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## Special Libraries, October 1914

Special Libraries Association

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# Special Libraries

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## The Special Library and American-Foreign Trade\*

The sudden disarrangement of commerce due to the European war put a new burden upon the sources of trade information in this country. Commerce had to be reorganized along new lines, new markets to be found; financial arrangements to be established or adjusted to new conditions; and the economic and legal results to be surveyed.

Correct information, up-to-date and ready at hand about the neutral countries of the world is now at a premium and those sources, which even partly supply such information, are anxiously sought. Questions of geography, markets, tariff systems, trade customs, transportation, mercantile law, financial systems, languages, economic and social conditions, racial prejudices and customs and all the other range of facts upon which business is founded, have become of first importance.

It is doubtful if any such need for world wide commercial information ever before presented itself. Coming as it did, with a suddenness that was paralyzing, it emphasized the importance of the library of specialized information which seeks to anticipate just such needs as have now been created. With such a library working day in and day out, collecting information against the time of need, this country could more readily adjust itself now to the world changes.

This country should have one place of reliable, highly specialized information on any question affecting foreign commerce, where the American manufacturers or business men might turn in normal times for exact information upon which to promote their business, and in times like these, to reconstruct it.

\*An early number of Special Libraries will be devoted to this subject.

We have several agencies already doing excellent work in this line. The United States Department of commerce; the Chamber of commerce of the United States; the Bureau of South American republics; the Philadelphia commercial museum; the Merchants' association of New York and the National association of manufacturers have been great sources of strength in the present difficulties.

Their work points a way to hold, develop or reorganize American world trade through the medium of organized information focused upon the commercial problems.

## Vocational Library on Women's Work

Ethel M. Johnson, Librarian, Women's Educational and Industrial Union.

Until quite recently the popular notion of a library has been limited to a collection of books—generally an imposing collection as to numbers—and in many instances a collection for the most part stored away in inaccessible stacks. That the stock in trade of a library may be largely made up of clippings, pamphlets, and card lists of information, still comes to many as a novelty. Industrial and social organizations however, are commencing to recognize the value of a special bureau to bring together material and data relating to their work, and to keep them in touch with what is being done elsewhere along their particular lines. Although a very recent development, the business library has already become an established fact, and manufacturing plants, department stores, and public service corporations are availing themselves of its assistance.

To this class of business library or clearing room, the Reference Library of the Women's Educational and Industrial Union belongs. It supplements the work of the Union's departments by collecting periodicals and pamphlets of interest in their work and by looking up needed information. As the Union comprises thirteen different departments, and as eighteen types of activity—social, educational, and industrial—are carried on, this information service covers a wide field, from looking up regulations, state and federal, regarding the use of glucose in confectionery, to securing data as to the effects of industrial strain on working women.

Directly or indirectly the major part of the requests relate to women's interests, since the fundamental purpose of the Union is woman's welfare. Thus in meeting these demands from the departments, the library in the three years of its existence has accumulated a highly specialized group of ma-

terial about woman's work and occupations. This is represented largely by pamphlets and periodicals—there is a small collection of books—such as reports of minimum wage commissions of different states, of welfare and protective committees; state and federal studies of the conditions of women's employment, as well as reports of women's organizations and catalogues of institutions throughout the country offering vocational training for women.

This material is by no means limited to the Union's use. The library is freely open to any one, both men and women, interested in its special subject, whether a member of the Union or not. Thus it combines with a business information bureau a public reference library on woman's work and vocations. As club women and students taking economic courses in high schools and colleges are becoming widely interested in these subjects, the library offers an opportunity for special service to such groups. Free assistance in looking up references for papers, theses and debates, is extended to all.

Frequently this assistance takes the form of reading lists prepared on the topic in question. This is particularly so in the case of requests received by letter or telephone. Some recent inquiries illustrating the type of public reference service are as follows: from a college professor, list of references on family budgets and expenditures; from a department store, list on window trimming; teacher in technical school, reading list on woman's work and vocations suitable for high school girls; college student, assistance in preparing for debate on effects of present unrest of women; from Public Health Commission in another state, information as to opportunities for women in municipal service; list of women holding executive positions in cities with salaries;

Professor of Economics in woman's college, information as to legislation proposed and enacted in Massachusetts regarding tenement house industries. Among the localities represented by the requests are Kentucky, South Dakota, California, Michigan, Ohio, District of Columbia, Pennsylvania, England, Germany, India and Russia.

Much of the service is directly vocational, for the library supplements the work of the department of vocational counseling, by collecting material on professions open to women, and schools offering training, and by preparing bibliographies on vocational subjects. A student interested in training for social work, for instance, will find in the library, catalogues of the different schools of philanthropy in the country as well as book and periodical articles describing the opportunity for women in this field. "What are the necessary qualifications for a children's librarian?" "Where can I learn landscape gardening?" are illustrations of requests received. So many calls have come for information of this sort, that suggestive reading lists, ten to twenty titles, have been prepared by the library on a number of different occupations, as agriculture, chemistry, interior decorating, and secretarial work.

A particularly interesting side of the work with students, is the practical training offered to library school undergraduates. During the past year eight seniors from the library school at Simmons College have come to the Union library for supervision in their work, seven for direction in their bibliographic work, and one for general library practice. The subjects, which were selected by the library, included "Conditions of Women's Work in the Boot and Shoe Industry;" "Catering, with special reference to its Opportunities as a Business for Women;" "Educational Employment Bureaus;" "Conditions of Women's Work in the Needle Trade;" "Tea Rooms and Tea Room Work;" "Telephone Operating;" and "Women's Exchanges." Copies of the completed lists were placed in the library for reference use. This arrangement afforded the students an opportunity for practical work, and at the same time assisted the library in securing useful references. It is expected that during the present year this vocational training will be much extended. In this way the library is commencing to contribute to the vocational work for women in which the Union stands as pioneer.

A new line of work recently undertaken, is indexing current legislation, proposed and enacted, relating to social welfare. At present this is confined to Massachusetts. It is hoped, however, to extend the work to cover other states. The following arrangement is made in caring for bills and slip laws. Separate transfer cases are used for the bills of each session of the legislature. A vertical guide card divides each case into two sections, the first for House bills, the second for

Senate. The bills are then arranged by number and an index card in the front, lists the subjects alphabetically, with reference to the number of House and Senate bills on that subject. In each case is placed the last Legislative Bulletin of the Session which records the action taken on all the bills for that year.

As the special library has problems quite distinct from those of the general library, it may be of interest to mention some of the methods employed in collecting material and making it available for use. Much of the material in the Union Library consists of pamphlets, reports of special investigations concerning women's work and occupations, bulletins issued by vocational organizations, and the publications of various state commissions. This is a fugitive sort of literature, and in running it down, other agents must be employed in addition to such recognized library tools as trade catalogues and magazine indexes.

Particularly helpful in this connection, are the bibliographical notes published in such special periodicals as the Economic Review, American Journal of Sociology, Journal of Political Economy, and Survey. It is pretty safe to assume, for instance, that the most recent studies of vocational training will be referred to in Manual Training and Vocational Education, and that much of the most valuable current literature on Domestic Science will be listed in the Journal of Home Economics.

The bulletins and reading lists of other libraries and of special organizations, are further sources for locating valuable material. Among these may be mentioned the Bulletin for Social Workers, issued by the Business Branch of the Brooklyn Public Library; the Bulletin of the Russell Sage Foundation Library; Special Libraries; The Massachusetts Library Club Bulletin; and that of the Social Research Council and of the Boston Co-operative Information Bureau. Newspapers are frequently of assistance in this work, as the reports of local Boards and Committees are generally mentioned by the press before they are noted elsewhere.

In caring for the material collected, the effort is made to shelve as much as possible, treating everything disposed of in this way as a book. Pamphlets of permanent value are bound, classified and catalogued, as other books. College bulletins and annual reports of organizations, representing material that is replaced every year, are shelved unbound, and arranged in alphabetical order in the following groups: Universities, Colleges, Normal Schools, Secondary Schools, Technical and Trade Schools. Magazines that are to be bound and kept, are shelved with the books on the same subjects, and classified with them. The back numbers of the English Woman, for instance, are placed with the general books on economic relations of women.

By this arrangement the different material on a given subject is brought together. There is, however, considerable material that cannot conveniently be treated in this way. Clippings, loose leaf literature, circulars and typewritten reports, are placed in folders in vertical filing and transfer cases, one subject to a folder, and arranged alphabetically by subjects. They appear in the card catalogue, for the most part only as a "See Also" reference; as, "Journalism for additional material on this subject see filing case No. 1, under this heading." An article of particular importance is catalogued separately. But in general, the filing case is its own catalogue.

A special use of the transfer cases is for pamphlets that have not been bound and catalogued; for bulletins of temporary value that are not to be catalogued, and for material reserved for class use. The cases are labeled with their subjects, as "Minimum Wage;" "Vocational Guidance;" "Women—Trade Unions." New pamphlets as they are received, are stamped, arranged by subjects, and placed in their respective cases, ready for immediate use, and ready, also, to be catalogued when there is an opportunity.

The Library has its own system of classification which follows the Dewey System in so far as it is based on the numbers from 0 to 9. The symbolism, however, is quite different, and no decimals are employed. The attempt is made to group together the material which for the Union's use it is most convenient to have brought together on the shelves. Thus the subjects taught in the Union School of Salesmanship, Textiles, Color and Design, and Merchandise are treated as sub-headings under Salesmanship, which is represented in this plan by 540. 700 stands for Women, and the main subdivisions are as follows:

#### WOMEN

- 7—
- 70—Bibliography
- 71—Biography
- 72—Clubs and Organizations
- 73—General Works
- 74—Economic Relations
  - 740—Bibliography
  - 741—Industrial Conditions
  - 742—Trade Unions
  - 743—Standards of Living
  - 747—Hours and Wages

- 748—Labor Legislation
- 749—Legal Status
- 75—Suffrage
- 76—Education
  - 760—Bibliography
  - 761—General
  - 762—History
  - 765—Higher Education
  - 766—Fellowships
  - 767—Student Aid
- 77—Vocations
  - 771—General
  - 772—Occupation Bureaus
  - 773—Vocational Training
  - 774—Vocational Guidance
  - 775—Specific Occupations
- 79—Women and Children

More important, however, than the mechanical arrangements for caring for material, are the means for putting it into service. The Library has a two-fold function: to the Union Departments, it is a Bureau to collect material and information for their use; to the Public it is a reference collection on women's Occupations. One of the methods employed for stimulating further use of the Library within the Union consists in sending to the Departments notices of books and magazine articles relating to their work, with the statement that the material is in the Library, or can be secured through the Library. The printed form accompanying is used for this purpose. Type-written reading lists of current literature on store methods, for instance, are posted on the bulletin board in the Salesmanship Class Room.

The outside advertising is represented principally by publicity articles and by printed leaflets describing the work. These are sent, with an invitation to use the Library, to Women's Clubs, to Schools and Colleges, to Teachers and Social Workers. An effort is made to keep in touch with organizations to which the Library can offer special service. A bureau of occupations is started in a woman's college, this gives an opportunity to volunteer assistance in preparing reading lists on vocations for women. A list of material in the Library on professional writing is sent to the instructor in Journalism in another institution. In this way the Library is enabled to select its patrons and build up the kind of reference use for which it is best adapted.

#### SUBJECT HEADINGS, AMERICAN BANKERS' ASSOCIATION LIBRARY\*

Marian R. Glenn, Librarian.

The Association Library will loan material on any of the following subjects to officers and employees of member banks and to students of the American Institute of Banking:

Acceptances.  
Accounting.

Accounting, Municipal.  
Advertising-Bank.  
Safe Deposit.  
Savings Banks.  
Trust Companies.  
Agricultural Credit—Belgium.

- Brazil.  
 Egypt.  
 England.  
 France.  
 Germany.  
 India.  
 Ireland.  
 Japan.  
 Mexico.  
 Philippines.  
 Prussia.  
 United States.  
 Agricultural Education.  
 Agricultural Extension by Bankers.  
 Agriculture.  
 American Bankers Association.  
 American Institute of Banking.  
 American Monetary League.  
 Amortization.  
 Arbitrage.  
 Arbitration, Commercial.  
 Assaying.  
 Asset Currency.  
 Automobile Banks.  
 Balance of Trade.  
 Bank Accounts.  
 Bank Buildings—  
     Furniture and Equipment.  
     Lighting.  
 Bank Charters.  
 Bank Concentration and Mergers.  
 Bank Deposits.  
 Bank Employees.  
 Bank Examination and Supervision.  
 Bank Failures.  
 Bank Liens.  
 Bank Notes.  
 Bank of Amsterdam.  
 Bank of England.  
 Bank of France.  
 Bank of Genoa.  
 Bank of the United States.  
 Bank of Venice.  
 Bank Reports.  
 Bank Officers.  
 Bank Profits.  
 Bank Protection.  
 Bank Runs.  
 Bank Statements.  
 Bank Stock.  
 Bankers.  
 Bankers' Associations—  
     Canada.  
     England.  
     Germany.  
     United States.  
 Banking by Mail.  
 Banking Ethics.  
 Banking Law.  
 Bankruptcy.  
 Banks and Banking—  
     Africa, South.  
     Alaska.  
     Argentine Republic.  
     Australasia.  
     Australia.  
     Austria.  
     Belgium.  
     Canada.  
     China.  
     Cuba.  
     Denmark.  
     Egypt.  
     Europe.  
     France.  
     Germany.  
     Great Britain.  
     Greece.  
     Hawaii.  
     Honduras.  
     India.  
     Ireland.  
     Italy.  
     Japan.  
     Mexico.  
     Netherlands.  
     New Zealand.  
     Norway.  
     Nova Scotia.  
     Paraguay.  
     Persia.  
     Peru.  
     Philippine Islands.  
     Porto Rico.  
     Prussia.  
     Russia.  
     Scotland.  
     South America.  
     Spain.  
     Sweden.  
     Switzerland.  
     United States.  
 Banks and Banking, Ancient.  
 Banks and Banking, International.  
 Bills of Exchange.  
 Bills of Lading.  
 Bimetallism.  
 Biography (of bankers).  
 Blue Sky Laws.  
 Boards of Trade.  
 Bond Department.  
 Bonds—  
     Collateral.  
     County.  
     Depository.  
     Drainage.  
     Electric.  
     Forgery.  
     Government.  
     Industrial.  
     Irrigation.  
     Mortgage.  
     Municipal.  
     Public Service.  
     Railroad.  
     Real Estate.  
     Road.  
     State.  
     Street Railway.  
     Surety.  
     Timber.  
 Bookkeeping.  
 Branch Banking.  
 Building and Loan Associations.  
 Bulk Sales.

- Business.  
 Business Conditions.  
 Business Ethics.  
 Capital.  
 Central Bank.  
 Checks.  
 Checks, Postal.  
 Checks, Voucher.  
 Clearing House.  
 Clearing House Certificates.  
 Clearing House Currency.  
 Clearing House Examination.  
 Clearing House Reports.  
 Commerce.  
 Commercial Paper.  
 Consols.  
 Co-operation.  
 Co-operative Banking.  
 Corporations.  
 Cotton Financing.  
 Counterfeiting.  
 Credit.  
 Credit Bureau.  
 Credit Currency.  
 Credit Department.  
 Credit Insurance.  
 Credit Statements.  
 Currency Question, United States.  
     A. B. A.; Aldrich; Fowler, etc., Bills.  
 Days of Grace.  
 Defalcation.  
 Deferred Payments.  
 Department Store Banks.  
 Deposit Currency.  
 Depositories—  
     Government.  
     Municipal.  
     State.  
 Depositors.  
 Discount and Rediscount.  
 Dividends.  
 Drafts.  
 Economics.  
 Education, Bank.  
 Education, Business.  
 Education, Vocational.  
 Efficiency and Scientific Management.  
 Endorsement.  
 Exchange.  
 Exchange, Foreign.  
 Express Companies.  
 Extradition.  
 Farm Bureaus.  
 Farm Clubs.  
 Farm Life.  
 Farm Mortgage Bankers' Association.  
 Farming.  
 Farm Women.  
 Federal Reserve System—  
     Administration.  
     Amendments.  
     Bank Examination.  
     Board.  
     Bonds, Government.  
     Branch Banks.  
     Clearing House.  
     Comment.  
     Commercial Paper.  
     Country Banks.  
     Directors.  
     Discount and Rediscount.  
     Foreign Branches.  
     Gold.  
     Interest, Rate of.  
     Note Issue.  
     Organization.  
     Private Banks.  
     Regional Banks.  
     Reserves.  
     State Banks.  
     Transits and Collections.  
     Trust Companies.  
 Finance.  
 Finance, Municipal.  
 Finger Print Identification.  
 Frauds and Forgery.  
 Free Banking System.  
 Gold.  
 Gold (as money).  
 Gold Banks.  
 Gold Certificates.  
 Government Regulation of Industry.  
 Grain and Grain Exchanges.  
 Greenbacks.  
 Guaranty of Bank Deposits.  
 Hoarding.  
 Holding Companies.  
 Immigrant Banks.  
 Income.  
 Independent Treasury.  
 Indianapolis Monetary Commission.  
 Inheritance.  
 Insurance, Bank Deposits.  
 Insurance, Burglary.  
 Insurance, Fidelity.  
 Insurance, Life.  
 Insurance, Mail.  
 Insurance, Savings Bank.  
 Insurance, Title.  
 Interest.  
 Interest on Bank Deposits.  
 Interest on Bank Loans.  
 Interlocking Directorates.  
 Investment Bankers' Association.  
 Investments.  
 Joint Accounts.  
 Labor and Capital.  
 Land.  
 Land Titles.  
 Latin Monetary Union.  
 Law.  
 Legal Tender.  
 Letters of Credit.  
 Loans.  
 Loans, Cattle.  
 Loans, Collateral.  
 Loans, Real Estate.  
 Loans, Remedial.  
 Luxury and Extravagance.  
 Marketing.

- Mints.  
 Money—  
   In different countries.  
 Money, Coins.  
 Money, Currency.  
 Money, United States.  
 Money, United States—Coins.  
 Money, United States—Currency.  
 Money Congresses.  
 Money Market.  
 Money Orders, Bank.  
 Money Orders, Express.  
 Mortgages.  
 Mortgages, Chattel.  
 Multiple Standard.  
 Municipal Banks and Banking.  
  
 National Citizens' League.  
 National Monetary Commission.  
 National Reserve Association.  
 Negotiable Instruments.  
 Negro Banks.  
 Note Kiting.  
  
 Overdrafts.  
  
 Panics.  
 Pawnshops.  
 Pensions.  
 Postal Savings Banks.  
 Practical Banking.  
 Practical Banking—  
   Card Systems.  
   Forms and Records.  
   Mail Department.  
   Note Teller.  
   Pass Books.  
   Teller—Paying.  
   Teller—Receiving.  
   Woman's Department.  
 Precious Metals.  
 Prices.  
 Private Banks.  
 Produce Exchanges.  
 Profit.  
 Profit Sharing.  
 Promissory Notes.  
 Property.  
 Prosperity.  
 Public Service Corporations.  
  
 Railroads.  
 Railroads, Street.  
 Real Estate.  
 Receivers' Certificates.  
 Receiverships.  
 Redemption.  
 Reserves.  
 Rent.  
 Resumption of Specie Payments.  
 Roads.  
  
 Safe Deposit.  
 Safes and Vaults.  
 Safety-fund System.  
 Savings Banks—  
   Accounting and Auditing.  
   Administration.  
   Amortization.  
   Dividends.  
   Examination and Supervision.  
   Failures.  
   Interest.  
   Investments.  
   Law.  
   Methods and Systems.  
   Organization.  
   School.  
   Taxation.  
   Trust Accounts.  
 Savings Deposits.  
 Savings Plans.  
 Savings Societies.  
 Securities.  
 Signatures.  
 Silver.  
 Silver (as money).  
 Specie Payments.  
 Speculation.  
 State Banks.  
 State Banks, Note Issue.  
 Statistics.  
 Stock Exchange.  
 Stock Holders' Association.  
 Stock Transfers.  
 Stocks.  
 Stocks, Industrial.  
 Stocks, Railroad.  
 Suffolk Bank System  
   Corporation.  
   Income.  
   Inheritance.  
   Mortgage.  
   Securities.  
  
 Thrift.  
 Torrens System.  
 Transits and Collections.  
 Travelers' Cheques.  
 Tariff.  
 Taxation—  
   Bank.  
   Trust Companies—  
     Accounting and  
     Auditing.  
     Banking.  
     Bond Department.  
     Deposits.  
     Examination.  
     Failures.  
     Fees.  
     Forms.  
     Fraternal Department.  
     Investments.  
     Law.  
     Methods.  
     Real Estate Department.  
     Receiverships.  
     Registrations.  
     Reorganizations.  
     Reserves.  
     Resources.  
     Savings Deposits.  
     Securities.  
     Statements.  
     Stock Transfers.  
     Taxation.

Transits and Collections.  
Trusts.  
Trust Companies and Banks.  
Trust Companies and Clearing Houses.  
Trust Companies and Currency Reform.  
Trust Companies and Postal Savings Banks.  
Trust Deeds.  
Trust Deposits.  
Trustee Companies.  
Trusteeship.  
Trusts.  
Underwriting.  
United States—  
    Revenue.  
    Treasury Department.  
Value.  
Wages.  
Wall Street.  
Warehouse Receipts.  
Warehouses.  
Waterpower.  
Waterways.  
Wealth.  
Weights and Measures.  
Wills.  
Women and Banking.

\*Reprinted from the American Bankers' Journal, July, 1914.

**SPECIAL MATERIAL USED IN THE  
MARSHALL FIELD BRANCH,  
CHICAGO PUBLIC LIBRARY.**

The Chicago Public Library maintains a branch station in the department store of Marshall Field and company, which is generously patronized by the various classes of employes in that great department store. Most interesting to those watching the progress of the special library movement is the following list of some of the non-fiction books issued during the year ending May, 1914, which not only indicates the many lines into which the business of Marshall Field and company extends, but also that the employes are taking advantage of the opportunities thus afforded by the library to broaden their vocational knowledge of the articles of art and merchandise with which, directly or indirectly, their daily occupation is concerned.

**Non-Fiction Reading for May, 1914.**

Heredity in Relation to Eugenics.  
Making Home Profitable.  
The Human Frame.  
The Story of Textiles.  
The Sheraton Period.  
Decorative Styles and Periods.  
Story Telling.  
Promised Land.

Outline History of the Roman Empire.  
Advertising as a Business.  
Commercial Law.  
Game of Draughts.  
Card Tricks.  
Tricks with Cards.  
Furniture of Our Forefathers.  
Electro Deposition.  
How to Live on 24 Hours a Day.  
Synonyms Discriminated.  
Brain and Personality.  
Christ and Christianity.  
The Human Machine.  
Electricity Simplified.  
Ques. & Ans. about Electrical Apparatus.  
The American Citizen.  
Picture Towns of Europe.  
The Culture of Courage.  
Efficiency.  
Beauty of the Highest Type.  
Dooly on Textiles.  
Household Textiles.  
Peasant Art in Italy.  
Keramic Studios (Vol. I).  
Keramic Studios (Vol. II).  
The Perfect Garden.  
Homes and Their Decorations.  
Psychology of Laughter.  
Speeches of Lincoln.  
Precious Stones.  
Maximilian the Dreamer.  
Voice in Singing.  
Economics of Business.  
Nerves and Common Sense.  
Chiero's Guide to the Hand.  
Notable Women of History.  
How to Be Happy Tho Civil.  
Florida Trails.  
Self Help.  
Worry the Disease of the Age.  
Science and Health.  
Bookkeeping for Retailers.  
How to Obtain Citizenship.  
Principles of Scientific Management.  
Educational and Industrial Evolution.  
The Government of Illinois.  
Mental Hygiene.  
Abraham Lincoln.  
Naval History of the U.S.  
American Heroes from History.  
Etiquette of Today.  
Book of a Hundred Houses.  
Home Building and Decorating (1912).  
Home Games and Parties.  
Kipling's Verso.  
Bacon's Essays.  
Italian Gardens.  
American Estates and Gardens.  
Four Seasons in a Garden.  
Magic of Dress.  
What to Eat and Why.  
The Boys Drake.  
Photoplay for Young People.  
Needlework.  
Dame Courtesy's Book of Etiquette.  
Porcelain.  
A Treatise on Ceramic Industries.  
A B C and X Y Z of Bee Culture.

- Food and Drugs Act.  
 Art of Handling Men.  
 Bird Life.  
 Hawaii.  
 Hunting and Fishing in Florida.  
 Guide to Wild Flowers.  
 Physical Education and Hygiene.  
 Official Basket Ball (1912).  
 What Makes Life Worth Living.  
 Myths of Greece and Rome.  
 Physical Training.  
 Longfellow's Complete Poetical Works.  
 True Stories of Abraham Lincoln.  
 Nerves and Common Sense.  
 History of Religion.  
 Exploring Voyage up the Niger.  
 Americans in Panama.  
 Romance of the Civil War.  
 Successful Advertising.  
 Design in Theory and Practise.  
 Prescription Writing and Pharmacy.  
 The Lady.  
 Seeking After God.  
 Hygiene of the Voice.  
 The Expert Waitress  
 Making Home Profitable.  
 Home Furnishing.  
 Studio Year Book.  
 Two and One-half Years in the U. S. Navy.  
 Olden Times.  
 Experimental Science.  
 Physiology of Faith.  
 Human Efficiency.  
 Practical Cheirosophy.  
 Business Correspondence.  
 Religion and Medicine.  
 Why Worry.  
 Garden Planning.  
 Amateurs' Garden Book.  
 Household Textiles.  
 Cotton.  
 Ballads and Barraks.  
 Art of Handling Men.  
 How to Appreciate Music.  
 Retaining Walls and Masonry.  
 Minimum Wage and Syndicalism.  
 New England and Its Neighbors.  
 In Tune with Yourself  
 In Tune with Yourself.  
 Political Science  
 German Sectarians.  
 Lincoln at Gettysburg.  
 Willard Frances.  
 Francis Willard.  
 France from Sea to Sea.  
 Three Weeks in Holland and Belgium.  
 Joan of Arc.  
 Strindberg's Plays.  
 Voice in Song or Speech.  
 The Masters and Their Music.  
 Dancing and Dancers of Today.  
 A Guide to Wild Flowers.  
 Effective Speaking.  
 Manual of Debate.  
 The Faroes of Iceland.  
 Old New Zealand.  
 Gems from the Coral Islands.  
 Strange Siberia.  
 Shelter and Clothing.  
 Shelter and Clothing.  
 Steadman's American Clothing.  
 Ford's Household Management.  
 Ginger Talks.  
 Stoddard's Lectures.  
 The Art of Photo Play.  
 Textiles.  
 Increasing Human Efficiency.  
 Writing the Short Story.  
 How to Live on 24 Hours a Day.  
 Swiss Life in Town and Country.  
 Great Books as Life Teachers.  
 Farm Arithmetic.  
 Pythagorean Numbers.  
 The Uffizi Gallery.  
 Descriptive Astronomy.  
 The Thought in Music  
 Student's American History.  
 Etiquette of Today.  
 Making Life Worth While.  
 The Gentlest Art.  
 The Workers.  
 American Annual of Photo Play.  
 Photographic Cameras and Accessories.  
 Practical Pocket Book Photography.  
 Complete Photography.  
 Penrose's Pictorial Annual.  
 Quarter Century in Photography.  
 How to Play Golf.  
 Traverse Golf Book.  
 Rocky Mountains.  
 Picture Tours of Europe.  
 Novelties and How to Make Them.  
 Things a Boy Should Know About Electricity.  
 Handy Book Amer. Government.  
 Synonyms and Antonyms.  
 Stenography in Two Weeks.  
 The Correct Word.  
 Shakespeare, Vol. VI.  
 Sun Yat Sen.  
 Windmills and Wooden Shoes.  
 Prayer, What It Does.  
 Games  
 Primer of Palmistry.  
 Cheiro's Guide to the Hand.  
 Science of Living.  
 Modern Artillery in the Field.  
 Windmills and Wooden Shoes.  
 The Handy Boy.  
 Fifty-two Sunday Dinners.  
 Pretty Girl Papers.  
 Dame Curtsey's Book of Etiquette.  
 Three Weeks in Holland and Belgium.  
 Mental Cure.  
 Key to Theosophy.  
 Linear Perspective.  
 House in Good Taste.  
 Stories from the Opéras.  
 Behind Turkish Lattices.  
 Financial Independence (2 volumes).  
 Building of a Shoe.  
 With the Wild Flowers.  
 Boy's Book of Sports.  
 Students' History of Illinois.  
 The Blue Bird  
 The Great Within.

## A Lithographic Art Gallery and Library

[From Graphic Arts]

An important service has been rendered to the art of lithography by the collection of books and examples of early and present-day lithography gathered in the art gallery and library of The Fuchs & Lang Mfg. Co., New York. Two important points are to be noted in this connection. First, the establishment of this feature of the Fuchs & Lang Mfg. Co.'s office indicates the trend toward educational and technical development in all industrial enterprises. The mechanics of every business must be supplemented by the knowledge of methods and results. Libraries and exhibits are, therefore, an essential part to the progress of all the graphic arts. This gallery and library is entitled to rank at the present time as the most complete presentation in this country of the art of lithography.

Second in importance is the new day in lithography which is betokened by the splendid material which has been gathered by The Fuchs & Lang Mfg. Co. and by those who have co-operated with this firm in securing historical and modern works.

In the popular mind, lithography has stood for a large production of commercial forms and work in gaudy colors. There have always been a few who have cherished lithography as one of the fine arts, as in its best development it requires a high grade of artistic skill.

The artistic merits and manufacturing economics of lithography have now been supplemented by modern processes and mechanical methods, and lithography is coming into its own.

The founders of this important collection and the bibliography of lithography state as their reason for this undertaking that there was not sufficient appreciation displayed toward the inventor of the art of lithography. In 1910, The Fuchs & Lang Mfg. Co. issued a fine lithograph of the bust of Alois Senefelder made by the sculptor, Nachriner of Munich. The following year the same firm translated and distributed the new edition of Senefelder's original work on lithography, and this was greatly appreciated by all concerned with the bibliography and practice of lithography. In an effort to still further stimulate the interest in lithography, this

firm undertook to gather examples of lithographic work arranged in chronological order from the earliest period to the present day.

The library consists of technical and other works bearing on the history and technique of lithography. It begins with "Lehrbuch der Steinbruchery," by Alois Senefelder, published by Carl Thienemann, Munich, 1818. Followed by later editions of other works on lithography by Senefelder and books in chronological order the bibliography is brought down to the present year. The collection also includes fine examples of books illustrated by lithography which are a revelation of technical achievements and fine-arts quality of this process of illustration.

There are several museum-like objects of interest, such as an original drawing and engraving on lithographic stone by Alois Senefelder, which is, indeed, a very rare treasure. There are also lithographic stones from Bavaria showing fossil formations and a copy of the British patent issued to Senefelder in 1801.

In the gallery of lithographic prints, each subject is under the title, artist, lithographer and printer. The exhibits include masterpieces of the fine arts and architecture which show how well lithography served civilization in the early 19th century. The larger portion of the exhibits are English work, although French and German printing take their proper place in chronological order. The titles listed under 1911-'12-'13 are representative of modern American work by all the newer processes.

A catalogue of these lithographic prints has been issued, and with its list of exhibitors, index of lithographers and of lithographic printers, it becomes a hand-book of great importance. This comment on the gallery and library of The Fuchs & Lang Mfg. Co. is presented to the readers of The Graphic Arts not only because of the merits of this particular undertaking, but as a suggestion to all concerned with the graphic arts field that they in turn may give more attention to the technicalities and standards of the graphic arts in which they are engaged.

## Notes

To meet the growing demand from municipal officials and civic workers in the smaller communities, there will be issued each month by The American city, beginning in September, a separate "Town and county edition." In this new edition will be published articles and practical discussions of interest primarily to counties and to municipalities of less than 5,000 population. There will also be incorporated in the "Town and county edition," from the corresponding issue of The American city each month, matter on municipal and civic subjects of general interest to all urban communities regardless of size. The two editions will contain an equal number of pages each month, and the subscription price of each will be \$2 per annum in the United States; in Canada, \$2.50; in other countries, \$3. Any reader of The American city who wishes his subscription transferred to the "Town and county edition" will receive the new magazine in future upon receipt of request to that effect; or a sample copy will be sent on application. To subscribers desiring both editions each month, a combination rate will be made.

The Index Office of Chicago, (Incorporated), for indexing, compiling and abstracting literary and statistical material for the use of manufacturers, scientists and investigators, makes the following announcement:

To specialists and medical libraries:

The Index office is about to undertake, for subscribers, the preparation and publication of a card index to the original articles in the following dermatological journals:

Archiv f. Dermatologie, Wien, 3 nos. a year; in 1913: 41 articles  
 Dermatologische Wochenschrift, Berlin, weekly; in 1913: 80 articles  
 Dermatologische Zeitschrift, Hamburg, monthly; in 1913: 31 articles  
 British Journal of Dermatology, London, monthly; in 1913: 20 articles,  
 together with articles on Dermatology and Syphilis, selected by Dr. Frederick G. Harris, of Chicago, from a number of general medical journals. Briefer notes and transactions of medical societies reported in these journals will not be indexed for the present. The work will be done by Dr. Audrey Goss, an expert medical indexer, formerly Medical reference librarian of the John Crerar Library, now Bibliographer of "Surgery, gynecology and obstetrics." The thoroughness and reliability of the work can therefore be guaranteed. The cards will be made on the Multigraph. Each card, in addition to the name of the author and the title of the article recorded, with reference to name, volume, page and date of the journal, will contain correct index headings for filing the cards by subjects. It is estimated that about 300 articles will be indexed annually. The index will begin with the issues for January, 1914.

The Index office takes pleasure in submitting this project to the medical profession in the belief that it will be recognized as a worthy and much-needed adjunct to scientific efficiency, and as an economy and convenience which will repay many times the slight outlay involved.

It is proposed to extend this service to other branches of medicine and allied fields of scientific research as rapidly as possible.  
 AKSEL G. S. JOSEPHSON, Secretary.

## Bibliographies

### Absent voting

A short list of references on absent voting may be found on page 35 of W. T. Donaldson's "Compulsory voting and absent voting" issued as Bulletin no. 1, of the Ohio legislative reference dept.

### Buildings—Height

A short bibliography on the question of the restriction of the height of buildings in Boston occurs in the Report of the New York (city) Height of buildings commission, p.148-9, 1913.

### Business

A list of "Business books, recommended

for purchase by public libraries," appearing in the Wisconsin library bulletin, Dec., 1913, was compiled for the reader interested in the general subject. p.196-198.

### Coal—Washing

A "Bibliography of coal washing in Illinois" appears in Bulletin no. 69, Oct. 27, 1913, of the Illinois Engineering experiment station. p.69-75.

### Compulsory voting

Two pages of bibliography form part of W. T. Donaldson's discussion of "Compulsory voting and absent voting," issued

as Bulletin no. 1, of the Ohio legislative reference department. p.26-27.

#### Dance halls

The latest Municipal reference number of the Monthly bulletin of the St. Louis Public library, July, 1914, contains a summary of municipal legislation relating to public dance halls and a short bibliography is included. p.183-184.

#### Education—Physical growth and progress

A "Bibliography of experimental studies in physical growth (866 titles)" occupies the last 27 pages of U. S. Bureau of education Bulletin, 1914, no. 10, "Physical growth and school progress, a study in experimental education," by B. T. Baldwin.

#### Eugenics

Eugenics and social welfare bulletin no. 3, from the Bureau of analysis and investigation of the New York State board of charities, is devoted to a "Bibliography of eugenics and related subjects." The twenty subdivisions cover such questions as Heredity, Defectiveness in its various forms, Sterilization, etc., and an author index adds to its usefulness. 130p. 1913.

#### Legislative reference work

In the appendices to John Boynton Kaiser's exhaustive study of "Law, legislative and municipal reference libraries," recently published by the Boston book company, a series of interesting lists may be found, as follows: Reading list on law libraries, p.345-347; List of publications issued by legislative reference departments, p.379-387; Bibliography of legislative reference work, p.388-396; List of references on bill-drafting, statutory construction, and the interpretation of statutes, p.397-401; List of publications of bureaus of municipal research and municipal reference libraries, p.416-423; Municipal reference libraries and research bureaus, a bibliography, p.423-431. 1914.

#### Markets

Appendix xv of the Report of the Mayor's market commission of New York city, submitted Dec, 1913, is an extensive bibliography covering the following phases of the question: Markets and Marketing; Cost of living and food prices; Municipal slaughter houses and the meat supply; Cold storage of food products; Transportation of food products; Distribution of food stuffs; Co-operation, with special references to the production and distribution of food products. p.265-294.

#### Miners—Education

A bibliography on Mining education prepared by Margaret Hutchins, Reference Assistant in the University of Illinois Library, has recently appeared in a Bulletin of the University of Illinois, entitled: "Education of mine employees," by H. H. Stoek. The list, containing about two hundred titles, is a classified one. The bulletin in which it is included is a publication of the Illinois Miners' and Mechanics' In-

stitutes, by the establishment of which by legislative enactment in 1911, the State of Illinois set an educational standard in connection with coal mining that is more comprehensive and inclusive than prevails in any other similar industry in the State. The work of these institutes is carried on at the University of Illinois.

#### Minimum wage

A "Bibliography on minimum wage," compiled by C. W. Reeder, Mch. 6, 1914, forms part of Report no. 1, of the Department of investigation and statistics of the Industrial commission of Ohio, entitled "Wages and hours of labor of women and girls employed in mercantile establishments in Ohio in 1913." p.23-33.

#### "——"

The report by Irene Osgood Andrews on "Minimum wage legislation" has been reprinted from Appendix 3 of the Third report of the New York State factory investigating commission, 1914. On pages 217-9 is a select bibliography on the subject.

#### Mothers—Pensions

The first of a new series from the U. S. Children's bureau, entitled the Dependent children's series, on "Laws relating to mothers' pensions in the United States, Denmark and New Zealand," contains 5 pages of bibliography. p.98-102.

#### Municipalities—Administration

"The check list of bibliographies relating to municipal government," compiled by Joseph Wright of the Bureau of research in municipal government of Harvard university, and appearing first in the Department of reports and documents of the National municipal review, Apr., 1914, has been issued as a separate pamphlet. Bibliographies on many phases of municipal activity are included in the list. 20p.

#### Municipalities—City-manager

A bibliography on "The city-manager plan" may be found in the Washington (state) University extension journal for April, 1914, prepared by the Bureau of debate and discussion. p.81-2.

#### Municipalities—Home rule

The Extension division of the University of Wisconsin has issued a pamphlet in its series on Debating and public discussion, devoted to the question "Home rule," which contains a short list of sources of information. p.8-9.

#### Police

A "List of references on police administration" by W. B. Munro of the Bureau of research in municipal government, Harvard university, appeared in The American City for April, 1914. p.362-364.

#### Politics

A book recently published by Scribner's entitled "An introduction to political parties and practical politics" by P. Orman

Ray contains a bibliography at the close of each chapter. These short lists cover such subjects as political parties, platforms, third parties, nominations for local offices, for county and state offices, caucuses, primaries, direct primaries, nomination of congressmen, presidential electors, conventions, presidential primaries, party machinery, campaign methods, party finance, suffrage qualifications, election laws, spoils system, civil service reform, bosses, responsibility of public officers, practical politics in legislative bodies, remedies for legislative evils.

#### Railroads—Government ownership

The Bureau of railway economics (Washington, D. C.) has in its Bulletin no. 62 entitled "List of publications pertaining to government ownerships of railways" endeavored "to include references to all available literature—good, bad and indifferent—for and against government ownership." The references are grouped under country and state headings and a list of authors is included. 74p.

#### School lunches

The second annual report of the School lunch committee of the Home and school league of Philadelphia for 1912-1913, contains a "Bibliography—school lunches in Philadelphia." p.20-21.

#### Sewerage—Septic tanks

A paper on "Septic tanks" by E. J. McCaustland in the Washington (state) University extension journal for April, 1914, is supplemented by a bibliography of books and articles from periodicals giving the most modern views in reference to septic tank construction and operation. p.60-62.

#### Teachers—Salaries

A 22 page bibliography on teachers' salaries, compiled by B. T. Baldwin and W. H. Mohr, may be found in U. S. Bureau of education Bulletin, 1914, no. 16, wh. no. 589, "The tangible rewards of teaching."

#### Unemployment

The American labor legislation review for May, 1914, is devoted to a study of "Unemployment" and includes a "Select bibliography on unemployment." p.403-420

#### Women and children—Labor

The Industrial commission of Wisconsin, under the title "Women and children in industry" issued in May, 1914, supplies data for women's clubs and other civic organizations, consisting largely of bibliographical references. The 208 items listed are grouped under 10 general heads. 22p

## Current References

#### Legislatures—Procedure

The Nebraska Legislative reference bureau has issued as its Bulletin no. 3 a comparative study of "Legislative procedure in the forty-eight states," by A. E. Sheldon and Myrtle Keegan. The topics considered are: Bills; Sessions; Legislative publications; Committees; Employees; Finance and budget; Cost of sessions. 28p. Jan., 1914. Tables from this Bulletin are embodied in a Report issued by the Joint senate and house committee of the Nebraska legislature upon reform in legislative procedure and budget, which has been printed as a 4 page leaflet.

#### Mothers—Pensions

The New York (state) Commission on relief for widowed mothers has given out a Preliminary report, March 20, 1914, urging the passage of a "Widows' allowance" bill submitted to the 1914 Legislature. 6p. (This bill was later defeated.)

#### Municipalities—Commission govt.

A contribution by F. W. Donnelly, the Mayor of Trenton, N. J., to the Annals of the American academy of political and social science, for February on "Securing efficient administration under the commis-

sion plan" has been issued in a separate pamphlet. 20p.

#### Public utilities—Regulation

In a pamphlet published by the Socialist party, D. W. Hoan, City attorney of Milwaukee discusses "The failure of regulation." 98p.

No. 1 of Current problems, issued by the University of Minnesota is a thesis by William Anderson on "The work of public service commissions, with special reference to the New York commission." 44p.

#### Socialist party

An interesting pamphlet to special librarians is the booklet issued by the manager of the Information department and research bureau of the Socialist party (111 N. Market St., Chicago) describing the Bureau and its activities. 32p.

#### State government—Efficiency

The Commission appointed in New Jersey in 1912 for the purpose of considering the best means to consolidate various boards and to broaden their powers in one central board or boards has made its second report. charts, 94p. 1914.

The first Report of the Massachusetts Commission on economy and efficiency covers the year 1913. Part 1 reviews the work of the Commission in the preparation of important reports submitted to the Governor and the Legislature and part 2 gives a survey of the matters upon which special reports are being prepared. 145p. 1914.

**Telegraph and telephone—Government ownership**

In response to a Senate resolution of Jan. 12, 1914, a Committee of the Post office department has prepared a report on "Government ownership of electrical means of communication which has been printed as Sen. doc. no. 399 of the 2d session of the 63d Congress. A summary of state legislative action relative to telephone and telegraph service may be found on p.37-44. 148p. 1914.

From the Office of the Commercial engineer of the American telephone and telegraph company comes an analysis of a speech delivered by Hon. D. J. Lewis in the U. S. House of representatives, Dec. 22, 1913, comparing governmental and private telegraph and telephone utilities. The subject is further considered in several appendices. 95p.

**Women and children**

The Special committee appointed by the House of representatives of the 1913 General court of Massachusetts to investigate the conditions under which women and children labor in the various industries and occupations made its Report, Jan., 1914. The text deals with Massachusetts conditions and the Supplement contains the labor laws of some other states relating to women and children. 194p. (House no. 2126.)

## Public Affairs Information Service

The H. W. Wilson company has added to its list of valuable publications another periodical index, the Bulletin of the Public affairs information service, two numbers of which dated October 15th and October 23th, have already appeared. The Public affairs information service is a group of co-operating legislative, municipal, reference and the larger public libraries, each of which contributes \$100 to a fund for compiling and printing this weekly Bulletin indexing public affairs. It is printed by the H. W. Wilson company and is to be cumulated bi-monthly. A lesser rate is charged for libraries receiving only the cumulated issues without the other features of the service. A survey of this new Bulletin discloses several interesting features. The scope of the items listed is unusually broad and varied, including, a few books, carefully analyzed; selected magazine articles; public documents and reports—foreign, national, state and municipal; constitutional decisions; proceedings, activities and publications of organizations and associations; statements of actual events; announcements of movements and investigations; and last and most important, references to such elusive material as unpublished papers, reports of private researches or investigations by societies and bureaus still in typewritten form. The subjects under which the items are listed are definite and subdivided whenever necessary

to bring out a particular phase. The pages, whose general appearance is similar to the other Wilson indexes, are printed only on one side. This innovation makes it possible to clip and mount the items so that they can be filed or inserted in a catalog, a decided advantage for a newly organized legislative or municipal reference library which, by careful selection of material to order and by filing the corresponding printed items, can have a good working subject catalog in a short time with little labor. Of course, for already established libraries, the Bulletin will be used mainly to keep in touch with current affairs and as an order list. Some of the material listed which is obtainable free will be distributed from the headquarters of the H. W. Wilson company, and copies of typewritten material may be purchased at cost.

Miss Orrena Louise Evans, who has been selected as editor of the Bulletin, has had a valuable previous experience for such work. She is a graduate of the University of Wisconsin, has done legislative reference work in the Connecticut State library and the Ohio Legislative reference department, organized and conducted for several years the library of the Minnesota Tax commission and quite recently has been in charge of the Legislative reference bureau of the West Virginia Department of archives and history.