12-1-1932

Special Libraries, December 1932

Special Libraries Association

Follow this and additional works at: https://scholarworks.sjsu.edu/sla_sl_1932

Part of the Cataloging and Metadata Commons, Collection Development and Management Commons, Information Literacy Commons, and the Scholarly Communication Commons

Recommended Citation

This Magazine is brought to you for free and open access by the Special Libraries, 1930s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1932 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.
SPECIAL LIBRARIES

"Putting Knowledge to Work"

SPECIAL NEWSPAPER LIBRARIES NUMBER

REFERENCE LIBRARY OF THE COWLES PUBLICATIONS

The Spokesman-Review,

Volume 23  DECEMBER, 1932  Number 9
DECEMBER, 1932

President's Page. ........................................... 425
Planning the New Library — by Blanche L. Davenport. .......... 426
Newspaper Libraries — A Symposium .................................. 427
A Few Estimates from Within ........................................ 433
Tenth Conference of Newspaper Librarians — by William Akott .. 435
Across the Secretary's Desk ........................................... 436
Who's Who................................................................. 438
Snips and Snipes ........................................................ 438
LOCAL ASSOCIATIONS .................................................. 441

GROUP ACTIVITIES

Civic Social ......................................................... 442
Commercial-Technical .................................................. 442
Financial ................................................................. 443
Museum ................................................................. 443
Newspaper ............................................................... 445
Events and Publications ................................................ 447
Government Statistics ................................................... 450
Classification and Indexing .......................................... 451

SPECIAL LIBRARIES is published monthly September to April, bi-monthly May to August by The Special Libraries Association at 10 Ferry Street, Concord, N. H. Subscription Offices at 10 Ferry Street, Concord, N. H., or 345 Hudson Street, New York, N. Y. Editorial and Advertising Offices at 345 Hudson Street, New York, N. Y. Subscription price: $5.00 a year, foreign $5.50; single copies 50 cents.
WHENEVER we have a special number of our Magazine, such as Newspaper, Classifications, or Insurance, I am doubly aware of the scope and strength of S. L. A. Each issue presents graphic evidence of the variety of interest and the solid achievement of the Groups within our membership. The reason why S. L. A. is an effective, ever-growing Association is because these Groups offer immediate, practical values to members by concentrating on specific problems common to similar libraries, while the national organization, or the combined strength of all groups, is devoted to the growth and improvement of special library service everywhere. The Newspaper Group is a perfect example of this. It grew in numbers and accomplishments in an amazingly short time because it devoted itself to the solution of every type of newspaper library problem. Its numbers have greatly strengthened our national organization and the cooperation of individual members has been evident in all phases of Association activity. We can all learn a great deal from the finely organized, efficient work of the Newspaper Group during the ten years of its existence.

In addition to the interesting picture these pages present of newspaper library work and of the appreciation of that service on the part of newspaper executives, such special numbers have an important message to the membership as a whole. I have heard leaders in this Group say that there is still a great untouched field for libraries in newspaper offices. There are some seventy-five members of S. L. A. affiliated with the Newspaper Group. In an article written a year or so ago, Mr. Alcott mentioned the existence of perhaps 300 newspaper libraries in the United States and Canada. Yet good old Ayer's Directory shows 2,415 daily newspapers published in this country. Isn't this a cheering thought for some of the present unemployed special librarians and for others who aspire to bigger, better jobs?

Perhaps one of the first things that S. L. A. should offer its members in these changing times is a course in salesmanship. We should all learn how to sell the need for and value of special library service. In no field in which we are represented is there any degree of saturation. The fine libraries which our members direct are ample proof that the idea can be sold. The opportunities then are limited only by the desires and abilities of librarians themselves.

MARY LOUISE ALEXANDER
Planning the New Library

By BLANCHE L. DAVENPORT, Librarian
The Christian Science Monitor

Shortly after it was decided that we were to have a new building for The Christian Science Publishing Society, I was asked how much space we would need for the library, and since then I have had the joy and work that goes with planning.

First, I wrote an SOS to some of you in the library world, and others I went to see. You responded as a unit; not one but gave freely of his fund of experience. Many and similar were the pitfalls that I was warned against, and many a new or tried and proved idea have I been told about. As a result I think that we are going to have an unusually good library in which to work. Come and visit us in a year.

The changes that the library plan has been through are many and varied. It has been long and narrow, and short and plump. Every time the building committee changed the rough draft of the library I was called in to see what I thought. It was very interesting to watch the group of rooms of which the library is a part take final form. Never before had I even faintly realized the problems that confront people who have to make the first rough drawing of a layout of a new building. To get all departments properly coordinated, to weld them into one harmonious, properly functioning unit, is a colossal job. I no longer wonder that every one does not get all that he wants, but that he gets even half of it. I am still a bit bewildered by getting a room 15 feet longer than I thought that I could possibly need. It is well for the library, though, that we have it, for already I see very good use to which extra space can be put. Including the library mezzanine this will give us approximately 4,200 square feet. At present we have about eleven hundred square feet. The Editorial Art Department which handles the cuts, photographs and related material will continue to be an entirely separate department.

In the new building we shall work more with the Christian Science Sentinel and Journal departments than heretofore. All this means many more books than we should otherwise need. The books in the new library will be within easy reach — no ladders. To take care of all the books, I had planned to run a three-foot balcony and a second tier of shelves along the wall from the mezzanine door to the news room door. Our architect, Chester Lindsay Churchill, advised changing this plan into a mezzanine across one end of the room, with a three-foot balcony extending along the adjoining side. I should never have thought of this arrangement, which gives us even more space, to say nothing of making a much more interesting room. Having an architect improve on my ideas, as Mr. Churchill consistently has, is not at all in line with the warnings that I had received to beware of architects — that their chief aim was to build beautiful monuments to themselves, how the work could be done inside the monuments being of secondary importance to nicely balanced lines and imposing masses. Many were the tales that I heard of stately columns in the center of delivery desks where they were a delight to the eye but most annoying to the workers who had to take time to reach around them. Tales of book shelves that were so wide that small books were forever getting lost behind the larger ones, of shelves that were slanting...
when they should have been level and vice versa, and of rooms that were badly shaped and poorly lighted from the viewpoint of the person who had to work there day after day. I wonder if this was not because the librarian and the architect never really talked things over with the aid of carefully scaled plans, but worked through a third person or a committee.

At our first conference Mr. Churchill said he hoped that I was not planning to have a tin library. I particularly like my metal desk, and as for filing cases I would not be bothered with unwieldy wooden ones — not if I could help it. Still I could appreciate the beauty of wood and the fact that it was more a sound absorbent and less a sound reflector than metal. How to combine the two elements in one room had the library staff stumped. I would make a layout, and there certainly was not a bit of hesitancy on the part of my fellow-workers in pointing out ways in which it could be improved, nor did I hesitate to change it again if I could think of a still better way.

Then I talked over the problem with people who specialize in library equipment. More changes were made in the layout, with another talk with Mr. Churchill — a deft change or two — and we have the present plan, which is still subject to change. Metal will be used for desks, clipping and card files, as well as bound volume cases, which, by the way, will have colored linoleum tops, as will the little tables between the desks. The rest of the equipment in the room will be of wood, making the whole effect much more attractive than if either wood or metal were used exclusively. This plan unquestionably makes for a more efficient library.

Newspaper Libraries—A Symposium

The Edmonton Journal

By ZOE PAULINE TROTTER, Librarian

Compared with some of the larger Canadian newspapers, the Edmonton Journal library, which serves a paper with an average daily circulation of 32,281 — two dailies and one weekly — is still in its infancy. It is the hope of the editor and library staff, however, that this library will develop with the paper into a strong and indispensable part of the whole organization.

The library as at present operated, with a staff of two, dates only from September of 1929. In 1915 the old morgue, which had grown up since the first Journal was published in 1903, was put in new order and organized under three headings: A card index system for all general mats; a loose-leaf index for one-column mats and cuts of local connection; a card index of the contents of the Journal, with chronological entries of such subjects as the librarian deemed advisable. In 1921, when the newspaper moved into its present office building, they were incorporated in one general file, while the clippings were arranged in alphabetical order in large manila envelopes. With slight variations, this system remained in effect until 1929.

At this time the clipping system was reorganized completely and cuts were transferred to specially constructed steel cabinets, in which one-, two- and three-column cuts are filed in heavy envelopes with open ends, each size in a separate drawer. The
saving in time and confusion in this simple and efficient method of handling cuts is at
least one half. Designations on the card index used for clipping references indicate
whether the library has cuts, mats or photographs, their size and where filed. Layouts
and cuts over three columns in size are filed in cardboard folders in larger steel
drawers.

A useful arrangement introduced into the filing of reference clippings, which are
arranged under subject headings in alphabetical order in steel cabinets of standard
size, is the mounting of each clipping on a sheet of colored paper. The color varies
each year which enables the librarian to find any clipping of which even the approxi-
mate date is known with greater ease than if the whole file must be searched. Thus
1929 clippings are on yellow paper, 1930 on blue, 1931 on green and 1932 on a salmon
color. Each has the date stamped in the upper right-hand corner.

Cross-reference sheets of white paper link the material in one file with that in an-
other. Wherever possible an effort is made to keep all material giving a connected
story of any one subject in one file, a separate sub-file being created wherever the
amount of material makes it advisable. Thus, if a lawsuit hinging upon an auto-
mobile accident in which a prominent man is involved is carried through several
courts, it is filed either under "Accidents" or in his personal biographical file, cross-
reference sheets being placed in the police court file where the preliminary hearing
report might be sought, in the Supreme Criminal Court file and in the appeal court
file.

Biographical material is filed in a separate section and, like the rest of the clippings,
is arranged alphabetically. It has been found most satisfactory to keep sports cuts
and clippings (there are comparatively few of the latter) both in an entirely separate
section.

Other newspapers and periodicals are clipped for biographical and feature mate-
rial, but the primary concern is to file all clippings from the Edmonton Journal as
rapidly as possible. Parliamentary papers, pamphlets and similar material, as well as
reference books and maps, are classified and accommodated on shelves. Bound files
of the papers are kept in a fire-proof vault.

While the system of filing cuts is similar to that employed in all the more up-to-
date Canadian newspaper libraries, the Journal's system of mounting and filing
reference clippings and the speed with which any material on hand can be produced
have been the subject of favorable comment from visiting editors, librarians and free-
lance writers.

A not inconsiderable part of the Journal's library work is the answering of queries
by mail and by telephone, as well as for those who call in person. Situated in the same
city with the provincial government library, the provincial university and a good
Carnegie Public Library, the Journal has been able to establish good-will and co-
operation with these libraries which is of great benefit to the paper, and sometimes
the newspaper library in return is able to produce material for the other, larger
libraries.

A system of receipt slips required from all members of the staff who borrow library
material, if only for a few hours, is a careful check on the safe return to the library.
While at least one member of the library staff is always on hand to meet requests, the
ultimate objective is to make the system so simple that any intelligent person intro-
duced to the index will be able to find cuts, clippings or reference books with ease. To
this end small improvements are being made all the time.
The Richmond News Leader
By D. S. FREEMAN, Editor

IN 1921, The News Leader of Richmond became dissatisfied with the traditional system of filing clippings, and decided to inaugurate a simpler method. As this has been in use for more than ten years and has facilitated quick reference, some description of it may be of interest.

Daily, a member of the editorial staff prepares on regular copy-paper an index of those items in the Richmond papers and in The New York Times that are considered to have value for future reference. Usually there are about fifty such entries daily, exclusive of cross-references. On these same sheets are indexed all new pamphlets, magazine articles and book-references that are considered valuable. There is thus one general reference-index covering everything except the cuts in the morgue. The index-entry gives the general topic, the sub-classification where there is one, the name of the publication and the date and page of the particular issue.

From these sheets, the entries are typed daily on 4 x 6 unruled cards. Successive entries are made on each card until it is full, whereupon another card with the same caption is started.

No clippings are made. All the references are to the files themselves. Experience has shown that if the index-references are reasonably full they are in themselves an adequate guide to important happenings and dates and, as the entries are chronologically made, each card or series of cards presents a brief conspectus of the topic. Instead of having to thumb through a score of odd-size clippings, which often lose their chronological order, those who use the index can have the essential information from these clippings on two or three cards, and if they wish more detailed information they can refer to the bound files. Experience has shown that this use of the bound files is not necessary in more than 5 percent of the cases in which the index is used. By indicating pamphlet and book-references on the same cards, one reference to the cards covers all available material in the library, with the added practical advantage that each pamphlet and book appears in its proper chronological relation to the news happenings.

During the ten years this system has been in use, about 63,000 cards have been accumulated, covering approximately 315,000 entries. Tests show that for looking up the date of a past happening, perhaps the most frequent use to which the index is put, the average time required is one minute and fifteen seconds.

The news department morgue of cuts and photographs is operated separately from the library and is located in the news room. All cuts and photographs from which cuts have been made are card-indexed to show the size of the cut, its number and when used. The cuts are filed alphabetically in individual envelopes and each has a number, which is shown on the index card. Steel filing cabinets are used, separated into divisions for one, two and three — or larger — columns and the cuts are available at a moment's notice. Mats are filed along with engravings and cross-references are used on groups.

Photographs are filed alphabetically and these cabinets are also in divisions — local, sports and national or foreign. Particular care is taken to see that when a cut or photograph is no longer valuable because of death, it is removed and the index card is destroyed. Obituaries are filed by number in other cabinets and are indexed.
The Regina Leader-Post

By GLADYS M. ARNOLD

Secretary to the Editor-in-Chief

THE Leader-Post, with both morning and afternoon editions, is published in Regina, Saskatchewan, Canada. It serves the city, with a population of 60,000, and the southern half of the province, composed of a scattered farming population and numerous small towns. It began as The Leader Publishing Company, and was founded by Nicholas Flood Davin in 1883. From the first there was an attempt to build up a morgue fitted to serve a publication with both a city and a country circulation. However, in 1912 a real beginning was made when a separate room, lined with specially designed shelves to hold the bound volumes of the paper and containing a number of steel cabinets for cuts, mats and clippings, was installed.

From 1912 to 1929 this system, working purely on an alphabetical indexing system, grew until some 90 cabinets containing thousands of cuts and clippings had been collected. Under such a procedure the material became out of date and much too cumbersome to handle. In 1930 the editorial department moved into new quarters, and a large section of the city room was set aside to house a new library. It is divided from the main room by a steel counter 24 feet long, with specially constructed shelves under it to hold the bound volumes of The Leader-Post for the last five years, for the immediate use of the staff and public.

In 1930 and 1931, practically every large newspaper in Canada was visited by a member of the staff to inspect the libraries and obtain the latest information on methods of filing cuts and reference material. Data and ideas were assembled and adapted to fit our peculiar conditions, with the result that The Leader-Post has one of the most complete and up-to-date newspaper libraries in Canada. Compared with other papers of its size and circulation, it is easily the best.

In addition to our regular library a second room has been set aside as an extension. The walls of this room are lined with shelves almost to the ceiling, and here every copy of The Leader and The Leader-Post since the first publication in 1883 is preserved. Besides these, we have bound copies of all papers ever started in Regina since the foundation of The Leader-Post, which was the first.

The main library is equipped with steel cabinets in three sizes: those containing ten partitioned drawers to hold one-column cuts and mats: the 8-drawer partitioned type large enough to contain two- and three-column cuts, and the very large size containing four drawers to carry all cuts and mats up to half a page. We have substituted heavy manila folders in place of envelopes to hold the cuts, and find them much more satisfactory.

The indexing is a combination of the alphabetical and the numerical systems. The cuts being filed numerically, we use an alphabetical card index, which gives the name or subject of the cut, its number and size. The advantage of this system is that once the cuts are filed they need not be moved, as they must be under an alphabetical system. Every cut in the library has the name and number on the back in India ink, and new cuts are dated. On the back of the folder is the date on which the cut last appeared. We have a rule that no person's picture must appear oftener than once in three months, unless something outstanding occurs.
Our morgue is built up on the assumption that news of the world, of the Empire, of the United States, and of other parts of Canada will be carried by the United Press, the Canadian Press and the Associated Press. Also there are several excellent material services such as the NEA which carry the latest mats of world news. We depend largely on these for such material and make only limited provision in the library for it. Therefore we have really concentrated on building up a full coverage of, first, Regina; second, Saskatchewan, and finally Canada, in mats, cuts and clippings.

Clippings are filed alphabetically in large envelopes and divided into biographical and topical sections. The card index also indicates biographical material. In the topical section an attempt is made to keep complete information on all subjects of world interest. A special cabinet, with approximately a hundred subjects of current importance, is kept for the use of the editor and the editorial writers. In this the clippings for the past year only are kept. Each topic is classified under a number of different headings so that any phase of the subject may be easily found. At the end of the year this matter is sorted and anything of importance turned over to the library.

There are also between eight hundred and a thousand books in the library. Included are the Hansard of Canada, the statutes of Canada and of Saskatchewan, an excellent collection of legal material and all standard reference books. Because we edit a farm paper with a large circulation we have a first-class library of material and books pertaining to agricultural subjects.

Special interest is taken in historical data of the West, and much of this material is kept in scrapbooks. Other scrapbooks of editorials, political stories and subjects of recurring interest are compiled. Serving as we do a large rural area, we find it necessary to build up a library of cuts, pictures and clippings about each of the towns in these districts. To accomplish this our country editor and a photographer, with the help of local correspondents, have been covering certain districts each summer, obtaining pictures and histories of each place.

The Syracuse Post-Standard

By MAE WALTON, Librarian

THE Post-Standard serves central New York State with daily and Sunday editions, and the Post-Standard library concentrates on matters of interest to this section. The paper receives Associated Press and North American Newspaper Alliance news services, as well as the special feature services of the Public Ledger and the Chicago Tribune.

Because of these news and feature services no attempt is made by the library to file the sort of material covered by them. The stories from the news services come in ready to run, needing only editing. They do not have to be built up. This eliminates national and international clipping systems. Our editorial writers use the news of the day and our exchanges are thumbed considerably. We maintain a clipping file for the state department, covering central New York. Clippings are filed in deep envelopes, and are indexed. The index is usable and anything is readily found.

Our list of newspaper exchanges includes papers from Boston, New York, Philadelphia, Cleveland, Chicago, St. Louis, Tulsa and Baltimore, and during a presidential campaign we receive papers from the Pacific coast and other distant points. The edi-
tors read them, keep them for about a week and then discard them. As librarian it is
my duty to open and sort them, but not to read or clip them. In fact, we sort and de-

The *Post-Standard* is daily indexed on cards and catalogued. Items average about
twenty a day and cover local news very thoroughly, as well as suburban topics and
foreign matter with a local angle. Clippings, photographs and cuts are filed separately
although with each cut goes a clipping to serve as a proof the next time the cut is

The *Post-Standard* library was established about four years before my arrival on
the scene in 1919. Years before that, the city editor or a reporter had kept clippings
in boxes, and the publisher’s secretary kept the cuts in pigeonholes built for them.
Such a dusty, dirty sight they were, and how the cuts did get lost! Our Library Bu-

The managing editor is the one to whom I report, although I list and file for the
convenience of all the editors. Our books are classified on the shelves, but there is no
index to them. In our case it would be a waste of time, and unless a librarian were on
duty all the time they could not be found. I try to keep the books where they can be
had at all times. An early experience, at which I still smile, will illustrate. When I
first took the job, our editor, the late Dr. William Baker of blessed memory, dropped
in to see how things were going. He brought up the book question and said: “Just put
them on the shelf so we can find them. Miss — used to put on fancy X Y Zs, etc.,
and d—— if I could ever find anything.”

**Manchester Union-Leader**

By CARRIE CORLISS FRISSELLE

PROBABLY only a fraction of the seven thousand guests who attended the formal
opening of the new *Union-Leader* building in Manchester, New Hampshire, last
February, included the quite exceptional library facilities in the general commenda-
tion which was showered upon the entire plant. But to those of us who remember the
old morgue — and to those of you who are familiar with similar institutions on other
newspapers — the large and commodious library which Colonel Frank Knox, the
president of the company, incorporated in the plans for the new building is a veritable
paradise — chiefly a paradise of efficiency.

Very well lighted at all times, the main library room has two sides almost entirely
of glass, eliminating any need for electricity by day. The heating and ventilating
systems are also of the latest and most effective types. The library equipment proper
is not only efficient for the present but takes the future into account to an unusual
degree; in fact, only about one-fifth of the filing equipment, consisting of shelves and
cases of steel, is now in use. This is partly due to the fact that we eliminated approxi-
mately 80 percent of the old cuts, mats and photographs before moving into our new
quarters.

We are still in process of getting rid of the old numerical system of filing, with the
numbers listed in books, which was instituted when the library was first begun, in a
very small way, several years ago. The alphabetical system, which has been partly
installed, is already proving much more satisfactory, as well as a great time-saver. So
far as possible, all data is filed with the pictures.
A Few Estimates from Within

The newspaper reference library is a wonder-worker. A man once came to town with his name curiously parted in the middle. His vocation was that of lecturer in which he proved successful. In some way he aroused my suspicions. I dashed to the reference library and found that, with a normal arrangement of his given name, he was an unfrocked clergyman with a long and checkered career—all of which proved extremely interesting in the light of his current activities.

A propos of this, I made it a rule never, in the presence of a visitor, to bring out the clippings pertaining to him, since I never knew what I was likely to run into. It is astonishing the amount of matter that runs through the newspaper mill, only to be forgotten, the recalling of which at some pertinent moment may be of the utmost value to the editor and to the world he serves.

Have you ever noticed how much more accurate the writer is, whether editorial or otherwise, who has a good reference library behind him?


* * *

My first association with the New York Tribune library dates back 27 years, my first year on the staff. I had nearly nine months of obituary writing, and as an instance of the failure of the editors to judge correctly the span of life of some of my subjects I cite the fact that some of my "obits" are still on file.

In this time of severe economy and radical retrenchment, we are making no reductions in our library expenditures. It is one of the departments of the Herald Tribune which must not lose one bit of efficiency. It must be maintained at its high level because only by the daily energies of the staff can we collect those priceless clippings which are the record of life as reflected in the press not only of this country but of the world. Equally true is it that we need to place on its shelves those books of reference to which the news and editorial writers turn every day.

The library of a metropolitan newspaper is as essential to its workers as are instruments to a surgeon, law books to a solicitor, the Bible to a clergyman. American newspapers are becoming the greatest force in moulding public opinion. This growth in power and influence corresponds with their development as responsible and authoritative organs. The library is used by the staff to check facts, to guarantee the authoritative nature of statements and to add to their normal amount of information.

Our librarian and his colleagues in this field of journalism deserve the highest praise for the profound improvements they have introduced.

—Arthur S. Draper, Assistant to the publisher, New York Herald Tribune.

* * *

The reference department of a newspaper is invaluable, not only to members of the news staff, but to editorial writers. Without the newspaper clippings, encyclopedias, dictionaries, books of reference, atlases and gazetteers, it would be quite impossible to publish a comprehensive editorial page. This is one part of the paper which
is not prepared "rush" or in a hurry. The public has a right, therefore, to expect accuracy in editorials. This ideal is not always attained, but, thanks to the reference department, there are fewer errors in editorials than in those sections of the paper which are written against the clock.

You ask me what would happen if our reference department were to be totally destroyed; whether the paper would suffer? It would suffer grievously. Our first task would be to build up a new department.

— FRANK W. BUXTON, Editor, Boston Herald.

* * *

The newspaper library is the place where the editor gets the information he wants when he wants it. The test of a library is its ability to supply a given piece of information without delay. If there is delay, the library is no good. Time is the essence of the contract. If I had all day to wait I could go to the Public Library and get what I wanted.

As I see it, the thing revolves around the librarian. A good man, with the sense to pick good assistants, can make small equipment go a long way. A stupid man can't get out the stuff no matter how much money is appropriated for his work.

If the Sun library is a good one — and I am convinced it is a good one because I have been using it successfully for years — it is because we have been fortunate in finding and developing successive librarians with a nice sense of discrimination, imagination enough to see — I had almost said foresee — what is important, and knowledge that press time is as certain and as implacable as death and taxes!

— HAMILTON OWENS, Editor, The Evening Sun, Baltimore.

WHO is Wilson?

Back in the old days when Jim Hill and I were building the Great Northern Empire, he owning a railroad and I ornamenting his payroll, I used to pass the University Bookstore on the campus in Minneapolis. Young Halsey Wilson was running it. He had worked his way through the State University delivering newspapers to President Northrup and the faculty. They let him into a basement room in the administration building where he set up shelves and put on sale the books and stationery the students used. "Halsey never let you go without," Frank Whitney told me. "If you wanted only five cents worth of a certain kind of pen Halsey would send to the end of the world for it." Wilson set up a university post office in his store and cultivated the art of talking books with his customers. The time consumed in looking through a pile of publishers' catalogues for prices, when buyers did not know the house that printed what they wanted, suggested to this bookseller the monthly publication of an omnibus catalogue. It would cost $500 a year, if Wilson did all the work on it. It would require 500 subscribers at a dollar each to break even. He sent out his prospectus A Pittsburgh bookshop took the first bite, John Wanamaker the second. The project lost money every year, and Wilson hung on. He saved the type and issued bound lists of the books of the year. His own printer did the composition. Wilson read the proof and made mistakes. One catalogue bore the dreadful entry: "Baptists, see also Drunkards." Today this book-list is the monumental "United States Catalogue." — WILLIAM McCANDREW, School and Society, October 1, 1932.
Tenth Conference of Newspaper Librarians

By WILLIAM ALCOTT
The Boston Globe

The tenth conference of newspaper librarians, at the Lake Placid Club in June 1932, while smaller than any since 1924, was yet one of the best. The Newspaper Group, with David G. Rogers, the Chairman, presiding, found opportunity for conferences at most of the meals, instead of only at breakfast as heretofore. Members present for their first conference included Matt Redding of the World-Telegram of New York, Alma Jacobus of Time and Fortune, New York, Stephen A. Green of the Providence Journal and Ralph Shoemaker of the Philadelphia Public Ledger. From a distance came Nettie Lindsay of the Decatur (Ill.) Herald, and Marion Koch of the Sheboygan (Wis.) Press.

The subject of classification occupied much of the first session. Ford M. Pettit, Chairman of the committee, submitted the classification scheme of his library, the Detroit News, giving rules for classification and list of subject headings. Mr. Rogers distributed mimeographed copies of his classifications for congressional and political subjects, embracing Congress, elections, political parties and the United States. William Alcott of the Boston Globe presented a classification for United States politics, and Marion Koch of the Sheboygan Press read a paper on classification for the small newspaper library.

Before the close of the first session a resolution was presented in memory of Joseph Sheridan of the Akron Beacon Journal, who had been Chairman of the group, Rollin M. Starr of the Toledo Blade and S. Ashley Gibson of the Providence Journal, all of whom had passed away since the last conference. The resolution was adopted by a rising vote and the meeting was adjourned.

The second session was marked by the contribution of several papers describing newspaper libraries in various parts of the United States and Canada, which we present elsewhere in this issue of the Magazine.

The program prepared by the Newspaper Group for the general session of the Convention on Thursday afternoon comprised three features. First came a series of estimates of the place of the library in the newspaper organization; next a description of how the newspaper library works by Mr. Rogers, Mr. Pettit, and Mr. Alcott; and the third feature was an address by Mr. Kwapisl on "How the Newspaper Library Looks," consisting of more than sixty stereopticon pictures accompanied by brief verbal descriptions.

Officers for the ensuing year were elected as follows: Chairman, Mildred Burke, Chicago Tribune; Vice-Chairman, William Wallace Vaughan, Oakland Tribune; Secretary-Treasurer, Alma Jacobus, Time, New York; Executive Committee, David G. Rogers, New York Herald Tribune, and Ford M. Pettit, Detroit News.

The breakfast conferences were less formal than in the past, and serious discussion was taboo. At one of the breakfasts, letters and telegrams were read from absent members, all affirming interest and regretting inability to attend.
Across the Secretary's Desk

NINE O'CLOCK and it finds an assistant busily engaged in typing a stencil for a mimeograph; this is a letter from the President to be mailed to the chairmen of all Groups and to all local Chapters. The letter is mimeographed and prepared while another assistant runs off the envelopes through the addressograph machine. Now the envelopes are ready to receive the copies of the letter which are mailed at once.

By ten o'clock the morning's mail comes in. It is sorted roughly. Here are a few delinquent membership dues paid. The payment is recorded item by item in the Cash Book; a record is also made on the membership card and the addressograph plate for that membership properly filed. Hurrah! We discover some new members—similar but new records are made for those.

There are a half dozen or so orders for specific publications. The Handbook or the Directory is taken from its place on the stock shelf, placed in an envelope properly addressed and put with outgoing mail; at the same time a letter is forwarded acknowledging the order and enclosing a bill in duplicate therefor. Yes, here is one cash order; the same procedure is followed except a record of cash is made and a receipted bill is forwarded in the acknowledgment.

The telephone rings, the inquirer asks if we publish a pamphlet listing business services. Yea, may we mail you a copy of our Handbook of Commercial and Financial Services and its Supplement 1932? Very good—another small item attended to at once.

An assistant makes out the deposit slip in duplicate for the bank—there are dozens of small amounts—checks to be endorsed—all checked again to be sure it tallies with our records—over she runs to the bank and makes the deposit. Duplicate records are forwarded to the Treasurer.

The mail contains a contribution for the Editor. It must be taken to her at once because she is waiting for that manuscript, or the copy will be delayed to the printer. The telephone rings and the Editor asks if Miss [name]—revised those reviews she had promised. No, they are not received as yet, but we shall notify her that they are to be in the Editor's hands by the 20th.

"By the way, have the addressed envelopes for the September issue of SPECIAL LIBRARIES been delivered to the printers? Oh, that's good, we do not want to be late with those!"

The two assistants are still hastening to type all those letters of acknowledgment for orders and memberships while the Secretary's attention is engaged in answering more fully letters containing queries as to policy of the Association—and a few which demand a selected bibliography. A Russian association which is preparing an encyclopedia submits a questionnaire that demands a descriptive note on all our publications. Every mail brings some kind of an inquiry about that Convention in Chicago in October 1933 during the World’s Exposition of Progress. A Philadelphian writes: "Where might I obtain a financial data service which publishes weekly the
daily market closing price of active stocks on the New York Stock Exchange?"

"The past Editor telephones — "Do tell me, has ——— been notified there is a new Editor? I am receiving quantities of material that I have to forward." "Oh yes," she is quickly assured, "we have written twice asking that the address be changed, but we shall notify them once more. We are sorry.""

The Chairman of the Publications Committee calls to say, "We plan to mail out a small quantity of publicity this month, and on the Supplement to the Handbook and Basic Lists next month. Is there any stationery available?" "Wait a minute — let’s see — yes, about 3,000 sheets and envelopes are available." "Good. Now, are the names on our lists of sales all up-to-date?"

"No," replies the Secretary. "I regret they are not quite up-to-date. We are working on some now. You know it means checking each order or letter with those already in our file of such names. If not there, a new card must be made, and if the name is there we add the number of the publication now ordered. It is a tedious task. We shall hurry it along in all our odd moments, and expect to have it ready by the end of this week."

"Why, Miss ———, we’re so glad to see you. When did you arrive in New York? No, you haven’t seen the office before. We feel quite at home here now, and our records are all here in this one glass-enclosed room, and it is very convenient. Surely, here they are. All the members from your Chapter are listed here. The institutional are indicated by salmon-colored cards, active by blue cards, associates by yellow, and subscribers are white — yes.

"Won’t you have lunch with me? There’s a cafeteria right here in the building — we use it quite often, and it is very nice."

Soon after lunch a long-distance call brings an urgent request. "We want a list of many large corporations which maintain special libraries — particularly manufacturers and public utilities." "Yes." "Can you also tell us any of these companies which are not now paying dividends?"

The reply goes by special delivery in a few minutes.

The President telephones to discuss several important matters. "Can’t I see you soon to settle this point — when, tomorrow evening?"

"Very well." "By the way, did Miss ——— accept the chairmanship of that ——— Committee?" "No reply has been received yet." "Who was elected president of the local ——— Chapter?" "Oh yes, here it is, Mr. ———." "I’ve got to send out a letter to all locals to ask for suggestions on the Cooperation in Business Library Service Committee — can the assistant mimeograph a letter?" "Certainly." "I’ll mail it down tonight."

And thus almost every day is spent at Headquarters! Any day may be more urgent, particularly if a Board meeting is to be called (or called off), or any day may be more routine and contain much more detailed work to be plodded through.

All the activities of a day can not be enumerated, but one assistant describes it as "a whirling maze of traffic" and much like any good special library. Perhaps such little items as the above may help you to picture what a Headquarters office is good for and why it is decidedly essential to your interests as an active member of S. L. A.

REBECCA B. RANKIN,
Secretary

What to Do?

... How specifically can we protect the library, for instance, from the vandalism which is too often masquerading as economy? Only, I submit, by making more members of every community realize that a book is a friendly and useful thing. Only by making a greater number of people know that the library is a place which everyone can use and enjoy.

There are, in every town in this country, business men, technicians, professional men, who recognize the need of new skills, but who have no longer the means to keep up the printed accounts of new developments in their own field. Can the library and the bookstore help them? And do they know it?

There are people, temporarily deprived of their customary recreations, who would find a multitude of pleasures in your book stacks. Have we brought them fact home to them? Has the local newspaper have the local clergymen been persuaded to tell every member of the community the enjoyment and use that can be made of the library, matter how drastically its budget has been cut?

I emphasize two words, enjoyment and use, because in them I think lies the clue to the only effective appeal to the public at large. People seek from books only two things, enjoyment and use. They read for the practical purpose of learning how to do certain things; or they read for the pleasure of encountering new ideas, new knowledge or new escapes.

WHO'S WHO
Chairman of Our Newspaper Group

MILDRED BURKE has been going places and seeing things since she was three weeks of age, but to her the *Chicago Tribune*, with its job of newspaper librarian, is the most interesting. From the time she was born, in Minneapolis, the daughter of a railroad builder, her life has been a merry-go-round of change just as her childhood had become thoroughly impressed by pioneer tales of adventure and hardship in the Northwest, her father was called to West Virginia to begin a new project with the Baltimore and Ohio Railroad. There the large family of children absorbed all the background of Civil War days. Then the family moved to Cleveland and on to New York City, only to return to Cleveland.

After finishing Library School at Western Reserve University, Miss Burke worked at various branch libraries adding to her early interest in foreigners, their countries and general social conditions. Another change of residence, this time to Chicago, permitted her to do advanced study in library work at the University of Chicago, which she continued later at Columbia University in New York. Then in Washington Miss Burke started a welfare library, at the same time taking courses in sociology. Again she returned to Chicago, this time so much impressed with the value of a business training that she completed such a course, and spent a few months in a law firm as secretary.

But once more the lure of books called, and Alas Burke answered. And there we find her today, with that greatest of hobbies—supplying interesting books, reports, clippings—anything that she thinks she would like to have at hand if she were working on news or feature stories. She spends considerable time and thought in establishing new methods that will effect economy and speed, benefiting both publishers and news writers in their important work of recording and reflecting everyday life of the professional.

Throughout her travels Miss Burke has included libraries with other points of interest and she knows the best ones in the United States, Europe, Cuba, Bermuda, the West Indies, and elsewhere. Her other hobbies may be said to include such luxuries as fine china, lace and art. Although she is now as chairman of the national Newspaper Group, we have all known Mildred Burke as active in the affairs of Chicago, and what a fine piece of work she did last spring as chairman of the News Committee for the Lake Placid convention.

SNIPS and SNIPES

First Prints... Having added Snooping to Snipping and Snipang we turned up this letter. It's so pat that without permission of the copyright owners we want to share it with you. It came accompanied by a check. "I may not be able to add another active member to the list but personally I am fully persuaded, even without Miss Manley's challenging article, that S. L. A. and what it stands for is worth $10 and a lot more to me—so made out this check accordingly... It is appalling for us—active and associate members—not to come nearer paying our own way than we do... We have certainly gotten into the habit of expecting a few stalwarts to carry us to our professional heaven on flowery beds of ease! The carriers are the ones..."
that get stuck with the thorns . . . How's that for a response, Miss Manley?

Changes and Changes . . . Inhibitions and psychoses have no terrors for Katherine Uehlin any more; for the past few months she has been cataloguing the unique library of the New York Psychoanalytic Institute . . . Mary Peffer is cataloguing a private library for a member of the Richard Hudnut firm. No, you're wrong — it's not on "crémés et poudres pour madame," but on chess . . . Helen J. Adelman, who used to be at the Bankers Trust Company Library, has joined the staff of Price, Waterhouse and Company Library . . . We got our departments at the Enoch Pratt Free Library a little bit mixed last month. This is how it really stands: Amy Winlow is, as we said, the head of the Industrial Department, Maria C. Brace is the head of the Department of Business and Economics, and Harriet P. Turner of the Department of Civics and Sociology. (A. W., M. C. B., H. P. T. — is all forgotten? S. and S.) . . . Our well-known friend and fellow-member Eleanor H. Frick, sometime librarian of the American Society of Civil Engineers and now Assistant to the Secretary, has just celebrated her thirty-fifth anniversary with that organization. Congratulations! . . . Nevart Matossian is for the present being a bookkeeper for the Compressed Gases, Inc., North Bergen, N. J. She tells us that she has deserted libraries only temporarily . . .

One Up . . . The Illinois Chapter, being on home ground, has stolen a march on the rest of us and held a meeting at the Century of Progress in Chicago. What they tell us makes us more anxious than ever to join the "on-to-Chicago" movement next October. They have already seen such things as the beautifully lighted Hall of Science and the Golden Pavilion of Jehol. They refer casually to "the new Midway which is already operating." As one who scarcely remembers the first Chicago World's Fair and consequently "never saw the Streets of Cairo" we are all aog with anticipatory thrills . . .

Most Magnetic, Peripatetic . . . Angus Fletcher, of the British Library of Information and a member of our Executive Board, has been seeing these United States, or a large part of them, during November. He visited such important cities as Buffalo, Cleveland, Oberlin, Toledo, Detroit, Ann Arbor, Chicago, Milwaukee, Madison, Kansas City, St. Louis, Cincinnati, Columbus, Washington and Philadelphia, speaking before interested groups on the Ottawa Conference which he attended. In spite of a full schedule Mr. Fletcher arranged to attend meetings of many of the local chapters, all of whom report pleasure in his visit, enlightenment on the Conference and real help from his discussion of our national Association . . . Later . . . We've just heard that the Middle West won Mr. Fletcher completely . . .

Advertisement . . . Lillian A. Scardefield, who used to be at the Alexander Hamilton Institute Library, is being very busy and progressive in her new job at the Britannica Book Shop. She writes us that she can be extremely helpful to any of us who wants to be relieved of the nuisance of renewing subscriptions to annual publications such as Ayer's, Directory of Directors, Who's Who, or Thomas'. She'll combine all your expenditures on one bill and save you a lot of trouble generally. Her address is 65 John Street, New York City . . .

Casualties List . . . The open season on Specials continues. Anna Ebbesen of the Library staff at Batten, Barton, Durstine & Osborn fell on November 2nd and with unnecessary thoroughness broke her wrist in four places . . .

Horace Greely Revered . . . Margaret Withington, librarian of Scripps College in California, is on leave of absence this winter. She has returned to her former home in Boston and is spending her time there. Convention goers have happy memories of Miss Withington at Toronto, Washington and especially in California, where she entertained some of us at tea in her typical California villa .

Depression Dodos . . . K. Dorothy Ferguson writes from California: "One thing the depression has done for me — it has killed my hopes of ever being a lady of leisure so I have decided to work like the devil." . . .

On the Art . . . You wouldn't think Rebecca B. Rankin, our national Secretary, would have any time, what with her own important job at the Municipal Reference Library and what amounts to almost a full-time job for S. L. A., to do another thing. But she always does have. On November 2nd she attended a conference of the Southern Women's Educational Alliance in New York City. As one of the vocations represented, the
SPECIAL LIBRARIES

December, 1932

librarians presented a statement on the present supply and demand for librarians and on the future outlook for the profession. Then, too, Miss Rankin has begun her regular semi-monthly broadcast series. Her subject is "What Our Cities Are Doing." If you can get Station WNYC on your radio tune in on Mondays at 6:20 P.M. The earful you get will be worth while. . . .

Which reminds us that another station echoed a library message to the great outside world not so very long ago when Nell Sill of Cleveland spoke over WHK on "Unusual Phases of a Museum Library." Good for our baby Group!

Putting Knowledge to Work. . . . Did you read the "Song of the Hen" in the New Yorker for November 12, 1932? In this article our learned contemporary gave the Pulitzer prize for the "nicest piece of research work" of the year to the head librarian of Columbia University. When every one else had failed in the attempt to tell Dr. Butler "how a hen goes" the matter was referred to the head librarian. "Dr. Nicholas Murray Butler?" he asked, when they told him who wanted to know. We quote the New Yorker: "He was told that this was so. He got on the job. It was about a quarter to six then. Soon after seven, the head librarian calmly phoned the President's office. He had kept the faith 'You spell it,' he said, 'c-u-t hyphen c-u-t hyphen c-u-t hyphen cadaakut; the last word is 'c' for apple 'a' for apple 'k' for king 'u' for under 't' for Tommy.' The President's office took this down and repeated it, and it was okayed. Cut-cut-cut-cadaakut.

"The head librarian was waited upon and congratulated by a little group of admiring research workers. They asked him how he had done it. 'I got it out of a nursery book,' he said modestly. . . .'

While we have no record that any Special has ever been asked "how a hen goes" we probably could all compile a list containing many obscure and unusual questions. Miss Barbro Hallendorff, who is here from Stockholm, where she is connected with the library of the Swedish School of Business, found that the questions asked in an advertising library were so varied and in some cases so incredible that she asked Miss Alexander for a list of some of them. Miss Hallendorff visited the libraries of the Standard Statistics Company and the Federal Reserve Bank as well as that of B., B., D. & O. The Library of Congress is the next stage in her journey to study library organization in this country.

"Depression Panacea." . . . If it will cheer you up any we can tell you that Walter Haus-
LOCAL ASSOCIATIONS

THE ILLINOIS CHAPTER was not to be prevented by the season's first blizzard from having its meeting as scheduled on November 15th. Were they not meeting in the Tropical Room of the Medina Athletic Club, and were they not having as guest that most distinguished and delightful gentleman, Mr. Angus Fletcher, of the British Library of Information? By way of compliment to Mr. Fletcher other guests were Mr. Lewis E. Bernays, British Consul-General, and Mrs. Bernays, and Miss Grace Telling, Secretary of the English Speaking Union.

Miss Telling gave her impressions of “Anything Can Happen in London” Mr. Bernays spoke of his association with and friendship for Mr. Fletcher, and of his impressions of Chicago “before and since coming.” Mr. Fletcher brought the greetings of the S. L. A. Executive Board and then proceeded to discuss the aims and accomplishments of the Ottawa Conference, which he attended as a member last summer. Following this most enlightening talk, Mr. Fletcher spoke briefly on the subject, “Recovery and the Special Library.” His chief thought was a most encouraging one—that the high-powered executive is discovering that he can not succeed alone, and that a librarian is the solution of his problem, and a most important part of his organization. The enjoyment of the meeting seemed to be summed up in the final words of the President:

“Please, Mr. Fletcher, come to Chicago again soon!”

The PHILADELPHIA Newpaper Group is the first to plan a “Newpaper Night” for the program of a local association. At their December meeting, Joseph F Kwapil represented the Newspaper Group, talking on “Newpaper Libraries in America, Past and Present.” He illustrated his talk with lantern slides and motion pictures. The meeting was held in the auditorium of the Franklin Institute, with the librarian, Alfred Rigling presiding as chairman of the Library Council of Philadelphia.

The BOSTON CHAPTER held its October meeting at the School of Architecture, Harvard University, on October 25, 1932. Miss Glover, Chairman of the Membership Committee, submitted the names of the following, who were voted into membership:

Ethel M. Strong, Harvard Medical Library
Mrs. A. Blake, Psychopathic Hospital
Mildred Whitemore, Boston University College of Liberal Arts Library

Isabel Starbuck, Boston University College of Liberal Arts Library

The President described the plan for forming a Technology Group to hold occasional meetings in addition to the regular meetings of the Chapter, and asked all the members interested to get in touch with Miss Sullivan.

The latter announced that she had received a letter from Mildred C. Clapp, Chairman of the National Committee on Cooperation in Business Library Service, asking for a list of material that Boston libraries are about to discard now that new editions are announced for publication.

Mr. Redstone then introduced Mr. Persons, who delivered an address profusely illustrated with slides on the subject of early American churches which was received with well merited enthusiasm.

The CLEVELAND CHAPTER enjoyed a luncheon given by the Export Club of Cleveland at the Chamber of Commerce November 11th. Angus Fletcher, a member of our Executive Board, who has been making a tour under the auspices of the English Speaking Union, discussed conditions in India, unemployment in Great Britain and the recent Ottawa Conference.

Later in the day about sixty members of the Library Club of Cleveland joined the S. L. A. chapter at a tea in Guildhall Restaurant to meet Mr. Fletcher. Launcelot Packer Cleveland, director of the English Speaking Union and one of our guests, read a clever metrical description of the work of the British Library of Information, and Mr. Fletcher talked delightfully and informally on “Scott as portrayed in his Scottish novels.”

The PITTSBURGH ASSOCIATION met at the Koppers Research Corporation, of which Edith Portman is Librarian, on November 16th, for the first meeting of the year. Mr. Vincent Sauchelli, of the Koppers Products Company, gave a talk on the Near East, which proved so interesting and called forth so many questions that the remainder of the program was held over till the December meeting.

The MICHIGAN S. L. A. held its October meeting at the annual convention of the Michigan Library Association, in Traverse City, with an attendance of thirty. Mary Frankhauser, State Librarian; Maud Elwood, Librarian of the Dow Chemical Company, Midland, Frances Curtiss, Detroit News Library, Mrs. L. P. Dorn and Mrs. M. M. Appleton, both of the Detroit Edison Library, were the speakers.
GROUP ACTIVITIES

CIVIC-SOCIAL

Editor: Ina Clement

GOVERNMENTAL PROBLEMS IN THE AIR

A new series of broadcasts on current economic and governmental questions is to be sponsored by the National Advisory Council on Radio in Education. It began November 12th and will be given every Saturday evening from 8:30 to 9:00 p.m., eastern standard time, over a nationwide network of the National Broadcasting Company. The Brooking Institution, Washington, D. C., has been asked to manage the series.

The December subjects in the popular series, "You and Your Government," presented by the Committee on Civic Education by Radio of the National Advisory Council on Radio in Education and the American Political Science Association on Tuesday evenings are exceedingly interesting. The speakers are recognized authorities on their subjects. One Library Commission reports that there has been an increased demand upon libraries for books on governmental problems because of the series, and the libraries are on their "tiptoes" to satisfy the demand. The September issue of The Booklist contained an article, with a bibliography, on "The Crisis in Local Government," by Howard P. Jones, National Municipal League, and Rebecca B. Rankin, Municipal Reference Library, New York. The subjects for December programs are as follows: "Reorganizing County Government," December 6th; "Reforming Financial Methods," December 13th; "Reducing and Limiting Local Indebtedness," December 20th; "Revising Our State and Local Tax System," December 27th.

The "You and Your Government" programs will continue in 1933 with a series on legislative prospects, problems and procedure, beginning Tuesday, January 3rd, and continuing for twenty-four consecutive weeks on Tuesday evenings at 8 o'clock.

A recent issue of the Municipal Reference Library Notes carried the announcement that the New York Municipal Reference Library was beginning another series of radio broadcasts under the caption "What Other Cities Are Doing." They will be given over WNYC twice a month on Monday evenings at 6:20 o'clock, eastern standard time. The first one was given November 14th when Miss Rankin spoke on "Tax Collection Methods."

A recent bibliography issued by the Russell Sage Foundation Library is "The Southern Highlander," compiled by Mrs. Mabel A. Badcock, until recently chairman of the Civic-Social Group of the New York S. L. A.

The Cincinnati Chamber of Commerce devotes several columns of the News Bulletin for September 23rd to a description of its reference library. "A list of the items indexed in the reference library would fill several issues of the News Bulletin and would hardly reveal the valuable possibilities embraced by the titles of books thus cataloged," the article relates.

The New York Civic-Social Group held its first meeting for the year at the Woodrow Wilson Memorial Library, November 17th. The librarian, Helen E. Wheeler, is chairman of the group. Plans for the coming year were discussed.

COMMERCIAL-TECHNICAL

Chairman: Marion Mead

Because it is a long process to formulate plans by mail, it was felt by the national chairman that, if several Commercial-Technical librarians in one section could get together and personally discuss and suggest, their ideas would be fairly representative of the Group as a whole, and we could get started sooner with plans. So Chicago members met for luncheon on Friday, November 4th, with the chairman and the secretary.

The first project decided upon was a bulletin of general information to be circulated periodically to the members of the Group. This bulletin will print the following helpful information:

1. A list of recent books on commercial or technical subjects which various libraries have added to their collection, giving author, publisher, price and date.

2. A list of recent pamphlets and magazine articles on commercial and technical subjects which a librarian has taken special note of.

3. A list of current studies or undertakings of the companies or organizations of Commercial-Technical librarians for which the library is at present building up a collection of special material.

A questionnaire is to be sent out within a week to the Group to fill in this information from their libraries. They will be returned to the chairman,
who will compile the answers in bulletin form. Any suggestions are welcome. The chairman will be eager to receive opinions accompanying returned questionnaires.

One of the most active committees of the group is the Trade Association Committee, whose chairman is Rose Vormelker. The following objectives have been outlined for 1932-33:

1. To make trade associations "library conscious."
   (a) Through publicity to trade papers and to official publications of trade associations.
   (b) Through exhibits at national conventions of trade, technical and professional associations.
2. To sponsor better indexing of trade, technical and professional association proceedings.
3. To assist in organizing special libraries in trade associations and give other library assistance, such as compilation of bibliographies, suggested by Mr. Barnes.
4. To sponsor a column in Special Libraries on trade association publications.
5. To add to the prestige of S. L. A.

One of the most interested members of the committee is Guy Marion, manager of the Research Department of the Los Angeles Chamber of Commerce. Mr. Marion's ambition is to form a chamber of commerce section of the committee. He is anxious to persuade all research managers and librarians of chambers of commerce in the country to join this S. L. A. Group. Also, he hopes that we may be instrumental in stimulating the organization of libraries and research departments in the chambers of commerce which do not at this time maintain a library.

In the next report of this Group, a list of the chairmen of the various committees will be published.

FINANCIAL

Editor: Ethel L. Baxter

The Financial Group held its annual Library Exhibit in connection with the convention of the A. B. A. in Los Angeles, October 3rd-7th. A list of one hundred new books on finance and economics was compiled and mimeographed, and used as the basis for the books displayed. Two threefold pamphlet reading lists, one on "Proposed Changes in the Banking Structure" and the other on "Taxation," were printed for distribution. Miss Ferguson of the Bank of America, San Francisco, prepared and mimeographed an outline and reading list on "The Federal Relief Program." This list covers the Reconstruction Finance Corporation, Home Loan Bank, Emergency Relief and Construction and the Commodity Finance Corporation. Any of these pamphlets may be secured from the Chairman of the Financial Group.

Publicity stories were sent to twenty-seven papers and financial magazines, many of which published the story in full. Printed slips inviting the delegates to visit the exhibit were placed in each registration envelope. Also, the exhibit was listed in the American Bankers Association programs.

Located in the hotel headquarters, the exhibit was so situated that the bankers must pass it on their way to the meetings. The booth was closed on three sides, giving the effect of a room, well lighted and inviting. There were no filing cabinets, card catalogs or other evidences of library routine, the idea being to emphasize facts and service rather than methods and equipment.

The one hundred new books, displayed in open cases supplied by the Library Bureau, attracted much interest. In addition to these standard services, reference tools, business indexes, S. L. A. publications, business and financial magazines and the daily newspapers were on display.

Attractive charts and signs drew attention to the reading lists and pamphlets. A small "take one" sign placed by the free material was a most practical aid. The exhibit was financed by a generous donation from the Los Angeles A. B. A. Convention Committee.

Visitors commented generally on the attractive set-up and fine location of the exhibit, and many expressed their appreciation of the exhibit as a regular feature of the A. B. A. convention; others inquired about the organization of a financial library, and there were many compliments on the usefulness of the timely reading lists. In a number of cases, extra copies were requested.

The exhibit committee consisted of the librarians of the two Los Angeles bank libraries, Marjorie Robertson, Bank of America; Chairman, Beatrix W. Jepson, Bank of America; E. Ruth Jones, Security-First National Bank, and Margaret E. Addison, Security-First National Bank. To them go all honors for the success of the exhibit.

MUSEUM

Editor: Eugenia Raymond

WHO ARE USING OUR MUSEUMS?

It has been well said that in the Orient the processes of production that underlie daily life stand always revealed to the passer-by. In bazaars metal workers shape their burnished
brass and copper pots and pans, the silversmith works at his tiny forge in full view, even the weaver sets up his loom, and close at hand spinning and reeling and dyeing processes arrest the attention. But is it not true that with us in the Occident the reverse is to be noted? Growing boys and girls know little of the processes that underlie our present-day civilization, for these fascinating operations are hidden from them behind factory walls.

To cause our museums to stand in the very forefront of our educational system, with our libraries, may well become the aim of the Museum Group. While it is conceded that streams of grown-up people go through our great city museums we may well pause to inquire whether the children and the young people are definitely planned for as they should be. One is inclined to think from answers to definite queries, and from reading reports as well, that they order these things better abroad.

Even in the days of keen economic and financial stress in Germany, a way was found to bring students and workers from different parts of the country to the famous Deutsches Museum in Munich. Students by the hundreds yearly spend four days at a time there. Money has been provided from a fund, and different schools selected two or three individuals from each institution to go to the museum, each one to report to his school on the results of his study. A copy of his report is sent to the museum. If such enthusiastic interest is shown in the country at large, it can well be thought that the educational authorities of the city of Munich, where the museum is located, will wish to see that each pupil over ten years of age shall visit the museum at least once a year under expert guidance. How does this recognition of the place of the museum in education compare with the attitude of a large eastern city, which has an ably conducted Children’s Museum, but whose public school children may not be taken there without a specific written permit from their parents or guardians?

The Deutsches Museum, with its marvelously organized collections built up with a purely educational aim, is used as a center for conferences and congresses of a scientific and technical nature. Do we find a hint here for adult education? To see what our problem is in bringing about a more vital use of our museums, let us consider the facts concerning the recent progress and present condition of museums in America. Laurence Vail Coleman, Director of the American Association of Museums, has given us his latest published figures (U. S. Office of Education Bulletin, 1931, No. 20) concerning all public museums of record.

They are grouped into five fields: Art, 167; Science, 125; History, 415, Industry, 24; General, 50. In 1930 these 781 museums had an approximate aggregate income of $16,331,000, and at least 166 had their own buildings designed for museum purposes. Added to the public museums with assured income are 112 in the larger universities, colleges and schools, and 515 in smaller colleges and schools, the average annual income of those in the latter being less than $1,000. No clue is given to the hundreds of smaller ones. In addition to this splendid statistical account of the condition of museums in America today, we should note the compilation of the Yearbook of the American Association of Museums, which gives an admirable list of museums of all kinds.

Perhaps a contribution that the Museum Group, with the cooperation of the members of the Commercial-Technical Group, could give would be to supplement the large published list with a detailed list concerning the present home of known original apparatus together with places where carefully built replicas or accurately constructed models can be found. That this would be of value in adding to our knowledge of our educational resources none can doubt. Many of these small collections have exhibits of intrinsic worth quite out of proportion to their size. It is known that teachers in technical schools have a real desire to know where these originals may be found so that they may direct their students to them for study at first hand.

Only four major industrial museums exist in the United States today, the New York Museum of Science and Industry, the Museum of the Franklin Institute in Philadelphia, the Edison Institute of Technology in Dearborn, Michigan, and the Museum of Science and Industry, Chicago. That only four large industrial museums have been brought into being in the United States gives food for thought when we consider that our genius has been inventive from pioneer times to the present. American boys have the same native genius today, shown in their intuitive use of tools, in tinkering with the radio or the family car. Are the plans of our own educational authorities taking sufficiently into account the hidden talents and the obvious needs of the forgotten boy? Librarians know that for decades we have all endeavored to make books attractive to the non-reading boy. But now we face the fact that we have a nation of boy readers of magazines. The circulation of Popular Mechanics alone is eight hundred thousand per month. What visions we have of frustrated ambitions in the desire on the part of the forgotten boy to make something for which he has not the tools. In the great manual
training high schools of the largest cities, shop equipment has been installed, but what shall be said for the hundreds of thousands of boys in the land with no privileges of this kind? Is it too much to hope that in the smaller cities museums will be provided, with expert shop curators, where lathes will be installed for machine and wood work to be used by the boys of the community who are mechanically minded?

Among the fine arts museums the Pennsylvania Museum of Art has shown the way to the more modern use of a museum educationally. Here is the realization of the idea that art exhibits should be divided into two parts, one for the public giving a survey of the arts, and the other for reference students. In the public galleries pictures, furniture, sculpture and other appropriate objects of the same time and place are shown together. In the reference room it is planned to have cases for objects arranged after a classification by material and process, installed compactly, and in readiness to be inspected closely by students using the museums.

Within the last three years the Buffalo Museum of Science has opened its new building, giving a complete exposition of the educational idea—that a museum should exhibit subjects, not objects. In rooms surrounding a central hall, natural history is logically set forth in the following sequence: Physics, astronomy, geology, biology, botany, invertebrate zoology, vertebrate zoology, evolution, heredity, geography and anthropology. It is the aim of those responsible for the plan that the exhibits shall explain the principal concepts of each science.

Another interesting development of museum progress which, when more widely known, should lead to more extensive use by children and adults alike, is that of outdoor museums in the great national parks. The first demonstration of the soundness of the doctrine that trailsides museums are thought to the works of living things can give better and more useful instruction in many cases than fragments and imitations indoors can ever do was made in the Yosemite a few years ago. The most recent development is in the Yellowstone where an extensive series of trailside museums, each given over to a restricted subject, has been created.

In the past historical museums have been the most static of all, but may we venture the hope that with the renewed interest in George Washington and the cradle days of the American republic, and a deeper interest in popular government as well, the historical museums, large and small, dotting our forty-eight states may become centers of unparalleled educational activity for young and old? As special librarians, let us do our part by informing ourselves concerning these vital educational forces and by creating an atmosphere of appreciation of the museum idea so that in all of our communities no more shall the museum be a lifeless static thing, but living, dynamic. — Emily May Hawkins.

**NEWSPAPER**

**REPORT ON CLASSIFICATION**

**THERE** are almost as many opinions regarding classification as there are libraries. Each newspaper library has grown along more or less haphazard lines in its efforts to meet its individual demands. No librarian is willing to throw out his entire classification in favor of another one, no matter how well prepared. In order to achieve anything in classification, it seems necessary first to go back to some statement of fundamental principles upon which all librarians can agree.

The newspaper library deals with clippings, the subject matter of which is prepared by reporters of varying degree of accuracy. Often the reporter will write one story covering several subjects, which doesn't simplify the librarian's work by any means. Because of the multiplicity of editions and the speed with which each must be prepared, information must be almost instantly available. On that much, the committee believes all librarians will agree.

The real problem seems to be one not so much of subject headings as of division of the subjects into the necessary number of subdivisions to make every clipping quickly accessible, and to prevent the congestion which occurs whenever one subdivision becomes so crowded with material that it is unworkable. Experience has shown that efforts to prepare a classification list with all the necessary divisions are largely wasted. To expect librarians to throw out their present system for a new one would be expecting the impossible. Then, too, the list is hardly prepared before the constant accession of new material makes it out of date.

The solution must be found in determining general principles to govern the breakdown of a subject to whatever point is necessary to fit the needs of the individual paper. When this is done, every clipping should be marked with the thought in mind that some day a further breakdown will be necessary because of the very bulk of the material collected. When that time comes, the clipping, having been marked originally for this new breakdown, can be taken out and put in a new envelope marked for this classification.
For example, our first clipping about the city council might be a story of the debate on the city budget. This being our only clipping on the council, it would go in the council miscellaneous envelope, but we would mark it Council-Budget, or Council-Finances-Budget, or whatever other division we decided upon. Then when the Council envelope has got too fat, it is an easy matter to separate the budget stories and file them in a separate envelope. This should meet the needs of the small newspaper as well as the largest. Also it does not require an expert librarian to relieve the congestion in the Council envelope. The new division is already made and the process is as nearly automatic as it is possible for a library process to be.

The geographical breakdown of a subject is the easiest and in many instances the most satisfactory. Others depend on the nature of the subject. Many suggest themselves naturally.

It is important to determine first whether the first breakdown is to be geographic or by subject. Of course there are exceptions, for neither system can be applied to every subject. There are arguments in favor of both systems, and the decision should be left with the individual librarian. For instance, should we file Prohibition raids in New York under Prohibition: Raids: New York: or under Prohibition: New York: Raids? In other words, is it more important to have all prohibition raids grouped than to have all prohibition stories from New York under one heading? Having determined which form to use, the system should be carried out as far as practicable and every employee of the library be familiarized with the exceptions.

The next thing to determine is how many subjects have an identical breakdown. There are, for instance, the 48 states, which can be classified alike, using the largest file as a model. Innumerable cities and foreign countries can be made to conform to one set of classifications. The librarian also must determine what sort of stories belong in a geographical heading and what under a subject. One newspaper decides that anything to be captioned with a heading denoting a body of water or land is a "place" name and hence goes in the geographical file, all other material being subject or biographical. Another decides that anything of a public or semi-public nature is geographic and all other material subject or biographical. In a word, are we to file it Gold: Alaska or Alaska: Gold. Another thing to determine is whether the system shall be a class system or an individual system. In other words, whether everything is to be filed directly under its own name, or whether there shall be groupings like Organizations, Birds, Animals, Diseases, Fish, etc., under which anything belonging to any of these groupings shall be filed.

Having covered in a general way the preliminaries to a classification scheme, and this being a year in which politics, elections and political parties take so much newspaper space, it was but natural that this committee should be asked to go into detail concerning these subjects. As a basis for discussion, the recently revised classification of The Detroit News is presented.

To begin with, it was decided that whenever it was necessary to find the name of the person elected to any office the natural place to look for it was under the name of that office and not under Elections. Therefore, the Elections file was confined to general stories having to do with elections, absentee voting, voting machines, etc. As a result, under Congress, Presidents and the various states and cities The News has divisions for Elections, Campaigns, Candidates, etc.

Stories having to do with the organization of any political party, its financing, conventions, delegates and factional fights are put under the name of the party. When such stories deal with more than one party or give a comparison of similar situations in two or more parties, the material is filed under Politics. Also under Politics are filed stories having to do with political maneuverings for control of local governments operated under a non-partisan charter, as Detroit is.

A list of divisions in the Politics file would make clearer just what sorts of stories are filed under Politics—Advertising; Bosses; Campaigns; Candidates; Churches; Conventions, Editorials; Emblems; Finances; Platforms; Slang; Slogans; Third Party. Other divisions are according to campaign issues, like Prohibition, Religion, Tariff, Waterways, etc.

Similar subdivisions are used in the geographical divisions of Politics, covering state and local politics. The political parties are divided geographically to cover activities of the state organizations of that party and the national activities are divided as needed into Campaigns, Committees (National and Senatorial), Conventions (divided further into Delegates, Resolutions, Platform, etc.), other divisions being under the various campaign issues. In presidential years the stories of the congressional campaign often are so tied up with the Presidential campaign that most of them are filed under Presidents: Campaigns. This material is largely of a temporary nature and after the election most of it can be eliminated.

There always is a mass of material containing only conjectures and forecasts of the probable result of the election. The News files this as
Presidents: Election; Dope stories. Other divisions under Presidents, having to do with the campaign and election, are: Candidates (divided into Democratic, Republican and Miscellaneous). Most of this is of temporary nature and can be discarded after the election. Elections: This covers a vast amount of material, and The News has provided these divisions: Dope stories, editorials, General, Electoral, college, Primaries, Prosperity (for effect on prosperity of presidential campaign years), Straw Votes and miscellaneous. Under Congress: Elections a further division needs to be made to cover the congressional elections in your own state and possibly for some other states. There also is a division for Campaigns.

If this report meets with the approval of the Group, it is recommended that the Classification Committee proceed along these lines next year with definite rules for classification of some of the most commonly exasperating subjects. — Ford M. PETTIT, Chairman.

ANNUAL REPORT
June, 1931—June, 1932

The conference of Newspaper Librarians held at Cleveland was in many respects the most interesting and constructive meeting yet held and with Joseph Sheridan, librarian of the Akron Beacon Journal, as Chairman, all had high hopes for an active and progressive year. Mr. Sheridan had initiated plans for the 1932 conference and had appointed committees for wide activities, when on January 16, 1932 his work was stopped by his death. We had all learned to love him and greatly miss him from our group. At the coming conference adequate notice of his death will be taken. The duty of carrying on for the remaining months of the year fell upon the vice chairman, and so far as possible all plans projected by our late chairman, will be carried out.

The Group also suffered the loss of another member by death. On October 13, last, S. Ashley Gibson, librarian of the Providence Journal, while on a sea voyage to Bermuda died on shipboard. His successor as librarian, Stephen A Greene, has become an active member of S. L. A. Newspaper libraries have suffered with all other libraries in the general economic crisis, yet there has been some onward progress. The New York Times, with the completion of its new addition, greatly expanded the space devoted to library and reference department uses. New steel equipment displaced wooden file cases. The New York World Telegram moved into a new building, giving much additional space with new all steel equipment to library and reference room. Their clipping files are undergoing a thorough reorganization. The Manchester Union Leader moved into a new building and for the first time has given adequate space to the library. The Christian Science Monitor, in Boston, is planning a greatly increased library in the new building now in course of erection, and the librarian has had a large part in the planning of the library. The Detroit Review and the Detroit Herald merged, but our fellow member was retained with the united staffs. The Oakland Tribune and the Pittsburgh Sun Telegraph have installed new equipment in their libraries. The Boston Herald and Traveller has been given new quarters and some new equipment.

The Group has suffered the loss of a few members but has added others: Miss Emile E. Bohne of the Minneapolis Star and Leader, the Milwaukee Sentinel (instituational) and the New York Evening Post.

This report would not be complete unless it carried a deep appreciation of the wonderfully successful efforts of Detroit in entertaining members of the Newspaper Group, who were able to accept their cordial invitation, and enjoy their fine hospitality.

D. G. ROGERS, Chairman

EVENTS and PUBLICATIONS

In a recent bulletin, the Association of Special Libraries and Information Bureaux of Great Britain announces that "A. S. L. I. B is in the position to give help and advice to anyone who may need it with regard to the selection for libraries of books on special subjects. That goes almost without saying and perhaps that is why it has not been mentioned specifically before. Obviously ASLIB, through its members and many other connections, is able to obtain the assistance of experts on every subject under the sun. The majority of ASLIB members are themselves specialists in their subjects and do not stand in need of advice when buying books for their libraries. But general libraries, especially the public libraries, are in a different position and may sometimes be glad of help." Fully half of the same issue of the bulletin is devoted to descriptive details of publications of the Special Libraries Association of America.
George W. Fogg, College Park, Md., has available several bibliographies by the staff of the Business Index — 


Directory to Regular Departments of 185 Trade and Industrial Publications (not financial). Price, 75 cents.

Weekly Business Index, cumulated monthly, to 116 business and trade periodicals and United States Government publications. With binder, per year $15.00.

* * *

The American Standards Association, New York City, of which Florence Fuller is librarian, announces that a proposed dictionary of electrical engineering terms, representing the results of over three years' work by a committee of twelve scientists and engineers under the chairmanship of Dr. A. E. Kennelly of Harvard University, has just been published for review and criticism prior to its submittal to the American Standards Association for adoption. The report, prepared under the direction of the American Institute of Electrical Engineers, is a document of 298 pages listing over 3,400 definitions.

* * *

After nearly 80 years of lending books at 13 Astor Place, the Mercantile Library, of which Florence Garing is librarian, is moving to its new eight-story building at 17 East 47th Street. The Mercantile Library is believed to be the second oldest book lending institution in the city. It was founded in 1820 by a group of New York merchants who believed that learning should be as accessible to their clerks as to the members of their families. There are at present 3,100 subscribers, each of whom pays $5.00 annually for the privilege of borrowing as many books as he wishes during the year.

* * *

A post-war development in labor legislation which has far-reaching social possibilities is the dismissal compensation law movement. Professor G. T. Schwenning of the University of North Carolina published a study entitled "Protection Against Abrupt Discharge" in the Michigan Law Review which is available in reprint form, as is Professor Schwenning's comprehensive bibliography of the subject in the February 1932 issue of the Monthly Labor Review of the United States Labor Statistics Bureau.

Since February, 1932, the Agricultural Index has included listings and brief reviews of technical material from leading Russian agricultural and economic publications. This work is conducted by J. W. Pincus, Consulting Agriculturist, P. O. Box 565, New Brunswick, N. J., who is prepared to furnish either the original publications or abstracts of translations of articles reviewed in the Index, or to secure specific information on any Soviet agricultural or economic problem.

* * *

"A Suggested Hospital Medical Library," a paper prepared for the Clinical Congress of the American College of Surgeons by Charles Frankenberg, Librarian, Medical Society of the County of Kings, has been reprinted from the June Bulletin of the College. A brief discussion of administration, classification and arrangement of such a library is followed by a short list of foundational periodicals and books, and a lengthy list of other recent important texts and reference works.

* * *

"The Unemployment Insurance Library," is the collective title of four studies of unemployment insurance in the United States, Great Britain, Switzerland and Belgium, published by the Industrial Relations Counselors, Inc., 165 Broadway, New York City. The four volumes are being offered at a special price of $12.50. When sold separately the United States volume costs $7.50, the British one $5.00, the others $3.00 and $3.50.

* * *

Two volumes of a subject index of chemical patent literature in the United States are available from the Chemical Catalog Co., 419 Fourth Ave., New York City. The index is to be complete in five volumes and covers the years 1915-1924. Volume one is an index of names for the entire five volumes, while volume two covers A and B of the subjects. The index is sold on the basis of $25.00 per volume.

* * *

The Birmingham (England) Bureau of Research on Russian conditions, directed by Professor S. Konovalov, is issuing a series of memoranda on vital issues in Russia. It is the aim of the Bureau to supply reliable information, based on a careful and impartial study of facts and statistics relating to economic conditions in the U. S. S. R. The annual subscription is $5 payable in advance.

* * *

A "Symposium on Rubber," composed of twelve papers presented at the Cleveland Re-
December, 1932

SPECIAL LIBRARIES

Regional Meeting of the American Society for Testing Materials, makes available for engineers concise and usable technical information on rubber and many important engineering materials in which rubber is used. The address of the Society is 1315 Spruce St., Philadelphia. The price of the symposium is $1.25.

* * *

We wonder if other organizations are having as many requests for their publications through the Vertical File Service of H. W. Wilson Company as have come to the Social Insurance Bureau of the Metropolitan Life Insurance Company for its series of eight monographs on social insurance, of which five deal with unemployment insurance. They are available on request to the Bureau.

* * *

"Immigrant Gifts to American Life" is the title of a fascinating study made by the Russell Sage Foundation. It is by Allen H. Eaton of the Department of Surveys and Exhibits and describes, with copious illustrations, various festivals and exhibitions which have shown the contributions of our foreign-born citizens to American culture. Price, $3.00.

* * *

A silk and rayon research bureau has been established in the Silk Association of America to collaborate with the Textile Foundation in special studies in the field of marketing. The first study, now under way, deals with equipment available in the industries.

* * *

Rosamond Gilder, the daughter of the late Richard Watson Gilder, has compiled a fully annotated bibliography of 100 books relating to the theater, under the title "A Theatre Library" It is published by Theatre Arts, Inc., 119 W. 57th St., New York City. Price $1.00.

* * *

F. W. Faxon Co. of Boston has issued a 1932 supplement to "United States Reference Publications," a guide to the current reference publications of the Federal Government, compiled by J. K. Wilcox, Associate Reference Librarian of John Crerar Library. Entries are annotated and well indexed. Price, $1.75.

* * *

The National Rehabilitation Association, which is devoted to the promotion of vocational restoration of the disabled, has selected as Director Dr. John A. Lapp of Chicago, a past secretary and president of S. L. A. Temporary offices of the Association are at 537 South Dearborn Street, Chicago.

* * *

A checklist of the numbered publications of the Department of Conservation of Indiana was published in the April-June number of Library Occurrent issued by the Library Division of the Indiana Library and Historical Department.

* * *


* * *

"War Debts and World Prosperity," by H. G. Moultton and Leo Paevolsky, has been characterized by Walter Lippmann as "the indispensable source book" for an understanding of the subject. Published by The Brookings Institution, Washington, D. C. Price, $2.50.

* * *

The "Industrial Directory of New Jersey" for 1931 is being offered by the New Jersey State Chamber of Commerce for $5.00. This volume is published only once every three years.

* * *

The Research Department of the Vanadium Corporation of America publishes quarterly the Vanadium Review, including a résumé of current literature on vanadium alloys and compounds.

* * *

The American Institute of Accountants is publishing a volume on "Basic Standard Costs" which will be of interest to all accountants, executives, factory managers and engineers.

* * *

The "Subject Index to the Economic and Financial Documents of the League of Nations, 1927-1930" is a 200-page volume recently published by the World Peace Foundation. Price, $1.50.

* * *

M. Alice Matthews, librarian of the Carnegie Endowment for International Peace, Washington, D. C., has prepared a six-page selected list of references on "War Debt Cancellation or Revision."

* * *

Creative Art Magazine has instituted a monthly checklist of books on art, and is also extending its book-review department.
Government Statistics

MARY G. LACY, Department Editor

This list was compiled by the staffs of the libraries of the Bureau of Public Roads and the Bureau of Agricultural Economics, U. S. Department of Agriculture, Washington, D. C.


The first quarterly report was issued as 72d Cong., 1st sess. Senate doc. no. 75 with title: Letter from the Reconstruction Finance Corporation transmitting, pursuant to law, the first quarterly report. Tables 1 to 3 were also issued in mimeograph form without title.

The second quarterly report was issued as 72d Cong., 1st sess. Senate doc. no. 135 with title: Report of Reconstruction Finance Corporation.

The third quarterly report, covering the period July 1 to Sept. 30, 1932, is the first of these reports to have the title used in the entry. It is somewhat more of a report than the earlier issues and contains the following tables: Aggregate loans to each class of borrowers; number of borrowers by states and classes; number of loans authorized, by states and classes; statement of cash receipts and expenditures; statement of condition as of the close of business Sept. 30, 1932; names and compensation of directors, officers, and employees receiving from the corporation more than $400 per month, and names and compensation of officers and employees of regional agricultural credit corporations receiving more than $400 per month.


The principal objects of the investigation were to secure available data on (1) motor equipment in use, particularly as to types and weights of vehicles, (2) radius of haul, and (3) costs of operation. The information was obtained through personal interviews, from 217 motor-trucking concerns in 41 states and the District of Columbia. Data as to truck and trailer equipment and hauling radius were generally available, especially from operators making regular trips over fixed routes, but comprehensive figures on operating costs were scarce, only 122 firms supplying cost data in sufficient detail to permit statistical analysis. For this reason the authors suggest that statistical conclusions be accepted only as indicative of general tendencies, not as final evidence on the subject. Evidence seems conclusive, however, that many companies in their accounting are ignoring overhead and administrative costs, and do not know whether they are operating at a real profit or not.

Tables included in the report present detailed data concerning physical characteristics of the trucks and the corresponding direct operating costs; also, direct operating costs per truck mile and per ton mile.


The report is a summary of the facts concerning traffic upon the federal-aid highways of eleven western states obtained during the period September 1929, to October 1930, including both passenger car and motor truck statistics. The area of the states cooperating includes more than 37 per cent of the area of the United States and more than 35,000 miles of federal-aid highways.

The survey was undertaken to obtain the essential facts about the present density, types, capacities, and distribution of traffic units as a basis for planning highway development to serve present and future traffic. The data presented may be used by each of the states as the basis for a program of road construction, reconstruction and maintenance consistent with traffic requirements for each year up to 1940.
A classification of highways is presented, based on the foregoing data, on present population and population trends, on predicted future traffic and on an economic and physical analysis of other factors affecting the planning of a program of highway improvement.


The first part includes classification of countries, list of customs districts, headquarters and ports of entry. The next part contains the summary tables of foreign commerce, and the third or main part of the volume consists of detailed tables of imports and exports by articles, countries and customs districts, exports of foreign merchandise from the United States and drawback paid on exported articles.

U. S. Department of Commerce. Bureau of Foreign and Domestic Commerce. Foreign Trade of the United States in the Calendar Year 1931. [By Grace A. Witherow] Published in 1932. 106 p. (Trade information bulletin no. 808.) [Free.]

"This is the tenth of a series of annual bulletins on foreign trade ... prepared in the Division of Economic Research. More detailed statistics of foreign trade are contained in the Monthly Summary of Foreign Commerce of the United States and the annual report on Foreign Commerce and Navigation of the United States"

A discussion and analysis of the foreign trade, including charts and tables for a series of years.

CLASSIFICATION and INDEXING

Editor: Emilie Mueser

ARCHITECTURE AND THE FINE ARTS

SOME SCHEMES AND MODIFICATIONS

Our Classifications Committee has on file five schemes covering architecture and the allied arts; three covering mainly architecture; and one covering just painting, drawing, engraving and sculpture.

(1) The Harry Leslie Walker scheme, published in Architecture, November, 1918, was based on Dewey and uses for notation the Dewey numbers 690 to 751. Within these numbers, all subjects related to architecture are rearranged and thoroughly but simply expanded, with the viewpoint of an architect in mind.

Under the 690s are gathered all subjects related to building construction, even if under Dewey they are in other places. For instance, electricity is under engineering in Dewey, and properly so, for any one but an architect.

Main headings are generally given the same numbers as in Dewey, making the scheme seem, to one having the architectural viewpoint, as a mere correction of Dewey. Although Mr. Walker had in mind only filed material (plates and pamphlets), his scheme could as easily apply to a collection of books. Plenty of numbers are unassigned. The most noticeable omission is bound periodicals, which would easily fall into place.

(2) School of Fine Arts (University of Pennsylvania); scheme for photographs, plates and pamphlets on architecture and the allied arts, by Deborah Morris, Librarian, 1918.

This scheme, accompanied by a relative index, has almost unlimited expansion. Its main class divisions are topical, with notations from 1 to 400, and a decimal subdivision by country. Thus, 10 for airports and 10.62 for airports British; these then being arranged alphabetically by towns (indicated by the first two letters of each) as: 10.62 Lo for airport, British, in London. Before the country subdivision, however, there are possible to each main number twenty-six subdivisions of subject (by means of capital letters); example — 324 for builders' hardware, 324H for hinges, and 324H.62 for hinges British.

(2A) School of Fine Arts (University of Pennsylvania); scheme for lantern slides on architecture, by Leicester Bodine Holland, 1915.

This is a classification by period, or style, with topical subdivisions of the style groups. As to notation, capital letters are used for the main groups, these being arranged in chronological order down the alphabet; as — A for Prehistoric, P for Gothic, R for Modern or contemporary, etc. The letters S to Z are used for special subject groups; as — S for Landscape architecture, T for City planning, and Z for Maps. Some of the capital letter notations are accompanied by numbers which, in periods, subdivides the period by country. Examples; Q for renaissance, Q1 for renaissance in Italy, Q3 for . . . France, etc.

The topical subdivisions are noted in a second
with primitive art as architecture, 3 pts instead of example, entirely rearranged; mostly in accord with L. C., then, is scheme the D. C. notations have been retained so for Madonna, and (b) for second of the same that bers painting donna and Child by Ghirlandaio would be subject. For instance the same order geographically. (The dividing line eight secondary groups of Ancient art in Asia, each secondary group. This one is by country. Africa, Europe and America; and Modern art in between ancient and modern is drawn at about the beginning of view. Beginning with a statement that it is very thorough, its outline covering 41 pages. etc. - Textiles, embroideries, lace, etc. - and metals - LVork in wood - Work in ivory, leather, etc. - Textiles, embroideries, lace, etc. - and Prints. These are numbered 100 to 900, with 000 for general reference.

These nine classes are then subdivided into eight secondary groups of Ancient art in Asia, Africa, Europe and America; and Modern art in the same order geographically. (The dividing line between ancient and modern is drawn at about the beginning of the Christian era.) Then there is a third dividing into nine, of each secondary group. This one is by country. Thus. 200 for sculpture, 230 for sculpture ancient Europe, and 232 for sculpture ancient Europe-Roman; while 270 is for sculpture modern in Europe, and 272 for sculpture modern . . . Italy. The above constitutes the first line of classification.

The second line indicates by means of the C. A. Cutter Author Table the artist, city, or school. The third line is an elaborate subdivision by subject. For instance - a painting of the Madonna and Child by Ghirlandaio would be 372 for painting - modern-Italy, G846 for Ghirlandaio, 33 for Madonna, and (b) for second of the same subject by the same artist: the complete notation, then, is 372/G846/33 (b).

(4) Dartmouth College Library. For this scheme the D. C. notations have been retained so that the whole field of art is covered by the numbers 700-780. The subject matter, however, is entirely rearranged; mostly in accord with L. C., but with some suggestions from the Boston and New York Art Museums. Its “general” group is under 700.1 to 700.9, instead of 700 to 709 as in D. C. Then, beginning with primitive art as 701, it groups the arts more or less by style in chronological order; so that, for example, 711, as Egyptian art, is divided into nine parts as follows: .01 general, .1 unused, .2 architecture, .3 sculpture, .4 painting, etc., .5 minor arts, .6 prints, .7 ceramics, .8 metal arts, and .9 textiles. This makes possible grouping together under each “style period” all the arts of that style, whereas in D. C. the arrangement is almost opposite in point of view; there the periods, or styles, being subdivisions of each art. Expansion is thorough, even through all the minor subjects such as Furniture, Textiles, etc.

(5) Fogg Art Museum of Harvard University (n.d.), scheme for classifying and cataloguing slides and photographs; from the museum point of view. Beginning with a statement that is based on that of the Metropolitan Museum, it is very thorough, its outline covering 41 pages. The arts are here divided into nine main classes: Architecture — Sculpture — Painting and drawing — Work in mineral stuffs — Work in metals — Work in wood — Work in ivory, leather, etc. — Textiles, embroideries, lace, etc. — and Prints. These are numbered 100 to 900, with 000 for general reference.

As to notation, the initial or first two letters (sometimes three) of the matter in each group is usual, with numbers and decimals for a few of the subdivisions. For instance — A for architecture, M for minor arts, P for painting, and S for sculpture: then (still on the first line) Arg for Argentina, It for Italy, etc. On the second line we have (Cutter Table) F63 for Florence, R for religious, and e for church or t for tomb. On the third line — C for Croce (name of the church), and e 1.1 for the first detail of the first exterior of that church.

The complete notation, then, for an exterior detail of the church of Santa Croce in Florence, Italy, is A 1/ F63/ R/ C/ e 1.1. The other main groups work out along similar lines.

(6) The Sidney F. Kimball scheme (n.d.), for photographs and plates, is based on Dewey. It divides buildings into thirteen main groups (notation 1 to 13), then subdivides these (notation decimals 1 to 999); but does not allow a place for gardens, city planning or any part of that field, painting, sculpture, or any of the minor arts; not even ornament as such.

The grouping is similar to that of the schemes here listed as numbers 1, based on Dewey; and 7, expansion of Dewey.

(7) The Clifford N. Ricker expansion of Dewey, applied to architecture and building, 1906. Covers the 690's and 720's, does not change Dewey, but expands so much that where Dewey carries the subdivision to one decimal figure, Ricker carries it to three. Thus, Dewey's last figure in a group is 9, while Ricker's is .999.

(8) Illinois Society of Architects, system of classification for filing data, drawings, plates, catalogue, etc. in an architect's office, 1921.
December, 1934

SPECIAL LIBRARIES

This is mainly Ricker's scheme rearranged and, especially with regard to the trade divisions of modern practice, brought up to the date of 1921 from 1906. It is much changed and expanded through the 60s; simplified through the 70s, yet nothing seems to have been left out.

(9) Frick Art Reference Library, New York. — Classification of books.

This is a simple yet full scheme arranged in groups as follows: General reference 000, General art 010, Exhibitions and collections 020, Painting (general) 030-040, Drawing 050, Prints 060, Sculpture 070, Objects of art 080-090, and various schools 100-900. Each of these groups is well expanded, yet the notation is short, because the field of art is spread through 000-999; while in Dewey the entire field of all knowledge must be expanded within that range of numbers. The decimal is used in a few groups, but even then only one figure is necessary.

DEBORAH MORRIS
School of Fine Arts
University of Pennsylvania

Petroleum Bibliography

THE U. S. Bureau of Mines, through its Petroleum and Natural Gas Division, began in 1915 a bibliography of petroleum. This was used as the only available tool in the field by special librarians. But in 1928 the Commercial-Technical Group of S. L. A., under the able chairmanship of Alma Mitchill, formed a committee which undertook to index more fully printed material on petroleum and a cooperative index was started. The Petroleum Committee under D. F. Brown, librarian of the Standard Oil Development Co., as chairman sought the cooperation of the Bureau of Mines. A suggestion from the Bureau was to combine efforts, thereby making a more effective bibliographic tool. This cooperative effort was thus begun in 1929, when twenty-five special librarians undertook to assist in the indexing and abstracting.

The Petroleum Bibliography is compiled monthly by Miss M. Speer of the Bureau of Mines Petroleum Field Office in San Francisco, and is put into mimeographed form and distributed free to those companies and libraries which use printed material on petroleum. The mailing list consists of 650 names which include all the important oil companies in the United States. The work has been financed by the U. S. Bureau of Mines. The bibliographic work has been done mostly by special librarians through the Petroleum Committee with the support of S. L. A. At present seventy-five individuals are cooperating to produce this very useful index and abstract. More than two hundred periodicals and journals are thoroughly read each month by the special librarians and the Bibliography is a compilation of abstracts of all articles, patents, etc., pertaining to petroleum and allied substances.

Wise Economy

"RESEARCH is a permanent necessity for any profitable enterprise in this day of speedy change. It must be regarded as a fixed charge, and one that can no more be left out of the annual budget than can rent, insurance and taxes. It should be uninterrupted, and, instead of being lessened during a depression, should be increased.

"Here is one place where intelligence is required to draw the line between wise economy and destructive retrenchment. Those industries and corporations which will go ahead fastest in the future will be the ones that refused to yield to the temptation to curtail in any large way their annual investment in research.

"There is no justification whatever for any moratorium on the increase of useful knowledge. Half truths and unorganized facts have been the curse of our nation's existence." — From Advertising and Selling, October 13th.
SPECIAL LIBRARIES ASSOCIATION

OFFICERS FOR 1932-33

PRESIDENT — Mary Louise Alexander, Library-Research Dept, Batten, Barton, Durstine & Osborn, N. Y. City.


TREASURER — Laura A. Woodward, Ln., Maryland Casualty Co., Baltimore, Md.

DIRECTORS — Angus Fletcher, Ln., British Library of Information, N. Y. City; Fred A. Robertson, Hydro-Electric Power Commission, Toronto, Canada; Herbert O. Brigham, Ln., Rhode Island State Library, Providence; Alta B. Clafin, Ln., Federal Reserve Bank, Cleveland, Ohio.


GROUPS

CIVIC-SOCIAL — Chairman, Ione M. Ely, Bureau of Government, University of Michigan, Ann Arbor.

COMMERCIAL-TECHNICAL — Chairman, Marion Mead, Illinois Chamber of Commerce, Chicago.

FINANCIAL — Chairman, Ethel Baxter, Ln., American Bankers Association, N. Y. City.

INSURANCE — Chairman, Laura A. Woodward, Ln., Maryland Casualty Co., Baltimore.

MUSEUM — Chairman, Eugenia Raymond, Cincinnati Art Museum, Ohio.

NEWSPAPER GROUP — Chairman, Mildred A. Burke, Chicago Tribune, Chicago, Ill.

LOCAL ASSOCIATIONS


CINCINNATI CHAPTER — President, Elsie Weirich, Union Gas & Electric Co.; Vice-President, Eva Kyte, Medical Library, Cincinnati General Hospital; Secretary, Eleanor Wilby, Ohio Historical & Philosophical Library; Treasurer, Virginia Chambliss, Froster & Gamble.

CLEVELAND CHAPTER — President, Anna M. Hardy, Business Information Bureau, Cleveland Public Library; Vice-President, Gertrude Stiles, National Library Bindery, Secretary-Treasurer, Helen G. Prouty, 1210 Cranford Ave., Lakewood, Ohio.

ILLINOIS CHAPTER — President, Marion Mead, Illinois Chamber of Commerce, Chicago; Vice-President, Mrs. Isabella Brokaw Wallace, Standard Oil Co., Whiting, Indiana; Secretary-Treasurer, Marian Rawls, Burnham Library, Art Institute, Chicago; Director, Sara J. Brown, Schaffner Library, Northwestern University, Chicago.
LOCAL ASSOCIATIONS — Continued

MICHIGAN CHAPTER — President, Frances E. Curtiss, Detroit News Library; Vice-President, Charles M. Mohrhardt, Technology Dept., Detroit Public Library; Secretary, Mary Giblin, Classified Engineering Files, Detroit Edison Co.; Treasurer, Louise Willis, Business and Commerce Div., Detroit Public Library; Director, Louise Grace, Grace and Holliday, Detroit; Mary K. Flinterman, Advertisers, Inc., Detroit.

MILWAUKEE CHAPTER — President, Margaret Bellinghausen, Ln., Wisconsin Telephone Co.; Vice-President, Helen Terry, Asst. Ln., Municipal Reference Library; Secretary-Treasurer, Hazel Geiger, Ln., Marshall Field Bank.

MONTREAL CHAPTER — President, Mary J. Henderson, Financial Ln., Sun Life Assurance Co. of Canada; Vice-President, Miss M. Martin, Ln., Royal Bank of Canada; Secretary-Treasurer, Mrs. B. E. Bevington, Ln., Dept. of Immigration and Colonization, Canadian Pacific Railway.

NEW YORK SPECIAL LIBRARIES ASSOCIATION — President, Josephine I. Greenwood, Consolidated Gas Co. of N Y; Vice-President, Miriam N. Zabrioke, Ln., Western Electric Co.; Secretary-Treasurer, Hollis W. Herling, Ln., Missionary Research Library; Executive Board, Florence Wagner, Wall Street Journal; Gertrude D. Peterkin, Legal Library, American Tel. & Tel. Co.

PITTSBURGH SPECIAL LIBRARIES ASSOCIATION — President, Adeline Macrum, Ln., Tuberculosis League of Pittsburgh; Vice-President, Mrs. J. M. Fertig, Westinghouse Electric & Manufacturing Co., Research Laboratory, Secretary-Treasurer, Esther E. Fawcett, College of Fine Arts Library, Carnegie Inst. of Tech.; Executive Committee, Mrs. Vivian J. MacDonald, Aluminum Co. of America, New Kensington, Pa., Winifred Dennison, Carnegie Inst. of Technology Library.

SPECIAL LIBRARIES ASSOCIATION OF SAN FRANCISCO — President, Mrs. Bessie W. Kibbe, California Div. of Fish & Game; Vice-President & Editor, Mrs. M. E. Hanson, Pacific Gas & Electric Co.; Secretary-Treasurer, Melissa Speer, U. S Bureau of Mines; Executive Board, Thelma Hoffman, Shell Development Co.

SOUTHERN CALIFORNIA CHAPTER — President, E. Ruth Jones, Security-First National Bank of Los Angeles; Vice-President, Blanche E. McKown, Periodical Dept., Los Angeles Public Library; Treasurer, Mrs. Helen D. Townsend, Barlow Medical Library, Los Angeles; Secretary, Mrs. Louise T. Rose, California Taxpayers Association, Los Angeles; Executive Board Member, Marjorie G. Robertson, Bank of America National Trust & Savings Association, Los Angeles.

COMMITTEE APPOINTMENTS

(Chairmen)

COOPERATION IN BUSINESS LIBRARY SERVICE — Mildred C. Clapp, Ref. Asst., Business Branch of the Public Library, Newark, N. J.

COOPERATION WITH TRADE AND PROFESSIONAL ASSOCIATIONS — Rose L. Vormelker, Business Information Bureau of the Cleveland Public Library, Cleveland, Ohio.

EXHIBITS — Alma C. Mitchell, Ln., Public Service Corp. of New Jersey, Newark.

MEMBERSHIP — Marian C. Manley, Ln., Business Branch of the Public Library, Newark, N. J.

PUBLICATIONS — Adelaide C. Kight, Assoc. Ln., Industrial Relations Counselors, Inc., N. Y. City.


GENERAL OFFICE: STANDARD STATISTICS BUILDING

345 Hudson Street, New York City

SECRETARY, REBECCA B. RANKIN