

11-1-1935

Special Libraries, November 1935

Special Libraries Association

Follow this and additional works at: https://scholarworks.sjsu.edu/sla_sl_1935



Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

Recommended Citation

Special Libraries Association, "Special Libraries, November 1935" (1935). *Special Libraries, 1935*. 9.
https://scholarworks.sjsu.edu/sla_sl_1935/9

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, 1935 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

Official Organ of the Special Libraries Association

Special Libraries

"Putting Knowledge to Work"



Informational Needs of Business and New Deal Publications —	
<i>Dr. James I. Wyer</i>	247
Public Library's Place in Providing Job Information —	
<i>Hazel E. Ohman</i>	249
John Cotton Dana and S. L. A. Today — <i>Ruth Savord</i>	254
President's Page	255
Our National Archives — A New Field of Professional Effort —	
<i>Dorsey W. Hyde, Jr.</i>	257
Special Library Survey	
Historical Society Libraries — <i>E. Marie Becker</i>	261
Conference of the Association of Special Libraries and Information	
Bureaux — <i>Gertrude L. Low</i>	269
Snips and Snipes	271
Publications of Special Interest	273
Duplicate Exchange Committee	275
Personnel Exchange Service	276

Indexed in Industrial Arts Index and Public Affairs Information Service

NOVEMBER 1935

VOLUME 26

NUMBER 9

SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

Vol. 26, No. 9

November, 1935

The Informational Needs of Business and New Deal Publications

By Dr. James I. Wyer, Director,
NEW YORK STATE LIBRARY, ALBANY

IN THE title phrase, "The needs of business," the word business is open to at least two constructions, the narrow one in which the word relates to commercial institutions and transactions, and the liberal one, which recognizes that it is hard to name one of the many New Deal activities which has not affected somebody's business.

Any study or use of the statistical publications of the federal government for the past five years, should begin with a careful reading of the first annual report of the Central Statistical Board, for the year 1934. This Board was established by executive order to plan and promote the improvement, coördination and economical operation of government statistical services pertinent to national recovery and its program. The depression made the need for such a statistical co-ordinating agency far more urgent than it had ever been, even during the World War. The formulation and administration of policies directed toward economic recovery and the stabilization of business activity, both new and old, brought demands for more extensive and better organized statistical data relating to social and commercial conditions, and at the same time for a more economical conduct of statistical work.

As to form, regarded from the librarian's, perhaps more especially from the cataloger's point of view, the New Deal

statistical publications, like most publications of government agencies, fall into two broad general classes, those that are serials and those that are complete in themselves. It is the first class which is always more numerous, and the New Deal, with its many new independent agencies, has multiplied the sources from which flow, almost as a matter of routine, annual reports, bulletins, series, etc. The publishing agencies being new, the resulting publications have a freshness and timeliness not always noted in the older series.

From the reference or research standpoint, the publications may again be divided into two groups, those that owe their inception and existence to the Roosevelt administration, and those of earlier origin to which the New Deal has given new life, color and character.

Within the two broad classes, there are a number of subjects which stand out as particularly suited for statistical treatment, and which in their discussion and advancement were especially in need of prompt, accurate and complete statistical accompaniment. Among these are the National Recovery Act, Banking, Lending (Reconstruction Finance Corporation, Home Owners Loan Association, Agricultural Adjustment Authority), Unemployment, Relief, Transportation.

In addition to the statistical publications relating to business which have

first seen the light in the last four years, the New Deal has effected the expansion and revision of many of the existing government statistical serials. Among these may be noted the *Monthly Labor Review*, the *Bulletin of the Department of Labor*, the *Agricultural Year Book*, the *Year Book of the Foreign and Domestic Commerce Bureau*, the *Census Bureau Bulletin*, various bulletins from the Department of Agriculture, the Federal Power Commission, the Federal Trade Commission, and the Federal Reserve Board.

The limits of this paper will permit nothing more than an enumeration of bare titles, selected from the wealth of statistical material which has marked the progress of the New Deal, as given in the following lists.

Examples of serial statistical publications inaugurated by the Roosevelt administration:

1. Federal Home Loan Bank Review. A forty-page monthly since September 1934.
2. Federal Loan Bank Board. Annual report 1-2, 1933-34.
3. Federal Deposit Insurance Corporation. Report of operation. 1934.
4. United States Labor Department. Bureau of Labor Statistics. Labor information bulletin. Monthly since February 1934.
5. Farm Credit Administration. Annual report since 1933. 202 pages.
6. United States Labor Department. Bureau of Labor Statistics. Serial No. R.

This rather nondescript series is one of the most prolific New Deal publishing projects. Over 250 numbers have appeared since 1933.

Examples of complete statistical publications of the Roosevelt administration:

1. Federal Emergency Relief Administration. Expenditure of funds. 719

pages. 1935 (74th Congress 1st Session. Senate Document 56).

2. Agriculture Adjustment Authority. Reports: Agricultural adjustment, 393 pages; Agricultural adjustment in 1934, 456 pages.
3. United States Labor Department. Twelve and one-half million registered for work. 98 pages. 1934.
4. United States Commerce Department. National income 1929-32. 261 pages. 1934 (73d Congress 2d Session. Senate Document 124).
5. Federal Trade Commission. Textile industries. Five parts. 1934-35.
6. Federal Coordinator of Transportation. Passenger traffic report, 272 pages, 1935; Merchandise traffic report, 433 pages, 1934; Annual earnings of railroad employees, 1924-33, 198 pages, 1935.

Examples of federal government serials begun before 1933 but given new vigor, importance and character by the New Deal:

1. United States Commerce Department. Survey of current business.
This title is outstanding as the business man's most comprehensive and timely statistical survey. It is a sixty-page monthly magazine prepared by the Bureau of Foreign and Domestic Commerce. There is a weekly supplement, Summary of Business Trends.
2. United States Commerce Department. Foreign trade of the United States, 1933. 143 pages. 1934.
3. United States Commerce Department. World economic review, 1933. 290 pages. 1934.
4. Federal Reserve Board. Annual report since 1914. 415 pages. 1934.
5. Federal Reserve Board. Bulletin, since 1914. Now an eighty-page monthly magazine of statistics.

In addition to the formal printed items mentioned above, which in themselves constitute a formidable statistical torrent, there are, as backwash or eddies in the flood of figures, tons upon tons of temporary, ephemeral progress-markers, in the shape of newspaper releases, daily bulletins, broadsides and mimeographed material.

A wealth of information indeed is thus presented by the printed, mimeographed, multigraphed, published and publicized statistics that have accompanied the Roosevelt administration. It would appear as though nothing has been hid or left in the dark. It has been indeed a New Deal for the statisticians.

A word as to the character of this material in the large. The word propaganda has taken on in the past fifteen years, ominous and sinister connotations. Several recent unpleasantly revealing books have been written about it. Those of us who try to keep up somewhat with what is going on in the world, have come to suspect not merely news-

papers but almost everything in print as tinged with partiality or self-interest, and as coming under the general term of propaganda. The question arises how much the statistical publications of our federal government can stand in the way of scrutiny, considered under this suspicion. They are produced under the pressure of strong political partisanship, and yet I cannot recall having ever seen in print or heard comment to the effect, that they are biased or influenced by this partisanship. Compared with the publications, for example, of the National Industrial Conference Board or the American Manufacturers Association, the federal statistical publications seem wholly free from the very evident partisan characteristics of the publications of outside agencies. Is this a fair estimate of them? Or are they immune merely because there is no higher power to investigate and probe the federal publications as the federal government itself investigates and probes all other propaganda?

The Public Library's Place in Providing Job Information

By Hazel E. Ohman

LIBRARIAN, NEW YORK STATE EMPLOYMENT SERVICE

THE New York State Employment Service which is affiliated with the United States Employment Service and coöperating with the National Reemployment Service is at present a coördinated organization of 83 public employment offices serving every one of New York State's 62 counties.

The function of this Public Employment Service is primarily one of placement. It serves without charge the employer who comes in in search of workers and the worker who comes in in search of a job.

All applicants for work are personally interviewed; their past experience and their capabilities thoroughly classified. The Service both by printed publicity and by personal visits endeavors to secure job orders from employers, the specifications of which are carefully filled.

By a system of clearance, if a job cannot be filled in the community where it is open, other offices throughout the State are notified, and in this way the entire resources of the State may be drawn upon in filling a single job opening.

For convenience in inquiry and service a local office of the New York State Employment Service is usually divided into the following departments:

1. *Commercial and Professional*, including clerical, sales, technical and executive personnel.
2. *Industrial*, comprising skilled men and women for all occupations in manufacturing, maintenance, construction and agriculture.
3. *Labor*, which supplies manual workers and semi-skilled men including farm hands.
4. *Service*, which deals with workers for hotels, restaurants, hospitals, institutions and private homes.

In addition there are special services for the handicapped, veterans and juniors.

This business of finding the right workers for employers and suitable jobs for unemployed men and women involves other functions as well. The Service must gather and collate accurate statistics giving a picture of employment conditions and trends, in order that its personnel may have a background of basic familiarity with the diversity of industries and occupations with which they deal from day to day. It must make industrial studies, showing the nature of various industries, the varieties and kinds of jobs they include and the relationship of one job to another. All of this information is necessary if the placement staff is to classify workers accurately and to fill job orders coming from private employers of every sort.

In order to function efficiently the staff of this Service must be acquainted with industrial and labor conditions generally; seasonal and other trends; employment and personnel problems, including practical psychology. There is considerable literature in this field both in book form and in the periodical

literature which is being constantly and rapidly augmented by studies made by both the State Service itself and the United States Employment Service. To meet these needs a research library was established in the Administration Building, at 124 East 28th Street, New York City.

The subjects covered include employment procedure, that is to say, interviewing, registration, clearance, statistics, field work or contact with employers, public relations, the handicapped, juniors and veterans. Also included in this library are books, pamphlets, mimeographed data and periodical literature on job information, specific industries, economic trends, labor and social problems, etc. Library bulletins are issued to our staff frequently on recent acquisitions and periodical literature.

Since it was impossible to duplicate this research library to the extent needed for the use of our 83 offices all over the State, we wondered if the public library system throughout the State could not assist us in performing a much needed public service.

We prepared a Book List covering basic works in subject related to employment, such as industry and trade, occupations, occupational guidance, statistics and unemployment insurance. Copies of this bibliography were sent to all our employment offices and to librarians in communities where we have offices. We asked librarians to check this list with their own collections and return the checked list to us so that we, in turn, could tell our local offices what material was available to them in their locality. To date about one-half of the Book Lists sent to librarians have been returned. It is not surprising to find that many of the libraries report a lack of essential material in this field. At the same time these librarians are eager to cooperate, as is the State Library under the direc-

tion of Dr. Wyer, who has offered to supply the Up-State libraries with the material they lack.

Beyond the needs of the Public Employment Service staff and candidates for appointment to this staff, there is another very large field consisting of multitudes of young people groping their way towards occupations and careers, and adults caught in the depression who are seeking to reorient themselves occupationally. What is needed for this large group in the population is not exhortation but fact and information. Beyond the literature on vocational guidance or occupational counseling what is wanted is every sort of information on professions, trends, occupations and industries; in short anything that will help the seeker for a career or the job hunter to clarify his ideas and find his way.

The first thought that will occur to most librarians will be that such a library will involve heavy expenditure and new acquisitions. The fact is, however, that much of this valuable current job information material is already available for free distribution.

For instance, by applying to a wood-working machinery manufacturing plant recently, we were able to obtain a catalog with a detailed illustration and a clear description of a certain type of bandsaw which enabled an applicant for a position through the New York State Employment Service to acquire information necessary to the position he was seeking. There is available to libraries the publication, "Trade Directories," published a few years ago by the Special Libraries Association, which will help librarians to get the names of manufacturers who have such material available for free distribution.

In addition there is much material already on the shelves of the libraries, fiction, biography, etc., which only

needs reclassification from the point of view of occupational information. For example, one of the best sources of occupational information in the hotel industry is a novel by Arnold Bennett, "Imperial Palace." Another source for the hotel industry is Sinclair Lewis' "Work of Art." "The Foundry," by Halper, is an example from another industry. In our own library we have reclassified for reference purposes several hundred titles of fiction and biography from the occupational point of view. Trade journals and Trade Association publications, State and Federal documents, college and special school catalogs are also excellent sources of up-to-date information.

In New York City the Junior Consultation Service, a division of the State Employment Service, which tries to guide and assist young people in finding suitable occupations, provides a concrete illustration of the significance of this type of material. To this Division are coming multitudes of young people who are being graduated from school either with very hazy notions of how they are to maintain themselves in the world, or with plans for occupations and careers that either are seriously glutted already or that are unsuited to their capacities.

One of the means which vocational counselors use to help these young people is to furnish them with a carefully selected, limited reading list dealing with occupations for them to go over before returning for further interviews.

The Junior Consultation Service suggested that we develop a library for circulating purposes dealing with such occupational information. The New York Public Library had not concentrated such a collection of specialized material. Their "Readers' Aid Service" prepares invaluable bibliographies for those seeking guidance, but books on occupational guidance and pertinent subjects are dis-

tributed throughout the City Branches and the applicants for work find it difficult to get the necessary literature when they are referred to or think of going to the library at all. Moreover, in the case of some of the juniors, youthful appearance has led them to be directed to the Juvenile Departments resulting in loss of interest.

However, we did not feel that we could organize such a library within the State Service for the general public. Discussing the possibility of a centralized collection of this material in the New York Public Library system, we discovered that the School Work Division located in the 58th Street Branch, had developed a representative section on vocational guidance, for the use of school counselors. However, the use had not been sufficient to stimulate enlarging the scope of this collection so that it could be used by persons in search of information on specific occupations. Now recognizing the need, the New York Public Library is eager to expand and centralize such a collection and we, at the Employment Service, have been preparing bibliographies covering the occupations or vocations in the order of their preference as analyzed from a study made by our Junior Consultation Service. The bibliographies include not only technical occupational information but also biographical accounts of outstanding representatives of the various arts, trades and professions. Fiction is included also.

A similar concentration of occupational data could be made in the libraries of the other larger cities. Everything points to the public library system as an agent for doing this much needed public service. Also, it seems that if a division for the adolescent or, we might say, "Young People's Department" were installed, it would become invaluable in bridging the gap between the Juvenile and Adult Departments of the public

library. This gap should also be recognized by publishers of books and magazines; more should be done for this age group. Obviously, many libraries, not to speak of librarians, have not met the opportunities in this direction which the present economic and social situation presents for new and vital service.

For example, I do not know whether, under the pressure of economy, the Civil Service Commission can be induced to place public libraries on its mailing list for announcements of Civil Service examinations in various fields, but it seems to me that the public library is quite as appropriate a place for the exhibition of such matter as are the post offices where such announcements are now on view.

Again, what can be done in a positive sense to bring the library closely in touch with the dominant interest of a community is well demonstrated by a library in an Up-State city of New York which is a center of glass and pottery manufacturing. In this city, the librarian realized that many people were engaged in pottery and glass manufacture as their life work, and might therefore be greatly interested in the subject. Faced with the difficulty of obtaining elaborate and expensive books on ceramics, the librarian solved the problem in a way that should prove stimulating to other libraries. She went to a leading manufacturer in the community and appealed to him for assistance, enabling her to accumulate one of the finest special libraries on ceramics in the State.

Probably there are other similar instances, some of them no doubt familiar to individuals in this audience. There are, of course, special libraries maintained by industries themselves, such as the photographic library in Rochester, the General Electric library in Schenectady and others. But these special libraries are not primarily intended for general public use.

Can we not, as librarians, relate our Service to the community? As you know, Johnson City is the center of the shoe industry; Amsterdam, of carpet manufacturing; Glens Falls, paper pulp and Jamestown of furniture manufacturing. Obviously, there are many people in these communities, quite aside from our employment workers and their clients, who would be interested in special collections in their respective fields.

The scope of this special occupational service which libraries may render is almost limitless, ranging as it does from electrical work to agriculture, from music to dentistry and from architecture to stenography. The entire problem naturally comes to the public library system through the Public Employment Service because the Public Employment Service is the agency in which the job-seeking and job-getting problems of millions of human beings are at present focused. We have come to realize in this country that assisting people in procuring employment is a matter that cannot be left to chance or to the action of isolated individuals. It is a function of the State, just as is public health, public education and public libraries.

I have tried to define briefly three kinds of material which are necessary to the carrying on of the Public Employment Service, from the points of view of both the staff of the Service and its clients and all those unemployed seeking jobs. First, there is needed a library for the use of our staff as a whole and the research activities in particular. Then, there is other material to be derived from available literature on placement procedure and other professional aspects of the employment problem. For those of you who are not acquainted with the problems of the Public Employment Service in detail, there is not time and

this is not the place to pursue the many directions in which placement people have to be informed. Suffice it to say that they should have at least a working knowledge of psychology, economics, sociology and industry and must be acquainted with both general and local employment conditions. Finally, there is general information, derived from a variety of sources, on occupations and careers, for the use of the clientele of the Employment Service — in other words, the general public.

It is obvious that a service with such heavy responsibilities as the Public Employment Service which, in New York State last year, made some 263,000 placements in private and public enterprises, needs information on a variety of subjects, and must lean heavily on the coöperation and resources of the public library system. At the moment it seems that the degree to which libraries and librarians can be helpful to the large percentage of the population, which is seeking to find a job or occupation leading to a career or life work, will be limited only by the resources of the library system and the imagination and energy with which librarians attack the problem.

I would like to leave with you the thought that the public libraries have a definite opportunity in this field. What is needed by a large percentage of the population is facts about occupations and careers, vocational information of the most concrete and definite kind. Some of this the libraries already have. Some of it can be obtained by reclassifying material. Some of it can be obtained on loan from the State Library and there are many sources from which such matter can be had without expense. Here, it seems to me, is a signpost to a vital field of public service for libraries and librarians.

John Cotton Dana and S.L.A. Today

THE city of Newark, New Jersey, set aside October 6th as John Cotton Dana day and thus honored the memory of one who did so much for that community. Truly his spirit lives on not only in the two institutions — the Public Library and the Museum — which he so ably administered but also in the life of the city, for he was a power and the city has not forgotten him.

Surely it is fitting that we, the Special Libraries Association which he founded, should pay our tribute in the pages of this magazine which stands as another landmark of his foresight.

It was the freedom of the special librarian to discover new methods that delighted Mr. Dana. Freedom and service in the most effective way were his ideals, but he stressed particularly freedom from restrictions. What Mr. Dana said on one occasion can well bear reconsideration. He was considering developments in the American Library Association and wrote, "As professions and callings rise to the dignity of effective work, their members forget that their good estate was reached by the unhampered activity of free and inventive minds. Straightway they ask for rules, restrictions, laws, labels and legislation, forgetting that the best progress must be with a continuance of the same freedom!"

It seems to me that this is an almost prophetic statement of the present situation of the Special Libraries Association. For are we not, at this present moment, reconsidering the Constitution by which we are governed and is there not a strong sentiment toward filling that Constitution with so many "rules, restrictions,

laws, labels and legislation" that our freedom of action will be entirely hampered and the free and inventive minds which have, in the past, so successfully administered our Association and brought it to its present status, will no longer be able to function.

There is no doubt that there are certain provisions in our present Constitution which need clarification and certain others which need expansion, but there is a danger that in our zeal to meet these needs we may go too far and thus restrict our officers too much. We must not lose sight of the fact that, although we maintain an efficient Headquarters Office to care for much of the detail work of the organization, the real responsibility for administration of our affairs rests on the President and the Executive Board, all of whom contribute their time and thought voluntarily at the same time that they carry on their everyday professional activities. This is not at any time easy and if too stringent provisions are incorporated in our Constitution, decisive action will be hampered and delayed by red tape and the efficiency of the Association will be greatly curtailed. The broadly-expressed powers now contained in our Constitution allow our affairs to be carried on expeditiously and to the best interests of all.

If Mr. Dana were here today to advise us on these problems, his words would probably be — retain freedom of action, avoid iron-clad rules and be guided by the old-time spirit of the early days of your Association, continue the unhampered activity of free and inventive minds.

RUTH SAVORD

President's Page

MEMBERSHIP in an association such as ours implies that the individual member will receive direct and practical benefit, and that the association will derive some additional advantage because of the membership in question.

Of the direct advantages of membership I do not need to speak. They have been put before you recently in detail. Miss Albaugh, Chairman of the Membership Committee, has gathered a wealth of information on the activities of the Association. This has been spread before you on pages 236 and 237 of the October *SPECIAL LIBRARIES*, where it is available to all institutional and active members. Similar information, differently arranged and expressed, has gone to associate members in a bulletin edited by Miss Savord.

Beyond these obvious and practical returns, there is an intangible element, difficult to express in words, which makes for increased power in the recipient. Among the comments which the editor of *SPECIAL LIBRARIES* has received is this: "The best thing about the periodical I think is its spirit; every one writing in it seems to be so enthusiastic and alive that it is an inspiration — one doesn't need a Camel to 'get a lift.' In spite of the fact that it has little definite professional help for me it has a great deal for me personally and professionally indirectly."

That was very much my own reaction during the years when my contact with the national phases of our work was limited to reading the magazine. It seldom touched the specific problems of law libraries — and how can we expect an all-inclusive periodical, until individual efforts for memberships, subscriptions and advertisements bring a revenue that will allow the editor more space? — but it did carry an inspiration which gave an added push to the tasks of the day.

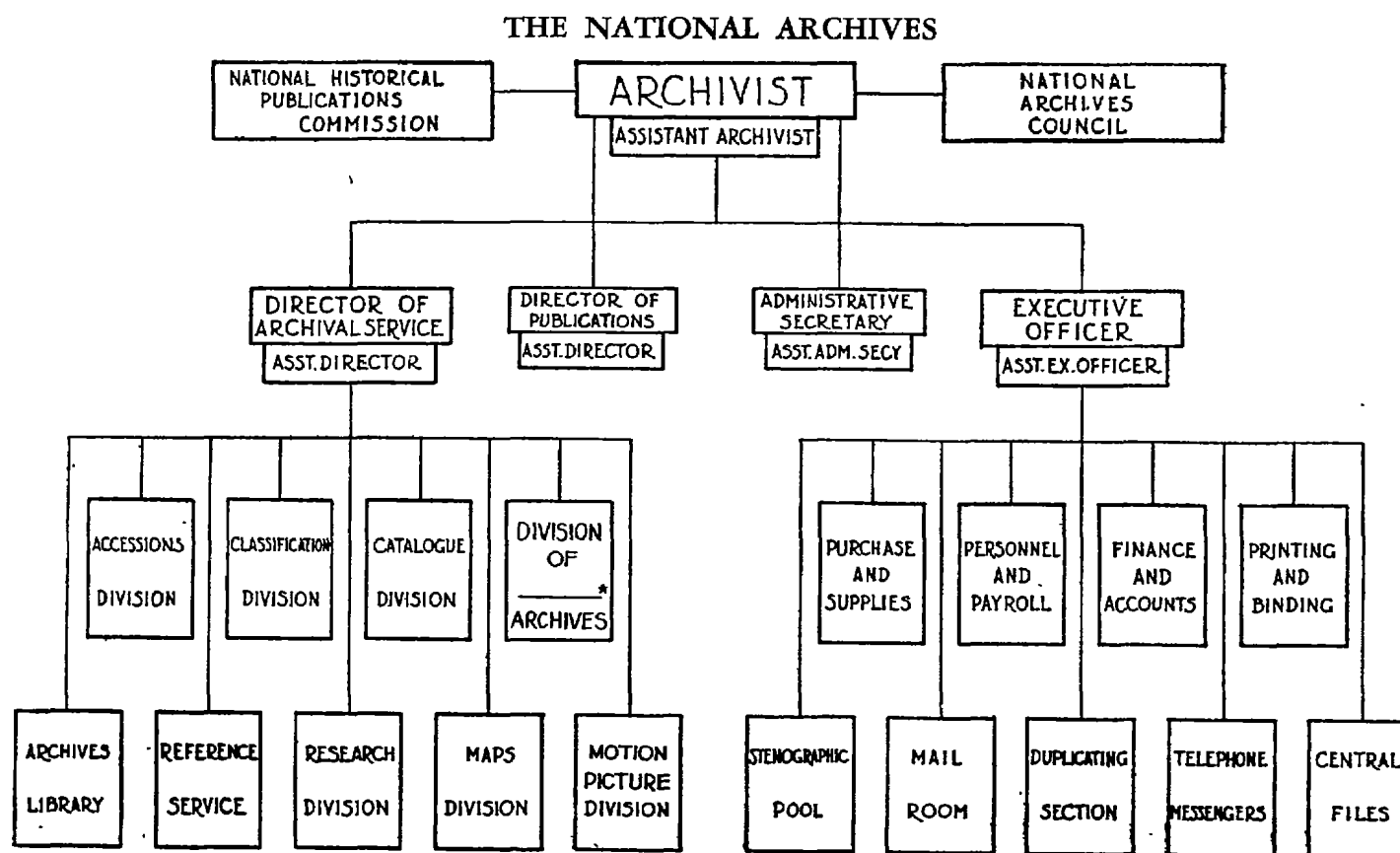
This collective efficiency, and zest for the job has always seemed to me a distinguishing mark of our Association. Not long ago I referred to a member in another city a problem for which local resources were inadequate. She did not find the answer — I do not think the answer existed — but she did send me a report so business-like, comprehensive, and to the point that I showed it to my patron with almost as much pride as though it contained the exact answer.

Because my organization, and hers, were institutional members of Special Libraries Association, I had no compunction in taking her time. To my own board of trustees I sometimes say: "This institutional membership gives us not only the privilege but the right of calling for help from libraries not only in our own city, but throughout the country."

To say that one gets from his contacts, activities and affiliations just about as much as he puts into them has become so trite that I hesitate to use the expression even once more. Yet we all attest the truth of it from personal experience.

In deciding your form of membership for 1936, spread before you the October *SPECIAL LIBRARIES*, or the Associate members' bulletin, or both. Do not begin modestly with the lowest membership and work up. Start with the institutional membership and work down, scanning the privileges each type offers and deciding which you and your organization can afford to dispense with, if any. And remember that each fifteen, five and two dollar payment will help the Association to look forward, in that proportion, toward more expansive, and more inclusive returns for all its members.

HOWARD L. STEBBINS,
President.



* A division for each of the major archival collections of the Federal Government (e.g., state, war, navy, etc.).

Our National Archives — A New Field of Professional Effort

By Dorsey W. Hyde, Jr.

DIRECTOR OF ARCHIVAL SERVICE, THE NATIONAL ARCHIVES

AFTER more than fifty years of consideration and planning, the Federal Government has at last created The National Archives of the United States, and as this article is written there is being developed in the Nation's Capital a new type of professional organization of vital interest to all research workers, librarians, scholars and government officials.

To undertake this great task, President Roosevelt appointed Dr. R. D. W. Connor first Archivist of the United States. For twelve years a member of the faculty of the University of North Carolina, and for the previous eighteen years archivist of the State of North Carolina, Doctor Connor brought to this task a rich background of historical study and actual archival experience.

With motives similar to those of the early founders of the Special Libraries Association, Doctor Connor announced that it would be the policy of The National Archives, first, to so administer the public archives "as to facilitate their use in the business of the Government," and, second, to facilitate their use in the service of scholarship. The Archivist recognized, further, the value of the past professional efforts of special librarians and filing experts in private and business institutions and the light which such efforts threw upon the problems peculiar to archival science.

But it is all too easy to draw parallels between library and archival science. As a matter of fact, success in either field calls for an accurate understanding of

their separate characters. In special library work the emphasis is first upon effective organization for prompt and efficient service, while in archival science — because archives are unique and irreplaceable — the emphasis must be, first, on preservation and, secondly, on effective service.

There are still other differences which must be kept in mind. In library accessioning procedure the identification of a desired book is largely a matter of locating the publisher or the book store where such book may be purchased, but archival accessioning calls for the locating and identifying of mixed and dusty records of every conceivable character stored away in halls, cellars, attics, rented garages, car barns and other strange types of depositories too numerous to mention.

The library classification expert starts off with the standard L. C., Dewey Decimal, Cutter and other classification schemes, developed over thirty or more years of experience, which furnish at least a basis for the work. Archival procedure must ignore subject classification and develop a classification scheme based upon the original method of filing and arranging the thousands of papers which go to make up a single "archival serial," the integrity of which serial may in no instance be broken.

Likewise in cataloging — the special librarian (much as he or she may yearn to!) must restrict the penchant toward extensive subject cataloging. In any case most books have their own general

indexes. An archival serial, on the other hand, is not comparable to a book — it is generally many times as extensive — and it has no general index. If the archivist were so unwise as to try to make archival materials as accessible as is the subject material in books he soon would be faced with the problem of housing a collection of index cards running into the billions.

So much for contrast with library procedure. As compared with that of foreign archival institutions, the problem of the American archivist is very different because the archives of the United States are relatively recent in origin. This shorter period of archival history simplifies the American problem considerably and it has enabled The National Archives, in my opinion, to develop a more specialized and carefully integrated plan of professional organization.

This plan of professional organization, as conceived by the Archivist of the United States, provides for the division of the functions of The National Archives into four major activities: two dealing with internal matters — professional and administrative, and two dealing with external matters — historical publications and general public relations. The last-mentioned office will stand ready to serve the general public and the National Archives Council. This Council is charged with the duty of defining the classes of archival material to be transferred to the National Archives Building. The Office of Publications will prepare and issue such guides, calendars, and pamphlets as may be required by The National Archives and will serve the National Historical Publications Commission by exercising general editorial supervision over such historical works and collections of sources as may be authorized for publication by the Congress.

The offices of the Director of Archival Service and of the Executive Officer, will be concerned, respectively, with the (internal) professional and administrative activities of The National Archives. The latter office will have charge of those functions dealing with purchase and supplies, personnel and payroll, finance and accounts, printing and binding, duplicating and photographic reproduction, and similar duties of an administrative character.

But it is the organization of the professional activities of The National Archives which is of particular interest to special librarians. Under the plan of the Archivist of the United States, the archives of the various government departments are now being surveyed by a force of Deputy Examiners associated with the Division of Accessions of The National Archives. This preliminary survey, to ascertain the factors which may affect the policy of archival transfers, will be followed by more detailed "identification inventories" of the actual shipments as decided upon by the National Archives Council. As the result of these surveys there is now being developed the first comprehensive picture of the volume, scope and condition of the official records of the United States Government. In 1930 these records were estimated at 3,673,633 cubic feet with an accumulation rate of 200,000 cubic feet per year.

An interesting though highly specialized branch of this initial survey work is that carried on by the group of Special Examiners relating to papers no longer of value to the departments and which they have recommended for destruction or other disposition as provided by law. When lists of such papers are received, these Examiners make painstaking studies of each group of papers with a view to discovering any possible value they may have for the historian, statistician,

political economist or other students in the future.

After the archives have been identified and acquired by the Division of Accessions, they will be turned over to the Receiving Office in the National Archives Building. This office will be responsible for the receiving, unpacking, and custody of all shipments, pending their cleaning and repair and thereafter until they are finally deposited in the Archives Division concerned with the records of the affected government department.

The cleaning and repairing work will be handled by a Division of Repair and Preservation which is being organized on a particularly thorough basis. It will be equipped with the most modern apparatus for the cleaning, repairing and fumigating of documents and the division chief in charge will conduct scientific researches to discover the best methods of repairing and preserving archival materials.

Final custody of the transferred archives will be entrusted to the Divisions of Department Archives. Under this plan there will be a separate division and a division chief whose entire effort will be devoted to the arrangement and preservation of the records of each government department. Such division chiefs, furthermore, will compile a "continuous inventory" of the archives in their care to provide a series of uniform "finding lists" to assist government officials and scholars in locating information or particular records for which they have need.

But before adequate service can be rendered, the archival collections must be made accessible through the processes of classifying and cataloging. These functions, to which reference has already been made, will be performed by the Divisions of Classification and Cataloging. Thus far the former division has discovered more than fifty different

classification schemes in various departments, bureaus and other government agencies, and the Catalog Division — just starting to work — is discovering a great number of card indexes, of every conceivable type and scope, one of which alone contains more than 50,000,000 index cards.

Persons entitled to make use of the national archives — referred to as "searchers" — will be served by the Reference Division which will have charge of the three beautifully designed "Search Rooms." Here will be made available card catalogs, printed guides, inventories and calendars to the national archives. Adjacent to the searchers' tables will be the book stacks of the Archives Library. This latter will have a highly specialized collection of reference works, catalogs and other printed research materials, totalling probably some 50,000 volumes.

Because of their highly specialized nature, there will be two professional divisions devoted to maps and charts and to motion pictures and sound recordings. Presided over by an expert geographer, the Division of Maps and Charts will be wholly concerned with the archival materials of this character transferred from the various government departments. The National Archives is specifically authorized to accept, store and preserve both public and private motion pictures and sound recordings, which are illustrative of the history of the United States, and to maintain a projecting room for showing such films and reproducing such sound recordings for historical purposes and study. Records of these types will be stored in eight special vaults, under the immediate supervision of the Division of Motion Pictures and Sound Recordings, which Division will be charged, further, with the tasks of reconditioning, processing and editing of these materials.

Reference has been made above to the

"continuous inventory" carried on by the Division of Department Archives. These studies will take the form of chronological analyses of the groups of archives produced by the various government departments. As distinguished from these "vertical" studies of the public archives, the experts in the Division of Research (who will be specialists in a given field such as history, political science, sociology, economics, statistics, public finance, law, etc.), will make "cross-sectional" studies of a given subject over varying periods of time, such as the drafting of the Constitution; Pan-American trade relations; foreign affairs; military or naval history of the United States; the period of land grants; the age of canal building; the national coinage system; and the like.

Since the enactment of the original National Archives Act, another bill has been passed establishing a daily publication of the government to be known as the "Federal Register." Somewhat similar in purpose to the compilation of the British Government (known as "Statutory Rules and Orders"), the American publication is designed to contain the text of all executive orders, departmental rules and regulations, and other documents issued by the Executive Branch which have legal force and general effect. These documents do not become valid until filed in The National Archives, and the duty of compiling the "Federal Register" is the function of the Archivist of the United States.

Some conception of the magnitude of the problem with which the Archivist is faced may be gained from the figures already cited regarding the volume of records now in the possession of the executive departments in the National

Capital. The Archives Act, however, extends the jurisdiction of the Archivist over all records of the Federal Government " (legislative, executive, judicial or other), whatsoever and wheresoever located." This means that the grand total of public archives to be considered for possible transfer must include all records of the Federal Government throughout the forty-eight states and insular possessions as well as in embassies, legations, consulates and other American offices in all foreign countries. Undoubtedly many years will be required to complete this enormous undertaking.

The size and scope of this task is a challenge to the ingenuity of American scholarship and professional knowledge and ability, to which latter special librarians have made important contributions. This challenge has been fully recognized by the Archivist of the United States and by his staff of technically and professionally trained assistants. Knowing of the interest of all special librarians in this important movement, I have endeavored in this article to sketch the broad outlines of the professional organization which has been set up to cope with the problem. It is our sincere hope that this professional organization will make possible the development of a plan of archival service which will promote the ends of effective government and of better grounded and still more accurate and comprehensive scholarship.

NOTE. — The history of the movement for a national archives is outlined in an address by the Hon. Clifton A. Woodrum before the House of Representatives (March 13, 1935), and the organization set-up is shown in a series of fifteen charts. Copies of both of these items may be secured on application to The National Archives, Washington, D. C.

The Special Library Profession and What It Offers

II—Historical Society Libraries

By E. Marie Becker

LIBRARIAN, MONMOUTH COUNTY HISTORICAL SOCIETY, FREEHOLD

JULIAN P. BOYD, in his excellent article, *State and Local Historical Societies in the United States*, has shown how, in the prevailing spirit of inquiry of the eighteenth century, the first American historical society came into being. Inspired by the early academies and scientific societies, the early historical society itself became an academy for the exchange of facts and ideas among a limited number of savants, whose wide range of interests was to lay a broad foundation for historical endeavor.

With the spread of the historical society movement over the Central West, two innovations were discernible: state support largely replaced endowment in the frontier community, and, in many instances, the state historical society was brought into close contact with the state university. In recent years, state support has done much to liberalize the work of the state society. Thus the West has brought the historical society within its borders under a decidedly democratic influence, causing its progress in this respect to parallel that of the public library.

History and Administrative Organization

It is well known that "The Historical Society," organized in 1791, and incorporated by the legislature in 1794 as "The Massachusetts Historical Society," was an outgrowth of a meeting in 1789 of those three interesting antiquarians, John Pintard of New York, Ebenezer Hazard, postmaster-general of the Confederation, and Reverend Jeremy Belknap of Boston. The collections of the Massachusetts Historical Society began by each of the founders agreeing to give a number of books, and was built up by gifts and a system of exchange.

In 1804, John Pintard succeeded in interesting a notable group of New Yorkers in founding the second of our surviving historical

organizations, the New York Historical Society. Although the young society attempted to get state aid, and, in 1812, succeeded in getting the legislature to appropriate a small sum from the proceeds of a lottery, for the society's library, nevertheless the New York Historical Society has remained a private institution, carrying on its work and building up its collections by means of gifts, membership dues, and income from endowment.

The third outstanding eastern society to be formed was the American Antiquarian Society, founded in 1812 by Isaiah Thomas. If, in its early years, the Indian mounds of Ohio constituted a chief interest of the society, yet its founder's interest in newspapers and in the history of printing gave the society the incentive which makes it today preëminent in these fields.

Historical societies grew in numbers in the early decades of the nineteenth century. Five state societies were formed in the twenties and six in the thirties. They were: Rhode Island (1822), Maine (1823), New Hampshire (1823), Pennsylvania (1824), Connecticut (1825), Indiana (1830), Ohio (1831), Virginia (1831), Louisiana (1836), Vermont (1838), and Georgia (1839). An even greater number of local societies was founded in this period, many of which were short-lived. One such institution was to be revived in 1848 as the Essex Institute, still probably the foremost county historical society in America.

The fourth decade was to witness the establishment of five state societies, an equal, if not a greater number of local societies, and one regional institution with a specialized interest, the New England Historic Genealogical Society. The state societies included Maryland (1844), New Jersey (1845), Tennessee (1849), Wisconsin (1849), and Minnesota (1849).

While eastern institutions continued to be supported by a literary and leisure class,

historical societies in the Middle West, operating in a much younger community, were forced to turn from the hope of endowment to that of state aid. Thus the Minnesota Historical Society, a private corporation, came to be recognized as a state institution because of the appropriation it received from the state.

In Wisconsin, the State Historical Society early received legislative aid, in return for which the society subsequently passed a law making the governor, secretary of state, and state treasurer *ex officio* members of its executive committee. Later, the state absorbed the entire property of the society, making the latter its perpetual trustee.

Historical societies increased in numbers in the third quarter of the nineteenth century. Town societies in New England, county societies south and west of the Hudson, and regional societies began to be established. By 1875 state societies had been formed in twenty-six of the then thirty-seven states; Alabama (1851), South Carolina (1854), Iowa (1857), New Mexico (1859), Delaware (1864), Montana (1865), Missouri (1866), West Virginia (1869), and Kansas (1875) having been added to the list.

A bird's-eye view of historical societies in the United States toward the close of this period is given in a survey made by Mr. Henry A. Holmes, Mr. W. I. Fletcher, and Messrs. S. R. Warren and S. N. Clark. The result of their investigations was published in 1876 as a special report of the national Bureau of Education. Out of an estimated total of 160 societies, the survey included 78, representing historical and allied libraries. These societies showed a geographical distribution of 23 in the New England states, 28 in the five Middle Atlantic states, 10 in the South Atlantic and South Central states, 13 in the North Central states, and 4 on the Pacific coast. They also showed a total of 27,244 members and an annual income of \$106,613. Their libraries represented an aggregation of 482,041 volumes, 568,801 pamphlets, and 88,868 single pieces and 1335 volumes of manuscripts. The five largest institutions were the Massachusetts Historical Society, the American Antiquarian Society, and the Essex Institute in New England, the New York Historical Society, and the State Historical Society at Madison, Wisconsin.

In the last quarter of the nineteenth century, historical societies continued to mount in numbers. According to an estimate made by Professor Henry E. Bourne, there were about 300 historical societies in the United States in 1895. The stimulus of the centennial observances undoubtedly accounts for some of this continued growth. Almost every type of society had now been formed — national, regional, religious, racial, scientific, business, genealogical, and patriotic. State societies continued to be represented as in Kentucky in 1878, Nebraska in 1878, Colorado in 1879, California in 1886, Mississippi in 1890, Washington in 1891, Oklahoma in 1893, Texas in 1897, Utah in 1897, Oregon in 1898, Illinois in 1899, and New York in 1899.

Beginning at the turn of the century, there appeared in several states a state department of archives and history, or some corresponding department, concerned with the custody and care of public archives. These departments have, of course, had their influence on historical societies.

In Alabama, the Department of Archives and History has for its object, in addition to the care and custody of the official archives, the further duty of collecting materials bearing upon the history of the state, the completion and publication of the state's official records and other historical material, and the encouragement of historical work in general. Such a comprehensive project has led to the collections of the historical society being turned over to the state, and to the work of the historical society being confined chiefly to stimulating interest in history. It has also led to the library of the Alabama Department of Archives and History growing to a collection of 100,000 volumes, 500,000 manuscripts, and 8000 volumes of newspaper files, in the second decade of the twentieth century. In Mississippi, where a similar department exists, the historical society has turned over its collections to the state.

In Kansas, on the other hand, the State Historical Society has charge of the department. Supported by state appropriations, and having the custody of the public archives, the library of the Kansas State Historical Society has grown until in 1924-25 it totalled approximately 300,000 books and pamphlets, 59,000

bound volumes of newspapers, and a large number of manuscripts.

Between these two extremes of relationship, stand the department and Historical Society of Iowa. Here the State Historical Society, at the seat of the State University, retains a strong individuality in all lines of activity, in spite of the existence of a liberally supported historical department at the capitol.

In Illinois another arrangement exists. Here the historical society, organized in 1899, some ten years later than the State Historical Library, was at first independent of the latter, but afterwards became a department of the library. The State Historical Library being established for purposes similar to those of a state department of archives and history, it is interesting to note that the collections of the historical society are the property of the State Library.

The growth of historical societies during the first quarter of the twentieth century may be traced through several reports and surveys that were then made. Leading the way, and stimulating further inquiry in the field, Professor Henry E. Bourne, in 1904, read a paper before the American Historical Association on the work of American historical societies, in which he analyzed the various kinds of societies and gave valuable data concerning their collections and publications. The number of historical societies in the United States at this time, as estimated by Professor Bourne, was between 400 and 500.

In 1926, historical societies in the state of New York, and those in the nation were statistically described in two handbooks which made their appearance at this time. The *Handbook of Historical and Patriotic Societies in New York State*, brought out by the Division of Archives and History of the State Department of Education, while throwing little light on libraries of historical societies, in general, showed there were over 100 historical and allied institutions in New York state alone. Twenty-four of these societies reported endowment funds totalling \$1,882,481.

The *Handbook of American Historical Societies*, published under the auspices of the Conference of Historical Societies, gives a summary of statistics obtained from 314 societies. The resources of reporting libraries

totaled some 4,374,000 books and pamphlets, 1,752,000 single pieces and 6260 volumes of manuscripts, and 183,900 volumes and files of newspapers, embracing most of the principal sources of American history. The largest of the reporting libraries, as far as statistics allow a comparison to be made, were: State Historical Society of Wisconsin, 240,963 books and bound volumes of newspapers, 255,578 pamphlets, and extensive manuscript files; American Antiquarian Society, 148,485 books, 223,676 pamphlets, 75,000 manuscripts, and 12,000 volumes of newspapers; Essex Institute, 500,000 volumes, and 350,000 manuscripts; Kansas State Historical Society, 302,022 books and pamphlets, 59,216 bound volumes of newspapers, and a large number of manuscripts; New York Historical Society, 141,699 books, 157,398 pamphlets, many manuscripts, and extensive newspaper files; and Historical Society of Pennsylvania, 250,000 books and pamphlets, 5800 volumes of manuscripts, and 3321 newspaper files.

Such is the growth and development of historical societies up to the eve of the recent depression, from which point the survey sponsored by The Special Libraries Association begins.

Scope

The primary aim of the library of an historical society is to serve the student of history coming to it for aid. Consequently the needs of those using the library are taken into consideration in planning for the growth of the library. The environment of the library — its proximity to other agencies in the field — and the experience of time are additional factors likely to determine the scope of the library.

The growth of an historical society library is likely to depend on the character of other agencies which partially occupy the same field, and with which an arrangement may be made for differentiating purposes. In Minnesota, for instance, the historical society and the university came to an agreement regarding the growth of their Scandinavian collections. The University of Minnesota consented to confine its collection to Scandinavian languages and literature, and to the history of the Scandinavian countries themselves. The collection of the

Minnesota Historical Society was to relate to these people in America.

In general, the scope of the historical society library, within the territory it represents, is wider than the reaches of history itself, since it includes the ranges of allied fields. Such a library has an extensive field of usefulness and a great many functions.

Collections

As the kind of material collected by individual libraries of historical societies differ, any list of basic material would necessarily be inadequate. The following types of material, therefore, are suggestive in character:

1. Books, pamphlets, periodicals, and monographs dealing with the history of the locality which the society represents.
2. All material printed in the territory in which the society is interested.
3. Works written by authors reasonably associated with the locality.
4. Official documents, including the archives of the region.
5. All records and reports of the courts, bar and press associations, churches and religious organizations, schools, colleges, and universities, welfare organizations, farm bureaus, and other public and private institutions in the community.
6. Publications of the various civic, social and fraternal organizations within the area.
7. Records of the economic and financial resources and activities of the community. Annual reports of corporations, audits of banks and investment houses, and the records and old ledgers of important business firms, industries, and farms.
8. All kinds of manuscript material, which is among the most important of desiderata.
9. Newspaper files of the locality.
10. Almanacs.
11. Maps, engravings, views, historic pictures and photographs.
12. Papers read before the society.
13. Scrap books.
14. Miscellaneous printed material, such as circulars, handbills, election ballots, catalogues, programmes, yearbooks etc.
15. Biographical material, genealogies and directories.
16. Travel and description.

Local societies, being nearer to the sources of material printed in their locality, especially the miscellaneous variety, are likely to have more complete collections of this kind of

material. On the other hand, state societies, with their broader aims, and greater resources, usually, are apt to have more complete files of government publications and bibliographical reference works. The custody of public archives, too, is more likely to be given to a state society; while some state societies attempt to collect the most important historical collections issued by other historical societies.

Present Situation

The number on the staff of historical society libraries depends on finances, the size of the library, and services demanded. Consequently we find staffs ranging in number from 1 to 15 persons. It is probable that more complete statistics on the subject would show a greater range. One society reports a staff of 12, 8 of whom are engaged in ordinary library work, the remaining 4 making up the personnel of the editorial force. Approximately 78 percent of the reporting societies show an increase in the number now employed as compared with the size of the original staff; 22 percent remain stationary.

The amount of floor space allotted to historical society libraries differs not only according to size of collections, but also to the relative emphasis placed on library and museum work. In one instance, the library has as little space as a small room connected with the museum. Several have between 2000 and 30,000 sq. ft. of space. One society reports approximately 13,440 sq. ft. allotted as follows: general historical library, 2059 sq. ft.; newspaper collections, 2484 sq. ft.; main newspaper room, 1353 sq. ft.; newspaper shipping room, 407 sq. ft.; office and work rooms, 574 sq. ft.; storage room, 4224 sq. ft.; and museum, 2339 sq. ft.

As the library of an historical society consists of a great variety of materials, the present survey confined its inquiry to the size of collections in terms of books and files. In one library, the book collection numbers but 1846 volumes. Other collections vary from 3000 volumes and 30 files to 500,000 books and pamphlets. The largest estimate is 557,755 books and over 500,000 files. It is interesting to note the library that now reports well over a million separate items in books and files, estimated its books at approximately 150,000, and its pamphlets at about 225,000 in 1926.

Comparison Between 1929 and 1935

Comparing the size of staffs today with that of 1929, reports show 50 percent have remained stationary, 37½ percent have increased, while only 12½ percent have decreased in size. One staff has increased from 12 in 1929 to 15 in 1935. A library, which had already increased its staff from 4 to 6, raised that figure to 7 since July 1, 1935. On the other hand, a society which was forced to make drastic reductions curtailed its 1929 staff of two librarians and two museum workers to that of two librarians in 1935. The comment is added that the society is using volunteer help successfully.

The total salaries paid in 1935, as compared with those paid in 1929, show a reduction in 50 percent of the totals reported, an increase in 37½ percent, and no change in 12½ percent. A representative reduction of total salaries paid, in the lower brackets, is from \$3000 to \$2400; in the medium brackets, from \$15,635 to \$12,470; and in the higher brackets, from \$21,022.57 to \$20,950. The largest reduction reported was 56 percent. The lowest raise noted, in total salaries paid, is one from nothing in 1929 to \$624 in 1935. The highest raise was from \$13,000 to \$20,000.

When average salaries are considered, those of 1935 usually show a reduction as compared with those of 1929. Even societies reporting increased staffs and greater total salaries show a reduction in the average salary paid. Reductions range from 3½ percent to 20 percent. The society reporting the 3½ percent reduction decreased its average salary of \$1515 in 1929 to \$1461 in 1935. The 20 percent reduction represented a decrease from \$125 a month in 1929 to \$100 in 1935. In only one case is an increase in salary noted; one society, unable to pay a salary in 1929, now pays \$12 a week for four hours of work each day. It should be noted, however, that in a number of cases no statistics on this topic were available.

A comparison of amounts spent on collections in 1929 and 1935 show that 75 percent of the reporting societies are faced with the problem of building up their libraries on funds that have been reduced from approximately 39 percent to 75 percent of what they were in 1929. The library reporting the reduction of approximately 39 percent had its 1929 expendi-

ture of \$6522.45, for all types of material, reduced to an estimate of \$4000 in 1935. The library reporting the 75 percent decrease is one that confines its purchases almost exclusively to manuscripts. Its 1929 expenditure of \$1000 for this kind of material has been reduced to \$250 for this year. One library, which spent \$11,700 for books and \$300 for periodicals in 1929, reports the same amount for each in 1935. As far as can be ascertained — 50 percent of the reporting libraries not budgeting their expenditures — more is spent on books than on any other type of material. As a great deal of material, such as newspaper files, reports from various state and local organizations, etc., may be secured gratis, and much material may be secured by exchange, the size of appropriations does not indicate the importance nor amounts of accessions in historical society libraries.

Organization

The library of an historical society is either under the authority of such various bodies as a board of trustees, the governor and board of trustees, board of directors, the president and directors, a council, or else it is under the authority of some one person such as the governor, director, or chairman of the library committee of the board of trustees.

The work arrangements of the various historical society libraries show little standardization. Even the larger libraries, that have assigned classified work to trained workers, show great variation in organization when compared with each other. For example, compare the duties and titles of positions of the two following libraries:

In the first library these are:

Librarian — Correspondence; library routine; difficult reference questions; historical work in connection with other departments of the state government; supervision of the management of library by assistant librarian.

Assistant Librarian — Assisting librarian in work of the Department; genealogical and general research; cataloging of rare manuscripts.

Cataloger — Cataloging books, pamphlets, and manuscripts; other accepted library work.

Library Assistant — Collating and indexing of books published by the Department; assisting patrons of library; general reference work under supervision.

Library Clerk — Bibliographic, reference, and editorial work for the publications of the State Historical Library.

General Editor — General charge of preparation of special publications of the State Historical Library.

Assistant Editor — Editorial work; reference; research on publications of the State Historical Library, involving responsibility for historical accuracy and authenticity of materials involved.

In the second library, positions are as follows,

Chief — Executive; selecting, collecting, organizing and making available for use old and new material which relates in any way to the state; directing and doing research and reference work, both in person and by mail. Deciding what to circulate in unusual cases.

Reference Librarian — Reference work; indexing three daily newspapers; clipping material for preservation and circulation.

Manuscripts Librarian — Reference work in manuscripts; collecting and indexing them.

General Assistant — Stenographic work; typing; filing; collecting all state publications which are not received automatically after noting requisitions at state printing board; some ordinary reference work, etc.

Genealogy Librarian — Reference work. Collecting and indexing the genealogical collection.

Archivist — Directing the work of collecting and classifying the public records of the state. For the present has charge of the newspaper files from 1846 to date.

Assistant (since July 1) — Classifying the records and assisting in locating them for reference. Note: All cataloging for this Division of History and Archives is done in the catalog division of the State Library.

The work of the historical society either being combined, and therefore ungraded, or not classified according to types of work performed, statistics on salary scales for such work as reference, cataloging, and clerical were given by three societies alone. One large institution found it "difficult to apportion" the salaries paid for the types of work specified. In the three reporting libraries, reference librarians receive from \$1200 to \$1800, and clerical workers average from \$1140 to \$1800. Catalogers are paid \$1350, one society reports.

A college education is usually preferred for those working in libraries of historical societies. In only one instance is library school training preferred in considering the training desired for library assistants. One library expects both

college and library training for the chief executive officer and for the reference librarian. This same society requires graduate work in history and political science for some of the other positions. Some societies require library experience in addition to college training.

Libraries of historical societies are usually open to the public from 9 A.M. to 5 P.M. daily. One library reports it is open from 9 to 5 daily except Sundays, Mondays, and holidays. Another library is open four hours daily, except Sundays and holidays. Statistics on the full time working hours of those employed in the library show a range from 36½ to 41 hours a week.

The vacation period ranges from two to four weeks, 50 percent of the reporting libraries giving but two weeks. One library, operating on a part time basis, gives no vacation. One library reports two weeks and allowance for sick leave. Another library reports two or three weeks.

Use of Library

As a general rule, the libraries of historical societies are open to the public, and free access is not only permitted but welcomed. Consequently we find the libraries used by a great variety of people, ranging from the ordinary citizen to such specialists as historians and advanced scholars in the field of American history and literature. Within this range are to be found authors, newspaper men, lawyers, teachers, research students, state officials, business men, genealogists, and club women.

Publishing Activities

Publishing has always been regarded as a fundamental function of the historical society. Setting a notable example, the Massachusetts Historical Society published, in less than a year's time, some two hundred pages of its first volume of *Collections* in the weekly issues of that early newspaper, *The American Apollo*. By 1876, historical societies had printed material equal to more than 100,000 pages, Mr. Holmes reported. Noting a significant trend in the last quarter of the nineteenth century, Professor J. Franklin Jameson declared historical societies were proceeding, in a natural evolution, into a period characterized by extensive documentary publication and other academic labors.

In the East, outstanding publications have usually been provided for by means of endowments, publication funds, or a combination of the two. Where income from such sources has been insufficient, some other arrangement has often been made to stabilize publishing activities. For instance, the Bourne report of 1904 cited the case of the New York Historical Society, which created a publication fund divided into shares, each shareholder being entitled to a full set of fund publications. By some such means, Eastern institutions have been able to keep their publications scholastic in character.

Western societies, on the other hand, depending upon tax support, and having reasonably free access to the state printing office, have found it expedient to popularize their publications. In 1898, the State Historical Society of Wisconsin, working on the theory that popularity and exact scholarship were not incompatible, published attractive essays on local history, or on the economic or social aspects of its growth; while the State Historical Society of Iowa, in its Applied History series, dealt with such current legislative and administrative problems as road legislation, regulation of utilities, workmen's compensation, removal of public officials, law-making abuses, county government, and welfare work. In this connection, Julian P. Boyd noted the liberality of a legislature making generous appropriations to enable scholars to investigate its most recent activities and to broadcast their findings among 190 libraries and hundreds of members.

In their efforts to promote interest in state history among the largest number of people, state societies early made contacts with the press, contributing news releases or articles on local history to the newspapers of the state. The result has been most beneficial, giving not only laymen but legislators a better understanding, and therefore a better appreciation, of the work historical societies are attempting to do. Even in the conservative East, some administrators have used this method of popularizing their institutions. The New York State Historical Society devised a bronze medal for weekly newspapers as a stimulus for the publication of local history. The publication of leaflets has been another means employed to give the historical society fre-

quent contacts with the public. In 1933 the Missouri Historical Society issued the first of a series of leaflets called *Glimpses of the Past*. Later, the Chicago Historical Society began its *Historical News Leaflets*.

Value

One can hardly reflect upon the growth of historical societies in America and fail to be grateful for what, as a whole, these societies have achieved. With limited resources, they have rescued from destruction much of the perishable material of past and present life, and have built up notable reference libraries in American history. They have made their accumulated material available to the public, both through their libraries and their publications. As early as 1876 their leadership, in the movement for the better handling of public archives, was noted. While their contribution to the development of national culture is inestimable. Professor Greene, for example, reminds us that the Harvard work in American history could hardly have developed as it did, without having in back of it the manuscript collections and publications of the Massachusetts Historical Society and of the American Antiquarian Society; that historical societies were conspicuously represented in such a memorable work as Winsor's *Narrative and Critical History of America*; and that such men as Lyman C. Draper and Reuben Gold Thwaites, in building up the library at Madison, prepared the way for the far-reaching researches of Frederick J. Turner and his successors.

While historical societies in the East have steadfastly concentrated their efforts on building great reference libraries for the free use of scholars, societies in the Central West have brought their work and methods to the very doors of the layman, educating him to an appreciation of history and historical methods. By such popular means as newspaper releases, radio broadcasts, popular lectures, historical pilgrimages, and work with the schools, the historical society has widened its claim upon public interest.

Future

Present influences, therefore, are all in favor of strengthening and promoting the work of

the historical society and its library. Like all libraries, however, that of the historical society is facing increased demands and greater opportunities for usefulness with restricted budgets and lowered salaries, as we have seen. The societies themselves are facing reduced appropriations in the West and decreased endowments in the East. The appropriations in some states have been reduced approxi-

mately 35, 39, and 50 percent respectively. Where societies are dependent on endowment and private donations, they have found the income from these sources dwindling. Apprehending the future, under such circumstances, Dr. Herbert A. Kellar has suggested that historical societies should more and more substitute an enlarged public support for private endowment by wealthy sponsors.

Bibliography

Bibliographies

- Cannons, H. G. T. *Bibliography of library economy*. Chicago, American library association, 1927.
- Griffin, A. P. C. *Bibliography of American historical societies*. American Historical Association. Annual Report, 1905. v. 2.
- Guthrie, A. L. *Library work, cumulated 1905-1911. A bibliography and digest of library literature*. Minneapolis, H. W. Wilson Co., 1912.

Handbooks

- Handbook of American historical societies, prepared by the Committee on handbook of the Conference of historical societies. [Madison, Wisc., Cantwell print. Co.] 1926.
- Handbook of historical and patriotic societies in New York state, including list of local historians. Prepared by the Division of archives and history, State department of education. Albany, The University of the state of New York press, 1926.

General

- Blegen, T. C. Some aspects of historical work under the New Deal. *Mississippi Valley Historical Review*, 21: 195-206, 1934.
- Bourne, H. E. The work of American historical societies. *American Historical Association. Annual Report*, 1904, p. 115-127.
- Boyd, J. P. State and local historical societies in the United States. *American Historical Review*, 40: 10-37.
- Brigham, C. S. The library of an historical society. *American Historical Association. Annual Report*, 1911, p. 255-261.
- Ford, W. C. Historical societies — living and dead. *Mississippi Valley Historical Review*, 16: 307-320, 1929-1930.
- Ford, W. C. The Massachusetts historical society. *American Historical Association. Annual Report*, 1912, p. 217-223.

- Graves, E. C. Minnesota historical society moves into new building. *Library Journal*, 43: 328-331, 1918.
- Greene, E. B. Our pioneer historical societies. *Indiana Historical Society. Publications* 10, No. 2, 1931.
- Greene, E. B. Report of Conference on the work of state and local historical societies. *American Historical Association. Annual Report*, 1907, 1: 51-56.
- Holmes, H. A. *Historical societies in the United States: History and conditions*. Special report. Department of the Interior, Bureau of Education. Washington, govt. print. off., 1876.
- The Illinois state historical library. *Library Journal*, 17: 244, 1892.
- Jameson, J. F. The functions of state and local historical societies with respect to research and publication. *American Historical Association. Annual Report*, 1897, p. 53-59.
- Libraries of historical societies. *Library Journal*, 31: 212-213, 1906.
- Lindley, H. *Collecting Ohio publications*. *Museum Echoes*, 6:18, May, 1933.
- Owen, T. M. State departments of archives and history. *American Historical Association. Annual Report*, 1904, p. 237-257.
- Shambaugh, B. F. The work of the State historical society of Iowa. *Iowa Library Commission. Quarterly*, 4: 1-5, 1904.
- Thwaites, R. G. The library of the State historical society of Wisconsin. *Library Journal*, 16: 203-207, 1891.
- Thwaites, R. G. State and local historical societies. *Iowa Journal of History and Politics*, 4: 244-266, 1906.
- Thwaites, R. G. State-supported historical societies and their functions. *American Historical Association. Annual Report*, 1897, p. 61-71.
- Warren, S. R. and Clark, S. N. *Historical societies in the United States: Sketches of individual societies*. Special Report. Department of the Interior, Bureau of Education. Washington, govt. print. off., 1876.

Conference of the Association of Special Libraries and Information Bureaux

By Gertrude L. Low

LIBRARIAN, JOHN PRICE JONES CORPORATION

THE Twelfth Annual Conference of The Association of Special Libraries and Information Bureaux was a most delightful experience to one unused to English life and custom.

As no women were housed in historic old St. John's College, our quarters were in a house almost next door, headquarters for the English Speaking Union in Cambridge. To reach them we went through a narrow, covered alley, quite characteristic of the city as we discovered later. We had breakfasts at our lodgings, but all other meals were taken in the Hall of the College, a large, dark-oak panelled, high vaulted room. Stained glass windows rose above the panelling on each side, and the ends of the room were filled with beautiful portraits, one especially lovely one being that of Lady Margaret, founder of the College, and mother of Henry VII. The waiters, if such they are called, were properly indignant at having women served at the benches, as it is said that this was the first time in the history of the College that it had been done.

The opening event on Friday was an inspection of St. John's College Library, opened especially for the occasion. The cases contained several beautiful hand-illuminated manuscripts, and other documents interesting in the light of history. The carved oak shelves were filled with old leather covered tomes.

At 7:15 there was a reception of delegates by the President, Sir Richard Gregory, Bart., F.R.S., and the Council of the Association, in the Fellows Combination Room. This is a long hall with a

large open fireplace on one side. It was dimly lighted by candles held in highly polished silver candelabra around the walls, most effective against the dark panelling. It is considered one of the most beautiful halls in England.

After dinner in the great Hall, the first general assembly was held in one of the lecture rooms. Sir Richard opened the conference on a high plane by his address, "Interpretation of Science." In a scholarly manner, Sir Richard pointed out how the poets of today fail to keep abreast of the times, and that only the older poets described scientific phenomena correctly. He illustrated his point by reciting many delightful passages from well known and little known works. Professor R. S. Hutton, Chairman of the Council, gave a short summary of the work being done and contemplated by The Association of Special Libraries and Information Bureaux. It was really startling to discover that their problems and plans are so nearly identical with those of the Special Libraries Association. Qualifications for a special librarian, as summarized by Professor Hutton, are as stiff as those listed by Miss Savord! Training for librarianship is an ever present problem. ASLIB members are coöperating more and more with each other and with the public libraries, but there is as yet much to be desired. The realization of business men for the need of special libraries has not, perhaps, been so keen in the United States as that exemplified by the "Sheffield Experiment" in England. In 1932 a number of *business men* of Sheffield met in a group to discuss a

scheme for coördinating all the technical information of the city through a union list and inter-loan facilities. By 1935 this movement has proved most beneficial and most encouraging to librarians. To speed getting important information to executives of firms by concise and accurate abstracting seems a difficulty to be overcome there, as it is here.

Saturday morning the first session was devoted to "Special Librarians and Their Problems." This was a symposium, turning to argumentation, dealing with the question of recruiting and training for special librarians. Heated discussions over too much or too little professional training sounded like similar meetings of the Special Libraries Association. Dr. C. A. Homer of the International Tin Research and Development Council could not too strongly urge that librarians be trained in science as well as librarianship. Mr. Charles Nowell, Librarian of the Manchester Public Library, countered with the thought that it is not fair to expect a student to spend much time and effort on a thorough technical education, in view of the small pay which he would be forced to accept. Mr. J. D. Cowley, Director of London University School of Librarianship, who set forth the objectives and desires of the School, bore the brunt of much criticism admirably.

After this discussion, I offered the greetings of S. L. A. to ASLIB, urging their members to attend the S. L. A. conference in Montreal next June.

Mr. H. C. Stanford, Secretary of the Cambridge University Library, gave a most interesting description of the new University Library, after which delegates were conducted in small groups about the building. It is a modern building of brick, stone and glass, of beautiful proportions; a square tower rising above the entrance door. The interior is equipped, naturally, with the latest and best material. Directly in front of the

main entrance is the catalogue room, with shelves and reading racks. The entries are all made in books and so shelved instead of having the catalogue on cards. The corridors leading to the right and left wings are filled with the only furniture brought from the old library. These are the beautiful old shelves originally built to contain the King's Library. The main reading room, lined with its Cambridge blue book shelves, with its arched windows and indirect lighting, reminded me at once of the new Columbia University Library reading room. The stacks are of adjustable steel shelving finished in the aforementioned Cambridge blue. One unusual feature of the Library is the fact that all readers have access to any of the stacks at all times. The upper floors of stacks are given over entirely to fiction, or "trash" as our conductor referred to these books, and they are arranged only by date. In filling the shelves they start from the bottom and go up, contrary to general custom. They fill three-quarters of a mile of shelves a year.

Sunday morning was given over to a paper and discussion on "Reference Books and How to Make the Best Use of Them," by Mr. B. M. Headicar of the London School of Economics. It seems that British librarians both praise and condemn American reference tools. For instance, Mr. Headicar wrote to the Department of Commerce in Washington about wide differences in export and import figures of succeeding months, published by the Department. The reply was that clerks were unable through pressure of work to complete the figures some months and they were added to those of the following month! And so Mr. Headicar advises taking United States government statistics "with a grain of salt." On the other hand he gave a regular sales talk on *Public Affairs Information Service*, saying that all too few British librarians knew its value.

The afternoon was left free for the delegates to wander at will to discover the beauties of Cambridge. Unfortunately the inclement weather was not conducive to enjoying a punt along the "Backs" on the Cam, so we wandered through the courts of St. John's over the new bridge, called the Bridge of Sighs, along the willow-shaded banks of the river and back again across the old bridge.

Fortunately the gem, King's College Chapel, was open, though none of the college chapels was having service because "term" had not yet started. We wandered through the courts of King's College and across Clare College bridge, from which may be seen the beautiful Fellows garden. Caius and Trinity Colleges, Peterhouse, Fitzwilliam Museum, and many other delightful spots drew our admiration.

Sunday evening a most entertaining, and enlightening paper was given by the editor of *The Listener*, Mr. R. S. Lambert, on "Broadcasting and the Public: Notes

on the Response to Information Supply." He analyzed the letters received by the British Broadcasting Company, saying that a change in progress always elicited a great increase in the volume of letters, mostly complaints.

Monday morning was given over to Round Table meetings for members to discuss the ASLIB panel of expert translators and the list of recommended scientific and technical books. Interest was expressed particularly in our S. L. A. directory as to its completeness and usability, and also in the new *Technical Book Review Index*. Fear was expressed that by the time the index published the reviews, which are usually very late in appearing in the technical magazines, they would be so old as to be of little use. I tried to dispel this idea, how well may perhaps be judged by the number of British orders to be received.

So far as I personally am concerned, the ASLIB conference was entertaining, enlightening and delightful.

Snips and Snipes

Time Marches On. . . . We discover anew each time we pick up our pencil, get back into harness and prepare to carry on that too much happens in S. L. A. in four months! . . . Here, for instance, is Jane Rollman, formerly librarian of the Shell Petroleum Corp., Hood River, Ill., who has been Mrs. McCormick of St. Louis since the dear knows when. . . . Here's Frances Stevenson of the Bureau of Light and Power getting in climatic order — 1, the presidency of the Southern California Chapter; 2, a Phi Beta Kappa key at an evening college; and 3, a brand-new husband, Howard Davis. . . . Here's Gertrude Douglas of the American Philosophical Society, Philadelphia, who is Mrs. Hess. . . . Here's Elizabeth G. Skillman, librarian of the New Jersey

Agricultural Experiment Station, getting married to Dr. Edward E. Evaul, chief agronomist of the Soil Conservation Service. . . . and HERE'S Nanele Kees, who did the article on the National Institute of Health Library, published in the September SPECIAL LIBRARIES, married and living in Anchorage, Alaska. . . .

Changes and Chances. . . . Millicent Leeper has gone from the University of Pittsburgh Research Bureau of Retail Training to be librarian of the recently organized American Retail Federation in Washington. . . . Ella I. Chalfant is the new librarian at the People's Pittsburgh Trust Company. . . . Margaret Coonan left the Legislative Reference Library in Baltimore for the County Bar Library.

. . . Lillian Scardefield is with The Lehman Corporation, New York. . . . John H. Moriarty succeeds James B. Howlet as librarian of Cooper Union. . . . Mrs. Amy Caya has resigned from the California State Chamber of Commerce Library and Helen Mayden, formerly with the Bank of America, takes her place. . . . From Philadelphia comes news of two retirements: Mary S. Allen from the Provident Life Insurance Company and Dr. Frank Grant Lewis from the Crozier Theological Seminary. Helen M. King takes Miss Allen's place as librarian. . . .

Snippets. . . . We thought we'd call this section "Snibbets" in honor of Howard (T. H. It's) Stebbins because he's so swell about sending us material, until we looked "snib" up in the dictionary. . . . What gadders Baltimore turned out to be. . . . Harriet Turner went abroad to study at Heidelberg for several months. . . . Elizabeth Litsinger went off to England and Scotland, as did Mary Barton, who, by the way, is the joint editor of a recently published bibliography of Coleridge's works. . . . While we're on the subject of Baltimore and bibliographies, the first half of Elizabeth von Hohenhoff's patent bibliography appeared in the October issue of the *Journal of the Patent Office Society*. . . . Dorothy Lawton, librarian of the Music Branch of the New York Public Library, is giving a course this autumn in "Music Librarianship." . . . What do you think was the sequel to Mr. Ballard's brave leap into the *Banquet Breach* when Governor Curley came late and Mr. Redstone left early? Well, it may be a *non sequitor*, but Mr. Ballard is now a trustee of the Massachusetts State Library. . . . Elinor Gregory, librarian of the Boston Athenaeum, jaunted off to England, France and northern Italy for her vacation. . . . We have two new Portias in our midst. Margaret Kehl of the New York City

Municipal Reference Library, and Phoebe Stoddard, librarian of Milbank, Tweed, Hope & Webb, each received a certificate at the graduating exercises of the New York University Woman's Law Class. . . .

S. L. A. in Print. . . . Here is a budget, Amigos, and we can't begin to do it justice. . . . *Editor and Publisher*, in its September 14 issue, carried a page article by Ralph J. Shoemaker of the *Philadelphia Evening Public Ledger* and chairman of the newspaper group, entitled "Geographical Classification for Small Paper Library Outlined." . . . Ethel Wigmore has an article in the August *American Journal of Nursing*, "Making the Resources of the Library Available." The Chase National Bank house organ, *The Chase*, in May carried a story, "A Glimpse of the Chase Bank Library at Work." . . . Josephine Hollingsworth has an article in the June *Civics Affairs*, published by the Civics Affairs Council of the University of Southern California, on the Los Angeles Municipal Reference Library. . . . Margaret Walker's Cathedral Library, St. Paul's Cathedral, is given a paragraph in a September issue of the *Boston Herald*. . . . The Zion Research Library, Boston, and the wing of the Boston Public Library, with the Sargent murals, get not only a paragraph but also a picture each, a sketch by Jack Frost in the *Boston Herald* series called "Fancy this." . . . The Library of the Chicago Museum of Science and Industry is most interestingly described in the *Chicago Daily News* of October 4. . . .

On the Air. . . . The New York City Municipal Reference Library began its seventh year of broadcasting on October 1 over Station WNYC. Listen if you can on Tuesdays at 4:45. "What the City does for you" will give you no end of valuable information, all dug out by Rebecca Rankin and her obliging cohorts. . . . Mrs. Dora A. Padgett, librarian of

the American Planning and Civic Association, Washington, is preparing the reading lists for the series of broadcasts on City Planning her association is giving over the NBC Network on Tuesdays at 7:45 P.M. . . .

Chapter Chat. . . . New York's October issue of *Chapter News* came out on the giddiest stock you ever saw, but Margaret Kehl made it as lively as its color. New York's first meeting was splendid by all accounts. Dr. Robert D. W. Connor, archivist of the U. S., told about this new division of the government: almost 200 members were present at the dinner. . . . Philadelphia went to Edgar Allen Poe's cottage on Brandywine Street, the supposed setting of the "Black Cat" for their September meeting. Incidentally the *Philadelphia Bulletin* is one of the most interesting we see. Deborah Morris, librarian of the School of Fine Arts, has designed a stunning insignia for the Council which they use on their *Bulletin* and letterheads. . . . That outstanding authority on public administration, Dr. Samuel C. May, director, Bureau of Public Administration,

University of California, spoke to the San Francisco chapter, October 15th on "Public Personnel." . . . Southern California does a nice thing in its *Bulletin*. Each month, two or three libraries are described. . . . While the Ohio Library Association was having its convention, Cleveland Chapter invited Pittsburgh, Cincinnati and Michigan Chapters of S. L. A. and the Cleveland Chapter of the American Statistical Association to a Special Libraries session. The meeting was a grand success and 100 people from around about came. The speakers, J. H. Farrell, new Ohio district manager of the local Bureau of Foreign and Domestic Commerce, and H. H. Stansburg, Jr., editor of the *Congressional Intelligence, Inc.*, were drawing cards, not only to special libraries but also to Cleveland business men. Incidentally the chapter got valuable publicity from the meeting. . . . Michigan Chapter heard about two conventions at their meeting: S. L. A. in Boston and the World Congress of Libraries in Madrid. . . . New Jersey is developing into a lusty child and we have a feeling that we shall hear more — much more from it. . . .

Publications of Special Interest

Ansley, C. F., ed. *Columbia encyclopedia*. Columbia Univ. Press, N. Y. 1935. 1949 p. \$15.00.

A thoroughly satisfactory foundation for the home or office library. Short, clear articles with frequent references to further reading. Distinctly up to date in content. Good, short, biographical notes. An excellent preface gives many of the reasons for this work. A volume that is noteworthy as well as definitely useful.

Barr, J. H., ed. *Directory of social agencies of the city of New York*. Columbia Univ. Press, N. Y. 1935. 512 p. \$3.00.

An index to the social agencies arranged alphabetically, with cross references by subject and including a personnel index. A revealing study of many activities. Well arranged for quick use.

Beatty, J. Y. *How to understand banks*. Business Pub. Inc., Chicago. 1935. 322 p. \$2.50.

A thoroughly practical, readable volume that will

bring home to the bank depositor his own responsibilities as an intelligent client of the bank. A glossary of banking terms is included.

Bernheim, A. L. *Security markets. Twentieth Century Fund, Inc., N. Y. 1935. 865 p. \$5.00.*

A sane, constructive, and complete consideration of all phases of the security markets problem with a particularly satisfactory section on sources of information and advice. A basic book for a collection on current economics. Interesting as well as comprehensive. Many footnotes, and good bibliography.

Burchfield, Laverne. *Student's guide to materials in political science*. Holt, N. Y. 1935. 426 p. \$3.00.

A fascinating bibliography of bibliographies arranged by subject such as International law and diplomacy, Administrative services, etc. Frequent, helpful supplementary notes and introductory comment. While

well up-to-date in many instances, in others, later editions or new texts are not mentioned.

Christie, A. C. *Economic problems of medicine*. Macmillan, N. Y. 1935. 242 p. \$2.00.

A rather condensed discussion of the physician's economic problems, giving much specific information on his relation to the community, the profession, and to different types of insurance regulation. Much information of special programs in force here, and abroad. Bibliography given. Rather more limited in discussion than Cabot, but on the whole, a good handbook.

Clyde, P. H. *Japan's Pacific mandate*. Macmillan, N. Y. 1935. 244 p. \$3.00.

An interesting description of the islands of Micronesia, the Marianas, the Carolinas and the Marshalls covering the 1400 islands and coral reefs in the western Pacific administered by Japan. A fair, and able discussion of the international phases, and shrewd and sympathetic treatment of the sociological aspects. A long bibliography of government publications, books, periodicals, etc., is included. Excellent photographs include such features as the stone token money.

Collins, A. F. *How to ride your hobby*. Appleton, N. Y. 1935. 298 p. \$2.00.

A series of short introductions to collecting in any field with many practical suggestions. Notes on books, magazines, museums and associations as information sources are given as well as addresses of dealers in the various lines. Many detailed drawings. Fully indexed.

Connery, R. H. *Governmental problems in wild life conservation*. Columbia Univ. Press, N. Y. 1935. \$3.25.

An able, and comprehensive analysis of the federal, and state legislative, and administrative problems involved, together with a discussion of the various specific projects of the conservation agencies such as the Bureau of the Biological Survey and the Bureau of Fisheries. Well documented. Excellent bibliography.

Elliott, W. Y. *Need for constitutional reform*. McGraw, N. Y. 1935. 286 p. \$2.50.

An able, and interesting discussion of the effect of the constitution, as it is interpreted, on democratic government. While much space is devoted to the N. R. A., it is from an angle still deserving serious consideration, while the chapter on "The National Government: A Problem in Administration" is particularly illuminating, and pertinent. No separate bibliography but freely documented.

Erskine, John. *A musical companion*. Knopf, N. Y. 1935. 548 p. \$3.00.

A delightful book for the amateur as well as the expert. The whole development of music in its many phases is presented with skill and subtlety. A glossary is included.

Gauss, C. A. and Wightman, L. I. *Sales and advertising*, revised by H. A. Bates. 2 v. Amer. Technical Society, Chicago. 1935. 565 p. \$3.00.

While not particularly stimulating in treatment, presents in clear and simple language the underlying principles of advertising and selling. This edition has

been thoroughly revised and brought up to date, and includes numerous examples of current advertising.

Gilfillan, S. A. *Inventing the ship*. Follett Pub. Co., Chicago. 1935. 294 p. \$2.50.

A copiously illustrated, and annotated, but reasonably brief history of the progress of invention as it affects marine transportation. Includes a brief bibliography of histories of the ship, and also one on primitive invention.

Graham, Bessie. *Bookman's manual*. Bowker, N. Y. 1935. 715 p. \$5.00.

The fourth edition of a particularly valuable handbook. Intended as a book seller's guide to the literature most often in demand, it combines selective references to his special tools with a comprehensive survey of poetry, fiction, drama, literature, etc. Authors are listed with chief works, and illuminating brief notes on their personality and literary style.

Harvey, R. H. *Samuel Gompers*. Stanford Univ. Press, Stanford Univ., Calif. 1935. 376 p. \$3.75.

A biography that vividly depicts the history of the labor movement, and shows a valiant fighter in a life-long struggle. Both the weakness, and the strength of his efforts, and of related movements, are fairly presented. A long bibliography of primary and secondary sources is given.

Holtzclaw, H. F. *Principles of marketing*. Crowell, N. Y. 1935. 694 p. \$3.75.

A well-arranged book, with much definite information, illustrated with charts and graphs. Omits any reference to what might be called the Consumers' Militant movement. A particularly satisfactory feature is the carefully annotated bibliography that is distributed by subject according to chapter content. No mention is made of directory use in marketing, nor is there any general list of reference tools.

Huns, R. O. *Financing municipal recreation*. Geo. Banta Pub. Co., Menasha. 1935. 249 p. \$2.50.

An analysis of costs, and receipts for municipal recreation, showing the types of activity for which charges are appropriate, and considering such points as the sale of concessions, etc. Much statistical material, and a long bibliography of books, pamphlets and periodical references are given.

Joad, C. E. M. *Liberty today*. Dutton, N. Y. 1935. 216 p. \$1.50.

A brilliant analysis of the place of liberty in the world today and how it may be affected by fascism, Hitlerism, etc. Keen and searching in discussion. An engrossing, and illuminating volume.

Kahn, E. J. *Design in art and industry*. Scribner, N. Y. 1935. 204 p. \$3.50.

A round-the-world survey of the teaching of art, design, and craftsmanship in their essential unity. The relation of school, museum, artist and patron are presented by an acute and understanding observer. The weaknesses in Occidental as against Oriental training in knowledge of the medium is evident. An able interpretation. Beautifully illustrated.

Lyon, L. S., etc. *National Recovery Administration*. Brookings Institution, Washington, D. C. 1935. 947 p. \$3.50.

An analysis and appraisal that will probably take its place as a fundamental text on the subject. Clear, comprehensive and penetrating. Freely documented. Includes list of codes and supplements.

Pendry, E. F. and Hartshorne, Hugh. *Organizations for youth*. McGraw, N. Y. 1935. 359 p. \$2.75.

Detailed descriptions covering history and growth, organization and administration, program and procedure, philosophy and method, motivation and rewards. Interesting as a reference handbook. Some reading lists are included. Appendix has list of organizations.

Ridley, C. E. and Nolting, O. F. *Municipal year book*. International City Managers Assoc., Chicago. 1935. 392 p. \$4.00.

Data on all divisions of municipal service, directories of city officials, addresses and descriptions of associations in the field of municipal research, bibliographies on all phases of such activity are combined in an easily used and markedly useful book.

Robinson, L. N. and Nugent, Rolf. *Regulation of the small loan business*. Russell Sage Foundation, N. Y. 1935. 284 p. \$3.00.

A detailed account of the historic development, and recent regulation of the small loan business, showing the part played by different agencies in the promotion of the uniform law, etc. Description of the necessary personnel, and management of offices included. Many tables.

Rutledge, Archibald. *When boys go off to school*. Revell, N. Y. 1935. 124 p. \$1.25.

A series of sane, constructive and enlivening papers on the relation of the teachers and students, particularly in boarding schools. Some refreshingly caustic comments on I.Q. tests are included.

Sasuly, Max. *Trend analysis of statistics; theory and technique*. Brookings, Washington, D. C. 1934. 434 p. \$5.00.

A highly specialized study presenting the basis and technique of trend analysis. Doubtless of value to statisticians and mathematicians, but its excessively technical treatment will limit the general use.

Seldes, George. *Freedom of the press*. Bobbs-Merrill, Indianapolis. 1935. 380 p. \$2.75.

Extremely interesting, comprehensive and illuminating discussion. Many illustrative incidents described and pertinent quotations included. Growth of Newspaper Guild described at length. Short, selective bibliography grouped by subject. While some errors are made, the study seems fair, and based on fact and seasoned observation.

Thorndike, E. L. *Adult interests*. Macmillan, N. Y. 1935. 265 p. \$3.25.

Questionnaires and their answers assembled, and analyzed as a tentative basis for improved techniques in adult education. An interesting selection of these mental tests is included in the supplement.

Trethowan, Harry. *Selling through the window*. Studio Pub., N. Y. 1935. 96 p. \$7.50.

A discussion of window display technique with many fine illustrations. These are indexed by subject, by designer, and by firm. Window displays in Paris, London, New York, San Francisco, Germany, given.

Vollmer, August and Parker, A. E. *Crime and the state police*. Univ. of California Press, Berkeley. 1935. 226 p. \$2.50.

A study of the development of the state police as an effective instrument in the war on crime, with a careful analysis of the different methods in force in the various states, and their requirements in personnel and equipment. Training courses in foreign countries are noted. A bibliography is included as well as complete references by chapter.

Williamson, Margaretta. *Social worker in the prevention and treatment of delinquency*. Columbia Univ. Press, N. Y. 1935. 236 p. \$2.50.

This, the fourth volume in the job analysis series, gives detailed description of the work, and problems, particularly in connection with probation, parole, and protective agency work. Personnel requirements, and hours of service are noted, but salary data are not included. Well written, clear and interesting.

Winkler, J. K. *The Du Pont dynasty*. Reynal & Hitchcock, N. Y. 1935. 342 p. \$3.00.

The story of a unique family group from the colorful French social philosopher and friend of Jefferson to the daring financiers of recent years. The growth and inter-relations of a great industrial group vividly portrayed in an eminently readable volume.

Yates, R. F. *Art of inventing*. Appleton-Century, N. Y. 1935. 284 p. \$3.00.

A thoroughly satisfactory volume giving readable, and sound discussion of the practical knowledge needed, the research and legal steps necessary, and the business factors involved. Many suggestions on the use of library files included. Not indexed, but well arranged, and easy to use.

S. L. A. Duplicate Exchange Committee

THE publications listed here can be secured free, except for transportation charges, by communicating with Rosamond Cruikshank, Chairman, S. L. A. Duplicate Exchange Committee, Hartford Public Library, Hartford, Conn.

Allied Interior Dec. Trades Handbook, 1932
Am. Soc. C. P. A. Directory, 1933
Aut. ind. red book, 1929, 1932
Bankers & brokers direc., 1933, 1934
Best's ins. guide with key ratings, 1929, 1931
Best's ins. reports, 1929, 1931
Canada yearbook, 1932
Custom House guide, 1931
Davison's textile blue book, 1927, 1929
Direc. of social agencies, N. Y., 1927-28
Film Daily yearbook, 1930
Insurance almanac, 1929, 1931, 1933
Insurance bar, July 1933

Personnel Exchange Service

THIS shall be the periodic medium for the Employment Committee of the Special Libraries Association. This column will list (1) known *Vacancies* in the special library field, both in private employ and for public positions under Federal, state, and civil service; (2) in *Personnel Available*, a few of those who registered during the past month, and (3) in *Appointments and Promotions*, current news.

Positions Open

1. Prison Librarian (Man).

The New York Municipal Civil Service Commission, Room 1400, Municipal Building, New York, N. Y., is preparing to offer an examination for a prison librarian (man) to fill a vacancy in the Department of Correction at Riker's Island. The examination will be given in the immediate future and applications will be received from October 8 to October 23.

Requirements are as follows: Salary — \$1,800 per annum, pension, fair sick leave, lunches; Duties — To serve as librarian at the new penitentiary at Riker's Island, select the books and stimulate and encourage reading; Age — 25 to 45; Training and Experience — Graduate from accredited college with a degree, three years of satisfactory technical work in a library as librarian, reference librarian, readers' adviser or the equivalent, one year of study in an accredited library school accepted as equivalent of two years of experience in a library; Fee — \$2 to be paid at least five days prior to first test but after receipt of notice of examination date.

2. Clerical Assistant.

A private corporation needs an assistant in library. Desires a college graduate with library experience as well as ability to type. Age limit not over 25. Apply to this Committee.

3. Office Manager and Research Assistant.

Typical tasks of this position are as follows: management of secretarial and business operations of organization of ten persons, purchasing of supplies, supervision of files, answering letters, taking dictation when required, editing research reports, securing organization contacts and writing initial letters, keeping staff informed of governmental developments, etc. Desired qualifications: college graduate preferably with training in government or public administration; at least five years' experience in office management, secretarial, or research work part of which shall have been in government office, research bureau, or related type of organization. Minimum age,

30 — maximum, 45; open to man or woman. Salary dependent on qualifications. Address V-1, Public Management, 850 East 58 Street, Chicago, Illinois.

4. Indexer.

A private corporation needs a librarian who has had experience in indexing. Apply to this Employment Committee.

5. Librarian in a Social Settlement House.

An experienced librarian to have charge of a small general collection. Part-time work on two days a week. Payment on hourly basis. Apply to this Committee.

Personnel Available

THE Committee has more than 400 librarians registered. These included, who have registered in the past few weeks, may be considered as typical. Any employer may appeal to this Committee for assistance in filling any type of special library position and be assured that we have qualified applicants.

Young man, with A.B. and B.S. (Columbia University), experienced in public and college libraries, also some business experience with large manufacturer, and with knowledge of filing systems and office management.

Young woman, with college degree specializing in languages, library school courses, experienced in a special library of a manufacturing company and in a special library of a college. Qualified for any commercial special library.

Young woman with business school education, experienced as a stenographer has worked for a librarian and familiar with special library methods of filing. Wants an opportunity of similar requirements.

Young woman with A.B. and B.S. in L.S. experienced in a county library, also in a book store, with ability to type.

Latest Imported ART BOOKS

I always carry a complete selection of the newest art publications on all subjects

Books will be sent for inspection

JULIUS WISOTZKI

Importer of Art Publications

58 East Washington Street

Chicago, Illinois