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Special Libraries Association

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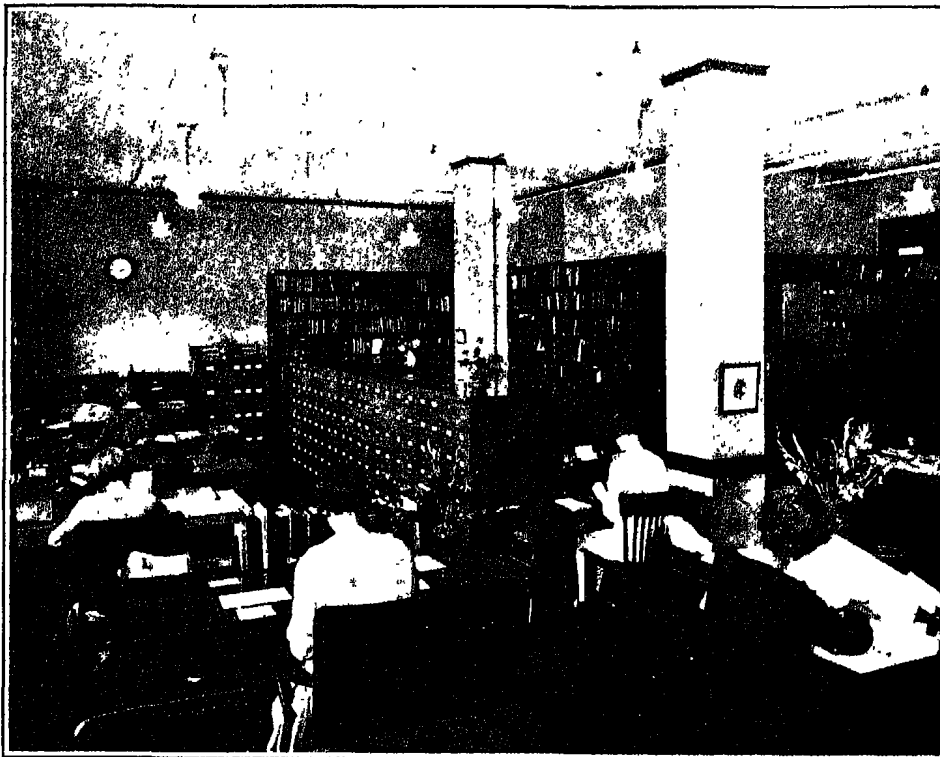
# SPECIAL LIBRARIES

Vol. 21

December, 1930

No. 10

## NEWSPAPER NUMBER



VIEW OF THE LIBRARY OF THE CHRISTIAN SCIENCE MONITOR

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# THE LIBRARY QUARTERLY

*A Journal of Investigation and Discussion  
In the Field of Library Science*

VOLUME I

NUMBER 1

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# Special Libraries

Vol. 21

DECEMBER, 1930

No. 10

## NEWSPAPER NUMBER

### ADDRESSES AT THE SAN FRANCISCO CONFERENCE

## Pacific Coast Conference of Newspaper Librarians

By Helen Hayes Pepper, Instructor in Journalism, University of Illinois

CONVENTIONS are sometimes slow-moving affairs where the delegates yawn through a program of ponderous speeches, edge out of the sessions as soon as they may break respectably, and hurry out to do the convention city and really enjoy themselves, but the eighth annual conference of the Newspaper Group of Special Libraries Association, meeting June 18 to 21 in the Hotel Clift, San Francisco, was something else. The newspaper librarians talked, thought, and ate over their common problems some twelve hours or more a day, and had a mighty good time doing it. Every delegate left San Francisco full of new ideas and schemes for improving and expanding his own library and intent on backing the national association to the limit.

The old-time morgue keeper has come out of his dusty corner, cleaned up his files and made them a vital part of the newspaper he serves, shed his inferiority complex and his unfortunate name, accelerated the whole tempo of his business, and has realized the necessity for conferring with others in the same line of work. In short, he means business. Anybody who doubts that should have seen him in action in San Francisco.

This year's conference was the first one ever held on the Pacific Coast and also the first one ever attended by Pacific Coast Newspaper librarians, although a number of them have been members of the Newspaper Group for years. The six dailies around San Francisco bay, excepting one, had library

staff members present at every session, and the Oakland Tribune hung up a record with seven members of the library staff signed up as delegates.

No librarian around the Bay had ever met another until this meeting, and the benefits of their new association were immediate. The third day of the conference William Wallace Vaughan, librarian of the Oakland Tribune, called Mrs. Marjorie D. Brown, librarian of the San Francisco Chronicle, and got some necessary information to make an early edition. "This meeting the people in the same line is great stuff," declared Mr. Vaughan. "The only unfortunate thing is that we have waited this long to start getting acquainted."

The best known figures at this year's conference were Joseph F. Kwapil of the Philadelphia Public Ledger, and William Alcott, librarian of the Boston Globe and president of the entire Special Libraries Association. Mr. Kwapil originated the whole movement in 1923, when a group of five newspaper librarians met at Atlantic City at his invitation, discovered their common interests, and set about solving their common problems. Since that time he and Mr. Alcott have been the prime movers in the organization, and have been gratified each year to see a steadily increasing attendance and rapidly growing interest that is permanent. Even when the meeting was scheduled for San Francisco this year and nearly all the delegates came clear across the country, some 35 were in regular attendance.

Mr. Kwapil, chairman of the program committee, had secured a varied and extremely interesting series of talks not only by newspaper librarians, but also by city editors, workers in the newsroom and editorial writers. Mr. Kwapil was seriously ill on the way West and was said to be under the weather during the whole conference, but for an ill man he was uncommonly active, or even for a person in the best of health. On occasions when he is feeling fit, Mr. Kwapil obviously must exceed the speed limit when it comes to getting things done.

The whole conference moved at this same lively gait. All the delegates were brisk and enthusiastic, partly because of the stimulating San Francisco weather and partly because they were full of new schemes for improving their own departments. When six of the eastern librarians wanted to go to Oakland to see Mr. Vaughan's layout on the Tribune, they took the airplane ferry. They wanted to get a view of the Bay, and they had to get back to San Francisco right after lunch because there were so many more things to do. At the Oakland dock, they met Hon. Joseph R. Knowland, former congressman and the editor and publisher of the Oakland Tribune. During a short talk with Mr. Knowland the librarians discovered that he plans very soon to spend a considerable amount modernizing and enlarging his library and reference department. This was all news to Mr. Vaughan, his librarian, but exactly what he had been waiting to hear.

"The keynote of this year's conference," declared Joseph F. Kwapil "was the emphasis on the fact that Schools of Journalism have recently begun to notice our work and are beginning to install courses designed to make their embryo reporters library-minded, and to furnish us with intelligent trained employees. The University of Illinois, which has been offering a morgue course for three years, is the pioneer in this work, and the University of Minnesota has given a course the last two years. Mr. Robert W. Desmond, the instructor at Minnesota, has just issued a history of newspaper reference libraries; his book is comprehensive and authoritative and would have been a credit to anyone directly connected

with the profession. The Universities of Missouri and Montana have also recently inquired about our work and I think it is only a question of time until their Schools of Journalism offer similar courses.

"This interest on the part of the colleges is a great thing. I have tried out two of the students from Minnesota and have found them to be superior in many ways to the untrained employee—within six months they can assume responsibility that the average new worker could not be taught to shoulder inside three or four years. I am going to hire some of these university students and I hope many other newspaper librarians will follow suit. It isn't an experiment, it's the sensible and profitable thing to do."

Another outstanding feature of the conference was the evidence of increased good will between newspaper libraries and the news departments. In the old-time office these two factions may have been at sword's points, but their present inclination is to bury the hatchet, and do everything possible to increase the speed and ease with which the libraries can serve the newsrooms. Thomas Bellew, city editor of the San Francisco Chronicle, left a crowded day's work to come to talk on "The Newspaper Library as Viewed from the City Editor's Desk," and said, afterwards, that it was well worth his own time to meet such a live crowd. Roy Harrison Danforth, assistant managing editor of the Oakland Tribune, spoke penetratingly and with humor on the subject—"Can the News and Library Departments Get along Amicably?" Mr. Danforth is sure that they can, and suggested frequent conference to help the good work along. He believes that the former habit of railing at the librarian was a bad one, and that it would be a great deal more to the point for news men to find out ways in which they can help the librarians improve their service. He went so far as to say that no reporter or editorial writer should be allowed in the library when he has asked for a clipping, that the library employee could find it more easily if a rushed reporter were not hanging over him while he made the search. A splendid paper on "The Editorial Writer and the Library" by



Robert W. Jones, editorial writer of the Philadelphia Public Ledger, was read in Mr. Jones' absence. He maintained that the library is the editorial writer's closest ally in this day of insistence on accuracy. Mr. Jones is of the opinion that all the unemployed in the United States spend their time looking for errors in editorials, and that constant reference to the library is the only defence of the editorial writer.

Miss Blanche L. Davenport, librarian of the Christian Science Monitor and a regular attendant at Newspaper Group Meetings, talked on "Backstage in a Newspaper Reference Library," and Mrs. Marjorie D. Brown of the San Francisco Chronicle gave some trenchant and practical suggestions for solving the personnel problem.

The most pleasant features of the meeting were the breakfast conferences held the second and third days. Miss Agnes J. Petersen of the Milwaukee Journal, who has issued a questionnaire and compiled extensive and valuable statistics on the subject of newspaper libraries, presided at one of these breakfast meetings and A. Dwight Newton of the San Francisco Examiner, was in charge of the other. Other groups of the Special Libraries Association had larger numbers in the breakfast room, but no table was as spirited as the newspaper crowd. They had all manner of things to ask each other and suggest to each other, and the time allotted for the conferences simply wasn't long enough.

Some interesting figures on the actual value of a reference library to a metropolitan daily were brought out by Joseph F. Kwapil in his significant talk given the last afternoon. "Making the Reference Library the Hub of the Wheel" was Mr. Kwapil's subject, and those who heard him did not feel that his title was too ambitious. Two newspaper libraries have recently been evaluated at \$1,000,000 and \$2,000,000 each, so there is no occasion any longer for the librarian to feel that his department is not as vital as any other on the newspaper. William Alcott of the Boston Globe also emphasized the fact that the day of the librarians' inferiority is over. He pointed out that no other

library has such valuable and authentic local news as the newspaper library, that its news files give the best information on local biography in the world, and that it invariably contains the best political news available.

The librarians spent considerable time on the vital question of subject filing. William Wallace Vaughan of the Oakland Tribune spoke on this subject and was an active leader in the discussion. Mr. Vaughan's paper was up-to-the-minute as well as helpful. When he was assigned the subject two months before the conference he worked over his own subject file in order to secure practical material for his talk, and he wrote it the night before it was given, in order to make timely and helpful comments on the informal discussion of the day before. Mr. Vaughan advocates a subject file based on the Biblical injunction, "So simple that a wayfaring man, though a fool, cannot err therein."

In the absence of Miss Irene Swencicka, Camden Courier, secretary-treasurer of the group, William Wallace Vaughan, Oakland Tribune, was elected secretary pro tem, and he gave the formal welcome to California. Mr. Alcott responded. The report of Joseph Sheridan, chairman of the committee on membership, reported a substantial increase in the year, and the receipt of many inquiries. Officers were elected as follows: Chairman, Ford M. Pettit, director, reference department, Detroit News; vice-chairman, Miss Irene Swencicka, librarian, Camden (N. J.) Courier; secretary-treasurer, Joseph Sheridan, librarian, Akron (Ohio) Beacon Journal; executive committee, Joseph F. Kwapil, librarian, Philadelphia Public Ledger and Miss Agnes J. Petersen, librarian, Milwaukee Journal.

Mr. Kwapil presented the subject of a publication to be sent to newspaper librarians and managing editors throughout the country and the project was approved. It was voted to continue the committee on classification, and Mr. Vaughan was added to the committee. Votes of thanks were passed to Mr. Vaughan for his efforts in behalf of the conference and to the Pacific Coast librarians for their generous hospitality.

## The Newspaper Group: Its History and Accomplishments

By William Alcott, Librarian, The Boston Globe.

THE history and accomplishments of the Newspaper Group form a wholly new chapter in the history of American journalism, for although the newspaper library had its beginnings in the first part of the last century, it is less than a decade since one newspaper librarian has had anything to do with another of a contemporary paper. Not only was it that one did not know the other, but he usually was unacquainted with his system and methods, and the idea of an association of such newspaper workers was undreamed.

No account of the movement would be fair or complete which did not recognize the influence and genius of the man who first caught the vision of an association of newspaper librarians, and carried the vision into reality. That man was Joseph F Kwapil, librarian of the Public Ledger, Philadelphia, who is again this year chairman of the Newspaper Group.

The first conference was held in connection with the Special Libraries Association at Atlantic City on May 23, 1923. Five persons met for organization without plans or a program. Various phases of library work were discussed and pointed questions provoked discussion. The little gathering not only helped acquaintanceship, but also through comparison brought knowledge of the other man's library. Mr. Kwapil was invited to address a general session of the S. L. A. and he described the newspaper library as the nerve center of the newspaper organization. His closing words were.

"To meet these newer conditions (since the world war) newspaper librarians feel the need of greater cooperation among themselves. They are all faced by the same problems and the same difficulties. Standardization will not solve all our problems, but it will solve some of them. An association of newspaper librarians will not only help the librarians, it will help to make their departments more efficient."

That was the keynote of the first little conference. Conscious of it or not, we had actually done two things: First, we had discovered that our fellow newspaper librarian was quite like ourselves, and quite as eager to make his department efficient; and secondly, we had made the first dent in the wall which encompassed his isolation.

At the second conference at Saratoga Springs in 1924 eight newspaper librarians assembled. John Miller of the King Features Syndicate, New York, was assigned the task of describing his new method of filing photos not by name but by characteristic features, as the fat woman, the skeleton man, the flyaway girl. Some librarians brought samples of library forms. Conferences were held at breakfast and luncheon, as well as at all open periods, there was so much which pressed for consideration. The discussions included uncopyrighted maps, syndicate photo services, newspaper binders, and publicity material. It was voted to form a permanent organization as a group of Special Libraries Association, and Joseph F. Kwapil was made the first chairman.

In 1925 the group met at Swampscott with an attendance of twenty-five and there was a printed program for the three scheduled meetings. Five systems for filing clippings and photos were discussed, including the Dewey Decimal, dictionary, classified index, numeric and the New York World system. Papers on indexing newspapers were read by representatives of the New York Times, the Springfield Union and the Baltimore Sun. New reference books, elimination of dead matter, care of pamphlets, cleaning the library and the preservation of newspaper files were considered. It was a stimulating conference and the attendance, including those from other libraries, often crowded the conference rooms to the limit. William Alcott of the Boston Globe was elected chairman.

In 1926 the group went to Atlantic City. Again the subjects were varied. Mr. Kwapil presented the need of a standard system of classification; Miss Petersen of the Milwaukee Journal suggested a plan for a newspaper library questionnaire which was accepted by the group. An exhibition was made of photos from nearly fifty newspaper libraries throughout the country. A paper on copyrighting a news service attracted the attendance of Hon. Thorvald Solberg, Register of Copyrights, who took part in the discussion. The experiment of the Michigan State News Index was told and a paper presented on efficiency in the newspaper library which subsequently received a prize for its excellence. One of the outstanding events of the conference was the first dinner meeting of the group with an attendance of sixty. President Handy of S. L. A. brought greetings. Frank H. Chase, reference librarian of the Boston Public Library, George W. Douglas of the Public Ledger editorial staff, and Robert H. Lyman, editor of the World Almanac, were other speakers. At the conclusion of the dinner a film of the Public Ledger's library at work was shown to the members. John H. Miller was chosen chairman for the following year.

Four things marked the first international conference at Toronto in 1927. These were: The paper by Lee A. White of the Detroit News on "What the editorial executive expects of the newspaper library;" a discussion of ethics for newspaper librarians; a study of newspaper library practice, as disclosed by the questionnaire authorized in the preceding year, by Miss Petersen of the Milwaukee Journal; and an address on "Newspaper Copyright, with some practical suggestions," by Hon. Thorvald Solberg, a most valuable feature. The exhibit of library forms was the largest the group had made. Miss Agnes J. Petersen of the Milwaukee Journal was chosen chairman for the ensuing year.

In 1928 the group met in Washington with the largest attendance in its history. Breakfast conferences with a capable leader and assigned topic brought together more than a score of people.

Mr. Solberg, Register of Copyrights, was again on the program with answers to troublesome questions on copyright. The libraries of the Washington Evening Star, the New York Herald Tribune, the Detroit News and the Cincinnati Enquirer were described by their respective librarians. Smaller libraries, such as the Akron Beacon Journal, Camden Courier, Dayton Herald, Decatur Herald and Sheboygan Press were also discussed in a symposium.

Three eminent Washingtonians, Allen Johnson, editor of the Dictionary of American Biography, David Lawrence of the United States Daily, and Dr. Edwin Slosson of Science Service, each spoke at one session, and the attendance reached 200. Disposing of duplicates and discards and alphabetizing by phonetics were discussed. Harry Pence of the Cincinnati Enquirer, who has prepared an annual review of the year for many years, spoke on that work. The paper by Will Conrad of the Milwaukee Journal, on "Getting What You Haven't Got," was one of the most helpful things in our history. Two exhibits were made, one of office forms, and the other of 18 metropolitan dailies of the same date marked with the classifications for clippings. The Evening Star management entertained the group at luncheon in almost regal fashion. Maurice Symonds of the New York Daily News was elected chairman.

In 1929 the conference was again held in Washington with the breakfast gatherings an important feature. The value of the conferences and the ways in which more practical co-operation might be obtained were discussed. The Committee on Classification submitted the first section of its report. The Curator of the Washingtoniana Division of the District of Columbia Library described the collections of clippings and pamphlet material on Washington. Reinhold T. Pusch told about the indexing method for feature articles in the American Weekly; Miss Petersen read a paper on the technique of marking newspapers; Joseph Sheridan described the method used by the Akron Beacon Journal in procuring local biographies and photos. A paper by Miss Blanche Davenport of the Christian Science

Monitor on keeping a record of library calls precipitated an animated discussion on the relation of the public to the newspaper library.

The manager of the P. & A. photo service told of the expense of procuring feature photos and of their rapid depreciation in value. An insurance engineer gave facts on the valuation of photos and library material for insurance purposes. George Harris of Harris & Ewing discussed the use of credit lines on photos. Three more great newspaper libraries were described, The Chicago Herald-Examiner, the St. Louis Post Dispatch, and the New York Times. Joseph F. Kwapil of the Public Ledger was again elected chairman of the group.

And now, in 1930, the Newspaper Group has crossed the continent for its first conference on the Pacific Coast, in this great city of San Francisco. To me it seems to mark an epoch in our history, and to be in itself an accomplishment. And just what have been the accomplishments of this group in these seven years for the newspaper library and the newspaper librarian? At the outset let me quote from Will Conrad's paper in which he said:

"The thing which you haven't got yet is not something that can be defined in terms of the encyclopedia and tomes of reference . . . It is a definition of your own place in journalism and a realization of how important that place has become."

It is true, I believe, that some of the things accomplished in these seven years cannot be listed because they are intangible, yet they mark a distinct gain. Robert W. Desmond in his new book on the Newspaper Reference Library, speaks of accomplishment of the Newspaper Group in this way:

"Organization of the Newspaper Group has brought a sense of solidarity among librarians, and a more widespread knowledge of the way in which problems have been successfully met by some of the newspapers."

Before I attempt to enumerate the accomplishments of the Newspaper Group, permit me to cite some illustrations of accomplishments,—some actions that possibly speak louder than words.

Library schools have procured sample forms and filing containers used in newspaper libraries for use in their class rooms; classes of library school students in recent years for the first time have included newspaper libraries in their itineraries; and an increasing number of editors and publishers annually arrange to have their librarians attend the conferences of the newspaper librarians.

Then here are some accomplishments of another sort: The Globe management requested information as to amount of space and position which was given by the Boston papers to a certain industrial plant. We had on file only our own story of the event. In the old days the only way to secure such information was to search the files of other newspapers either by buying them or at a public library, but in this instance, under the aegis of the new spirit, each newspaper was called in turn on the phone, and the information was speedily forthcoming from its librarian.

Our Sunday editor wanted on Thursday afternoon the photo of a distinguished Philadelphian. A wire was sent to Mr. Kwapil at the Public Ledger, and at 9 the next morning the photo, with bill, was on my desk.

David G. Rogers of the New York Herald Tribune sent me a request to locate a certain book in Boston, which his management wanted. New York sources had been exhausted. The Massachusetts Historical Society produced the book, which proved to be one privately printed by Mrs. Whitelaw Reid, for presentation to the members of the Roxburghe Club of Oxford, as a testimonial of esteem for courtesies shown to her husband, Whitelaw Reid, while he was ambassador to the Court of St. James. The few remaining copies had been shipped to Mrs. Reid in this country on a British steamer which met a German sub and the ship and the books went to the bottom. From an original copy reprints were made, and it was one of the reprints which was located in Boston. Mr. Rogers was not only delighted to report success to his chief, Mr. Ogden Reid, son of Whitelaw Reid, but he voiced the appreciation of Mr. Reid for the fine spirit of cooperation among newspaper librarians.

So first of all, I place in the list of accomplishments, the fact that we have met together each year for seven years, to discuss common problems, to learn from one another, and to remove the isolation of the newspaper librarian.

Next is the discovery of ways of proper and practical cooperation.

We have learned to differentiate between information and material.

We have become conscious of the importance and value of our own collections, especially of clippings and photos, and to realize that for local biography, for local news, and for local political news, they are unsurpassed in any other kind of library anywhere.

We are creating a valuable body of literature on the newspaper library.

We have made the first survey of American newspaper library practice.

We have stimulated activity in library schools in training for newspaper library work.

A start has been made in the preparation of a standard classification for newspaper libraries.

We have widened our acquaintance with sources and methods.

We have created new contacts.

We have raised the standard of newspaper library work.

We are winning approval of publishers and executives.

We are making the newspaper library a more helpful aid to accuracy, thereby helping to diminish damage suits, and aiding both the paper we serve and the cause of good journalism everywhere.

## Thoughts on Subject Filing

By William Wallace Vaughan, Librarian, Oakland Tribune, Oakland, Calif.

A STANDARD classification of subject headings for newspaper library files seems to be the crying need of the day. We have been struggling with the problem in the Oakland Tribune library for the past five years and the many librarians who preceded us wrestled with it before us.

We did not realize that the need was so keenly felt by librarians the country over until Mr. Kwapil of the Philadelphia Public Ledger told us yesterday of the years of effort he and other librarians had given to the problem. The discussion which followed his paper proved that the demand is practically universal. A rare opportunity to do a great service to newspaper editors in general, and newspaper librarians in particular, lies here.

Personally we are tired of hearing exasperated city editors, in desperation, observe:

"Maybe you've filed it under Tomatoes."

And we have sought with all the power that is in us to discover the means to make such scenes unnecessary.

The city editor is really not blaming the particular librarian whom he is

addressing. His need is imperative. He knows there must be some way, some system that will give him what he requires. His sardonic language is in truth, a prayer to the inventive spirit of the times for deliverance from crude methods.

On his own part, the librarian who has given the very utmost of his mental power to serve the city editor, feels as though he had been wounded to the heart. It takes a sturdy brand of manhood on the part of the librarian, to meet such a situation. He must be firm in the consciousness that there is nothing personal in the assault, determined to keep his mind free from bitterness, still ready to give his best service.

It should be possible to organize a newspaper library so well that the occasion for such a scene would never arise. A standardized list of subject headings would do much toward a solution of the problem. We have little trouble in producing biographical material. The reason for this is to be found in the fact that the material is filed according to name and few people have more than one, in which case a cross file meets the difficulty.

In the subject files however, we have many names which are applied to the same thing. In fashioning our language we have not been decisive in our choice of words. Fearing that one word would not cover the ground, we supply ourselves with eight or ten. As a result the librarian often finds that he has two or more envelopes in which he might file almost any given story. And that explains why the specific clipping desired is often missing from an order we fill. Then it is that a busy city editor, struggling to make an edition, pulls his hair and speaks hasty words. A prompt and positive "yes" or "no" should be given to any demand for clippings and the answer should be final and not subject to revision after further search.

This can be possible only when we have analyzed our subject headings, and so organized them that there will be only one place where any given clipping could be filed. For example the following words have been used to describe the crime of depriving legal owners of valuables: burglaries, robberies, grand and petty larcenies, hold-ups, picked pockets, shop lifting, bank robberies, stick ups, safe cracking, etc. If we had all these headings in our files it would be possible to put most any larceny story in two or more places. If we filed it under burglaries and the reporter asked for it under robberies, we might have a hard time to produce it, especially if the story were old and forgotten. Much would be gained if we were to select one word arbitrarily to describe this manner of crime. Then all clippings on the subject could be filed under one heading. In the Tribune we use the word robberies. Then to make the system fool proof we could drop cross-file cards into our subject file at the proper alphabetical place for all of the other names, directing us to see robberies.

The Oakland Tribune Library uses three kinds of cross-files:

1. The outside of the envelope which contains the clippings serves as a cross-file in some instances. It is a permanent record and indicates the manner in which the subject has been limited in the spe-

cific envelope and how it has been expanded in other portions of the subject files.

2. The cardboard cross-file is also a permanent record and serves as a means to guide those using the subject files from various subject headings to the envelope which actually contains the clippings.

3. The cross-file which is made on bond paper and fits into the clipping envelope with the clippings is used to guide those using the files to other envelopes where specific clippings will be found dealing with the subject contained in the envelope. This cross-file also acts as a bridge between the biographical and subject files.

These cross-file cards are made of pieces of cardboard. The material is exactly the same size and color as the envelope which contains the subject clippings and the headings are written upon it exactly as they are typed on the envelopes. Thus should a filing clerk attempt to file burglaries under burglaries he would find it impossible, for he could not put a clipping into a plain piece of cardboard. In order to get rid of the clipping he would be forced to place it in the robbery envelope where it belonged.

This is the practical application of the principle we laid down yesterday when we called your attention to the evils that arise from confusion in the manner in which we divide subjects. In this instance we draw the line so that all burglaries, etc., are included in the robbery file, while all other crimes are excluded. By a statement on the front of the filing envelope we show exactly what kind of stories are to be filed in it. Thus we avoid any overlapping of our files, prevent confusion of thought, and at the same time free the memory of an unnecessary burden. In the same manner we go through our files, organizing them in accordance with the principle explained in the above illustration. The example used is simple, but the method can be applied to the most complicated of subjects.

Yesterday Mr. Alcott, librarian of the Boston Globe, raised a question as to the best method of handling the

London disarmament conference and the treaty that grew out of it. Mr. Alcott placed the conference under one heading, the treaty under another and the actions taken in connection with the treaty by Great Britain, Japan, United States, France and Italy under the country acting. However Mr. A. Dwight Newton, librarian of the San Francisco Examiner, filed the whole proceeding under navies.

Both men were logical in their solution of the problem. The reasoning of Mr. Alcott was from the standpoint of individual phases of the subject growing out of the one continuous action. Mr. Newton, on the other hand emphasized the one continuous action, minimizing the individual influences which brought it about. Their answers were exactly opposed to each other, yet each librarian was justified in his method when we consider the viewpoint from which he worked. Mr. Alcott went from the many to the one. Mr. Newton went from the one to the many.

When many clippings are concentrated into one envelope as in Mr. Newton's file, they become unwieldy and difficult to handle because of their bulk. When clippings on a story such as the London Naval treaty are scattered under many headings, as in Mr. Alcott's handling, it becomes difficult to assemble them together and there is no sure way that we may know we have them all. Mr. Newton could respond to an order: "Give me all you've got on the London Naval treaty," with ease. On the other hand Mr. Alcott could answer request for: "Japan's part in the London Naval treaty," with greater speed.

Such extremes are present in every subject a newspaper librarian has to clip and file. It is very necessary, if we are to have efficient libraries, that we discover a means to overcome these inherent difficulties, reconciling the two into a working unit. We could clip duplicate stories, filing one as Mr. Alcott did and the other as Mr. Newton did. The requirements of both extremes would thus be satisfied. Most librarians use this method to some extent but it cannot be employed on a

wholesale scale in many libraries because space is limited. In the Tribune library we would use the cardboard cross-file to solve the problem. We would distribute the clippings into several different envelopes as Mr. Alcott did, but we would group them all together under one heading as Mr. Newton did, using our cardboard cross-file to guide us to them from each of the individual phases of the subject.

By use of this device every envelope can be made to include the exact portion of a subject desired, while at the same time, all the remainder of the same subject would be excluded. This may be accomplished by writing on the envelope which contains the clippings, some such statement: "This envelope contains stories of the action taken by the United States Congress in connection with the London Naval treaty." The cross-file, which would be filed under United States congress would contain the same information. The method is so simple that even a new copy-boy could use it.

The difficulty comes when we attempt to install the system, for it requires of the librarian, a knowledge of the fundamental facts of every subject treated in the columns of a newspaper. Without such a background the librarian is liable to find himself hopelessly involved before he has completed his task. Subjects must be divided with great care, first giving due consideration to the habits followed by newspapers in their treatment of the various subjects and ultimately, checking every subject to see that no ground has been left uncovered.

Such a subject file would be invaluable to any newspaper for it would be only necessary to consult the cabinets to discover just what the library possessed on any given subject, exactly how it has been divided and precisely where the clippings could be found. However there is much work to be done before such an ideal may be realized and we would therefore suggest that the committee on standard subject classifications, of which Mr. Joseph F. Kwapil is chairman, continue in existence until its work has been finished.

## The Editorial Writer and the Library

By Robert W. Jones, Editorial Writer, The Public Ledger, Philadelphia

"GOD bless the man who first invented sleep," exclaimed old Sancho Panza. But if we could only know who he was, the patron saint of all editorial writers would be the man who invented the newspaper library. Of course we know that this now indispensable institution is the product of evolution. Probably its original parents, away back in almost prehistoric times, were an old World Almanac and a Webster's Unabridged. To these were added as time went by, copies of the Congressional Record and the Statesman's Year Book and a secondhand encyclopedia. Then somebody conceived the idea of keeping a few clippings and photographs and even classifying them after a fashion. And since they were used chiefly for obituary purposes, and the collection was usually housed in the most cheerless and funereal-looking room on the premises, the outfit was appropriately termed the "morgue" and the appellation stuck.

But we are thinking of the inspired genius who first visualized the modern newspaper library administered by trained experts—the arsenal filled with live ammunition for the editorial firing line and not an aggregation of junk worth about the price of waste paper. Surely this enlightened benefactor must at some time himself have been one of the noble army of martyrs known as editorial writers. For whatever use other newspaper workers may make of the library, there are times when the writer of editorials feels that this institution must have been created for his special benefit. These are the emergencies when the completion of a timely editorial depends upon his corralling one little elusive fact or figure that he racks his alleged brain in vain to remember. Then it is that what we used to call the morgue becomes a veritable life-saving station.

There are other times when every experienced editorial writer is tempted to believe in the existence of a widespread Society for Discovering Mistakes in Editorials, with correspondents in

every large city, who are convinced that it is their conscientious duty to go over the editorial columns daily with a magnifying glass and whenever they spot an error in a name or date to write to the boss about it. There is a popular impression — particularly prevalent among newspaper publishers when they think their editorial writers are going to strike them for a raise—that comparatively few persons read editorials nowadays, since the departure of the Horace Greeleys and Henry Wattersons. But you can't make an old editorial writer believe it—at least not on the morning after he had managed to mix up Einstein, the man who repealed the law of gravitation, with Epstein, the fellow who makes graven images strictly in accordance with the commandment, since they are not the likeness of anything that is in heaven above or in the earth beneath or in the waters under the earth. The number of persons who apparently have the leisure to hunt for errors in editorials and call the editor's attention to them and demand a correction certainly bears out the statistics concerning the wide extent of unemployment in this country.

The old giants of the editorial sanctum may have been infallible, but their modern and perhaps unworthy successors are far from it, and with so many keen-eyed sleuths upon their journalistic trail they are taking as few chances as possible. Here is where the up-to-date library plays one of its most appreciated roles in the making of a big newspaper. It is a storehouse of facts and figures that usually cannot be found in the standard works of reference because they have been outdated by the rapid march of events.

There are some conspicuous exceptions, but as a rule editors and publishers, except in the largest cities, do not seem to realize the indispensable contribution of the library to the turning-out of a well-rounded, accurate newspaper. And yet it is particularly true with reference to the editorial



page that the well-equipped library is a necessity to the smaller newspaper with its limited staff of writers. In the case of the metropolitan journal each of its numerous editorial men is supposed to be somewhat of a specialist, taking for his province national, local or foreign affairs, politics, science or literature. The fact that there is a completely stocked library at his command does not relieve him from the necessity of making independent research and keeping his own private collection of material, although there are writers who never seem able to find a clipping or article when they want it. In theory, at least, the metropolitan editorial writer has more time at his disposal for this important work on the side. But where there are only two or three writers, with the task of filling as many or more editorial columns a day, they have little leisure for making and keeping a current history of the times as it relates to their special work. And yet their editorials are expected to be and usually are as timely, accurate, informative and forceful as those of their big city brethren. It is a mistake to assume that the constituency of the small city newspaper is less intelligent and less exacting than that of the journal which counts its readers by the hundreds of thousands.

The modern newspaper, large or small, has become a sort of university of the people. Its editorials tend to be more informative and less argumentative than those of its predecessors of half a century ago. Less violently partisan, it believes its mission is to place all sides of a public question in their true light before the discriminating reader. And it can commit no more fatal mistake than to appear to "write down" to its readers either in its editorial or its news columns. The news department in its rush to catch its rapid-fire editions may be pardoned some of its inevitable inaccuracies. But actual mistakes or the hazy or inadequate presentation of facts on the editorial page cannot be so easily excused. And so, merely as a potential aid to accuracy and the fulfillment of the editorial informative mission, the newspaper library must be regarded as worth all and more than it costs.

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Of course the field of the newspaper library, even in connection with the editorial page, is far wider than this. A page may be as accurate as the multiplication table and equally as dull. But in the properly equipped newspaper library, if he will only realize its resources, the editorial writer can find many an apt illustration with which to point a moral or adorn a tale. For instance, if he be so cruel as to revive that ancient weapon, the "deadly parallel," he can rake up many a speech to show that consistency is not one of the cardinal virtues of the professional politician.

But the most extensive of newspaper libraries, with its rows on rows of filing cases filled with clippings on every imaginable topic of the day, is of small use to the busy editorial writer unless it is administered by efficient, intelligent and obliging experts. A scientific system of classification is not enough in itself. The librarians must exercise the editorial function, knowing what to discard. Otherwise there will be a confusing clutter of material, necessitating a weary hunt to winnow the wheat from the chaff. On the other hand, the newspaper library must resemble the department store in keeping a large and variegated stock on hand, since it never knows when a seemingly unimportant item will be called for. The capable librarian cannot be expected to cater exclusively to the needs of the editorial writer. But he can keep his special requirements in mind. And it has been my fortunate experience that he does so. There are few hours of the day when an editorial writer cannot be found in The Public Ledger library, in consultation with its chief or one of his large staff of trained assistants. And if the secrets of the craft were known, many an editorial which seems to strike real fire out of a mass of unpromising material had its origin or inspiration in something gleaned from that library's capacious and comprehensive files. The editorial writer whose newspaper does not possess such a library is working under a heavy handicap. To the discerning eye the editorial page of the newspaper that has a real library reflects in every column its helpful, stimulating influence.

## "Can the News and Library Departments Get Along Amicably"

By Roy Harrison Danforth, Assistant Managing Editor, Oakland Tribune

**T**HROUGH you, as representatives of the species, I want to extend to all the race of newspaper librarians my profoundest sympathy. In many years of journalistic labors I have never known one of you to be right once—or to find anyone to admit it even if you were. The hundred splendid services you perform today do never by any chance balance the one tiny error you will make tomorrow. I take as specially to your credit that you go on faithfully with your tasks in the face of so constant criticism as that to which you are subjected.

But if there is misunderstanding between the library and the local room, there must be reasons therefore which can be ascertained. Understanding them is, for intelligent persons, equivalent to removing them.

Librarian and city editor differ in several particulars. Most noticeable of these is tempo. The slogan of the local room is speed; that of the library is accuracy. The city editor who, with half a hundred things to do and no time in which to do them, beholds the librarian evenly pursuing the tenor of his way, is not unnaturally resentful. If such difference must persist, to a degree the librarian can correct it. He and his staff ought to know the deadline of every edition. They should appreciate the reasons for local room speed and try to parallel it in rush moments. However carefully their material is filed, speed must replace care when it comes to delivery.

They differ in character. The librarian must be a man of some capacity for contemplation, caution, study; the city editor is a person of energy first, last, all of the time. The one is studious; the other practical; the one academic, the other energetic. Such personalities must clash, but by mutual understanding such clashes ought to be reducible. There should be frequent conferences between them; not in times of mis-

understanding and dispute, but at the end of work hours when they may sit down quietly together over their cigarets and defeat disagreements before they can arise.

They differ, finally, in purpose. The librarian proposes merely to maintain a storehouse and a record, while his news associate forever is seeking to present new angles of humanity. The city editor wants more than facts: he wants allegories, philosophies, parables, embellishments, illustrations, clues, theories. The librarian who, out of the perfunctory records on his shelves, finds it possible to assist toward these ends is by that much more efficient. He must understand news thoroughly to minister to this extra-official need, but he is the better librarian in the measure that he does minister to it.

I have presented here merely some things upon which the newspaper librarian may think; but, in a converse way, I should invite a city editor's convention to consider means of amity with his librarian. The problem is not different, but merely reversed. In short, the thing that is needed is mutual understanding and this could be achieved by more frequent communing of one department with the other and at times when amicable communion really is possible.

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### Newspaper Group Meeting

Members of the Newspaper Group recently gathered at Philadelphia for a dinner meeting at the Adelphia Hotel with a full representation from every newspaper in Philadelphia and Camden. John H. Miller of the *Public Ledger* presided and introduced David G. Rogers of the *New York Herald Tribune*, Maurice Symonds of the *New York Daily News* and Joseph F. Kwapil of the *Public Ledger* as speakers. It is planned to have another dinner in New York in the near future.

## Making the Reference Library the Hub of the Wheel

By Joseph F. Kwapil, Librarian Public Ledger

WHAT is the Reference Department of your paper worth on its valuation chart? Several papers have a valuation of a million dollars on it; another of two million, and others half a million. The value of a reference department only can be measured according to the service rendered. The more efficient and the more highly organized the reference department is, the better its position to render greater service per dollar of expenditure. I will cite an example. A certain reference department organized to the top notch of efficiency, on one of our greater metropolitan dailies having daily, morning and evening and Sunday editions, averages about 500 calls daily, rendering service practically to all departments of the paper as well as the outside public. In one year's time this department served the news departments of the two papers more than 30,000 cuts or photographs that appeared in one or more editions of the two papers. It has rendered 24 hour service, 365 days of the year. The clipping department averages about two calls to one of the photographs and cuts. You can estimate the worth of this service on a daily basis and thereby evaluate the capital it would take to earn that amount a year. There you have the million dollar or more reference department.

Comparatively speaking such departments as the one referred to are the exception rather than the rule. It is the tendency of many newspaper librarians that have served long in the profession to be rather contented and satisfied with their present status. This type of librarian eventually will have to step aside for progress. It is the object of the Newspaper Group to show those who listen the way to sell their departments to their organization for a bigger and better future.

In another generation the old time "morgue" and its keeper, will be just traditions, gone the way of the old horsecar and other vestiges of the mid-

victorian era. It is incumbent on every one of us in this highly specialized profession, who envision its future, to exert ourselves to the limit in proclaiming the new era. The more vigorously we attack this task the sooner the millenium will come. Schools of Journalism of some of our leading state universities have recognized this bright future and have introduced newspaper reference library courses in conjunction with their journalism courses.

Let us take a peep into the future. Contrast it with the old time morgue crowded to the utmost with antiquated paraphernalia, rickety wooden shelving bulging to the utmost with envelopes of material covered with an accumulation of years of dust. The whole place had a stagnant appearance. Little service was expected as the morgue was recognized as a necessary evil, and received a scant consideration in the departmental budget. On the other hand let us glimpse the reference department of the new era. We come into a large airy room of proportions never dreamed of in the old days, lighted with plenty of daylight; glancing over the room we gaze on stack upon stack of shining vertical units of the latest type filing equipment. The atmosphere of the department gives you the feeling of efficiency developed to the last degree. It breathes the atmosphere of some large corporation office, with its rows of individual desks manned by bright young men and women, highly trained to their respective duties. The librarian in charge, a man of middle age, is a trained newspaper man, as well as a librarian.

What have we been doing toward this change? Have all of us been doing our part to speed up this new era? Have we put our shoulders to the wheel to help those that have been pioneers in this movement? I am sorry to state that only a small number up until this time, have been conscious of the possibilities of this wonderful tool of newspaper publishing. If publishers of newspapers

have been laggards in this respect, it is our task, by example, to sell him the idea. Make them realize that a modern reference library is as essential as an up-to-date press or composing room.

Let us sum up some of the things that we could do to make the reference department a bigger and better tool. I will take one phase at a time. First of all the librarian should take the initiative. Let's take the photograph section. Yes, we strip them from their mounts, label them and arrange them alphabetically, and then file them according to subject and person. Does our duty end there? No, that is just the beginning. We should study our routine to see if we can reduce the motion to the minimum. To illustrate my point, I will cite an example. A well known member of the Newspaper Group attended one of our conferences for the first time: Before he went, he thought he had the routine of his department worked out on an efficient basis. After he attended the conference, he wrote the following to one of the members. I will quote him verbatim:

"I want to thank you for some suggestions which you made last spring. I now have two waist high typewriter stands on rubber rollers, with a large-type typewriter for photographs and cuts and a smaller type for the clippings. For the first time, one person files all the clippings and another all the photographs."

This explains itself. He saved the services of two people on an investment of about \$250 creating a saving of about \$2500 a year. Everyone of us has such opportunities of effecting economies if we would only study our jobs a little closer.

Guides are a big factor in every newspaper reference department. One cannot have too many of them. Money spent on them judiciously will bring a big return on the investment. Guides properly placed make for speed and accuracy. I will illustrate my point. Several years ago one of our members decided to institute a new guide system for his department as his files had grown to such an extent that markers were so few as to be practically useless. He

studied all of the different types that were on the market at that time and finally decided upon an angle guide made of aluminum, with adjustable tabs and large windows. The angle guides making for high visibility at all angles in any drawer. One person was assigned to this task of making labels with the large type typewriter, and placing them in strategic positions averaging a distance of about 1½ inches apart throughout the whole system. Different colors of celluloid were used for the different subdivisions, so that a person familiar with the color system found it necessary to watch only about one-third of the positions at a time. About 20,000 guides were used. When the task of placing the guides was completed he wrote a letter to the concern that furnished the guides thus:

"By using your angle adjustable guides with the large windows, and the large-type typewriter to make the labels, we have been able to speed up the work of filing in our library about 100 per cent. I am writing you this with the thought that it might interest other newspaper librarians, that might have the same problem as ours."

That speaks for itself; and it is unnecessary to mention the saving created there. I might mention this fact, however, that in this library only 10 per cent of the energies of the department are devoted to filing. Other reference departments of the same calibre have in some cases three times as many people for similar work. Such examples of efficiency behoove us to take stock to see if we have done everything in our power to improve our methods. Let's take stock.

Another matter! Are we going through our files constantly and carefully weeding out the useless material? Are we constantly making the effort to keep our files up-to-date with the very latest photographs of local, state, national and international celebrities? Would it not be a good thought to make up lists of these celebrities and check our files against them? The following suggestion would be a good remedy. Write to these persons telling them what a poor photograph you have of them in your file, and that you would like a better or more recent one. You will be surprised at the

high percentage of return, from your expenditure of effort. One should make it a rule to send out about 25 letters a day regularly. A form letter can be multigraphed where you can just fill in the name, will suit the purpose. Another follow up could be used to advantage is to keep the cut file of personalities up-to-date. This can be easily done by watching the news photographs that come into the department through various sources. Pick out those worth while, compare them with your stock cuts; if the cut is an antique, scrap it and make a new stock cut from the new photograph. Your foresight in this matter will be appreciated by the members of the staff. By following this policy over a period of years your files will always be quite up to date with the latest cuts and photographs.

Are we doing everything we can in regard to the biographical files? These, in my estimation, are the most important part of the newspaper librarians work. Are we watching our cross references enough? Are we watching our corrections on marriages, divorces and deaths? Are we putting sufficient identification on the folders or envelopes to prevent mistaken identity and avoid libel? The clipping file is the real memory of the paper, connecting the past, present and future. How good is your memory? That matter is up to you entirely. Your success or failure is dependent on the manner this important section of your department is conducted. You get the raw material in the form of newspapers, magazines, pamphlets, etc. In this department you turn out the finished product in the form where it is instantly available at all times. This information covers the complete range of human endeavor. In this file there should be information that is nowhere else available. The value of this clipping collection is based entirely on its accessibility. If this material is not immediately available, it is of little more value than that much waste paper.

It is the tendency of many newspaper librarians to lay too little stress on the clipping files. Many have envelopes that are too large to be practical for sub-division. We must remember that clippings, sufficiently sub-divided, make for speed at the other end of the line.

It is just as easy to file a clipping into a special folder, a sub-division of a bigger classification, as it is to file it in a big bulging envelope. What a joy it is to go to the file and pull out the right envelope containing the exact material wanted, rather than pull out of the file a stuffed envelope and start to shuffle clippings until you find the right material. At the same time an over-anxious, impatient person is standing over you waiting. Why not avoid this by devoting some time of the department to sub-division systematically this important and precious material? In my opinion an ideal size of envelope for the clippings is one 6 x 4 inches in dimensions. To this size the material lends itself to sub-division to a very high degree with the minimum of waste space in your files. With this size envelope it is possible to concentrate an enormous amount of material in a very small floor area.

What are we doing in regard to obituaries? Are we keeping them up to date? This is very important. How are we fixed on obits of local celebrities? In many cases it is found that although they are playing a prominent part in the community, they have done nothing unusual to get special notice, and as a consequence there is practically nothing in the library on them. Wouldn't it be a good idea to prepare a special form for them to fill out giving important facts of their lives, with a courteous letter stating the purpose. It has been found that in most cases they will do this willingly, and it is worth the effort, and at the same time your enterprise leaves a favorable impression on the person asked.

Quite a few newspaper librarians have overlooked the importance of an efficient news index. A news index, in my opinion, is the second line of defense of the newspaper librarian. It serves as a permanent index to the bound files of the daily paper. Roughly speaking, it makes it possible to eliminate almost 40 per cent of the items that are of only temporary value, and eventually clog up the clipping files. When clippings are lost, or some member of the library staff should slip upon a story, one has recourse to the news index. If the news index is done in an intelligent manner, it is like

an insurance policy. It gives the librarian in charge a feeling of security at all times, assuring him that his position is almost impregnable, and that in many cases it is necessary to fall down four times on the same story before he is licked. The index serves a very useful purpose, in that it saves many hours daily through request letters sent by readers to the circulation department, asking for back copies of papers having this and that story in which they are interested. In our particular case we receive dozens of them daily and it is possible to handle them within a few minutes, whereas it might have taken hours. Many visitors coming to the department are also assisted through the medium of the index. How many members of the profession, I wonder, have been ignoring this important branch of his library? It is good time to take stock.

Floor space is a very important factor in the newspaper library. It seems that it is always crowded, and one is wishing he could get additional floor space. When considering new filing equipment for the library, it would be a good thought to look a little into the future and consider the five drawer height units. They cost very little more than the four drawer, and less than the old oak four drawer type. You get 25 per cent more capacity over the four drawer unit of steel and almost 40 per cent over the old oak type. It was our experience a year or two ago to reach the maximum of our capacity. Every drawer was tight, and there was no room for additional cabinets without crowding. We finally hit on the five drawer unit to add to the floor capacity. We purchased unit for unit, 287 in all. By doing this we were able to add the equivalent of 700 square feet of floor space to the capacity of the room. It is estimated that this saving of floor space will pay for this new equipment within ten years. It is worth while to keep this in mind when considering the purchase of new equipment for the library.

Let's turn back to the photograph file again. The photograph section, besides rendering valuable service to the many departments of the paper, can be made a source of revenue through

the sale of copies made from the original photographs in the file. To be able to do this, one must develop a particularly fine subject file, which contains the type of material most wanted by such concerns as advertising agencies, publishers, artists, etc. In some cases the revenue from this source reaches several hundred dollars.

There is no reason why the library should have charge only of the clippings, photographs, cuts, and reference books, but also of the negatives of the photograph department, advertising and art drawings of the art and advertising departments, thus making the department a central clearing house for the many departments of the paper. Here it can be handled in a scientific manner, rather than on a hit and miss basis, as is probable when scattered in various other departments of the organization.

The bound files of the newspaper should also be under the jurisdiction of the reference librarian. It should be the duty of this department to put away and store all the editions of the paper daily and see to it that they are sent to the bindery to be found. These files should be kept in the library for the convenience of the organization and the public. When the files are in the library, the news index is a helpful medium in helping the outside visitors locate stories they are interested in.

I am not going into detail in regard to the reference books. It is assumed that every newspaper librarian recognizes the importance of having his book shelves well stocked with the latest encyclopaedias, dictionaries, year books, who's whos, anthologies, books of quotations, atlases, etc.

Last, but not least, is the public service information phase of the librarians work, which he is so well fortified to handle in an efficient manner. A few years ago an automobile concern was sold to a syndicate for the sum of \$164,000,000. A very tidy sum, an item of unusual interest in the bill of sale was "good will," placed at a valuation of \$34,000,000. The reference librarian, if he understands his job correctly, can by courtesy and earnestness in serving the public, build up a "good will" asset for his paper, of incalculable value. He is in position to

render a service of a type that unavailable elsewhere, and in many cases those wanting the information have come to him as the last resort. One must keep in mind the fact that a very small percentage of the readers of the paper ever come in contact with the personnel of the newspaper. Their impression of their favorite paper is greatly governed by the attitude and service rendered by the library.

Let us keep in mind all these things discussed, and build for bigger and better things. Let us try to build up a little of that "good will" right within our

organization. Let us remember that the reference department is a tool for service at all times. Strive to please. Let us give more attention to small details,—collectively they make the difference between success or failure in our work. Let us recognize the fact that our post as reference librarian is the most important thing in our lives, and put every ounce of energy and thought into it. If we do this, success is bound to come. Your department won't only be the hub of the wheel, but the hub of the universe. Let's go!

### Why All This?

Walter C. Hill, Vice-President of the Retail Credit Company, Atlanta, Georgia, contributes the leading article in the November issue of *Inspection News*, the organ of the Company. Under the title "Why All This?" he describes the ramifications of the Company and speaking of the library states:

"Our library is not so far removed from what we do as libraries frequently are in business. With us, it is a very vital thing. Though it has a valued section for reference and the accumulation of needful items of information, that is its secondary service to our business. Primarily, it is a circulating medium of books that will be helpful to young men and women in business. And it does circulate. Books of a

helpful, constructive, inspirational nature, that one would not ordinarily buy for himself, or select in a library, are sent out regularly to our people to be read and returned and commented on. We have about sixteen hundred people in our Company. Reading library books is not compulsory, but is encouraged. In a year, this group will read 15,000 books. The average reader will read and comment on twelve books a year. We regard the Library as one of the most powerful constructive forces for personal improvement we have in our Company."

A comment of this type from a high executive of a corporation is most encouraging.

## 1909 - Special Libraries Association - 1930 Executive Board

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**L**IKE all good salesmen your Membership chairman has been wondering what day, hour and minute might be the psychological moment for bringing to your personal notice the problems of our Membership work. There is some hard work to be done this year, because membership means finances in addition to professional strength. When I beg for more members it is not just for the sake of a bigger and better membership but because the strides we have been making these last few years indicate our possibilities. We do not want to rest at this point—we are only just beginning to feel our strength and purpose.

This is the time of year for budgeting but we want to budget not only our finances but also our activities. Our program of work must support us spiritually throughout the year: our membership must support that program financially. When will the time come that our Groups, Committees and Executive Board may work on such a scale that they will not have to be cramped and restricted in the inspiration of their work by the fear of finances. Can we ever bring it to pass that what we want to accomplish shall be the important question to answer and not that of can we afford it?

In the matter of Publications—how many of our Groups and Committees feel free to issue a special report or bibliography—yet publications are essential to our success. If we had more publications, we could have more members. If we had more members we could have more publications. Is it not a vicious circle? Yet the fact remains that publications, good publications would be the tangible proof that we are an active, thinking productive Association.

A second point that needs special emphasis is the matter of Institutional memberships. When we adopted them four years ago as a new form of membership it was very much as an experiment with much opposition from part of our membership, with decided lack of conviction from most of our membership, but with courage, hope and faith from that gallant minority who saw what other associations were doing and recognized that we were being very timid, old fashioned and ineffectual. Is the experimental period not over? Do we not all believe we are on the right track?

What would happen I wonder if in listing the benefits of Institutional membership we should add Advisory Service. I have an idea that every local board member, every Group and Committee chairman is giving time and thought so generously to new members and to prospective members that we might well print our new membership folders with the announcement that to the holders of such memberships an Advisory Service was available. Would that be an aid in getting such memberships, and would it be a true offer?

What do you all think? And what will you each do this year to strengthen and increase our Membership for 1931?

FLORENCE BRADLEY, *Chairman,*  
*Membership Committee.*



## President's Message

**T**HE editor insists that the president keep her own page and not give it away so here we are again.

On November third the Illinois Chapter had a dinner meeting in Chicago which I attended. They have a good program planned for the year. They are also thinking about the meeting in Cleveland, June 10-12. Are you? With Rose Vormelker as general chairman and Miss Alta B. Claffin in charge of the program, the meeting will be a red-letter one in the history of the Special Libraries Association.

Have you heard what Dwight Morrow said recently to the man who had been elected president of a national chain store organization? He suggested that the man not regard his new responsibilities too seriously. Good advice, was it not? Like this other president of another association, your president has enthusiasm for and great interest in the Special Libraries Association. Committees are all at work, local chapters are at work, the officers and executive board are working. (My mail testifies to that.) The Commercial Information Service Handbook on which Miss Cavanaugh began to work during Mr. Alcott's regimé is at the printers. She will need your cooperation in obtaining orders. What more could one want?

The Bookmobile has been here and we'll ask the sponsors of that to help us as they travel about. Ask Mr. McLaughlin to show you our wares.

With Christmas cards and holiday wrappings displayed in so many of the shop windows I am wondering whether you have included the Special Libraries Association in your holiday plans. Had you thought of giving a membership as a gift? And, had you thought of sharing your holiday spirits with the Editor? Couldn't you tell him about some firm who would like to advertise in SPECIAL LIBRARIES? Couldn't you help him secure an article from some top-notch person in your own field? Wouldn't you enjoy really surprising him with a real Christmas gift? Do put some subscriptions in Rebecca Rankin's stocking.

"At Christmas play and make good cheer,  
For Christmas comes but once a year."

A happy holiday-tide for you all.

MARGARET REYNOLDS,  
*President.*

\* \* \*

**M**ISS Adeline Macrum, President of the Pittsburgh Special Libraries Association, is inquiring about the hobbies or avocations of the various members of the local Association. We shall look forward with interest to the results of her query and suggest that other local Associations might take advantage of Miss Macrum's original idea.

\* \* \*

**T**HE Editor of SPECIAL LIBRARIES has received an inquiry regarding special libraries on flower gardening, notably collections in cities where garden movements are in progress. We should appreciate information on the subject.

\* \* \*

**W**E extend our deepest sympathy to Miss Rebecca B. Rankin, one of our department editors, for the loss of her brother, William L. Rankin, who was killed in an automobile accident at Saline, Michigan.

\* \* \*

**I**N another column we print a complete committee list for the year 1930-31. President Reynolds in submitting the list stated that everyone should be considered a member of the Membership Committee.

## Four Newspaper Libraries

We print herewith four stories of newspaper libraries located in Boston, Spokane, Los Angeles and Berkeley. The original title of the first article was "Back Stage in a Newspaper Reference Library;" the second article was called "The Cowles Reference Library" and the last article relating to a college newspaper was entitled "The College Newspaper and the Library."

### Christian Science Monitor

By Blanche L. Davenport, Librarian

A NEWSPAPER reference library is a most non-routine place to work, a place where one's most treasured theories find their tattered way to the waste basket. Theoretically, magazines are better off housed in neat little binders all standing demurely in a row with trim little labels on their backs. As a matter of fact, someone was always wanting a copy of a magazine that was in the middle of the bunch in the binder, wanting it by itself without all the other copies, and wanting it double-quick. After several exhibitions of carefully restrained temper we took the magazines out of their binders and now have them arranged flat on the shelves in alphabetical order with the name of the magazine over each pile. As we keep magazines for six months before discarding them we think that this will make for speedier handling. Perhaps we shall go back to the binders for we do not know what pitfalls may be lurking along this way.

We have given up our eminently proper little green or red "Christian Science Monitor Library" stamp for use on magazines, and now use a large and flamboyant purple one with letters two inches high. We have an idea that a magazine with this stamp on it will not be a decoration to the home library table and that the borrower will make a special effort to read and return it quickly. Books and clippings are now returned with a minimum of reminding and we have a hope that our new stamp will bring magazines into line.

On the whole, though, the co-operation that we get thruout the organization is amazing and no end gratifying. If we are in need of information that is not available in the library anyone in any other department will gladly go out of his way to get it for us, and we are glad to get information for them that is not in line with our regular work. The library and the rest of the Christian Science Publishing Society were not always on the present terms of mutual helpfulness for there was a feeling of mutual distrust for quite a long

time. The workers in the library felt that overmuch in the way of service was being demanded and that they were unjustly blamed for not producing material that they could not have had any way of knowing would ever be wanted. As soon as we woke up to the fact that our only reason for being was to have available information that would help other departments the atmosphere cleared and we haven't had any more thunderstorms. This doesn't mean that we have the least bit of feeling of inferiority to the other departments—that we think of ourselves as the red-headed step-child department, not at all. The other departments are very proud of their library and most appreciative of all that we do, so much so, in fact, that when the Christian Science Publishing House experiences one of the passing waves of retrenchment the library comes thru intact—so we are looking for ways to prove this right.

We are also looking for a device that will instantaneously detect the book agent beneath the exterior of the seeker for information. We have had them come up ostensibly to look up an article of great importance to them that came out in *The Christian Science Monitor* about seven years ago. Then after we have made a diligent search for the non-existent article they casually remark that of course they never thought of it when they came up but they have some very valuable books for sale, books that are imperative for the proper functioning of a newspaper library.

One of the functions of our library is to send lists of books of special interest to the printing, advertising and news departments for posting on their bulletin boards. This helps the members of the departments to keep in touch with the new developments in their line of work and in turn they keep us posted on the new books that are coming out which will be of value to them, thus enabling us to buy more wisely. We also, when checking the papers, watch for any kind of a slip, i. e., the running of an article twice in the same edition, or any of the various mistakes that sometimes get by the proof readers. We do not find them very often, but when we do we speed to the composing

room so that the mistake will not get into another edition. Another of the things that we have taken upon ourselves to do is to watch the magazines and papers for anything that will suggest a feature article or editorial. It gives us a bit of the thrill that I think an author must have when we see our ideas come out in print.

A short time ago one of the men in the news room telephoned for the most recent clipping on Boulder Dam. The worker who took the clipping up came back with her face flushed and remarked to the group at large, "Mr. Davis says that he feels certain that there is a more recent clipping than this—you know I asked before I went up if anyone had anything on Boulder Dam on their desks and if any of you have I'll never be able to hold my head up in the news room again." She found the article set up in type in the composing room.

We try to do more than just answer the requests for information, to give them any interrelated material that will help them develop their subject. We are slowly making the library not only a reference department, the memory of the organization, but a creative department, thus affording us a larger opportunity for service in the final production of the newspaper. You know it is a lot more fun to have work that is not monotonous but diversified.

## Spokane Spokesman-Review

By Wilbur Kirkman, Librarian

THE area served by this library is approximately 400 miles square and includes eastern Washington State, eastern Oregon, southern British Columbia, northern Idaho and western Montana. The Cowles publications are *The Spokesman-Review*, morning and Sunday; the *Spokane Daily Chronicle*, evening; the *Spokane Times*, evening; the *Weekly Chronicle*; the *Washington Farmer*, the *Oregon Farmer* and the *Idaho Farmer*, weekly. About all the activities of the far west are found in this region—agriculture, horticulture, cattle, mining and lumbering.

The service of receiving and answering questions began during the World war when the city editor of the *Spokesman-Review* undertook, on behalf of parents, to give location of military units. This developed a half column of questions once a week. Shortly the questions concerned other matters. We now print five or more columns a week with an overflow of

several columns from time to time in the Sunday paper.

The Cowles library is a consolidation of the morgues of the interested papers, purchase of new equipment, and a merger of telephone services. Adequate space was apportioned in a new fireproof building the Chronicle recently erected and the library bows only to the press room as chief show place for those who visit the newspaper offices.

The diversity of interests of the people in so wide a field made necessary accumulation of material along many lines. A huge correspondence likewise was essential, and in recent years has averaged 50,000 questions by mail.

No attempt is made to duplicate the public library. We buy reference books only. A rigid effort is made to hold clippings, cuts, photographs and mats at a minimum. Only such items of local and state news as appear to have future value for reference are filed. It has been found that constant weeding makes more for library efficiency than growing accumulations. The librarian who goes through a bulging envelope at the end of five years will find every item in it that is worth saving may be referencized on two or three cards. The cards stack 4500 to the drawer and the acme of *mulum in parvo* has been attained.

Cuts of news pictures, groups of persons, persons wearing hats or costumes are not filed, but at once go to the library hell box, where they are placed according to depth and held six months. If called for meanwhile the librarian measures the cut depth in the bound file and is immediately able to locate the cut by applying the ruler. The unfiled metal is sold to the junk dealer.

An experiment was tried of cutting down photographs to fit an envelope  $6\frac{1}{2} \times 10$  inches. As no complaints were made the cutting down process became the rule. The yards of photographic paper we annually toss into the waste basket eliminates that much bulk and top heaviness from the photograph file. The same envelope takes mats up to three columns

Cuts two to four columns wide are filed longway in envelopes  $5\frac{1}{2} \times 8$  inches. Our column is two inches. Single column cuts are filed in the usual coin envelopes, with two proofs, one inside, the other pasted on envelope. Each cut wider than single column is cross indexed from the single column file. Cuts wider than four columns, or deeper than five inches, are filed in the  $6\frac{1}{2} \times 10$  envelope

The clip file is housed in cabinets  $11\frac{1}{2} \times 16$  inches, letter size, taking two rows of envelopes

6½x10 inches endwise, with a built in partition one inch wide. The photographs go in cases 11¼x8¾, bill size. We use only steel equipment of standard sizes.

Pamphlets are filed in the same manner as clippings and the same sized envelope, and each is cross indexed from the clip file. Magazines and books are indexed from the card file. The card file is our general dumping ground for references on all sorts of matter which might otherwise tend to clog the clip file. We use but three sizes of envelopes

The library is equipped with a counter and tables and the public is invited to call and make use of all facilities. Our willingness to make a sincere effort to help the public brings the reward of splendid cooperation from persons engaged in technical lines.

For the publishers' outlay, which includes capital, payroll, equipment and office space, the Cowles library attempts to prove;

That minutes economized by his staff aggregate hours during which other work may be accomplished.

That when any member of the staff wants something which the library should provide he will get it quickly and accurately

That use of the facilities he has provided may prevent unnecessary or duplicated expenditure of time and funds.

That reader-influence has advanced through contact of the public with this modern feature of his newspaper's dependable news and advertising service.

That his library and information service is a drawing attraction in securing new circulation.

## Illustrated Daily News

By Gertrude Blackledge, Librarian, Los Angeles

A HEADLINE in a Los Angeles paper attracted the attention of an eastern editor who had never heard of our boulevard which runs westward from the Plaza, toward the Hollywood Hills. "Thousands to Improve Sunset" boasted the banner. "Why do they want to do that?" was his puzzled query. My reaction was similar when I saw my name on the convention program. Why do they want to do that? We need to learn from our eastern visitors.

The opportunity to welcome you of the Newspaper Group is a happy one and it is a pleasure to tell you something of our early struggles and of the library at the *Illustrated*

*Daily News*. For many years there was a widespread opinion that almost anyone could take charge of the "morgue." A woman feature writer, just out from the East, could be tide over until she found something to her liking, by placing her in the library. The department was a berth, too, for the newspaper man who was recuperating from an illness, or who temporarily was down on his luck. In a pinch, an office boy or the janitor could stick away pictures and cuts. There was no question as to whether they could pin themselves down to the exhaustive detail necessary in filing. One such library was in the hands of a clever man who could and did, upon request, cover a theater or write a feature for his paper. The indexing which was his routine work in the department was neglected until the various editions of several days' papers were piled high. His method of bringing his work up to date was to scoop these into the waste basket and start even.

There were serious gaps in the photo and cut files, too, and the first thing to do was to establish a careful daily routine. The next in importance was the beginning of a firm and persistent campaign to get rid of that awful word "morgue."

The photo files showed a flare for the numeric system and several thousand pictures were filed under dash numbers, referred to by a card index. More than a hundred pictures of people, scenes, autos and buildings were in one envelope, under one number. This file, and one labeled "Men, Women, Both" were placed under an alphabetic arrangement, biographical and subject matter separate. We filed in large envelopes which necessitated a straight alphabetic file. This was a criminal waste of space but the idea of folders, with the economical "Miscellaneous" did not dawn until later. This was by no means our only mistake; we made plenty. But each of the newspaper librarians of that day was struggling with strictly local problems and had little advice to offer.

Half column cuts had been filed with large ones. We put them in 3x5 envelopes, open at the top, in cabinets as close as possible to the distribution shelf.

We started a cross reference file and it proved valuable. A librarian once told me that he had no use for a cross reference file. He cut all group pictures and filed the photograph of every individual under his own name. If that man had been in newspaper work in Los Angeles he might have done differently. If a girl born Eliza Kinney becomes a bathing

beauty under the nickname of "Crackles," blossoms into motion pictures as Vera Vining, and ultimately obtains her divorce under the name of Mrs. John Smith, the cross reference comes in opportunely.

As the library grew, the problem of help was met by training high school students who desired either to take post-graduate training or to work for a couple of years in order to earn money for college. A personnel teacher at a local school was helpful in recommending boys fitted for the specific work. Training in newspaper filing proved its value when these young people took better-paying jobs in insurance companies, law firms, trade journals and the like.

The Library of the *Illustrated Daily News* was organized by one such filer when Mr. Cornelius Vanderbilt founded his paper in Los Angeles. Established on sound lines by accurate filers the department functioned wonderfully until troubled times preceding the crash, when there was no library force. During the receivership it was an orphan child. Equipment and supplies were annexed by other departments. The files were in a room accessible to the meanderings of publicity men, reporters, office boys and employees of other departments. Filing was done for a part of the time by office boys. Later the library was turned over to one intelligent lad but it was the least of his duties and pictures and cuts piled high. Many were lost, some were taken by those who fancied them!

When the managing editor allowed me to reorganize the reference department in the fall of 1928, it was found necessary to handle every picture, every cut, and to check all cross references. During the year or more that it required to make certain that all files were in accurate order, only the kindest consideration on the part of the editors made it possible for the library to function. Partly because they knew the inconvenience of doing without, partly because of a fine spirit of fellowship, they preserved a charitable attitude under aggravating conditions.

May I digress a moment to speak of editors? I have known so many and found them so splendid; betraying homicidal tendencies when the library falls down on a big story, preserving a Jove-like detachment and calm when it behaves properly; putting the paper's interests before their own; most generous and loyal of men, what can we say of them except to paraphrase Chesterton: We make our friends, we make our enemies, but God made our editors.

The negative file at the *News* is the only one which merits notice and that because of its unusual features. Dissatisfied with drawer cabinets for this class of material and wishing to find a method of keeping it free from dust and scratches while making it more accessible, the co-operation of the business manager helped evolve the equipment we use. A box, sturdily built to hold 4x5 plates, is open on the long side and provided with thumbholes, similar to those in which valuable books are sold. Larger boxes, open at the front and built to hold ten of the containers, form a close-fitting cover. Knobs on the ends of the small boxes make it easy to withdraw them. The negatives are filed numerically, in envelopes, each person or subject having a separate number. Ten boxes hold an average of two hundred negatives and occupy but seventeen inches of shelf room.

The clipping system installed during the Vanderbilt regime was scrapped at the order of the managing editor, and an index is our high hope! May I close with best wishes for the librarians of the Newspaper Group. May they live long and be accurate!

## Daily Californian

By William F. Calkins, Managing Editor

IT is a trifle absurd for an amateur in journalism to address a convention of professionals, but it is doubly incongruous for me to be speaking to librarians as the paper with which I am associated has only the barest beginnings of a library. But perhaps the way we of the student newspaper and of the University regard the systematic filing of information for future reference will prove interesting to you.

First, let me give you an idea of what the *Daily Californian* is. Probably very few of you have ever heard of us, especially the visitors from farther afield. The *Daily Californian* serves a student population of about ten thousand with five issues a week. We also have a circulation among graduates and other interested persons. The paper is usually six to ten pages in size, but on special occasions it is as large as twenty.

Two hundred and eighty-six students are employed in editing and managing the paper, the control being in the hands of these students. The University Administration exerts only a supervisory control over the workers. The execution of the organization rests with a senior staff of twelve members, headed by the editor and the managing editor. Surprising

as it may seem, we make money every year; enough to help support other student publications.

We have never had a library. There is a makeshift file for keeping the mats we get from the two services to which we subscribe, and there is a big box where the cuts are kept. It is estimated that if one really knows what the cut he is hunting for looks like and if he starts early in the morning, he will probably—with luck—make the paper which goes to press the following day.

Each cut we have is seldom used more than once, and there are opportunities galore. If we had a picture file extending a few years back, we could follow the affairs of prominent alumni with the proper illustrations. It is always good news to show what a president looked like when he was an undergraduate, and sometimes college students do things—after they leave college.

So we have realized the necessity for a library in a plant even so small as ours. It will be a vital part of the paper if we are successful in establishing one. There are several problems which stand in the way of this. The first is that we have no trained people and are unable to train any. Each person who comes on the staff is automatically advanced at the end of every year, providing he fulfills the requirements of ability, work, and so on. During their first three years they have to be taught all sides of the work so they will be able to perform the executive duties of their senior years. Thus it is impossible to take any one person and put him solely on library work; new hands will always be forming our library, and unless the system is fool-proof from the start, it will be in a hopelessly muddled condition before very long. Then there is the happy thought that the succeeding classes will not agree with you in the necessity for a library and will let the project slide. And lastly there is always that grand old battle to get funds for equipment.

There is one thing, however, in which our library will be unique; there will be absolutely no discord between the librarian and the managing editor, because the managing editor is the librarian. Our plans call for a small, but what we hope, model library. It would not be right unless we were cramped for space and we are. There will be a mat and cut file together, and for this purpose we shall use the ordinary steel file with sliding drawers. The cuts will be placed in marked envelopes, and then into a larger envelope, which in the files will be self-indexing. Cuts used regularly, such as of

football players, coaches and student body officers, will not be filed in this manner but will be kept in wooden cases. This is necessitated by the fact that our cuts are mounted on wooden blocks. Pictures, of which we have only a few at present, will be filed with the cuts and mats; but as the collection grows, they will be separated into another unit.

That part of the project is comparatively simple; the clip files offer the great difficulty. That we have some facilities for reference is imperative, but the question of selection is difficult. We have bound files and numbers of ambitious freshmen to hunt information for busy upper classmen; so the element of speed does not concern us. But a comprehensive study of any one field is lacking in so haphazard a method. A great deal of our news is stereotyped; each year there are a certain number of rallies, dances, class meetings, University functions, and announcements with which every student is familiar and which do not vary from year to year. Such material as this would only clutter the office. But we are going to solve the subject file question in an easy, simple manner, we are going to file only the material which is of vital importance and which we know will be used again. Personal items will be kept and this is the important feature for us; we have a constant demand for the records established by people in college.

In addition to this we already have a library of journalism and affiliated subjects, text books and reference works. This will be coordinated with the rest. The University is also realizing the importance of library work as a vocation. There is a graduate school of librarianship, concerned mainly with the more common kind, but having such subjects as would be valuable to anyone who is concerned with the business of looking for things. There are about fifteen courses in this department; dealing with such subjects as: cataloging, classification, reference materials, bibliography, administration, the philosophy of classification and ethics. There is a very interesting undergraduate course which supplies students with the knowledge of where to find information, the use of reference works, and best references in given fields.

The University, we hope, will in a short time open a school of journalism and there may be included a librarianship course concerned mainly with newspapers. The California plan for a school of journalism is an extremely interesting one. It will be non-technical in the common sense of the word; that is, the emphasis will be placed upon giving students the widest range of knowledge in as many fields as possible,

and leaving ability to write stories for the city editor to teach, as they do anyway.

So at the University we are working toward a systematic coverage of the news in the past,

present and future tenses, and the University is supplementing our efforts, slowly perhaps, but affording growing facilities for intelligent study in the field.

## Newspaper Group Review of the Year

During the past year activities in newspaper library circles, in my opinion, have been greater than in any similar period. Newspapers in all parts of the country have been enlarging, re-organizing and re-equipping their reference departments to cope with modern conditions. I might call your attention to a few that I am familiar with. In New York the Herald Tribune, Daily News and the Brooklyn Eagle have new buildings, and the libraries have been moved into more commodious quarters and have added much new equipment, the Brooklyn Eagle getting new equipment throughout. In Philadelphia the Evening Bulletin is planning to move its reference department into much larger quarters, purchasing much new equipment, and is changing over to a new system to meet new conditions. The Public Ledger, during the year, has completed the installation of 287 steel vertical units, five drawer height to replace the old type oak units, and this step has added equivalent to 700 square feet to the capacity of the room covering 3600 square feet. In Chicago the Daily News, when it moved into its new building, re-equipped its reference department with all new equipment and doubled the floor area over the old. The Herald and Examiner also moved into much larger quarters to increase the working facilities. I mention these facts to show that the general tendency everywhere is to lay more stress on the reference department end of the newspaper, and despite the general depression of business in all lines, reference libraries have continued with unabated pace. It is a good augury for the future of newspaper reference departments everywhere.

At the Swampscott conference in 1925 it was suggested in the Newspaper Group meetings to a member of the New York Times Index staff, that if the Times would change its index into a monthly cumulative, rather than a quarterly, its value would be enhanced many fold to those using it, especially so to the newspaper librarian. This year the Times has acted upon our suggestion, and I am sure that every newspaper library that has occasion

to use it, is more than appreciative for this fine contribution to the profession. While on this point, I would like to suggest that a committee be appointed to draw up a set of resolutions, giving an expression of appreciation to the Times management for this fine enterprise.

Schools of journalism in several of our large universities have recognized the importance of the work of the newspaper librarian, and in doing so have added to the journalism courses studies in newspaper reference work. They contend that even if the student of journalism does not follow library training as a profession, this knowledge will make better journalists of them, teaching them the value of the reference library, and how to use it to advantage, as well insuring more accuracy in their writing. Those that decide to follow it as a profession will be better equipped with this background to assure their success. It has been my privilege during the past year to try out this theory. As an experiment, last summer, I engaged a young woman student to work in my library during the summer vacation, and when she returned to the University in the fall, I engaged in her place one that graduated in June from this same school. The experiment was most gratifying. I found both of them intelligent, quick to learn and most willing to do any task I asked of them. Their work was of the very highest order, and I found this graduate could in six months' time assume the responsibility it would under ordinary circumstances take several years to reach. These students were from the School of Journalism of the University of Minnesota, and if that school turns out any more of the same type, I am strong for journalism students. This trend is a good omen for the future of newspaper reference libraries, and we who are at present laying a solid foundation can rest assured that the torch of progress will be carried by worthy successors.

Another incident worthy of comment is the publication of a book devoted exclusively to the newspaper reference library. The title of the book is, "Newspaper Reference Libraries,

their History and Service." We are indebted for this fine piece of work to Prof. Robert W. Desmond, Department of Journalism, University of Minnesota. It was written to be used as a text book in his classes of journalism, there being no book available for such a purpose. Mr. Desmond has done a very creditable piece of work. It not only is the first book of its kind, but is most comprehensive, covering the history of the newspaper reference library from almost the beginning to the present day. In it he also describes methods and systems of some of the leading reference libraries of the day. It is a book that every newspaper librarian should have and read, and from it learn much about the profession.

Another incident worthy of note is the fact that one of the foremost filing equipment concerns in this country has recognized the importance of the reference department as a big field for exploitation. It has taken steps to enter it on a large scale. During the last two years at the yearly convention of the American Press Association this concern leased exhibit space with the objective of stimulating interest in newspaper libraries among the visiting editors and publishers. They had a fine display of filing equipment, appliances, typewriters, guides, and folders. They had high pressure salesmen and demonstrators to show modern ways of filing clippings, photographs, and cuts; I was told by one who knows that results have been very satisfactory, and that they obtained a good many prospects.

The growth in membership has been steady and up to the usual during the past year. The Association advanced the Newspaper Group \$100 for the use of the Membership Committee and other expenses. Most of this was used by the committee circularizing and writing letters direct to editors and publishers. I understand the results have been quite satisfactory. The most gratifying incident of the year, in my opinion, is the spirit and the whole-hearted manner in which the newspaper librarians of San Francisco and other coast cities responded to my plea for assistance in planning this Newspaper Group program. It looked to me at first like a hopeless proposition. I sent letters air mail early in the spring to get the sentiment of west coast librarians. There was a great deal of talk among librarians in the east about a regional conference, the sentiment being that the group could not get a corporal's guard to turn out, and that there would be no use getting up a program. Then something happened. There was a deluge of letters in response to my plea, all offering to cooperate and assist in every way possible. They not only said it in words, but with memberships. The result is this fine gathering of enthusiastic and earnest reference librarians. The east is west and the west is east. Let us hope it will ever be thus. I take off my hat to California.

JOSEPH F. KWAPIL,  
*Chairman.*

## Classification Committee Report

In 1923, I sent out a circular letter to all newspaper librarians of the country urging them to meet at Atlantic City with Special Libraries Association, for the purpose of forming a Group of that Association. In this letter I stated as follows:

"The object of this Group would be for the interchange of ideas, and experiences on methods and systems of newspaper libraries and 'morgues.' Part of this work would be to appoint a committee to make a thorough study of this problem for the purpose of establishing a standard system of classification covering every phase of newspaper library work. The result of this work would be a system of classification that would mean to the newspaper librarian a standard similar to what the Dewey decimal system of classification has meant to the members of the American

Library Association. At present there is no established standard system of classification for the newspaper reference department; as a consequence there are no two morgues and libraries conducted along the same lines, and many of them in the way of efficiency, are not what they should be, due to the lack of an established system of classification."

In 1924 I sent out another letter to newspaper librarians to come to Saratoga Springs, N. Y., for the purpose of organizing a group to be known as the Newspaper Group of Special Libraries Association. In this letter I again laid stress on the importance of a standard classification and said thus in one of the paragraphs:

"We should organize a committee on standard classification, and create a standard for newspaper reference practice, thus furnishing



guidance to those contemplating re-organization or establishing new reference departments."

At the Swampscott Conference of 1925 in the meeting of the Newspaper Group, a resolution was made that one of the aims of the Newspaper Group would be to develop an ideal reference department, and to attempt a standard classification. It appointed a Classification Committee, of which I was made Chairman. Later Miss Jennie Welland, of the New York Times Index and Lee A. White of the Detroit News were made members of this Committee.

During this year it happened that the Public Ledger was making plans to move into their mammoth newspaper plant. In the library we were busy most of the year, in installing a new system of guide cards and other things of a similar nature, as a consequence there was nothing done on classification by the committee.

The following year at the Atlantic City conference, a report was read on classification, and again it reiterated the importance of a standard classification. In this report, the fact that the task was an enormous one was brought out, and it urged the Group to take up the matter with the American Publishers Association with the thought that they might finance this undertaking, as the task was too great financially for the Newspaper Group to undertake at this time. However there had been no definite work done on the classification itself, the committee was in agreement that it would not undertake the arrangement, but it would be left to the individual librarians themselves, to arrange in a way best suited to their needs. They could use the numerical, straight alphabetical or classified method divided into three groups, personal, subject and geographical. However it would be the purpose of the Committee to work out a complete range of classifications, with cross references to make this system as completely airtight as humanly possible.

During 1927 and 1928 there was no report of the Classification Committee. However in 1929, for the Washington Conference the Committee made up of Ford Pettit of Detroit News, and David G. Rogers of New York Herald-Tribune and myself as chairman presented a report and a subject classification of about 5000 subjects and their subdivisions. Twenty copies of this report were made for distribution among members of the Newspaper

Group in attendance and they were instructed to study it carefully, make their notations and criticisms on the margin and return them to the committee. In this way the Committee would get definite opinions as to their views, and it would be helpful to them in working out this classification.

There has not been a single list of these classifications returned to the Chairman. It is assumed that the subject is of little interest to the members of the Newspaper Group. It is possible that each member is sufficiently satisfied that he or she has worked out a system of classification that is well suited to their peculiar needs, and is willing to leave well enough alone. The Chairman has discussed this standard classification idea with members of the Group. The feeling of the majority is that if it were worked out in full detail it would still be of little use to the members of the group, due to the many peculiar angles of a good number of newspaper libraries, and in many cases, if given out to the world at large, it would work against the interest of the profession, rather than assist. Inasmuch, as this is the sentiment of the majority of the members, I as chairman of this committee, would like to suggest that a vote be taken by the members of the Group, that this work be discontinued, until such a time, when there will be sufficient interest in classification to warrant the undertaking and insure wholehearted support.

JOSEPH F. KWAPIL, *Chairman.*

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## Columbus Memorial Library

The November issue of the Bulletin of the Pan American Union contains an article on "The Columbus Memorial Library of the Pan American Union," prepared by Charles E. Babcock, Librarian of the Union. In the final paragraph the principal motives for assembling and administering the collection are stated as follows: "To develop an international library representative of all the Americas which will be useful in encouraging cultural relations and the practical growth of commerce and industry, without neglecting the requirements of the individual writer, student, scientist, lawyer, and traveler; and to fulfill the resolutions of the International Conferences of American States."

## Sources of Information on Industrial Markets

By Mary Louise Alexander, Manager Library Research Department,  
Batten, Barton, Durstine & Osborn, Inc.

Note—A client of this well known advertising firm was building up a small collection on industrial markets and received this memorandum. We asked permission to print so that our readers could also have this condensed material.—  
Editor.

ANY company selling to industry that wishes to analyze the sales possibilities of specific fields and the important companies in each field, would find it useful to own certain standard reference tools. The books listed below are only the more general works covering all industries; each of our basic industries has a literature of its own which one must tap when making more exhaustive studies.

Our Library Research Department is frequently asked for statistics on industries and for lists of the leading manufacturers, and our procedure is usually this.—

1. Consult *U. S. Census of Manufactures* for complete figures on all industries. This gives one the relative standing of each industry, the geographical location, the number of manufacturers, the number employed, and the dollar value of their output.

Biennial Census of Manufactures, published by the U. S. Bureau of Census, Washington, D. C. 1927 latest available. Price \$2.25.

2. Because the government includes so much information in this census and because the classifications of industries are involved and so frequently overlap, we find it useful to consult summaries of these figures. McGraw-Hill has done probably more extensive and valuable analyses of industrial fields than any other organization. Much of their information is available only as separate charts, but some is contained in the published report of 1927 called "*Industrial Marketing at Work.*" This book and all their statistical studies are freely supplied by McGraw-Hill.

3. Knowing the general scope of an industry, one next needs the names of the more important companies in that industry. *Thomas Register of Manufacturers* is as complete a published directory as is available of the manufacturing concerns in the United States. These companies are grouped under the class of commodity they manufacture, and each company is given a rating based upon its size of capital. Thus it is possible to run through the pages on which are listed approximately 1200 firms making shoes, and learn the names

of every shoe manufacturer having a capital of \$1,000,000 or more, those of \$500,000 to \$1,000,000, etc., etc. This directory gives the name and address of each manufacturer and indicates its branch plants.

Thomas Publishing Company, 461—8th Avenue, New York City, Thomas Register of American Manufacturers, 1930 volume was issued in August. Price \$15.00

4. When detailed financial information is needed on important manufacturers, their sales figures, output, etc., are sometimes available in the various financial services. We subscribe to the *Manuals of Moody's and Poors'* and to the *Standard Statistics Corporation Records*. It is not possible to get sales information on all companies, as a rule, only those selling stock to the public are reported in these financial services. Officers and directors of companies are always given.

Poors Manuals (also those of Moody) are sold in sets of three, covering railroads, public utilities and industrial companies. The Price is approximately \$75 a year, but separate volumes may be purchased for \$30.

The Standard Statistics Corporation Records cost \$72 a year, including supplements Standard Statistics Company, 200 Varick Street, New York City.

5. In addition to the officers and directors of companies we occasionally have need for the names of the advertising managers and sales managers. These appear in the *McKittrick Directory of Advertisers* and *Standard Register of National Advertising*. Each of these services cost \$75 a year.

\* \* \*

Supplementing the above sources which tell the "What—Where—and Who" of each industry, we have several books which describe and explain them:—

The Commerce Year Book, Vol. 1—1930, published by the U. S. Department of Commerce—Price \$1.00.

This analyzes each of our important industries and indicates its present status.

The Volume called "Manufacturing" in the *Industries of America* series by Malcolm Keir, Ronald Press 1928, Price \$5.00.

This volume gives the history of every industry, describes its position today and discusses some of the outstanding corporations in each field.

National Bureau of Economic Research—"Recent Economic Changes," published by McGraw-Hill in 1929. 2 volumes—Price \$7 00.

Anyone studying the industrial structure of our country should use this exhaustive survey made by President Hoover's Conference on Unemployment. Volume 1 covers industry, manufacturing, construction, transportation and marketing.

The Industrial Structure of New England, Part 1 of the Commercial Survey of New England, made by the U. S. Department of Commerce in 1930. Price \$1.30.

Although this study covers only one section of the United States, it deals with nearly all of our important industries and presents exceptionally valuable information on their sources for raw materials, manufacturing practices and sales methods.

Crains Market Data Book, received as part of a yearly subscription to *Class and Industrial Marketing*, published by G. D. Crain, Detroit, Michigan. Price \$2.00.

Gives all the important statistics and a thumbnail description of each industry in the United States.

Market Data Handbook of the United States, published by the U. S. Department of Commerce, 1929. Price \$2.50.

The last half of this volume covers the industrial markets of the United States. Pages 164 to 534 give elaborate statistics on the number of manufacturing plants in all lines, by state and for each county in the United States

The Market Guide, published annually by Editor and Publisher, New York City and included with a subscription to that magazine at \$4.00 a year.

This supplies excellent industrial information on every important city in the country. Among other valuable data, it lists the major industries and the names of the leading manufacturers in each city.

These books represent what we consider the absolute necessities for industrial information. We use them constantly and know them to be trustworthy. However, every such inquiry that comes in to this department also draws upon our clipping files and pamphlets, because they are the most up-to-date information available. It would be useless to attempt to list this ephemeral material, but valuable files could be built rather quickly containing such reports as The First National Bank's of Boston "American Industries by Geographical Sections;" F. W. Dodge's pamphlet "An Analysis of the Industrial Markets of the United States," and the National Industrial Advertisers Association—Case Study No. 4 called "An Analysis of The Industrial Markets in the Continental United States." There are innumerable reports and government documents on state industries. There are vital magazines, and there are trade associations doing important research work in industrial marketing. All of these are worth investigating.

### Magazine Guides

"The Librarians' Subscription Catalog and Guide to American Periodicals" has just been published by the F. W. FAXON COMPANY—116 pages narrow octavo. It includes four thousand periodicals, giving price, and how often issued. But there are other useful features which all Librarians will appreciate. There is, at the end, an alphabetical list of six hundred fifty-nine American periodicals covering all that are included in eight of the general periodical indexes, showing in which index each magazine may be found, and telling what and how many volumes these magazines published in 1930, how many numbers make up a volume, and just how the title page and index is issued—whether as part of some issue, or supplied only on request. If no index is published, that is indicated.

This booklet will be sent free to any librarian on application to the F. W. Faxon Company, 83 Francis Street, Back Bay, Boston, Mass.

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The Mayfair Agency, 51 East 33d Street, New York City, formerly the Franklin Square Agency, has issued its customary "Periodical Handbook" for 1931. About 150 magazines are noted in the list, including SPECIAL LIBRARIES, and the volume in compact form makes an excellent little reference book for the desk of the librarian. Copies may be obtained upon application to the Agency.

## The White House Conference on Child Health Protection

By Edith Guerrier, Supervisor of Branches, Boston Public Library

From the 19th to the 22nd of November one of the most important conferences ever assembled met in Washington to consider ways and means of bringing to the children of these United States the vast resources available for helping them to live normal, healthy, happy lives.

A President who has ministered to the neglected children of Belgium, Finland, Germany and Russia and who has seen the results of neglect sadly apparent in American children in the Mississippi flood disaster, finds of paramount importance the safeguarding of the mental and physical health of the children of today who will be the citizens of tomorrow.

Wonderful preventive, restorative and regenerative work has been done in all parts of this great country, but often the story of this work has not travelled beyond the borders of the state or even the village in which successful experiments along the line of child health and protection have been accomplished. It was, therefore, with a view to making available to everyone, everything for the good of the child that has been thought out and brought out in this country, that the idea of the conference was projected.

For fifteen months twelve hundred experts representing every state in the Union have been working on problems which may be summarized in the following outline:

1. *Medical Service*
  - A. Growth and development

- B. Prenatal and maternal care
- C. Medical care for children

2. *Public Health Service and Administration*

- A. Public health organization
- B. Communicable disease control
- C. Milk production and control

3. *Education and Training*

- A. The family and parent education
- B. The infant and pre-school child
- C. The school child
- D. Vocational guidance and child labor
- E. Recreation and physical education
- F. Special classes
- G. Youth outside of home and school

4. *The Handicapped: Prevention, Maintenance, Protection*

- A. State and local organizations for the handicapped
- B. Physically and mentally handicapped
- C 1. Socially handicapped—dependency and neglect
- C 2. Socially handicapped—delinquency

The reports which these committees and sub-committees submitted were summarized for the use of the conference in a volume of over six hundred pages, entitled "Preliminary Committee Reports." Eventually the complete reports will be published. These will form a library of twenty volumes—a complete reference library on what has been done, what is being done and what should be done for the care and protection of children.

## Radio Programs

While we all have listened from time to time to radio broadcasts from our favorite station, we doubtless have slight conception of the great number of educational programs which are being selected by the National Broadcasting Company for presentation over the radio.

A recent release from the Broadcasting Company covering the month of December is illuminating in this respect for it shows the wide range of subjects. During school hours the Music Appreciation Hour on Friday mornings, conducted by Walter Damrosch, is relayed from 57 stations scattered throughout the United States. This is one of the most extensive programs sent out over the radio and doubtless will have an unusual effect on music appreciation.

National Farm and Home Hour, sponsored jointly by the National Broadcasting Company and the U. S. Department of Agriculture, is heard at noon daily, except Sundays, from 45 stations.

David Lawrence's talks from the capital on *Our Government* are broadcast over 27 stations and are a regular Sunday night feature on the radio.

Foreign Policy problems by James G. McDonald are presented by 16 stations and the series entitled "Fifteen Minutes in the Nation's Capitol" goes forth Monday nights from 27 stations. William Hard's talks, *Back of the News in Washington*, are heard by radio listeners from 19 stations on Wednesday evenings *How's Business?* by Merle Thorpe is broadcast every Monday evening at 8 over

27 stations. *Who's Behind the Name?* by Edwin Alger, being a series of close-ups of famous people, is sent out on Mondays and Tuesdays at 6:30 P. M. from 7 stations.

These are the leaders in the field of educational radio broadcasts, but there are a dozen other fine broadcasts such as *Radio Guild*, a series of plays selected from high school reading lists presented by outstanding actors on Friday evenings from 20 stations. *Magic of Speech* by Vida R. Sutton is sent forth on Thursday afternoons from 15 stations. A program presenting distinguished poets and authors entitled *Voices* is broadcast on Tuesday afternoons from 11 stations. *Spotlights in Drama and Literature* by Montrose J. Moses, dramatic critic, is heard on Friday evening over 9 stations. A series of talks sponsored by the National Research Council entitled *Science* is presented on Wednesday afternoons from

9 stations. Current Events are discussed Monday afternoons from 8 stations. The Crime Prevention Hour is heard on Friday evening at 10 o'clock over 9 stations. Talks by the Associate Editor of *Collier's* are given on Wednesday evenings at 6:25 from 7 stations. *The World in Music* by Pierre Key is presented on Friday evenings at 6 o'clock over 5 stations. *Let's Go Series* travel talks sponsored by *Travel Tour Magazine*, is broadcast on Tuesday afternoons from 4 stations. The Child Study Association answers questions on Friday evenings from 4 stations.

Space will not permit a further listing of these high spots in the field of radio. A complete list is issued monthly by the National Broadcasting Company, 711 Fifth Avenue, New York City, and additional copies of the list may be obtained upon request.

## Union List of Periodicals in Special Libraries of Metropolitan New York

When Miss Ruth Savord was president of the New York Special Libraries Association in 1928-1929 she proposed the idea of a union list of periodicals. She pressed the project to the extent of getting seventy-five of the larger special libraries to co-operate in submitting full lists of their periodical accessions. Miss Savord began the compilation of a union list and worked many months on it.

Recently through Miss Savord's efforts a grant has been made by the Carnegie Corporation to the New York Special Libraries Association to cover the cost of completing the compilation and of the printing. The work of compilation and editing is being done by Miss Pearl M. Keefer under the direction of Miss Savord.

The publication of the Union List of Periodicals is now assured not later than March 1, 1931. The List will include approximately ten thousand title entries, making a book of about five hundred pages. The printing is to be done by the H. W. Wilson Company in a style uniform with its other publications. The binding will be library buckram. A price which is purely nominal has been placed at \$4.00. This is a very low price for a reference tool of this importance, kind, and size.

The usefulness of this "Union List of Periodicals in Special Libraries of Metropolitan New York" can not be questioned. Every special library in New York City will certainly need it and they can afford to buy it at this small price. How often have you not wanted to know where you could borrow a specific

magazine? In most cases the special library is necessarily confined to material bearing directly on its own field but often is called upon for material in other fields. Lack of space and funds forbids keeping material to fill only an occasional need. Consequently, the special library calls on another special library which may loan the desired material. The "Union List" will answer your demands for periodicals.

In order to have some basis for estimating the number of copies to print of the "Union List" it is urgently requested that *advance orders* be placed *now*. Please send these orders as soon as possible to Miss Ruth Savord, 45 East 65th Street, New York, N. Y.

Miss Savord is praised by her fellow-librarians in New York for this splendid tool being prepared for us which was made possible only through her perseverance. We congratulate her also on her success in securing a grant from the Carnegie Corporation. Fortunately too, the grant was made without reservation and with the understanding that any funds received from the sale of the "Union List of Periodicals in Special Libraries in Metropolitan New York" were to form a publication fund to be used by the New York Special Libraries Association. This revolving publication fund can be used to issue other publications for the local Association which might otherwise never be published. Therefore the larger the sale of the "Union List," the larger the funds available for proposed future publications.

REBECCA B. RANKIN.

## Classification and Indexing

Louise Keller and Emilie Mueser, Department Editors

At their autumn meeting, the New York Regional Group of Catalogers were fortunate enough to hear a fine series of papers on the classified catalog which was once the most approved type of catalog in American libraries, but which in later years was superseded in popularity by the dictionary catalog. Because of the general interest of these papers and their ready application to the problems of cataloging and filing in specialized libraries, it is hoped to print several of them here. We print herewith a paper read by Miss Kelley, supervisor of cataloging and classification in the John

Crerar Library, Chicago. Other papers were given by Mr. Harrison W. Craver of the Engineering Societies Library, who spoke on the subject of classification and the special adaptability of the Classification Décimale Universelle to the classification of periodical literature, Dr. Eleanor S. Upton of the Yale University Library who spoke on the adaptability of a classified catalog to a university library, and Mr. Rudolph Gjelsness of the New York Public Library whose theme was "The classified catalog versus the dictionary catalog."

### The Classified Catalog in a Reference Library

By Grace Osgood Kelley\*

The John Crerar Library, as you know, is a large reference library, well over half a million volumes, covering the social, psychological, pure, applied and medical sciences. For a library of this broad scope it is unique in the fact that it has built up a classified catalog for the use of the public. This catalog was begun nearly thirty-five years ago, some years before the dictionary catalog became much in vogue in American libraries. The Dewey decimal system of classification which the Crerar library uses is theoretically adapted for this type of catalog. If only the schedules for the sciences, in particular the pure sciences, which can be brought out so beautifully in a systematic manner, could have been kept up-to-date in line with modern development of the subjects, all would have been clear sailing and the catalog could now stand on its own merits. Even with the shortcomings of the Dewey decimal system there is no question but that the Crerar classified catalog as it stands is a useful instrument. Our patrons tell us that this is so. There have been certain practices devised, chiefly in the field of subject headings, by means of which some of these shortcomings have been overcome. We who have worked behind the scenes and can see the immense possibilities of such a catalog, know how far from perfect it is, and realize that it is facing a day when it must justify its existence. In a sense we may say that this is true of all catalogs for large libraries, which are becoming so huge and expensive to maintain.

Now in a dictionary catalog the class-numbers affect not at all the arrangement of the cards, in a classified catalog the symbols of the classification produce and control the arrangement of the cards. The effectiveness and dependability of the latter catalog are measured in direct ratio with the effectiveness and dependability of the system used. Every flaw, every disparity in the system stands out. This will account for the fact that the most emphatic criticisms of our systems of classification have come from classifiers who are working to produce a classified catalog.

But I may be taking it too much for granted that you are wholly familiar with this type of catalog. Let me describe it as it has been worked out in the Crerar library. The public catalog, comprising nearly 3000 drawers of printed cards, consists of three files:

*First*, the usual author, added author and title alphabetical arrangement, by means of which, shall we say, fully 50% of all questions are answered.

*Secondly*, there is the huge subject, or classified catalog, where the cards for the books are arranged in accordance with the system of classification, which thus presents an orderly arrangement of the library's *subject* resources. The book appears not only under its shelving number, but also under any added subject of which it treats. A very simple example of this is a book entitled *Common principles in psychology and physiology* which appears in the classified catalog under both Psychology, 150,

\*Supervisor of Cataloging and Classification, The John Crerar Library, Chicago.

and Physiology, 612. Another example, Lipmann's *Lying, in its psychological, philosophical, juridical, pedagogical, historical, sociological and other considerations*. Quite obviously a number under social ethics, 177, is inadequate; for you will agree that the pathological liar should be withdrawn from the social amenities. So we carefully choose out of several possibilities those added entries that will best express and group the subject's relationships; for example, we may give numbers expressing Social psychology, Abnormal psychology, and one or two more.

A book by Jean Brunhes, the noted anthropologist and geographer, is entitled *La géographie de l'histoire*. You will note that this book does not have to do, as the title might indicate, with historical geography which would connote growth and changes in political divisions. It is a very important and unusual study of geographical environment in its effect upon international situations, such as international conflict as expressed in the Great War. The true and complex subject of such a book cannot be expressed by means of any available class symbol. The best we can do is to shelve it Theory of history, 901, with added entries under Theory of the World war, 940.9201, and under Anthropogeography, 573.4. The last number expresses the effect of geographical environment on the individual. The book, however, treats of geographical environment in its effect upon international social situations. Therefore these class-numbers do not "hit it off" very well. May I point out that the determination of the true significance of this book depended upon a careful reading of the French plus a knowledge of the author's special field within the large field of social relationships.

Here we have a book on Gestalt psychology. The form division for Theory of psychology, 150.1, is the only possible place for it, so there it goes along with 300 or 400 other books on theory. You can understand that this book is practically lost among the hundreds of others under the same number. The same thing is true of the other examples I have given.

It is all well enough to assign numbers to our books but how are we to find the specific book, for instance on Gestalt psychology, quickly, if we do not know the author's name? By means, of course, of the

Third great section of our public catalog, the alphabetical subject index which acts as a key to the classified arrangement. Here classifiers need to get in some of their finest, most discriminating and most forward looking work. If classifiers know their subjects they

can put into this index the most modern telling terms.

As to the principles of the alphabetical subject index. If the system of classification were a perfect and complete instrument, conforming to a fixed system of knowledge which, of course, is impossible and would be undesirable even under the most Utopian of conditions, all that would be necessary would be an alphabetical list of specific subjects referring to definite places in the system. Our problem, however, is not so simple as this. Subjects are not equivalent to places in the classification, at least in the Dewey. Therefore the Crerar library has devised what we call the Non-collect and the Collect guides which make up the alphabetical index. Where a subject is general and comprehensive and equivalent to one number in the system, as, for example, Psychology in general, 150, or Mathematics, 510, or Human physiology, 612, or Teleost fishes, 597.5, or Steam power plants, 621.19, or Physical anthropology of man, 573, and so on, we make subject guide references to those numbers, as Mathematics, see 510. This form of guide is called the Non-collect guide. One is then sent directly to the classified catalog where he will find the whole subject of Mathematics spread out before him in its systematic arrangement.

It is, however, impossible and becoming more and more so to confine subjects as they are being written upon, either to any one number or to limit any one number to one subject. With development of fields of subject matter and with specialization in knowledge the more comprehensive terms are being broken up into a myriad of specific topics, some of which no longer adhere exclusively to the parent term but line themselves with disparate subjects. A subject which it was thought sufficient to subsume under one class is found appearing in most unexpected places. The general problem before the classifier is so to handle these subjects that the one seeking for them in a catalog can find them.

Possibly you will say, make a new number for each new subject. But such practice on the part of many individual classifiers is fraught with serious danger. If even a modicum of harmony and universality of the system of classification is to be retained this should be done very sparingly and only as a last resort.

The Crerar has devised a method in the alphabetical subject index called the "Collect guides" by which is meant that, instead of sending a reader to the classified catalog to seek his subject among many cards, we have col-

lected back of certain subject headings in the subject index the titles of books bearing on those subjects. Instead of sending the reader interested in Gestalt psychology to 150.1, theory of psychology, where he will have to run over 300 or more cards, we collect for him all titles bearing on that subject back of the guide Gestalt psychology. If he looks for Configurational psychology, a synonym, he will find a reference to Gestalt. If you will think a moment you will see that we cannot refer in this way to non-collect guides. For instance, Physical anthropology and Natural history of man, both non-collect, would refer not to each other where nothing would be found but both directly to the class catalog under 573.

Another example may be interesting. The book is *Progressive relaxation* by Jacobson with which most of you are familiar. We deemed the term Relaxation (Physiology) unique enough to be made into a subject heading; we have also the subjects Rest, and Muscles, all three of which were collect guides. The numbers given were 612.746, Pathological physiology of the muscles, 616.8, Nervous troubles, and 613.8, Hygiene of the nervous system. Non-collect guides referring to these numbers used were already standing in the subject index, namely, Nervous system referred to 613.8 and 616.8 and Pathological physiology of the muscles referred to 612.746.

I have found that the classified catalog is not often favored nor even considered for the average library. This is not at all strange. I myself should not think it the part of wisdom to build up such a catalog in every library nor for every field of subject matter. Last year it was my fortune to be called to a large library in southern California to survey its needs in the way of a classification and complete catalog for its books. Although I had worked for fifteen years in connection with a classified catalog and with the Decimal classification, I suggested finally for this library the adoption of a dictionary catalog and the Library of Congress system of classification. This did not mean that I had lost faith in the former. It simply meant that the dictionary arrangement with the L. C. system seemed more suitable for the special fields of this library, which were English literature and American history with some general books showing the development of thought and civilization.

Is it not true that the very nature of subject matter may determine the kind of catalog? "History," says Karl Pearson, "can never

become a science, can never be anything but a catalogue of facts." Robert E. Park, the Chicago sociologist, points out that every historical fact is concerned with a unique event with a date and a location which never repeats itself. Therefore it cannot be subject to experimentation, verification and generalization. Science, on the other hand, deals with recurring classes and types, classifies these and draws general conclusions. Thus it would seem that, in all probability, a classified catalog which systematizes its material according to concepts and general conclusions might not be suitable for arranging historical material. Nor for literature either, since as a basis for classification the subject of the book is abandoned in favor of the physical or literary form in which the subject is presented.

I am not, however, pretending at this time to answer definitely the question as to *which* classes of subject matter are best brought out by means of a classified catalog. This is a matter that the librarian might well discuss with specialists in all of the various fields. From my own experience and observation I have noted that the natural scientist, and the specialist in the social studies, find it satisfactory to have their material spread out before them in an organized manner, whether it be the books on the shelves, or by means of an index of the subject, or a classified catalog in which the title of each book can appear in its several relationships.

The satisfaction which the specialist feels is, of course, directly dependent upon the *kind* of arrangement he finds. If it obviously is the work of a tyro in his field who places the books with little or no understanding of his, the specialist's needs, or with little awareness of a book's special significance, then the arrangement causes annoyance and might better have been one long alphabetical one where the books could have been found by author. Some time ago, as a student, I had occasion to use a classified collection of books on Sociology and felt continually exasperated at the unnecessary and illogical separation of similar material. This same criticism applies equally to a classified arrangement of cards. In order to produce a highly useful arrangement of cards or books in any field the classifier must be familiar with that field of subject matter.

At this point I hear the argument: But a librarian cannot be an expert in every field. This is granted without question. But times have changed, are changing. In addition to the general public library, libraries have been,



are being established, which build up their collections within well-defined limits of subject matter. Special libraries of all kinds, research libraries. University libraries for graduate students, are for the use of a clientele which knows pretty definitely the kind of material it is after. Within the restricted field of a library, the librarian must be prepared to be of expert assistance in helping to find material. One method of offering this expert assistance is thru the production of an expertly made catalog.

I have heard this argument also put forward in actual seriousness: But you have to leave something for the research worker to do. May I suggest that, were the resources of our libraries made many times as available as they are now, this would but the more readily release the time of the investigator for the refined and subtle lines of research which must be followed out if his work is to be a finished product.

Let us think for a moment of the various indexes that are published and compare these with our two types of catalogs. The *Public affairs information service* index and most of the H. W. Wilson indexes and bibliographies, as the *Reader's guide*, the *Cumulative book index*, *Industrial arts* index, cover general fields and it has been found convenient to arrange the subject matter alphabetically. On the other hand, where indexes cover restricted fields or any of those special fields of subject matter which can be termed scientific, then you will find that the classified arrangement has usually been followed, for example, *Chemical abstracts*, *Engineering index* with its alphabetical classed arrangement, *Social science abstracts*, *Psychological index*, etc. The specialist wants his material classified in its proper relationships by persons who have a clear conception of what he needs.

Does not this whole matter of a comparison between the alphabetical and the classified arrangements of subject matter penetrate deeply into the very fiber of library practice? Might it not be said that in one sense the seeking of knowledge under an alphabetical rubric is a kind of method or procedure which conceals one's ignorance of a subject?

It has been suggested that alphabetical lists of subject terms in special fields with explicit definitions would help the cataloger. There is no doubt but that such records would aid. On the other hand, I recall with chagrin the number of times I have had to have recourse to a dictionary or encyclopedia to seek a

definition for the very same term met with at different times in what must have been the identical relationship. The definition first met with in its alphabetical position simply did not stay with me because I had no framework nor pattern in my mind to which to attach it. If, however, I had met this term in the orderly unfoldment of the larger subject of which it was a part, the chances are I should have remembered its meaning.

In the learning process as well as in the process of recalling that which we have already learned, we tend to think of the specific subject in relationship with another or with a group of subjects. We tend to systematize whatever knowledge we may have and to form a pattern in which is placed this thing in relation to a lot of others.

When one is wholly ignorant of a subject, or perhaps has a very hazy notion of it, one resorts to the dictionary or to the dictionary catalog. Please understand me. I am not condemning the dictionary catalog, nor naturally the dictionary. Both are indispensable. I am only emphasizing what seems to be the human tendency to think of a thing in relation to other things, not in an a, b, c relation but in a meaningful or patternized relation.

Thus it seems to me that systematization is a basic process in all steps of thought. To the classifier or to the reference librarian a question would not appear difficult if it were recognized as falling into a class. If, on the other hand, it simply could not be related to anything under the sun, then one might be safe in saying that it was a notion of an unbalanced mind and let it go at that. But as soon as it falls into a class it gains clarity and one is on the road to a solution or answer.

Is there not an implication in all of this that can be turned to good purpose in our attempts to prepare ourselves to solve the problems and make the decisions that constantly face the librarian? To be concrete, I mean, problems met with in the determination of classification symbols and subject headings which must be decided correctly if the catalog is to be made a modern, living instrument; questions put by the patrons of the library which must be answered accurately by the reference librarian; decisions that must be made in the critical selection of books in order that a library's collection can be built up with vision and well defined purposes.

In order that my remarks may not seem too general, may I interpolate at this point a very brief skeleton sketch of a project I am working

at, at the University of Chicago under the aegis of the Graduate Library School but in the department of sociology?

The course followed is a study of the concepts of the whole field of sociology accompanied by collateral readings from many sociologists illustrating these concepts. As a problem in connection with the course, I am making a systematically arranged index to the articles in the last ten volumes of the *American journal of sociology*. The main body of the work will be the systematic arrangement of the titles and this will be followed by an alphabetical specific subject index. This work you see is analogous to the work of making a classified catalog—except in one important feature. Instead of forcing modern contributions into a fixed and readymade outline of classification, I am going at it in exactly the opposite way. Each article is considered and the specific entries are determined under which it is to appear in the alphabetical index. Then when all these decisions as to specific subject entries are made for all of the articles, possibly 2000 of them, a resulting outline of classification can be drawn up on the basis of these headings plus a knowledge of the field. Such an outline, you see, will be based upon and a direct outgrowth of the material that is being handled.

It is hoped that two results will stand out clearly: first, the production of a workable outline of the subject which the specialists in the field approve of and can use; and secondly, an indication of one method of approach to a knowledge of any one of many different fields of subject matter which will afford the discipline in those fields that is required by the librarian.

If all the demands which involve a knowledge of the subject matter of books are to be met squarely and effectively by the librarian, it is clear that his mind must be richly stored with well organized knowledge which can be freely shared with those who need his help.

I like to think that the quiet spread of a knowledge of the potentialities and of the implications of the classified catalog, which to my mind stands as a symbol of the orderly arrangement of a library's subject resources, will "recoler our mentality so that modes of thought which in former times were exceptional" will become the usual accepted ones and will spread throughout the library world.

**List of Subject Headings for the Pamphlet Collection of a Hospital Social Service Department**, prepared for the Chief of the Social Service Department, Massachusetts General Hospital, and Director of Medical Social Work, Simmons College School of Social Work, by Helen Frances Carleton. 1925.

The above compilation by the librarian of the Lucius Beebe Memorial Library at Wakefield, Massachusetts, has recently come to the attention of this Committee, and altho it is, as it states, "a list of subject headings" it might prove suggestive in drawing up or expanding a classification scheme for hospital social service. However, anyone undertaking such a task with only this list as a working tool would need to be very familiar with the field of hospital social service. As subject headings prepared for the chief of the Social Service Department, Massachusetts General Hospital, and for the director of Medical Social Work, Simmons College School of Social Work, this work bears the stamp of authority, and should be invaluable as a source of accepted terminology for hospital social work. There are two parts:—the first "For the General File" and the second "For Information File of your own Hospital Social Service Department" adequately tied together by cross references. It is to be hoped that Miss Carleton's work will inspire other specialists to make available the accepted terminology of their particular fields as aids in preparing classification schemes, arranging vertical files, etc.

A copy of these subject headings may be borrowed by applying to the Committee.

### Oberly Memorial Prize

Bibliographies in competition for the fourth award of the Oberly Memorial Prize should be submitted to Miss Claribel R. Barnett, Librarian, U. S. Department of Agriculture, who is Chairman of the Committee in charge, before January, 1931. The prize is awarded once in two years to the compiler submitting the best bibliography, either in printed or typewritten form, in the field of agriculture or the related sciences. The amount of the prize is the interest at 4½% on the Eunice Rockwood Oberly Memorial Fund of \$1,050.00, which is administered by the American Library Association. Further details in regard to the prize are available in printed form and may be obtained from the Chairman of the Committee.

## Associations

We suggest that each local secretary send advance notices to the Editor, also place on file the tentative schedule for the season. We expect to maintain a Meeting Calendar in future issues.—*Editor.*

### Boston

The November meeting of the Boston Chapter, Special Libraries Association, was held in Cambridge on Monday evening, November 24th. Forty-eight members met for supper at the Cock Horse Inn on Brattle Street, and in spite of the fact that the weather was very rainy, there were seventy members at the meeting which was held in Emerson Hall, Harvard University.

There was a short business meeting at which the reports of the secretary and treasurer were read.

Miss Hopkins, chairman of the education committee, reported that notices of the proposed course in Library Methods had been sent to all members, but that eight more persons were needed to form a class.

New members were elected as follows: Grace C. Brady, Ruth Brown, Esther S. Chapin, Dr. Arthur H. Cole, Margaret Hazen, Mary Ingram Hoopes, Elizabeth B. Lewis, Angela Marchese, Louisa Puffer, Ruth Robbins, Helen P. Smith, Sybil Warren.

The president announced that the next meeting of the association would be in January.

At the conclusion of the business meeting, Mrs. Lillian A. Hall, librarian of the Theatre Collection at Harvard, spoke a few words of welcome, and then introduced the speaker of the evening, Mr. Frank Wilson Cheney Hersey, instructor in English at Harvard College.

Mr. Hersey gave an illustrated lecture on the Theatre Collection which Robert Gould Shaw started as a private collection and later presented to the Widener Library. He showed pictures of many famous actors and actresses as well as playbills and scenes from plays, and gave many interesting anecdotes concerning the stage folk depicted.

On motion of Mr. Alcott, Mr. Hersey was given a rising vote of thanks for his very interesting talk.

Miss Guerrier gave a brief talk on the White House Conference which she had attended in Washington from November 19-22.

### Detroit

The Detroit Section held its first fall meeting at the Ford Research Laboratory, Dearborn, Michigan, with an attendance of 65, the largest meeting which the Section has ever held. The attraction was, of course, the prospect of visiting Mr. Ford's Greenfield Village and the members thoroughly enjoyed the courtesy of being permitted to see this unique undertaking of Mr. Ford. The hostess was Miss Jane Hicks, Librarian of the Ford Motor Car Company, and upon arrival the members enjoyed luncheon in the cafeteria of the Company.

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A luncheon meeting of the Detroit Chapter of Special Libraries Association was held at the Green Cottage on October 30th with Miss Merle Manning as hostess. Twenty-five librarians were present. A short business meeting included the appointment of membership and constitution committees. Miss Grace England read her informative paper on "Tools of the Trade," first presented at the annual meeting of the Association, and since published in *SPECIAL LIBRARIES*. Great interest was shown in the bibliography accompanying this paper. The meeting was most profitable.

\* \* \*

The Detroit Section of the Special Libraries Association held its regular meeting on Tuesday, November 25th. Dr. Richard McKean was the special speaker of the day and discussed the professional man's use of the library. Dr. McKean emphasized the value of the library in keeping the professional man abreast of his work. Dr. McKean is a collector of first editions and a lover of books. In his talk he stated "Books breed books." Where three or four books are gathered together, and a genuine interest in books and literature is manifest, there is a tendency for books to multiply. This, he said, is accomplished for the individual through his own purchases and through the generous response of his friends when they learn of his interest in books. The same things hold true in larger libraries.

Dr. Joseph Daly, of the University of Detroit, graciously responded to Dr. McKean's address, saying that he was glad to know that there was still someone who considered the

profession not wholly as a science, but also as an art, and that medicine was still a profession to which gentlemen might aspire.

The members of the Section were interested in the administration of the medical library, and asked numerous questions regarding it. As a result of these questions, Miss Darach gave a short history of the Medical Library, and Miss Boyce told about the work of the Library at the Henry Ford Hospital. A discussion of the requirements and training necessary for hospital library work followed. The discussion proved to be particularly interesting for the reason that the views and standpoints of both the librarian and doctor were presented and exchanged.

It was announced that the next meeting would be a business meeting.

#### Illinois

The National president, Miss Margaret Reynolds, was the guest of honor at a dinner given by the Illinois Chapter on November 3rd. Mr. Carl H. Milam, Secretary of the American Library Association and Mr. Walter R. Spofford, President of the Chicago Library Club, were also invited to meet Miss Reynolds.

Mr. Milam, who had just come from a meeting of State Educators and Librarians in Kentucky spoke in some detail of the growing importance of books and reading in the curriculum of many of the universities and of the new and more intimate relations which are being established between the student and professor as exemplified by the system now used at Rollins College. Here two hour conferences for study and discussion take the place of formal recitations, these being supplemented by extensive reading on the part of the student. If a student dislikes to read or does not know how to use books, the Professor of Reading shows him the way. At Swarthmore, Harvard and many other universities, independent reading is expected to take a far larger share of the students' time. At the University of Chicago, under President Hutchins, such reading counts for one-third of the year's work. This change in the training of the present generation has enormous significance for all librarians.

Mr. Spofford, representative of the Chicago Library Club of nearly six hundred members, brought cordial greetings to the Chapter, and expressed the hope that a joint meeting of the two associations might be held. This suggestion was welcomed with enthusiasm.

Miss Reynolds, who enjoys devoting her holidays to the interests and encouragement of fellow members of the Special Libraries Association, gave a vivid account of the annual conference in San Francisco as well as of the October meetings in Cleveland and Cincinnati. She spoke of the significance of the Special Libraries exhibit in connection with the Bankers Association meeting at Cleveland and pointed out methods by which librarians might increase the value of their departments to the executives of their institutions. Miss Reynolds also gave some ideas of policies and plans for the National Association for the coming year. Her keen understanding of the opportunities before the Association and her enthusiastic devotion to the best interest of the library cause were appreciated by all who heard her.

The meeting was especially valuable in bringing the Chapter into personal connection with those who are leaders in the library field today.

#### New York

There was a record attendance of about 175 at the second dinner meeting of the New York Special Libraries Association on Tuesday, November 18th, when they were welcomed to the new quarters of the Municipal Reference Library. Miss Rankin, the librarian, and her staff were most gracious in showing the library and explaining the many innovations found there. It is to be feared that some folks overlooked the innovations in their delight in the view of lower New York with its fairyland of lights.

After dinner Miss Burnett, President of the Association, introduced to the members those seated at the speakers table including, in addition to the speakers of the evening, Mr. Clevenger of Columbia School of Library Service; Mrs. Badcock of Russell Sage Foundation Library and Chairman of the Civic-Social Group; Miss Rankin; Mr. Sawyer, Head of the Economics Division of the New York Public Library; Dr. Williamson, Director of Libraries of Columbia University and one of the founders of our Association; and Miss Wagner of the Wall Street Journal and Chairman of the Financial Group.

Mr. John H. O'Brien, New York City Deputy Controller, gave the address of welcome and took the occasion to pay tribute to the efficiency of Miss Rankin and her staff in satisfying the innumerable and varied demands of the mem-

bers of the city government of which the library is an important part. He stressed the indispensable service rendered in giving to each one exactly what was needed at the moment.

In the throes of our present depression, the insight into the methods of social work given by Miss Clare M. Tousley, the main speaker of the evening, was very timely. Miss Tousley, who is the Assistant Director of the Charity Organization Society, chose as her subject "Does Social Work Patch or Build?" and there is no doubt that everyone present gained a keener appreciation of work which is being done by such associations.

She showed how the whole structure of society can be helped by the kind of social worker who builds and can be equally marred by the one who patches. The latter treats only the symptoms and therefore effects no permanent cure, while the former looks behind the symptoms to the underlying causes and thus gives the family or individual a new attitude toward life, restores confidence, and brings out latent capabilities. In so doing the family or individual is enabled by its own efforts to reestablish itself. The success of a charity organization should be judged by the number of families which are taught to get along without further aid.

Miss Tousley, in support of her belief in social work that builds, described the handling of one case from the time it came into the office until it was wiped off the books. Hearing what really happened and what would have happened under the "patch method" everyone was a firm supporter of her theory that with the right kind of people doing the work in the right kind of way and with the proper understanding and support of the community, social work does build.

Miss Rankin explained the present status of the Union List of Periodicals which is rapidly nearing completion with the aid of the Carnegie Grant and appealed for advance orders so that an idea may be obtained as to the size of the edition to print. Mr. Parr added a word as to the value of this undertaking in the everyday work of the library.

The various Groups of the New York Special Libraries Association have been active this fall. The Civic-Social Group held a luncheon meeting on October 16th at the Manhattan Industrial High School for Girls. Miss Marguerite Burnett, President of the local association, was a special guest. It has been planned to hold a series of meetings during the season at the libraries of the Group members.

The second meeting was held at the Woodrow Wilson Memorial Library, 6 East 39th Street, on Monday, November 6th, where tea was served from 4 to 6. Mrs. Mabel Badcock is chairman of the Group and would be gratified to get in touch with persons interested in this particular Group.

The Commercial-Technical Group is also planning a luncheon or dinner meeting and persons interested should send their names to Miss Florence Grant, Standard Brands, Inc., 595 Madison Avenue.

The Financial Group is planning a luncheon meeting during the first week in December. Persons interested in this Group should communicate with Miss Florence Wagner, Wall Street Journal, 44 Broad Street.

The Newspaper Group expects to hold a dinner meeting early in December and arrangements are being made by Mr. Maurice Symonds, New York Daily News.

The Religious Group held a dinner meeting in the refectory of the Union Theological Seminary on October 9th. Miss Hollis Herrin presided at the dinner and introduced as a guest Miss Marguerite Burnett, President of the local association.

#### San Francisco

The Special Libraries Association of San Francisco held its regular meeting on October 21st at the Women's City Club where the members met for dinner. The subject for the meeting was Publicity and the special guest for the occasion was Mr. Shirley Walker, Manager of the Walker Advertising Agency, and past president of both the Advertising Club and Retail Merchants Association of San Francisco.

The projects brought forward by the committee in charge of the program included newspaper stories, radio talks, magazine articles, and a direct-mail campaign, all with the object in view of acquainting the business community with the fact that there is such an organization as the Special Libraries Association in its midst and that it stands ready to offer the resources of its various members to the community in general, and incidentally with the hope of making the Spring meeting of the California Library Association, Special Libraries Section, an enthusiastic gathering of the State's special librarians. Mr. Walker took a very lively interest in all these matters and gave his professional opinion on the most likely methods of carrying out the program with success. There was so much and such eager discussion on the part of the members

that the committee was prompted to hold its next meeting immediately after adjournment with Mr. Walker an honorary member.

Just before the meeting closed Mr. Walker gave a short account of his recent research into the matter of the Golden Gate project which was arousing a great deal of interest pro and con because of the impending election when a large bond issue for the bridge was to be voted on.

The committee on revision of the constitution and by-laws, Miss Annette Windele, Chairman, recommended certain changes in the constitution of the local association relating to affiliation with the national association. These changes will be considered by the members of the local association at the next meeting on Tuesday, November 18th, at the headquarters of the California Region of the United States Forest Service in the Ferry Building.

#### Southern California

The first regular meeting of the year was held in the Los Angeles Public Library, October 28, 1930. Dinner was served in the library cafeteria which was gay with Halloween decorations.

Miss Schaer called the meeting to order at 7:30 and after receiving a report of the Executive Board meetings, she called on each committee chairman to outline her plans for the year's activities. Various items of business were discussed and it was voted to appoint a committee to draw up a new constitution to eliminate the discrepancies in the present one.

Mrs. Ann Leidendecker then took the chair and introduced Judge May Lahey of the Municipal Court of Los Angeles. Judge Lahey's splendid defense of the Supreme Court of California, her attitude on protective legislation for women, and her appeal for a change in the laws affecting degenerates, were listened to with great interest.

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The November meeting was held on November 21st with Miss Rose Marie Purcell of the Southern California Edison Company as hostess.

The members met at the Pig'n Whistle for dinner, afterwards going to the club rooms of the Southern California Edison Company for the program.

In the absence of Miss Mabel McFerran, Mr. Walter G. Blossom gave a very interesting illustrated lecture on the life of Thomas A. Edison and the romance of electric power. Following the lecture a short business meeting

was held at which progress on the Union List was noted and a report was received from the Ad-Soliciting Committee. Mrs. Irish, Miss Hollingsworth and Mrs. Lucy Swinnerton were appointed by the chairman as members of the Constitution Committee. A communication from the General Office concerning date of the annual dues was discussed.

#### Library and Modernism

"Splashes of color draw our eyes to the magazine pages. Sweeping lines and rhythmic masses proclaim that Art has erected a new temple—Modernism—and that Business is her most recent convert," states a story in *The Library Scope* for February-March, the leaflet of the Central Research Library of the Maryland Casualty Company.

The article continues: "Even the Library, that most staid of institutions, has felt the influence of New Times, New Things. And so cobwebs have been brushed from crevices and corners and musty old tomes rub elbows with volumes still damp with printer's ink. People who formerly used the Library only in leisure hours are now frequent patrons, keeping pace with the march of events.

"Lest we give the reader the impression that our Central Research Library is a den of futurism, violently decorated in the approved Greenwich Village manner, we would say the color scheme is restful to the eye, the chairs most comfortable. In all the shelves of books you may not find a hexameter of free verse."

#### Novel Loan Slip

The Municipal Reference Bureau, City Hall, Cincinnati, has devised a clever little slip to use in sending out material to persons in the Building. It is very simple and serves equally well for returning the loaned item back to the library. Here is a sample.

Mr. ....  
We believe the attached may interest you.

See	See
parts	pp.
marked.	

Please consider this a loan from the Municipal Reference Bureau. When you have finished with it, reverse this slip for return address.

MUNICIPAL REFERENCE BUREAU  
246 CITY HALL  
CINCINNATI, OHIO  
L-3-1M  
2-29

## Events and Publications

Rebecca B. Rankin, Department Editor

How many special librarians see "Year-Round Bookselling News?" It is published by the National Association of Book Publishers, 347 Fifth Avenue, New York, N. Y. It has a page devoted to business books and business library news.

Do the financial librarians receive the Press Reviews issued weekly by the Bank for International Settlements? It is a digest of news articles from all countries on this subject.

*Telegraph and Telephone Age* of November 16, 1930 carries a descriptive article on "How Western Union Library has Grown in Ten Years to be One of the Most Valuable in United States." It is most complimentary to these special librarians who are referred to as "walking reference books themselves on questions connected with communications."

The Enoch Pratt Free Library contributes weekly a page in *Baltimore Municipal Journal*, the official publication of that city. Many public libraries in our large cities have this means of publicity. The Baltimore Library does it unusually well. The November 14 issue is headed "Our Library is an 'Idea Factory.'"

The International Migration Service has recently published "Migrants 1930." All special libraries in the Civic-Social Group and perhaps others would do well to have this publication which describes the work of this organization and its part in the establishment of new standards of international practice. The headquarters in the United States are located at 1 Madison Avenue, New York, N. Y., and they have a special library.

*The Little Times*, house organ of *The New York Times*, in its issue for November 20th describes the new system for handling the New York Times Index. The publication is now issued monthly with a quarterly cumulation to be followed by an annual volume soon after the beginning of the new year. The annual volume will be printed on rag paper containing a complete record of the year's news. The article by Charles N. Lurie describes the use of the Index among the libraries of this country.

We commend to our readers *The Latch String*, a little monthly publication issued by The Tyler Company of Cleveland, Ohio. It is full of interesting items and pithy paragraphs.

The Mechanics Institute of San Francisco, established in 1855, has recently issued a volume concerning its seventy-five years of history. The publication is attractively printed and well illustrated.

Professor John A. Lapp of Marquette University, a former President of the Special Libraries Association, is presiding over a series of lectures at the Milwaukee Forum. The first session concerned the membership of the United States in the League of Nations and the audience was given the opportunity to pick flaws in the speaker's arguments.

The *Discus*, the monthly publication of the Lake Shore Athletic Club, in the November issue describes the meeting of the Illinois Chapter held on September 29th at the Club. The article was prepared by Miss Alice E. Casey, Librarian of the Club, and in the same number Miss Casey contributes other articles of interest, including a list of new books added to the library during the previous month.

*The Library Journal* for November 15th presents a list of twelve books on Unemployment and shows the relation of the President's Emergency Committee on Employment, headed by Col. Arthur Woods, to the library field.

Adeline M. Macrum, Librarian of the Tuberculosis League of Pittsburgh, has prepared several articles on hospital libraries. One appeared in the *Journal of the Outdoor Life*, October, 1930, entitled "Organizing a Patients' Library," another article appeared in *The Modern Hospital*, July, 1930, on "How to Organize a Hospital Library;" another article was presented in a later issue on "Prescribing books for Tuberculous Patients." These articles are illustrated with attractive photographs and reprints have been made for distribution.

The Library of the United States Bureau of Public Roads has issued a mimeographed publication entitled "Partial List of References on Roadside Development," prepared by Miss Mildred Wilson. The subject matter is quite broad, including billboards, comfort stations, roadside stands, roadside planting and cutting; sidewalks and weeds.

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A plan of publication of a tax encyclopedia showing in concise and easily understood form the tax systems of the principal countries of the world has been announced recently by the New York State Tax Commission. A book of tax systems just off the press is the first step in this plan. This publication includes the tax systems of the United States Government, the District of Columbia and 29 states. This work was prepared in co-operation with the Commerce Clearing House, Inc., and the Loose Leaf Division of the Corporation Trust Company.

Mildred B. Pressman, Librarian of the National Bureau of Casualty and Surety Underwriters, presents in *The Casualty Insurer* for November a splendid article entitled "What Casualty Men Should Read." A box alongside the head presents a photograph and a brief sketch of Miss Pressman. A short bibliography completes the article.

\* \* \*

The Bureau of Railway Economics has issued as Special Series No. 56 "An Economic Survey of Inland Waterway Transportation in the United States." A bulky pamphlet of 238 pages, it contains a wealth of reading matter covering the subject. An appendix presents valuable tables and recent legislation relating to waterways. A selected bibliography completes the volume.

The Library of the Bureau has also issued a Memorandum entitled "Children's Interest in Railroads and Books and Periodical Matter Useful in Meeting It."

## Personal Notes

Margaret Wood Emerson has become cataloger at the Boston Theological Library.

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Robert Goodrich is now located at the United Engineering Societies Library, New York City. Mr. Goodrich was formerly on the staff of the University of Michigan Library.

\* \* \*

Grace Thornton is now on the staff of the Russell Sage Foundation Library in New York City.

\* \* \*

May Taylor, Assistant Librarian of the Standard Oil Company of California, has been chosen Librarian of that Company.

\* \* \*

Angus Fletcher, Librarian, British Library of Information, has again been recalled to London for conference in connection with matters relating to the British Empire.

\* \* \*

Pearl Keefer, who has been engaged in compiling the Union List of Periodicals, has met with a severe accident and is at St. Vincent's Hospital in New York.

\* \* \*

Elizabeth Wray has severed connections with the U. S. Rubber Company and is identified with the Standard Statistics Company at their New York office.

Elizabeth Hemstreet has been appointed librarian of the newly organized library connected with the Central Hanover Bank & Trust Co., New York.

\* \* \*

Linda H. Morley is recovering from a serious operation and is at present at home convalescing.

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Frances Dabney has joined the staff of the Standard Oil Company of California. Miss Dabney was formerly with the New York Public Library.

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Eleanor Midwood, who has been connected with the Hispanic Society of America Library, New York City, was recently married to Captain Frank Trenholm Coffyn.

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Dr. Clement W. Andrews, librarian emeritus of the John Crerar Library, passed away on November 20th. Dr. Andrews became head of the John Crerar Library in 1895 and was recognized as one of the foremost librarians in this country. Dr. Andrews was elected President of the A. L. A. in 1906. Dr. Andrews when present at library conferences always attended the sessions of the S. L. A. and was at the organization meeting of the S. L. A. at Bretton Woods in 1909.