

University of Montana

ScholarWorks at University of Montana

Graduate Student Theses, Dissertations, &
Professional Papers

Graduate School

1930

The organization of the Montana School of Journalism Library

Inez Morehouse Abbott
The University of Montana

Follow this and additional works at: <https://scholarworks.umt.edu/etd>

Let us know how access to this document benefits you.

Recommended Citation

Abbott, Inez Morehouse, "The organization of the Montana School of Journalism Library" (1930).
Graduate Student Theses, Dissertations, & Professional Papers. 7887.
<https://scholarworks.umt.edu/etd/7887>

This Thesis is brought to you for free and open access by the Graduate School at ScholarWorks at University of Montana. It has been accepted for inclusion in Graduate Student Theses, Dissertations, & Professional Papers by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact scholarworks@mso.umt.edu.

THE ORGANIZATION
of the
MONTANA SCHOOL of JOURNALISM LIBRARY

by

Inez Abbott

Presented in partial fulfillment of the
requirement for the degree of
Master of Arts.

State University of Montana

1930

Approved:

A. B. Stone
Chairman of Examining Committee

Paul P. Phelan
Chairman of Graduate Committee

UMI Number: EP38688

All rights reserved

INFORMATION TO ALL USERS

The quality of this reproduction is dependent upon the quality of the copy submitted.

In the unlikely event that the author did not send a complete manuscript and there are missing pages, these will be noted. Also, if material had to be removed, a note will indicate the deletion.



UMI EP38688

Published by ProQuest LLC (2013). Copyright in the Dissertation held by the Author.

Microform Edition © ProQuest LLC.

All rights reserved. This work is protected against
unauthorized copying under Title 17, United States Code



ProQuest LLC.
789 East Eisenhower Parkway
P.O. Box 1346
Ann Arbor, MI 48106 - 1346

TABLE OF CONTENTS

PART I

CHAPTER I

INTRODUCTION	PAGE
I. HISTORY AND RESOURCES OF ANCIENT LIBRARIES	1-9
II. HISTORY AND RESOURCES OF LIBRARIES OF THE UNITED STATES	9-11
III. SPECIAL AMERICAN LIBRARY RESOURCES	11-13

CHAPTER II

HISTORY OF THE NEWSPAPER LIBRARY	
I. SOURCES	14-16
II. MORGUE VS. LIBRARY	16-19
III. FIRST INDEX CARD SYSTEM	19-20
IV. LACK OF PRINTED HISTORICAL INFORMATION	20-22
V. EVOLUTION OF LIBRARY FROM MORGUE	22-23
VI. SOME OF THE FIRST LIBRARIES	23-26
A. CHRONOLOGY	

CHAPTER III

FUNCTION AND ORGANIZATION OF THE NEWSPAPER LIBRARY	
I. SOURCES OF INFORMATION	27-31
II. DEFINITION OF LIBRARIAN DUTIES	31-32

	PAGE
III. ANALYSIS OF VALUE	32-33
IV. DESCRIPTION OF ORGANIZATION AND ANALYSIS OF FUNCTION OF TWENTY THREE OF AMERICAN LIBRARIES AND OF THREE CANADIAN	33-72

CHAPTER IV

PROBLEMS OF THE NEWSPAPER LIBRARY

I. PRINTED RECORDS OF NEWSPAPER GROUP OF SPECIAL LIBRARIES ASSOCIATION	73-75
II. SPECIFIC PROBLEMS	75-83
A. SALE OF LIBRARY TO PUBLISHER	
B. STANDARDIZATION	
C. LIBRARY SERVICE TO SMALL PLANTS	
III. LIBRARY TRAINING	83-84

CHAPTER V

THE FUTURE OF THE NEWSPAPER LIBRARY

I. EDUCATION	85-86
II. PRESENT ACHIEVEMENTS	86-87
III. LIBRARIAN, A TRAINED SPECIALIST	87-88
IV. MAJOR UNIT OF NEWSPLANT AS CULTURAL CENTER	88-89
V. DESCRIPTION OF SMALL LIBRARY	

PART II

CHAPTER VI

HISTORY OF THE ORGANIZATION OF THE MONTANA SCHOOL OF
JOURNALISM LIBRARY

I. COLLEGE MORGUE AND THE NEWSPAPER MORGUE	90-91
II. MONTANA UNIVERSITY SCHOOL OF JOURNALISM LIBRARY	91-93
A. HISTORICAL NARRATIVE	
III. EVOLUTION OF MORGUE INTO LIBRARY PLAN	93-103
A. SOURCE OF INFORMATION	
B. COURSE OF INSTRUCTION	
C. PHYSICAL ORGANIZATION OF UNITS	
D. EQUIPMENT	
IV. FINAL PLAN OF ORGANIZATION	103-106

CHAPTER VII

FUNCTION OF THE MONTANA SCHOOL OF JOURNALISM LIBRARY

I. NEWSPAPER LIBRARY TRAINING	107-110
II. BACKGROUND INFORMATION	110-120
III. WORKSHOP FACILITIES	120-121
IV. RESEARCH MEDIUM	121

CHAPTER VIII

PROBLEMS OF THE MONTANA SCHOOL OF JOURNALISM LIBRARY

	PAGE
I. FINANCE	122-125
II. ENROLLMENT	125
III. DEVELOPMENT OF LIBRARY COURSE	125-128
IV. STUDENT RESEARCH	128-129
V. DIVISION OF TIME FOR LIBRARY SERVICE AND LIBRARY ORGANIZATION	129-130
VI. COLLECTION OF LOCAL MATERIAL	130-131

CHAPTER IX

FUTURE OF THE MONTANA SCHOOL OF JOURNALISM LIBRARY	132-133
--	---------

CHAPTER X

CONCLUSION AND SUMMARY	134-138
------------------------	---------

PREFACE

The complex social order of human progress demands a development of specialization in the field of journalism. This in turn implies the use of an extensive, comprehensive, up-to-date, easily accessible wealth of background information and the scientific arrangement of such information centralized within the organization of the modern newspaperplant.

The need of newspaper libraries has long been felt in the field of journalism, that need being manifested in the existence of the anomaly known as the "morgue".

The growth and progress of the newspaper field has followed and is following the development of this unit of the newspaper organization into a laboratory whose prime function is the arrangement and scientific classification, indexing, cataloguing, of newspaper background materials to furnish training media for the college journalist.

The organization of a library for the Montana School of Journalism grew out of needs and tendencies in the field of Journalism as a whole. The problem implied the adaptation of library science to the mass of information collected to be used as background and substance for the entire complex semi-public institution known as the modern newspaper.

Laboratory facilities as the means of organizing collected "morgue" materials are bringing a wealth of library methods into use. Adaptation of special methods to the field of the newspaper library is the province of the investigator,

and further adaptation of such methods to the School of Journalism library is necessary for complete organization.

Such a step-by-step investigation, or collection, or adaptation of library methods of necessity reaches back into the informative historical areas of general and special library science.

This great area is the province of the newspaper library, of the School of Journalism library organization. Functions, problems, future of the finely developed library field, are also contributing facts in the subject of this organization.

The history of the organization of a School of Journalism library includes first, the narrative of events in the life of the newspaper "morgue" (the original term for all reference material in the commercial plant), the transposition of that material into the files and forms of a modern library with the title Newspaper Library; second, the historical narrative of the collecting of all types of reference material by members of the faculties and students of the schools of journalism; third, the recent efforts to place the reference material of the Montana School of Journalism into a workable newspaper library.

Theoretically the newspaper library is the cultural center, the brains, the memory of the commercial institution, and practically one of the most useful tools of a highly specialized industry--the newsmart. The School of Journalism library may furnish the professional culture, the back-

ground for the student of journalism, but practically, it is a working tool to shape that background.

An estimate of the number of newspaper libraries of the United States and Canada for 1930 brings the total to three hundred and these are but the known larger ones. Thousands of small weekly and daily newspapers struggle along with the old "morgues". This estimate is made possible through the research of the Special Libraries Association with the Newspaper Group functioning as a unit have accumulated since 1921. The recognition of the Newspaper Group throughout the United States is but an augury of the future of the library as a strong unit of a great organization--the newspaper.

CHAPTER I
INTRODUCTION

HISTORY AND RESOURCES OF ANCIENT LIBRARIES

HISTORY AND RESOURCES OF ANCIENT LIBRARIES

The School of Journalism library had its inception in the initial process of the evolution of the newspaper library. The newspaper library is modern in the element of name, of function, in the specialization of the field of journalism. It is a refurbished unit of the newspaper organization functioning for the first time as a library. The morgue from which the process of evolution developed a working unit is obsolete in name and function.

Points of correlation in the structural processes of ancient, mediaeval, general, and special libraries, particularly the newspaper library with those of the school of journalism library are evident. Hence, the historical discussion of the ancient, of the modern, is necessary, and the narrative of the special newspaper group completes the structural background, for the subject of the organization of the School of Journalism library.

The growth and development of the newspaper library has paralleled that of the public library and the public library is but the slow, general outgrowth of the archives of ancient Nineveh, the temple library of Sargon at Nippur, the library with the inscription "the dispensary of the soul," founded by Rameses II (1300-1236), the private libraries of Polyocrates and of Peisistratus of Athens in the sixth century, the Alexandrian libraries, most famous of antiquity and the Serapeum

and Brucohem with their 900,000 rolls of papyrus.

King Eumenes of Pergamum founded a library in a separate building famous for its wooden bracket shelves. It reached a total of 200,000 rolls which Marc Anthony sent to Alexandria as a present to Cleopatra. In this library the use of parchment as writing material began.¹ King Attalus of Pergamum is the legendary inventor of parchment. The oldest fragments of parchment manuscripts date from the second century B.C. However, the oldest parchment codices were of the fourth century.²

Julius Caesar planned a public library but it did not materialize before his death. Asinius Pollio and Augustus founded public libraries in Rome at nearly the same time. Roman libraries followed the Greek plan of having regular librarians, called procurators, systematic shelf arrangement and catalogues. Constantinople, Byzantium, housed libraries in monasteries. The Mount Athos monastery with its great collection of books, especially of the Greeks, was the center of culture. Many of the books are now in existence. These collections played a major part in the Renaissance. The Arabs preserved the books of science in such libraries as that at Cordova, the Omayyads, numbering 600,000 volumes in the tenth century. Mediaeval knowledge of Aristotle's Organon came

1. Henry Bartlett Van Hoesen and Frank Keller Walter, *Bibliography, Historical and Enumerative*, (New York, 1928) pp. 407-409.

2. *Ibid.*, pp. 407-409.

through Arabic translation.³

Mediaeval Christian libraries contained religious works and a few Roman literary classics. Pagan works were preserved as palimpsests. The early renaissance scholars were particularly interested in the study of literature.

Churches became the centers of learning with libraries attached. Jerusalem's library was established about 250 B.C., Caesarea 309 B.C., Hippo and the diocese at St. Augustine 430 B.C. The library at Caesarea contained 30,000 volumes.

The Monastic library at Monte Cassino, Italy, still survives. Canterbury and Peterborough were established in England; St. Gall in Switzerland; Tours, Cluny and Clairvaux in France. St. Benedict was famous for instituting compulsory hours. The Augustinians had codes for binding and repair, cataloguing and shelving.⁴

During the later part of the middle ages monastic libraries declined with monastic learning. Monks did not encourage the growth of universities and university libraries and of private collections of the ruling nobility. Henry VII, English Monarch, destroyed many monastic collections though some were sent to the King's library. Under Luther's reformation the monastic collections met a like fate. The French revolution saw the dispersment of monastic collections among the municipal libraries. University libraries did not grow

3. Op. cit., pp. 409-410.

4. Ibid., p. 411

rapidly until the eighteenth and nineteenth centuries.⁵

The University of Paris in 1292 had 1000 volumes and Cambridge had 122 in the University library 1424-40.

Richard de Fournivall collected a library in 1201 which later went to the Sorbonne, and this is said to be the first public library since Roman times.

Filippo Vespasiano da Bisticci collected and published books in Italy. He was opposed to the introduction of printing and issued manuscripts which are now housed at the Laurentian Library at Florence.

The Gutenberg specimen of printing from movable type made at Mainz, December 1454, was the beginning of a rapid growth of libraries through the increased acceleration of the output of books. Modern libraries began in the sixteenth century and have developed along the three lines of private, university and reference, and free public. The reorganization of the oldest modern library, that of the Vatican, was begun in 1928. The Laurentian library of Florence is noted for its collection of historic manuscripts. The Ambrosian Library at Milan has 400,000 volumes and among the 10,000 manuscripts are many of the most famous in the world.⁶

Noted libraries of Italy include the national Biblioteca Nazionale Centrale at Florence with 700,000 volumes, 22,000 manuscripts, 1,000,000 pamphlets and other material, Central

5. Op. cit., p. 412.

6. Ibid., p. 413.

national library at Rome, the Biblioteca Vittorio Emanuele Naples, Palermo and Turin. The university libraries at Bologna and Padua have large heritages of manuscripts of the renaissance period.

The Bibliotheque National of Paris was founded by Francis I at Fontainebleau and later moved to Paris. In 1927, the library contained 4,000,000 books and 500,000 periodicals, 125,000 manuscripts and 300,000 prints and is now the largest library in the world.⁷

The Sorbonne University Library has a wealth of source material of law and the medical sciences and is the Mecca for all students of the two professions. France is a veritable storage house of libraries. Every department, town, and university has its own library and reference collection. Madrid has a large National library of 1,135,000 volumes with the major share of early travel and voyages in Spanish history. The largest library in Germany is the Prussian State Library at Berlin with a collection of 2,000,000 volumes, 6000 incunabula, 55,000 manuscripts, and 400,000 maps. It is of value to scholars, particularly in science, art, and literature. Germany has many special libraries of scientific and literary quality. Interlibrary loans through the use of Union catalogues make the German system one of the most efficient in the world, particularly for the research worker.

7. Op. cit., p. 414.

Vienna's national and University library furnish invaluable material for that country. Geneva, Zurich, Basle, Berne Switzerland, with the remaining special and technical library centers, cater to the cultural needs of the little mountain state. Brussels, Ghent, Louvain, house the leading libraries of Belgium.

The Royal Library at The Hague is the largest of the Dutch group, with the University libraries at Amsterdam and Leyden functioning as the leading scholastic ones.

Copenhagen with the Royal Library's 900,000 volumes leads the library list for size. Stockholm has the Royal Library with 460,000 volumes and this is the largest in Sweden. Oslo, Norway, claims the University library and this is the most important collection in the country.⁸

The old Imperial Library of Russia has become the State Public Library of Soviet regime while the libraries of the Academy of sciences, the University, and various institutions in Leningrad have utilized combined resources of many libraries to form important collections. Moscow has the All-Union Lenin Memorial Library with a collection of 3,710,000 books.

Oxford and Cambridge college libraries were the first of the early university libraries of England. Oxford library was started in 1327. Both libraries have many unique and rare oddities.

8. Op. cit., pp. 415, 416, 417.

The British Museum library is third in size. It receives 60,000 volumes annually by copyright privilege. It is perhaps the greatest single center of productive English scholarship.

Research workers, men of science, scholars of all classes have become familiar with the libraries of London university, Glasgow, St. Andrews, Trinity College, London Library, National Art Library, the Patent Office library, Royal Irish Academy, the public libraries of Glasgow, Birmingham, and Manchester.

"'Letras' of Mexico City publishes some interesting statistics with regard to libraries and book publishing. The Bibliotheque National of Paris still holds first place among the libraries of the world, with more than 4,000,000 volumes. The Library of Congress in Washington is second, with more than 3,250,000 volumes, and is growing at the rate of 90,000 volumes a year. The British Museum library has also passed the 3,000,000 mark. The German library system bulks largest in total number of books. The Germans have 160 public libraries, with some 30,000,000 volumes. France has 111 libraries and 20,000,000 books. Great Britain has 101 libraries and 18,000,000 volumes."⁹

The leading libraries of the world with their historical development analyzed, present an up to date source channel for the research workers of the world. The material and general information used have been the bibliographical and historical product of the research of two men, noted in the field of Bibliographical science, Henry Bartlett van Hoesen and

9. New York Herald Tribune, "Libraries," May 11, 1930.

Frank Keller Walter. As assistant librarian of Princeton University, Henry Bartlett Van Hoesen has published "Roman Cursive Writing," "Selecting Cataloguing," and in this introductory graduate text, "Bibliography," has presented evidence of research in a Bibliographical appendix of 1,643 sources. Frank Keller Walter, the collaborator in the publication, is librarian of the University of Minnesota and has published "Periodicals for the Small Library," "Abbreviations and Technical Terms Used in Book Catalogues and in Bibliographies," and in this text has contributed his share in the amount of research accomplished in the long list. The publication of "Bibliography" was completed in 1928 and makes this the most authoritative, up-to-date source available for the subject of historical ancient, mediaeval, and modern libraries of the world.

The authoritative historical material is obviously valuable to the subject of the organization of the School of Journalism library for again the statement is repeated that the subject had its inception in the ancient archives, in the history of the libraries of all nations. This is a world state subject.

Perhaps the modern Asiatic evolution of library science will supply the data of the great libraries of that hemisphere but at the present time we must be content with the more complete history of the European, western, and the small amount

of reluctantly released Asiatic material.

HISTORY AND RESOURCES OF LIBRARIES OF THE UNITED STATES

The first college library and in fact the first library of the United States was begun at Henrico College, Jamestown, in 1621, but was destroyed a year later in an Indian massacre. The Harvard College Library is the oldest in the United States, founded in 1636. Yale appeared in 1701; Princeton, 1745; Pennsylvania, 1755; Columbia, 1757; Brown, 1767; and Dartmouth, 1770.

The United States has given to the world the greatest development of all in the free public library. The Benjamin Franklin Library company of Philadelphia, founded in 1731, a club library, is the forerunner of the present day public library. One of the leaders in the advance of the newspaper library of this period is Joseph Kwapil, who as Librarian of the Philadelphia Public Ledger initiated the first step toward newspaper library cooperation in the home of the first club and society library. The public library supported by gift ~~of~~ and endowment has shown the most marked development from the latter part of the nineteenth century.

The United States is the recognized leader in the field of library development in the number of public libraries, in increase in number of volumes, in use and perfection of administrative methods. The purpose of the public library was to

furnish popular education rather than scholarly for it has no large collections of historical documents or rarities as is the case in the European library. However, as education of larger groups spread, special, technical, and scientific libraries were introduced. This fostered greater attendance at colleges and universities and the libraries of these institutions grew accordingly.

The largest library in the United States is the Library of Congress, second in size in the world, with a total of 3,500,000 volumes.¹⁰ The New York Public Library has 3,000,000 volumes, a great reference collection, circulating system of 46 branches and 400 other distributing agencies. Public libraries of Chicago, Cleveland, Boston, Brooklyn, and Detroit have from 1,000,000 to 1,100,000 volumes each.¹¹

Ten college or university libraries have more than 500,000 volumes. John Carter Brown Library at Brown University, William Clements Library at the University of Michigan, John Crerar and Newberry libraries of Chicago, the J. Pierpont Morgan Library in New York and the Henry E. Huntington Library at San Marino, California are examples of the privately-founded collections utilized for public use. The library material housed in American depositories is especially valuable for the fields of science and modern social development.

10. New York Herald Tribune, Libraries, May 11, 1930

11. Van Hoesen and Walter, op. cit., pp. 419, 420.

SPECIAL AMERICAN LIBRARY RESOURCES

The lists just completed and the descriptive annals of the libraries of Europe and the United States furnish the background for the subject but the student interested in the laboratory work of the organization of the library is going to find the Union lists of Chemistry, Psychology, Botany, History, however incomplete, the best vehicle for the guide to the specialized fields in which he may direct his own research or that of a fellow worker.

The newspaper student cannot specialize in the continual study of every known subject, whether that study be but cursory or intense. He must have elementary background information on all subjects. How must he acquire the route to get that information? The knowledge of collective sources, the libraries, the agencies of those libraries and the Union List of Serials, the Union Card Catalogues issued by the Library of Congress, are the most efficient methods of gaining complete data.¹²

Descriptive lists of resources and special collections may direct a scholar or investigator to a certain specific book or an exhaustive collection of valuable unlooked-for material. Land and Bolton began such collections in 1892. The American Library Association Committee on Special Resources is engaged in assembling similar material

12. Van Hoesen and Walter, *op. cit.*, p. 421.

To the Journalism student of a State University, valuable source material may be gained from the publications of the American Chemical Society, Modern Language Association, National Research Council and the American Historical Association and State University reprints. Ernest E. Leisey's Materials for Investigation in American Literature is one of the works attempted by an individual. The American Library Directory of 1923 assembles information of library resources. All the material is incomplete and the student who is helping in the assembly of material in the organization of a School of Journalism library is but one of many who are engaged in the work of adding to such source material. The student of the newspaper field is working toward the first motive, that of visiting and corresponding with the known resources and testing their deficiencies. Under obligation of the code of the newspaper profession as well as that of the librarian, information is to be kept active. This may be accomplished in printed form through a committee or individual compilation. Photostat is coming into use as common method of transcribing records for newspaper files as well as general library files. Maps, too fragile or too valuable to send or ship, may be made available.

Williard F. Lewis, librarian of Wesleyan University says of the administration of the map room of Olin Library, "Various college departments were consulted as to what maps in

the Library of Congress collections would be of value in their work. A list was made and photostat copies of these maps totaling 151 items on 384 sheets were made by a Washington photographer. They were all negatives which cost about half of what the positives would; fifty-five cents per sheet with thirty cents per sheet additional for mounting on a light grade of muslin. The sheets averaged 21 x 15 inches.¹³

The photostat and the Union lists are but two of the hundreds of source materials of the general as well as the special libraries available for all professions. History of these sources inevitably turns to the collections of specific industries. Where and how did the United States inaugurate the beginnings of the present list of special libraries?

13. Library Journal, Jun 1, 1930. pp. 494-6.

CHAPTER II
HISTORY OF THE NEWSPAPER LIBRARY

SOURCES

The subject of the organization of a School of Journalism library is concerned with only one of the group of known libraries and the information available of the historical beginnings of the newspaper library is meager and poorly organized. The best sources have been the results of the research of a small group of librarians from Boston, New York, Philadelphia, and Washington. The leader of this group, Joseph F. Kwapil, of the Philadelphia Public Ledger, first determined to aid the profession by enlisting news librarians in a campaign to form an association of mutual interests. He sent out a circular letter in April, 1923, to many librarians to meet in Atlantic City and form such an association.¹⁴ The five, Mr. Kwapil,

14. The Newspaper Group: Its Origin and Purpose, William Alcott, Librarian, Boston Globe, Special Libraries, December, 1925, page 405, reprint of letter.

In that circular letter he said:

"The object of the association would be for the interchange of ideas and experiences on methods and systems of newspaper libraries and morgues. Part of this work would be to appoint a committee to make a thorough study of this problem for the purpose of establishing a standard system of classification covering every phase of the newspaper work.

The results of this would be a system of classification that would mean to the newspaper librarian a standard similar to what the Dewey system of classification is to the members of the American Library Association.

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

Walter E. Murphy, Boston Post, Maurice Symonds, New York Daily News, Miss Myrta B. Goodman, Washington Congressional Index Bureau, and William Alcott, Boston, comprised the first executive group appointed by the Special Libraries Association to foster the work of a Newspaper Library.

Through correspondence, interviews, research among old newspaper files in newsplants and libraries, the newspaper group gleaned the information that the earliest history is, like the progress of man, an entity of vague rumors and unfounded theories.

The most authoritative data come from Julian S. Mason, managing editor of the New York Herald-Tribune, who has this to say of the New York Herald and the New York Tribune libraries:

"Distinguishing between library and morgue, our people tell me that the New York Tribune library was started between 1846 and 1849 by George Ripley. In 1874 in the new Tribune building a large room was set aside for the library. At that time it had grown to about 5000 volumes.

"The Tribune's biographical morgue, however, was started about 1860, being used solely for writing obituaries.

"The start of the New York Herald library is somewhat vague, but in 1870 they had a library index of the books which showed a collection of about 8000 volumes. Our librarian guess from this that the Herald probably started accumulating an editorial library about 1845. The Herald morgue was started about 1862, and its news index in the same year. At that time they went back over the files of the paper to 1831 and indexed the principal news items in its entire history up to that

time. This index, one of the most remarkable things of its kind, continued up to the time Mr. Munsey bought the Herald."¹⁵

MORGUES VS. LIBRARY

The two terms, morgue and library, are in use almost inter-changeably in newspaper work today, but have two separate distinct meanings and Mr. Mason's statement gives to the collection of 8000 volumes the name library. The old term, "morgue," was the application attached to the dusty piles and shelves of clippings, of materials forming the obituary material to be brought out and utilized when a great man who had died was mentioned. This material was gathered from family sources at his death, published, and later returned to the morgue for future use. Sometimes this accumulation contained biographical material which could be used for future reference. The term "morgue" still remains the name of this division of many collections scattered throughout the United States.

"Library," in the modern sense, includes the reference department scraparium, bound files, photographs, mats, engravings, and in fact every known bit of reference material in the plant housed in file cases and indexed and catalogued in usable form.

There is a bit of incongruity in the name applied to

15. Alcott, William, op. cit., December, 1925, p. 402.

this division of the plant, especially in the Chicago Tribune's great organization. On the twenty-fourth floor of the tower is the newspaper's reference library with a good collection of books, pamphlets, magazines, and clippings, while twenty stories below adjoining the city editor and news room is the morgue with its million clippings, hundreds of thousands of photos and metal cuts.^{16.}

The library, as the name implies, William Alcott, librarian of the Boston Globe, tells us, was in existence in his plant, May 1, 1887, "when the Globe moved into a new building at 244 Washington Street and assigned a room for library purposes and painted on the door the word 'library.' The department has been known as library in our office ever since."¹⁷

The statement made by Julian S. Mason of the two libraries, the New York Tribune, and the Herald Tribune now housed in the Herald-Tribune plant and that of Miss Florence Woodworth of the New York State Library in 1925, in which the fact is given that 1869 is the date of the beginning of a newspaper morgue in Chicago, are the bases of the semi-authoritative accounts of historical beginnings.

A dozen dates in American library history briefly sketch the development leading to the establishment of the special libraries' place in the world of civic usefulness.

16. Alcott, Wm. The Newspaper L. Library Jr. Chicago, '30, P.17, Ch.2
17. William Alcott, op. cit., December, 1925, p. 404.

The list is as follows:

1638 - Harvard College Library established.

1731 - Franklin's subscription library established in Philadelphia.

1800 - Library of Congress established.

1852 - Boston Public Library, first free municipal library in the United States.

1853 - First conference of librarians in the world, held at New York with attendance of fifty-three. Card catalog first presented to group of librarians.

1876 - New library movement born; American library association founded; Library Journal, first of its kind in America, founded; Dewey's decimal classification system appeared; second library conference held, with attendance of one hundred and three.

1877 - First international conference of librarians held at London.

1855 - First local library association formed at New York.

1887 - First library training school established at New York.

1909 - First association of special libraries formed at Bretton Woods, New Hampshire.

1923 - First conference of newspaper librarians held in the United States at Atlantic City, New Jersey.¹⁸

¹⁸ Op. cit., p. 405.

FIRST INDEX CARD SYSTEM

Other information sent into the Newspaper group of Special Libraries reveals the interesting facts of the early efforts of Robert Bligh of the Gordon Bennett Herald in New York City, to keep systematic records for editorial reference. Mr. Bligh's obituary in 1932 gives the information of his work in this field. The New York Times has a hand-written index dated back to 1851, the year when the Times began publication.

Whitelaw Reid, one-time editor of the New York Tribune, gives the San Francisco Chronicle the first place in the work of applying the principle of the index card system to a newspaper office.¹⁹

H. M. Utley, Librarian of the Detroit Public Library, tells that in 1887 Detroit newspapers deposited their bound volumes in the Public Library for safe keeping. He relates the plan used to shelve the volumes and reveals the information that the principle of the roller shelf was then in existence.

Library Journals from 1889 to the present date are full of the articles of the care of clippings and the value of such collections for definite reference, particularly for cyclopedia knowledge. The Woodworth bibliography of 1917 has a list of 18 articles dealing with newspaper clippings.

19. Op., cit., page 402.

The Boston Public Library houses a volume issued by the New York Herald in 1912 under the name of "Newspaper Library Manual." Such articles and sources are but information after all, and not the information of the source of the library of the newsplants.

The period when an individual began to keep his own collection of data goes back to the ancient chronology of the tablets of the Greeks, Romans, and Egyptians. The newspaper man has always collected reference material in the form of books of general reference, of clippings. His memory source material was perhaps a bit scant at first for the early journalism of both England and the United States did not call for so complex a chronicle of society as we have today, but nevertheless he carried, shelved, or found such material in the editor's office or in his own pocket. The need for mats, obituaries, photos, pamphlets, and the thousand materials available in the modern newspaper library grew with the introduction of special fields, illustrated newspapers, to mention but one.

LACK OF PRINTED HISTORY INFORMATION

The Journalism profession is one of publication of current news, yet paradoxical as it may seem, the news of the profession itself is the least chronicled of all forms. This paradox holds true particularly for the library field of news-

paper work. Cannon's bibliography of 1924, the most authoritative of all in the newspaper field, does not contain a single volume descriptive or otherwise of the library.

The profession is one of isolation as far as publicity is concerned, an isolation that is now in the evolutionary state of becoming the "well-known personage." Newspaper library science has become a matter of research along with ethics, advertising, and every other division of the great industry. It remains for the librarians themselves to collect the data, organize the research councils, and the compilations are so few and recent that they take the form of letters, of diaries, of catalogues, in fact of sources.

The modern library is concerned with so many difficult problems of reorganization of standardization that the historical phase of its growth is but secondary. However, William Alcott of the Boston Globe library, who made the first effort to compile such data, states, "The fact that so little is known of our beginning ought to stir the professional pride of every alert newspaper librarian. We ought to know our own birthday, and what our library history is."²⁰

This statement explains precisely the existing situation in the problem of revealing the history of newspaper libraries.

20. Op. cit., p. 406.

EVOLUTION OF LIBRARY FROM MORGUE

The library resources grew with the fortunes of the newspaper professions. True, the printing profession with its beginning of 1450 made both possible, but the earliest plants from the time of Gutenberg struggled with the problem of poverty. The small private collections of reference material in the pockets of U. S. newspapermen, then on the shelves of editorial rooms, later in wooden cases, has since 1900 been housed in steel files, in fireproof vaults and in lovely rooms reflecting the wealth of the highly organized newspaper plant.

Scrap-books were in evidence in the earliest libraries, and these were evidences of the individual's needs for specific information, of the demand for clippings to supplement books. There is no evidence of clippings in newspapers up to 1860.

The New York Times index to its files of 1851 was a distinctive step in the valuation of the newspaper itself to the staff. The executive organization, the publisher himself, was thus admitted the fact that he had to utilize an efficiently indexed volume of his newspaper.

George J. Hagen of Newark, New Jersey, in 1889, says of the Newspaper History in the Library,

"If you read your daily newspaper with care, clip judiciously, date properly, and then arrange

the accumulated clippings so that you can put your hand on a given one at a moment's notice, you will have the best cyclopedia in the world - the best because the fullest collection of information it is possible to obtain."²¹

A recommendation for a biography and a subject matter division of the newspaper material follows. No mention is made in any of the records of the general library methods of care of clippings that the system had anything to do with a newspaper reference library classification. All the plans were evidently inaugurated by the public librarians themselves.

SOME OF THE FIRST LIBRARIES

I. D. Marshall in Volume I of Newspaperdom for March, 1892, suggested that every newspaper have a reference library.

The Hartford Courant, the oldest daily newspaper in the United States, started a library in 1903.

The Boston Herald moved into a new building in 1878 and published a history of the newspaper to commemorate the occasion. This volume describes the editorial rooms and adds, "These rooms, located on the second floor of the rear buildings - exclusive of a library, 19 by 8 feet in area - nine in number connect with room of the editor-in-chief, E. B. Haskell, which has a private office attached. . . . Beyond this room are two double and three single rooms, and on William's Court

²¹. Op. cit., p. 404.

extension, a library and two department rooms." This building is now owned and occupied by the Boston Post.

William Alcott tells us that "when Charles Dickens arrived in Boston in 1842 on his first visit to America he found delight in the newspaper files of English newspapers in the office of his host, Nathan Hale, editor of the Boston Daily Advertiser."²²

The morgues and libraries, particularly the libraries, are not all found in the large eastern cities. The Middle West and Pacific Coast newspapers have many new and old plants with excellent library facilities.

A few newspapers with the dates of the opening of their libraries are available, despite the meager sources. These libraries have been outstanding in their service to their newspaper and community. The list follows:

New York Herald - 1845
New York Tribune - 1846
Boston Journal - 1861
New York Times - 1867
Boston Herald - 1876
Boston Globe - 1877
New York World - 1889
Boston Transcript - 1890
Chicago Daily News - 1895
New York American - 1899
Chicago American - 1900
Cincinnati-Enquirer - 1902
Minneapolis Journal - 1902
Indianapolis News - 1904
Boston American - 1904
St. Paul Dispatch - 1906
Kansas City Journal - 1907

22. Alcott, William. "The Newspaper Library" Library Journal, May 1, 1930, p. 396.

Christian Science Monitor - 1908
Newark Evening News - 1910
Philadelphia Public Ledger - 1914
Milwaukee Journal - 1915
Cleveland Press - 1916
Buffalo Evening News - 1920
Washington Evening Star - 1921
Cincinnati Times Star - 1923²³

These newspapers and their libraries, like every other so-called modern library have had the problem of transforming a morgue, which had its beginning in a collection of a few reference books, encyclopedias, dictionaries, yearbooks, and Who's Who, and a few envelopes of obituaries, into a well-indexed, catalogued, list of clippings, photos, reference books, cuts, mats, pamphlets, magazines, bound files. The morgue collections were often found in a dark hole in the wall and some member of the staff was responsible for their being. Often the editor had to literally dig out the material or send someone to do it for him. The envelopes, the books, were piled either on the floor or on wooden shelves. The system of filing was sometimes by alphabet but more often by number. Many of these morgue collections are still in use.

The writer has reference to a particular instance of a Pacific coast plant that by the admission of the managing editor was hours finding material for the complete story of the death of a governor. The clipping file, housed in a centrally located room without an outside window, in flimsy

23. The Newspaper Library, op. cit., p. 397.

envelopes numbered up to 50,000 and arranged four wide in sets of drawers reaching to the ceiling of the room, was in charge of a librarian without an assistant. Bound files indexed and at the disposal of the staff had lost pages, whole sections, thus making the index of no value whatsoever. The publisher plans to build a new plant in a few years and this "morgue" will then be reorganized. This is but one instance of the evolution of the library of the newsplant. The sixth edition of the day's news was on the street the day of the Governor's death, and the last bit of morgue information was found in its pages, not on the first edition's first page. Two staff members had to be recruited to assist the librarian to find this material. Thus the old morgue has outgrown its usefulness to the plant. The newspaper cannot wait.

On the other hand, days before the death of William Howard Taft, jurist and former president, the Chicago Daily News plant had set up and waiting, the entire front page with the exception of the right hand column, the story of his life, material all taken from the News Library. So much for the function of the two types of reference libraries. The library waits on the newspaper, not the newspaper on the library.

CHAPTER III

FUNCTION AND ORGANIZATION OF THE NEWSPAPER LIBRARY

SOURCES OF INFORMATION

How does this modern reference library function? The story of this may best be told in describing what the library contains in general and then citing specific plants and the physical equipment and ways of serving the staffs and the public. This information has been gleaned from the printed stories of the librarians themselves, from the use of small libraries, visits to plants, and letters received from world libraries.

It is impossible to make clear the function of the news library without first analyzing the workable plants now available through our own research in this country and in foreign fields. Analysis is necessary, for the libraries contain everything from a file of letters to a battery of departments including reference books, photos, clippings, bound files, all coming under the general term "library." An attempt is made in this discussion of function to take only the groups of libraries coming nearest to the definition of the library of the special group; one functioning for the news-plant staff and the public, not just for one member of the staff.

In justice to the profession of news librarian, every bit of information available is used to place the news library in its proper niche in the world-wide profession of journalism. Each plant library, with its separate divisions and

functions, the degree of service and the status in the community comes in for its share of the analysis, for it is through this method alone that we are able to set the story forth in its clearest, best dressed, and most understandable style.

George C. Bastian, author of "Editing the Day's News," a volume utilized by many instructors for reporting, has this to say in a paragraph entitled "Morgue."

"The morgue or editorial filing room, theoretical contains clippings, card index records and pictures of every person who has ever done anything worthy of newspaper note. Whenever a person of any importance figures in a story of the day, the news room calls upon the morgue for all clippings and pictures affecting that person... In the morgue also are found various reference books; city and suburban directories, Who's Who, dictionary of dates, dictionary of quotations, handbooks and almanacs, social register, blue book, peerage, gazeteer, encyclopedias and many similar works. Many newspapers maintain large reference libraries containing hundreds of volumes."²⁴

The distinctive feature of such a library, now a morgue, is the valuable collections of clippings, photographs, metal cuts, negatives, and mats. These are used continually by the staff. Again, the distinction between morgue and library is made, for the research student or worker, newspaperman or librarian is now entitled to a clear premise for a working basis. The library functions as such through an organization with a trained librarian at the head, with the cooperation of the publisher, with at least a fair physical equipment,

24. George C. Bastian, Editing the Day's News, New York, 1923, p. 15.

and last, with an unbounded faith in the profession, as tho to say, "The material is here, is available for quick reference, use it." The morgue is just a depository of reference material and the man who says he may get your material is a sanguine optimist. He knows it is in the heap somewhere but where and in what form he is not certain. The largest, best equipped, card-indexed, attractive library in the world is not of the slightest use to any news worker if it is not functioning now. Now means "now," not tomorrow.

The library first of all serves the public through the news columns and may in addition have a department of questions and answers, sometimes on general information and sometimes on a special subject like the Boston Globe's "People's Lawyer." This service appears weekly.

Some newspapers give a mail service of answers to questions. Others maintain public health service and their library is involved in the work of furnishing data for this division. A Portland, Oregon, plant maintains a children's division of the library for the Sunday section and this is open for the use of school children as well as the staff. The Baltimore Sun library welcomes the visits of groups of school children. Many libraries keep their doors locked to all except the staff.

The three divisions of the clipping section, biography, record of local news and history of local politics are of

inestimable value to the newspaper. Newspaper libraries have recently made use of the many special libraries and the special and public libraries have in turn made excellent use of the newspaper library.

The newspaper and its library have furnished a valuable service to public and reference libraries through the preparation and publication of indexes and almanacs. English news is available in this form for the last 140 years and American for the last 95 years. The dates of publication and the names of the indexes follow:

1790-1920	Palmer's Index to the London Times
1906 to date	The London Times Index
1835-1918	New York Herald Index (four copies made)
1851-1913	New York Times Index (written)
1875-1906	New York Tribune Index printed
1913 to date	New York Times Index printed
1926-1927	Michigan News Index-Adrian Telegram printed

Many newspapers have a written index of their paper.

The almanac list follows:

1838-1914	New York Tribune Almanac and Political Register
1857-1914	Texas Almanac (not published every year)
1872-1878	New York Herald Almanac
1876-1915	Baltimore Sun Almanac
1885 to date	Chicago Daily News Almanac
1886 " "	New York World Almanac
1886 " "	Brooklyn Daily Eagle Almanac
1887 " "	Providence Rhode Island Journal Almanac
1917 " "	Maryland Almanac
1925 " "	Philadelphia Bulletin Almanac

1925 to date Texas Almanac (published by the
Dallas Journal) ²⁵

DEFINITION OF LIBRARIAN'S DUTIES

When the newspaper librarians appeared before the Special Libraries association convention in session at Atlantic City, New Jersey, in 1923, Joseph Kwapil, librarian of the Philadelphia Public ledger, very clearly stated the province or function of the library through its librarian. Mr. Kwapil said in part, "The newspaper librarian is the nerve center of the whole organization. Under his charges and ready for any emergency, are not only reference books and public documents but newspaper clippings, photographs and cuts numbering in the aggregate many hundreds of thousands and in some instances millions. The newspaper librarian not only reads, marks and clips newspapers from his own city, but from all over the country and often times from foreign countries. Where librarians of special libraries have a single interest to deal with, the newspaper librarian must comprehend all interests instantly. . . it is one of the liveliest departments of the paper. . . . in the last three years scores of newspapers in every part of the country have begun reorganization and the orders today for new equipment of the latest and most serviceable kind reach into the thousands of dollars."²⁶

25. W. Alcott, The Newspaper Library, Library Journal, May 1, 1930, p. 397.

26. Joseph Kwapil, Special Libraries, June, 1923, p. 97.

ANALYSIS OF VALUE

Editors of the small dailies and the weekly newspapers of isolated districts are slow to recognize the value of the library. Many recognize the value but cannot finance the necessary equipment. Still others are faithfully clipping, searching for reference material and utilizing whatever facilities are available for housing it. The fact remains that the plants hope some day to get the material in shape for quick service. This organization should be the aim of a publisher for it is impossible to go back and retrieve materials with any degree of continuity. The librarian's job is one of day to day service. The consciousness of the value of the library was not evidenced from the viewpoint of the editor until after the Spanish American war. Any national or international big news necessitates research of the swiftest order and it was probably then that, as the nation demanded the data from the newspapers, the library did not respond.

Chronological history of the newspaper library shows that the major share of the worthwhile libraries has come into existence since the Spanish war. The implication is not that the morgues were not in existence, but that the morgue was then being reorganized into a usable library. The World War gave the library the second great impetus to growth and development and it remained for the librarians to cooperate and lose their inferiority attitude to complete the next step

in library history. The sale of the library to the newsplant itself, to the publisher has been the aim of this cooperative group. The sale may be made in service first, and that service is to be measured in dollars and cents, for the business man will have no other. The service may be indirect but we doubt this very much. The incident of the Chicago Daily News use of the Taft biographical material was proof enough to the news world that the News was not to be "scooped," in news parlance. The newsman as well as the reader knows that the most complete story of the day, with its features, with photographs, with every angle covered, is the one that sells the newspaper.

DESCRIPTION OF ORGANIZATION AND ANALYSIS OF
FUNCTION OF TWENTY-THREE AMERICAN AND OF THREE
CANADIAN LIBRARIES

THE NEW YORK TIMES

The New York Times library is one of the greatest in the United States, and the organization and function of this department of the newspaper is best explained by taking each division and describing its duties.

The entire list of reference facilities in the Times printing establishment includes the Reference Library, the Biographical and Subject indexes, Editorial Index, Art department, Wide World Studios, and Circulating Library.

The Reference library is like a branch library in a large city, with fewer patrons, no books of fiction, and with twenty-four hour service. This service is maintained with a librarian, an assistant, and an assistant in charge of the Information Bureau. The night librarian is also on duty from 6 P.M. until the early hours of the morning. The reference files contain more material on the subject of sociology that is in use than on any other subject. The sociology material is usually speeches, works of statesmen, economics, law, federal and state, municipal reports, commerce and navigation form the largest of the 300's section. The bills of Congress and of the Legislature are kept during the current sessions only.

Encyclopedias and year books are of the utmost importance. The other large classes are travel, history, biography, and literature. Under no circumstances are books allowed to circulate.

The reference library is located in the center of an entire floor and the offices of the editors and the conference room adjoin. The executives meet in the conference room daily to discuss matters of policy. The reference material consists of 20,000 volumes, 3000 pamphlets, and about 90 periodicals, American and foreign, and 80 bound files of the Times.²⁷

27. M. W. Walker, Letter No. 1, Appendix 1.

The bound files are laid on steel roller shelves. The files of three years are kept in the library and the complete set in the Biographical Index. A permanent paper of excellent quality is used in the bound file.²⁸

The magazines are filed in a section of their own and in alphabetical order with but a few of reference value bound. Pamphlets are filed in steel cabinets equipped with guides which show the subject headings. The librarian has used the obvious subject heading but has tried to adhere to the Library of Congress heading. Some of the pamphlets are gathered together in folders and placed on the shelves.

Books are housed on steel shelves and classified by a modified Dewey Decimal classification. Library of Congress catalogue cards are used.

The library is, according to Miss M. E. Walker, Librarian, "attractively enclosed in oak paneling with its series of slight arches which very faintly recall the aqueducts of the Roman Campagna. The upper part of the partitions which separate the editor's offices from the corridor around the library are of leaded glass with inlaid medallions of stained glass depicting the various kinds of presses used in printing and the means used to transport the news: telephone, telegraph, railroad, and airplane. The vaulted ceiling lends an atmosphere of dignity and grace conducive to quiet study.

28. M. E. Walker, Special Libraries, May-June, 1930, p. 154.

Indeed, it breathes nothing of the bustle and energy commonly attributed to the newspaper office."²⁹

The information bureau of the The Times is in the library. This is utilized for the care of odd requests which cannot be handled in any other department. One person is in charge of this department and does considerable research at times.

Miss Walker, librarian, states that "the real purpose of the bureau is to care for requests for the dates of articles which have appeared in the Times since the publication of the last Index and it seems to all intents and purposes to be about as much as one person can handle."³⁰

The Index and the files of The Times are at the disposal of residents of Washington, D. C., in the Library of Congress and Public Library of New York City, and executives have discouraged their use in The Times annex.

Many cities of the nation have the use of the Indexes and files of The Times published since 1913 but the librarian answers queries from individuals who do not have access to these volumes. The Times has lost \$150,000 on the publication of the Index since 1913.

The Biographical and Subject Index department contains the two clipping sections. The Times, several other newspapers, monthly magazines, public documents and newsreleases

29. M. E. Walker, op. cit., June 1930, p. 154.

30. Ibid., p. 154.

are filed alphabetically under subject and numerically under the name about whom or by whom the article is written. The subject clippings are placed in envelopes or folders about 9 inches by 12 and are classified according to the most obvious headings of which there are at present 7,000. A more general heading is given to subjects judged of little importance and cross references are made to locate the material. An article referring to several subjects is filed under each one. The Subject Index file contains 3,000,000 clippings and the staff numbers nine people.

The Biographical Index is arranged numerically. Each name is typed on a card with its identification and filed alphabetically. The number on the card corresponds to the number on the envelope in which the clipping is kept and filed numerically. Each clipping also bears the number. The envelopes are 8 x 5 and contain from one to many thousand clippings. The Index contains a total of 4,000,000 clippings and there are eight people on the staff who give a twenty-four hour service.

The Editorial Index makes up the New York Times Index and requires a staff of thirteen people. An assistant cuts the items out of the paper, writes the date, page, and column on each one and distributes them to the person assigned that subject. The information for the Index is typed on cards and arranged alphabetically.

The Art Department has a collection of 2,000,000 photographs arranged numerically as are the clippings in the Biographical Index. The 100,000 negatives and the half million prints of the Wide World studios are available for the use of the staff as reference material.

The Circulating Library contains 3,500 books of fiction, travel, history, which circulate for two weeks with frequent extension of time. A messenger service is maintained for bringing material from one department to another.

The statistical story of the New York Times is taken from the librarian's report to Special Libraries and gives in terse fashion the inner function and workings of a great news library. A business man's valuation of quick turnover of year's profits may readily be gauged in the story of a day's regime, of a year's work in this library.³¹

DAILY SERVICES

Blanche L. Davenport, librarian of the Christian Science Monitor, one of the unique newspaper libraries in the United States, keeps a record of library calls and through this system was able to prove to the business office that her information calls increased eighty-three per cent in six months.

³¹. Op. Cit., p. 154.

"The library uses a 'request for material' slips, a blue slip made out by the person wanting the material. They returned the blue slip with the delivery date stamped on it and made a duplicate white slip for the desk. The library now uses but the one slip which is kept at the desk. At the end of each month the deck charges are checked against the outcards in the file. An itemized record of the work is sent to the executive editor at the end of each month. This resulted in a new member being added to the staff in 1927."³²

One of the librarians of the Detroit News plant revealed in a letter the varied duties and services of the staff which are really a humorous panorama of a swift moving social order.³³

32. Davenport, Blanche L., Special Libraries. Nov. 1929. p. 341

33. The Ohio Newspaper reprint of a personal letter.

"For instance, at 8:40 A.M., the telephone blings, a voice wants to know what Babe Ruth's present salary is--(incidently it amounted to \$70,000 for the year, he signed a contract three years ago for \$210,000, the contract expires this year). Next a boy from the art department says that one of the artists wants a good picture of some alligators crawling out of some rushes--realistic-like, as it were, not just stuffed, staring ones--Telephone blings again, Voice says, "Just to settle an argument, who flew across the Atlantic first, an American or an Englishman, and what was his name?"--An office boy from the city room dashes through breathlessly on his way somewhere, and yells for a book on fishing quick! He gets it! Phone again, this time Voice wants to know who pays for the fence between his and his neighbor's yards--and if the neighbor doesn't want the same kind of a fence he does, what can he do about it? A girl from the business office confesses that the family has purchased a boat, and they want some Indian names that would be appropriate, with the meanings thereof--The foreign editor comes in and wants to know if we have a Chinese alphabet--Telephone again--Voice inquires what word should she use that means practically the same as "sequel," except that it isn't the ending of the story....

"Business office calls up to find out the names of the newspapers in about seven various cities in the little old U. S.

"Phone again--little piping Voice wants to know if the circus is still showing, and if so, where--Also what time does the Zoo open in the morning. (continued on next page.)

THE DETROIT NEWS

Perhaps the most complete history, function and organization of a modern newspaper library are found in the articles sent out from 1920 to 1928 of the work of The Detroit News. From the pen of George B. Catlin, veteran newsman and librarian, who reorganized the library when the newspaper moved into the beautiful new building in 1922, comes the story of its achievements just prior to that period. Lee A. White, editorial secretary and noted publisher of today continues the story in 1922 and Ford Pettit, present librarian and chairman of the newspaper group of Special Libraries Association, discusses the use of the card index in the library of 1928.

The Detroit News library of 1920 possessed the distinguishing characteristics of the newspaper itself. Catlin declared "that the newspaper of that day was based upon trustworthy facts and information. The high schools, colleges, and universities had developed so rapidly up to 1920, that

Footnote 33, continued from page 38.

"No more than hung up, than she blings again, and anxious Voice wants to know in what states it is legal for cousins to marry: also is there a five day wait after applying for the license in Ohio.

"And in the meantime, you try to catalogue a few books, file the magazines, arrange the papers, scan the headlines, and all that sort of thing.

"Of course there are dull days, the questions are not nearly so thick and fast as they were during the winter months when the kids were having debates at school and writing themes, and all that sort of thing. And the men are out playing golf and driving, so they don't have so much time to argue."

the educational readers had increased in proportion to the extent of a ratio of 20 times.

"This increases the burden on the newspaper in proportionate degree. The careless newspaper like the reckless talker loses character. A careful checking up of all news material is necessary. News filters in a little at a time. Because of this a systematically chosen library aimed to aid the interpretation and elucidation of the news is really an indispensable adjunct to every newspaper which tries to keep in the van of newspaper progress."³⁴

"The newspaper writer when confronted by the vast ocean of books is staggered. Eighty per cent of these are of little value as permanent contributions in the literary of the educational field. An astonishingly wide field may be covered with a working library of a few thousand volumes. The history is strongly tinged with prejudice. The story must be put upon the witness stand and judged."³⁵

Catlin then argued for books of recognized authority on all subjects of human interest, schools of philosophy, religions of the world, evolution of state and the theory and practice of government. Other sections should cover sociology, labor, money, banking, art, and industry and the library should have a full equipment of encyclopedias. He urges the broadest culture coupled with a fair judicious mind for the

34. G. B. Catlin, Special Libraries, Oct. 1920, p. 1.
35. *Op. cit.*, p. 2.

newsman.³⁶

The Detroit News library in 1920 housed 12,000 volumes. Four thousand of the books were upon social, industrial and political affairs of foreign countries. Clippings, cuts and photographs were then filed similar to those in other papers. The information was filed in large envelopes by subjects arranged alphabetically with liberal cross-references. Voluminous information on a particular subject was gathered in scrap books of size which permitted its being filed along with other material in the filing cases. Each scrap book had an index at the beginning.

The News library was started in 1916 and with the use of its general reference books, and 500 world maps in conjunction with the clipping files, photos, conducted a question and answer department.

George B. Catlin was given two years in which to buy 5,000 new books and these were to be placed in the library of the new home of the publishing company. Ten per cent of the books which reach the News library for review, in 1922, says Lee A. White, editorial secretary, "became the property of the reviewer. The librarian purchased books on recommendation of the critic."³⁷

36. Cp. cit., p. 2.

37. Lee A. White, Editor and Publisher, Nov. 25, 1922, pp. 10, 11.

"In the first nine months of 1922, the book acquisitions totaled 957 volumes; general, 10 per cent; religion, 2 per cent; philosophy and psychology, 3½ per cent; sociology and economics, 22 per cent; philology, 1 per cent; science, 4½ per cent; useful arts, 6 per cent; fine arts, 13 per cent; general literature, 4 per cent; history and travel, 20 per cent; biography, 5 per cent; fiction, 8 per cent, and one book on heraldry."³⁸

"The month of July, 1922, in the News library was typical of every well organized library of that period. The list of work follows; 150 books received, 415 books circulated, 352 reference calls answered in person and 268 by telephone. The technical librarian catalogued 134 new books, typed 1050 reference and cross-reference cards to facilitate the use of books and listed 450 illustrations which might be of value for reproduction or for the guidance of the art department in its pen and ink and color work for daily and Sunday issues. These figures do not include the service rendered by the library nor do they suggest the presence of constantly used periodicals, two score foreign and domestic newspapers and about 75 foreign and domestic magazines weekly, monthly, and quarterly."³⁹

Lee A. White further explains the function of the News library by describing it as follows:

"The Question and Answer editor finds the library adequate to his needs. The public library is not used. The library has earned the right to operate without a budget for The News must have the best available books upon all subjects within its natural purview."

"By the occasional publications to the staff of reading lists, covering issues and problems of the hour, the librarians are able to acquaint the writers constantly with the scope of the collection and to stimulate the natural recourse to the library. The result is clearer thinking and more authoritative writing. . . .

38. Lee A. White, op. cit., pp. 10, 11.

39. Ibid., pp. 10, 11.

"The reference department of the News includes the library, the scraparium and the repository for bound files, with a part interest in a valuable new adjunct of the newspaper plant, a bindery. To the scraparium goes the honor of the highest usefulness, if properly organized and administered, so far as the daily tasks of the news production are concerned. The scraparium is nothing more than a loose leaf library, a day to day encyclopedia, universal in scope and infinite in its problems of management. A library requires money and judgment and a scraparium requires time. It is the accretion of clippings, from magazines and periodicals, plus pictures, pamphlets and engravings such as nothing but long assiduous as well as intelligent search will yield. The library cannot function well or command respect without an ample staff and five or more years of application to the task of upbuilding. The attendants know that they are dealing with things not yet in books, and they know equally well that once the matter they collect and file is in books it will be well-nigh obsolete and a new welter of facts will harass them."⁴⁰

The News scraparium of 1922 contained a half million clippings covering 80,000 subjects; 75,000 relatively new and entirely usable photographs and 50,000 engravings, none of which is out of date. Lee White asserts that there must be continuity of purpose and freedom to work intelligently among the profession of librarians and the newspaper group is now fostering just that spirit.

The Detroit News in 1922 sent the members of the library staff to many important publishing centers to gain knowledge first hand of the best methods of library procedure and the practice is continued today among the publishing concerns of the country when reorganization of their libraries is

40. Lee A. White, op. cit., pp. 10, 11.

necessary.

The use of the card index instead of a loose leaf ledger was begun in 1927, according to Ford Pettit, Reference Librarian.⁴¹ This system was inaugurated to take the place of a collection of 15 large volumes using too much space. The cards 3 by 5 carry the year, day of the month, section of the paper, page, column, and edition with a classification above a ruled line at the top. One person marks all the editions of the News, other local papers, and those outside the city. Two persons index the paper, mark magazines and pamphlets for filing. One of the two so employed also has the task of taking care of the photograph file. The materials of all editions of each day's news are marked, indexed and in the files before closing time of the day following publication. The cards are gone over and checked by one of the skilled members of the staff each day to insure accuracy.⁴²

The system used in the News provides two types of cards. A white card indicates that the clipping is filed under the classification indicated on the card. A blue card indicates that the clipping was not filed under that classification. Blue cards are used for indexing cartoons, deaths of persons of minor importance, when they are placed under the name of the writer. This serves as a cross-index to the subject matter.

41. Ford M. Pettit, *Special Libraries*, Oct. 1928, pp. 274-5, 223.

42. *Ibid.*, pp. 274-5, 223.

The news library staff prepares about 275 cards daily and in 1928 had a total of 68,000 in 61 drawers. Doubling of the cards has resulted in a saving of space. The floor space, a particularly trying problem in the major share of the publishing plants, is now eight and one quarter square. The files may be increased by 23 drawers according to Ford Pettit, without increasing this amount of space. The total of 84 drawers will hold a four year supply of cards.

The system in use in The News is ably upheld by Ford Pettit:

"The card index is more than a substitute for lost clippings. It offers the quickest way of locating matter when there is doubt as to classification, for the cards are conveniently grouped. When the correct classification is found, it is only a matter of seconds to find the clippings. And, more often than not, the summary, typed on the card, gives the inquirer the information wanted and the handling of clippings is eliminated. Almost daily the circulation department asks us for the publication date of an item someone wants to save. The card index gives us the date, edition, page, and column on which the story appeared. It takes but a few seconds. And the clipping itself would not give all this information. The clipping is stamped with only the date of publication and the edition. There are frequent telephone calls which we can answer quickly from the card index while the inquirer waits.⁴² When a clipping is lost, and the lost matter is worth copying for the clipping files, we can locate the story in the card file, bring out the bound volume and either copy or summarize the item. Liberal use of guides helps conserve on time in the card index file."⁴³

The Detroit News library had 22,292 volumes, classified

42. Ford Pettit, op. cit., p. 275.

43. Ibid., August, 1929.

under the Dewey system. History and travel lead the number with a total of 5,594 volumes and sociology second with 4213. The general group, including magazines, yearbooks, Journalism, contained a total of 1,659 volumes. Seven persons made up the library staff and 16 in the scraparium department handled the clippings, photos, cuts, indexes. The News continued the information department begun in 1916. The daily average of calls for service in the scraparium department was 47.3. Thirty library charges and 100 calls for Information daily were listed. The rag paper edition of The Detroit News was placed in a permanent file.⁴⁵

The apathy of editors and executives of newsplants toward the use of the library is perhaps disappearing faster than we realize, for the Editorial Secretary, Lee White, tells us:

"He wants what you haven't; and the more certainly you haven't it the surer he wants it, and the greater his hurry. Ergo: go get what you haven't. This is a compliment. It reveals a faith in your capacity that is sublime."⁴⁶

"I count it a mark of advance of this important branch of the profession of journalism that such an individual should come to use a library and to complain of humanly imperfect resources . . . The Editorial writer wants collected and collateral material under a general heading. He wishes to speed his work of generalizing. The News writer wishes to find in a single envelope precisely the specific information he seeks on a single individual thing or place. He wishes to

45. Lee White, op. cit., Letter No. 2, Appendix 1, p. 2.

46. Ford Pettit, op. cit., Dec. 1929.

speed his work of particularizing."⁴⁷

Will C. Conrad, editorial writer, tells us that half the time the editor doesn't know what he wants. "The editor, the reporter or the editorial writer not only got his information but he got you to do his thinking for him." Mr. Conrad insists that the librarian sell the library to the staff in such a way that he will have pivotal status in the plant due him and may then ask the members to think out their own questions and he will answer them.⁴⁸

Robert W. Jones, editorial writer of the Philadelphia Public Ledger says of the library:

"It is a storehouse of facts and figures that usually cannot be found in the standard works of reference because they have been outdated by the rapid march of events. The modern newspaper, large or small, has become a sort of university of the people. The editorial page can commit no more fatal mistake than to appear to write down to its readers either in its editorial or its news columns. A page may be accurate as the multiplication table and equally as dull. But in the properly equipped newspaper library, if he will only realize its resources, the editorial writer can find an apt illustration with which to point a moral or adorn a tale."⁴⁹

The comment of the editorial writers of the eastern and mid-western dailies makes comparatively easy the task of clearing up a few of the functions of the librarians; that of coping with the peculiarities, the frailties, of the individual in that one group - the editorial field. The editorial

47. Lee A. White, op. cit., Dec. 1928.

48. Will C. Conrad, Special Libraries, Oct. 1928.

49. Robert W. Jones, Editor and Publisher, June 21, 1930.

writer does not need to have the library sold to him. The few statements just quoted prove that he comes as a champion of the librarian's province despite his admission of its faults.

The editorial staff has always had the reference man at its elbow. Particularly at the present time does the editorial office demand the services of the library since the editorial page is the work of organization not of one man's efforts but of the siftings of the minds of several trained writers. Colonel Robert R. McCormick, co-editor of The Chicago Tribune, says,

"In our own case this consists of the editors, three editorial writers, two political cartoonists, librarian and stenographers. The entire personnel of the newspaper is available for investigation and research. Editorial organization permits deliberation and discussion and ample time for writing. The day's work of a writer averages seven hundred words, a small tax on a professional literary man. Six days a week there is an editorial conference, lasting from one to three hours. The decision to take sides on a new question or on one which has assumed new aspects is taken after much consideration and debate and when the accuracy of the view seems established."⁵⁰

The function of the library next turns to the business office, for it is here that the foundation of future organization must find an ally. Louis Wiley, business manager of the New York Times, has perhaps conceded the value of the library more often than any other business executive in the news

50. McCormick, Colonel R. R., What is a Newspaper, Chicago Tribune, page 6, 1924.

field. He has this to say of the work of a newspaper library:

"The newspapers of today are more worth the librarian's serious attention than ever before--- it is no secret that newspapers have special libraries. Perhaps some persons believe that newspaper men, especially editorial writers, are omniscient, of unfailing retentiveness of mind and have no need for reference books. Such is not the case. The general reference books, the documentary shelves and most of all the files of the newspapers are used more frequently and thoroughly than in any other profession. . . . the advertisements of today are also valuable for the information they contain---there is much of profit to be learned from books of whatever age; but business makes its decisions upon the day's or week's news; and I am sure that the latest reports of the Department of Commerce are more often called for in the library than Adam Smith or John Stuart Mill's political economy."⁵¹

Major functions of the newspaper library have already been discussed in the case of the New York Times and the Detroit News and a short explanatory statement of the day's records of the Christian Science Monitor and the functionary element prevalent in the geographic divisions of the history of the newspaper is varied and defies even fair understanding. The material is not in printed form and is all in more or less of a formative research collection.

Descriptive letters from librarians of twenty-eight newspapers in the United States in cities of the east, south, middle-west, north-west, and pacific coast contain some of functionary elements of the newspaper libraries. The information comes from Boston, Philadelphia, New York, Chicago,

51. Louis Wiley, Special Libraries, Dec. 1925, pp. 395-7.

Indianapolis, St. Louis, Missouri; Dallas, Texas; Montgomery, Alabama; Dayton, Ohio; Decatur, Illinois; Akron, Ohio; Milwaukee, Wisconsin; Fargo, North Dakota; Anaconda, Montana; Great Falls, Montana; Boise, Idaho; Spokane, Washington; Bellingham, Washington; Tucson, Arizona; Denver, Colorado; Seattle, Washington; Portland, Oregon; San Francisco, California; Los Angeles, California.

In the neighboring Canadian cities of Regina, Winnipeg, Saint John, N. B.; Calgary, Alberta, the interest in the organization is just as keen and the function about the same for efficiency.

Marvelously interesting advancement has been made in the South American field, such as the noted plant of La Nacion, Buenos Aires, and its well equipped library, The Tribune of Manila, Philippine Islands, Honolulu Star Bulletin, Hawaii, and the Osaka Mainichi Publishing Company of Tokyo, Japan, with its seven publications scattered throughout Japan. The Japan Chronicle of Kobe and The London Times, like The New York Times, have famous newspaper libraries. When the efficiency of the libraries and the research material have produced a working basis an attempt will be made to delve into the foreign field.

Foreign newspapers are mentioned, however, for they too are awakening to the possibilities of the great functional qualities of a well organized library.

The eastern newspaper with its well established library is not content to furnish routine data to the staff and the public. Librarians are confident enough of their organization's efficiency to branch out into "creative" work as Miss Blanche Davenport of The Christian Science Monitor states. She has at her disposal 4,000 reference books and pamphlets, clips American and British newspapers and periodicals for the staff's use, files and classifies the clippings in a 5 x 8 envelopes with a dictionary finding system. The cuts are filed according to size and classified alphabetically as are the portrait photographs. The views are filed by subject.⁵²

The entire library material is housed in steel cases and is presided over by a staff of eight persons with a working day from 8 A.M. to 4 P.M. Seventy-five persons, principally members of the staff, patronize the library during the day. A card catalog of special pages is available for the use of patrons who want to investigate the bound files. The news items are all clipped and filed. Miss Davenport's "creative" duties consist of the work of sending a list of books, to the printing, advertising, and news departments for posting on their bulletin boards. This helps the members of the departments to keep in touch with the new developments in their line of work. The departments may then keep the library informed of the new books which will be of value to them and

52. Blanche Davenport, Editor and Publisher, June 21, 1930

this helps the librarian to buy wisely. Another creative duty is to watch magazines and newspapers for articles that suggest feature stories to the staff and also to watch closely for mistakes that may get by the proofreaders."⁵³

Reference has already been made to the People's Lawyer, a column of The Boston Globe for the use of the public. The library functions for the material edited there through the use of its 1,500,000 clippings kept in 250,000 folders each 5 x 8 inches in size. The small photos used in the columns of the newspaper are kept in folders of the same size, the larger ones in folders 10 x 15 inches. The cuts are in 5 x 8 inch drawers. The library has a total of 60,000 cuts, 300,000 photographs and 5,000 volumes of reference, alphabetically classified. There are 11 members of the staff who serve from 100 to 150 patrons of the paper and members of the organization daily. The complete story with its cut, background data of biographical or subject matter is available for the reporter or the editorial writer at a moment's notice. The history of the day before is in the file. The advertising man wants local statistics of the origin of the "firsts" of the city. He may want just one bit of statistical material. The librarian may make use of one library resource or many to find the necessary data.⁵⁴

The Philadelphia Public Ledger, one of the Curtis-Martin

53. *Op. cit.*, Letter no. 3, Appendix 1, August 12, 1929.

54. Alcott, William, Letter no. 4, Appendix 1.

publications, with Joseph H. Kwapil as librarian in charge, is functioning as a well organized unit of the single plant and serves the Evening Public Ledger, as well as the three Curtis Publishing company magazines, the Saturday Evening Post, Ladies Home Journal, and Country Gentleman. This library is now recognized as one of the most efficient in the newspaper field. And this recognition is due in great part to the personal efforts of Mr. Kwapil.

Mr. Kwapil tells us that "one of the main functions of a newspaper reference library is to keep on record facts covering the whole range of human endeavor. Personally I have found where a newspaper has a well organized and developed reference department, the paper shows it in various ways. When the material is easily available, I found members of the staff consult it frequently for verification of facts, correct spelling of names and the like. I find libel suits are a rare thing when a newspaper has a well organized reference department. Newspaper reference work is practically in its infancy compared to what it will be ten years hence."⁵⁵

The story of the Vestris disaster brings the use of the library into prominence. As an example, the New York Herald Tribune had fourteen pages in one issue of the spread story with the much famed photographs of the steward, the background data at the command of the editor replete in every column;

55. J. Kwapil, Letter no. 5, Appendix 1.

detail, perhaps, but that detail is the fabric through which the color strands were woven.

NEW YORK HERALD TRIBUNE

The New York Herald Tribune has in its library organization 2,500 reference books housed in a room 40 x 40. Clippings are divided into biographical and subject matter and the subject division is classified by encyclopedic method and the biographical by the alphabetical plan. The clippings are placed in steel cases of 7 drawers for the biographical material and this is found in 5 x 8 folders. Steel cases of 4 drawers are used for the subject materials and envelopes, open at the top and of the 9 x 11 size, are the housing media. Eleven library employees are at work from 9 A.M. to 4 A.M. and serve 125 to 150 patrons in the 24 hour period. The pictures and cuts belonging to the Herald Tribune library are in a separate department and the entire reference list is for the use of the staff of the newspaper only. D. G. Rogers, director of reference, is a member of the group of executives working for standardization and problems affecting the library⁵⁶

The modest recital of the moving day of the Chicago Daily News Library from the old home to the new told in the columns of the newspaper gives a better idea of the size and

56. D. G. Rogers, Letter n. 6, Appendix 1.

quantity of material; a concrete example of one of the problems entailed in reorganization of a library.

"Meanwhile the morgue or library on the third floor was being moved. A million newspaper clippings dealing with events and personages of the last fifty years were being moved. With them went 7,000 reference books, 2,000 pamphlets, 1,000,000 photographs, 200,000 camera negatives, 200,000 half-tone cuts of people and events and tons of miscellaneous lore gathered assiduously to help keep the records of those who pass across the pages of the newspapers."⁵⁷

THE INDIANAPOLIS STAR

One large middle western daily has installed the system of classification and equipment furnished by a library service. The latter firm has made an extensive study of the special library field and has built furniture to fit its needs. The Indianapolis Star library is in a room which measures 20 x 30 feet, equipped with steel filing cabinets, bookcases, desks and the necessary library furniture. Four librarians furnish materials to 50 persons a day. The actual working hours are from 8 A.M. to 10 P.M. The library is open to the staff and may be used by the public. Six hundred volumes of references, clippings, photographs in one alphabetical file system, and cuts and mats in three alphabetical files are available for use. Cuts, pictures, and mats are filed under personal names with states and countries filed

57. Chicago Daily News, 1929.

geographically. Clippings are filed under subject matter.⁵⁸

The one man library, the major number in the field of newspaper libraries in this country, has unique and interesting functions among many of the middle west and western states. It is impossible for this library to reach the efficiency of the larger libraries but the examples used show clearly that the one man libraries have functions and organizations answering the service demand in their newspapers.

DAYTON JOURNAL AND HERALD

The Dayton Journal and Herald of Dayton, Ohio, has a library with a reference department consisting approximately of 45,000 pictures, 27,000 cuts, and 16,000 mats besides the obituaries and a few clippings. It is intended primarily for the Journal and Herald papers but the public makes use of it. Cuts and pictures are loaned when they have ceased to have usefulness for the newspaper. The editorial and advertising departments make use of the cuts and create a difficult problem for the librarian. It is almost impossible for the one librarian in charge to keep records of the exact location of each cut. Pictures and cuts are identified after the paper is printed. The name and date when the pictures were used are written on the back of each picture and a name is printed on a card and on each picture. This is given a

⁵⁸. James A. Stewart, Managing Editor, Letter no. 7, Appendix 1.

number and filed in an envelope accordingly. Cuts are filed by size. The 4 x 6 cards are all filed alphabetically. The pictures are filed in 10 x 12 envelopes.⁵⁹

AKRON BEACON JOURNAL

The Akron Beacon Journal library of Akron, Ohio, is another of the one man library groups functioning in an excellent manner for the newspaper it serves.

A direct filing system is used with A, B, C, D, and E files. The B file with 5 x 8 inch envelopes is the "key" file for the cuts, mats, and photographs. The A file contains envelopes of the 3 x 5 size; C with a 9½ x 11½, and D with an envelope 9½ x 14½ inches. The E file is a shelf cabinet capable of accomodating cuts, mats, photographs of full newspaper size. The A file contains cuts, each color indicating a different size. The B file uses manila envelopes with black printing for two and three column cuts; the clipping envelopes have the red printing while the grey envelopes hold the photographs and matrices. Cross reference cards are used in this file. The clippings are sorted into subjects. This is what the librarian terms a one-two-three system.

"One is the envelope with the cut; two is immediately behind it with clippings; three behind

59. Ethel L. Harper, Special Libraries, October 1928, pp. 278-9.

two with photograph, matrix, or both."

"The Card D files cuts, photographs, and mats, but does not provide for clippings. Information of persons is written on the left hand of the envelopes and that of inanimate subjects on the right hand side of the envelope. The envelopes are open at the side and do not permit of stuffing."

A day book contains the day's charges of materials.⁶⁰

The "We congratulate" column of the Beacon Journal is the means of the librarian obtaining biographical material for the files. The column contains the picture of some prominent man of the city and information of what he is doing and something of his life.

THE ST. LOUIS POST DISPATCH

In the early period of the St. Louis Post Dispatch library history, about 1900, the usual collection of clippings made its appearance. From 1905 on the clippings were placed in cumulative envelopes filed in cyclopedic-alphabetic sequence with topical inserts wherever justified. The clippings were sometimes undated. Cuts and photographs were filed together under a numerical card index. The department was reorganized in 1919 and a continuing consolidation envelope plan was substituted. Cuts and photographs were separated from the clippings and pamphlets were placed in cabinets instead of on the shelves with books.

60. Joseph Sheridan, Special Libraries, Oct. 1928, p. 282.

The Post Dispatch has a library whose value is widely recognized in the middle west and the organization of its work and staff is worthy of explanation.

"The product of four photo services, the staff photographers, furnish the newspaper 750 pictures a week, 25 new ones daily. Ten cuts a day are filed and no negatives or films are filed in the reference department. Cuts and photographs are filed in 1 x 12 inch jute envelopes on the cumulative plan for all sizes except the oversize photos for which the library provides cabinets of 18 x 22 inch capacity. The photographs are divided on a personal and geographic basis. Only one and two column cuts are filed.

"The Exchange and other desks assist with the clippings from papers other than the Dispatch. Few cuttings are made from magazines.

"The clippings are marked with the page and column, numerals and dates with a stamp. Subject headings and cross reference are indicated in blue pencil. The envelopes used are light weight paper 5 x 8 and the subject headings are typed at the top. A brief entry is made below to identify the article, and the date page and column numbers are listed."⁶¹

Articles of the same subject headings are kept in the same envelope in chronological order and when it is filed a new one is added. Cross references are made on white cards the same size as the envelopes, and envelopes and cards are filed in dictionary-alphabet sequence.

All biographical material is placed at the head of the file section of the person involved. A consolidation envelope contains other material about the person, with sub entries.

61. Charles T. Moore, *Special Libraries*, May-June, 1930, p. 156.

This plan is used to aid in the compilation of the Dispatch Index to the bound file.

The Dispatch keeps clippings from three to five years in active service and the remainder comes under sub-entries and in the bound files.

Loan form contains date of transaction, subject heading, number and date of pieces, name of borrower, and the librarian or assistant making the loan. These are kept in alphabetic sequence on the file clerk's desk. All material loaned is to be returned in 24 hours. Three hundred pieces of material a day are loaned out and the staff consists of seven persons including the office boy. The books are kept in the Associate Editor's general room and under his direction.⁶²

THE DALLAS NEWS

The Dallas News library of Dallas, Texas, has a staff of four members who have charge of the 4,000 volumes of reference, the clippings, arranged by biographical and subject matter division, the cuts and photographs, and who give telephone and mail service. The bound files are open to the staff through an index system. Twenty-five patrons a day make use of the resources of this well organized library.⁶³

62. Moore, Charles T., Librarian St. Louis Post Dispatch, Special Libraries, May-June, 1930, p. 156.

63. Shuey, Leila B., Letter no. 8, Appendix 1.

THE MONTGOMERY ADVERTISER

The Montgomery Advertiser of Montgomery Alabama, has a fairly complete bound edition file from 1846, with the "usual morgue," as R. F. Hudson, general manager, explains. This morgue contains cuts of interest with a card index and is kept for the paper exclusively.⁶⁴

THE FARGO FORUM

The one man library system of the Fargo Forum of Fargo, North Dakota, reveals a functioning organization that well might furnish material for many of the smaller daily plants of the west. The library is housed in a room 14 x 16 adjoining the editorial rooms. The shelves contain 210 volumes of reference and clippings are filed from the Forum, large eastern papers, and two news magazines. The clipping material is arranged in the two main divisions, biographical and subject. The subject group is in letter size folders. Cuts and mats larger than two columns are placed in out-size file, alphabetically. A cross index is used in this file for smaller cuts and mats, photographs being filed in the same manner. Steel and wooden cases are used. The smaller mats and cuts are housed in 5 x 8 inch envelopes in four section steel cases, each section containing several two compartment

⁶⁴. Hudson, R. F., Letter no. 9, Appendix 1

drawers.

The librarian is on duty for eight hours and serves 30 patrons during that time. A card index of the bound files takes care of North Dakota and Minnesota historical material only.⁶⁵

ANACONDA STANDARD

The finest bit of work produced by a newspaper library in Montana is best seen in the files of the Anaconda Standard of Anaconda, for April 19, 1906, to April 29. The issues contain the stories of the San Francisco Earthquake. This small daily is isolated to a great extent from news centers, and radio or airplane were not then in existence. Telegraph, telephone, and railway constituted the three means of obtaining the story. John Terry, staff artist, reached San Francisco the day before the earthquake, on his vacation. His mother and father were residents of the coast city.

Dean A. L. Stone of the Montana University School of Journalism was then editor of the Anaconda Standard. The first bulletin of the disaster reached the Montana city at 11 A.M. The earthquake's first shock came at 5:15 A.M. and destroyed the San Francisco office of the Western Union telegraph company. The Postal Telegraph office functioned for a short time and then flames destroyed it. The entire "News-

65. Dunlop, Jean, Letter no. 10, Appendix 1.

paper row" was destroyed; Call, Examiner, and Chronicle news buildings were burned to the ground.

Dean Stone tells that the staff immediately set to work to call upon every resource of the morgue. Scant news items were coming in from the Associated Press wire service. The story had to be set up in the office. A seven column cut of San Francisco area destroyed, was found. Six cuts, scenes in this district, were available for the front page. The story of the founding of Stanford University, consumed by fire, was available. The inside pages contained cuts of prominent buildings, hotels, cityhall, ferry station, and five of Stanford University. A history of famous earthquakes followed, with one in California's former experience. The staff members drew a map sketch of the city. Cuts of the United States Mint and the University of California were used. The editorial page contained a story of Bret Harte's prediction of San Francisco's ruin told in "Gabriel Conroy." Cuts of Mission Dolores and the story of its founding were available. The photograph of the famous Spreckles mansion and its interesting caption were found in the morgue.⁶⁶

The second day's issue, Friday, April 20, and the page of the Saturday and Sunday papers were full of cuts and stories taken from the library morgue. Monday morning, Terry, the staff artist, sent through the first photographs and a

66. Stone, Dean A. L., and Anaconda Standard, April 19-29, 1906.

sketch of the devastation. He and his family were living in the loft of an old barn and as he said, "glad to find that much accommodation."⁶⁷

Telegraph operators were obliged to carry their messages to towns in the California outlying districts and as far as Utah before they could be given to the outside world. The fire had destroyed many cables. Terry continued to send stories and cuts until Sunday, April 29. The library furnished the greater share of the newspaper's stories until Sunday, April 22, when the Associated Press began to get through more detailed accounts.⁶⁸

The Anaconda Standard library has since been destroyed by fire, but while it functioned the newspaper was regarded as the best in the state.

GREAT FALLS TRIBUNE

The Great Falls Tribune library is today one of the best one man libraries in Montana. Robert B. Warden, son of the publisher of the small daily, was instrumental in selling the idea of an organization of the library to his father. Mr. Warden is state editor of the newspaper and recognized the invaluable need of a library, particularly for his department. A trained librarian is now in charge and is rapidly building up a historical division, as well as the clipping, cuts, photograph, and reference department.

The Tribune recently used the reception of a 200 word

67. Terry, John, Anaconda Standard, April 23, 1906.

68. Stone, Dean A. L., Anaconda Standard, April 23, 29

Associated Press story of Montana to prove its "column inch" value and quick service to the newspaper. In 15 minutes the library yielded enough material for the 200 word message to make a two column story, illustrated with three cuts.⁶⁹

SPOKESMAN-REVIEW

The Cowel's library of the Spokesman-Review publishing company, like the Philadelphia Public Ledger, furnished materials for seven newspapers of the "Midland Empire" district. The material is housed in a room 32 by 45 and contains 800 volumes of reference. The librarian clips the seven papers and some of the Pacific Northwest and depends on the New York Times Index for general items. The material is filed alphabetically. Fourteen thousand letters are answered during the year asking for information and each letter contains from one to five questions. Three librarians are on the library staff and four on the telephones. The schedule of working hours runs from 9 A.M. to 11 P.M. and 120 items a day are answered.⁷⁰

IDAHO STATESMAN

The Idaho Statesman does not have a regular librarian, but the work is carried on by the editorial staff. The libra-

69. Stone, Dean A. L., Great Falls Tribune, date unknown.

70. Kirkman, Wilbur, Letter no. 1, Appendix 1.

ry contains 1500 volumes and these are not classified. No clippings are filed. The pictures and cuts are placed by means of card index, partly alphabetical and partly decimal, without envelopes.⁷¹

DENVER POST

The Denver Post indexes the bound files of the newspaper, makes use of 500 reference books, and files photos in 2 and 4 column envelopes. The cuts of individuals are placed in 2 and 3 column envelopes. The clippings, divided into biographical and subject matter, are found in 2 column cabinets. Three librarians, an assistant, and an Index clerk, work from 8 A.M. to 6 P.M. except Saturdays, when the hours are 8 A.M. to 11 P.M. Telephone information is given the public and 25 to 100 persons a day avail themselves of the use of the library.⁷²

BELLINGHAM HERALD

The Bellingham Herald introduced the vault use of the bound file in the Washington district. This plan was inaugurated when the Herald moved into the new plant a few years ago. The vault adjoins the library room and no one has access to the bound files except by the permission of the li-

71. Riddle, A. F., News Editor, Letter no. 12, Appendix 1.

72. Hine, Helen C., Librarian, Letter no. 13, Appendix 1.

brarian or an assistant. Steel equipment is used throughout. The library contains the photographs, mats, cuts, and clipping file cases. One man is in charge of the filing. A four color scheme is used for the classification and filing. The photos, mats, cuts are used in the same case and each one has a large, heavy, manila envelope.⁷³

SEATTLE TIMES

What is perhaps a record for newspaper library service is constantly maintained by the Seattle Times. Eight hundred persons are given service during a 24 hour period through the information bureau. The Times has a reference library of 1500 volumes and dozens of files of newspaper and magazine clippings. The information bureau is in the same office and includes 500,000 photos and several thousand obituaries. The clipping service in the Bureau is arranged in biographical and subject matter divisions. The photos are kept by individual names and by subject with their subdivisions. The furnishings are of steel and large and small as well as medium sized envelopes are in use. Twenty-one persons are employed in the information and a tourist aid is in connection.⁷⁴

73. Partell, A Personal Visit.

74. Walsh, Florence, Supervisor, Times Bureau of Information, Letter no. 14, Appendix 1, Aug. 6, 1929.

PORTLAND JOURNAL

The librarian and assistant of the Portland Journal have a total of 65,000 photos, clippings from the Journal for nine years, and clippings from other newspapers, several sets of encyclopedias and 1000 volumes of reference.

The clipping material is divided into biographical and subject matter and placed in the steel drawers by an alphabetical arrangement. Cuts have the card index. The library of the editor adjoins the room of the centrally located general reference room, and the juvenile department is found in a room which opens on the central one. The latter has a collection of scrap books, posters, and all sorts of materials for the children's page of the Sunday newspaper section. The librarian averages 30 to 50 calls a day.⁷⁵

In the letters from the newspaper libraries with the chronologies of functions, and organizations, interest is centered in the information of a department not yet developed, of one in the process of development, of prejudices and dislikes for certain library methods, of efficient plans fitted to local needs and yet not of standard library practice.

The Pacific coast has many newsplant libraries which rank high in efficiency and the San Francisco Chronicle and the Los Angeles Examiner are two good examples of the group.

75. Personal visit to plant - survey.

SAN FRANCISCO CHRONICLE

The San Francisco Chronicle, functioning since 1907, has a library room 60 by 30, and this room contains a large number of general reference books not yet catalogued. The clipping division is separated into the biographical and subject sections. The biographical information is arranged alphabetically and the subject by the American Library Association subject headings. Steel cases are used and card board folders 15 by 9 $\frac{3}{4}$ inches for pictures, heavy manila envelopes for cuts, as well as clippings. The clipping envelopes are 11 $\frac{1}{2}$ by 26 inches. These are pasted on different colored papers. The color denotes the year. The date of the article is stamped on the top of the sheet.

Four librarians are on duty from 9 A.M. to 11 P.M. and about 40 queries are answered a day.⁷⁶

LOS ANGELES EXAMINER

The Los Angeles Examiner has available 500 reference volumes, clippings from other papers, divided into biographical and subject matter, and filed alphabetically in the steel cases. There are nine persons on the staff and they give the library 20 hours of service. An information bureau takes care of the needs of the public and serves from 100 to

⁷⁶. Brown, Marjorie, Librarian, Letter no. 15, Appendix 1,
August 20, 1929.

150 patrons a day.⁷⁷

The Canadian newspaper libraries are in much the same status as those of the United States.

MANITOBA FREE PRESS

The Manitoba Free Press has an excellent library in a room 36 by 70 with a total of 3,000 reference books. The biographical file is in separate steel equipment. The other material is placed under numerous categories and heads. Cuts are found in cases similar to those used in card index systems; photographs and mats are filed in steel cabinets. Several sized envelopes are used. The library has a staff of five members and is open from 8:30 A.M. until 12 P.M. Approximately 100 patrons make use of the library during the day. The library has complete volumes of the debates of the House of Commons and many files on matters arising in the Provincial house.⁷⁸

THE LEADER

The Leader Publishing Company has a one man library. This small daily has available through its library a battery of 82 steel cabinets with 35,000 envelopes with cuts, mats,

77. Spencer, Lynn, Letter no. 16, Appendix 1.

78. Karter, F. M., Librarian, Letter no. 17, Appendix 1.

biographies, clippings. These cases are in a room 28 by 22. The library has the bound files of the newspaper for the past five years. A few reference books are kept there but the major share are in the editor's offices. The material is arranged alphabetically in large envelopes and approximately 50 persons are given materials during the day.⁷⁹

TELEGRAPH-JOURNAL

The third Canadian newspaper, The Telegraph-Journal, is a one man library. The clippings, cuts, photographs, are divided into the biographical and subject divisions and a liberal cross reference index is employed. Steel files and built-in book cases comprise the equipment. Folders are used for cuts and mats while envelopes are employed to hold the clippings and photographs.⁸⁰

79. Arnold, G. M., Editorial Secretary, Letter no. 18, Appendix 1.

80. Jennings, F.M., Managing Editor, Letter no. 19, Appendix 1.

PRINTED RECORDS OF NEWSPAPER GROUP OF SPECIAL LIBRARIES
ASSOCIATION.

The history of the organization, and the functions of the newspaper library just completed, third, the problems, and fourth, the future concludes the division list of the entire subject of newspaper library science.

The general problems involved in the function and in the larger field of the newspaper library, are expressed through the medium of the Special Libraries Association. This group organized as an auxiliary to the American Library Association really functions as a separate unit and it is in the group of this association that we find the newspaper librarians meeting.

The newspaper group has been in existence since 1923 and has the records of seven years' accomplishments available. The membership now numbers almost 100 and the libraries mentioned in the cross section statistical record of the function and organization of the United States newspaper libraries are included in this group. The conventions and regional meetings are but the basis of discussions of the problems and the ultimate end of the plans to solve those problems and insure the future success of the newspaper library.

In outlining the achievements of the seven years' work of the newspaper group, William Alcott, librarian, really

CHAPTER IV

PROBLEMS OF THE NEWSPAPER LIBRARY

set forth the problems met and the degree of accomplishment attained in the solving of the problems. The statements follow:

"First, the meetings have removed in part the handicap of isolation.

"Second, we have made the discovery of ways of practical and proper cooperation.

"Third, we have learned to differentiate between information and material.

"Fourth, we are conscious of the importance and value of our own collections, especially of clippings, and photos, and realize that for local biography and political news they are unsurpassed in any other kind of library.

"Fifth, we have created and are creating an increasingly valuable body of literature on the newspaper library.

"Sixth, we have made the first survey of American newspaper library practice.

"Seventh, we have stimulated activity in library schools toward instruction and training for newspaper library work.

"Eighth, a start has been made in the preparation of a standard classification for newspaper libraries.

"Ninth, we have widened our acquaintance with sources and methods.

"Tenth, we have created new contacts.

"Eleventh, we have raised the standard of newspaper library work and have gained a new vision of it.

"Twelfth, we are winning the approval of an increasingly large number of publishers and executives.

"Thirteenth, we are progressing in the work of making the newspaper library a more helpful aid to accuracy, not only to remove the basis and diminish

the number of damage suits but for the good name of the paper we serve and for the cause of good journalism at large."81

The library province in the newspaper field is but in the beginnings of its development. In fact, it is now in the pioneering stage when new systems are outgrowing the old ones so rapidly and are so numerous that the librarian is forced to admit that he cannot keep accurate information of the most efficient of the group. The Association is trying to gather the threads of the larger problems and weave them together for an analysis. Mr. Kwapil, librarian, makes clear a few more of the many problems of function and of the general field when he stresses the importance of sub-dividing classification, of watching cross reference; eliminating waste motion; bringing stock cuts up to date; keeping an efficient news index and saving floor space.⁸²

SPECIFIC PROBLEMS

The organization of the newspaper group has gained the membership of the libraries, already functioning as at least partially efficient units of the newsplant, and it is to the small, one-man libraries, to those not yet in existence that

81. Alcott, William, librarian, Editor and Publisher, Fourth Estate, June 21, 1930

82. Kwapil, Joseph, Editor and Publisher, Fourth Estate, June 21, 1930

the group now must appeal. The work of enlisting the entire news field in the library conscious and library functioning program is the most difficult problem of the librarian and his adherents. It is one of sales service, of holding a dollars-and-cents value up to the publisher and showing him that the library furnishes so many column inches of story and so many cuts, or photographs, thus saving him the expense of utilizing the services of a staff member to go out from the plant to get the desired material. The latter event has a double expense; the reporter's time plus the expense of getting away from the plant and delving into foreign sources. Why hire the city librarian and the reporter? The source material may be kept in the plant, the librarian save the time otherwise used in looking up the material. Also the outside source may not answer the news' need in just the specific way in which the plant's own resources would furnish it. The library will also answer needs more often when it is in the newsplant and readily available. The small plant will make of itself a local historical depository, a local political information bureau or answer a specific hobby-need of the publisher.

A crusading project may be followed and the library may furnish exact, accurate data for such a plan. The librarian may go on selling the service in any type of form; as a public

relations expert for the profession functioning through the newspaper group or as an individual. At any rate, the problem is clearly one of actual service and in no other way may the librarian prove his worth but by setting up shop and going to work. If he is not hired his chances are small. If he is a managing editor, a state editor, and needs a library, he may convince the publisher of his need. It does not necessarily fall within the province of the librarian to present the problem of selling the library to the publisher. It is any man's job if he understands the library newspaper field. The individual librarian's province falls within the confines of this subject as a major premise.

The problem just stated is ready for the work of the group because the librarian has lost the inferiority attitude of the old morgue custodian. There is now something to sell that is worth its present appraisal, low as insurance but high for plant value.

The problem of standardization will probably assume larger proportions but will be more easily solved when a greater number of librarians, of publishers, throughout the nation, organize and bring a library to its proper functioning state. Many newspaper editors are veritable encyclopedias of knowledge; have collected through periods of years their own storehouse of knowledge, know how and where to find it and are reluctant to use any other method. When the entire staff has that

collection, or one of its own in general use, then some method of library practice may be formulated. The newsman wants the material and wants it in the shortest time possible; hence, the librarian should develop some plan whereby the information may be procured in that time.

The subject of dirigibles may come under the classification "aeronautics" and the newsman may find it readily under this classification. The same classification is sought in another newspaper. The latter factor suggests the question of standardization, of classification throughout the newspaper library field, but inevitably this problem must fall second to the task of getting a library. Standardization of organization, of classification, of indexing, of cataloguing, and of filing all come within the specialization field of the library unit.

Throughout the study of newsplants of the United States and Canada as well as foreign newspapers, the biographical and subject matter division of clipping material has predominated. Some have followed the Cutter system, some the Dewey decimal, others the Library of Congress method in subject headings and classification. Others have followed their own system of subdivision of the two divisions, biographical and subject, and have planned their own subject headings. The alphabetic and dictionary type of filing have been in use.

The newspaper group, in order to meet the problem needs in standardization, has a committee at work making nation-

wide analyses of newspaper libraries with the object of creating a standard system of newspaper reference practice. Their plan reflects the desire of 100 newspapers affiliated with the Special Libraries group. Joseph Kwapil is the chairman of this committee, David Rogers of the New York Herald-Tribune, and Fred Pettit of the Detroit News are members of the committee.

The advent of myriads of words through aviation, radio, telephoto, and a thousand new fields has brought about a confusion in filing that is mounting as a problem of gigantic proportions. The modern newspaper library has somewhere in the neighborhood of 60,000 classifications and cross-references to adjust. The work of this committee is to glean the most attractive features from each library in reference to the newspaper and magazine clippings. Later the cross-indexing of books will be investigated, and still later the proper filing of photographs and cuts. The Philadelphia Public Ledger, according to Joseph Kwapil, is on the job during the 24 hours of the day and this is but a prophecy that eventually the proper functioning newspaper library will be following the same schedule.⁸³

Mr. Kwapil states, "The classification on which I am working is a very complete detailed work to cover every

⁸³. Editor and Publisher the Fourth Estate, "Librarians Seek Standard Practice for Newspaper Reference Staff, Aug. 4, 1928, page 14.

range of newspaper library practice. It will cover more than 60,000 subjects with their subdivisions. This has never been done before and is so complete in detail that it will involve several years' work. The arrangement will be such that it can be adapted to the use of a small one-man library or a staff of 25."⁸⁴

Henry Evelyn Bliss has a specific statement of interest to all librarians' special collections, when he declares that a standard classification should be general indeed and adaptable and as simple as a general and adaptable system can be. He emphasizes the strength of the movement for rationalization, simplification and standardization; fewer classifications cooperatively standardized for each specialty. He insists that the library should develop the details in its own schedule. Mr. Bliss has worked out the systems in use in the College of the City of New York, and speaks with the authority of 24 years of experience as his working basis.⁸⁵

The problem of a library service to small plants is a suggested possibility in the recently developed library cooperation of the newspaper group. To organize the morgues of the small plants into libraries and to literally create libraries in other newspapers by the modern method should bring forth a simpler plan, a plan with the minimum of expense for all needs, yet one to make a library as efficient as

84. Kwapil, Joseph, Letter No. 5, Appendix 1.

85. Bliss, Henry Evelyn, Special Libraries? March 1929, page 74.

possible. This problem is one within the province of the newspaper group of librarians and should be formulated for the plants forced to organize without the assistance of a full time librarian. It is impossible for some of the newspapers of this country to afford the services of a trained librarian and in order to aid this type of library, the reorganization of its resources may call for the advice of trained librarians, a personal service or service through publications, letter or other forms. When that organization is complete, the newspaper group may function as a clearing house of information for the publisher to continue his library with the part time assistant. Librarians in the newspaper profession may organize to offer their individual services in this field. Many newspaper owners are asking about such a service, particularly those who are in the isolated communities of the Pacific and Rocky Mountain Communities. The efficient libraries are more numerous in the east, middle west, and extreme Pacific coast section.

The northwest and the southwest states with scant populations still have the problem of isolation. Here and there one finds a good library in this section, but the percentage is small. Rest assured the advantage of the library in part, at least, is known. It is merely a question of financing the organization within the budget limits of the plant.

Montana knows what Massachusetts has to offer in background material for a news story, geographically, and would like to have that material in a form readily available. The senators of Massachusetts do not make the mistake of having half information, as did Daniel Webster, when the bill carrying the appropriation for \$50,000 to establish mail service to the Pacific coast came up to Congress after the American conquest. Webster, who was then senator of Massachusetts, was very much opposed. He said:

"What do we want of this vast worthless area, this region of savages and wild beasts, of deserts, of shifting sand and whirlwinds of dust, cactus and prairie dogs? To what use could we ever hope to put these deserts or these endless mountain ranges, impenetrable and covered to their bases with eternal snows? What can we ever hope to do with the western coast of 3,000 miles, rockbound, cheerless and uninviting with not a harbor in it? What use have we for such a country? Mr. President, I will never vote one cent from the public treasury to place the Pacific coast one inch nearer Boston than it is today."--

86

Geographic data is just as valuable to the Montana state representative as it should have been to Daniel Webster. What he had was not knowledge, but half knowledge, and that not authentic. The knowledge that the librarian gives needs

to be universal and it is as valuable to the four page weekly staff as to the Metropolitan Daily Star writers. The future of the librarian's code is to make an efficient and better newspaper, through the service.

LIBRARY TRAINING

The status of the librarian in the field of newspaper library science is one of major prominence. The old "morgue" was in charge of some pensioned member of the staff, a stenographer or often a copy boy. With the development of specialization in the entire profession of Journalism and the particular library expansion previously mentioned, executives began to demand trained department specialists. The question of education, of training for the librarian was made the basis of conference discussions. Out of these conferences grew the specific questions, shall the employment of a library school graduate or a newspaper man or woman with special library training be considered? Shall the news executive employ a general librarian and give instruction in the particular system in use in the news library?

When the cooperation of the newspaper librarians was evidenced in the newspaper group of Special Libraries Association, the question became, shall the newspaper group undertake to interest the library schools in offering courses for Newspaper Librarians?

The academic profession is here cooperating with that of the newspaper business and may solve the problem to the best

advantage of both fields. One plan is inaugurated at the Columbia University Library School to care for the work in a series of lectures in this division.

A newspaper library trained instructor to direct a special course in a school of journalism, is another method planned to care for the problem. Professional demands as well as scholastic require that the instructor of such a course have some newspaper experience, the knowledge of the use of existing newspaper libraries, and further, the experience of organizing such a library either in the commercial field or in the School of Journalism.

The problems of the general and the function field have been discussed in a brief resume. The detailed analysis belongs in the field of the Organization of the School of Journalism Library.

CHAPTER V
THE FUTURE OF THE NEWSPAPER LIBRARY

EDUCATION

The fourth and last division of the subject of the commercial newspaper library is the future of that unit of the profession.

In the future of any specialist's field lie the basic elements of "education." No young newswriter may ignore the fundamental things of the office. Knowledge of the style book or general instructions of the news executive is essential. Use of the city directory, the dictionary, the city map is but routine. Similarly the librarian in his unit of usefulness is forced to know the personnel of the newsplant, the habits, peculiarities of each individual and this information is just as necessary as the information of the technical workings of a newspaper organization. The library alone is not the librarian's province. Intimate knowledge of the entire plant is necessary for the librarian to be able to provide service. The lowliest cub knows enough not to look for railroad information in the magazine devoted to fiction. The obvious, well-known sources are mere routine knowledge to the newspaper novice of today.

The journalism profession/^{often}demands information on obscure subjects and the librarian's job is to see that the information is forthcoming from books, government documents, municipal, state and foreign data from sources that the executive

does not have the time or the training to investigate. To know these sources and to coordinate the facts derived from them is the familiar task of the newspaper librarian. The technique of the "artist" librarian is that of the finely developed sense of anticipating the rapid demands of the newsplant. Here is the future of the librarian. This is the goal of the whole profession, to provide facilities before they are demanded, to anticipate the future of the entire plant. The seeker of information may want a certain type of information today, but what will he need tomorrow?

PRESENT ACHIEVEMENTS

M.E. Pellett, librarian of the Port of New York Authority has this to say of the more important accomplishments of a library in a business concern.

- "(1) Save the time of high-salaried executives.
- (2) Keep your technical staff informed of developments in the fields pertaining to their work.
- (3) Obviate foolish and perhaps costly errors through lack of the latest information and events affecting your business.
- (4) Aid in training your employees, thereby increasing their usefulness.
- (5) Exercise a salutary influence toward creating within your organization that conscious unity of interest and purpose which is so essential to efficiency where the cooperation of several departments is involved.
- (6) Add to the prestige of your company and its product through your librarian's contacts, which are necessarily made among those whose function is to guide the reading, and therefore, to some extent, the thought's of those whom they serve."⁸⁷

87. Pellett, M.E., Librarian, The Library and its Relation to the Industries of the Country, October 23, 1928

The industrialist's authoritative statement gives knowledge of old field as well as new ones for the newspaper librarian and his work. Someone has estimated that there are approximately 25,000,000 books in the world. It is of no consequence why or where this figure was chosen. It is as good as any for no one knows exactly how many books there are in existence, but the fact that the exact number is unknown is an intriguing thought for the newspaper librarian. Why not know where and how many and what each contains? Through what channels would such information be found? The thought is one to find action in research and perhaps this information if found would reveal a whole new world for the general librarian.

LIBRARIAN A TRAINED SPECIALIST

The future of the newspaper library, of the librarian, lies within the profession of the individual. Joseph Kwapil, William Alcott, John Miller, Fred Pettit, Lee A. White, Agnes Petersen, are but a few librarians of recognized ability in the list of individual librarians who are blazing a trail of research and organization that is tending to revolutionize the entire newspaper librarian's field of endeavor to provide some-

thing to hold while experiments make more complete the science already well developed.

MAJOR UNIT OF NEWSPLANT AS CULTURAL CENTER

The newspaper library is a workshop, a laboratory of the newsplant used to provide cultural background. The trend is to place more confidence in the power of the librarian, to give the individual worker more courage to ask for his rightful place as a major unit of the publishing business, to reach individual librarians and gain their cooperation and assist in the movement for helpful organization, to build an enduring foundation of cultural background for the newspaper that will reflect itself in every column inch of news, of feature, of photograph, of public service by telephone. In short, the whole future of the library profession in the newspaper field lies in its service to a cultural newspaper, whether it be a small weekly, a small daily, or a metropolitan with its Sunday feature and book magazines, radio department, comic or rotogravure section.

DESCRIPTION OF SMALL LIBRARY

The service to the newspaper of tomorrow will inevitably bring a library of clippings, photographs, mats,

cuts, and reference books all housed in a well-lighted room equipped with reading table, magazine and newspaper racks, steel shelves for books, steel cases for the remainder of the materials, a librarian and assistant's equipment if in a two-man library, a constant coming and going of members of the staff, and probably a telephone service room adjoining to care for the public needs. Some vault system in the room or in a room adjoining will care for the needs of the bound files and the index. These volumes, the permanent record of the plant, will be in the sole custody of the librarian, to provide information for executives or members of the staff. The bound files will be consulted as a last recourse for information in this library of the future. The description of a modest two-man library is used, but this should serve to explain the need in the major share of the newspapers of the United States. It is to the small paper that the community interest turns for detailed study. Local news is read avidly and often. The newspaper library of the future will have another contributing factor to help in the organization of its greatest possibilities for the development of the newspaper; that of the librarian trained in the Schools of Journalism and the student journalists who have utilized a model library and shared in its organization.

CHAPTER VI
HISTORY OF THE ORGANIZATION OF THE SCHOOL
OF JOURNALISM LIBRARY

COLLEGE MORGUE AND THE NEWSPAPER MORGUE

The history of the organization of the school of Journalism library, of its function, problems and future is placed in the profession of journalism as subject for research, development, for analyzation by academic as well as business specialists. The subject is the basis of recent national interest, of discussion through individual efforts of instructors in the Schools of Journalism at the State University of Montana and the University of Minnesota.

As far as inquiry and research of the individuals are concerned, the facts are paralleled with those in study of the growth of the morgue and its evolution into a regularly organized library in the commercial field. Faculty members of professional schools of this character are inveterate collectors of world knowledge in all forms; pamphlets, books, scraps of clippings. Talcott Williams of the Pulitzer School of Journalism, organized in 1912, possessed a large well-chosen library and this became the property of Dr. James Melvin Lee, head of the department of Journalism of New York University, on Dr. Williams' death. Dr. Lee already possessed a unique library and recently made a gift of many of the duplicate books and other material to the department of Journalism at Yenching. The Yenching School was organized in 1929, by Dr. Walter Williams of the Missouri University School of Journ-

alism and the officials of Yenching. The University located at Peiping has an American, Vernon Nash, as head of its newly organized School of Journalism. Mr. Nash is a graduate of the Missouri University School of Journalism.

President Walter Williams of Missouri University, who still holds the title of Dean of the Missouri School of Journalism, maintains a private library, and a school library well supplied with newspaper volumes and material, but up to the present time the school has not maintained a laboratory course in "Newspaper Library" or used the present library for any but general library purposes.

MONTANA UNIVERSITY SCHOOL OF JOURNALISM LIBRARY

Dean A. L. Stone of the Montana University School of Journalism has been instrumental in his 30 years active newspaper career in this state in building up libraries in the Anaconda Standard and Daily Missoulian, two small newspapers. The Anaconda Standard has been used as an example of the library service possible as far back as 1906.

First, the history of the Montana School of Journalism Library began when Dean Stone came to the School of Journalism as its chairman in 1914 and brought a part of his private library. This consisted of general reference volumes,

of fiction, of science, of literature, of history, particularly of Montana, whole sets of valuable series of encyclopedias, Century, Brittanica, bound volumes of the oldest newspapers of the state, a collection that is the best of its kind in the state. Materials on the Indian of Montana, technical books of the profession to the last date of the last book published were included. The books and loose materials were housed on shelves in his office in a two room bungalow on the Montana campus. The office library contained a typewriter of his own, an old Franklin open hearth stove, a revolving case to house the ready handbooks and every available inch of space in the remainder of that room from the floor to the ceiling was stacked with books and reference material. There is no record of the volumes and the material on hand at that time, but the Dean kept his own clippings in envelopes and used his own classification system. That system was worked over by stenographers or secretaries with Dean Stone's supervision until September, 1927. A course, then listed in the University catalog as Laboratory in Journalism, 39, a,b,c, and offering two credits, was utilized for library instruction. This class met twice a week, Tuesday and Thursday from 2 p.m. until 5 p.m. and the entire laboratory period, with the exception of a half hour of instruction in general reference, was utilized for clipping and filing the national and state papers, magazine and trade journals of the profession or any source

material needed by student or instructor.

EVOLUTION OF MORGUE INTO LIBRARY PLAN

The first step necessary in developing a plan for the organization of a library out of morgue materials was to determine just what working tools were available for the newspaper library laboratory. The morgue, in September 1928, consisted of Dean Stone's office library with a total of 537 volumes of reference books, thousands of bulletins and pamphlets, and the bound files of Montana newspapers of 1800 and 1900.

The office of Professor Robert L. Housman of the School of Journalism contained a wooden file case, correspondent size, with two tiers of five drawers which housed large sized envelopes with clippings arranged alphabetically by subject heading. This file contained a definite amount of World War information. Book lists, copies of the Saturday Review of Literature, Sunday book and feature magazines of the New York Herald-Tribune for several years, fifteen reference books, ten volumes of books of fiction and general subjects utilized for book reviews for the Kaimin, student publication comprised the office total. The third unit of the reference material was found in a reading room equipped with tables and shelves of the bound files of the Daily Missoulian as far back as 1910,

bound files of the Anaconda Standard, 1908-1914, and the daily newspapers of the state and nation in rack containers. The latter group includes:

New York Herald-Tribune
New York Post
New York Journal
Brooklyn Journal
Baltimore Sun
Philadelphia Public Ledger
Boston Transcript
Christian Science Monitor
Kansas City Star
Kansas City Times
Atchinson Daily Globe
Washington Star
San Francisco Chronicle
Spokesman Review
Chicago Tribune
Chicago Daily News
St. Louis Post-Dispatch
Springfield Republican
Weekly and daily newspapers of Montana

The fourth unit of the reference department was the library or morgue proper, a small inside room without ventilation or the light of windows. This room had shelves built around three sides to accommodate the envelopes of clippings acquired through student clipping from three years back, copies of the Inland printer from 1892 to 1929, magazines of all types, files of the local newspapers partly bound, duplicates of the bound files in the reading room, a few reference books on agricultural data, encyclopedias, directories, census reports, posters of forestry fire control, advertisements utilized for class instruction, maps of the United States, world, Europe and Asia, and High School

annuals and newspapers.

The fifth unit of the reference material was the Kaimin room, housing the typewriters and utilized for classroom purposes. This room contained a wooden case holding the bound files of the Kaimin as far back as 1914 and the cuts and engravings of the Kaimin and Sentinel, University year-book. The case contained shelves for the bound files and drawers for the cuts. The walls accommodated a clip holding 65 different college publications. These were the property of the exchange editor. The School of Journalism Dictionary and type books were found in the reading room. The Kaimin reporter possessed a style book of the school and the student directory.

The morgue of the School of Journalism then began to evolve, in plan at least, into a library, and source materials were selected from the University Library science course to fit the needs of the school of Journalism newspaper library course. The direction naturally fell in the special library field. General reference, classification and organization, cataloguing, and bibliography came in for a study with the adjustment to the academic needs in the profession of journalism. Gradually as the courses reached a necessary stage of development, wholly through research and study, the findings were utilized in the class room of the laboratory course.

The study and research led into the Special Libraries

Organization and the School of Journalism became a member in 1928. Joseph Kwapil, Librarian of the Philadelphia Public Ledger, October 16, 1928, wrote,

"Several years ago the writer tried to interest schools of Journalism in larger and better reference libraries in newspaper offices. Letters were sent to most all of the Schools of Journalism in the country. The results were negligible. If I remember just two replies were received. It was concluded that schools of journalism were not interested in one of the most important and vital departments of a newspaper. It seems to me that through the medium of the reference department, organized on efficient and modern lines, the schools of journalism could do much toward establishing the whole profession of journalism on a higher standard of accuracy and ethics. Personally I have found where a newspaper has a well organized and developed reference department, the paper shows it in various ways. When the material is easily available, I find the members of the staff consult it frequently for verification of facts, correct spelling of names, etc. I find libel suits are a rare thing when a newspaper reference work is practically in its infancy compared to what it will be ten years hence."³³

Under the direction of Robert W. Desmond, instructor in the Department of Journalism at the University of Minnesota, a Newspaper Library course was inaugurated and this was given twice during the year 1929, for the first time. The course was originally planned for one quarter. The department now has an endowment of \$1200 a year and plans the organization of a library. So far the work has been given as lecture and laboratory work and the class meets but one hour on Thursday and one hour on Tuesday.

88. Kwapil, Joseph, Letter No. 5, Appendix 1.

Missouri, Illinois and Oklahoma, plan to introduce library courses in the University Schools of Journalism and have consulted Joseph Kwapil and the special Libraries Association for advice and data.

The profession demands that the Schools of Journalism cooperate in this great development but the research and training for the newspaper library course should be carefully planned, for about ten percent of the newspaper libraries are really developed on an efficient basis. The latter statement is made by Joseph Kwapil, a man who has developed his library to a marked degree of efficiency and is working for that efficiency in the libraries of the country.⁸⁹

The difficulty of evolving a library out of the resources of the Montana School of Journalism first presented itself in the problem of the financial inability to make use of the model and best equipped libraries of the east or far west. The only source of research open for information was documents of historical and news value in explanation of such organizations. A questionnaire was sent to two hundred representative newspapers of the United States, Canada and a few foreign centers.⁹⁰ 23 replies were received from the United States, 4 from Canada and six from foreign countries.

89. Kwapil, Joseph, Letter No. 20, Appendix I.

90. Appendix I.

The questionnaire revealed the fact that libraries are in existence, that the publisher needs them, but that in most cases the literary organization is not perfected to the point of efficiency. Information of general points of similarity was revealed and was used as a basis of comparison and a means of evolving a better method of library function. The plan is not to destroy what has already been done but to use the best of the old systems and form a new one. The plan is practically the same as that of the newspaper group of Special Libraries Association; to select the best features of a representative group and weld them into a standard for all. At the same time, information was sought of the best course of study for a newspaper library instructor, and data to work out the laboratory project of a school of Journalism library. The course will function to the best advantage of student and school when a model working library is available, just as it is necessary to have a well equipped library for the science of Botany, Biology, or of Library work. It is impossible for a student to grasp the significance of a complete organization at the present time except through personal contact with three or four of the best libraries of the east and middle west. This is very difficult for the Montana student because of geographic isolation and the great expense of the trip. Hence, the library should be brought to the school and the student should have a part in building that

library.

The theory is self explanatory where the many divisions that now fall within the organization of a newspaper library are fully understood. It is like the great publishing business, a complicated industrial unit, functioning as an efficient well oiled machine and the student as well as the instructor should know how to adjust that unit to the machine and keep it functioning.

Working upon the theory that the Newspaper Library course should have a workshop to produce a model library plant, a half-hour lecture in general reference work was given early in the Autumn quarter of 1928, which included a brief explanation of the books, materials, and sources in this division, with particular emphasis on the use of the general reference books in the office libraries of the Journalism building and the State University library. The discussion included the value of certain reference books and how to adjust that value to the advantage of newspaper training. In the first laboratory period on Tuesday beginning at 2:30 p.m., immediately following the lecture, students marked and clipped national and state papers for reference material of known value. Each student was assigned a subject heading and a national or state paper and was taught the art of becoming familiar with the location of certain types of news in that particular paper. The material was subdivided

and placed in large envelopes with the date and name of a paper attached to the clipping. The Thursday period from 2 to 5 p.m. was used in routine work of pasting the clippings on a narrow strip of copy paper with the date and name of paper typed on the margin and a card 3 by 5 inches made for each clipping with the alphabet symbol assigned that subject heading in the loose leaf catalog notebook and arranged alphabetically in one of the two divisions, biographical or subject. The envelope used to hold the clipping was of correspondence, flimsy type, open at the side and this was filed in a wooden, document size, case with 20 sections and a set of small drawers: This case was brought from the basement of the University library and housed in the library room of the Journalism building. The wooden cupboard holding the cuts and bound files of the Kaimin was moved into this room and a set of six individual document wooden cases for the Montana section of the library added to the equipment.

The definite plan of organization then began to be evident. The offices, reading room, Kaimin room, and library proper came into the organization as units of a general reference library. The library proper was to have the key catalog, classification, and every record of the entire group in its system. All file cases were to be housed in this room and as much as possible of the reference material was to be moved from the offices

to this room. The first plan had to do with the utilization of the reading room, for the library instructor's desk was located in that room, and the Kaimin classroom adjoined it. The plan logically assumed that eventually a door might be cut leading into the Kaimin room from the library and thus make possible the more efficient use of the library by members of the Kaimin staff.

Some provision was necessary for the placement of books, pamphlets, clippings, cuts, mats, in files other than the wooden cases then available. The proposed substitution of steel files providing a more permanent receptacle introduced the problem of the purchase of equipment.

Letters were sent to library equipment houses and many catalogs were received. One firm sent a library expert. Mr. Ralph Ortel, of Spokane, representative of the Globe-Wernicke company, spent three days in August, 1923, in discussion and research for the equipment of a future library. The results of this research provided first that the bound files were to be housed in steel cases with glass doors. The vault plan of housing bound files in the library or in an adjoining room is advisable, but the first is more feasible for a smaller budget. The company did not have the glass door roller-shelf cases and instructed an expert to forward the blueprint drawing with estimate. The result of

this research proved too expensive for purchase of such a case.⁹¹

The following Fall quarter the library course included sources of finding reference material and the use of modern newspaper library equipment. Estimates of the expense of such equipment with complete findings for the School of Journalism library was included in the course.

FINAL PLAN OF ORGANIZATION

The entire course for the fall of 1929 was changed to include a quarter's lecture of one hour each on the general reference, the second quarter's work included a brief resume of classification and organization and the third with the lecture covering the practical phases of Bibliography necessary for a School of Journalism library course. The laboratory work continued with the additional work of building a Kaimin clipping file, cut and photograph section.

A diligent search had been made for all the copies available of the Kaimin as far back as its beginning in 1898. Douglas Thomas, business manager of the Kaimin, and a senior student, undertook the work of finding these numbers, also of collecting all the Kaimin and Sentinel cuts, and the photographs belonging to the student newspaper. Kaimin finances

⁹¹. Ralph Ortel, Appendix 3.

made it possible to purchase steel cases for the cuts, the clippings and the photographs. A new dictionary stand and several handbooks of reference were purchased and placed in a convenient place in the Kaimin room for reference.

The new equipment of the Kaimin purchased during the summer of 1929 made possible the use of a larger room. The corner room, number 206 of the Journalism building, with the Kaimin room adjoining but depending upon a hall entrance for admittance was then available. This room is well lighted and provides ample space for the cases now in use and gives some room for expansion.

Working under the handicap of making the system of an efficient ten per cent organization found in the larger metropolitan libraries of the east and middle west fit the academic, the professional and the individual needs of a one-man University School of Journalism library necessitated the work of obtaining the usable parts, financially possible qualities of several systems. The functioning elements gained from this study made possible the organization of the classification now in use, subject headings, and cataloging methods. For instance, the classification system is a composite of the Minnesota, Library of Congress, and the New York Herald-Tribune's plans.⁹²

The present plant and organization now comprise the new

92. Special Libraries, March, 1929, "Minnesota Classification for Political Science Collections," a review.

library room with its two wooden cases, two steel cases with roller shelves housing the bound volumes of the Kaimin from its beginning up to date, a steel four drawer correspondence size case with the Kaimin and Sentinel photographs filed and in working order, the steel cut case with shallow wide drawers holding the cuts already indexed. The Kaimin clipping steel file case has a partial list of the clippings complete and these are in use. A set of reference and scrap books available for Kaimin use as well as a card index and clipping file of general news and the biographical section of the Montana file with a large number of biographies function for the use of the student. The room contains one long reading table with magazines of news, trade journals and the papers of the nation and state not used by the library students. These newspapers are the source of scrapbooks of interest on all types of general news.

The Library was the recipient last year of 550 copies of Century, Harper's, Atlantic, Outlook, North American Review, Scribners, and Forum magazines, of 1900 and 1900. The trade journals of the profession are not placed on shelves in the library room or handled except for clipping and occasionally an entire magazine is filed on the shelves of a wooden case. The equipment is not installed to care for all of the library

93. D. G. Rogers, Special Libraries, "New York Herald-Tribune Library," October, 1928, page 271-273.

material awaiting cataloguing and indexing.

The library course of 1930-31 is to be a laboratory one, five hours a week, with an hour's lecture each week and the course is continuous for three quarters with three credits and is required of all majors in the department.

The history of the organization of the School of Journalism library is but a brief resume of the course in the organization. The second main province of the subject, the function, is the most important phase of the entire field of newspaper library development.

CHAPTER VII

FUNCTION OF THE MONTANA SCHOOL OF JOURNALISM

LIBRARY

The function of the organization of the school of Journalism Library is fourfold. The library, as a laboratory designed for the major purpose of training the student in the best methods of technique, of organization, classification, general reference and bibliography. The courses mentioned in the organization include a brief outline of the methods of cataloguing. The entire function of the teaching plan is to give fundamentals. The course is not designed to offer more than the elements for the curriculum does not permit and the profession does not ask for more at the present time.

The second division of the subject of function affords the student thorough method of obtaining background information for the advancement of the status of a journalist. The newspaper library resources make better reporters, advertising men, public relations experts, executives, and country weekly journalists, in fact, uplift the standards of the individual's ability in any unit of the profession of journalism and at the same time has a direct bearing upon his standing in other departments of the university. The same principle holds here as in the commercial field. The reporter who has access to the library in his own plant saves time, expense and acquires his information better suited to his needs. He uses that library more often than he does the public library situated

at a distance from his labors. The student types his story in the Kaimin classroom, needs a word, a bit of information and will get it ^{is} if it available in the room adjoining or near him. He is more prone to use a substitute or guess at his information if he needs to look for it at the university library.

In the third place, the journalism library functions as a workshop for all students. The journalist who is taking the newspaper course, acting as librarian, assistant or file clerk, and marking the paper and clipping it, is not only gaining library technique but is acquiring a bit of the information contained in the library files. The casual acceptance of helpfulness is becoming evident in every period of open library hours. The workshop idea prevails and this is the better plan for as long as the newspaper library profession is in the present state of evolution, the workshop may produce some method, some idea usable for all.

The latter point suggests the fourth division of the function of organization: it is a research medium for the entire newspaper library field, academic and professional. The student is told frankly and convincingly that the profession is in the embryo stage, that newspaper librarians may be either librarians trained in the library schools of our nation, newspaper staff members who serve part time as

so-called librarians, stenographers or secretaries taking over a duty for the executive. The student immediately counters with the question, what can we do about it? The fact that the profession is new has a charm, has an intriguing pull of interest for the young members of the journalism profession. The one who gathers new facts, new sources, new conclusions of the findings, the first who reaches the end of an experiment in the workshop and shows results experiences the fascination of new scientific discoveries. The interest of this new field is growing by leaps and bounds and the open workshop is serving as a true research medium.

NEWSPAPER LIBRARY TRAINING

The function of providing newspaper library training in the organization of a school of journalism library brings us to the adaptation of general library technique, of special training and last the practical application of methods now in use in newspaper libraries in this country. Some such adaptation is necessary, for no special training course for newspaper librarians is available in any library school, at the present time. This is of necessity put forth as a province of the Journalism School, for the organization of the school of journalism library includes the course of

instruction in newspaper library.

The function of training is new and individual systems of training are necessary, through the adaptation of methods gained through study and research which may contribute ideas and theories gained through experimentation. The course of training has already been outlined.

However, the function of training is outlined and that statement is again made that since the newspaper library organization, and the school of journalism library are both comparatively recent subjects for discussion in the journalism profession, the detailed course is constantly undergoing changes and revisions in both subject and actual plan.

The leading authorities in the profession are constantly revising the methods of approach for certain sections in the field of newspaper library theories and their subject treatments are changing within the year. The harried librarian of a cosmopolitan newspaper may find a new method in his workshop that overnight changes the organization of a well established plan. The subject is then revised to meet publishers' needs for up-to-date knowledge.

BACKGROUND INFORMATION

In the second function of affording the student the

background information the library and librarian must point the way to the best books of the profession for informative knowledge of his own field. One student in the Montana school acquired the ability to read a book in outline and assimilated and utilized that knowledge to the best advantage. His reading field was widened. The student librarian and the student he serves need direction to the volumes of journalism, biographical, historical, to background information. The lectures in the courses can not cover every phase, can perhaps merely mention a subject and let the laboratory worker suggest and aid the student to find his sources. A reference has been prepared "Background for Men of the News," in which the way is pointed to the value of being a "consuming reader"--the thought carries with it the journalist's trait of straightening the curtain. Materials can be prepared for other fields, to give the student a worthwhile perspective. Lists of the books in each division of the profession posted and ready with time schedules are a part of the plan of the School of Journalism library. This is the creative plan mentioned by Miss Davenport of the Christian Science Monitor. Students in the course are expected to do a certain amount of reading of professional works outside of their regular class assignments in other courses.

Every effort is being made to obtain materials for

background in the projects of classes in the department. The Kaimin staff is furnished scrap books of the athletic conference, the national collegiate sports, State Inter-scholastic Track Meet statistics, University history, and biographical materials. Much of this is gathered by students in assignments and is filed away in the clipping file in the biographical section. Background material for the Kaimin is particularly historical and accurate information, general and specific.

The background data are becoming a further function in the field of bibliography, particularly special subject bibliography. The student librarians seek the host of pamphlets, the card index of our own files, the card catalog of the State University library, Reader's Guide, Poole's index and every available source to make the specific bibliography sought a complete one. This bibliography is typed and a carbon copy given to the one who is seeking such service. The sources are explained with the bibliography and any other information of the library service necessary. The student assistant does not fail to pass on the knowledge he has gained of his own task.

The background information function does not exist wholly within the school. The State Publicity work carried on by Senior students, a correspondents service to daily and weekly

papers of the state has undertaken the extension library work of furnishing biographical and feature data to the libraries of the state through the regular news channels. Wherever possible a mat or cut accompanies the article. The duplicate material is found in our own files. This background service for others is winning favor and at the same time is building up the background material for the student here. Historical data of the state by students and faculty members are yielding a local and state background that is invaluable. An attempt is being made to utilize every source to obtain this historical material, for the School of Journalism library is taking its part in a state wide consciousness of the value of such materials for future reference. The state tax situation with regard to the finances of the State University comes in for a share of background material; power developments, natural resources of the state, mining data, geological materials, social problems, Indian history and folklore are being examined for background material. Many of these investigations are in their beginnings. Biographical material is the best developed; state development projects come next, with the tax and legislative materials third. The library functions in assigning the student on these researches, in making of him a student of state affairs who contributes to his own knowledge and that of the library. This is

wholly a student function, with the instructor merely acting as an adviser. The entire background theory was already in the mind of the thoughtful student and the mention of a fulfillment of its latent possibilities brought about the function in its fullest dress of endeavor. It fit and it spread wide with the initial how of the opening program.

Functioning as a organization, the newspaper library of the school may build up and do a fine service in this one section of bibliographical work. The field is so well recognized in the business world that a committee on bibliography functioned for the technical association of the pulp and paper factory industry in 1921. This committee obtained a list of data in secondary and source divisions aggregating a total of 185 solid pages, eight by twelve double column, from the year 1916 to 1920.⁹⁴

Bibliographies of books available on the newspaper profession have been published by Schools of Journalism in 1921, 1925, and 1928. The first is a University of Missouri bulletin called "A Newspaper Man's Library," the second, "Recent Books for Journalists" and the third, "Books Every Journalist Should Know". The volume of the Newspaper Man's Library has selected 16 divisions of the profession for bibliography purposes, with a short explanation of contents

94. West, Clarence Jay, Special Libraries, Jan. 1921, p. 222

of each book listed.⁹⁵ The volume, "Recent Books for Journalists," published in 1925, has a list of 14 subjects in the book lists, with a condensed list of earlier books and a publisher's directory.⁹⁶ "Books Every Journalist Should Know" is a compilation of lists of books selected by 15 department chairmen of the University of Washington, for journalist's reading. This little volume was published in 1923.⁹⁷ Instructors in various schools have their own reading lists for journalists and this bibliography province falls within the field of the newspaper library of the school for its function.

The bibliography function of the School of Journalism library in the field of books, of research data may well profit by the trend of the entire field as predicted by Adelaide R. Hasse, who states,

"It would seem that the apparent trend is that libraries will concentrate upon the care and collecting of books and book material, but that the analysis of this material will more and more become the work of special groups."⁹⁸

Miss Hasse has a dream of a commercial bibliographical craftsmanship. She further states,

"There is no other known device for the reclamation and presentation of data which responds with the directness and the flexibility that an index does....

95. Ginsburg, Claire E., A Newspaperman's Library, Jan. 1921

96. Marks, Besse B., Recent Books for Journalists, Dec. 1925

97. Hubley, Ruth, Books Every Journalist Should Know, 1929

98. Hasse, Adelaide R., "Bibliography, Today and Tomorrow," Special Libraries, March, 1930.

" Just to facilitate a tentative organization plan of this service, let us assume that there are various types of data, the functional, the historical, the regional. Then let us arbitrarily assign prices to the functional and an individual, say Ives Guyot, to the historical. This research service of tomorrow will be composed of affiliated, but separately functioning bureaus, of which a Bureau of Prices will be one. The function of this bureau will be not to collect all the material in the world on prices. As a matter of fact it will have very little such material. But it will be a service for the delivery of which it will have a battery of card files from which references to both the historical and statistical price material can be drawn off. By historical material I mean theoretical price discussion. The card indexes would be so arranged that any possible approach would be facilitated.

"In the case of historical data, for Ives Guyot, the cards would be arranged to show everything that Guyot had written, books, as well as articles, possibly in chronological as well as alphabet order, including translations of and comments and reviews on his work. References to extant portraits would be included. Not only would these cards include all the editions of a book, but if, as in the case of *La Science Economique* by Guyot, there were a number of editions, the battery of cards would indicate to the research worker what were the outstanding changes made in the various editions.

"In method it would obviously neither duplicate present bibliographical efforts nor yet would it infringe upon academic interpretation... It will operate in cooperation with the libraries...anticipation of the need of a central agency of information is indicated by the Union catalogues maintained at the Library of Congress and the Union List of Periodicals recently published. The new research service will be a supplement to the work of libraries." 99

The clearly defined history and future of bibliography research, of a field that is becoming a part of the special library function, despite the fact that the statement places

99. Op. cit., Hasse, Adelaide, R.

it in a supplementary catalog, gives the student who functions in class as a part of the organization of the School of Journalism library a knowledge of the scope of his province. The channels of the many book sources of publications pointing the way to book lists, Cumulative Book Index, Book Review Digest, Standard Catalog Monthly, the up-to-date partial lists of the Saturday Review of Literature, the Newspaper Magazine book sections published, the thousands of catalogs issued by publishers and book dealers, the book reviews and lists of the Special Libraries magazine, and the publications listing the thousands of magazines of trade, fiction, and the like are but a part of the inadequate methods of obtaining book bibliography knowledge. Research groups are now engaged in publishing abstracts of their proceedings, of the bibliography materials available in one field and the future may find both the commercial and the academic investigator turning to this source for data. The library may be able to purchase such materials for files. It is impossible for the Journalist to cover the entire field of human endeavor in such a study but the knowledge of the channels is absolutely necessary.

The function of the School of Journalism library is to keep step with the changing methods in the administration of bibliography and to furnish the student and the

school an index to the complete list as far as research and time will permit. This search for background material leads the librarian and the school into functioning with organized intelligence for the gathering of all materials for the basis of library science, bibliography.

The use of bibliography, as a function of the School of Journalism serves to raise the standards of the quality of classroom work, of research for one particular subject, by providing a technique of organization of resources that has its reflection indelibly impressed in the final product. A wider knowledge of the subject is inevitable when the greater channel of getting that fund is opened and made easy for the student librarian or the reporter. The work is particularly advantageous for the public relations division of the profession.

Bibliography as a science and as a functioning vehicle in the organization has a major part in the development of the school of journalism library. Secondary in interest for the background information function is that of contact with materials and with students, faculty and in fact with all human sources. The library provides the direct method, the expeditious method of getting the materials to the student. The interest of the student librarian in gathering that information and in presenting it to the individual in the proper way, has a psychological effect that may mean right

contact in two ways--library consciousness and source interest. The two ways are indispensable for well developed background interest and the future of craftsmen journalists. The School of Journalism library is pioneering in this functional attempt. It is one answer to the commercial newspaper library need of providing a professional spirit of usefulness backed by self assurance.

Of interest in the background information function is third, the development of a better plan of reading the daily newspapers through the workshop clipping methods. Newspapers are read for cataloguing and filing knowledge. The technique, art, call it what you will, of marking the newspaper and later clipping the material after the student is assured of the file value of the marked copy, is but intelligent reading of a newspaper, and where but in the workshop of the school of journalism library should this function be developed to its highest standard? The library organization is attempting to provide such an activity as a part of the course and for the background information of the entire school. Once again the library consciousness and the source interest are working in cooperation and correlation with the theory of better ways of providing efficiency.

The newspaper profession is forcing the commercial newspaper library to extend its functions of organization to meet the demands of new agencies--radio departments, for

example. The School of Journalism library organization performance must be planned to meet school, individual, University, and state needs as well as those of the general field of newspaper library science. The functions mentioned find their actual working premise in the function of the workshop.

WORKSHOP FACILITIES

Background information, with its theoretical function of explanatory hypotheses, complete in this subject of organization becomes a practical vehicle in the laboratory workshop. This is adaptable to the technique of the library student, being cared for with the craftsmanship of the beginner, it is true, but the very function serves its purposes of forming another strong welding link in the organization. The inspection of the library resources by the student for housing in the proper place, with the best method of procedure is raising the value of the information. The fact that the act of filing, of catalogs functions in one way to teach him the difference between information and material is but an inkling of the value of the material to the organization and the individual. The contact mentioned above between the librarian and the student, one of the important functions of the organization is here made possible.

It lies within the power of the librarian to stimulate interest in the resources of his shop and in turn to direct the student seeker of knowledge in continued use of the library through that interest, thus making the functionary qualities of the structure possible.

RESEARCH MEDIA

Again in the function of the workshop, the research for newspaper library science may be utilized by student and instructor. The profession is still in so formative a stage that functions of the organization of the library may indeed all be brought up to the "workshop" for research. Student interest is developed to the point of personal visits to the nearest newsplants for methods, to investigation of existing organizations, to intensive study of the best methods of the efficient ten per cent newspaper libraries. The functionary elements in the workshop idea call for organization of plans and this is wholly in the province of the individual student for the actual organization program of this subject does not permit the detailed analysis of individual effort.

CHAPTER VIII

PROBLEMS OF THE MONTANA SCHOOL OF JOURNALISM LIBRARY

The third main treatment of the subject of the organization of a School of Journalism library deals primarily with these problems.

It is an evident discussion of many divisions and not only reaches into the science of library, of the profession of journalism, but deals with the humanities with every division and theory of social progress.

An endeavor will be made to explain and analyze first the problem of finance, second the organization through the media of student labor and research, third, the development of the library by instruction planned to satisfy both practical and technical demand of academic training as well as commercial, fourth, the problem of the decision of how many divisions of research in the field of newspaper library science in the organization of a school library may be attempted by the student in the laboratory and in the library course, fifth, the division of time for library and service work, and sixth, the collection of local material.

FINANCE

The problem of finance is one of the allotment of department funds from a State University business office budget, in the organization of the School of Journalism library. The School of Journalism operates with a budget

in the organization of the School of Journalism library. The School of Journalism operates with a budget and the evolution of the morgue into a library was begun when all the available money for the purchase of equipment, cards, envelopes, newspapers, stamp, scissors, was obtained by a requisition from the dean of the school. No laboratory fee is charged, as this is a province of the governing State Board of Education for final approval and the state attitude toward extra fees will not permit any additional ones. The addition of extra expense necessitates a cut in some other department of the School of Journalism and the budget is now just enough to operate at a minimum of efficiency.

Envelopes of the correspondence size with the side flap were then available, flimsy cards of the same size were utilized for the card index. The only purchase made was the writer's and the Dean's contribution of current magazines to supplement the clippings of the newspapers. Shears were borrowed for awhile and finally purchased with other than department funds. Students augmented this list with razor blades. The classroom typewriters were used. Typed lists of reference books were read to the students for their notebook material, as finances did not permit the cost of mimeographic copies for this division.

The final purchase of steel equipment through the funds

of the Kaimin made possible the Kaimin section of the library. This nucleus brought the question of the finance of expansion and the task of obtaining data on the prices of equipment was begun. The work of the Globe-Wernicke company librarian specialist was the result.¹⁰⁰

This research necessitated the problem of working with a hypothetical assumption of the plan for a library in the room now used for a reading room and also for the book stacks to be placed in the large room downstairs, housing part of the printing equipment. The plan was a temporary one to care for the needs of a library in a fire hazard, wooden building. It is shown in this exhibit that entire steel equipment is necessary and some of the prices of cases are prohibitive because the companies are presenting the new types for newspaper libraries only.

The plan and problem is one of the future because the equipment must be selected to be housed in a brick structure. Eventually, the state will provide such a building and the equipment will be moved to a fire proof structure. The future is rather an indefinite basis upon which to build for furnishings, but the expansion problems of the commercial plants have forced this issue in the subject of the organization of the School of Journalism library.

The ultimate problem of finances will be adjusted when

100. Ortel, Ralph, Exhibit 1, Appendix 2.

the laboratory fee is made possible, when an endowment for the purchase of books and equipment or some financial plan is evolved to provide a yearly budget for the library alone. This question is not one within the province of the school but rather in the hands of the people of the state of Montana since this is their University.

ENROLLMENT

The second problem in the organization of the School of Journalism Library is that of adjusting the small enrollment in the Newspaper Library class, devoting part time to the library development and organization. The course in the School of Journalism curriculum is a laboratory one and until 1930 was not required of the students majoring in journalism. Members of the freshmen and sophomore classes in the school of journalism register for the required courses of "Elements and Reporting and Editing", language and science in the college of Arts, and sciences and suggested courses in other departments. Advanced students in the journalism school have a schedule of courses principally in their major subject, journalism.

DEVELOPMENT OF LIBRARY COURSE

The newspaper library course is beginning to interest

the student, but the problem is the adjustment to the already over crowded schedule. The enrollment in this laboratory course of instruction has been as high as 16 in one quarter. The total school enrollment for 1929-1930 was 183.

The creation of a lecture course of one hour a week, supplement by the five hour laboratory period for a small student group, necessitated the task of gleaning a few theories and practices from general and newspaper library methods. The adaptation of the theories and practices to the organization of the library in the laboratory period was the most difficult problem of the entire library course. Time and small enrollment were the contributing factors to this difficulty.

In creating the lecture course the question arose of the possibility of giving the student the general principles of the existing methods of classification, cataloguing, and library technique in general and of newspaper libraries. This herculean task was impossible. The final plan included the following:

1. First Quarter--General Reference
2. Second Quarter--Classification and Organization
3. Third Quarter--Bibliography

The first lecture series explained briefly the systems of classification introduced by Dewey, Cutter and the Library of Congress. The Dewey system as applied to the State

University library reference division and books on the subject of Journalism was incorporated in the lecture and laboratory division. The method of distributing questions for general reference practice in newspaper work was made a part of the lecture as well as the laboratory system.

The second quarter's work of lectures consisted of the classification and organization of newspaper libraries. The laboratory work was planned to include the specific problem of classifying and organization of the School of Journalism library.

The third quarter's lectures in the library course were designed to give the student the elementary processes and theories of bibliography in general library practice and an application of that knowledge to Newspaper and the Montana School of Journalism libraries. The laboratory work of the second and the third quarter continued the classification and organization of the School of Journalism library and the third quarter added the bibliography division. The newspaper library course is now functioning.

No attempt has been made to classify or catalog the few reference books, the property of the school of journalism for the list includes only the hand books. Dean A. L. Stone's office library with the 537 volumes of reference has been classified by a subject and alphabet method for his own use and the Dewey plan was not suggested.

STUDENT RESEARCH

The library course in its final draft did not provide for a period of student research in newspaper library science. The fourth problem, the decision of making an adjustment of the course to provide the time was a difficult one, but the evolution of the journalism morgue into a library was made a problem for both student and instructor. The provision of the time was made through the work of assigning problems to be completed outside of class and laboratory hours.

The research of a group of twenty students has been a part of organization. Sources and data in student research materials have been checked and in the following group are listed the authentic contributions:

LaCasse, Henrietta, The Development of Newspaper Libraries, March 17, 1930.¹⁰¹ The problem of research and reading was limited to Missoula sources, public and University libraries, and that of the School of Journalism.

La Casse, Henrietta, The Biographical Section of the Newspaper Morgue, May, 1930.¹⁰² The problem of source material here was one of personal experiences in interviews with pioneers, in the resources of the Missoula Public Library, University Library, and the School of Journalism Morgue.

Keyes, John, What a Newspaper Man Should Have in His Reference Library, June, 1929.¹⁰³ The resources of the public library, university library and school of journalism library were utilized and considerable experience in the use of the Daily Missoulian morgue was used to advantage.

101.	Exhibit 1,	Appendix 3
102.	Exhibit 2,	Appendix 3
103.	" 3,	" 3

Powell, C., The Choosing of Sport Material-- International and National, ¹⁰⁴ Experience and a plan of obtaining sport materials for a school of journalism library were utilized.

The selection of the research material of students does not include the many special assignments in other classes utilized for this media. Several students have been found willing and eager to work overtime to complete a much needed job in the work of organization. The problem of student labor and research was to plan a workshop through individual efforts not just for credit but for the entire "plant value and prestige"--a cultural center for the whole group.

DIVISION OF TIME FOR LIBRARY SERVICE AND LIBRARY ORGANIZATION

The mention of time brings the fifth problem, that of the division of time for student labor in filing, clipping and in gathering materials for the student clientele. The student labor is all done in the laboratory of Tuesday and Thursday, a total of five hours a week, and it is only at such times that the organization of the School of Journalism plans functions expeditiously. Immediate needs for materials are supplied during laboratory hours but many requests for information come at other hours. The latter service is available if the student librarian's registration schedule permits. Sometimes the library instructor is available and

the material is then charged out. The major problem of the organization of the School of Journalism library is to provide a 24 hour working schedule. The library is becoming the mecca for all information seekers and this problem correlates the "time-problem" in the commercial news library. The course in the school is planned to give the student actual experience in the technique of marking a newspaper and clipping and filing and also in acting as librarian. The fact that the Kaimin section functions every day in the week adds to the problem of time division.

COLLECTION OF LOCAL MATERIAL

The sixth and last problem in the organization of the School of Journalism library is that of the correlated problem of the newspaper library--the collection of local material. Nelson Antrim Crawford states that journalism schools "should develop trained investigators seeking facts... should train them in the standards of evidence, in order that they may be able to separate the true from the false."¹⁰⁵

The trite term "local" covers the University field and of necessity takes the student into state channels and city sources in gaining materials for the library. The province of gathering source data, of trained investigation is the problem

105. Crawford, Nelson Antrim, Editor and Publisher, Fourth Estate, April 17, 1926.

of the organization.

The limited funds available for the purchase of books, of historical documents, of news services for the files, of materials necessary to make a good university section in the Journalism School library complicates and hinders the growth of the organization. Interest is growing in this problem of the collection of University and state materials through trained investigation. The furtherance of the scientific method of investigation and collection of local materials gained through library technique, will bring an efficiency to the library not possible under any other system.

CHAPTER IX

FUTURE OF THE MONTANA SCHOOL OF JOURNALISM LIBRARY

The fourth and last division of the subject of the organization of a School of Journalism library concerns the future.

Newspaper librarians trained through the development of a newspaper library lecture and laboratory course will function as specialists in the profession of journalism.

Graduates of the schools of journalism providing newspaper library courses and the cultural background of school libraries will be better trained journalists.

The school of journalism library organization is not complete in the sense of a finished product. No library organization in the newspaper profession is complete. Some system may be evolved, as in the plans just discussed, just for convenience and efficiency, but as far as a definite, completed organization is concerned it is not to be desired. The Montana School of Journalism library is a workshop, a laboratory for the lecture course of Newspaper Library and as such functions for the future.

Dr. Max Mason, educator, says:

"We are all educators; every editor of a newspaper is an educator. But he is more than educating the public. He is giving life to every reader of his paper. He is transmitting all the pseudo-experiences. The experiences of the race are coming through the medium of the newsperiences. You are building the great unit consciousness of the human race, the greatest responsibility that comes to any human being, because you are giving us the facts on which we base our knowledge of life. You are coloring the temper of our mentality. You are making the men of tomorrow. You are determining what human life means."

"Of course in educational value, the newspaper is a thousand times more important than all the formal institutions in the world put together."

". . . . We have but started on our journey. Man has but begun to work with organized intelligence, has but begun to use the technique of honest learning. His clumsy fingers have been groping over the keyboard of the organ, intelligence. They have called forth up to now just shy notes here and there but these shy notes have been of a sweetness so piercing that we tremble with ecstasy at the thought of the glorious harmonies that are to come."¹⁰⁶

Functioning as the workshop of the librarian, of the journalist investigator, the future of the organization of the school of journalism library lies in its ability to provide one of the beautiful harmonies mentioned by Dr. Mason, that of assuring the professional newspaper librarian as well as the journalist of their rightful places of honor in the cultural advancement of human existence.

106. American Society of Newspaper Editors, Problems of Journalism, Washington, D. C., 1928.

CHAPTER X
CONCLUSION AND SUMMARY

In conclusion, the subject of the organization of the School of Journalism library had its beginning in the ancient libraries or archives of Nineveh, perhaps in the library with the inscription "the dispensary of the soul." For after all, the archives were but special collections made by individual kings, later by Greek philosophers, and still later in mediaeval monasteries by monks. The monasteries today yield beautiful manuscripts of religious and educational subjects, fit models for the decorative book trade as well as for sources of information for scholars.

Gutenberg, with his revolutionary machine, the printing press, began to build up that huge fund of 25,000,000 books. England, Germany, and France founded the great national libraries. It remained for the new, untried land of the western hemisphere to make possible the rapid development of public libraries and the advancement in the administration of university and private depositories.

City libraries, Library of Congress, and the splendid libraries of Harvard and Yale are a few of the libraries of the United States which came into existence in the nineteenth century. The growth of industrialism brought the special libraries into existence.

Interrelated interests introduced the value of keeping the resources of the libraries of the United States known to each other and the special libraries as well as the general

began the work of the publication of Union lists. Such resources helped in the collection and organization of knowledge for a newspaper as well as a school of journalism library.

In the special library group the newspaper library and the school of journalism library, functionary units in the journalism profession, stand out with their faults and their possibilities. Always with a new industry, a new specialization, the educational process calls for research and study in the academic profession. The industrial unit, the newspaper library, was not new in sense of first appearing. It was using a new name for science as old as the archives - the morgue or depository of books, clippings, and reference material. The newspaper library organization mentioned in the historical narrative uses the names interchangeably. The term "morgue" is still in use but the movement throughout the nation toward a well planned, well organized, and efficient library evolving out of the old morgue, is making the name anathema.

The schools of journalism organized in 1908 and 1912 did not provide for a course of newspaper library instruction. The industrial machine of newspaper publication was not so specialized then as now. Human progress was not so complicated. The history of the newspaper library of 1900 revealed that it was then being organized to meet future specialization. The stories of the organization of a few of

the first newspaper libraries are available for historical records.

The province of the function and organization of the modern newspaper libraries and the amazing evidence of the work of libraries of Canada and the United States make possible and show evidence that the academic profession of Journalism may no longer omit the science of newspaper library from its curricula.

The progression of the historical narrative of the general libraries, special, newspaper, and then the School of Journalism gives the subject its proper setting in the story of human progress and also shows that the organization of the school of journalism library is now ready for cultural growth in the academic field.

Materials available from the few printed records of the problems of the newspaper library have been traced. A description of the organization and function of the Newspaper Group of Special Libraries Association and the clearing house qualities of this group for the problems has been mentioned. In the discussion of the future of the library are statements of the educational province, the present achievements, the librarian as a trained specialist, and prophecies of the value of the newspaper library as a cultural center.

In the work of adapting the methods and best library qualities of the newspaper depositories of the United States,

the Montana School of Journalism library has made use of the Minnesota Political Science classification combined with that of the classification in use in the New York Herald Tribune library. The Library of Congress Subject headings, third edition of 1928 has furnished many of the subject headings. The list of General Reference books in the State University Library has furnished the nucleus for the Newspaper Library class study. Card catalogues grouped in Biographical and Subject matter divisions with liberal cross references for the clippings, photographs and engravings tell the story in a ten word explanation and the user may not need the clipping envelope. The card may suffice.

The explanatory narrative of the physical workings of the library adapted from national systems tells of a system which functions for the entire school of journalism. This physical vehicle is but the means of providing the newspaper library student with laboratory tools. The laboratory work keeps the files up to date, while the student functions as librarian and continually contributes material for filing. Every available source is utilized for the collection of up to date information for the files. The student librarian is the leader in this quest for cultural data.

The course is new, but has proved its ability to function a training school for librarians and has offered better resources for student background work in journalism. The fact

that the survey of national newspaper libraries and actual experience in the use of the old system of morgues furnished the only study in methods for the Montana school of Journalism library made the problem extremely difficult.

In order to function as a training school laboratory in newspaper library science and at the same time furnish the information and cultural background necessary for the school of Journalism, the library organization had to meet the needs of the journalism profession as well as those of the University. The system as outlined is formative yet functioning and is a first step toward the organization of such a Newspaper library course and library plant.

Clearing away through discussion and analysis, the possible correlated problems brings the final summary of the organization of the school of journalism library subject.

Like the newspaper library the journalism library is but a new name for the old morgue. The history of the two began with the organization of the first schools of journalism, Pulitzer and Missouri. The growth of the "college morgues," including the morgue of the Montana school of Journalism, has been told in historical narrative. The Montana School of Journalism library organization story begins at the time the "assignment" was made and includes the description of the present Newspaper Library lecture and laboratory course.

Functions of the organization of the school library have included four major premises, newspaper library training, background cultural information, workshop facilities, research media, and in the problems list, finance, enrollment, development of library course, student research, division of time for library service and organization and collection of "local" materials are to be found.

The future prophecies of the organization of the journalism library lie in its ability to train newspaper librarians for specialization and to give graduates of the schools of journalism better cultural status as journalists.

As a student and an instructor in the field of newspaper library science collects, catalogues, classifies, and transmits informative cultural materials through the facilities of a school of journalism or a newspaper library, to the journalism profession as a whole, the thought, "nothing is alien to the newspaper," becomes a creed.¹⁰⁷

107. Reid, Ogden, Editor and Publisher Fourth Estate, April 17, 1926.

BIBLIOGRAPHY

I. Source and Research material:

Billings Gazette, Forsyth Times-Journal, Daily Missoulian, Newspaper libraries - Experience in use, 1918-1927.

Ortel, Ralph, Equipment, Appendix 3, August, 1928.

Portland Oregonian library, Portland Telegram, Portland Evening News and Portland Journal newspaper libraries - Special survey of news libraries of Portland, Oregon. December, 1929.

State University library, Missoula Public library, and School of Journalism morgue, - Survey. 1928-1930.

Student Theses in Newspaper Library Course, Appendix 2, 1929-1930.

Questionnaire sent to 200 newspapers of the United States, Canada, Asia, and Europe - Letter, Appendix 1, 1929.

II. Secondary:

American Society of Newspaper Editors, Problems of Journalism, Washington, D.C., 1928.

Akers, Susan Grey, Simple Library Cataloging, American Library Association, Chicago, 1927.

Bastian, George C., Editing the Day's News, Macmillan Co., N.Y., 1923.

Hoesen, Henry Bartlett and Walter, Fran Keller, Bibliography Enumerative and Historical, Scribners, N.Y., 1928.

Horne, Thomas Hartwell, Introduction to Bibliography, Vol. I, Cadell and W. Davis, London, 1814.

Library of Congress, Subject Headings, third edition, Washington, D.C., 1928.

McCormick, Colonel Robert R., What is a Newspaper? Chicago, October 27, 1927.

Merrill, William Stetson, Code for Classifiers,
American Library Association, Chicago, 1928.

Philadelphia Bulletin Publishing Co., One Day,
Philadelphia, Pa., June 4, 1929.

Rogers, Jason, Fundamentals of Newspaper Building,
New York Globe, N.Y., April, 1929.

Williams, Walter, and Martin, Frank, The Practice
of Journalism, Missouri Book Company, 1922.

III. Bulletins, Pamphlets, and Magazines.

A Newspaperman's Library (Revised Edition), Claire E.
Ginsburg, Bulletin No. 19, Vol. 22, University of
Missouri, Journalism series No. 22, Robert S. Mann,
Editor, Columbia, Missouri, January 1921.

Books Every Journalist Should Know - information by
Ruth Hurley published in bulletin by University of
Washington Book Store, Seattle, Washington, 1929.

Catalogs of 18 library equipment firms, Appendix 3.
Library Journal, published by the American Library
Association, Chicago, Illinois. Vol. 12, pages
349-1887; Vol. 5, pages 146-1880; Vol. 26, pages
872- ; Vol. 18 pages 259- ; May, 1930; June, 1930.

Editor and Publisher, The Fourth Estate, Published in
N.Y. November 25, 1922; June 2, 1923; April 17,
1926; March 21, 1930; June 28, 1930.

H. W. Wilson Bulletin, Vol. 1, May 1920.

Missoulian, Missoula Publishing Co., date unknown.

Special Libraries, edited by Special Libraries Associa-
tion, Providence R.I., January, June, 1921; March-
April, June 1923; April, June, Sept., 1924; Feb.,
April, July, December, 1925; June, November, 1926;
May-June, Sept., 1927; May-June, October, December,
1928; July-August, December, November, April, March,
September, 1929; February, March, May-June 1920.

The Iowa Journalist, publication of the Iowa University
School of Journalism, January, 1927.

The Journalism Bulletin, published by the American
Association of Schools and Departments of Journalism,
Urbana, Illinois, November, 1927.

The Ohio Newspaper, Ohio University School of Journalism Publication, date unknown.

The Library and its Relation to the Industries of the Country, Pamphlet published by National Association of Manufacturers, N.Y., October 23, 1928.

Recent Books for Journalists, Bessie B. Marks, University of Missouri Bulletin, Vol. 26, No. 25, Journalism series No. 37, Robert S. Mann Editor, Columbia Missouri, December 10, 1925.