for a railway across New York State instead of the then proposed Erie Canal convinced his associates in 1812 that he was mad and he failed to obtain funds for the actual construction of railway lines for which he had obtained charters. However, when he gave parties at his estate at Castle Point, Hoboken,—and the Stevens family was one of wealth and distinction to whose parties people went when invited—his guests rode around the grounds on a locomotive on a track, and who knows but that some of them, the younger ones at least, became converts to railways? Critics on the Atlantic Seaboard started hopeful lines west about 1825 to tap the lucrative western trade that was going down the Ohio and Mississippi, or else via the Erie Canal to New York to the consternation of other Atlantic ports that had relied on road connections with the west to continue their trading. In 1853 ten little railways across New York State obviated the further necessity of moving oneself, carpet bag and hat box out of and into trains that many times in going from Albany to Buffalo, by consolidating to form the New York Central Railroad, the first railway consolidation, while the Baltimore & Ohio which reached Wheeling, and the Pennsylvania which reached Pittsburgh, passed over these important

events in their annual reports for that year in a few lines and proceeded to discuss the possibilities of going on! On, and on, and on!

By 1869 there was a transcontinental railway through to the Pacific Coast and tourist guides explained that there really was no danger from Indians and that the Mormon city of Salt Lake should be seen en route. The construction crews had borne the brunt of the Indian raids. Sometime when you are weary of the current run of thrills get out a copy of the Union Pacific Engineers' reports and read their battles and adventures in terse engineering language, or General Dodge's narrative with its quiet satisfaction when an Indian charge removed all doubts from the minds of a government investigating commission that danger from this source was being over-estimated in reports from the men upon whom rested the responsibility of getting the railway through with the least possible loss of scalps. Cattle trails were converging upon the lines through Kansas in the 70s and farmers trickling in from the east to break ground for the first wheat fields and start the modern agricultural problem.

The railways went on and on until we have in use now, day and night, about 250,000 miles over which last year the respectable total of 488½ billion net ton miles of freight were transported, an increase of 7 per cent over 1925. Passenger-miles showed a decrease. The greater use of private motor cars, the growth of motor-bus travel and foreign trips are having their effect—the result being an interesting phase in the history of transportation.

All this expansion of railway service has called forth every sort of writing on the subject—annual reports of railway companies, engineers' reports, special reports, pamphlets advertising railway land (and it is odd to read of the acres once for sale in Kansas when last year the introduction of combine harvesters poured grain into cars so fast that heroic efforts in the way of car service were necessary to carry away the grain flood before it reached the swamping stage), pamphlets advocating railways, pamphlets protesting against railways, and later on, protesting against

anything whatever that was doing in the railway field at the time.

Then there are the proceedings of the associations—the passenger men organized in the 50s and the car builders and master mechanics in the late 60s, while the time conventions that produced standard time and grew into the American Railway Association were held in the 70s and 80s. In 1887 came Federal regulation with the passage of the Act to Regulate Commerce (its modern designation is Interstate Commerce Act) and started whole new series of publications and documents. State regulation, which began in the 30s in Massachusetts, had already contributed a few shelvesful. There are books and articles on railway history in general, of an individual railway in particular, and series like Poor's Manuals which have their places and their uses, while railway periodicals beginning with the Railroad Advocate of 1831-32 of which we have one of the two known complete files, and including of course the current railway periodicals and magazines published by the railway companies, contribute yet another series.

From this material we answer questions on railway history. Being a century old some of our lines are celebrating or getting ready for celebrations shortly, while others aren't even waiting for the century mark to be proud of their ages in public. This requires preparation in which we assist the officers in charge when possible—for instance we compiled a bibliography of the Baltimore & Ohio which has nearly 400 mimeographed pages and locates material on the Baltimore & Ohio in over 60 libraries, to be used in connection with the forthcoming centennial. It also excites public curiosity which gives us, either directly or through the newspaper information services, all sorts of historical questions to answer.

From it, too, we compile lists of references on specific subjects. The one on railway motor cars the intensive development of which is within the past few years, begins with a reference to the year 1879. That on economics of electrification begins with references to an article published in 1881, while the one on railway accounting begins with 1836 and the list on the uses of

wood with 1837. Chronological arrangement of references together with an index permits a reader to obtain something of a background in reading through a list—while if he isn't interested in background at the moment the index gives him a key to authors and railways. These lists are prepared on request, or in anticipation of a particular development. Those that are mimeographed are sent out to a mailing list of libraries.

Patrick Henry's remark about not knowing any way to judge the future except by the past finds application in the custom of studying traffic statistics of past years in order to forecast for the future. Railways cannot obey the injunction about taking no thought for the morrow. If they fail to take considerable thought the result may be congested lines and operating inefficiency, so we are called upon not only for material upon which to construct forecasts, but also for material on methods of forecasting and their merits in the interest of accuracy. Looking to the future too are planners of cities, designers of motive-power and equipment, of stations and of freight houses, office buildings, and the men charged with the organization and operation to take care of increasing, complex, and always changing transportation demands. Change is the constant characteristic of transportation—which results in some fine and frequently amusing library problems in regard to subject headings and the location of material on shelves. Shall we add to the heading "Signaling" the subdivision "Either-Direction" or "Two-Way" to take care of discussions of a recent development? What about the desire of some libraries to arrange their railway material by systems on the shelves—which is all right in theory but utterly fails to take into consideration the changes that have taken place or will take place when various plans go through—perhaps the next week after the shelves have been—at great labor—neatly arranged by systems that are history?

Our material relating to individual companies is alphabetically arranged by companies, though of course companies in a country,—Canada, the United States, and so on, are grouped together.

All our cataloging, indexing and other efforts are bent towards making our collection of the greatest possible service in the least possible time to our public, which comprises in addition to the railwaymen, teachers, students of all ages, newspaper men and magazine feature writers, officials and employes of the government engaged in research or in furnishing information, business men and women, bankers, lawyers, doctors, and others down to the casual person who ordinarily doesn't think about railways but having found some old securities in the possession of some member of the family wants to know if the road still exists and if the security is any good, or who wants to know the largest locomotive, the largest passenger station, the largest freight yard, the longest stretch of straight track, or how to get from Cape-Town to Cairo.

We use Library of Congress cards as far as possible, and therefore our cataloging, classification and shelf-listing follows L. C. methods in so far as they are adaptable to our main purpose. When they fail to be we modify them. In order to keep up with the times, and when possible anticipate developments, we index periodicals regularly and in great detail. The *Railway Age*, *Railway Gazette of London*, *Revue Générale des chemins de fer* and *Archiv für Eisenbahnwesen* are indexed upon receipt, while other periodical indexing proceeds as far as current demands for reference work, memos, and other services permit. By use of stencil cards for all articles having three or more subject-headings we save time and labor. These cards are available for the *Railway Age* and *Railway Gazette* to libraries receiving these periodicals and which agree to file the cards in their respective catalogs. Newspapers are read daily for railroad items, and speeches, reports, statements, and so on that are given in abstract or merely noted as having been made. We write for these so that we can have originals when possible on file rather than newspaper abstracts which are unsatisfactory for reasons perfectly obvious to librarians.

Periodicals of which we do not keep files are clipped and placed in numbered folders in vertical files, the numbers

corresponding to those stamped on cards for the article which are placed in the catalog. The vertical files also receive typewritten memos, and miscellaneous material of great variety.

The methods mentioned contribute to making the collection *per se* of greater service but the efforts of the staff go farther. We have heard a great deal about the importance of contacts at this conference. Our Union catalog records indicate numbers of contacts, but after all the catalog is part of the library. The staff discovers where collateral material is located so that when a visiting railwayman involved in an agricultural study comes to town, a few telephone calls to the places where agricultural information exists in great quantities assure him access to it. This suggests only one contact. Washington as an information center is probably not equalled anywhere in the world. Information furthermore is usually given cheerfully and freely. Libraries co-operate as far as their own demands for service and the rules laid down for them permit—and frequently that is a very long way. Positive miracles in unearthing elusive but for some reason important documents and facts are performed by the Office of the Superintendent of Documents, and the Libraries of the Department of Agriculture, and the Department of Commerce, and their respective bureaus, while few persons appreciate what can be obtained from the Interstate Commerce Commission in the way of information about railroads and transportation and obscure points about rates and rates history, simply for the asking. Our establishment of new contacts and the maintenance and further exploration of those already established is a continuing effort on the part of the library staff and often leads to astonishing discoveries. There is for instance in Washington what might be called an illustrated special library containing the remarkable collection of books, notes, reports, and memoranda on game preservation and game hunting acquired by a naturalist in his wanderings and catalogued and shelved with nothing less than loving care. Around the walls are specimen heads of moose, and bear, and other game, and hunting weapons ranging from blow-guns to the

latest high-power rifle. While your call may be one of interest in an unusual collection only, you may perhaps arrive simultaneously with the keeper of some animal collection who must know immediately the best methods of care and feeding of motherless baby seals.

The results of this co-operation between libraries in loans and contacts and reciprocal services, serve to emphasize what is perhaps the most important current need, the need of exact information as to what the other one has. The Union lists are steps in the right direction but we must go farther. After all there is a limited amount of anything and one library cannot have everything. This fact should not preclude all libraries from having the use of material that is in one of them subject always to the service demands of the fortunate possessor of scarce material. On the other hand it seems uneconomical for one library to hold on to incomplete and impossible-of-completing sets of material on one railway or on a region, especially when the material would complete the files of another library and make a whole set available in a known place. So far as railway items go, appreciation of their value by a comparatively few persons heretofore has resulted in the most complete set of the works and manuscripts of a famous officer of a southern railway who had a great deal of influence on both his time and the time since, being located in New England, while the interest and efforts of Timothy Hopkins located a valuable collection on the Pacific Coast, and similar interest has scattered hither and yon in libraries collections of material on the various phases of railway transportation.

Along with investigating the location of material in libraries goes the investigating of possibilities of obtaining information from individuals and organizations, business and banking firms. When Library rules forbid the lending of a Poor's Manual—and ours permit us to lend only to members of the Bureau forces, railwaymen in the transportation building and to other libraries—an accommodating banker has been known to lend a personal copy and so save the situation for someone who needed it for

use at the Commission but who had left his at headquarters.

The policy of organizations varies. Some are secretive, necessarily so, frequently, and what information is obtained is of the guarded variety. Others, of which the Railway Accounting Officers Association is a happy example, have no secrets, and what they furnish free in the way of bulletins or what (like Railway Accounting Procedure and the Commodity Classification) they have for sale is available to the exhaustion of the published editions.

However, there are always limits to the amount of things to be had free, or at any price. When our Library was organized it was possible to obtain numbers of "items" for the time and energy it took to sort them out—from a huge coal bin, for example, temporarily used as a dumping place for a lot of books and pamphlets thought to be of no value save for wastepaper. Those, those, were the good old days! Auctions still furnish railway material, but at oh, such prices! There remains the possibility of enlightened exchange for the purpose of completing files, and of such lists on which libraries having the items are noted. We follow this custom in many of our lists—notably the Collective Catalog of 1912 with its records of 14 libraries, and supplementing which we someday hope to issue a catalog containing the records of more than 100, including some Canadian collections the records of which we are now securing through the personal interest of Canadian railway officials and others having a hobby for transportation. The work of our own transportation committee demonstrates what can be accomplished in a short time through applied determination and quiet co-operation.

When we recollect that the younger members of the transportation family are most grown up—Highway Transport and Air Transport—while older sister Waterway Transport is going in for rejuvenation, and that their efforts and accomplishments and failures, together with the possibilities of co-ordination must be anticipated and recorded for use along with the facts, theories, and opinions about railways and their relation to living, we realize

that the sooner this checking up of libraries for greater service expands, the better. Over in Europe this summer one important topic in the agenda of an international conference is the development of rail-and-air tickets, which may not be so difficult because on some European airways the fares between cities approximately equal the second-class railway fares between these cities. Before we know it, the same thing will happen here.

Accurate information on these developments has to be at hand—latent in the files perhaps, but indexed so that memoranda can be compiled on short notice. Understanding what a railway is leads into strange relationships. Who would think that mosquitoes can menace railway operation? Yet there was a time in our Mississippi Valley when mosquito-borne yellow fever had a marked effect on freight rates, and at present much money and effort is expended by railways in certain sections to control and eradicate the malarial mosquito. The results are interesting not only to railwaymen but to sanitation experts and the inexperienced citizen with a desire to live in the healthiest possible surroundings.

Summing up, the Library of the Bureau of Railway Economics operates to make its collection of every possible service to railwaymen and the public whether the service be excavation from historical records of the history of railway rail, or a study of the cost and development of commercial air services that involved catching a certain aviator with special information on the ground long enough to obtain some facts and figures and suggestions as to how soon air service would be co-ordinated with the steamships, the carferries, the motor buses, and the indispensable trains that constitute the railway systems of today; to supplement this material by noting the location of other railway material everywhere possible, whether it be duplicate or additions, and the terms upon which it may be borrowed or consulted; to maintain contacts and establish new ones; and lastly to try at least to keep up with this spinning railway world of ours, and to enjoy the effort whether it lead us along well-worn if not always quiet ways, or on odd expeditions of exploration!

Outline of Source Material on Industrial Safety

A Report of Progress

By Mildred B. Pressman, National Bureau of Casualty and Surety Underwriters

ACCIDENT PREVENTION has today reached the stage where it is an integral phase of industrial management. Lack of standardized methods in reporting makes it impossible to obtain an accurate account of the number of industrial accidents and the cost of the evil effects produced by them. However, an estimate quoted recently by Mr. F. Highlands Burns, President of the Maryland Casualty Company in an address before the Chamber of Commerce of the United States indicates that there are 2,500,000 non-fatal and 23,000 fatal industrial accidents annually in this country with more than 105,000 persons permanently partially disabled. The lost time due to industrial accidents amounts to 227,000,000 days per year and the annual loss from industrial wages alone, is over \$1,022,000,000.

According to these figures it is obvious that the problem of industrial accidents is a very serious one. It has attracted the attention of many agencies and is being studied from many different angles. For this reason the literature on the prevention of industrial accidents has grown tremendously within the past ten years and it is impossible to adequately outline the material on the subject within a limited period of time. I have, therefore, been obliged to confine this outline chiefly to general references on safe methods and practices, safety rules and general references on the conservation of health in industry, and to submit this paper only as a progress report. For instance, I have not included the Statistics of Accidents on which Accident Prevention so largely depends nor the Education of the Worker in Accident Prevention, First Aid, the Rehabilitation of the Injured, the problem of gathering National Statistics and the Effects of Safety from the Humanitarian and Economic Aspects; nor have I attempted to list the individual articles on

the subject, which have appeared in periodicals and serial publications; I have named only the periodicals devoted to safety.

Before passing on to the Outline of Source Material on Industrial Safety, it may be of interest to review some of the outstanding preventive agencies in the field. The casualty insurance companies were among the first to start industrial safety work. Only a very small percentage of industrial establishments are sufficiently large to warrant the employment of a safety engineer and the insurance companies administer this service through the practice of inspecting the assured's factory operations; by conducting "no-accident" campaigns and by assisting in designing and constructing safety devices and safeguards. The companies are also accomplishing much good by the inducement offered to employers by the systems of merit rating.

The National Safety Council is considered one of the greatest forces in the field of accident prevention and industrial health conservation. Its library has probably the most complete collection in this country on the subject of safety, the publications of the National Safety Council in themselves forming a very valuable safety collection. The National Bureau of Casualty & Surety Underwriters has taken a very prominent part in the work of the National Safety Council and has contributed to its activities, especially those of its Education Division which is located in New York close to the Bureau offices. Among other agencies actively engaged in promoting industrial safety are the American Engineering Standards Committee which aims to develop standardized safety methods in industrial processes, raw materials and manufactured products and has succeeded in bringing about the formulation of many safety codes as may be noted in the Outline; the

Federated American Engineering Societies now known as American Engineering Council which made a study of Waste in Industry several years ago and is now making an investigation for the National Bureau of Casualty & Surety Underwriters into the Relation between Accident Prevention and Production. Among others are the American Museum of Safety, the Association of Industrial Accident Boards and Commissions, the U. S. Bureau of Mines, the Interstate Commerce Commission, the U. S. Bureau of Labor Statistics and many State Departments of Labor and Industrial Accident Commissions, the activities of each of which may be judged from the amount of literature

they have issued, as listed in the Outline.

Intensive investigations for the purpose of preventing industrial accidents are also being carried on abroad. The International Labour Office, the Industrial Fatigue Research Board of Great Britain and the National Institute of Industrial Psychology of Great Britain have been very active and have contributed some very valuable publications to the study of the conservation of human life in the industrial world.

NOTE: This progress included a comprehensive bibliography copies of which may be obtained by writing Miss Pressman at the National Bureau of Casualty & Surety Underwriters, New York.

Library Exhibits

Alma C. Mitchell, Exhibit Chairman

LIBRARY exhibits were held in conjunction with both the American Electric Railway Association and the American Gas Association Conventions during the month of October. At the American Electric Railway Association Convention, held in Cleveland, October 1-7, booth space in the Auditorium was secured through the Railway Association. The furniture was lent by Library Bureau and most of the books, magazines and services displayed were loaned by the Cleveland Public Library, Municipal Reference Library, and the Libraries of the Federal Reserve Bank, Union Trust Company and White Motor Company. Booklets entitled "Value of a Company Library" and "Books for street railway library" were distributed among the delegates to the Convention. The "Convention Daily" for Wednesday, October 5th, called attention to the exhibit in the following manner:

"YOUR LIBRARY IS AS NEAR AS YOUR TELEPHONE—IF IT ISN'T IT OUGHT TO BE. This is the slogan of those two efficient ladies who preside over the special library exhibit located at the north end of the main exhibit hall. Perhaps you have been one of those harassed souls who, at one time or another, have been in desperate need of a certain piece of information and couldn't for the life of you tell where to lay your hands upon it.

Mrs. Carolyn S. Faltermayer, librarian of the Philadelphia Rapid Transit Company, and

Miss Alma C. Mitchell, librarian of the Public Service Corporation of New Jersey, know just where one should turn when such a pinch comes. It is the company library. If your company, large or small, hasn't such a department drop around at the library exhibit, and learn how a special library will save you 500 per cent of its cost, in eliminating the waste of your time and that of other executives. You'll find the display an eye-opener."

The exhibit at the American Gas Association Convention, October 10-14, in Chicago, was the Library of the Peoples Gas Light & Coke Company. In a booklet issued by the Company telling of the Company's interesting features the visitors and delegates were "invited to use the Library located in Room 1601, Peoples Gas Building. Almost every reference book of interest to those concerned in the manufacture and sale of gas and gas-burning appliances will be found on its shelves. Complete records on rates, manufacturing and business procedure may be had in addition to complete files of all gas journals." Daily Convention programs were mimeographed by the Library staff and distributed as were also copies of the 'Bibliography of rates for public utilities, 1876-1926,' compiled by Mr. O. E. Norman, Librarian, and Library Bulletins on such subjects as "Organization Chart and Functions of the Library," and "A Window Display of what may be found in your Library."

Group Meetings and Reports

Commercial-Technical Group

Meetings of the Commercial Technical Group were held on June 20 and June 22. In order that there might be formulated a working program for next year, the Chairman at the opening season appointed a committee consisting of the chairman from each committee with Miss Alexander as Chairman to discuss plans.

After the reports made by the Committee Chairman of the work done by their respective committees during the year, Mr. Cady gave a talk on what he considered should be the future work of the group. Among the subjects upon which he laid particular stress were: the preparation of bibliographies; sources of information lists; topical reports and historical facts. He also brought out the advantages to be gained by contacts with commercial and technical associations.

Mrs. Schram then gave an interesting talk on the organization of the Research Department of the Illinois Chamber of Commerce, which was followed by an instructive talk on topical reports by Mrs. Hestea Wetmore.

The Chairman appointed a nominating committee consisting of Mr. Powlison, Mr. Cady and Mr. Lee to report at the next meeting on the nomination of officers for the ensuing year.

At the group meeting on Wednesday, June 22, Mrs. M. E. Bevington, Librarian of the Department of Colonization and Development of the Canadian Pacific Railway, gave a very interesting talk on the "Value of literature to the transportation industry," and Miss Elizabeth Cullen of the U. S. Bureau of Railway Economics presented an excellent paper on "How the Special Library serves the transportation industry."

Following these speakers there was a general discussion on "What have I in my library that you can use," led by Miss Mary Cox, Librarian of the American Telephone & Telegraph Company; Mr. Lewis A. Armistead, Librarian of the Boston Elevated Railway Company, and Mr. W. L. Powlison, Librarian of the National Automobile Chamber of Commerce.

Miss Mary L. Alexander reported for the Committee of Group Chairmen on the future plans for the Group and stated that it was the consensus of opinion that there should be a clearer classification of the group sub-committees; that the smaller committees should

work toward the building up of their committee into a strong working unit, and that the strong committees continue as in the past in the preparation of bibliographies, sources of information lists, etc.

The following officers upon the recommendation of the nominating committee were elected for the following year: Miss Alma C. Mitchill, Librarian of the Public Service Corporation of New Jersey, Chairman, and Mr. D. F. Brown, Librarian of the Standard Oil Company, Vice-Chairman. The appointment of a Secretary was left to the Chairman.

Rubber Committee

We report progress in the second year's work on the Bibliography on Rubber Technology. This was made possible by the cheerful help of several members of the Committee. The new references added to the List include those of the latter half of 1926 and five months of 1927.

Last year's Bibliography was mimeographed, widely advertised and sold for the nominal sum of three dollars a set. There were more than one hundred sets sold. We have cleared \$304.10. \$49.50 is now owing to us and our expenses were \$12.90. Advertising and distribution was started in February.

We commenced in a small way and have succeeded far beyond our hopes. Mr. Julian Smith, Librarian of the Goodrich Rubber Company selected the subdivisions of the bibliography. He has an expert knowledge of the information needed in such a reference list. From the approved subdivisions the members of the Committee working on the Bibliography chose a part suited to their own purposes.

Miss Cushman, Librarian in a Technical University in which rubber is only one of many subjects taught, spent many hours of personal work in preparing her part. She has also compiled a good list of patents of Rubber Manufacturing Devices. This is almost ready for publication. To Miss Wray, Librarian of the United States Rubber Company, besides her responsibility for Section 1 are due many helpful suggestions in advertising and marketing our commodity.

The price we asked was a small one for ninety-two typewritten pages, so we tried to keep the expenses as small as possible. The mimeo-

graphing, most of the paper, some of the postage and all of the work of the individual members of the Committee was donated.

About one hundred rubber manufacturers were circularized. The Industrial Arts Index, the Cumulative Book Index, Public Affairs Information Service, the principal rubber papers, Rubber Age, India Rubber World, India Rubber and Tire Review in the United States, and India Rubber Journal, Rubber Age of London, Rubber Research Association of Great Britain, and the chief rubber papers in France as well as our own "SPECIAL LIBRARIES" published notices of the Bibliography.

With such wide publicity, the modest number of fifty mimeographed copies were entirely unequal to the requests that came in. A further supply of fifty more copies were soon exhausted and one-third of the second hundred has been distributed. France, Belgium, Russia, Sweden, Italy, Denmark, Spain, Germany and England contain firms and individuals using our list. At least two of our customers have expressed a wish that the work be continued from year to year. It is our intention to do this. The Survey of Rubber compiled by Bedford & Winkelmann, published in 1923, brings current literature of rubber up to the year 1922. *The Bibliography on Rubber Technology* begins with 1924. Sometime in the future it is our wish to cover the year 1923, the gap between the two bibliographies.

We hope we are advertising the existence of the Special Libraries Association to many firms who did not know of it before. The "India Rubber World" expressed an opinion that our Bibliography was timely. It is because we were fortunate in happening to have something wanted by the rubber manufacturers and chemical firms, that we were able to have so good a return.

Miss Vormelker on account of her duties as Secretary of the Special Libraries Association, asked to be excused from further work on the Bibliography. Mr. George Lamson, Librarian of the Goodyear Tire & Rubber Company, therefore, has kindly consented to be responsible for the section on Rubber Reclaiming.

The Treasurer of the Special Libraries Association is holding the money received by the Rubber Committee for the use of the Committee. This will provide a possible fund for printing our next Bibliography.

Edith L. Shearer,
Chairman.

Transportation Committee

The Transportation Committee of the Group was formed November 18, 1926, with the members divided into subcommittees.

The Sub-committee on Steam Railroads, Miss Elizabeth Cullen as Chairman, in accordance with the policy of the Transportation Committee, undertook to add to the exact knowledge of the location of material on steam railroads by checking the contents of libraries against the List of Railway Periodicals in the library of the Bureau of Railway Economics. In this way the records of railway periodicals in the Carnegie Library at Pittsburgh, the Bessemer & Lake Erie Railroad Traffic Department library at Pittsburgh, the Transportation library of the University of Michigan, the library of the Simmons-Boardman Publishing Company at New York, the library of the University of Virginia at Charlottesville, and the libraries of the Department of Commerce and Department of Agriculture at Washington, D. C., were acquired and checked into a master list. It may be possible to combine these records with those already in the Bureau library into a "progress list" that will be available in some form to libraries and research workers generally.

The Sub-committee on Street Railways, Miss A. C. Mitchill as Chairman, submitted a reference list of literature on urban electric railways.

The Sub-committee on Motor Vehicles, Mr. W. L. Powlison as Chairman, has been unable to report progress.

The Sub-committee on Air Transportation, Miss Clara J. Widger as Chairman, submitted a list of references of material from 1918 to May, 1927

The Sub-committee on Water Transportation, Mr. M. E. Pellett, Librarian of the Port of New York Authority, has accepted the chairmanship of this committee.

During the year there has been correspondence with 48 executives of different railways in attempt to procure information as to private collections in existence bearing on transportation. Nothing new developed.

During the coming year all efforts will be made by the Committee to compile reference lists bearing on the subject matter of each subcommittee.

Lewis A. Armistead,
Chairman.

Associations

The Editor would appreciate prompt reports from the local associations. It takes time to set type, read proofs and make up page copy.

Association news is of interest to our readers.

Boston

The second of the season's meetings of the Special Libraries Association of Boston was held Monday evening, October 24, in the lecture room of the Fogg Museum of Art, Harvard University. There was a very large attendance, partly in anticipation of a view of the treasures in the spacious new building which now houses the Museum, partly to have the pleasure of hearing Mr. Belden of the Boston Public Library tell something of his trip abroad last summer, the occasion being the fiftieth anniversary of the British Library Association.

The meeting opened with a brief talk by Miss E. Louise Lucas, librarian of the Museum on the relation of the Museum's library to the work of Harvard's Fine Arts Department. The address which followed, by Edward W. Forbes, director of the Museum, was quite out of the ordinary and very interesting. Sketching briefly the history of the Museum, the greater part of his remarks concerned the restoration of old and damaged paintings and some of the methods employed, including the use of the X-ray apparatus to detect forgeries as well as the work of later hands to cover up the ravages of time, fire, wanton injury—like the current Thompsonism—and so on. Mr. Forbes illustrated his talk with some remarkable photographs thrown on the screen showing how the X-ray disclosed alterations not otherwise perceptible.

Mr. Belden, after giving the itinerary of his summer in Europe, spoke in the main of the differences in the character of the service rendered the public by European and American libraries. The great European libraries, like that of the British Museum and the Bibliothèque Nationale in Paris, are purely reference libraries, and the librarians in both institutions are confronted with problems—problems of space, problems of adequate assistance, problems of maintenance, compared with which those of American librarians are simple indeed. The kind of service which in America is rendered by the circulating department of the public library, in England is carried on by the educational committee of the London County Council, which is the governing body for the great metropolitan district of London. Mr.

Belden's conclusion was that American librarians have much to be thankful for and that this spirit of thankfulness might well be shared by our vast populations who have such ready access to all the means of culture to be derived from books.

Cincinnati

This is a small group and the meetings are quite informal. They have dinner together and then have a program. Grace Stowell of the Proctor and Gamble Library, is President; and E. Gertrude Avey, Field Representative, of the Public Library of Cincinnati and Hamilton County, is Secretary.

In September after dinner at the Barn a trip was taken through the Main Library of the Public Library. Time was allowed in each of the departments visited to have the librarian in charge tell of her work and to answer questions.

In October after dinner at the Woman's Building a visit was made through the Van Wormer Library at the University of Cincinnati. This library has many rare books and special collections which the members enjoyed examining.

The program plan for the season is to have each meeting at a different special library. In this manner all of the members will have a chance to see the other special libraries, and learn about the work from the librarian.

Illinois

At the meeting of the Illinois Chapter of the Special Libraries Association, held at the Northwestern University School of Commerce Library on October 11, Dr. Theodore W. Koch, Librarian of the Northwestern University Library and President of the Chicago Library Club, was introduced as the first speaker. He brought back to Chicago librarians a message from the British Conference of Librarians at Edinburgh, and gave a resume of some of the papers read at the conference. Dr. Koch visited continental librarians and booksellers, and was entertained at the American Library School in Paris before proceeding to Britain. With a company of other librarians, he travelled to Edinburgh by way of the English Lake District and Manchester.

The Chapter was fortunate in having as its guest the National President, Mr. Francis E. Cady of Cleveland, Ohio. Mr. Cady gave a

clear explanation of why there should be a Special Libraries Association by describing the field for such an organization and its program of activities. The main objectives of the Special Libraries Association for the coming year were outlined and suggestions for carrying out these plans discussed.

Mr. Cady reported the good news that a clearing house of information would be established with permanent headquarters and presided over by an executive officer. The establishment of this information center is a part of the plan for greater co-operation among special librarians, and was stressed by Mr. Cady as the one factor of greatest importance to our profession today. Greater co-operation among the members in each city in creating and promoting joint enterprises will enable the National Association to carry out its aims of greater service.

Philadelphia

The Special Libraries Council of Philadelphia and vicinity held its first meeting of the season on October 13, in the Manuscripts Room of the new Free Library. Mrs. Gertrude W. Maxwell, the newly elected Chairman of the Council, greeted the members, and announced the appointment of the following persons as members of the Executive Board: Mrs. Carolyn S. Faltermayer, Librarian of the Philadelphia Rapid Transit Company; Mr. Alfred Rigling, Librarian of Franklin Institute; and Mr. Paul P. Foster, Librarian of the Philadelphia Inquirer. Committee chairmen were announced as follows: Miss Edith B. Skinner, The Free Library of Philadelphia, Periodical Committee; Miss Charlotte G. Noyes, E. I. Du Pont de Nemours & Company, Membership Committee; Miss Josephine B. Carson, American Brown Boveri Electric Corporation, Program Committee; Mr. Joseph F. Kwapil, Public Ledger, Publicity Committee.

Miss Deborah Morris, Librarian of the School of Fine Arts, University of Pennsylvania, gave an interesting account of the "high-lights" of the Conference at Toronto. After Miss Morris's talk, Mr. Franklin H. Price, Assistant Librarian of The Free Library, escorted the members and guests through the new Free Library building, starting at the Roof Garden and winding our way through the building to Mr. Ashhurst's offices, where an informal reception was held.

Pittsburgh

The opening meeting of the season of the Pittsburgh Special Libraries Association was held at Foster's Restaurant on Thursday evening, October 28. There were 13 members

present at the dinner and several more came in later for the business meeting and reports. We had the privilege of welcoming several new members.

Miss Callan reported on some of the interesting points that were discussed at the Toronto convention. She spoke of the discussion of the activities of local societies, and told that our Union List of Periodicals had been given quite some attention. The need for keeping it up to date was emphasized. Miss Key also told of several of the Toronto meetings she had attended.

A plea from Miss Reynolds for contributions to the "We Do This" column in Special Libraries was read.

After some explanatory remarks by our president and a general discussion of the subject a motion to the effect that our association become a local chapter of the national association was made and seconded. A unanimous ballot was cast in favor of its adoption.

The treat of the evening was a talk by Mrs. B. K. Wappat, in which she gave a most enjoyable and instructive account of the 50th anniversary convention of the British Library Association at Edinburgh, which she attended in September. She told of the pre-conference trip tendered the American and European guests (about 80 in number), by the Carnegie Trust, giving delightful little glimpses of English customs and interesting descriptions of some of the libraries visited. She pointed out some interesting contrasts between the British and American meetings.

Business Branch Library

"The well-known Business Branch Library, in the heart of the downtown district, continues to serve the commercial interests of the city with the customary efficiency which is making for it an established place in business Indianapolis. More and more the resources of the branch are being used to help solve the specific problems of the research departments of Indianapolis industries, department stores, banking interests and advertising agencies. That the branch is known outside Indianapolis is evidenced by the frequent calls made upon its librarian for contributions to professional and business journals and by the requests for information coming from libraries as far away as Russia and Holland. Nearly 53,000 readers used the branch last year and 3,253 reference questions were answered"—*Excerpt from the tenth annual report of the Indianapolis Public Library, which appears in "Readers' Ink" for September, 1927.*

Events and Publications

Rebecca B. Rankin, Department Editor

The "Coast Banker" for September 20, 1927 contains a brief article about the Financial group of the Special Libraries Association, which is illustrated with a picture of K. Dorothy Ferguson, Chairman.

Have you ordered your copy of "Market Research Agencies?" Every special library needs it. It is another of those useful publications of the Department of Commerce—Domestic Commerce Series no. 6.

The Library of the National Safety Council placed an exhibit at the Annual Congress of the Council in Chicago, September 26 to 30th, Miss Mary B. Day planning it as usual.

"Treasures from Trade Papers" by Ethel Cleland of Indianapolis Business Branch in "Nation's Business," October, 1927. P. 124-25 will interest many.

Mr. Edgar Holger Cahill, publicity man for the Public Library of Newark, has written a novel entitled "Profane Earth." The dedication reads: "This book is for John Cotton Dana. Both the style and the story are somewhat advanced for some. But I say this as a reading invitation, not a warning!"

We note with pleasure in the "Roxy Theatre Weekly Review" that Mr. Al Gaber, chief librarian, claims that the Roxy Theatre has "the largest and most comprehensive music library which has ever been assembled. This Library contains 30,000 orchestral numbers." The complete library of Victor Herbert was acquired by "Roxy," which contains 600 overtures.

"Building Business in Towns of Less Than 5000," by John M. Jackson, appearing in the "Coast Banker," September 20, 1927. P. 254-256 contains a story of how a banker not only acted as librarian of the public library but started the library right in the director's room of the bank.

The Research Department of the Illinois Chamber of Commerce, Chicago, continues to issue mimeographed lists of Sources of Information on various subjects; one is on Agriculture, 12 pages and another on Aeronautics, 3 pages. These are available to special librarians free of charge.

Miss Grace M. Sherwood, Legislative reference librarian of the Rhode Island State Library, has become known as a "writer" as well as a librarian. "The Providence Magazine" is carrying a story of hers, "Providence Proceeds." It takes the form of an imaginary interview with Roger Williams as he returns to his old haunts. The dialogue is splendid and much local history is revealed therein.

Municipal government activities of the city of Milwaukee for 1926 are shown in reports and statistics, in a ninety-three page booklet authorized and published by the Common Council. The booklet, just off the press, is available at the Municipal Reference Library in the city hall. Frederick N. MacMillin, municipal reference librarian, compiled and edited the volume.

Do read the article, "12,000 Employees can use this Library" in the "Electric Railway Journal," October, 1927. It is a description of the Philadelphia Rapid Transit Company library of which Mrs. C. S. Faltermayer is the librarian. News of the exhibit to be seen at the A. E. R. A. Convention in Cleveland is given. It is a fine article well illustrated.

The editors have also seen fit to call attention to it by an editorial entitled "The Special Library, a Valuable Adjunct."

I had occasion recently to investigate the subject of traffic regulation. I was interested to find that the earliest and undoubtedly one of the best bibliographies ever compiled appeared in "Special Libraries" of November, 1915, entitled "List of References on Traffic Control in Cities," compiled under the direction of A. H. B. Meyer, by the State and Legislative and Municipal Reference Libraries.

The September 17 issue of the "P. R. T. Co-operator" issued by the Co-operated Association of the Philadelphia Rapid Transit Company, has a three-page article entitled "Everybody's Reading." It gives the history of the Philadelphia Rapid Transit library and tells its purpose. It is illustrated with a cross section of the library and with a clever drawing, "Seen Through a Librarian's Eye," of a man in P. R. T. uniform taking books from the book shelf. On the top of a pile of books is a swivel chair called "Success."

The librarian of the Swift & Company Library, Chicago, who is so modest she does not even put her name on publications, compiled a very good list on "General Reference Sources to Chemical and Physical Literature, 1926." A mimeographed list of thirty pages, subdivided into the many branches of chemistry and physics, it certainly will be useful to all special librarians in these subjects. Miss Marian Reynolds, an active Special Libraries Association member in Chicago, is librarian of the Swift Company libraries of which there is the main one and several branches.

One of the largest and most complete libraries of music in this country, states the Boston Globe, has been given to Holy Cross

College by Mrs. Susan J. Haggerty, of Springfield, widow of J. J. Haggerty, who was one of the foremost orchestra leaders in the western part of the State before his death. The library contains practically all the famous operas and classical works and scores of many less important compositions. In the collection are many of the original scores written and autographed by Victor Herbert, who was a close friend of Mr. Haggerty. The library represents a lifetime of effort by Mr. Haggerty in collecting the works. This gift is the foundation for a more extensive music library at Holy Cross and it will be one of the feature exhibits at the dedication of the college library building, October 31, according to Thomas P. Laffin, graduate manager of the musical department at the college, who announced the gift today.

We Do This

Margaret Reynolds, Department Editor

Bulletin of New Books—The Insurance Library of Chicago issued its first bulletin on October 1. It is headed "Recent Books and Articles Now Available at the Library". The two-page mimeographed sheet contains nine annotated titles. Peach colored paper instead of the conventional white is used. Pyrrha B. Sheffield, librarian. Insurance Library of Chicago. The same heading is used as appears on the letterheads. Because it not only advertises the library but gives information about it we quote the exact wording which is arranged in well balanced form on the sheet. In the center comes the name of the library and the complete address. On either side in smaller print these sentences appear: "A Public Reference and Circulating Library and a Research Department of Insurance in all its Branches. Founded 1882 by Fire Underwriters Association of the Northwest.—Maintained by Chicago Board of Underwriters." (Ed.)

We Advertise!—After a publication is advertised in our Weekly Survey—"Commerce Reports"—our sales are noticeably increased. We know that the old slogan "It pays to advertise" is very true. Miss Goldie Grace Webber, librarian. Bureau of Foreign and Domestic Commerce, San Francisco.

Scrap Book—Our library maintains a clipping department which scans the newspapers of Philadelphia and other large cities, clipping

all articles on all phases of the transportation industry. These clippings are pasted in books and routed daily among the men in the company to whom such matters are most closely related. Mrs. Carolyn Fallermayer, librarian. Philadelphia Rapid Transit Company, Philadelphia.

Book Marks—The Wisconsin Anti-Tuberculosis Association recently published a leaflet headed "Do You Eat as Intelligently as You Read?" Three books on diet were mentioned. The other pages contain a normal weight chart for men, women, boys and girls and the back page was a study of your weight index with blanks for six months. These were distributed by the Milwaukee Public Library. Our library stamped them with our own stamp and are using them for two weeks in all books which we are circulating. M. R., First Wisconsin National Bank, Milwaukee.

Circulating Clippings—Clippings are taken from a regular clipping service—they come first to the editor of our publication, The Tax Digest. He checks them over particularly for information as to the effectiveness of our releases. A check slip containing the names of the several departments is placed on the clippings and they are then circulated through the several departments. Anyone noting an item of particular and pertinent interest may attach a memo of their reactions or suggestions to the person or particular part concerned. R.A.V.

Collecting County Reports—First we circularize the officials of the counties and ask them for files of their reports. If we find many gaps in what we receive, we follow up the first letter with an individual letter asking for the missing items. Memorandums are also given to the workers, who go into these counties, making it their special job to secure these missing numbers if possible and in this way we have secured one of the most complete files of County Financial Reports in existence. R.A.V.

Printing of Reports—All reports are printed in standard size with columns based on the 15-M column as used in our publication, *The Tax Digest*. Reports are in three sizes. The largest is 9 x 12, 3 column width. The second size is two column width and exactly the same size as the *Digest*. The third size is a one column width the exact size of one column from the *Digest*. Cuts are made also on standard size so that they can be used in the *Digest*. This is a form of economy which might well be adopted by any organization doing considerable publishing. R. A. V.

Charts—"We Do This" when we make charts. When the original chart is prepared, by use of a reading glass, we determine whether it can be reduced for use in our publication thus saving the remaking of the chart. By pasting a scale on the glass on the side next to the eye and holding the glass near or far from the chart to make the letters fall within the scale on the glass for the determined size, we can see exactly how it will show up in reproduction. R. A. V.

Lettering—We use the Wrico system of lettering. It is uniform and rapid. We have the reputation of turning out the best graphs for cuts that the largest cut producing establishment in Los Angeles has ever handled. R.A.V.

Forms—Cuts—In place of having forms and other lined material set by the printer, we draw the forms and have cuts made. We thus secure accuracy, the size we wish and save 50 to 60 per cent in the cost of reproduction. In our recent transportation study a saving of approximately \$72.00 was secured by this method. *Rolland A. Vandegrift, Director of Research, California Taxpayers' Association, Los Angeles.*

Deposits—It is much more convenient than sending cash or coupons to make a deposit with the Superintendent of Documents just as one does with the Library of Congress.

George Winthrop Lee, Librarian Stone and Webster, Boston.

Library Bulletins Change in Form—the "Library Review" issued by the Dennison Manufacturing Company is no longer being printed, for by mimeographing it they "will be able to issue it fortnightly and to have greater freedom in making up the volume of material for it." The three-page mimeographed sheet contains the following headings: books recently received; under this appears *Business and General books*; the leading current magazine articles in magazines circulated under the club plan are indexed. Then *Books Recently Received* at the circulating library branch of Bates & Holdsworth are listed. Two titles appear under the heading *Standard Books* which are mentioned because "they have been found worth while by a number of Dennisonians." M. R.

Library Bulletins—Our library issues a monthly review entitled "Current Articles and Books." The feature of our review, which may be different from some compiled by other business libraries, is that we segregate the articles by company departments. To two or three departments which deal with all phases of the work of the company, we send the complete index. To the other departments we send only the section or sections which deal with their particular work. This makes the review more of a special service to the various departments and the men prefer it as they do not have to go through a great many articles to find those on the subject of interest in their department work. Each department is sent the section under the heading "All Departments," which is supposed to include news of general interest to the oil industry. We try to include only articles of outstanding interest and value. It is sent to company directors, department heads, and a number of employees in each department. In addition to this monthly index, of course we are calling the attention of individuals to material of special interest to them as soon as it comes out. We find the request blank for the Monthly Review a great help to both the men using the review and the library in the request for articles appearing in the monthly review. Each article is given a number. In requesting articles, the men simply list the article numbers on the request blank and send it to the library. It is a timesaver for both the men and the library, avoiding the listing of the full titles of magazines or articles in filing requests. The blank is attached to each index sent out, providing a quick and

easy way to request articles, which we feel may encourage more requests. *Miss Margaret Hatch, librarian. Standard Oil Company of California, San Francisco.*

Library Bulletins—We usually head our mimeographed bulletins with a quotation, a sort of education one, as, "An investment in knowledge pays the best interest."—*Benjamin Franklin*. The bulletin is divided into three parts: New books in the library; Late magazine

articles of interest and new magazines, transactions, etc. Then when the library has a gift of particular interest a paragraph about that is used. *Miss Bernice Loveland, librarian. Southern Sierras Power Company, Riverside, California.*

Note—If any of our readers rent books please send in your scheme to the department editor. We have also had requests for methods of discard. *M. R.*

Science and Technology

A. A. Slobod, Department Editor

McGraw-Hill Electrical Engineering Catalog. 509 p. 1927. N. Y. \$15.00.

The title-page states that this catalog succeeds the EMF Electrical Year Book. In the process of succession it has evidently undergone a complete metamorphosis, and now we have in it the conventional type of the condensed catalog, stripped of all the novel features of its predecessor. It consists of three sections: the manufacturers' catalog, a classified directory of manufacturers by product, which does not appear to be very complete, and of 18 pages of engineering data.

It is quite possible that this is the type of book desired by the purchasing agent, the engineering office or the contractor-dealer, but as librarians we must bewail the passing of the EMF Yearbook. This was a real reference book of the electrical industry, and one of its very strong features was the inclusion of informative definitions of each class of products—a feature which was particularly appreciated by the non-technical reader and by the library assistant not well versed in matters electrical. And we could have it for the price of only one dollar.

We sincerely hope that the McGraw organization will find it possible to resurrect the very useful yearbook and give us a new and better edition of it in the not far distant future.

We wish to draw the attention of our readers to the German periodical "Der Maschinen Schaden," which is in its fourth year, but is very little known in this country. This title, together with its explanatory sub-title might be translated to: "Machinery Failures; a publication devoted to the conservation and protection of capital invested in machinery" It is published by the Allianz-Konzern, Berlin, a company which writes insurance against

damage to machinery. A perusal of a number of issues shows short articles on such subjects as damage to electrical and other machinery caused by break-downs, storms, frost, fire, corrosion, etc., and means of protecting against such attacks. Other typical matters treated are proper lubrication, correct operating practices, repairs by welding and soldering, insulation, faulty castings, use of modern machines and methods, machine accidents, and the like. The subject of appropriate insurance of all sorts of machinery against breakage, fire, and other damages is also treated.

Advanced treatises on radio are rather scarce; the following recent titles are noteworthy:

"Principles of Radio Communication," by John H. Morecroft and others, a thoroughly revised second edition. This is our best text of college grade. Published by Wiley.

"Taschenbuch der Drahtlosen Telegraphie und Telephonie," by F. Banneitz. The first technical handbook on radio. Published by Springer, Berlin.

"Die Wissenschaftlichen Grundlagen des Rundfunksempfangs, edited by K. W. Wagner. A series of papers on the principles underlying radio reception written by German specialists and edited by one of the foremost German savants and engineers. Published by Springer, Berlin.

Volume 79 (whole volume) of Smithsonian Miscellaneous Collections is entitled "World Weather Records." They were collected from official sources by a number of specialists and assembled and arranged for publication by H. Helm Clayton. It is a valuable record of weather conditions throughout the world, for the first time made available in this con-

venient form. The data have been arranged alphabetically—first under the grand divisions of the earth, then by countries and finally by weather stations in each country. The volume contains 1,200 pages and was published under the grant of John A. Roebling by the Smithsonian Institution, Washington, D. C.

With the growth of popularity of oil as a house heating fuel there is an ever increasing demand for reliable information on fuel oil and its properties, types of available equipments, the Underwriters' requirements, etc. These and many other points are very ably answered by the following recent publications:

"House Heating with Oil Fuel," by P. E. Fansler. The most complete text on this subject. The 3d edition forms a handsome volume of 354 pages. Published by the Heating and Ventilating Magazine, N. Y.

"Handbook of Domestic Oil Burning." A smaller, but reliable volume. Published by the American Oil Burner Association, N. Y.

"Domestic Oil Burner," by A. H. Senner. Published by U. S. Dept. of Agriculture as Circular No. 405.

Some of our advertising and merchandising methods have been subjected to severe criticism by a number of recent books and magazine articles:

"The Distribution Age," by Ralph Borsodi (Appleton) attacks high pressure merchandising in general, whether carried on by national advertising or by super-salesmen.

"Your Money's Worth," by Stuart Chase and F. J. Schlink (Macmillan) makes out a strong case against modern selling and advertising methods and offers some suggestions for reform. The Book-of-the-Month Club recently sent this volume to its subscribers as its first choice.

Mr. E. Roth, the well known French engineer and author, has contributed to the August, 1927, issue of the Bulletin de la Société Française des Électriciens a very extensive paper on the heating of electrical machinery. A classified bibliography of about 240 entries is appended.

The April, 1927, issue of the N. E. L. A. Bulletin is the "Engineering Number." Several short articles on engineers and executives will be found of interest. These are: "As an executive would see the engineer," p. 204, 225. "An engineer to executives," p. 205-206. "The engineer atop his tower," p. 207, 232. "Efficient management and its results," p. 208-10. "The job of the headquarters engineering staff," p. 218-19, 238.

Personal Notes

Mary C. Parker, Department Editor

Miss Nina G. Brotherton, formerly principal of the Carnegie Library School, has become associate professor of the School of Library Science, Simmons College.

William C. Bamburgh, who represented Library Bureau in Boston from 1907 to 1910, died at his home in Newton, Mass., on September 23.

William Frederick Berry, formerly librarian of the Christian Science Monitor, Boston, and one of the petitioners for the organization of the Newspaper Group of S. L. A., died at his home in Lexington, Mass., September 20, aged 71.

Miss Estelle L. Liebmann is now connected with the Harvard Business Library.

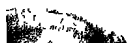
Miss Lucille Nicoud is now an assistant in the First Wisconsin National Bank Library.

Miss Gertrude L. Harrington has been appointed cataloger at the Insurance Library of New York, New York City.

Miss Janie Henderson, formerly assistant in the Columbia University library, has been made librarian of the British Library of Information in New York.

Miss Laura A. Woodward has been appointed librarian at the home office of the Maryland Casualty Company in Baltimore. She takes the place of Miss Jane W. Goodloe, who is now with Miss Kinney at Fordham University, Fordham, N. Y.

Miss Margaret Reynolds, librarian of the First Wisconsin National Bank, Milwaukee, spoke at the Athenaeum on September 26, before the Sunshine Club of the American Appraisal Company. Her subject was "We Will."



Miss Helen G. Percy, librarian of the Paramount Famous Lasky Corporation, Hollywood, has a leave of absence because of illness, but she expects to return to the library on October the first.

Miss Mary Louise Alexander of Barton, Duistine, Osborne, New York, returned October 2nd from two months spent in France, England and Scotland.

Miss Jean S. Clark has been appointed librarian of the Portland Cement Association in Chicago.

Sarah Greer, librarian of the National Institute of Public Administration, New York City, was the winner of the hundred dollar prize offered by the Macmillan Company. Miss Greer selected the title, "The World Today Bookshelf," competing with a thousand librarians in the United States and abroad for the best name "for a series of scholarly yet reasonable books designed to fill a need in adult education."

Miss Grace Pattey Bowser and Miss Frances Pope have joined the staff of the Baker Library of the Graduate School of Business Administration at Harvard University.

Miss Virginia Hanners, formerly with the First Wisconsin National Bank, has taken a position in the Economics Division of the New York Public Library.

Miss Marie K. Pidgeon has been recently appointed research librarian of the Cleanliness Institute, 45 East 17th Street, New York City. Miss C. Margaret Munson, formerly librarian, is still with the Institute in another capacity.

Winifred Gregory, editor of the Union List of Serials, will take charge of the List of Foreign Government Serials, spending a part of the time in the libraries of New York and Washington, followed by a visit to the various European capitals.

Harold F. Brigham of A. L. A. headquarters staff, has been made librarian of the Carnegie Library, Nashville, Tenn.

While Mr. F. C. Ayers, executive secretary of the Business Historical Society in Boston, was on a business trip to Chicago, in the latter part of September, he was entertained at a luncheon party by Miss Marion Reynolds, librarian of Swift & Co.; Mrs. Jennie Lee Schram of the Illinois Chamber of Commerce; Mr. Rex of the Chicago Municipal Library, and Mrs. Smiley, librarian of the Illinois Merchants Trust Co., and Mr. Bates, assistant to the President of the same company.

Miss Sarah Greer, librarian of New York Bureau of Municipal Research, spent some weeks in Paris, partly for a vacation and partly to assist in the reorganization of the public administration library of the École Nationale d'Administration Municipale.

Special Libraries Association Loses a Friend

It is with deep regret that we have received news of the sudden death of one of our hosts in Toronto, Mr. Norman S. Rankin. Mr. Rankin had shown true friendship for and interest in our Association and we shall all miss his co-operation. During our Toronto visit he was a most courteous and thoughtful host and all of us who knew him feel a sense of personal loss.

Mr. Rankin was an accomplished linguist, speaking French and Spanish fluently, and during the war he went to the front as a private soldier, later entering the French Red Cross, where he was commissioned as a lieutenant. Between 1916 and July, 1919, he was decorated with the French Médaille d'Honneur and Reconnaissance Française.

He was a voluminous author, having contributed to a large number of papers and magazines short stories, and informative

articles along the lines of the material with which he was so thoroughly acquainted. It is safe to say that there is hardly a newspaper or magazine editor in Canada and the United States who had not heard of him or, indeed, met him at one time or another. In England, also, he was widely known and everywhere the news of his unexpected death will come as a shock."

Basil Turner, Librarian of the Marland Refining Company, Ponca City, Oklahoma, writes us that he will furnish free upon request to any library willing to pay cost of assembling and packing, a number of duplicate issues of oil magazines. Practically complete files of Oil and Gas Journal, Oil Weekly, and National Petroleum News from 1924 to date.

Special Libraries Association

Founded 1909

A CLEARING HOUSE OF INFORMATION

Created to promote the interests of the commercial, industrial, technical, civic, municipal, legislative, welfare libraries, statistical bureaus and research organizations.
Also to serve special departments of public libraries and universities.

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Pages 307-314 deleted, advertising.