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## Special Libraries, June 1920

Special Libraries Association

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# Special Libraries

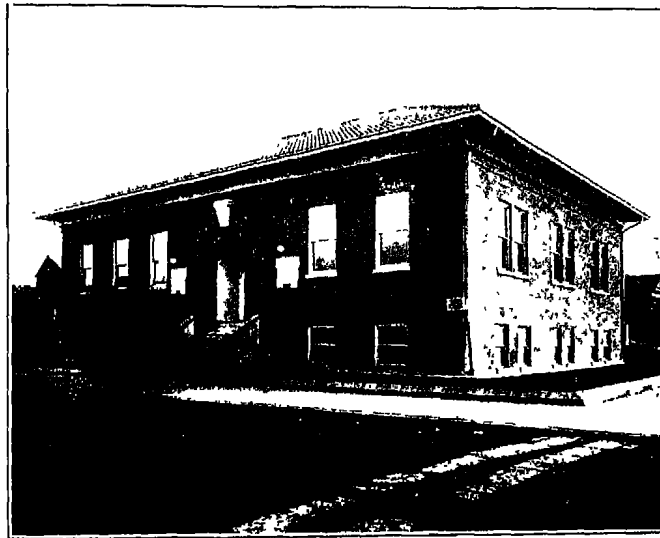
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## Colored Branches of the Louisville Free Public Library.

By THOMAS F. BLUE, Head, Colored Dept.

In organizing the Public Library of Louisville, following the example of the public schools, it was planned to have separate buildings for colored readers. To this end, shortly after the opening of the Main Library, a colored branch with colored staff

books, the circulation was 17,838 volumes, the second year, 30,419 and the tenth year, the circulation, including stations and classroom collections was 78,791. Since the opening, at the close of the fiscal year, the total circulation was 841,026.



was established. It was opened in temporary quarters, Sept. 23, 1905, and immediately became popular, soon outgrowing its surroundings. The trustees spoke of it as a success from the beginning.

The new building, the gift of Andrew Carnegie, was opened Oct. 28, 1908. On that occasion, W. O. Head, the Mayor of Louisville and president of the Board of Trustees, presided. The opening of its doors was regarded as an epoch in the development of the race, for it was the first institution of its kind in existence. This building is 77 x 45 feet with a main floor and basement, built of brick, concrete and stone with a tile roof. The total cost of the plant was \$10,759.57.

The Library has the open shelf system which allows every one the greatest freedom in the selection of books. It contains 13,593 volumes and receives 78 periodicals and newspapers. The first year, with 3,000

The work at this branch, known as the Western Colored Branch, was so successful that the Library Board opened a second colored branch in the eastern part of the city. This, the Eastern Colored Branch was opened with appropriate exercises January 28, 1914. John H. Buschmeyer, Mayor of the City and president of the Board of Trustees, presided.

For a long time Louisville had the distinction of having the only colored branch library in the country; but other cities have caught the spirit of Louisville and have followed her example. Louisville, however, is still ahead for it is the only city having two colored branches. The Eastern Colored Branch building is 60 x 80 feet and is especially adapted for library and social center uses. An additional feature of this library is a large playroom which is used for games, physical culture exercises, drills, etc. This plant cost \$27,735.43. It contains 4,862

volumes and receives 57 periodicals and newspapers. The total circulation of books since its opening was 14,704.

A large amount of reference work is done with the teachers and pupils of the high school, normal school, ward schools and other educational institutions of the city. The records show that 52,007 persons have been assisted in reference work.

A story hour is held weekly at each library under the direction of trained and experienced story tellers. Aside from the pleasure that the stories give, new experiences are brought to the children, their imagination is developed and an interest is created in books and reading.

A story telling contest is held annually at each library and prizes are given to the children who can best reproduce a story told during the year. A third and final con-

to acquaint its members with parliamentary usages, to keep before them the great current questions, and to train them to speak in public. Weekly meetings of the club are held at the Western Colored Branch, and a prepared program is rendered. A public debate and prize contest is held annually. Following are some of the subjects debated in the prize contests;

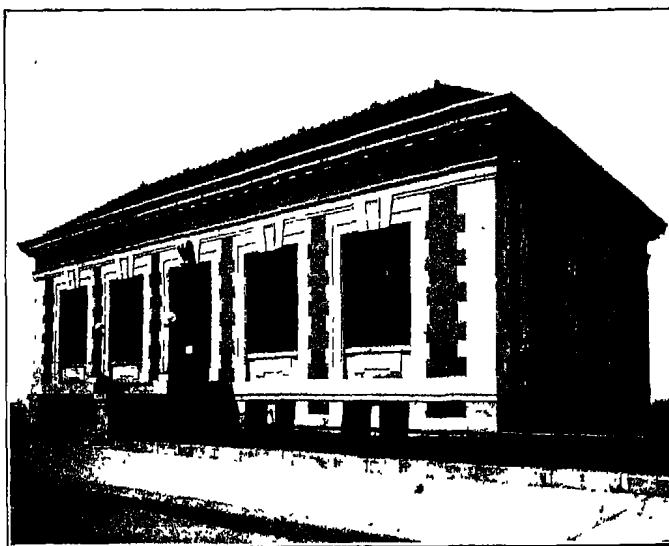
Right of suffrage should be extended to women.

The North American Indian has a greater opportunity for development than the Afro-American.

The United States was justified in taking up arms against Mexico.

That the President was justified in breaking diplomatic relations with Germany.

The effects of the European war on the United States have been beneficial.



Western Colored Branch.

test is held between the two libraries, and the names of the two winners, primary and intermediate are placed on a loving cup, given by the Louisville Free Public Library, and named "The Cotter Contest Cup" in honor of one of the principals of the colored schools, J. S. Cotter, who first suggested a story telling contest. The contest is one of the big events of the year and is looked forward to with great interest and enthusiasm. Seven children have been winners in the final contests and their names placed on the cup. At present Louisville is the only city in the country which holds such a "Story-telling Bee."

Of the clubs that are held under the direction of the Staff, the Douglas Debating Club is the most prominent. The club is composed of high school boys and was organized in March, 1909. The purpose of the club is

The United States does not need a large standing army.

Great use is made of the classrooms and auditoriums of the libraries for meetings of educational and social uplift. The people feel that the libraries are common meeting places, and may be used for any thing that makes for their public welfare. The number of meetings for a year has reached 498, with an attendance of 11,628. Among the notable meetings held at the libraries are the following:

- Jefferson County Teachers' Association.
- Ministerial Alliance.
- State Medical Association.
- Boy Scouts.
- Parent Teachers Association.
- Mothers Congress.
- Y. W. C. A. Conference.
- Annual Y. M. C. A. Conference.

Kentucky Negro Educational Association.  
City Federation of Colored Womens  
Clubs.

Negro Business Men's League.

The Library assists the teachers through collections of books which are placed in the classrooms for supplementary reading. These books are drawn by the children for home use, under the supervision of the teachers. There are 41 classroom collections in 11 schools. To further increase the benefits of the library deposit stations are opened at desirable points in the city under the direction of the assistant in charge of school and extension work.

Since their establishment the colored branches have been in charge of Thomas F. Blue, Head of the Colored Department, Mrs. Rachel D. Harris, assistant in charge of school and extension work, and Mrs. Ethora McIntyre are assistants at the Western Colored Branch. Miss Elizabeth T. Finney and Mrs. Lillie S. Price are assistants at the Eastern Colored Branch. Miss Hazel Crice, Mrs. Elizabeth Pierce and Mrs. Mattie McElroy are substitutes.

The success of the colored branches is, in a large measure, due to the encouragement and generous cooperation of the librarian and heads of departments.



Staff of Colored Branches.

Following the example of the main library by request, the work has been extended to Jefferson County. Classroom collections have been placed in 17 schools and 4 deposit stations have been opened. The visit to the county school is made the occasion for story telling by the assistant in charge of that work.

Among the special features of the library is an apprentice class conducted for those who desire to enter library service. Applicants for positions in the Louisville colored branches are required to be high school graduates or the equivalent, and to pass the annual examination. The class serves in both branches and continues from three to six months in the study of library methods and practice work under the immediate direction of the head of the department. This course has been taken by 21 persons. Seven of this number were sent to Louisville to prepare for library work in other cities: Houston, Birmingham, Evansville, Memphis, Nashville and Knoxville.

#### SOME FACTS AND FIGURES FROM THE LAST ANNUAL REPORT.

##### Colored Department Louisville Public Library.

The work with colored readers was reorganized as a department March 12, 1919. There are 18,455 volumes in the department, Western Branch 13,593, Eastern 4,862, with a circulation of 92,651 volumes, Western 37,688, Eastern 21,507, Stations 1,782 and classroom collections 25,674 (31,653 adult and 57,998 juvenile). This includes the circulation of 5,402 volumes (1,015 adult and 1,387 juvenile) in Jefferson County. There are 14 stations (11 city and 3 county) and 52 classroom collections (36 city and 16 county) in 27 school buildings (11 city and 16 county). There were 5,116 more important questions asked and topics looked up, Western 2,322, Eastern 2,794. Thomas F. Blue, colored branch librarian, was on leave of absence to March 1, in charge of colored Y. M. C. A. work at Camp Zachary Taylor. He was made head of the department when the work was reorganized.

## Are You A Phthisiophobist ?

By ELIZABETH KOELHER, formerly A. L. A. Librarian, U. S. General Hospital, Fort Bayard, New Mexico

It has such an ominous sound and the word "phthisiophobist" is one so seldom met in ordinary conversation that the answer to the question: "Are you a phthisiophobist?" is supposed to be "Indeed I am not, what is it?" And the answer to the first part is entirely correct because professional opinion seems to be that only an ignorant and selfish person can be a phthisiophobist. We all know that it is incompatible with the profession for a librarian to be either selfish or ignorant, so we have proved our alibi.

Although ignorance is incompatible with the profession, a pat definition may sometimes escape a librarian's tongue. For fear this may have happened in respect to the word "phthisiophobist" (a very good word for the final test in a spelling bee) the following definition is given at the very start to keep the possible reader from puzzling about it or trying to find it in a dictionary. A phthisiophobist is a person who has an insane and everlasting dread of tuberculosis.

Once upon a time—this is, however, not a fairy tale but the honest to goodness truth—a base hospital was turned into a general hospital for tubercular patients. When the rumor started that the change was to be effected, consternation reigned and a phthisiophobist was born in the base hospital with the frequency attributed to the proverbial sucker. Visions were painted on every fancy of carloads of men in the last stages of tuberculosis suddenly appearing in overwhelming numbers with a volley of strangling coughs—a veritable white plague, from which no one had the slightest chance of escape. The runways were filled with mutterings of threatened A.W.O.L. and every other corps man planned to become a deserter.

A mass meeting of the detachment was called before the threatened plague made its appearance. It was held in the Red Cross House and the librarians attended. The meeting was addressed by a doctor of the hospital staff, a bacteriologist who was supposed to know more about germs and be more interested in them than in his own family. His first offhand remark was: "I suppose you know that in all probability you have or at some time have had tuberculosis." Every man looked with suspicion at his neighbor. Things like that never happened in our particular families. The doctor went on talking. He told us how universal the tubercle bacillus was, how few escaped it, how the question of to be or not to be tubercular was a matter of giving the germ a pleasant reception or refusing to entertain it, and then explained that if up to this time in our lives the tubercle bacillus

had not found a happy hunting ground in our particular bodies there was absolutely no cause of fear. That adults who had escaped tuberculosis were to all intents and purposes immune.

We doubted him but kept on listening while he told us how to behave. "Keep your hands clean. Don't put anything into your mouth which is not perfectly clean. Tuberculosis is transmissible through dried sputum," he said. "We are going to see that there isn't any such thing in this hospital, but take your own precautions and keep clean." He concluded with this thunderbolt: "If you are susceptible to tuberculosis, if you have it, or if you haven't it, the safest place in the world for you to be is in a sanitarium for tubercular patients."

Then the doctor asked for questions and the librarian rose to the opportunity with a question in regard to library books as carriers of the tubercle bacillus and was assured that the possibilities of contracting the disease through books was negligible or practically all the patrons of public libraries would either be coughing or in their coffins.

We waited for the plague to descend. The librarian was at her desk when the first installment of patients arrived at the hospital. The corps man brought the news "They are the biggest lot of gold bricks I have ever seen," he announced. "Guess a mistake has been made and some northern base ball teams have been sent down here for practice." The patients began to come to the library. It did not seem possible that the men could be sick. They did not cough; many of them had high color; they were a jolly lot. It was not until ward visits began that the librarian realized that many of the men were really very sick. But optimistic and ambitious! It seemed the sicker the man the more optimistic and ambitious he became.

The librarian learned that "chasing the cure" is a lazy life and few diversions are permitted the patient, but that the majority of the men could read and were eager for books. "In bed from nine to eleven and from two to four in the daytime! If I couldn't read but had to lie here and look at a crack all day long I'd be locoed."

It was easy to forget all about contagion when with the boys for there could not be a more delightful, appreciative crowd to work with. They seldom had pain, they were optimistic, jolly, and were always frotting out a hobby or planning future pursuits.

It seemed very strange to be in a hospital and not of it. The patients brought a new atmosphere. They seemed to belong to a great fraternity and they spoke a language of their own. "Lots of con to-day, sure enough temp, can't read or I'll be chucking

a ruby," at first required translation. During the months the librarian was in hospitals for tubercular patients she never heard corps man, reconstruction aid, or nurse mention being afraid of contracting the disease. In fact it seemed to be the place where nurses who had the disease were anxious to be. They at least believed that it was safer to be in a place where tuberculosis was cured than in a place where it was endured.

Occasionally the librarian thought of the 900 tubercle bacilli which could sit at the same time on the point of a sewing needle, or of the 4,000,000 which could adhere in a body to a postage stamp and as she thought of the vast numbers which must reside in the hospital, she grew a bit anxious to be reassured of her immunity. One day she said to the Commanding Officer of the hospital where she happened to be stationed: "I have heard that only one case of tuberculosis has been contracted at this hospital since it became a hospital for tubercular patients." The Commanding Officer said that according to the best of his knowledge and belief the report was exaggerated and that the number reported was too many by one.

Books on tuberculosis were also encouraging on this point. Galbreath in his book, "T.B." quoted letters from Dr. Trudeau, whose name carries such great weight in all tuberculosis matters, and from the Reverend Frederick Oakes of the Oakes Home at Denver, one of the oldest institutions in the West for the care of the tubercular. Dr. Trudeau said that in the twenty-three years since the beginning of his sanitarium at Saranac, he had not personally known of one of his physicians or employees breaking down at the sanitarium with tuberculosis. Mr. Oakes said that while over 9,000 men and women had found shelter in his sanitarium in the nineteen years of its existence, not one of the employees had ever contracted the disease.

This is certainly reassuring. There seems to be no place safer for the phthisiophobist than a hospital for tubercular patients, but that is distinctly a place where the phthisiophobist is not wanted. Unfounded fear can always do incalculable harm. Considering the wonderful opportunities for service which such a hospital offers the librarian,

isn't it fortunate that as an intelligent and unselfish person a librarian is unable to qualify as a phthisiophobist?

The American Library Association is interested in the development of libraries in tubercular hospitals. There is a balance of its war funds still unexpended which is being used for library work to ex-service men. An important part of this work is the service to men in hospitals.

In six of the Public Health Service Hospitals for the tubercular, the American Library Association has placed librarians. Others will have librarians as they are established and become large enough to warrant it. The tubercular are unusually appreciative of the opportunity to obtain reading matter. Perhaps one reason is that the general public has not yet become educated to the point of allowing the books in public libraries to be circulated in sanatoria for fear of contagion, so that readers have been cut off from the usual source of supply. This same fear is undoubtedly holding back many librarians from entering the hospital library field, even though they may be particularly fitted for it. The appeal is so strong, the work promises so rich a reward in appreciation, that it seems time to present to librarians some of the facts about the chances for contagion from books or from association with the tubercular.

In a letter to the Surgeon General of the Bureau of Public Health Service written in March of this year, the Advisory Committee of the National Tuberculosis Association makes this statement:

"The common use of recreation rooms, library facilities, and occupational aid facilities by tuberculous and non-tuberculous patients is without hazard to the non-tuberculous in any general hospital where ordinary sanitary precautions are instituted and efficiently enforced. The same principles would govern the use of the library and other recreational facilities of a hospital as are usually applied to public libraries and public places of amusement from none of which are ambulatory tuberculosis patients excluded."

This committee is composed of some of the most eminent authorities on tuberculosis in the country, among them being Dr. H. W. Hoggland and Dr. George E. Bushnell.

## Business Information Services.

Compiled by Elizabeth Wray, Librarian, U. S. Rubber Co.

### I. General Business Conditions

TITLE	FREQUENCY	PUBLISHER AND PLACE
Monthly letter—a review of general business conditions . . . . .	Monthly	Alex. Ham. Inst., New York City.
Advice to Buyers . . . . .	Bi-monthly	Babson Stat Org. Wellesley, Mass.
Advice to Sellers . . . . .	Bi-monthly	Babson Stat. Org. Wellesley, Mass.
Barometer Letter and the Babson Composit plot — reviews conditions affecting business. . . . .	Bi-monthly	Babson Stat. Org. Wellesley, Mass.
Brookmire's Forecaster . . . . .	Weekly	Brookmire Economic Service, 56 Pine St., N. Y. C.
Business data weekly. Bulletin and monthly card cumulation —index and brief description of magazine articles in current periodicals . . . . .	Weekly	Business Date Bureau, Indianapolis, Ind.
Review of economic statistics— and monthly supplements. . . . .	Monthly	Harvard University, Com. of Econ. Research
Business Bulletin . . . . .	Monthly	International Magazine Co.
Mid month review of business. . . . .	Monthly	Irving National Bank, Woolworth Bldg., N. Y. C.
Pamphlets —(monthly) . . . . .	Monthly	Irving National Bank, Woolworth Bldg., N. Y. C.
Financial and business review and outlook . . . . .	Monthly	Mechanics & Metals Natl. Bank, N. Y. C.
Business Information Service. . . . .	Weekly	Prentice Hall, Inc., 70 Fifth Ave., N. Y. C.
Public Affairs Information Service Weekly Bulletin. . . . .	Weekly	P. A. I. S., 11 W. 40th St., N. Y. C.
Standard Daily Trade Service. . . . .	Daily	Standard Statistics Co., 47-49 W., N. Y. C.

### II. Federal Information Affecting Business

TITLE	FREQUENCY	PUBLISHER AND PLACE
United States Bulletin . . . . .	Weekly	Babson, R. W., Washington, D. C.
General (Bulletin) . . . . .	Weekly	Chamber of Com. of the U. S., Washington, D. C.
War Service Bulletin. . . . .	Weekly	Chamber of Com. of the U. S., Washington, D. C.
Bulletin . . . . .	Weekly	Federal Trade Infor. Inc., 31 Nassau St., N. Y. C.
Washington Service Bulletin. . . . .	Weekly	Natl. Assoc. of Mfgs., 30 Church St., N. Y. C.
Weekly Review (legislative). . . . .	Weekly	Natl. Assoc. of Mfgs., 30 Church St., N. Y. C.

### III. Financial

TITLE	FREQUENCY	PUBLISHER AND PLACE
Investment bulletin . . . . .	Bi-monthly	Alex. Ham Inst., N. Y. C.
Business digest and Investment. . . . .	Weekly	Arrow Publishing Co., 241 W. 37th St., N. Y. C.
Investment Bulletin . . . . .	Bi-monthly	Babson's Stat Org., Wellesley, Mass.
Speculative Bulletin . . . . .	Bi-monthly	Babson's Stat Org., Wellesley, Mass.
Financial Barometer . . . . .	Weekly	Bankers Statistics Corp., N. Y. C.
Financial letter (monthly) . . . . .	Monthly	National City Bank of Chicago, Chicago, Ill.
Income tax service . . . . .	Weekly	Prentice Hall, Inc., 70 Fifth Ave., N. Y. C.
Corporation Tax Service. . . . .	Weekly	Prentice Hall, Inc., 70 Fifth Ave., N. Y. C.
Standard Daily Corporation News . . . . .	Daily	Standard Statistics Co., 47-49 West, N. Y. C.

## IV. Foreign Trade

TITLE	FREQUENCY	PUBLISHER AND PLACE
Trade Bulletin .....	Monthly	Alex. Ham. Inst., N. Y. C.
Association News .....	Weekly	Amer Mfgs. Export Assn., 160 B'way, N. Y. C.
Weekly Bulletin .....	Weekly	Amer Mfgs. Export Assn., 160 B'way, N. Y. C.
Foreign trade bulletin .....	Monthly	Amer. Express Co. For. Td. Dept., 65 B'way, N. Y. C.
Advice on World Commerce.....	Bi-monthly	Babson's Stat. Org., Wellesley Hills, Mass.
Confidential Bulletin of foreign trade opportunities .....	Bi-monthly	Natl. Assn. of Mfgs., 30 Church St., N. Y. C.

## V. Industrial

Industrial notebook .....	Monthly	Y. W. C. A. Natl. Board. Res. Sec. Lexington Ave., N. Y. C.
Shaw management service.....	irregularly	Shaw, A. W. Co., Chicago, Ill.
Factory—International industrial digest a new feature in each bi-monthly issue .....	Bi-monthly	Shaw, A. W. Co., Chicago, Ill.
Industrial News Survey .....	Weekly	Natl. Indus. Conf. Bd., 15 Beacon St., Boston, Mass.
Service Letter .....	Weekly	Natl. Indus. Conf. Bd., 15 Beacon St., Boston, Mass.
Industrial Information Service...	Weekly	Indus. Infor Service, Inc., Barristers' Hall, Boston, Mass.
Industrial relations—Bloomfield's labor digest .....	Weekly	Bloomfield, Meyer & Daniel, 6 Beacon St., Boston, Mass.
Labor Forecast .....	Bi-monthly	Babson's Stat. Org. Wellesley Hills, Mass.

## VI. Selling and Correspondence

Fortnightly Service Letter .....	Bi-monthly	Dartnell Corporation, Chicago, Ill.
Special News Bulletin .....	Weekly	Dartnell Corporation, Chicago, Ill.
Special Reports .....	irregularly	Dartnell Corporation, Chicago, Ill.
Better Letters Bulletin .....	Monthly	Hall, S. Roland, Easton, Pa.

## VII. Publications of a "service" nature

Industry .....	Weekly	Associated Industries of Massachusetts, 1034 Kimball Bldg., Boston, Mass.
Personnel .....	Monthly	National Assn of Employment Managers, Orange, N. J.
Worlds' Business .....	Daily	Worlds' Business, 350 Broadway, N. Y. C.

## The Control of Industrial and Scientific Information

R. Rintoul.\*

The importance of organization in industry cannot be too strongly emphasized at the present time, and the object of this note is to direct attention to one department common to all industries, in which organization is of paramount importance. This department may be called the Intelligence Department, because its function is to collect and re-distribute information which may be of use in connection with the normal working or development of the industry in question. Its function is, in fact, to act as the memory of the concern and it must be able to supply to the executive of other departments clearly drawn-up statements of such facts or figures as are requisite for their guidance.

The information which it is the duty of this department to collect must be drawn from very varied sources and in almost any form. It may be collected from books, periodicals, dissertations, casual articles in popular magazines and in the daily press; staff reports on original work and on manufacturing experiences, analyses of costs, yields, plant output and of conditions affecting labor; as well as from reports to agents and customers and from many other sources. The daily correspondence of an industrial concern also yields an important harvest of information which is well worth conserving. It should be a fixed rule that all information of current value which comes into the hands of any department of such a concern should



be passed to the Intelligence Department for record. In too many cases in the past, valuable information has been consigned to the limbo of the forgotten or by chance remembered, instead of being recorded under some definite system which would ensure its being brought forward for consideration at a time when it could be made use of with advantage.

It should be clearly realized that even in a concern of moderate size the volume of important information to be handled by the Intelligence Department will be such that it must be dealt with in a very special manner if useful results are to be obtained. It does not require a vivid imagination to picture the chaos which would reign in a department dealing with such a stream of raw material without the assistance of the most thorough organization. It is not sufficient that the information shall be filed within the four walls—it must by some means or another, be reduced to a condition in which it is readily accessible and in which any item can at once be traced. As it reaches the department it may be looked upon only as potential knowledge, and it is the duty of the department to see that it becomes essential and available for all time.

It may be added that in addition to the main purpose for which it exists, the index has proved itself of great value in connection with industrial research. In very many cases when an investigation is under consideration, and before a definite decision to proceed with it can be arrived at, it is necessary to prepare a preliminary report on the state of the present knowledge on that particular subject. In this connection the index can play a most important part if the essential information has been recorded, because the required information is already in a concentrated form and can either be epitomized or expanded with the minimum amount of labour. It also proves useful in many unforeseen ways. It allows of a rapid review of any particular field in which the industry may be interested, it possesses a marked value as a source of suggestions for future development and research and assists in the control of the policy underlying the subjects for research. It is not too much to say that an index of this nature constitutes one of the most important instruments of research available at the present time.

\*Extracted from The Journal of the Society of Chemical Industry.

## Provision of a Central Technical Library for Germany

A petition has been addressed to the German Government, the National Assembly, and the State and University Libraries, etc., by the German Union of Scientific and Technical Societies, urging the necessity for the provision of a Central Technical Library which will be available for all Germans, and especially those who are called upon to assist in the reconstruction of the country.

At present there exists no technical lending library in Germany from which technical men and others have the right to borrow books. The petition sets forth existing libraries and their drawbacks. Indeed, outside the specialised libraries of the technical colleges and universities, there is only one technical library in which are to be found all the important works published on any technical subject without distinction, and that is the library of the German Patent Office. This library contains about 200,000 volumes and 5 million patents, and has an annual grant of Mk 80,000 for the provision of new publications, etc. There is a reading room at the Patent Office Library, into which books may be taken for consulting; but they are not allowed to be taken away.

The petition sets forth the following conditions for the scheme:—

The Central Library must be capable of satisfying two demands. (a) Maintaining a complete collection of German and foreign documents, books, periodicals, patents, business documents, technical school publications, societies' proceedings, official docu-

ments, etc., such as will be useful to the technical world; and (b) rendering this collection accessible to the widest possible extent.

Among other activities, it is suggested the Library should:—

Publish special indexes (of periodicals) on different subjects, and revise and keep these up to date, publishing supplementary indexes from time to time.

Maintain a photostat establishment, supplying reprints of patents and official documents on payment of the cost price.

Maintain a well-organized information bureau working in cooperation with the lending department, reading-room, and photocopying department.

Existing libraries should not be rendered superfluous by the provision of this Central Library, but supplemented and relieved.

This scheme would cost millions of marks to realise, and it is doubtful whether it can be taken in hand for a long time to come. But it is suggested in the petition that the Patent Office Library should be reorganized at once and rendered more accessible, extensions being made where necessary. By increasing the grants made to it on a suitable scale, it would be capable in a few years of satisfying all the requirements of the petition.

The petition in question has been signed by 25 of the leading technical societies of Germany. (*Zeitschrift des Vereins deutscher Ingenieure*, May 17, 1919.) No. 5613.

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## EDITORIALS

### Our Magazine

We have experienced great irregularity in the issuing of this, our official organ, and only connecting link between our family.

The delays have been due to many causes, mostly owing to the fact that the editors could not give their entire time to Association duties.

It is hoped that in the fall the issues will come out at regular intervals.

Members of the Association will materially aid in insuring that delays are reduced to their minimum by cooperating with the editorial board by sending in papers, or copy of any description themselves, or suggesting to the editorial board people eminently fitted to contribute. Although some papers may never be used and others delayed we urge that members cooperate nevertheless

Three interesting cooperative library efforts have come to our attention since the May issue went to press.

The first one affects mainly New York librarians. We refer to the action of the Library Committee of the Chemists' Club in deciding upon a "drive" for funds to enlarge the scope of service already rendered by this valuable library. The Library Committee hopes to realize from funds contributed opportunity to complete certain sets of periodicals, place a librarian in charge familiar with technical operation in chemical technology, and to expedite the photostat serv-

ice and general reference work. Certain large firms have been asked to contribute a blanket sum of \$100.00. Many librarians, no doubt, know about this move by this time. For those who have not heard of the activity of this Club it behooves them to urge their employers to aid them by contributing to this fund.

The second cooperative, if cooperative is the proper word to use here, effort is that of the National Research Council in proposing the establishment of an Alloys Research Association Information Service. This Association proposes to provide an indexing and abstracting service covering the field of alloys. A very full and representative list of periodicals covering the major countries of the world has been drawn up for a proposed basis of indexing and abstracting. The Chief of this service must be a technical man experienced in metallurgy and his assistant versed in technology as well. Two additional assistants "of the library type" form the major portion of the staff.

This proposed informational service is but the beginning of a foundation for real research work by the National Research Council and as industries support this activity to that degree will the service be rendered. All librarians particularly special librarians in whose field this service will apply should help this organization to their utmost.

The third cooperative effort many librarians may also be aware of. Its value to the neighborhood in which it has been proposed will be intrinsically valuable and to the rubber industry which it represents it will contribute much. We refer to the pamphlet recently published by the Municipal University of Akron on "A Special Library for the Rubber Industry" by Josephine A. Cushman. The study takes for its text the operation of a reservoir library to be contributed to by all the smaller industries in Akron dealing in rubber and for whom the expenses of an adequate special library may seem inadvisable.

"The Municipal University has expressed the willingness to give housing facilities to a central technical library to be supported by the joint efforts of the University and the various rubber manufacturing firms."

This suggestion contains the germ of an idea that might profitably be nurtured in many industrial centers. Your Managing Editor proposed similar organization in a large eastern city for the operation of a large engineering collection. The idea met with favor on the part of all but the Board of Trustees of the library. It is to be hoped, however, that all trustees are not so short sighted. This idea might well bear the earnest support of this Association as it undoubtedly contains much merit and would work in time untold benefits.

### Committee of Seven Holds Organization Meeting

In February the Executive Board of the American Library Association and the Executive Committee of the Special Libraries Association adopted the following resolution:

**Voted,** That with the approval of the Executive Board of the American Library Association and the Executive Committee of the Special Libraries Association all work under the Enlarged Program that concerns business and industrial libraries be done only under the advice and approval of a committee of seven, three of whom shall be appointed by the Executive Board of the American Library Association and three by the special committee of the Special Libraries Association, these six to choose one additional member who shall be or become a member of both associations.

The membership of this committee which is to have supervision of that feature of the Enlarged Program which has to do with the establishment and development of special libraries, is as follows:

Samuel H. Ranck, appointed by A. L. A.; Louise B. Krause, appointed by A. L. A.; Elizabeth Vaughn Dobbins, appointed by S. L. A.; E. H. McClelland, appointed by A. L. A.; J. H. Friedel, appointed by S. L. A.; William F. Jacob, appointed by S. L. A.; Dorsey W. Hyde, Jr., Chosen by Committee

On Friday, April 16th two of the three members of the Committee of Seven appointed by the American Library Association met at the Hotel McAlpin, New York, with the three members appointed by the Special Libraries Association.

After an informal discussion, Mr. Dorsey W. Hyde, Jr., newly elected President of the Special Libraries Association, was chosen as the seventh member. Mr. Hyde was so notified and joined the meeting.

Mr. Ranck was elected Chairman of the Committee and Mr. Charles C. Houghton, A. L. A. War Service, with whom the committee is to work, was elected Secretary.

With the exception of Miss Krause, all the members of the committee were present.

### Special Libraries in England

The Bristol (England) Municipal Public Libraries, having realized the need for a specialized library for persons engaged in trade and commerce, opened a Library of Commerce on February 2nd, 1920. "The steady public demand for books and information directly concerned with the operations of commerce and trade" has caused the transference of the "current literature of commerce from its class in the Reference Library to a special department." Governmental reports, chamber of commerce re-

ports, directories (trade and technical), commercial maps and economic and commercial and municipal reports of all kinds comprise this collection. This is an interesting development and shows how the English Library is responding to the same pressure that brought such special libraries in this country a decade or more ago.

Birmingham opened a Commercial Library in May, 1919, and it has been successful beyond anticipation, according to the *Municipal Journal*. A small handbook of the library has recently been published.

—Municipal Reference Library Notes, 26th May 1919.

### Conditions in Germany

PROFESSOR VON HARNACK, the librarian, speaking at a recent convocation of the University of Berlin on the plight of German science is quoted as saying: "(1) We are unable to buy any more foreign books and periodicals, the library with its present resources can subscribe only to 170 foreign periodicals instead of 2,300. The library had appropriated 12,000 marks to purchase works that had been published in other countries during the war, but it would take over a million marks to buy these works now (2) Our scientific journals in Germany are in a most precarious condition as the publishers are no longer able to take the risks. (3) No more scientific monographs can be published as the scientific academies are no longer able to subsidize them. (4) The books already on hand in Germany, especially the great collected works on scientific subjects, are flowing out of the country in great numbers. Even the text-books, when the editions dating from cheaper times are exhausted, will become unbelievably expensive."—From "School and Society."

### A Portland, Oregon, Library

The organization of a business library by Whitfield, Whitcomb & Co., Certified Public Accountants has just been completed and the library established in the Oregon Building

While designed primarily for the use of the Company and its clients, it has been opened to the firms and business men of the city. An experienced reference librarian is in charge and her services are available to those who wish to use the library. The library already has a fine collection of books and pamphlets and also an extensive file of technical magazines covering various industries. The books and magazines are indexed analytically. This method of indexing requires much more time than the method of indexing generally used in large libraries, but it has been proven to be practical in the technical libraries. It makes the material more readily and quickly available and thereby adds much to the library's

value to the business man.

It is planned to add new books and other material as the library becomes better known. The service is entirely gratis and the library is convenient by reason of being located in the business district and in the same building as the Chamber of Commerce. It is believed that this new venture, which is thought to be the first of its kind in Portland, will prove a valuable asset to the business men of the city.

#### Simons College and the Special Library

The topic of the special library has been interesting the graduating class of the Simmons College Library School during May. In addition to several lectures on the subject, and some attention to the literature of the subject, over a dozen types of libraries have been visited by representatives of the class.

Groups went to the libraries of the A. D. Little Company, to Stone and Webster, and the Insurance Library Association, of Boston, and to that of the Norton Company of Worcester, and permission was asked for committees of one or two to see the collections and methods of ten more.

The diversity in this field is well illustrated in these ten, which ranged from the General Theological Library to that of the National Industrial Conference Board. It included also the Town Room, the Boston Chamber of Commerce, the Old Colony Trust Company, the American Academy of Arts and Sciences, the Boston Society of Civil Engineers, the Vail Library, and those of the firms of Jackson and Moreland, and of Lockwood, Greene and Company.

The class discussions were of value in considering how far the problems of these institutions are unique, which are common, and what relation their problems bear to those of public libraries.

The instructor in charge of the course heard with much interest the address of Professor Jackson on "The Library from the point of view of the Engineer," at the meeting of the New England College Librarians' Association.

The College has just issued its "Announcement of Courses 1920-21," which offers an elective in "Special Libraries" for the third term next year, which will give the subject more space in the curriculum than it has had hitherto. Thanks to the little handbook of the Boston Special Libraries Association, it is easier to appreciate the wealth of such libraries which such a course can have as a background than it has been.

#### READING FOR BUSINESS EFFICIENCY

R. H. BUTZ

It is a well recognized fact that the reading of authoritative business literature has a tendency to promote the efficiency of the average business man, especially if the reading is done with the idea of obtaining a greater knowledge of the fundamental principles of business. The American business man, as a rule, is averse to reading the books and pamphlets that treat the various phases of business and its developments, believing that such literature is dull and uninteresting, which is far from being the case.

There are several thousand volumes treating a large number of business topics; thousands of pamphlets on every imaginable subject. Then there are the technical and trade magazines that publish an inestimable wealth of material every month, and it is a lamentable fact that this class of literature is not nearly as well appreciated as it should be.

We have been too ready to ignore the lessons that experience has taught others. Each one is experimenting for himself, wasting time on many things that have been demonstrated as impracticable by other men. These facts should be known to the business man, and would be if he would spend a small part of his time reading what is being accomplished in his particular trade.

Knowledge of local methods and conditions was sufficient years ago, but business has been developed since those days, until even the national boundaries no longer check our commercial interchange with the rest of the world.

## Costs In The Special Library

It is a curious thing that although many of the special libraries in existence today are serving business or industrial houses we have not heard of any cost studies. If they have been made they have not been made public. If it is true that some librarians have made cost studies and have not passed the results on to others—they should be brought to task. At all events encouragement for bringing about work on costs in the future should be given. It is not a good business policy to work in the dark and unless the reports from various librarians questioned are misstatements we are working very much in the dark.

Webner in his book on Factory Costs has hinted at the distribution of the expense of maintaining a library. Few librarians, however, seem to have for their guidance a definite policy as to charges for various expenses in the operation of the library, either in general or in detail.

A future number of Special Libraries might well be devoted to costs and accounting in special or business libraries.

Only as we are businesslike and watch our expenses can we hope to run our library economically.

To some extent this proposition indicates a tendency toward budgetry. Some libraries run on an appropriation or budget but it is questionable whether or not these libraries had real sound facts to base their budgets on.

As a suggestion and beginning of detailed costs two extracts from 1915 and 1916 reports of the United Engineering Societies Library are given in full here. The first published in 1915 on "The Cost of Handling Periodicals" presents a very interesting study. In one library by working out a similar study of its one periodical situation based on this study some very interesting facts were brought out and the need for economy in one operation was shown forcibly by the expense entailed and a move long needed accomplished by being able to prove graphically to the authorities that it was a saving of money in the end to do what had been suggested previously without any knowledge of the actual cost. "Money talks!"

In the second study on "Cataloging" further interesting facts are brought out and a basis for further comparative studies advanced. It is believed that if comparative studies are made by several industrial libraries and the results or discussion advanced that we will be helping out materially in establishing special libraries on a firm business basis rather than on guess work basis as is at present the case. Too many times has the question, "How much does it cost to run a library?" been asked. And as many times has a negative answer been given. Of course, rules for costing in the special library cannot be made empir-

ical, but comparative studies are worth a great deal.

It is almost impossible to arrive at the following suggestion, but any readers who have views to present would most certainly be helping "the cause" a great deal by advancing same. The suggestion is that some earnest study should be attempted to determine as near as possible the cost of labor turnover in the special library from the point of view of progressing from an untrained and inexperienced librarian to a trained and experienced librarian. Undoubtedly the profession would be advanced as far again as it is today in numbers if trained and experienced people had been placed in charge of special libraries at the outset. We know, for instance, that it cost the Brooklyn Rapid Transit Company for one year around \$480 per man to break in new platform men. Of course, the comparison is not a wholly sound one but it serves to point in the right direction.

It is hoped that the following studies will be of interest and material aid to our many readers.

### Yearly Record

During the year 2,922 books, pamphlets and maps have been catalogued. The listing of 11,388 duplicates, which was begun in 1915, was completed and the entire collection was compared with the library catalogue before being sold.

Table 7

	Books	Pam- phlet	Maps
American Institute of Electrical Engineers.....	268	30	..
American Society of Mechanical Engineers.....	242	70	..
American Institute of Mining Engineers .....	1,096	85	66
United Engineering Society.	923	142	..
Total .....	2,529	327	66

### Study of Methods

When the libraries of the original three Founder Societies were united in their present quarters their catalogue cards were assembled so as to form the catalogues of the united collection. The Dewey system of notation had been employed in making each set but many entries thereon requiring judgment had been determined by at least three different minds from different points of view. The resultant catalogue therefore lacks consistency. The Dewey classification at the time these cards were written was inadequate for technical literature and this called for much originality on the part of cataloguers and resulted in non-uniformity in the various cards. As a consequence the recataloguing of the library must be undertaken in the near future. It would not be wise to undertake this before a satisfactory

*Handwritten mark*

classification has been made of sufficiently broad scope to comprehend the library collection of the future. The effecting of a recataloguing involves a considerable expense. As it may be possible to use the old cards to some extent in forming a new catalogue it was considered desirable to make a study of the time required for carrying out the various processes incident to the cataloguing of a book.

This study was carried out under the direction of Assistant Librarian Miss Gates and covered the cataloguing done during the months of February and March, 1916. In this time 594 pieces were catalogued consisting of 253 English textbooks, 93 foreign textbooks, 139 government publications, and 109 English pamphlets. The pieces were delivered at the desk of the cataloguer whose work thereafter was divided into those stages termed in library parlance "looking up," "classifying" and "writing cards." The time required for each of these stages was noted.

Looking up consists in finding the author's full name, in translating foreign titles, in interpreting titles expressed in new words, in deciding under what subject headings the book shall be entered in the catalogue, in checking this choice against our library usage, and in determining for public documents the department responsible for the publication.

Classifying consists in assigning the Dewey notation to the book and writing it therein in pencil, in determining the usage of the library in cases where a book may fit in several places in the classification, reference to our catalogue or to the printed catalogues or other libraries often being necessary, and in finding the Cutter author number and marking it in lead pencil within the book. Books in the Library are arranged upon the shelves by classes as determined by the classification, then alphabetically by authors, and finally alphabetically by titles. Instead of using the author's whole name for the alphabetical arrangement a symbol consisting of the initial letter or letters and a number—the two together known as the Cutter author number—is assigned to the book. In case the author has written several books there must be added to the Cutter number the initial of the title of the book.

There are three card catalogues serving different purposes, an alphabetical catalogue of books by authors, an alphabetical subject catalogue, and a catalogue arranged according to the numerals which constitute the notation of the book in the Dewey system of classification. The last catalogue is termed the "shelf list." Cards prepared for the author catalogue contain the greatest amount of information. On their face they bear the author's full name, the full or abridged title of the book, the edition, the name of the editor or translator if any, the place and date of publication and the name of the publisher, the series, number of volumes and

whether or not the book is illustrated, the notation, the Cutter author number, the initials of the cataloguer, and the number of cards written. On the back is given a list of the subject headings assigned to the book. The cards for the subject catalogue contain the same information as on the face of the author card, the name of publisher, the cataloguer's initials and the number of cards written being omitted. The shelf list card contains sufficient information to identify the book and locate it upon the shelves.

It has been the custom of the Library to have all the cards revised by the Assistant Librarian before being placed in the catalogue collections.

The time in minutes per book required for preparing and revising the cards during the two months before mentioned are given in the following table:

Table 8

English Textbooks.....	4.55	5.37	8.16	2.57
Foreign Textbooks.....	5.16	5.66	11.55	2.33
Government Publications.....	3.30	2.75	5.96	2.28
English Pamphlets.....	3.79	5.03	8.45	1.99

After the catalogue cards have been prepared and revised a bookplate is pasted in the front of the book, and if the book be a gift the donor's name is written upon the bookplate. The book also has marked upon its back in white ink the notation and Cutter author number. The bookplate and white ink labelling are then revised and the book is ready to be put upon the shelves. The average time in minutes per book for each of these operations is given in the following table:

Table 9

Bookplating.....	0.85
White Ink Labelling.....	2.71
Revision.....	0.56
	<hr/>
	4.15

In determining the cost of cataloguing a book, account must be taken of the amount of an employee's paid-for time which is given up to rest and relaxation. This amounts to 8.5 per cent in these studies. It is perhaps fair to use the round number 10 per cent. Using this value and taking into account the salaries of those employed in carrying out the various steps in preparing the book for the shelves and placing the cards in the catalogues the cost in cents to the library for cataloguing during the months of February and March was as follows:

Table 10

English textbooks.....	23
Foreign textbooks.....	27
Government publications.....	18
English pamphlets.....	20

It is realized that cataloguing costs will depend upon salaries paid and upon the efficiency of the employees. The order of magnitude of the costs of the various steps is, however, clearly indicated by this study. The three first steps were carried out by Miss Dofy, who has given evidence of being

an intelligent and industrious worker, possessed of good judgment

### THE HANDLING OF PERIODICALS

During March and April of the past year a study was made of the method employed at that time in handling the periodicals in the library. A report of the result of this study follows

The Library has filed upon the shelves of its reading room, so as to be easily accessible to the public, the current numbers of over 1,000 periodicals. After they cease to be current the numbers are removed and filed in a storeroom. In due time, when the numbers of a specific periodical in the storeroom constitute a completed volume with index and table of contents, these numbers are taken out and prepared for the book-binder. This preparation consists in removing the wire staples which hold the sheets together, in separating the advertisements from the reading matter, in collating the volume to see that all pages are present and in proper place, and in tying up a bundle. A standard "blue slip," containing directions to the book-binder as to the material and character of the binding and as to the content and location of the exterior lettering is then filled out in somewhat the form of a code. An entry is made, recording this volume and the directions which are to be conveyed to the book-binder by this blue slip, upon a "binding card," there being one such card for each periodical. The binding cards are retained for reference in the library. The preparations thus far made are then inspected and, if necessary, revised, by the assistant librarian before the bundle with others is packed in a box for delivery to the expressman who is sent to the library by the book-binder. A letter of transmissal, listing in alphabetical order and identifying each volume, is prepared and sent with each shipment. In order that the books of a set may be uniform in binding, lettering and spacing, the binder has on file a "rub" or picture of the back of each set of periodicals. New rubs are taken and sent with the letter of transmissal.

Upon return of the bound volumes from the book-binder, the boxes are unpacked, the volumes are checked against the list given in the letter of transmissal and the binding and lettering is compared with the blue slip directions. A book plate is then inserted, the volume is accessioned by having it entered upon either the gift-list, the exchange-list or the purchase-list, its presence is noted by a checking or by an entry in the union-list and on the shelf-list, and it is then put away on the shelves.

A study has been made by Miss Gates of the labor costs involved in the handling of each volume. The individuals involved receive respectively per hour of rendered service \$0.50<sup>c</sup>, \$0.465, \$0.435 and \$0.395, and will be represented by the letters A, B, C, D.

Table 9 gives the labor costs per volume

of periodicals during the time that they are current. The study covers a month's time during which 1,437 numbers were received, 32 hours of C service and 62 hours of A service, or a total of 94 hours was required.

Table 9

Item	Labor Costs Per Volume of Current Periodicals				
	Number per Volume				
	4	6	12	26	1 52
1. Unwrapping and stamping.....A					0.0095
	0.0380	0.0570	0.1140	0.2470	0.4910
2. Checking receipt.....C					0.0085
	0.0340	0.0510	0.1020	0.2210	0.4420
3. Claiming numbers not received C					0.0012
	0.0048	0.0072	0.0144	0.0312	0.0624
4. Filing on current shelves.....A					0.0083
	0.0332	0.0498	0.0996	0.2158	0.4316
5. Filing in storeroom.....A					0.0042
	0.0168	0.0252	0.0504	0.1092	0.2184
Total cost while current.....					\$0.0317
	\$0.1268	\$0.1902	\$0.3804	\$0.8242	\$1.6484

Table 10 gives the labor costs per volume expended by the Library in preparing the numbers to be sent to the book-binder and in placing on the shelves in service after receipt from the book-binder. The study extended over one month, during which 84 volumes were bound, the book-binder's bill amounting to \$137.10, or \$1.634 per volume.

Table 10

Item	Labor Costs For Binding, Cataloguing and Shelving Periodicals		
	Cost per Grade of Total volume service hours		
1. Selecting for binding—writing for miss ing parts.....	0.0565	D	12
2. Destapling, tearing up, collating and ty ing in bundle.....	0.1693	D	36
3. Listing on binding card, rub and blue slip, and transmissal slip and list....	0.0476	D	8
4. Inspection and revision.....	0.0119	A	2
5. Packing .....	0.0029	B	0.5
6. Unpacking .....	0.0057	B	1
7. Checking bill and comparing with blue slip .....	0.0660	D	14
8. Book plating.....	0.0114	B	2
9. Accessioning .....	0.0105	C	2
10. Cataloguing and entries in various lists .....	0.0179	A	3
11. Placing on shelves.....	0.0050	B	1
Total cost of Library labor per vol- ume .....	\$0.4047		81.5

With a view to increased efficiency, changes were made in the method of handling the periodicals, after the completion of this study. Arrangements were made with the book-binder to assume the task of destapling. A half dozen iron-bound shipping boxes with reversible tops bearing the address of the library on one side and of the book-binder on the other were put in service and used to contain the books in transport between the library and the book-binder. These changes, together with the orderliness of arrangement during storage of the unbound non-current issues, made possible by the installation of the new shelves on the 13th floor, have made it possible to reduce materially the cost per volume.

The following extract was taken from F. E. Webner's book on "Factory Costs" and will be found on pages 230-231.

#### "Technical Library

This may include both bound volumes and current periodicals. In some cases the cost of the library may be treated as an asset, but the better plan is to absorb its cost in overhead expense as time proceeds. Where the library is maintained for any or all of the employees indiscriminately—as is very generally the practice in modern institutions—the cost may be spread over departments on the basis of the number of employees in each, as compared with the total number of employees in the plant.

The propriety of debiting production costs with the expense attached to a technical library is hardly open to question. The importance of such a library cannot be emphasized too strongly, not only for its direct

technical value, but also for its general effect on production; i. e. the new ideas more or less directly developed from its use which inure to the benefit of processes and production.

Technical libraries are becoming more and more a feature of the modern plant, and the investment in such a library is apt to produce greater returns, direct and indirect, than almost any other investment of equal amount in the plant."

"Business knowledge was never so cheap or so priceless as it is to-day. Business men are exchanging information frankly and freely, giving and taking from the common store. The "hows" and "whys" of buying, selling, manufacturing—the "rights" and "wrongs" of credits, collections, advertising, correspondence—the "do's" and "don't's" of customer-service, finance, management—all these are now within reach of any individual who has common sense and industry and a real desire to know.

Books and magazines are filled with them. Trade associations, universities, and periodicals are gathering, classifying, comparing, judging them. These new ideas, new facts, new methods are the breath and the heartbeats of business. Not to know and use them signifies more than the neglect of so many opportunities, it means swift decline and sure collapse of your organization in the hour of trial."

"The man who thinks he can make a success of his business without using anybody's ideas but his own does not realize how many good ideas there are; and the place to find the good ideas of other men engaged in the same business is in the trade papers covering that particular field."