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# Special Libraries, November 1929

Special Libraries Association

# SPECIAL LIBRARIES

Vol. 20 November, 1929 No. 9

NEWSPAPER NUMBER

## An Instructor in Journalism Outlines Newspaper Library Methods

## The General Manager for P. & A. Discusses Picture Value

## An Appraiser Evaluates Newspaper Material

## A Photographer Explains Copyright

## Librarians give Varied Impressions of Activities within the Library

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# Contents

ARTICLES


Address of Welcome. By C. Fred Cook.. .. ..... .. 344
Indexing Feature Articles. By Reinhold T. Pusch 332
Instruction In Newspaper Library Methods. By Robert W. Desmond..... .... .. ... .... .. ..... . .. .... .. 323
Keeping a Record of Library Calls and Its Use. By Blanche L. Davenport . ... ..... .... .... ..... .... 341
Looking In from the Outside. By John H. Miller .. 338
Practical Ways of Co-operating. By Willard E. Keyes .. ..... ... .. . ..... ... .... ..... ..... . ..... 344
Securing Local Biographical Sketches. By Joseph Sheridan ..... . . ..... ..... .... ..... .. ..... . . 329
Technique of Marking Newspaper Articles. By Agnes J. Petersen ..... ..... . . .... ..... 334
Use of Credit and Copyright Line on Photographs. By George W. Harris . . .... . . ..... . . 345
Value and Depreciation of Photos. By H. A. Baker 326
Value and Depreciation of Photos. By J. Sheldon Cartwright. .. ..... .. ... ... ... ..... .. ..... .. .. 328
Vertical File and Scrap Books. By Katharine K. Patten .. ... .. ..... ..... ..... . . ..... ... . ... 336
What is to be Gained at a Conference. By Maurice Symonds.... .. ..... . . ..... ..... 345


DEPARTMENTS AND NOTES


Associations ..... 346
Editorials ..... . ..... ... 342
Up-to-Date Railroad Map..... 335


Conference addresses on Three Great Newspaper Libraries, by Charles T. Moore, Marie Anne T. Walker and Palmer H. Wright will appear in a subsequent issue.


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*New members joined since last issue of *Special Libraries.*

# Special Libraries

Vol. 20 NOVEMBER, 1929 No. 9

## Instruction in Newspaper Library Methods

By Robert W. Desmond, Instructor, Department of Journalism, University of Minnesota, Minneapolis

MODERN newspaper practices exalt the library. No well-edited newspaper can do without one. The able librarian is winning recognition for his remarkable contribution to public knowledge and to that efficient production which brings more readers and more dollars.

As newspapers grow in size, as they extend their agencies to encompass more and more of the worlds' interests, and as life becomes more involved, there are new demands placed upon the newspaper reference library, that newspaper reference library which began life as the "morgue." Opportunity is knocking upon the library door, and the librarian is answering the knock.

Among those persons outside the hurly-burly of the newspaper office who sensed the growing importance of the library to the well-edited newspaper was Edward Marion Johnson, who, in the autumn of 1927, became director of the Department of Journalism at the University of Minnesota. He promptly laid plans for a course in Newspaper Reference Libraries.

Assigned to develop a plan by which students might be instructed in newspaper library methods, your correspondent visited the libraries of The Detroit News and The Milwaukee Journal, which happened to be on the course of his travels, and hereby wishes to acknowledge a great debt to Ford M. Pettit and Miss Curtis, as well as to Lee White, of The News; and to Miss Agnes Petersen and Will H. Conrad, of The Journal. Their willing help, interest, encouragement, and co-operation made the task a pleasure.

The same may be said for Joseph F. Kwapil, of The Philadelphia Public Ledger; and William Alcott, of The Boston Globe, who co-operated via United States mail. Frank K. Walter, University of Minnesota librarian; Miss Ina T. Firkins, Reference Librarian at the University, and members of her staff all have helped immeasurably, willingly, cheerfully.

The result of this remarkable spirit of fellowship among the librarians has resulted in a course of instruction, which still is in process of formation. This year 70 students were enrolled.

Inspiring the course were frequent complaints by employing editors that graduates of schools of journalism did not make the best use of reference materials available in the newspaper libraries. The most direct method of meeting this deficiency seemed to be the offering of a course which would acquaint the students with the organization of such libraries. From this start other possibilities have developed.

The course has been broadened further upon the belief that there may be need for assistants in newspaper libraries—assistants some of whom may eventually become full-fledged librarians.

Mr. Kwapil has suggested that many librarians would be glad to have students in such a course fill in during the summer months when the university is not in session. Out of the present class, 11 recently indicated that they would like to have summer work. Parenthetically, may I ask any of the librarians present who would be able and willing to take on one or two of these people for the summer to inform Miss Petersen or Mr. Kwapil of that fact, or write your correspondent direct.

The present course, as organized, has one major objective and four minor ones. The major object is to produce better reporters and desk men by teaching them the fundamentals of library

work. The minor objects, and the steps by which it is hoped that the major object may be attained, are:

1. To provide a brief historical background of understanding for the present newspaper library.
2. To give general instruction in the use of reference materials, from the newspaper viewpoint.
3. To give general instruction in the classification of newspaper stories, and the filing of the stories for quick reference.
4. To study specifically the methods used in newspaper libraries, with some indication of the opportunities offered therein.

Taking up each of these points in the order mentioned, the way in which an attempt is made to carry them out follows:

1. The background of the present newspaper library is given in one or two class lectures, tracing the development of all libraries from earliest time to the present. Needless to say, this is a mere sketch. 2. Fully half the course is devoted to a study designed to promote familiarity with reference books and what is in them. This is attained by a very simple method, and one long used in regular library schools: The question and answer method. As a preliminary to this, a mimeographed list of reference books is distributed. The books have been divided, simply for convenience in consideration, into six groups: Local Reference Materials; Reference Books of General Facts; Year Books, Almanacs, Books of Statistics; Atlases and Books of Geographical Information; Men and Affairs (the Who's Who type of book); Directories, Indexes, and Newspaper Files.

A copy of this list, in its latest revision, which involves eight groups, is to be distributed among you. You are earnestly requested to add such books as are now missing, and to mark the books on the list according to their value to your newspaper,—all as indicated on the separate sheet given to you with the list. Thus, with your co-operation, we may develop a list that is complete and valuable.

The writer hopes to formulate lists of books:
1. For a metropolitan daily library,
2. For a small city daily library, and
3. For a weekly newspaper library.

If the newspaper librarians will be so good as to co-operate in this plan, perhaps the list may be issued in printed booklet form later this year, together with a brief description of each book, its publisher, and retail price. Thus, the librarian may estimate easily what is needed and what it will cost. Since this will deal particularly with the newspaper library needs, it will in no way conflict with existing books of the sort listing all books of reference.

This list, at present, serves as a basis for a brief discussion of what is in the books. One division is considered each day—the class meeting twice a week—and a Question Sheet distributed covering the books in each class, with two such sheets for the division of Year Books, Almanacs, and Books of Statistics. These questions are of every possible sort, and deal with all kinds of matters. But all require the student to dig deeply into the various reference books and discover what they have between their covers.

A set of the current question sheet is appended, for inspection by any interested librarians.

It may be noted that the student is directed to certain books for the answers to the questions asked. There may be one book indicated, or the student may be left to discover the right book from among two or three. This simplifies the student's work a great deal, saves him much time, and still gives him an idea of what is to be found in the assigned books Later, when the student is presumed to have a reasonable knowledge of reference books and their contents, sheets will be distributed that bear no indication as to where the answers may be found. Thus, there will be practical application of knowledge gained.

The first time the course was given there was no specific suggestion given as to where the answers might be found. This resulted in the student's wasting a great deal of time looking for the right book, before he began to look for the answer The result was that he often failed to find any answer at all, thereby robbing the plan of its value, or he devoted more time to the search than was warranted.

It is presumed that, whether the student goes into newspaper work or not, such knowledge of reference books as he gains will help him in any other business or profession. In fact, because most of the students in the course are sophomores, they undoubtedly will find the knowledge of books valuable to them throughout the remainder of their college courses. The instructor has been gratified to hear indirect reports that already the students feel they were well repaid for their efforts because of the advantage the knowledge has proved to be in other work. 3. The second half of the course is devoted to the clipping phase of the newspaper library.

For this purpose, each student provides himself with an expanding file, of the accordion variety, about 6 by 9 inches in size. This he can bring to class without too great effort. He also obtains a quantity of light manila envelopes, 5 by 7 inches in size, with square flap on the 7-inch side; with cross reference cards of the same size. This outfit costs between $1.75 and $2.00. In addition, arrangements are made to have enough copies of a local daily newspaper delivered at the classroom twice a week to provide every member of the class with a copy of the same edition.

Instructions are given in classifying these stories, basing the system on The New York Times Index method. To save time, only stories from the front page, and the first page of the second section are classified, clipped, dated, and filed. The filing method is alphabetical and standard, based on The Milwaukee Journal and Detroit News plan. Plenty of cross references are encouraged.

Toward the end of the term an examination is conducted. The instructor asks questions based on materials that should be in the files. A rather short time is permitted for answer Thus, the need for speed, efficient filing methods, and complete references is emphasized. Later, the files are turned in and examined for neatness. It would be an endless and useless procedure to go through each file to check mistakes.

4. General newspaper library methods are explained by the instructor, based upon visits to such libraries, personal experience, letters from librarians, material from Editor and Publisher and other trade publications, and a small part, with Mr. Winthrop Hamlin and Mr. Ralph Barnes, in the development of a much-needed clipping file for the Paris edition of The New York Herald.

This course is in its infancy, but its importance and value seems evident, not only to the members of the Minnesota staff, but to other departments of journalism. We understand that at least three other university departments of journalism are contemplating the inauguration of such courses—Missouri, Montana, and Oklahoma. There may be others.

So far as Minnesota is concerned, the future looks very encouraging Among other things, the department was made a bequest in the will of the late Herschel V. Jones, of The Minneapolis Journal, by which it receives an annual income of about $1,200 to be used exclusively in the upbuilding of a library on journalism. It also is planned to establish a model newspaper library, with clipping files, photograph files, and other necessary impedimenta to be used, not only for the instruction of students, but for the benefit of state newspapers.

In the meantime, and *all the time*, we will be more than grateful for any suggestions from working librarians.

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Posthumous works by the late John Cotton Dana are still appearing in print Forbes Magazine is running a series of articles on "Art and Design," by Mr. Dana and the Wilson Bulletin for October reprints from the New York Times an article relating to libraries and fiction. The Times in an editorial states: "Mr. Dana has come to be regarded as almost our leading authority on library management" and concludes by adding "Such a posthumous counsel coming from such a source is certain to receive due attention from all interested in the subject."

* * *

The Explorers Club, 544 Cathedral Parkway, New York, offers free to any library willing to pay transportation New South Wales Official Year Book, 1904-21, and New Zealand Official Year Book, 1896-1922. Address Dr. Frederick A. Blossom, Librarian

# Value and Depreciation of Photos

By H. A. Baker, General Manager, Pacific and Atlantic Photos, New York

AS all newspaper librarians well know, pictures have extremely fluctuating valuations. The picture you cannot locate, and which the Managing Editor distinctly remembers was published July 18, 1905, (or was it December 6, 1908), is probably the most valuable at that moment. To borrow from Briggs, "What a grand and glorious feeling" it is when the M. E. finally recalls he saw it published in last week's Saturday Evening Post.

Picture value largely rests with the newspaper editor. Many an excellent photograph loses much of its effectiveness because of improper handling. An illustration of this that most of you will recall is the famous photograph of the sinking of the S.S. Vestris. Several newspapers published this picture in full page size, but one that came to my attention ran a two column cut buried on the inside of the paper. The result—newspapers that played this picture for a full page got every bit of possible value out of it. The paper that ran it for a two column cut lost a golden opportunity to feature what is probably the greatest newspicture ever made.

The monetary value of a photo is a difficult thing to judge. Thousands of dollars have been spent in an effort to secure a single photo that when published did not justify its cost.

A startling happening, breaking the day of the receipt of this costly picture, depreciated its value considerably. We know of numerous instances of valuable pictures being crowded out or reduced in size because of a "tight" paper or some happening of great local interest. It is therefore most difficult for the editors of the picture services to judge the monetary value of any photograph before the market has been reached.

The larger photographic syndicates do not operate on a commercial basis. Owned or subsidized by newspapers or newspaper groups, these syndicates cover photographic assignments as the Associated Press, United Press, and International News Service cover news—with cost a secondary consideration. A conservative estimate of the cost to the five larger news photo services in gathering and distributing newspictures is a million and a half dollars annually; thousands of gross of print paper is used annually (some of you may think you get the entire output for file); and the yearly postage bill runs into a small fortune. The cost of hiring private airplanes for the making and distribution of newspictures is estimated at one hundred thousand dollars yearly.

The Bremen flight story was probably the most expensive assignment ever covered by newspicture services. It cost my organization about $15,000. Two chartered airplanes were sent from New York to Greenly Island and return, and other chartered planes were used in transportation work between New York and Murray Bay, Canada, the base of the rescue operations. Our investment resulted in a twenty-four hour scoop on the first angle of the story, but we took a twelve hour beating on the second angle. What was the actual value of the picture? Aside from the intangible value of having permitted our contract clients to score a scoop on a story of tremendous interest, the actual dollars and cents value of the pictures did not exceed $3,000. Another organization spent about $5,000 on the same assignment and did not fare better than second on any angle of the story. What again was the value here?

Speed is the first essential of newspicture gathering and speed is costly. The first picture in on an important story is the most valuable regardless of quality. Give me an amateur shot today in preference to a photographic masterpiece tomorrow—or better still, give me both.

In that my scheduled talk is on picture values and depreciation, I will tell you a story or two of our painful experiences with price fluctuations.

Back in 1923 my organization was fortunate to reach Chicago from Seattle with the first pictures of the terrible Japanese earthquake. We had been promised a total of $5,000 for first publication in the evening papers there. Our airplane, after a flight from Seattle,

arrived at Chicago at 10:30 A. M., and owing to the fact that our closest competitor's plane was reported forced down in a storm in North Minnesota, we decided to hold the pictures for exclusive publication in the morning Tribune of the following day. At 1:30 P. M. our competitor's plane arrived with *better* pictures. The market immediately dropped and we were fortunate to get $1,000 for our plates. Here is an illustration of a decrease in valuation of $4,000 in three hours' time.

On another occasion we secured first pictures in New York of the Florida hurricane disaster in 1926. A $6,000 market could easily have been found in New York alone if we released these pictures for immediate publication in the evening papers, but they were held for exclusive use in the Daily News, a morning paper. Our plane arrived in New York at 8 A. M., and eight hours later every syndicate in town had pictures and were scrambling for sales at $10.00 per picture.

The most expensive story is usually the least productive from the view point of net revenue. Keen competition exists in both the gathering and selling fields and prices asked for the product in the open markets depends entirely on whether or not the seller has competition.

From the newspaper's viewpoint, the valuation of any important photograph depends greatly on its exclusiveness, or—if it cannot be published exclusively, to prevent the other fellow from scoring a scoop.

The best picture markets range as follows: New York, Chicago, Boston, Philadelphia and St. Louis. In other cities picture service is supplied largely by contract. London is one of the world's greatest picture markets Two picture tabloids and eight profusely illustrated full size newspapers are published there daily. In addition the famous weeklies—such as the Graphic, Illustrated London News and Sphere consume a great number of pictures. The standard rates for photographs in England are higher than those charged in the United States. It should interest you to know that the practice in England is to charge a publication fee. The newspaper never purchases a photograph—merely the right to publish it once. On each succeeding publication the newspaper is charged the publication rate. Our London office once secured an exclusive picture of the leader of a German political group then very much in the news. This apparently was the only picture of the man in England and there were at least forty "republication fees" charged. What, therefore, do you think is the valuation of a good picture of President Hoover? Ex-President Coolidge and others very much in the news of the day? Your Mr. Alcott raises the question of the file valuation of 1,000 photographs, purchased at the rate of $3.00 each and published at the time of purchase. I do not believe anyone can set even a nearly accurate estimate. The value of one picture in that group, assuming it cannot be replaced, may run into the hundreds. On the other hand it may be possible to replace each one at a cost of little more than copying and printing. Syndicate files that have cost many thousands of dollars to build have been offered to us for from one tenth to one twentieth of their cost. Why? Because the original gatherer has lost his market through competition, or because of changes in the requirements of newspapers. Old pictures may be many times more valuable than new ones because of their rarity. A picture of President Hoover as a boy, for example, has a greater monetary value today than one of him as President. Fifty years from now the boyhood picture will probably be valueless while the picture of today will still be in demand.

Our library contains some two hundred thousand negatives gathered during the past ten years. Many of them date back fifty years and more, proving that during the past ten years we have deemed it advisable to purchase pictures made years before we entered the field. Therefore, a picture is never entirely valueless regardless of its age. We discard only after great consideration. Three members of the staff are entrusted with this work. A file clerk first weeds out. The weeded out negatives are then passed to the librarian who may replace many the clerk thought valueless. The Sales Manager is the final judge. Knowing the requirements of the market he checks the Librarians' work and other

negatives may be returned to file. In this manner we try to safeguard against the loss of our greatest stock in trade—our library.

In closing, I want to tell you how grateful I am for this opportunity to meet and talk to you and to compliment you on the great work you are doing as an organization and as individuals.

# Value and Depreciation of Photos, Newspaper Clippings and Cuts, from the Appraiser's Standpoint

By J. Sheldon Cartwright, Appraisal Engineer, Winthrop, Mass.

IN considering the values and depreciations of material in the newspaper library, one runs into a complex subject. What value shall the newspaper proprietor place on his library? The answer bears on what he shall pay for premiums, on the necessary value he will want to recover in case he is unfortunate enough to have a fire destroy his wealth of references.

As a matter of fact in a frank analysis of the matter, is it not largely a question of psychology, based on judgment and training?

It would be very expensive to pay premiums based on first cost, to say nothing of the replacement value after a lapse of years, or of depreciation on account of use or misuse. Fortunately, there have been no fires in newspaper libraries to establish records on which to base determinations as to what the depreciations would be, so that the question resolves itself into one of psychology and the experience of the insurance adjuster. A hard and fast rule is absolutely impossible. A "valued policy" is expensive, for one may forget the constant additions and subtractions, which as a co-insurer, exacts a penalty and imposes an aching void.

A Photo, in emergency, or in an event of world wide importance, as a matter of value, at the moment would be worth hundreds of dollars, a series of clippings would be of inestimable value, but in forty-eight hours, the value would be negligible, and it might be a long time before they were again used, therefore, one cannot even figure an average depreciation.

As an illustration of the workings of a newspaper library, known to the writer, a record was kept for twelve months of the applications for material and the availability of the information requested, not including telephone calls, and it was found that while information was furnished for about 93% of all calls, only a percentage of .0064 of the total material on hand was used; on cuts 80% of calls were filled, or a percentage of .0447 of the total cuts on hand. This is a concrete example, and shows why a correct determination is hard to get, and it shows the part "Old Cy Cology" plays in the game.

In arriving at the figures which follow, the writer spent many days seeking a fair solution After a great deal of figuring of cost values, of wages of employees, amount of labor per hour, the following "Sound Values" were arrived at:

| | |
|---|---|
| Typed envelopes | 005 |
| "Service" photos | 10 |
| Miscellaneous clippings | .01 |
| Own photos | .10 |
| Free photos | .00 |
| Movie photos | .00 |
| Cuts from 2x2" to 8x7" | $ 25 (each) |
| Seldom used reference books | 50 (each) |
| Up-to-date reference books | 1 00 (each) |

One of the things that should be borne in mind is that department heads generally think that the clippings pertaining to their particular hobby, are priceless, and in a way they are. Will money replace them? No, it will not. Then why pay insurance premiums on a high valuation, if all the money in the world will not replace them? If they have a very high sentimental value, the recommendation is made that these be put in a special concrete vault, where fire cannot harm them and premiums can be saved.

The "Sound Value" figures which are given here may seem too low or too small, but as a matter of fact the total, including books and pamphlets, but not the steel shelving or filing cases, amount to 15.62% of the "Replacement Value" which gives a very substantial amount on which to start in rebuilding a destroyed Newspaper Library. This the writer considers a fair basis for any large library

Bear in mind that after deciding on your unit value, it is only necessary to confer with your broker, give location of your various items, have a clause attached to the policy covering this item, and agree to a settlement on this unit basis in case of loss.

Some of my newspaper friends may consider that this position is a sordid one, and the insurance people may also dissent, but these are hard-boiled facts. Frankly a lot of the material which collects in a library, including photos, may never be used, and really would the "Dear Public" suffer a bit of harm if it never did see them?

The writer, while familiar with the newspaper game, from press to pica, looks at the subject from the standpoint of an appraiser and adjuster; and knowing more or less of the intricacies of the insurance business, contributes this discussion in the hope that it may be of benefit to some and help to solve the uncertainties surrounding this involved problem of values in a newspaper library.

# Securing Local Biographical Sketches

By Joseph Sheridan, Librarian, The Beacon Journal, Akron, Ohio

JUST a few minutes before the dead line for the final edition, in any newspaper office, particularly in cities not in the metropolitan class, word comes that John Blank, president of the Big River Bank, died suddenly while away from home on a pleasure tour with members of his family. He was one of the well known men in town, of course.

The city editor calls on the "morgue" for a biography of the deceased. Time is short. "Make it snappy," orders the city editor The "Morgue" sends back word that there is no biographical sketch on file. There are other clippings related to Blank's election to the presidency of the bank, and other clippings referring to his participation in civic enterprises, "drives" and the like.

The bank is closed. The members of the family of the deceased are out of town, having gone on the tour with him. An effort to obtain even a brief sketch of the man's career is blocked; and he is one man whose demise the newspaper should have been prepared for with a biographical sketch.

"We should have had something on him," the managing editor remarks. "Sure we should," agrees the city editor who feels that the managing editor's remark can be construed as a criticism of his efficiency. "And there are many other big men in town who will die without us having 'obits' on them before they do unless there is warning of their approaching end and we have time to gather the facts before death occurs"

In the metropolitan newspapers this situation, probably, is not so acute. As a rule the big men in these cities are also big enough for the whole nation, to attract attention of the large news service corporations which furnish their clients with biographical sketches; and as a rule these men are included in "Who's Who" But it is different in the smaller cities.

One of the chief items in the modern scheme of efficiency in the newspaper business is preparedness. The hand of death has a habit of striking at any time, and striking the man who is well known in the community. Well known yes, but how well known? Who knows when and where he was born, and the rest of the story of his life? Is the news room on the daily paper ready when death strikes?

Death, sudden death particularly, upsets the members of the family. Confusion results The family is concerned with its grief. The widow and children are distraught. Those of us who have had experience in the gathering of news know how true this is At

such a time the newspaper reporter might be regarded as a cold proposition. It is his business to "get the story." Perhaps he is endeavoring to get it over the phone. Maybe he is making a personal call.

But it is a poor time, in most cases, to expect to get a full, complete and chronological sketch of the career of the deceased. Memories are poor. Outside of the record in the family Bible there is little, if anything, of documentary record to produce. It means, in many instances, that the reporter must consult others outside the family to find pieces of material with which to construct a story such as the readers of his papers might expect with reference to the man who was "so well known."

In addition to the lack of material for the biography there is also the lack of a recent photograph. The deceased never gave the matter of a photograph much thought, it seems. The last one was taken when he was graduated from college or at the time he was married. Or perhaps the family has one of him in a group of golfers, or a camping party. None of these, of course, will suffice for the story of his death.

All of this denotes lack of preparedness on the part of the newspaper. These deficiencies need not exist And, speaking for the Akron Beacon Journal, they have not existed for the past few years. Like the good little Boy Scout we are prepared.

When the city editor, in the case of John Blank, above referred to, remarked that there were other big men in town concerning whom the newspaper "morgue" had no biographical sketches, the managing editor said "something ought to be done about it." The city editor agreed with him. "But," he countered, "the thing to know is how to do something about it. We cannot, in every instance, ask a man to let us have the story of his life, to be filed in the 'morgue' to be used when he dies. He may have a horror of death.

"He certainly will have a horror of death if he is having a good time in life. Death is the last thing he will want to think about, and he may not want to think about it at all. A newspaper reporter is not an evangelist who can tell Mr. Prominent Citizen to prepare for death by letting the newspaper have a story of his life. To mention death to him might cause him to 'feel the creeps' as if he imagined someone was walking over his grave, or the spot where his grave will be dug. But the fact remains that we ought to be prepared. The question is, how?"

This set the managing editor to cogitating. Here was a job for him, he concluded He made a list of a number of prominent citizens in town, and had the files searched to learn as to how many of them were written up with biographies. The result is easy for the imagination. There were very few. Nothing on many of the prominent merchants, professional men, heads of industries, heads of public service corporations, retired men from the various walks of life; men who had before held places of prominence in the community, leaders in their churches, lodges and clubs.

We had the same experience in the Beacon Journal. Then we laid our plans for preparedness. From the secretaries of the various leading clubs, country and golf clubs, noonday luncheon clubs, lodges, business associations, etc., we obtained names of members and in most instances the dates of their births. That was all we needed. We used a small diary such as is found convenient on a business man's desk. These names were entered under the dates given, such as, for instance, May 25, John Brown, superintendent of the gas works; August 14, Dick Smith, president of the Mammoth Department Store, and so on.

In a short time we had the book filled with "dates" from January 1 to December 31, some dates with more than one name under them. Came the beginning of 1925 and we were ready to start with our plan to congratulate one man each day on his birthday. One man was assigned to that job and given the chance to develop himself as a "specialist" in offering birthday congratulations. He has been at it ever since.

The column is captioned "We Congratulate" on a two column slug. Beneath the caption appears the name of the subject and his picture in a single column cut. When he began this daily feature we, for a short while, confined it to a short biography. But we soon

learned that here was an opportunity to obtain a more intimate picture of the man. Since then we have lengthened the stories somewhat.

The method of approach is this: Several days prior to the man's birthday he is called on the phone and a dialogue something like this ensues:

Reporter: Is this Mr. Ladle? (Ladle is head of a large plumbing and heating concern.)

Ladle: Yes.

Reporter: This is Scribbler of the Beacon Journal. I understand that all of the plumbing and heating concerns in the city are to be closed all day Thursday of next week.

Ladle: I haven't heard anything about it. What are they going to close for?

Reporter: That will be your birthday, am I right?

Ladle: O, ha ha! Of course. I had forgotten all about it. Ha ha. Good idea. But I hardly think they will close.

Reporter: Well, whether they close or not the Beacon Journal is very anxious to help you celebrate your birthday in a fitting manner by congratulating you

Ladle: That's very kind, indeed, I am sure, but—

Reporter: Can I see you at your office this morning or this afternoon, or at any time you say? You set the time and I will be there.

And thus the appointment is made. Sometimes Mr. Prominent Citizen seems to want to stall-off, he says he does not care for publicity or seeing his picture in the paper. The reporter has to demonstrate his salesmanship ability notwithstanding the fact that he wants to "sell" something to the Prominent Citizen and it will not cost the latter a cent. It is true, there are some men who refuse to be congratulated, and unless the reporter can obtain the material and the photograph by resorting to a conspiracy, he has to pass up the subject and take someone else for that day.

If there happens to be none other listed for that date then take one of the names listed for the next date and congratulate him a day in advance. This is often the case, especially with a man whose birthday occurs on Sunday and we are quite anxious to have him listed and written up. We have met with refusals from only about three per cent of the man solicited.

All arguments to the contrary notwithstanding most men, in any walk of life, are human They may say they do not care to see any publicity about themselves. But we have found out that they really enjoy it The sales of extra copies of the Beacon Journal, nearly every day, to these "congratulees" proves it. These papers with the "We Congratulate" story marked have been mailed to the four corners of the globe. We know it.

When the interview begins the first item is the date and place of birth. Then follows the usual chronology—the man's boyhood, his schooling, graduations, and places of employment; his advances to positions of trust and responsibility; his reasons for making changes, for locating in Akron if he came from elsewhere. His additional business connections, if any. Is he an officer in a church? His lodge and club memberships and his activities in them? Then his hobbies.

Does he play golf, ever win any cups ("or saucers") or made a hole in one? What are his other recreational diversions? Has he a collection hobby, is he musical, play bridge or pinochle; what are his book or reading diversions? Is he interested in politics, and has he ever held public office? Does he like to travel? Has he had any military experience? Interested in aviation or been up in aircraft? Does he work cross word puzzles or write poetry?

All this time, while the interview progresses, the reporter absorbs a picture of the man's past and learns what his boyhood ambitions were and how he came to be placed in his present situation in life. This can be used as a leading opener for the story. If the man in question is a "good scout" the reporter has a splendid opportunity to work in some very humorous and intimate lines. And it is a fact that the subject himself enjoys it, especially when his friends call him on the phone, write him letters and stop him on the street to "razz" him.

And from the start we have rigorously adhered to the rule that none of these men can see advance copies of the write-ups. They must wait until they see it in print, the same as any other reader does If we permitted them to revise the copy

they would be writing their own congratulations, a very unheard of thing. We prefer to do our own congratulating of the other fellow.

The feature has become so popular that we have had very little difficulty in obtaining dates on other men not listed in the lists procured as stated above. We checked over the list of lawyers and those not included in the club lists were asked for their birthday dates, and gave them. The ministerial association list was treated the same way. In addition we have been given tips on dates by persons acquainted with some very excellent subjects for these articles. In some cases men have been congratulated without their knowledge or consent as the result of enterprise on the part of wife or children. If we have no art on the man and he has no recent photograph we arrange for that, very easily.

In addition to this daily feature we have also added others, all in the biographical atmosphere. We have published sketches of the members of the police, fire and postal employees, not however on their birthdays, but containing all the preparedness material we would need in case of death. Other lists are coming.

And since we started these biographical features in 1925 we have filed more than 2,000 stories which can be used for obituaries. All that needs to be added when death occurs is the time and cause of death and place where it occurs, list of members of the family, funeral, etc., all of which, in most cases, can be obtained from the funeral director.

Mr. Prominent Citizen in Akron and vicinity does not have to wait until he dies to read what the Beacon Journal says about him. We give him that pleasure on one of his birthdays. And while gathering these local biographies we have discovered quite a few men worthy to be regarded as of national importance, and the Associated Press, of which the Beacon Journal is a member, has agreed with us by publishing these sketches, when offered, in its semi-monthly biographical sketch service. Since we began this feature we have, on very many occasions, used the material on file when death claimed a man we previously had congratulated.

Thus the Akron Beacon Journal was prepared.

# Indexing Feature Articles

By Reinhold T. Pusch, The American Weekly, Inc., New York City

THE American Weekly is one of the most important properties of the Hearst organization, and is a publication that is not always recognized by its title. That is because the American Weekly is a supplement. It is by unanimous agreement, the virtual backbone of the Hearst Sunday newspapers, but because it is published as a section of these papers, it does not come into independent fame It is made up in New York City as the magazine supplement to the New York Sunday American and is also sent out as a supplement to the various Hearst Sunday newspapers published in: Albany, Atlanta, Baltimore, Boston, Chicago, Detroit, Los Angeles, Milwaukee, Omaha, Pittsburgh, Rochester, San Antonio, San Francisco, Seattle, Syracuse and Washington.

Its affiliation with these Sunday newspapers makes it a combination of newspaper and magazine. It deals with news as well as special features of popular interest. The fact that it elaborately illustrates its features with photographs and drawings makes it obvious that it is a decided attraction to readers in the Sunday newspaper field.

The files of used and unused pictorial material in the library at the American Weekly constitutes one of the most valuable collections in the field of newspaper libraries. To file an index this vast amount of material so that it is available for future use is one of the many important problems which confront the librarian and his assistants. To shelve and catalog the library's collection of books and bring out the valuable text which they contain is another problem.

And perhaps the most important problem to solve is that of indexing and keeping a record of the American Weekly's own feature articles, so that the librarian or his assistants can answer quickly such a question as this one which came from the Advertising Department—(It was a telephone call and in a hurry as advertising departments always are)—"Can you tell us when we ran an article called—'Science At Last Finds Out Why Civilized Man's Teeth Decay'—?

Or perhaps the editor wanted to know when a story about the "Predmost cave man" appeared.

Or, "How many stories on Astronomy have we had in recent years?"

To answer such questions, and many more which are sometimes very puzzling, the American Weekly maintains an index to the bound files Supplementing the old ledger style of indexing, a card index was started in 1924. Each weekly issue is indexed immediately after publication. It is this index which the writer has decided to tell you about.

The information is typed on 3x5 white unruled cards of durable quality. To the editors, as a rule, the title of a feature doesn't mean much after it has once been used in print, but to the indexer it meant a foundation on which to build the index.

The title card is the main card. Beginning three typewriter spaces from the left edge of the card and a line below the top edge—the title of the feature is typed in black exactly as it appeared on the printed page—followed by the date of issue e. g.,

Mysterious Disappearing Island of the South Pacific, The 5-5-29

With the exception of cross reference cards, this same information—title in full and date appear on all other cards made out for the features.

Subject headings are typed in red—one line below the top edge of the card and six spaces from the left edge Then a line is skipped and the title in black beginning three spaces from the left is repeated as mentioned above e. g.,

1. Falcon Island
   Mysterious Disappearing Island of the South Pacific The 5-5-29
2. Islands
   Mysterious Disappearing Island of the South Pacific, The 5-5-29
   Volcanic Islands
   Mysterious Disappearing Island of the South Pacific, The 5-5-29

Inverted titles are often used as a means of quick ready reference. These are typed in black and begin three spaces from the left the same as title cards. e. g.,

Disappearing Island of the South Pacific, The Mysterious 5-5-29

Cross reference headings are typed in red the same as subject headings e. g.,

Tonga islands See also
Falcon island

Tracers of headings used are typed on the reverse side of the title card. This is for the indexer's information. e. g.,

Falcon island,
Islands,
Volcanic Islands,
Disappearing Island of the . .
Tonga islands

Form headings are treated as subject headings and are typed in red. Those in use are.

Front Page,
Fashion Page,
Fiction,
Plays.

Under the heading Front page, the title with full information is listed. e. g.,

Front page:
Paintings from the Palace of the Fabled Man-Bull 5-5-29 (front page with text)

Fashion pages are treated as follows:

Fashion page—Negligee
New Negligees, The 5-5-29

For Fiction and Plays, the main card is the author card, typed in black. The author's name begins at three spaces from the left edge of the card the same as a title card But on the line underneath is the title of the fiction, or play, followed by the date.

Under the form heading the title begins first, followed by the author's name. Full information is on both cards. e. g.,

1. Greig, Maysie
   Luxury Girl, The (Serial)
   start: 2-17-29
   end: 5-5-29
2. Fiction
   Luxury Girl, The by Maysie Greig
   start: 2-17-29
   end: 5-5-29

In the drawers all the cards are arranged in dictionary catalog arrangement. The cards under the subject headings, form headings and authors are arranged alphabetically by the first letter in the title of the feature and not chronologically.

# Technique of Marking Newspaper Articles

By Agnes J. Petersen, Librarian, The Milwaukee Journal

TODAY'S newspaper, while it is being classified, is the most important iss e to me, might be the song of the successful librarian In no other part of the library profession is there such a demand for material hot off the press as there is in the office of the newspaper librarian. The news staff cannot wait on the librarian and he must get his work out each day, so that he can meet his demands for information promptly and intelligently.

To ascertain how librarians went about this task of classifying the news of the day, a request was sent out a year ago to a few librarians to classify the front page articles in the May first issue of their respective papers, just as they would for filing in their offices. These pages were mounted and were on exhibit at the Special Libraries Convention, May 21-23, 1928, at Washington, D. C. My aim will be to give you an analysis and conclusions based on these classified front pages.

These newspapers represented different sections of the country, namely Philadelphia, Baltimore, Boston, New York, Camden, Cleveland, Detroit, Milwaukee, Sheboygan, Denver and Los Angeles, or the states of California, Colorado, Wisconsin, Michigan, Ohio, New Jersey, New York, Massachusetts, Maryland and Pennsylvania. They ought to be representative, therefore, of whatever diversities of practice there may be in classification.

The analysis falls readily into six divisions—main subject headings, sub-headings, underscoring, cross references, use of duplicate copies and personal choice of color used in marking the pages.

In every case but three, the classifier circled the main subject heading, whether the key word appeared in the text, in the heading of the article or was written in by the librarian; three classifiers simply underscored it. In a few cases, sub-heads were underscored, the classifier using one, two, or three lines to show the manner in which the sub-heads were to follow the main subject heading. In one case the underscoring was used to give the typist a clew to the most important matter in the story.

Duplicate copies of stories to be filed were indicated by most librarians only where the librarian thought it necessary. These librarians use cross reference cards mainly to catch needed information. Other librarians indicated duplicate clippings liberally instead of cross references. One used eight copies of each story for filing under all necessary classifications.

It was interesting to note that many librarians employ a color scheme to make their classifications easier to understand. One classifier uses red ink; another, red and blue ink, with the main heading in blue and cross references in red, while the number of cross references to be made are marked within a circle, both number and circle being in red ink. Blue and red pencils are used by others, as well as the humble lead pencil. One librarian uses a check mark on the article classified to indicate that the story is filed under more than one heading. Another writes that as many copies of the issue are marked as there are different subjects in the article. One librarian uses a large circle to embrace the material necessary for the typist to get a clew to the story without reading the entire article.

The Bremen fliers were front page stories on May 1st, so I chose the account of their flight and reception for a closer analysis of the practices of classification. I made a chart, giving first the name of the newspaper, second, the main subject heading used in classifying the articles, third, the sub-headings used and fourth the sub-headings, to show just how the librarians classified the flight and the reception of the fliers.

This chart shows that "Aviation" as a main subject heading was circled 4 times and "Aeronautics" 3 times. The first sub-heading, "Trans-Atlantic flights," was used 3 times, while "Flights—trans-Atlantic" was used 4 times. The second sub-head listed "Bremen" 4 times, while

one classifier used "German," another "Germany to America," and a third "Germany to United States—Bremen." The chart also shows the main headings circled to be "Bremen fliers;" "Bremen fliers, New York, Come to;" "Bremen crew;" "Baron Huenefeld—New York—Reception—1928."

Since the main subject headings, "Aviation" and "Aeronautics," were most frequently used, it will be profitable, perhaps, as a further insight into classification, to examine the meaning of the two words In "Modern Aircraft," the author, Major Victor W. Page, defines "aviation" as "the art of operating heavier-than-air craft." He explains "aeronautics" to be the science and art pertaining to the flight of air craft, including both heavier-than-air and lighter-than-air flying. Thus there is revealed an essential difference in classification in the choice of these two words. The librarian who chose "aviation" could group under his main subject heading all airplane flights, such as that of the Bremen and the voyages of Lindbergh. He could not, however, take care of the flight of the Graf Zeppelin to this country, but would be compelled to make a new subject heading for dirigibles. The use of "aeronautics," on the other hand, enabled the librarian to gather the news of all historic air flights under one main subject heading. This is a matter which the librarian must decide according to his general plan of filing. And it is important to note that the choice of a word, made in the process of classifying a page, may affect the system of the librarian, not only for days but for months and years to come

The librarian has this problem to meet daily, in deciding upon the most logical and the clearest headings, not only for the purpose of getting the material of that day into the files but of correlating it with what is to come after. Further, he must remember that the test of a library is its usefulness and that these same headings must be such as will meet the quick demands of the news writer and the editorial writer The headings must not depart too far from the habits of the newspaper mind. It is wise to anticipate just how the news writer or the editorial writer will call for that particular material.

The news writer is likely to rush in some day and say, "Gimme all you've got on the Bremen fliers. They're coming to this country again" Or, "Who was that pilot that came over with Huenefeld in the Bremen? A flier has just crashed in Germany and I think it is the same one." The editorial writer, on the other hand, may be rolling around in his mind the subject of trans-Atlantic flights, and so want material on all those who have crossed the ocean, whether they came by the grace of hydrogen or wings.

One more observation and I shall have finished. Recently the Evening Bulletin of Philadelphia did the unique thing of reprinting the contents of one day's paper. All advertising was omitted, all else was reproduced, not in the type and form of a newspaper, but in a type and form used in books.

That volume, made up of the issue of June 4, 1928, contained 102.48 newspaper columns of news, editorials, pictures and reading matter of all kinds. I thumbed through it with the task of the classifier in mind. Here was a concrete example of the amount of material that the librarian reads and classifies in just one day's paper. In book form, it runs into 300 pages.

When we contemplate that task, and what it means to the newspaper librarian, we understand how essential it is to study the subject of classification and to try, as a group working in a single field, to reach underlying principles of classfying that will serve as guide-posts to all of us.

## An Up-to-Date Railroad Map

A railroad map which may be valuable to many special libraries is now available in a new edition Edward Aberle, publisher and designer of maps, 671 Broad Street, Newark, N J., is responsible for this "Railroad Map of the United States." The map is made in colors, by means of which the Groupings of railroads in nineteen systems, as based on the Tentative Railroad Consolidation Plan of the Interstate Commerce Commission, are readily shown. An Alphabetical Index of the individual railroads in these Systems also appears on the face of the map. It is very clear and distinct, printed on tough paper, size 28 by 42 inches, scale 80 miles to an inch.

# Vertical File and Scrap Books

By Katharine K. Patten, Washingtoniana Division, Public Library, District of Columbia

IN 1905 the Public Library of the District of Columbia started a modest collection of books, maps, pamphlets and clippings about District of Columbia history and institutions which was given the name "Washingtoniana Collection."

At that time the name was larger than the collection, which was, like Gaul, divided into 3 parts. The first part, the books, occupied a small section reserved for them in the stacks, the maps were stored in cases in the librarian's office and the vertical file was kept in the reference room. For many years the books of the collection circulated freely, their value hardly being realized, and more attention was necessarily being given to other phases of the work. These books, of which there are nearly 3,000, cover biography, history and description, the laws of the city from the beginning of the government here, engineering projects and the history and government of the public schools. Among the rare books in the collection are the early city directories from 1822, the little books of etiquette of the early days, the 1830 edition of the "Ten Miles Square" and the guide books and year books for many years. The collection of early fiction written about the District of Columbia is, also, unusually strong.

How did the site of Washington and the District of Columbia look in 1790 and 1800 when the government came here? The maps of the Washingtoniana Collection, that fascinating study of the early plan of the city, tell this story. The basis of this valuable collection of 180 maps, is what is known as the "Hood Collection" purchased from Mr. James F. Hood many years ago. Included in it are the "Embryo" map, the L'Enfant map and the Ellicott map. The maps have been treated as library material, shelf-listed by number and a careful record kept of each addition to the collection.

The vertical file and the scrap books: from the standpoint of the librarian this would probably be considered the backbone of the collection. For this very reason in the early days of the work more attention was given to the building up of the vertical file.

When the library moved into its present home in 1902 a great quantity of loose material, bound and unbound, came with it. This material was in boxes, barrels and just loose. A systematic examination was given all of it; duplicate copies of bound magazines by the dozens were "sliced;" appropriate pamphlets were laid aside; old newspapers carefully scanned for interesting sidelights; the clipping of the current Washington newspapers begun in earnest; and the vertical file was born. Clipping went on endlessly and the "Song of the Shears" might be said to have been the favorite poem of those entrusted with the care of the vertical file. This clipping kept the file up-to-date on all current topics. It was enriched greatly, however, along other lines by the acquisition of 2 large collections: those of Mr. James A. Wineberger and Mr. Francis E. Leupp.

Mr. Wineberger was a bookseller of the early days, and a genuine collector of Washington material. His name is synonymous with some of the best there is in the Washingtoniana collection both books and pamphlets.

Mr. Leupp was a newspaper man famous in his day as being one of the few whose copy sent from Washington was taken without question. His collection was a regular newspaper man's collection with the additional charm to the librarian of Mr. Leupp's exactness as to sources and dates. The two collections were very large and, though at first the task looked endless, the examination of them will always remain one of the high lights of the early days of the work. The difference, too, in the character of the two collections was a delight, one supplementing the other to a remarkable degree and strengthening the contents of the file wonderfully.

Into the vertical file also goes everything pertaining to the District in the way of legislation. The Congressional Record is checked daily for bills affecting the city; the Monthly Catalog of Public Documents is checked for hearings and

reports on these bills. These are placed with other material on their subject in the file thus bringing up-to-date the status of each project. In the case of the bridges and other engineering undertakings as well as those of a private nature the attempt is made to keep the file as strong as possible.

The prints are another valuable and fascinating adjunct to the vertical file. There are between 300 and 400 prints in the collection, photographs, woodcuts and half-tones. These illustrations are placed with their subject; the print collection being strongest on such subjects as biography, Capitol, description, historic houses, inauguration, memorials and monuments and the White House During its first year in its own home the Washingtoniana Division has prepared four large exhibits drawn almost entirely from the vertical file and consisting in a large part of these prints

The arrangement of the vertical file is by subject with many sub-divisions. There are no entries in the catalog for the Washingtoniana subjects. This would be impossible from the character of the collection. Phrases and historical allusions must be used in classifying a collection like Washingtoniana, as catch words grow often to be the designated name of a locality A case in point is the word "Triangle" which is used altogether to designate the land which the U. S. Government is developing A similar case many years ago occurred when the present Center Market was laid out The space on the north of Pennsylvania Avenue between 7th and 9th Streets was referred to generally as "Market Space" and so it is to this day among the older Washingtonians. The "Market Space" stores in the 80's and 90's were among the most prominent in the city.

The file is strengthened in various ways. A card index is kept of all magazine articles about Washington appearing in the indexes from Poole to date In cases where the magazine is not available for clipping a note is made on the pocket referring to the card index. Call numbers of books in the collection and outside are placed on the pockets when there is a shortage of good popular matter about it. As soon as one phase of a subject separates itself from the main thing under discussion in the papers, a pocket is made for it and it assumes the proportions of a separate subdivision. The extension of the Capitol grounds, for instance, has assumed such proportions that it has become the Plaza with cross reference from Capitol.

The subdivisions are many and the arrangement varies according to the subject. Diplomats are arranged by countries; historic houses by locality, as in the old days, a locality had more significance than a house; politics and government, under the different forms of government with the dates during which each lasted; the White House under many, there being 30 subdivisions under the name of this historic building.

Pockets are used for filing and the V-File-M binders, the latter when the subject matter is slight or apparently finished.

As the pamphlet and clipping collection increased in size and value, it was decided to try our hand at some form of scrap book which would preserve the clippings and also put into book form much of the loose material which never seems to be of much value to the ordinary reader. Our first attempt, about 1910, was a volume of historic houses followed soon after by one on the White House. These books were bound in close binding and made a dignified appearance as well as being exceedingly useful as books of reference. This work went steadily on as fast as it could be sandwiched in with other duties During the war years little could be done other than holding our own and keeping the vertical file up-to-date on the record of those full years. Later, in 1920, when we were able to sit up once more and take stock of things, we found that, in spite of all the drawbacks, we had 8 scrap books to our credit.

During this period many changes were worked out. As it was seen that the scrap books were to be a permanent and useful feature of the work, it was decided to have them of uniform size and binding. With the help of Miss Elizabeth P. Gray, then curator of binding, the present loose leaf binder was designed These binders are a model for all work of this kind and are a

monument to the ingenuity of Miss Gray in devising unusual accessories for Washingtoniana. Sheets of paper of uniform size are cut in our bindery and a frame used to outline the margins. The actual mounting is what we call "special mounting" and requires a certain deftness and assurance together with an artistic sense when it comes to arrangement and captions. Before the real mounting takes place there is often much "unmounting" to be done. The material coming into Washingtoniana is, nine times out of ten, in the form of masses of loose clippings without arrangement or anything else; frequently the very lot that is selected for preservation has already been mounted by some careful soul who wanted to save it for posterity. They are mounted on anything handy, manila paper, ordinary newspaper and cardboard. All this must be unmounted. A flat hospital pan, longer than wide, is used for this and each section of the material carefully numbered so that the putting together again will be easy. Entire absence of source or date is another feature which must be corrected or acknowledged. The hand press is used for smaller mounts, but the larger and more important sheets are sent to the bindery for pressing.

Indexing soon became a regular feature of these books. When the larger volumes of the "Rambler" were in preparation it was realized they would be of little value unless indexed. Indexing was taken up in earnest and now forms a necessary adjunct to this part of the work. There are now, in all, 32 scrap books varying in size and importance; the latest to be undertaken being one of the "Old Brick Capitol" This historic building will soon be a thing of the past. When it was finally decided that it was to go, the book was started. There is very little in concrete form about this historic building; because of this and, also, because the vertical file had an unusual collection from many sources on the brick capitol, it was decided to give it the dignity of a scrap book of its own. Hereafter this book will represent one of the places for information about this landmark in United States history.

The vertical file was for many years the step-child of the Reference Room; its chief value in the eyes of many members of the staff being that it served as a barrier to the public from its position in the room. Work on it was necessarily done when other claims on time allowed. In spite of this it has grown from 2 drawers at the start to 24 at the present time and work on the scrap books must be kept up or it will overflow all bounds, for it deals with Washington history and that will go on, as it has in the past, hand in hand with the history of the government of the United States

# Looking In From the Outside

By John H. Miller, Public Ledger, Philadelphia

MOVIE producers have been known to select a title intended to attract greater box office patronage rather than to properly fit the plot of the motion picture. In like manner the chairman of the Program Committee has unintentionally chosen a title for this paper which has little to do with the subject. But inasmuch as we are ladies and "gentlemen of the press," you may prefer to have the paper read first and then write your own head for it.

This is a brief summary of twenty years' experience with a few great newspaper editors, men who create pages for millions of readers all over the world

Starting in as a copy boy on The New York Evening Journal, and in keeping with the tradition of the newspaper office, I spent my first day in trying to obtain from the engraving department a pailful of benday dots, seeking the key to the flagpole, looking for a lefthanded monkey-wrench, et cetera.

My "journalistic" career very nearly came to a close at the end of the day when an editor came out of his office and unceremoniously relieved me of a newspaper which I had just taken from the copy desk. I was determined on the return of the paper, and as he came back to his office, I stepped up and asked for

that which I thought rightfully belonged to me. Somewhat surprised, he asked if I had actually purchased the newspaper. Upon learning that I had not, he gave me a short lecture on property rights and passed on with the newspaper I had claimed in vain. I was then informed by one of the amused editorial staff that the lecturer was Arthur Brisbane.

Months later I was transferred to the Sunday department where I was placed in the library to take charge at six dollars per week. Although the library had been established for several years, its administration was considered a one man job, or in my case, a one-boy job. A system had been installed by two predecessors which I was obliged to follow, not having the time or experience to make any improvements even if I had known how.

My first thrill from the new job came when I was given a key to a mysterious looking cabinet as one of the many items under my charge. My curiosity caused me to open it at the first opportunity, which I did. There before me, in a windowless room, poorly illuminated by one cluster of four dust-covered electric bulbs, hung suspended the skeleton of a full grown young man. It was occasionally used for the artists and never came back without a cigar stub in its mouth or an old hat upon its head.

Before very long the skeleton was joined by a jar of alcohol containing the appendix of a staff member which he very gladly donated to the collection. Some months later two small snakes which had been found in a New York skyscraper were also placed "on file." They disappeared overnight in some unknown fashion, and for weeks after the fearful feeling was ever present of reaching for an envelope and grabbing a reptilian handful instead.

I stumbled along for the first year before I began to settle down under the daily pressure of requests from some twenty members of the staff, specialists in their particular line, whose wants ranged from information or pictures on prehistoric mosquitoes to that of Mrs. Vanderbilt.

We published four sections of the Sunday paper at that time with occasional special sections and supplements, material for which passed through my hands in one form or another. There were several thousand books, magazines in duplicate from all parts of the world, bound files, original drawings, back numbers, none of which were ever thrown away. All material was kept on wooden shelves from floor to ceiling in a room that had a door for its only opening.

I was expected to index and file this material as well as fill all requests. What I did not have on hand I had to go out and get, and it was not unusual to hold up the publication of a page until an original photograph which had been located in London or Paris arrived.

Another duty was to personally purchase all books wanted. The procedure was to pay for the books and then put in an expense voucher for the amount spent, which system caused many a week-end to be spent without funds because one preferred to wait until payday rather than present a voucher to the grouchy old cashier who always thought he was handing out his own money. Incidentally, my salary by this time was twelve dollars weekly.

But in the period of twelve years that followed, Morrill Goddard, Editor of The American Weekly, and creator of the Magazine Section of the Sunday newspaper, gave me a wonderful training. He practically made me sleep and dream pictures. I found myself always looking for the unusual photograph which some day would find its way to the magazine page via the master hand of the editor. At times I became a regular "scavenger" of photographs, rescuing many a valuable print from the waste-paper basket of another department that found no use for such pictures. I spent much time in the second-hand bookstores buying many prints at five and ten cents each which today are invaluable and go to make up what is probably the greatest photograph collection of its kind in the world.

"M. G.," as our boss was known to us, treated photographs in much the same manner as the banker does dollar bills, and often explained that a picture worthless today may be priceless tomorrow. He taught me to read photographs, which so many of us in library work fail to do, and on one occasion likened a picture to the daily newspaper. "It

should be read from left to right," he said "whether it be a carefully posed photograph or a snapshot of a riot scene."

Morrill Goddard, who is just as difficult to see as the President of the United States, had no private office where one might take up valuable time with matters not concerning the office. He is probably the least photographed man in America although he demands a complete photographic record of those pictured in his pages. When I was a member of his publishing family he had three large signs made which read "Three Minutes Is a Long Time For a Visit." They were placed in close proximity to his desk for the information of the few who did succeed in interviewing him.

Some years later Alexander Black, author, and art director of King Features Syndicate gave me a job as librarian. I received such excellent support from him that in a few years I was able to build a department that compared favorably with the former with the possible exception of its lack of historical paintings.

Jack Lait, Editor of King Features Syndicate, playwright and star reporter, cared very little about the so-called artistic photograph. In most cases he preferred the snapshot. His preference for action in photographs was also true of any requests he made. He wanted them filled quickly. A few years ago he asked for a picture of a person who had been little photographed. After some research a photographer was located on the Jersey Coast who had made such a picture some years back.

A visit to the photographer determined that his file of 50,000 negatives had been upset by a fire, and although he asked a big fee for the picture, he refused to search for it. My problem was "50,000 negatives vs. Jack Lait." I preferred the fifty thousand and went to work. By a stroke of good fortune the negative was located among the first thousand. The photographer received his money and I was saved the embarrassment of the explanation of a failure to which Jack Lait never had time to listen.

A year or two later found me working for a new boss, Charles W. Duke, dynamic Sunday editor of The Public Ledger who, representing as he does the various Sunday editors throughout the country buying Public Ledger pages, often makes me feel as though I were back working for "M. G." The search for the spectacular, the unusual, the punch, is still on and my present problem is to fulfill the wishes of a keen mind, with vivid imagination which instantaneously visualizes the complete page before an artist's stroke has been made. To satisfy such an exacting Sunday editor is not always easy, but no matter how great the problem somewhere lies the solution found, it would seem, by the spirit of "M. G.", the inspiration of Alexander Black and the persistence of Jack Lait.

The most serious blunder of my experience was one made in connection with the publication of a famous work of art. It happened in the days when colored reproductions of famous paintings were given away with the Sunday newspaper. I purchased a good photographic copy which was reproduced in full color. It was inserted and distributed to the newsdealers together with the other colored sections which are always delivered in advance of the regular news sections. Forty-eight hours before date of publication an injunction prohibiting the sale of the edition was served by the art publishers who claimed copyright infringement.

Examination of the original photograph showed a copyright line buried in the dark background of the painting which had been overlooked by everybody concerned. Following the payment of several hundreds of dollars to the art publisher, the painting was released and the edition permitted to go on sale. This was an expensive oversight and, strange to say, my contribution to it was never questioned.

In conclusion, let me pass my lesson on to you briefly. Read pictures. Cross-index them generously. Preserve good pictures for they soon pass out and can not be replaced. As "M. G." says, "A picture worthless today may be priceless tomorrow."

# Keeping a Record of Library Calls and Its Use

By Blanche L. Davenport, Librarian, The Christian Science Monitor

WHEN The Christian Science Monitor Library was reorganized in 1926, Miss Saville, who was then appointed librarian, visited many newspaper libraries in an endeavor to find what was best suited to our needs in way of equipment and how best to handle the mechanical details of the department. One of the things that particularly impressed her was the keeping of a record of all calls received by the Library. Under the old system the lending of clippings or books had been a bit casual, no record of any kind being kept. They simply came or sent for whatever they wanted; if it was found they took it, having at the time every intention of returning it promptly. But the intentions sometimes got sidetracked. When the library was reorganized it was at first extremely difficult to always get all of the clippings returned . . . the borrower would be very certain that all the clippings had been sent back and we would be equally certain that we had not received them. Time and an exhaustive search would sometimes prove one right, sometimes the other. It was then decided to use the "request for material" slips. A blue slip was made out by the person wanting material. If we found what was requested we returned the blue slip with the delivery date stamped on it and made a duplicate white slip for the desk file. If we did not send up a complete folder we put on the slip the dates of the clippings sent. When the material was returned the blue slip was sent with it, the date of return was then stamped on the slip, also on the duplicate white slip and the blue slip was returned to the borrower. This seems like a lot of red tape, but for a while it was necessary. We now use only one slip which is kept as a desk charge, and do not have any trouble in getting all material returned promptly. At the end of each month the desk charges are checked against the out cards in file. Thus a double check is kept of all material that is charged out.

The worker sending the material puts the count on an individual weekly record slip. Sometimes what is sent down as one call automatically divides itself into many calls: i. e., a request for the agricultural conditions in the Balkans is really a request for the agricultural conditions in each country and is counted accordingly. Yet a request for all the editorials that we have printed on China counts only as one call, even though this means getting the clippings out of the many sub-divisions that we have under China. From the weekly record slip I can tell just how much work is being done by each worker in the library. At the end of each week the individual slips are totaled for a record of how much has been done in the library that week, and at the end of each month an itemized record of the work is sent to the executive editor. The total count each month is eagerly looked for in the department and there is especial joy manifested if we have been able to be of greater service that month than the month preceding. The record of calls proved very useful when a request was made last January for an additional worker in the library. The records showed an increase of 83% in the information calls received for the six months ending December, 1928, as compared with the six months ending December, 1927.

Should anyone here wish samples of the forms used for requests for information, also for individual weekly records, I will be very glad to give them to him. There are different forms used for the library and for the editorial art department which is in charge of Miss M. E. Williams. Miss Williams has given me the following concise resume of reasons for keeping a record of calls received in her department. "Keeping a record of all Editorial Art Department calls facilitates systematic activity in maintaining a definite check on work requested, its increase, decrease, and development. It also furnishes a basis for the proper assignment of the work to the various workers in the Department."

# 1930 Conference

AT the final business session of S. L. A. in Washington last May, the question arose as to the place of holding the next conference. The invitation to meet in San Francisco in 1930 was cordially renewed and aroused enthusiasm. When the members of the executive board came together a few hours later for their first meeting the same friendly attitude toward a Pacific Coast meeting prevailed, and a committee was appointed to consider the matter of the next meeting place in all detail.

A. L. A. has voted to meet in California in 1930, and that association is now engaged in testing the sentiment of its members as to place, (Los Angeles or San Francisco). An early decision is expected.

The selection of time and place for the annual conference of A. L. A. rests with the executive board, and the matter is one which is engrossing the best thought of members of the board. S. L. A. has met twice in California, first in 1911 at Pasadena, and second in 1915 at Berkeley. That was before the formation of the local associations in San Francisco and Los Angeles. S. L. A. itself was very small, and the attendance at Pasadena and at Berkeley was insufficient for a quorum. Since those years S. L. A. has gone no farther west than Louisville, Ky.

There is something to be said for and against a meeting on the Pacific. Distance, time and expense have been urged as adverse reasons. The presence of two local associations in California which have never seen the national association, the great west and its present and increasing importance in the world, the opportunity to meet again with A. L. A., the necessity of paying attention to the western special libraries for the good of the association as well as the libraries and their librarians, and the fact that no meeting has been held west of Louisville since 1915, are presented as favorable reasons.

Meanwhile interest in the decision as to place of meeting is growing. Four invitations are now before the executive board. The invitation of San Francisco was presented in 1928 and renewed in 1929. Through Special Libraries Association of Boston, by formal vote, an invitation was extended in 1928 for S. L. A. to meet in that city during the Massachusetts tercentenary in 1930, and the invitation still stands. Within recent weeks two other local associations, Detroit Chapter and Southern California Chqpter in Los Angeles, have sent to the executive board formal invitations for the annual conference in 1930.

Whatever the decision may be, members may rest assured that the best welfare of S. L. A. will be considered, and whatever place is selected will give to S. L. A. a cordial welcome.

WILLIAM ALCOTT, *President.*

# 1909 Special Libraries Association 1929

## Executive Board



## General Office



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THE Business Branch of the Newark Public Library has brought out a revised edition of its classified periodical list. The new edition is called "500 Business Magazines." It has been mentioned editorially and by reviews in many of the trade publications. As a result, requests for it have been received from all parts of the United States and from many firms abroad, including several in New Zealand and Australia.

The problem of adequately indexing the valuable material in current periodicals is acute. While "500 Business Magazines" makes no attempt to index special articles, it lists under its 130 headings the magazines regularly dealing with these subjects.

The heading "Book reviews" with its list of some 80 magazines, is particularly helpful to those seeking information on business literature. Convention dates, statistics and market prices are elusive features that are more easily handled as a result of this list.

The list will be sent free on request to Marian C. Manley, Business Branch, 34 Commerce Street, Newark, New Jersey, as long as the supply lasts. That business men have welcomed it is shown by the fact that out of the nine hundred odd requests received for it, only 17% have come from the library profession and the remainder from the business world.

ONE can hardly expect to find romance in a library report, but under the title "Love and Language," Miss Linda A. Eastman, Librarian of the Cleveland Public Library, presents an excerpt from the report of the Foreign Literature Division which states in part: "Among the users of our foreign grammars are scores who have either married persons of other nationalities or are preparing (with the aid of our grammars) to do so. Daily in our division we meet young American women who want grammars in modern Greek, Arabic, Lithuanian, Finnish or Bohemian because they have married men belonging to these nationalities. Numerous, indeed, are the Irish damsels who ask for Yiddish grammars so that they may understand their new mothers-in-law."

PAMPHLETS frequently come to the Editor's desk describing the purposes and functions of an association or society and in many cases one or two pages are devoted to a description of the library. This is a good practice to follow and we hope that librarians of various organizations will urge that publicity of this type shall always include the library.

# Address of Welcome

By C. Fred Cook, Librarian, The Evening Star, Washington, D. C.

At the opening session of the Conference of the Newspaper Group, Special Libraries Association, Mayflower Hotel, Washington, D. C., Monday, May 13, 1929, 2 o'clock, p. m.:

Mr. Chairman, Ladies and Gentlemen of the Newspaper Group—I was about to say: "Ladies and Gentlemen, *and* members of the Newspaper Group."

To me, it sounds entirely too formal to say: "Ladies and Gentlemen, welcome to Washington." My unrepressed inclination is to speak from the heart, and blurt out: "Hello, Maurice Symonds, and Bill Alcott, and Joe Kwapil, and Jack Miller, and 'Flivver' Pettit and Aggie Petersen, and the rest of you gals and fellers; glad to see you!" But I must try to be dignified, I suppose, on this auspicious occasion, so I assure you that it is entirely unnecessary to welcome you to your own city. This is the National Capital—it is your city as well as it is my city, although I, as a native-born and lifelong resident, have no vote in this voteless vacuum. For similar "taxation without representation," Mr. Alcott, a few years ago, dumped a cargo of tea overboard in Boston harbor and started something. We are delighted that you decided to again meet here this year. We hope the Conference will prove profitable and enjoyable, and, in every way, the best ever. We hope you will continue to meet here. We trust that each and every one of you has a good time while here, for we admit that Washington is beautiful during this merry month of May, especially with so many lovely ladies—those of the Newspaper Group—in our midst. If you fail to enjoy yourselves, it will be because you have grouches, and don't want to have a good time.

# Practical Ways in which Newspaper Librarians may Effectively Co-operate

By Willard E. Keyes, Librarian, The Boston Herald and Traveler

I CAN remember well the time when jealousy and distrust marked every newspaper's attitude towards its rivals in the same community. The antagonisms which sprang from their differences of political creed and their rivalry to get the public printing were carried into the field of news getting To get a scoop even by questionable or dishonorable means was a glorious achievement. The newspaper game was a war game That curious form of enterprise has not altogether disappeared, but it is the exception nowadays rather than the rule.

I think it began to be discredited about the time that the venerable newspaper morgue started upon its metamorphosis into a library. However that may be, newspaper men and women who have become librarians have done much to preach and practise the doctrine of good will Perhaps hardboiled newspaper publishers, finding them not conscienceless enough, not bloodthirsty enough in news getting, put them in charge of their libraries secure in the belief that there they could feel around with the golden rule without wrecking the paper.

However that may be, newspaper librarians have again and again proved that the spirit of mutual helpfulness among themselves has reacted to the benefit of their papers and in time may dominate the policy of publishers in their relations to one another.

No librarian, I believe, has been more tireless in preaching this doctrine than the distinguished librarian of the Boston Globe, Mr. William Alcott, and he has constantly exemplified it in his own practice and now, in turning this symposium over to the members of the Newspaper Group, I am going to ask him to amplify the ideas he briefly suggested at yesterday's breakfast conference on the topic chosen for this morning's discussion, "In what practical ways may newspaper librarians more effectively co-operate."

# What is to be Gained by Attendance at a Conference of Newspaper Librarians

By Maurice Symonds, Librarian, New York Daily News

ONE of many answers to the above question is "Personal Contacts." Only at these annual gatherings is one able to meet librarians from all parts of the country and discuss with them ways and means of library operation.

In addition to making personal contacts, librarians may gain many other advantages. There is, for instance, always a well-balanced program, covering every phase of library activity. Then too, there are the round-table talks which enlighten those who have come with problems to solve.

In my own case, which could be taken as an example, I have attended all the conferences of the Newspaper Group since its establishment, and have always found the meetings interesting and inspiring Many ideas, which I have since applied in my work, could be credited to these assemblies. A few of these are: Revision of my cut file; cut identification by ink process; methods for eliminating clippings and the filing of picture subjects for layouts

Newspaper librarians should make every effort to attend annual conventions. It's to their advantage. They are the ones who will be benefited by it. Managing editors require specialists to manage their reference departments—librarians who are fully familiar with modern methods, systems, equipment and speed in service.

Because it fully acquaints me with every detail of my profession; because it helps me to know how to make use of the many personal contacts "when my back is against the wall," these are just a few of the reasons why I consider attendance at such a conference as this something I would not like to miss

# Use of Credit and Copyright Line on Photographs

By George Harris, Harris and Ewing, Washington, D. C.

I TAKE it for granted that you newspaper Librarians are interested only concerning photographs that are sold for publication, and that these photographs are generally of Notables of more or less degree.

Therefore, we photographers who are in the business of furnishing these prints are very careful that our product does not fall into wrong hands and only goes to newspapers and news agencies. Many persons are of the opinion that anyone can purchase photographs promiscuously, but this is not so.

Therefore, to protect us from wrong use, using without our consent to rent, to loan, or syndicate, and many other reasons, we copyright our photographs.

We also copyright our photographs of prominent people as much to protect them as to protect ourselves. As you know, there are many small, unscrupulous photographers and agencies willing to copy any photograph and distribute it to any publication for any purpose.

I could talk long on what the cost of a fine photograph is these days, and how many hours it takes to get some of these photographs; how many years of experience it takes to learn the art of fine photography. But that is not the question, what you are interested in is the copyright itself.

Let us see what the Copyright Act says:—

Page 9 of Bulletin No. 14 Copyright Law says that Copyright may be secured on photographs.

Page 11 says—There are two kinds of copyright, Photographs which are *not* for sale, and photographs which are for sale and publication.

Page 14 says that after we have copyrighted a photograph "The word Copyright or the abbreviation Copr., or the letter "C" enclosed within a circle, accompanied by the initials, symbol or name of the proprietor, provided that on some part of the production margin, or back, the copyright proprietor's name shall appear.

Page 16 says that if any person shall infringe the copyright, that is, use it without the copyright notice, shall be liable.

Page 17—In the case of a newspaper, such damage shall not exceed the sum of two hundred dollars nor less than fifty dollars.

Page 19 says that if any person shall remove or alter the copyright notice upon any photography duly copyrighted, shall be punishable by a fine of not less than one hundred dollars or more than one thousand dollars.

Also—If any person shall issue or sell any photograph having a notice of copyright which has not been copyrighted shall be liable to a fine of $100.00.

This last part of the law is not easy to prove or trace the copyright for the reason that the title of the photograph need not be the name of the subject, any name being a title.

Page 27 says that the fee shall be one dollar and where a certificate of copyright is required an additional dollar is required, and this covers the story as far as the Bulletin is concerned.

On all of our photographs we place a "C" within a circle on the face, and stamp the following notice on the back.

"Copyright by Harris & Ewing" The above copyright line must be printed underneath each reproduction of this photograph as required by law. This photograph for your use only, not to be syndicated, rented, or loaned.

On all of our photographs *not* copyrighted we place this notice.

"Copyright and all non-copyright photographs may be reproduced for the price charged, and the following credit line under each reproduction "Harris & Ewing, Washington, D. C. This license is for your use only."

I believe I have covered the points of the law as I know them, but will be glad to answer any questions asked if I know the answer.

# Associations

### Boston

The October meeting of the Special Libraries Association of Boston was held October 28, 1929 at the library of the World Peace Foundation. Mr. Frederick T. Persons presided. Miss Carroll welcomed the members and gave a brief though vivid account of her recent visits to European libraries. She was official delegate to the World Federation of Education Association. In giving an outline of the history of the World Peace Foundation she called attention to the fact that they are the official agents in the United States for the distribution of the publications of the League of Nations, World Court and International Labor Office. They also maintain a reference service on international affairs. Mr. Charles F. D. Belden, director of the Boston Public Library spoke of the first World Conference of Librarians and Bibliographers which was held in Rome this summer. The impression which he received of Mussolini was very different and more favorable than he had expected. The delegates were given an audience by the Pope and a reception by the King. The Pope expressed to Mr. Belden a wish to visit Boston. Mr. Belden assured him that he would be most welcome. Miss Gibbs of the Boston Public Library and Miss Eaton of the Federal Reserve Bank of Boston, also spoke of their recent trips to European libraries. Mr. Zoltan Horasti, editor, Boston Public Library, described the exhibits in Italy of manuscripts illustrating 2,000 years of bookmaking. Books, he said, reflected the period in which they were made. The education Committee of S. L. A. B. announced a course in the use of general reference books to assist library workers. The course to be given by Miss Kimball, lecturer on library science at Boston University and to commence in January.

### Illinois

On Monday, October 28, 1929, the Illinois Chapter of Special Libraries Association held its October meeting. Dinner was served in the private dining room of Le Petit Gourmet, at which sixty-five persons representing libraries in and near Chicago attended. Meeting was called to order by the President, Miss Mildred A. Burke. Minutes of previous meeting were read and approved. On a motion of Mr. Frederick Rex, the President appointed Miss Carrie Maude Jones as chairman of committee on "In Memoriam" of Mrs. Jennie Lee Schram. An invitation to attend "open house" day at the new headquarters of the American Library Association, 520 N. Michigan Avenue on November 21, 1929, was extended by Miss Raymond, representing the A. L. A. Then, there was a very entertaining talk by the guest speaker of the evening, Mr. Quin Ryan, WGN radio announcer. Mr. Ryan told of the value of the library, especially the Tribune Library in building up his radio programs. The history of radio broadcasting, the $100,000 musical library of WGN station, sport and children programs, yes, and even how the blind, deaf and dumb enjoy radio were all included in Mr. Quin Ryan's splendid presentation of "Radio, Research and Libraries." Many of those present took advantage of Mr. Ryan's invitation to visit the radio studio of WGN in the Drake Hotel.

### New York

No one has thought of blaming the Special Libraries Association for the crisis in the Stock market but how did it happen that the Financial Group chose the fateful day of Monday, October 28, on which the association should assemble for a solemn discussion of the investment trust problem and to view a significant moving picture of Stock Exchange operations? Undoubtedly the excitement of the day's happenings in Wall Street made for an alert audience, eager to hear what Mr. Case, Deputy Governor of the Federal Reserve Bank, and Dr. Leland Rex Robinson, well-known authority on investment trusts, might have to offer in comment on the financial situation.

Mr. Case welcomed the association on behalf of the Federal Reserve Bank, which had provided its cafeteria for the dinner preceding the meeting and also its auditorium for the speaking and the showing of the moving pictures. Mr. Case's one allusion to the stock market was much relished by the audience. He told of the meeting of two Jewish friends, Abe and Ike. Said Abe to Ike, "What do you suppose has happened? The Doctor tells me that I have diabetes! Isn't that dreadful? I feel so bad. Just think of it, I have diabetes at 45!" "But that is nothing," said Ike. "Think of me,—I have Chrysler at 120."

Miss Bradley, in introducing Dr. Robinson, spoke of the steady demand for his book in the library of the Metropolitan Life Insurance Company, and said that all the business librarians would welcome most gladly the new edition. As the author was so well-known it only remained to introduce the audience itself to him.

As an active president of one of the large investment trusts, one surmised that Dr. Robinson must have had an arduous, if not anxious day, but his arrival at the dinner on schedule time and later his calm analysis of the investment trust both in theory and practice spoke well for his faith in this relatively new financing medium, even in such a time of stress. Dr. Robinson's chief plea was for a more careful distinction between the many different kinds of investment trusts. He feels that many forms of holding companies and investment banking firms have carelessly been called investment trusts and this has given a wrong impression to many people.

There are only about 200 real investment trusts according to Dr. Robinson, as against the exaggerated estimates made by some writers of the press and these control only about a billion and a half of capital Describing the effect of investment trusts on the market he doubted that they alone could stabalize the market, particularly such a one as we are experiencing, but said they were a powerful force in the direction of sanity and realism.

Miss Mary Hayes, Librarian of the National City Financial Library, gave an interesting review of the financial section of "Recent Economic Changes" dealing with money and credit. The study is a fact-finding one covering the period 1922-28, designed to measure the availability of credit and capital for business uses and to describe such influences upon monetary conditions as Treasury financing, changes in bank organization and the Federal Reserve System. Miss Hayes pointed out that the report is very optimistic but limited by the fact that the total period covered was one of phenomenal prosperity. In contrast she referred to the other side of the picture as shown in a series of articles by Arnold G. Dana, entitled "Is not Gross Speculation a Conspiracy Working for Sham Prosperity?," which have been appearing in the Commercial and Financial Chronicle.

The two films on the New York Stock Exchange and the Federal Reserve System provided an interesting and striking means of visualizing economic facts and intricate financial machinery.

A record in attendance for the New York Association was attained with 299 at the dinner and some 325 at the later meeting. Many guests were present including the unusual total of 75 men from one statistical organization. Judging from the interest displayed and the comments afterwards it was one of the most successful meetings of the association ever held.

### Pittsburgh

Pittsburgh Special Libraries Association held its first meeting of the year 1929-30 at Mellon Institute on October 29, 1929. Dr. Weidlein, head of the Institute, was the speaker After a brief account of its history, he told many interesting things about the work of the Institute and the Fellows, giving numerous examples of the value of industrial research to industry.

Miss Dennison, of the Carnegie Institute of Technology Library, who attended the Pennsylvania Library Association annual meeting held at Pocono Manor, October 22 to 25, gave an interesting account of that.

Miss Callan spoke briefly of the S. L. A. annual meeting held in Washington in May.

### San Francisco

A most interesting and successful meeting was held by the Special Libraries Association of San Francisco, Thursday evening, October seventeenth Preceded by a dinner at Drakes, the group visited the special collections housed in the main library of the University of California at Berkeley.

The Bureau of Economic Research and Library of Public Administration, maintained jointly by the Departments of Political Science and Economics, consists of a large collection of pamphlet literature, bibliographies and source material relating to the various fields of economics and of governmental administration. The agricultural library is also unusually complete, though supplemented by the collection at the agricultural branch at Davis. We concluded by exploring behind scenes in the stacks —a coveted privilege.

We were very fortunate to be able to see for ourselves the vast amount of material that is available in these collections and which we may use when necessary, and we are greatly indebted to Mrs. Bates and Mrs. Abbott, the librarians, and Professor Samuel May of the Economics Department, under whose guidance we spent an unusually profitable and enjoyable evening.

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Miles O. Price, Librarian of the Patent Office, has been elected Law Librarian of Columbia University

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Julia L V. McCord, recently retired as Librarian of the Geological Survey and Mr. Guy E. Mitchell, formerly Secretary to the Director of the Survey, has assumed the librarianship.

* * *

James G. Hodgson, formerly Librarian of the International Institute of Agriculture at Rome, is temporarily connected with the H. W. Wilson Company. Dr. Sigmond von Frauendorfer has been appointed Librarian in place of Mr. Hodgson.

* * *

Emily L. Day has been transferred from the Library of the Bureau of Agricultural Economics to the Division of Cotton Marketing of that Bureau to organize a library service for that Division. She is preparing a daily cotton news summary for the project leaders of the Division and is acting as contact person between the Division and the Bureau Library. The plans for her work include a bibliographical and reference service on cotton for the Division. Miss Vajen E. Hitz was recently transferred from the Library of the Department of Agriculture to replace Miss Day.

* * *

The National Automobile Chamber of Commerce has a number of copies of "Facts and Figures" for 1929 on hand and wishes to extend to the Special Librarians the opportunity to obtain a copy for their library, or if they already have one and wish another. (Facts and Figures contains Statistical information of the Automotive Industry.)

Pages 349-352 deleted, advertising.