


9-1-1933

Special Libraries, September 1933

Special Libraries Association

Follow this and additional works at: http://scholarworks.sjsu.edu/sla_sl_1933

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

Recommended Citation

Special Libraries Association, "Special Libraries, September 1933" (1933). *Special Libraries, 1933*. Book 8.
http://scholarworks.sjsu.edu/sla_sl_1933/8

This Book is brought to you for free and open access by the Special Libraries, 1930s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1933 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

SPECIAL LIBRARIES

"PUTTING KNOWLEDGE TO WORK"

VOLUME 24

SEPTEMBER, 1933

NUMBER 8

The Methods Clinic—What It Was and What It Will Mean By MARGUERITE BURNETT	159
President's Page	161
Tentative Program—S.L.A. Convention	164
Introducing Col. Frank Knox	165
Group Programs in the Making.	165
Snips and Snipes	167
Events and Publications	168

SPECIAL LIBRARIES published monthly March to October, with bi-monthly issues January-February and November-December, by The Special Libraries Association at 10 Ferry Street, Concord, N. H. Editorial, Advertising and Subscription Offices at 345 Hudson Street, New York, N. Y. Subscription price: \$5.00 a year, foreign \$5.50; single copies, 50 cents.

Entered as second-class matter at the Post Office at Concord, N. H., under the act of March 3, 1879

SPECIAL LIBRARIES

September, 1933

Volume 24

+ + +

Number 8

The Methods Clinic

What It Was and What It Will Mean

By MARGUERITE BURNETT, Federal Reserve Bank of New York

Briarcliff Manor Conference, June 17, 1933

AN UNEXPECTED and tremendously important challenge came to the New York Chapter this last year. Could the self-labelled "special librarians" justify their claims to a special category of library science? Could they explain their methods and procedure with the clarity and precision expected by the library world of its professional literature? The question was first raised when the A. L. A. proposed to publish a pamphlet on special libraries in their official series, and approached S. L. A. for suggestions regarding a possible author. Then a second discovery was made — that Dr. Williamson of Columbia had been planning the publication of a textbook on business library administration. The question, therefore, presented itself — could such a book be published under the aegis of S. L. A., with the A. L. A. and Columbia Library School as natural sponsors?

This proposition was undoubtedly gratifying in its recognition of our right, and indeed obligation, to speak in behalf of this newest field in the library profession. Nevertheless, it raised in the minds of S. L. A. officers a question whether the time had not come for our Association to take serious stock of its accomplishments professionally and attempt a summation of our specialized experience before publishing a manual that must be final as well as authoritative. If we really stand for anything different from accepted public library practice, we must not fail to rise to this significant challenge to our professional status.

This highly desirable vision, however, involved many practical difficulties. What one person in our Chapter had the background and experience necessary to assemble the required amount of data? Linda Morley, who conducts the only course in business libraries and now commissioned to write the above mentioned Manual, was the one member admirably fitted to do this very thing. As Miss Morley would need a record of actual practice in representative special libraries with which to supplement her own experience and observation, it was at first proposed to send out a questionnaire of several hundred questions to all our membership. But the mere preparation work for this would have been monumental. Therefore, it was decided to select twenty representative libraries in the New York Metropolitan district and ask the librarians or their designated representatives to meet at regular intervals as a group and answer as many questions as possible at each meeting,

taking back to their libraries only those questions requiring statistics or reference to records for proper answering.

The choice of libraries was made as representative as possible within the field covered by Miss Morley's prospective Manual. First, all fell within the broad class of business; second, they were varied in size as to staff and number of volumes; third, they were varied as to the subjects which predominated in their collections; and fourth, they varied as to type of organization served. Specifically the library staffs varied in number from one to seventy-five; the collections from a few hundred volumes to several thousand; the subjects fell into the following main divisions: general business, industry, technical, financial, social-economic, and legal; the clientele served were corporations and non-profit organizations, public library business branches and business libraries in universities. Thus was provided a cross-section of problems that might be rightly assumed to be representative of special libraries in general.

Miss Morley's ingenious questions seemed inspired for the New York chapter's purposes. While they concentrated on the obvious divisions of

Organization and Administration

Reference and Research

Cataloguing and Classification

Use and care of special types of material

they went minutely into all phases of library service practically and theoretically. With the result that we feel our work has been thoroughly analyzed both as to intention and as to results.

* * *

So many questions have come to Headquarters from Local officers asking the hows and whys of the Clinic, that we have given a large part of Miss Burnett's Briarcliff paper, hoping that it might stimulate an interest to hold such professional studies in other cities. For the last ten years we have all been so intent upon developing our services that we have very little perspective on our work in the large. The exchange of ideas that results from any coöperating group is worth the effort of such a survey as our Clinic. How better achieve that necessary detachment that we need very much before the next expansion of our work comes, as come it will?

To discover in each local the people of ability to organize a Clinic is the first point of achievement. Then comes the making out of necessary questions to ask. The organization of meetings, each week or each month, is to be compared only to the difficulty of sustaining interest. Finally, there comes the tremendous job of analyzing the answers. The New York Clinic decided on weekly meetings, questions were read aloud, answers written on cards, each person numbering cards to match the series number of the question. After a stiff day's work, there is little inclination to analyze the methods one has used all day, unless there is a realization of there being something at stake. Are we all using the best methods? Could we attempt any simplifications or coöperative services? Above all, do we know each other professionally, and are we speaking the same language? These are some of the points we raised for mutual consideration and benefit.

As an example of certain results obtained from the Reference and Research questions the following averages could be worked out for Miss Morley regarding nature of requests:

38% of requests are for specific book or article.

19% for a specific fact.

15% for material on a broad subject.

17% for information describing methods useful under certain specified conditions to obtain specific results.

7% for material providing opinions and arguments supporting a given theory or idea.

6% for a short selective bibliography

4% for an extensive selective bibliography.

10% for ammunition for a speech, paper or article.

As to unusual and specialized collections of material, much valuable information was revealed. We found that scrap books of clippings from all New York City papers regarding the Federal Reserve System are maintained by one financial library. An advertising library has a descriptive card index showing where statistics may be found on "wired homes," incomes, and marketing subjects of all kinds. A university School of Business is making a collection of crisis panaceas. A financial library specializes in receiverships, mergers, dividend information, and foreign finance. An insurance library has complete collections of industrial pensions, personnel management and social insurance.

A provocative question was that soliciting suggestions for cooperative undertakings for libraries interested in abstracting magazine articles, indexing, book reviewing and evaluating. In fact, there seemed no end to the questions we could ask and answer, nor to the stimulating results and hopes for the future.

— EDITOR

PRESIDENT'S PAGE

THE Clinic described in this issue of the Magazine is, I believe, the first time such an experiment has been made in S. L. A. We in New York who took part in it feel that it was successful enough to warrant our recommending it to other Chapters. In addition to recording special library methods against which each librarian could check his own practices, it had the decided advantage of causing participants to assemble much information which, each of us admitted, we had never before known about our own libraries. It is a healthy thing to be obliged to search the soul occasionally and report exactly what we do and *why*. The twenty of us who struggled through those six hundred questions are, therefore, far wiser than before we took part in the Clinic. This personal gain is in addition to the very important feature of having assembled data to make the Methods Manual more valuable and accurate. Would there be a cumulative value to the whole profession if other Chapters added their experience to this?

The Clinic is a good example of several projects that might be undertaken by our national Groups and local Chapters. There is really no end to the interesting, worthwhile things S. L. A. might do if we could only all agree on a definite program. With that in view we are planning a very thorough discussion of S. L. A. problems at our Chicago convention. Tuesday, October 17, is being set aside for this, and we are most anxious that every person should be ready to give his opinion and advice. To start you thinking, I am going to quote from a letter which I sent a few weeks ago to the members of the Executive Board and Advisory Council. The replies that we have had

so far are extremely interesting and constructive. Some are so diametrically opposed that I am convinced that a full discussion is necessary before we can chart a course for S. L. A.'s immediate future. The encouraging thing to me is that all who have replied agree that this planning is necessary and *worth doing*. They are hopeful that we can enlist the interest and active support of all our members. What will be *your* answers to these questions when they come up at the Convention?

To Members of the Executive Board and Advisory Council:

At the last meeting of the Executive Board, we began a discussion of S. L. A. problems which for lack of time failed to reach as definite conclusions as I hoped for. I wonder, therefore, if those who took part in the discussion will be good enough to summarize their opinions and offer definite suggestions? And will the members of the Board and Advisory Council who did not attend that meeting, please think over the problems outlined below and let me have a reply within the next week?

LOCAL CHAPTERS

The National S. L. A. is the sum total of its thirteen local chapters; its success and future growth depends largely upon these chapters. They vary in size from 15 to 460. Some of them contribute adequately to the National Association by having a large share of their members in the Active and Institutional Class; other chapters, by having a preponderance of \$1.00 members, fail to carry their share of the professional burden.

The National organization interferes in no way with the activities of its chapters, neither does it offer them any constructive help in planning their year's work. Experienced, strong local officers can be relied upon to choose good committees and keep them at work; to plan interesting meetings that maintain professional interest. Disinterested ineffectual local officers can cause a chapter to lose ground that it may take several years to regain. I have had individual members of at least two chapters write me that local activities have offered nothing of interest to them this year.

Should National attempt to offer program building advice? Should it have the right to insist on a minimum number of meetings, for the protection of the local membership as a whole? (One chapter has held only two meetings this year.)

Should National do anything about local committees, their formation and their progress?

What projects do you think Chapters should undertake in order to be of the greatest help to their members and to National? I list a few that have already been done by some Chapters. Please suggest others and rank all projects in order of their importance.

Publish a local directory.

Keep a record of individual members, their professional interest, talents and services to S. L. A.

Prepare a Union list of periodicals.

Offer an employment service and program.

Make a survey of firms in the community most likely to install new special libraries.

Prepare exhibits for local conventions.

Based on the above and your own suggestions, shall we try to evolve standard activities and ask local chapters to subscribe to a definite plan?

GROUPS IN THE NATIONAL ASSOCIATION

While local Chapters offer members frequent personal contacts and an opportunity to exchange professional experience, the Groups represent a complete community of interest, a focusing on problems common to a specific field or subject. However, groups can meet only once a year, at the Annual Convention. They should, therefore, decide what projects would be most helpful to special librarians in their field, enlist the active interest of all members in the group and have something of professional importance to present at each annual meeting. This is not now uniformly done. But again National exerts no great help, influence, or supervision.

There are numerous routine mechanical aids to effective Group work which are not, I believe, in every chairman's possession. Some such aids are: complete lists of members; a record of all present and past group projects and committees, history of the group; descriptions and appraisals of past convention programs to guide in making new ones. Each Group will be the best judge of the individual projects needed in its specific field, but are there not a few things which all groups can do equally well? Add your own suggestions to the points below and, again, rank them in order of their importance.

Prepare annotated lists of basic books on their subjects
 Publish a manual like the "Creation and Development of an Insurance Library"
 Contribute critical reviews of current books and pamphlets.
 Evolve a model list of subject headings.

Sponsor exhibits at annual conventions similar to those of the Financial Group at Bankers Association meetings.

An analysis of our membership records shows that only about one-half of the 1600 members of S. L. A. are affiliated with any of its six national Groups. Why? What can we do about it? Do we need *new* Groups? *What* new Groups?

THE NATIONAL ASSOCIATION

Unless the local Chapters and Groups function effectively, the National has no possible chance to accomplish anything for the profession. It is fearfully handicapped now, in my opinion, because the responsibility rests on too few shoulders. The majority of the members have long been satisfied to ride along on the sacrifices of the few leaders who have faith in, and ambition for, our profession. How do you think we can arouse the interest and help of the entire membership? To what projects do you think National should devote itself? Please list your choices in order of importance. I have several hobbies of my own, but I do not want to influence your reply by suggesting them. I hope to get from this letter a true picture of the wishes of you leaders in our Association. Please give this a lot of thought and tell me what you think S. L. A. needs most and can undertake with some hope of success.

MARY LOUISE ALEXANDER,
President

Because this has been such an abnormal year that few members have been able to devote any time to S. L. A. matters, the Board and Headquarters Office, instead of urging projects, has spent its time evolving tools with which local presidents and group and committee chairmen can work. A thorough five-year study has been made of our membership, financial operations, publication activities, magazine and other phases of S. L. A. work. Five different manuals have been or are being prepared, covering group and local chapter operation, headquarters routine, exhibit and convention planning. From now on all of this basic information will automatically be supplied to officers and chairmen as soon as they are elected. They can adapt these to their specific problems as they see fit. It is hoped that a member of the Board can regularly be appointed as an advisory officer to Chapters and another to Groups so that all may cooperate to better advantage and their work be easier as well as more effective.

But these are only steps toward better housekeeping, — tools that make for efficiency. Our greatest need is an interested membership and active leaders with national point of view, and national responsibility. This country is on the threshold of a New Deal in which special libraries have a very real place. Let us not turn our backs on national opportunity. — M. L. A.

A Warning — from Chicago

HOTEL reservations in the past years have been a matter of routine when planning to attend a convention. Due to the constant stream of people coming to Chicago for the World's Fair and the hundreds of conventions, we cannot stress too emphatically the need for making immediate hotel reservations for the S. L. A. Convention at the Congress Hotel in Chicago from October 16-18, 1933.

CHAIRMAN CONFORTI

TENTATIVE PROGRAM

S. L. A. CONVENTION

CONGRESS HOTEL, OCTOBER 16-18, 1933

164

	BREAKFAST	MORNING SESSION 10:00-12:00	LUNCHEON	AFTERNOON SESSION 2:15-4:30	EVENING
Sunday—October 15					Executive Board and Advisory Council Meeting, 8 00 P M
Monday—October 16	Museum Group Newspaper Group Trade Association Committee	Group Meetings: Insurance Group Speaker: W. H. Cameron, Managing Director, Na- tional Safety Council Museum Group. Lecture by D. C. Rich, As- sistant Director of Paint- ing, Art Institute of Chi- cago Newspaper Group	Museum Group Newspaper Group	General Session Speakers: Dr. Allen D Albert, "A Century of Progress"; Colonel Frank Knox, Pub- lisher, <i>Chicago Daily News</i>	Banquet at 6:30 Joint Meeting with A. L. A. A. L. A. Reception
Tuesday—October 17 (Special Libraries Day at the Fair)	Newspaper Group	Business Session Annual Report of the Pres- ident S. L. A. Finances—past, pres- ent and future Membership—statistics and policies What each national Commit- tee has done during the year Report of the Secretary— what we have and do at Headquarters	Civic-Social Group Commercial-Technical Group Insurance Group Museum Group Newspaper Group	Business Session Discussion of Local Chapter problems Discussion of Group Activities Our magazine, SPECIAL LIBRARIES Trade Association li- brary project Plans for S. L. A.'s future Election of officers	Dinner at 6 P M. "A Century of Progress" Sight-seeing-tour, includ- ing Wings of a Century at 8 o'clock
Wednesday—October 18	Insurance Group Newspaper Group	Group Meetings: Civic-Social Group: Speaker: Professor L. D. White, University of Chi- cago (Tentative) Commercial-Technical Group Speakers: Dr. Marcus Nad- ler, Richard M. Plaister Museum Group trips Newspaper Group: Speaker: J F Kwapil, <i>Phila- delphia Public Ledger</i>	Financial Group (Luncheon Meeting) Museum Group	Museum Group Meeting At Chicago Historical Society Speaker: Dr. Shat- tuck, Director, Chicago Historical Society Tour of the Art Insti- tute at 2 00 P M Reception and tea 3:30-4 30	Free

SPECIAL LIBRARIES

September, 1933

Introducing—

COL. FRANK KNOX, PUBLISHER

Principal Speaker at Our General Session, October 16th



COLONEL FRANK KNOX

COLONEL KNOX has a reserved but vigorous personality with an amazing knack of explaining complicated problems in a simple and understandable manner. His grasp of current affairs is thorough and complete which, with his ability to explain them, would seem to make him a most important man to meet and hear at the first General Session of our 1933 Convention. Colonel Knox's remarkable career, not only in the newspaper and publishing business, but in politics and the army, has equipped him with sound ideas which he carries out with a constructive vigor. He served during the Spanish-American War as one of Theodore Roosevelt's famous Rough Riders and gained distinction in active service. At the beginning of the World War he enlisted as a private and was speedily promoted to captain of cavalry, major of artillery, and finally lieutenant-colonel, which rank he now holds as a member of the commissioned personnel of the 365th field artillery regiment, organized reserve. Through Colonel Knox's whole career he has taken active part in politics as campaign manager for Theodore Roosevelt and supporter of Charles E. Hughes and General Leonard Wood.

Colonel Knox steadily rose to his place in the newspaper world through a series of successful ventures — as publisher of the *Sault Ste. Marie (Mich.) News*, 1901-1912; publisher of the *Manchester (N. H.) Leader*, later the *Manchester Union and Leader*, publisher of *Boston American*; general manager of the entire Hearst newspaper properties until 1931, and finally publisher of the *Chicago Daily News*. He is actively a part of the affairs of Chicago and the entire country, and his

opinions and suggestions are constantly sought by other active leaders

GROUP PROGRAMS IN THE MAKING

COMMERCIAL-TECHNICAL

Chairman: Marion Mead

Tuesday, October 17

Luncheon
Book Review Discussion
Committee appointments
Business — new and old
Discussion leader: Jean K. Taylor, Superintendent Science and Technology Division, Queens Borough Public Library, Jamaica, N. Y.

Wednesday, October 18

Election of officers
Business — new and old
"An Executive's Idea of an Ideal Business Librarian"
Speakers:
Dr. Marcus Nadler, Professor of Foreign Banking, N. Y.

University — Graduate School Commerce and Finance, Ass't Director, Institute of International Finance, N. Y. C.

Richard M. Plaister, Moody's Investors Service, Chicago
Librarians will speak in "rebuttal"

CIVIC-SOCIAL

Chairman: Ione M. Ely

Tuesday, October 17

Luncheon
Greetings from Mr. Frederick Rex, Librarian of Municipal Reference Library of Chicago

Wednesday, October 18

Tentative Speaker: Professor L. D. White of the University of Chicago

FINANCIAL

Chairman: Sue Wuchter

Wednesday, October 18 — Luncheon Meeting

1 — ROLL CALL OF FINANCIAL LIBRARIES
Really a gossip visit with the members of the Group, with news from the absent ones

2 — IF I COULD BUY ONLY ONE BOOK
Short, snappy comments from the point of view of the bank library; the Federal Reserve Library; the investment library. In these times we are o'er critical of the books we buy. These should be the last word in intensive book reviews.

3 — REPORT OF SUBJECT HEADINGS COMMITTEE
This is one of the most important projects undertaken by the Group. Miss Nichols will want to talk the changes over with you.

4 — REPORT OF THE BOOK REVIEW COMMITTEE
When a new financial or business book comes off the press, wouldn't you like to know what other librarians think of its value? Miss Ferguson will tell you what her committee has been doing.

5 — REPORT OF A. B. A. EXHIBIT COMMITTEE

6 — REPORT ON FUTURE ACTIVITIES OF THE FINANCIAL GROUP
Come prepared to decide on the new activities of the group. Miss Wuchter will recall to your mind the suggestions offered in a previous questionnaire, will review progress made and suggest new activities.

7 — FORUM ON CURRENT PROBLEMS
A — Where, oh where has my statistic gone?
1. Discontinued services.
2. Services adding a charge.
3. Services with content changed.

B — Fashions do change, even in financial literature. What to do with outmoded books.

C — GROUP ACTION TO PETITION THE GOVERNMENT TO CONTINUE THE MOST IMPORTANT OF THEIR STATISTICAL PUBLICATIONS.
Miss Burnett's persuasive attack will no doubt produce some "patronage" for us in the form of a continuance of our favorite statistics.

D — LEGISLATION PASSED DURING THE LAST CONGRESS HAS IN MIND RADICAL CHANGES IN BUSINESS AND FINANCIAL ORGANIZATIONS. WILL IT OPEN UP OPPORTUNITIES FOR FINANCIAL LIBRARIES?
(Speaker to be selected)

INSURANCE

Chairman: Laura Woodward

Monday, October 16:

Mr. Cameron has accepted our invitation to speak at the Monday morning session on "Why a Well Maintained Library is Essential to the Progress of Association Activities." I know Mr. Cameron will give us a splendid talk, and every one will be interested in what he has to say. He has a keen appreciation of libraries and library service. You may know that he started an "Information

Bureau," really a date file, as soon as the Council was organized

Tuesday, October 17:

A definite reservation has been made for a private dining room for ten or fifteen persons for 12.30 P.M. Discussion of *Insurance Book Review Bulletin*, *Subject Headings*, etc., to follow luncheon.

Wednesday, October 18:

Breakfast at 8 A.M. on balcony, followed by meeting in private dining room. 8:45 to 9:45.

MUSEUM

Chairman: Eugenia Raymond

Monday, October 16:

Informal breakfast especially for officers and committee members
Business meeting Group
Talk on Ryerson luncheon Library
Lecture by D. C. Rich

Tuesday, October 17:

Group luncheon

Wednesday, October 18:

Science librarians go to Field Museum and Museum of Science and Industry
Group luncheon
Historical society
Talk by Dr. Shattuck
Business meeting and election of officers
3:30-4:30 — Reception at Art Institute
Art librarians go to Oriental Institute

NEWSPAPER GROUP

Chairman: Mildred A. Burke

Monday, October 16:

Breakfast — Discussion of how the newspaper library has functioned under reduced budgets
10:30-12.30 — President's message; committee reports
Luncheon followed by inspection of Chicago Tribune Library

Tuesday, October 17:

Breakfast — How to classify the Roosevelt conservation program

Wednesday, October 18:

Breakfast — Discussion of how the newspaper library may best serve the business office
10:30 — Talk by Joseph F. Kwapi, "What I Have Learned This Year of Other Newspaper Libraries"
Election of Officers

CHEMICAL, MEDICAL
and
SCIENTIFIC RESEARCH
PERIODICALS

Complete sets, volumes and odd copies

BOUGHT AND SOLD

B. LOGIN & SON

29 East 21st St.

NEW YORK

SNIPS and SNIPES

Vacation special. . . . Canada is the siren we can't resist this year Marguerite Burnett took a Labrador cruise early in the summer; Gertrude Peterkin is off to tour the Gaspé Peninsula and Prince Edward Island; Mary Ethel Jameson's destination is simply "Canada"; Ruth Savord jaunted up to Miner's Bay; Rebecca Rankin and Alice Bunting did Gaspé and ended the trip at their Nova Scotia farm. . . . Mary Parker is in Vermont. . . . Frances Curtiss is motoring through the Adirondacks, the Green and White Mountains and points East. . . . Katherine D. Frankenstein included such divergent places as Colorado and the World's Fair in her trip, travelled 3,000 miles in safety but had to come back to New York to get battered in a taxicab accident. . . . Nelle Barmore felt the heat in New York and so went to Atlanta, Georgia, for August. . . . Eleanor Cavanaugh is absolutely impartial. She spent part of her vacation in Penn Yan, the rest she's saving for Bermuda later on.

Snippets. . . . Milwaukee has finished its member census and sent it in together with several good pictures. . . . Barbara Cowles, the compiler of "Bibliographers' Glossary of Foreign Words and Phrases" (Bowker, \$2.00 advt.), is our Mrs. Thomas Cowles of San Francisco. . . . Professor R. S. Hutten, who does things in the Metallurgical Laboratories at Cambridge, called on President Alexander not long ago. He visited several libraries in New York and en route to the Century of Progress. Professor Hutten is a member of ASLIB. He pointed out an interesting difference in the sister associations. In the British organization, the majority of the membership is made up of users of special libraries and information bureaus rather than of practising librarians as is the case in S. L. A. . . . Ruth Savord has published an impressive brochure on her library called "The Library of the Council on Foreign Relations." It carries a cut of one of the rooms of the library which picture is apt to arouse emotions of unchristian covetousness. . . . Mrs. Bevan's Library Leaflet shows that things are Picking-Up; Borrowers from the field force of the Phoenix Mutual Insurance Company increased 18% and book circulation 33%. . . .

Verification. . . . We suggest that all the doubting Thomases who attended the Briarcliff Divertissement and publicly declared that they had never heard of the Cherry Sisters look up the *Syracuse Herald* of July 30, 1933. Re-

porter Helen Craig sent us a full page story of their activities from the days of the '90's until today, when there are rumors that Hollywood has "approached" them. . . .

Publicity. . . . Here's our stand-by, the Insurance Group, being prominent again. In the August 5 *Weekly Underwriter* is a nice story of the S. L. A. Chicago Convention and of Chairman Woodward's plans for the Group. And the *Insurance Age-Journal* for July runs a page and a half about the Insurance Association of Boston with a photograph of the author, who is none other than our D. H. Handy. . . . In the *Gas-Age Record* (also of August 5) we found an article headed "Baltimore Consolidated Gets Results from Its Library," we quote: "The business library of Baltimore Consolidated has become an institution which makes available limitless knowledge for those who seek it. To assist employees in obtaining a better knowledge of their work, the company maintains a well equipped business and technical library, which all are invited to use. It has branches in different sections of the city, and a main library at headquarters."

Poetry department. . . . Note from F. B. to S. & S. "Could you write a jingle about Round Trips to Chicago?" Note from S. & S. to F. B.: "No, we couldn't, but if the Poet Laureate is in an amiable mood we can get her to."*

ON TO CHICAGO

If you're going to Chicago
You can travel many ways —
You can stay a single night, or
Take a room for fifteen days.

There are bus routes from most cities;
There are speedy trips by plane;
You can go in your own motor;
You can travel on the train.

But the main thing is to get there —
Buy your gas or tip your porters
All information can be had
At S. L. A. Headquarters.

*She was

Up-turn indicators. . . . Two new (and one new-second-hand) cars have been added to the N. Y. S. L. A. motorcade.

More publicity. . . . We may know that things are getting serious in Chicago when the Program twins (Mattson & Mead, Inc.) are picking out the rooms for meetings, Groups and banquets. It seems that the Congress Hotel is *swell* . . . the room for the Insurance Group

is a *peach* . . . Col. Knox is *thrilling* . . . Old Heidelberg is simply — oh, please pass the adjectives! But *what is "Old Heidelberg"?* . . .

Special Fare to the World's Fair . . . If you want to join the Boston (not Tea) Party, the Philadelphia, or the New York Party to Chicago, read the A.L.A.'s September *Bulletin*. On page 388, it will tell you how and where to send lots

of money for Pullman reservation, fare and a quarter et cetera . . . (This does not include low heel shoes for seeing the Fair, which must be bought extra!)

Could It Be Hermione. . . . Stopping at the Administration Building, she asked earnestly "At what hour do they feed the lagoons?"

(To be continued in our next)

EVENTS and PUBLICATIONS

Editor: Margaret Bonnell

The *New Yorker* for August 10 contains a diverting description of a special collection within the New York Public Library. It seems that the estate of David Belasco "threw on the Library's unwary hands 12,559 theatrical items." When this arrived, in four truckloads, "George Freedley, who had been whiling his time in the picture department waiting for such an accident, was set to cataloguing it. For months, in his shirt-sleeves, Freedley worked, indexing and cross-indexing, with new collections arriving all the time on the impetus of the old." Now the Theatrical Section "has been brought up from its burrowing spot in the stacks to a glass cage in the main reading room."

* * *

"Keeping the Research Staff Posted on Current Literature" is the title of a three-page illustrated article about the Standard Oil Development Co.'s library in its *Research Laboratory Record* for March. The Assistant Director of the Research Laboratories is co-author with D. F. Brown, the librarian. The extreme importance to the company of keeping its research staff supplied with complete and prompt information about current developments in the technical world is stressed and then the library system which accomplishes this is explained in some detail.

* * *

H. W. Wilson Co. is publishing a new book by Dr. Henry E. Bliss, Associate Librarian of the College of the City of New York, entitled "The Organization of Knowledge in Libraries." This will be an important book, as it is a continuation of the study entitled: "Organization of Knowledge and the System of the Sciences" which was published by Henry Holt and Co. in 1929. It states principles, shows how to apportion and economize rotations, how to construct schedules of classification; it considers several

types of readers and libraries general and special; criticizes constructively the leading systems of classification, shows how to classify certain problematic books, and how to codify decisions and rules for classifying.

* * *

Five titles of its new series on "Exploring the Times" have been published by the A. L. A. — "Meeting the Farm Crisis" by J. H. Kolb; "Less Government or More?" by Louis Brownlow and C. S. Ascher; "Collapse or Cycle?" by P. H. Douglas; "Living with Machines" by W. F. Ogburn; "World Depression, World Recovery," by H. D. Gideonse. The treatment is similar to that of the "Reading with a Purpose" series — introducing the subject and discussing a few recommended titles for further reading. Price 25 cents each, set of five \$1.00

* * *

Professor E. L. Bogart has edited for the Bureau of Business Research of the University of Illinois a bulletin entitled "Some American Proposals for War Debt Revision." This is a compilation of 28 representative plans for arriving at some settlement of the problem which does not involve outright cancellation

* * *

"Who's Who in Library Service," compiled by Dr. C. C. Williamson, of Columbia University, and Alice L. Jewett, who in the Economics Division of the Public Library was the friend of many special librarians, is being sold by the H. W. Wilson Co. on the service basis, with a maximum of \$12. We wonder if this Directory was the source of information used to good effect by a slightly bald and "much travelled" gentleman who called on many New York librarians. He hailed from an amazing number of home towns, or else wanted to talk over the

good old days in France! demonstrating that for a person up against it and "needing help over the next few days," there is quite a lot of information to be had in this useful new handbook.

* * *

F. W. Faxon Co., Boston, Mass., announces a fifth revised edition of "The Practical Use of Books and Libraries" by Gilbert O. Ward Price \$2.00.

* * *

The first of a series of bibliographies to be issued by the Library of the Carnegie Endowment for International Peace, 700 Jackson Place, Washington, D. C., is on "The International Commission of Jurists and the Codification of International Law." It is compiled by M. Alice Matthews, the librarian.

* * *

Colleges offering courses in various business subjects, and the number of courses offered in each, are listed in a series of eight circulars recently issued by the Office of Education of the Department of the Interior. The titles of the circulars and their numbers are as follows: "Collegiate Courses in Advertising, 1932," No. 90; "Collegiate Courses in Transportation, 1932," No. 91; "Collegiate Courses in Accounting and Business Statistics, 1932," No. 94; "Collegiate Courses in Banking and Finance, 1932," No. 95; "Collegiate Courses in Insurance, 1932," No. 98; "Collegiate Courses in Marketing and Merchandising, 1932," No. 99; "Collegiate Courses in Business Organization and Management, 1932," No. 100; and "Collegiate Courses in Realty, 1932," No. 101.

* * *

A chart and bibliography that taken together furnish a guide to research work of both Governmental and private organizations on the subjects of uniform cost accounting and cost studies have been prepared by the Committee on Statistical Reporting and Uniform Accounting for Industry of the Business Advisory and Planning Council of the Department of Commerce, according to *Domestic Commerce* for July 20.

The chart presents in summarized form the results of an exhaustive search by the Committee for published material that can be put to use either in preparing uniform cost systems or in studying costs. The bibliography, which is keyed to correspond to the numbers on the chart, gives the titles of publications presenting the uniform systems and results of cost studies referred to, as well as the addresses of the publishers. Copies may be secured upon request

to the Secretary of the Committee, Washington, D. C.

* * *

"It is interesting to record the establishment of a new Institute of Real Estate Management by the National Association of Real Estate Boards, as the result of several years of study and discussion. The prime object is to secure a more accurate knowledge of factors affecting the income-producing power of improved real estate, and to foster efficiency in management methods. It plans to collect data on the operation of various types of properties on such a basis that costs and returns may be compared between like properties in various cities or in the same city. To this end it intends to set up units which members will be asked to employ in recording their own experience with specific properties. This will make possible a factual study on a national scale. The body will be a clearing house of management experience" (*Trust Companies*, July, 1933).

* * *

"From Cave-Man to Engineer" is the title of an attractive booklet descriptive of the Museum of Science and Industry in Chicago written by Waldemar Kaempffert, and illustrated by photographs. In the booklet is the following statement of significance to our profession — "Fully as important as the machines are the books and prints in the museum's special library. Even now the library contains works not to be duplicated in the country. Like everything else it is thrown open to the public." The Museum's librarian is Mary B. Day.

* * *

First of a new series on retail distribution started in May by the Department of Commerce is a 46-page pamphlet entitled "Shoe Retailing." It contains facts on number and size of stores, size of sales, and geographical distribution of stores and sales, observations on how the size of the city affects sales, cash vs. credit sales, information on the cost of doing business, stocks on hand, returned goods, allowances, etc.

* * *

A revised edition of a pamphlet by Delia G. Ovitiz and Zana K. Miller, "A Vertical File in Every Library," gives practical advice on sources, arrangement, use of clipped material. The pamphlet is published by the Library Bureau Division of Remington Rand, Buffalo, New York.

* * *

The June issue of *Industrial Standardization*, a monthly review published by the American Standards Association, contains an account of a

meeting attended by representatives of the A. L. A., S. L. A., American Council of Learned Societies, Associated Business Papers, Inc., Engineering Index Service, Engineering Societies Library, Publishers' Weekly & McGraw-Hill Publishing Co. It was called by the American Standards Association in response to a request from President Lydenberg to arrange a conference to consider the possibility of establishing greater uniformity of data such as information about frequency of issue, names of those responsible for editorial and publishing policies, place of publication, and time of appearance of title pages and indexes. Such uniformity in magazine make-up would be highly desirable for clear order records, indexing, cataloguing, and binding.

* * *

"The Consumer" is the subject of another of Rose Vormelker's Business Information Bureau Bulletins. Out of town subscriptions to these very valuable annotated lists cost only 50 cents. The Bureau's address is Cleveland Public Library, Superior Avenue at East Third.

* * *

A well-selected and useful list of books on "Proposed Roads to Prosperity," presented at the annual meeting of the Columbian Library Association by Maria C. Brace, head of the Department of Business and Economics of Enoch Pratt Free Library, Baltimore, is available in mimeographed form. Annotated entries are grouped according to Books of General Interest, Monetary Cures, International Problems, Capitalism or Socialism? Pamphlets, and Bibliographies.

* * *

The Chase National Bank has published in its bulletin series two important and timely studies by its economist, Dr. Benjamin Anderson — "The Gold Standard and the Administration's General Economic Programme," and "Some Fallacies Underlying the Demand for Inflation."

* * *

The Commodity Exchange, Inc., has sponsored a comprehensive publication dealing with silver in all its aspects — "The Silver Market Dictionary." This is an encyclopedia rather than a dictionary and in the opinion of the *Journal of Commerce* will doubtless become a standard work of reference in the trade.

"Silver and the Foreign Debt Payments. Reports on an investigation Relative to the Use of Silver Coinage in the European Countries whose Governments are Indebted to the United States" (Gov't Printing Office, Washington, D. C.) presents tabulations of percentages of

silver holdings to total metallic holdings of the principal banks of issue, 1900-1929, sales of demonetized silver, 1920-32, and summarizes the silver monetary laws in several countries.

* * *

The International City Managers' Association, at 923 East 60th Street, Chicago, has published a little volume of practical suggestions for constructive economy in local government under the title "How Cities Can Cut Costs." Price \$1.00. All librarians will be pleased that the authors take a decided stand against the easy but false economy of reducing salaries in public libraries, until all other possible economies have been effected.

* * *

To its series of studies of fiscal problems and costs of government in the U. S. the National Industrial Conference Board has added a volume on "Federal Finances, 1923-1932." The publication aims to present, analyze and impartially interpret the facts, but not to pass judgment on fiscal policies of the Government. Price \$2.50.

* * *

A new book edited by Frederick H. Newell, "Planning and Building the City of Washington," contains an appendix which describes the important libraries of the city. Another appendix supplements that with an equally useful description of the map collections in the city. It is encouraging to librarians to have architects and engineers appreciate the importance of such collections to them.

* * *

Julia E. Elliott, author of "Business Library Classification," has written a very practical article for the July issue of the A. L. A.'s *Subscription Books Bulletin* on "Making and Evaluating an Index." How useful this Bulletin has become in current issues and back files!

* * *

A "Survey of Libraries 1931" has been made by the Dominion Bureau of Statistics, Department of Trade and Commerce of Canada, Ottawa, 1933. It is gratifying to have such a comprehensive survey include 132 government, technical society, and business libraries aggregating collections of 2,292,899 volumes. Mention is made of the growing importance of business libraries and credit given to S. L. A.'s new Montreal Chapter.

* * *

"The Patent Office Scientific Library; Its Function in the Patent System, and Its Minimum Standards of Library Service" by R. S. Ould has been reprinted from the *Journal of the Patent*

THE ABILITY of the Binding on Periodicals and Reference Books to withstand the rigors of hard usage over a period of years is the most important factor the Librarian must consider. • We will be happy to have you visit our bindery at any time to see how this demanded durability, plus attractiveness in design and workmanship is achieved through *Rademaekers Standard Bindings*

RADEMAEKERS New York Office
Library Bookbinders and Booksellers NEWARK, N. J. 27 William St., New York City

Office Society, Oct. 1932 as a pamphlet of 17 pages. Mr. Ould, a patent attorney, emphasizes the importance of good library service and advocates specific methods and support necessary for such a scientific library

* * *

"The Government of the Metropolitan Region of Chicago" by C. E. Merriam, S. D. Parratt and Albert Lepawsky is one of the Social Science Studies of the University of Chicago. Part 1 is on "Chicago in Confusion"; Part 2, "The Regional System at Work"; Part 3, "Ways Out of the Jungle."

* * *

"Our Climate" issued by the Maryland State Weather Service in Baltimore, contains much information about the climate between the Rocky Mountains and the Atlantic Coast, with special reference to Maryland and Delaware. It is very definite information on rainfall, temperatures, dates of killing frosts, favorable aviation conditions, and other data of possible interest in market research.

* * *

"Grocery Qualities and Prices" by R. S. Vail and A. M. Child is a study of differences in quality of merchandise offered by different types of stores and of the extent to which prices are adjusted to these differences in quality. The pamphlet may be purchased from the University of Minnesota Press for \$.75.

* * *

The Library of the Federal Reserve Bank of New York has prepared a scrapbook of all newspaper clippings on the banking crisis and moratoria Beginning with the first trouble in Michigan on February 14, it is carried down to date and has proved of great use and interest.

* * *

Word comes from the World Peace Foundation (Boston) that the 1931 Supplement to Marie J.

1 2

Carroll's "Key to League of Nations Documents Placed on Public Sale," is now ready. This includes a check list of catalog cards issued by the Library of Congress for League publications. Price \$3.00 Interesting price lists of important recent publications on international health, labor, industrial and social questions are published on occasion by the Foundation and are to be checked for such an item as "The International Institute of Intellectual Co-operation," a new booklet of the League which describes various projects of the Institute. It costs 50 cents.

* * *

Special librarians will appreciate the "General Index to the Final Reports of the President's Conference on Home Building and Home Ownership" recently published. It was prepared under the direction of Dan H. Wheeler and is a very carefully compiled subject index to the work of thirty-one committees contained in the 9 Volumes of the Conference reports — Obtainable from the Conference in Washington, D. C. Price \$1.15.

* * *

"Wages During the Depression" is the title of Bulletin 46 of the National Bureau of Economic Research, by Dr. Leo Wolman. In manufacturing and mining industries wages have suffered a more severe decline than in the depression of 1920, but in a group of sheltered, controlled, and in part highly unionized industries — public utilities, especially telephone and power and light, and crude petroleum producing — reductions in wages of employed workers have not been great

* * *

A contributing subscription, entitling to all books and other publications of the Bureau, costs \$25.00. Copies of the annual report, which describes current research and prospective publications, will be sent on request. The Bureau's address is 51 Madison Ave., N. Y. City.

NEW HARPER BOOKS FOR SPECIAL LIBRARIES

FALL—1933

STOP THAT SMOKE!

By Henry Obermeyer. A popular yet scientifically thorough study of how to abate the smoke nuisance. Includes methods of publicity, regulation, technical devices. Mellon Institute says "It should be on the shelves of all public libraries." \$2.50

HOW TO BUDGET FOR PROFIT

By Floyd H. Rowland. A much needed book on all details of making and using a budget in a manufacturing business. Gives sample forms and figures including standard costs. Invaluable to all general and financial executives. \$4.00

CAN BUSINESS GOVERN ITSELF?

By Edgar L. Heermance. Every business man who is working with a code under the Recovery Act and every trade association executive will find here practical guidance on all aspects of trade association work. Special attention to ways of reducing unfair competition. \$3.00

HOW TO DO PUBLICITY

By Raymond C. Mayer. A well-known and successful consultant here sets forth in detail what the beginner and the experienced publicity worker need to know to develop their methods practically and effectively. (October) Probably \$3.00

THE ART OF CONFERENCE

By Frank Walser. Every organization has its problem of making committees, group discussions and conferences effective. This book tells how to improve their usefulness in all kinds of ways. An illuminating exposition of the best conference techniques. (October) Probably \$2.75

THE MEASUREMENT OF WEALTH, INCOME AND CONSUMING POWER OF THE PEOPLE OF THE UNITED STATES

By Robert R. Doane. An invaluable, original and up-to-date collection of statistical data on our national wealth, income, profits, losses, debts, etc. Market analysts and business economists will find it specially helpful. (October) Probably \$4.00

THE PRACTICAL APPLICATION OF INVESTMENT MANAGEMENT

By Dwight C. Rose. A sequel and supplement to this author's popular "Scientific Approach to Investment Management." Gives results of applying his investment principles from 1929 to 1933 and shows how well investment counseling has come through the depression. (October) Probably \$2.50

CHARTING THE STOCK MARKET

By H. M. Gartley. A graphic presentation of how to interpret security price movements by the ingenious use of charts. Every one interested in the study of trends of stock prices as the basis for security purchase and sale will find here new methods of unusual value. (November) Probably \$4.00

HOW EXECUTIVES CAN USE ACCOUNTING

By William B. Castenholz. A nationally known authority here tells every executive in simple, non-technical language what he wants to know for an intelligent reading of balance sheets and profit and loss figures. Tells how to secure significant figures and compile workable budgets. (November) Probably \$3.00

Get these books at your book store or check this page and return it to us with your purchase order and the books desired will be sent for free examination on approval.

HARPER & BROTHERS, 49 East 33rd St., New York City

In answering Advertisements mention Special Libraries