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Special Libraries

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No. 2

Report of Committee on Municipal Reference Libraries and Archives National Municipal League

Previous reports of this committee have laid special emphasis on the desirability of establishing local municipal reference libraries, with recommendations as to the best form of organization. Its suggestions and recommendations have been widely adopted. A municipal reference library is now generally looked upon as an indispensable adjunct to efficient municipal government. Your committee feels that the League should now use its influence, not so much in securing the organization of more local libraries, as in promoting the efficiency of those already established, through some central co-operative agency which will be able at the same time to provide an efficient service for cities which are too small, or for other reasons are unable, to develop a local service of their own.

The need of a central clearing house of municipal information has grown still more urgent since attention was called to the subject in the report of this committee presented to the Richmond meeting in 1911. Last year the Special Libraries Association appointed a special committee, identical in personnel with this committee—Mr. Woodruff being chairman—to make investigations and recommendations looking toward the establishment of a national center for municipal information.

Of the need for such an organization there can be no doubt. There is scarcely a city of more than a few thousand population that does not have one or more public or private agencies engaged in collecting information to be applied to the solution of local municipal problems. Municipal reference libraries, bureaus of municipal research, bureaus of efficiency, civic organizations and organizations devoted to the study and solution of special problems are everywhere seeking the latest available data as to the methods and experience of other cities in this and foreign countries.

In all this activity there occurs a vast amount of duplicated and wasted effort. A well equipped central co-operating agency would be able to secure far better results with a much smaller expenditure of energy and money. The situation demands a central national bureau which would undertake as its main functions:

1. To collect all municipal documents, reports and other material of value bearing on municipal problems.

2. To prepare and publish promptly such indices and guides to this material as will enable local libraries and all who are interested in municipal matters to select and pro-

cure, without waste of time and energy, whatever they need for their own use.

3. To serve as a clearing house for the interests and activities of local libraries and similar agencies, so that it will not happen, as at present, that many of them put forth much effort in securing results which have already been obtained by others, and could be had for the asking.

4. And, specifically, to collect and index city ordinances.

5. To use its staff of expert investigators and its stores of information in answering inquiries from local libraries, city officials and other sources.

Certain of these functions are already performed to a limited extent for the cities of a number of states by municipal reference bureaus conducted by state leagues of municipalities, state libraries, state universities, etc. The multiplication of these state-wide agencies, however, only increases the demand for a national bureau through which their activities can be co-ordinated. The proposal for the establishment of a national bureau is not designed to supplant the local or even the state-wide agencies, but merely to make their work more efficient by aiding in that part of their service which can best be performed by an agency which is nationwide in its scope.

Should the proposed national bureau be organized and maintained as a voluntary co-operative agency, or should it be governmental in character? This is a fundamental question to which the committee has given careful consideration. The only efforts made so far in this direction are of the former type. The most promising experiment of this sort is the Public Affairs Information Service, begun originally by Mr. John A. Lapp, and now conducted by the H. W. Wilson company. While the committee is heartily agreed that this service fills a real need and deserves all possible support and encouragement, it is of the opinion that the functions outlined for a national municipal information bureau are, on the whole, of such a nature that they can be performed adequately only by some governmental agency. The necessity of making a profit out of the service, or even of making it pay its way, will, for a long time at least, greatly restrict its usefulness or even prevent its establishment at all. Whatever the agency is to be, it must be able to command a high degree of confidence in its ability and disinterestedness, so that public and private bodies and individuals everywhere will recognize the desirability of lending their

co-operation. It must command the confidence not only of those from whom information must be sought, but also of those in need of it. The difficulties inherent in any attempt to bring together in one co-operative organization the local and state governments of the whole country, as well as the libraries, the educational institutions, and the great variety of voluntary organizations which should be interested, and upon which the organization would have to depend for financial support, seem to be insuperable. Any suggestion of support from private endowment may also be dismissed as impractical. Such considerations as these force your committee to the conclusion that the functions of a national bureau of municipal information, are essentially governmental and cannot be performed efficiently by a voluntary co-operative association or by any kind of a commercial organization.

It has been suggested that perhaps some of the cities now maintaining municipal reference libraries would be willing to enlarge their scope so that they could serve as a national bureau. Such a plan we do not think should be seriously considered. Even if the taxpayers of any city or state were willing to shoulder the expense without complaint, it is clear that the usefulness of the service would be seriously impaired by local jealousies and prejudices. No city or state is likely to make full use of a service established and maintained by a city in another part of the country. Moreover, the work of any local bureau would be in constant danger of interruption from change of administration or falling interest.

None of these disadvantages would, however, attach to a bureau maintained in the city of Washington by, or under the auspices of, the national government. As a branch of the federal government it would command the necessary respect and confidence. It would also be in a better position than any state or city bureau to collect reports and information from foreign cities. Already many of the departments of the national government are engaged in work of great value to municipalities. These services could most readily be co-ordinated and made fully available by a national bureau located in Washington.

After carefully weighing every suggestion which has come to it from any source, the committee has reached the conclusion that the most efficient service with the smallest expenditure of money could be expected from a municipal reference bureau organized under the library of congress. A division in the bureau of the census, as has also been suggested, might enjoy certain advantages, but important disadvantages have also been pointed out.

The most successful local municipal reference bureaus have been organized as branches of the public libraries. Valuable service is also being performed in many states by legislative reference bureaus main-

tained by state libraries. The library of congress has been conspicuously successful in co-operating with local public libraries in general library functions, so that it has become natural for the country to look to it to extend that co-operation into this special field of library service. The public libraries in most of the larger cities have organized some special service to promote efficient municipal government. A central bureau in the library of congress would be able to bring them all together in an organization of the highest type of efficiency.

The committee believes that the work required can be performed more economically in the library of congress than in any other department of the federal government. It should, in the first place, be undertaken by some large institution which is in a position to receive and care for the wide range of publications required in the service. Under any other auspices it would prove very costly for it would be necessary to duplicate the vast collection of material which now exists in the library of congress, and which will continue to accumulate there. The collections and the general organization of the library of congress are at hand. The service proposed represents, in a large part, but an extension of activities now carried on by the division of documents and the division of bibliography.

Your committee, therefore, recommends that the National Municipal League should take steps at once to bring this matter to the attention of members of congress and urge upon them the desirability of granting to the library of congress a special appropriation sufficient to enable it to establish a municipal reference division to serve as a central co-operating agency for the municipal reference libraries and similar organizations of the entire country.

Signed

JOHN COTTON DANA,
HORACE E. FLACK,
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CHARLES C. WILLIAMSON,

Chairman.

November 16, 1915.

Separate Statement by John A. Lapp

As a member of the committee, I concur in the conclusion that a comprehensive plan for a national center of municipal information should be provided. It seems to me, however, that the plan should not wait upon the slow and uncertain process of establishment by the federal government. Moreover, it may be seriously doubted whether a federal department would do the kind of work needed as effectively as a co-operative enterprise.

I am strongly of the opinion, therefore, that the best results will come from co-operation through the Public Affairs Information

Service. The machinery is already provided by the Service for gathering information and material and could readily emphasize the municipal material and form a satisfactory clearing house. The municipal researches

of all cities, states and nations could then be made available. A national research bureau might well follow, but the need for a clearing house of information is immediate and facilities to begin are already provided.

Library of Congress - Division of Bibliography

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(Cabs, Electricity, Gas, Street Railways, Telephones, Water)

H. H. B. MEYER, Chief Bibliographer

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The problem of this day is to make knowledge and information work in the service of all men. In some manner, theory and practice must be joined together. Knowledge must be articulated with the practical work of industry, agriculture, business, home and public affairs. The main instrument to bring this about is the specialized library which analyzes the processes of the occupations it serves and focuses the existing knowledge upon them.

There has been too wide a separation between education and practice. Men have gone on accumulating knowledge; scientists and thinkers have been producing new knowledge; and yet the workers on the other side have done their work without the application of this knowledge which would have meant so much to them. Knowledge and work have each been kept in sealed packages to the hurt of the latter and the uselessness of the former. "So learn that you may do, and so do that you may learn."

should be the ideal of universal education in the process of adjusting man to his environment. Universal education recognizes that education is as much for men who are doing things as for those who are thinking about things.

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- The Co-operative Library book list no. 5 is an annotated bibliography on Business books of today. The general topical arrangement is as follows: Background of business, Success for the beginner, Organization and management, The moving of goods and money, Special business, The accounts. 24 p. Published by the Los Angeles public library. 1915.
- In the June, 1915, issue of Wisconsin Library bulletin is a short list of Business books. p. 191.
- In the Wisconsin Library bulletin for April, 1915, is a List of books that will appeal to the business man, the salesman, the store employe, the advertising man, and others. It is divided under the following heads: Salesmanship, Retail salesmanship, Department stores, Advertising, divided under Newspaper, poster, town promotion, retail, bank, miscellaneous. Psychology for business men under General theoretical works, Special theoretical works and Business psychology. p. 119-124.
- Short bibliographies appear in E. B. Gowin's, The executive and his control of men. Macmillan. 1915.
- The Springfield, (Mass.) City library bulletin, for March, 1915, contains a list of Recent books for the business man.
- Chemistry.** The Chemical rubber co. of Cleveland, O., has issued a Hand-book of chemistry and physics; a ready reference pocket book of chemical and physical data. It contains a 9-page bibliography. 1915.
- Citizenship.** The H. W. Wilson company is editing a Study outline series. The first of which is entitled Active citizenship. This outline is designed as an aid to the study of one's own community. It contains a reference list on p. 3-6. 1916.
- City manager plan.** Oswald Ryan's Municipal freedom is a study of the effects of the commission movement and contains a bibliography of twelve pages. Doubleday, 1915
- The December, 1915, issue of the Transactions of the Commonwealth club of California is devoted to the City manager plan. A bibliography may be found on p. 545.
- Civics.** The St. Louis Public library Monthly bulletin for April, 1915, contains a list of school text books in civics. The books were collected in connection with the work of the Committee on education for citizenship of the Civic league of St. Louis. The annotations were made by members of the library staff. p. 118-121.
- Commerce.** The Carnegie institution of Washington has published a History of domestic and foreign commerce of the United States by E. R. Johnson and others in two volumes. It contains a classified

- list of books on history of commerce, p. 363-86. It is the only formal bibliography concerning the history of commerce in the United States although the preface mentions numerous bibliographies which cover different phases of the subject. 1915.
- Cost of living.** A bibliography and digest of more important literature on the Cost of Living for workingmen's families in New York City appears on page 19 of the Report submitted by the Bureau of standards. 1915.
- Country life.** The December, 1915, Bulletin of the Indiana state library contains a Bibliography on country life, the farm and the small town. 10 p.
- County government.** A bibliography on County government including county publications has been compiled by the New York public library. It is divided under the following heads: Bibliography; County administration, general work, individual states; County offices; County publications. 40 p. 1915.
- Crime.** In the Report of the City council committee on crime of the City of Chicago is a bibliography of two pages. p. 195. 1915.
- Debating.** The appendix of the Debaters' manual by Edith M. Phelps contains a bibliography on public speaking, argumentation and debate. 6 p. H. W. Wilson. 1915.
- Education Denmark.** In U. S. Bureau of education Bulletin No. 45 entitled The Danish people's high school including a general account of the educational system of Denmark appears a Bibliography. p. 172-9. 1915.
- Engineering.** A bibliography and Depreciation and life tables are the contents of one chapter in Engineering economics: First principles by J. C. L. Fish. p. 149-75. McGraw. 1915.
- The Crawford publishing company of Chicago has just issued its 1916 Engineering directory. Pt. 1 contains Supply jobbers and dealers, contractors, architects and large users of supplies and machinery. Pt. 2, The Buyer's guide which contains most complete classified lists of manufacturers. \$6.00.
- Fire insurance.** The Bulletin of the Insurance library association of Boston contains in each issue a list of current fire insurance material.
- Fishes.** Price list 21 of the Superintendent of documents of the United States is entitled Fishes of the U. S., a list of documents compiled by the Fisheries bureau. 1915.
- Forestry.** Forestry in the United States of America is the title of price list 43. All government publications for sale by the Superintendent of documents are listed. 1915.
- German government.** In Fritz-Konrad Krüger's Government and politics of the German empire is a bibliography. p. 277-309. 1915. World bk. co.
- Health.** Health, Some books about it, is the subject of a bibliography in the New York Public Library Branch library news for November, 1915.
- Home builders.** Another co-operative library booklist has been published by the Los Angeles Public library on Books and Information for home builders. The list is annotated. It is divided under House plans and planning; Building and equipment; Interior decoration and furnishing; Gardens and grounds; A few housekeeping books. 16 p. 1915.
- Horticulture.** In the 1915 revised edition of L. H. Bailey's Standard encyclopedia of horticulture may be found a bibliography including a list of American horticultural books through 1914. v. 3, p. 1520-1562.
- Housing.** A brief list of books on housing and city planning appears in "An A-B-C of housing" published by The Commission of Immigration and housing of California. It covers the United States, England, and Germany. 1915.
- Indiana history.** A select bibliography of Indiana historical material in the Indiana State library has been compiled by the Department of Indiana history and archives. 16 p. 1915.
- Industrial betterment.** A bibliography of ten pages is included in Charles R. Henderson's Citizens in industry. Appleton. 1915.
- Infant welfare.** In the January, 1916, issue of the Wisconsin Library bulletin is a List on Infant welfare. It is divided under Maternity, Hygiene of Mother and child, Infant care and hygiene, Conservation of the child, Milk problems, Children hygiene, management and training, Training in sex hygiene, Home nursing, Reference books, Hygiene manuals, etc. p. 32-38.
- A list of addresses of organizations interested in the subject is appended.
- The Free public library of Newark, N. J., has issued a pamphlet with the title, The baby's rights from birth to third year. A list of some of the best books for mothers and nurses. It is published by H. W. Wilson company. It is divided under the following heads: The baby's health, Motherhood, Helping the baby to play and to learn, The baby's surroundings, The baby's mind. 1915.
- Insects.** The publications of the United States Agriculture department on Insects are given in Price list 41 for sale by the Superintendent of documents, Washington, D. C. 1915.
- International law.** A. B. Hall's Outline of international law contains a useful classified but not exhaustive bibliography of fifteen pages. La Salle Extension university. 1915.
- Interstate commerce.** The publications of the Interstate commerce commission are given in Price list 59 for sale by the Superintendent of documents. 1915.

- Irish in the U. S.** A bibliography on Irish in the United States compiled by Ina Ten Eyck Firkins is in Bulletin of bibliography for Jan., 1916. p. 22-4.
- Jitney bus.** The Bureau of railway economics library has compiled a typewritten list on the Jitneys and jitney regulation. 1915.
- In the April, 1915, issue of the Bulletin published by the Library association of Portland is a list of references on the Jitney bus.
- The St. Louis Public library has a list on the Regulation of the Jitney bus in its Monthly bulletin for July, 1915, compiled by A. L. Bostwick. Following the list is the Analysis of ordinances divided under the following heads. 1. Class of vehicles to which the laws apply; 2. Licenses; 3. Control of operation; 4. Penalties; 5. Denver and Montreal ordinances; 6. Text of jitney ordinances; 7. Application blanks. p. 191-222.
- The Syracuse, N. Y., Public library Bulletin for April, 1915, contains a list on the Jitney question.
- Labor.** Price list 33 is a list of U. S. Government publications on Labor, which are sold by the Superintendent of documents. 1915.
- Laws and decisions.** Laws, federal and state laws, legal decisions, etc., is the subject of Price list 10 by the Superintendent of documents, Washington, D. C., 1915.
- Library, High school.** The High-school library by Gilbert O. Ward is Preprint 7 of the Manual of library economy published by the American library association. A bibliography appears on p. 22-9. 1915.
- Minimum wage.** U. S. Labor statistics bureau, miscellaneous series 8 is entitled Minimum-wage legislation in the U. S., and foreign countries. It contains a bibliography of seven pages. 1915.
- Mining.** The Mining world index of current literature has been issued by the Mining world company. It covers the first half of 1915 and is revised semi-annually from the "Index of the world's current literature" appearing weekly in Mining and engineering world.
- Publications of the United States Bureau of mines on the subject of Mines and mining are indexed in Price list 53 by the Superintendent of documents. 1915.
- Monroe doctrine.** In Albert Bushnell Hart's recent book Monroe doctrine appears a bibliography. p. 405-21. Little. 1916.
- Municipal progress.** A bibliography on American municipal progress appears in Charles Zeublin's book of the same title. 1916.
- National defense.** H. W. Wilson is issuing a second edition in the Debaters' handbook series on National defense. It contains a short bibliography, the President's message on defense, reports from army and navy authorities and articles from periodicals. 1916.
- Navies.** In a pamphlet issued by the Office of naval intelligence on information concerning Some of the principal navies of the world is a short bibliography on the subject. 1915.
- Negro.** An annual encyclopedia of the negro 1914-15 ed. by Monroe N. Work contains an extensive bibliography at the end of the volume. The volume contains many facts about the interests and progress of the negro race in America. It is published by the Negro Year book publishing company. Tuskegee, Alabama. 1915.
- A five page bibliography is to be found in M. S. Evans' Black and white in the Southern states: a study of the race problems in the United States from a South African point of view. Longmans. 1915.
- Office filing.** In the New York Municipal reference library notes for January 5, 1916, is a List of references on systems and methods of office filing. p. 141-45. Only books and references of recent date have been used.
- Pageants.** A List of books on pageants has been published by the Indiana State library. 8 p. 1915.
- Panama canal.** Panama canal and the canal zone is the subject of Price list 61. All U. S. Government publications for sale by the Superintendent of documents are listed. 1915.
- Persia.** In the Bulletin of the New York Public library for January, 1915, is a List of works in the library relating to Persia. p. 9-128.
- Plant diseases.** In Circular no. 183 of the University of Illinois Agricultural experiment station appear two bibliographies: 1. Recent literature concerning plant disease prevention by C. C. Rees and Wallace MacFarlane; 2. Non-parasitic diseases of plants by C. W. Lantz. 111 p. 1915.
- Plants.** Price list 44 gives the United States Public documents relating to plants sold by the Superintendent of documents, Washington, D. C.
- Playgrounds.** In the Monthly bulletin of the St. Louis Public Library for April, 1916, is a Selected list of books on American playgrounds. p. 121-3.
- Plays.** Actable one-act plays is the subject of a bibliography in the Chicago Public library Bulletin for January, 1916. p. 1-6.
- Political parties in U. S.** Political parties in the United States from 1800-1914 is the subject of a bibliography in the New York Public library Bulletin for September, 1915. It is divided in the following divisions: Bibliography, General and miscellaneous work, General history of political parties, Individual states, Campaign histories and literature, History of individual parties. p. 647-718.
- Political science.** United States government documents on Immigration, initiative and

- referendum, prohibition, water power and miscellaneous subjects are listed in Price list 51, by the Superintendent of documents, 1915.
- Printing trades.** The Cincinnati Chamber of commerce has issued a Report of an Industrial survey of Cincinnati in the printing trades. It contains a bibliography. p 140-1, 1915.
- Prints.** In the Bulletin of the New York Public library for November and December, 1915, is a List of works in the New York Public library relating to prints and their production. It is divided under the two heads: 1. Prints as art products, 2. Application of the reproductive graphic arts. p. 847-935. p. 959-1007.
- Public domain.** Price list 20 sold by the Superintendent of documents Washington, D. C., is entitled The public domain, government publications concerning public lands, conservation, homesteading, railroad land grants, etc. 1915.
- Public health.** Health disease, and sanitation is the title of Price list 51 of the United States government publications for sale by the Superintendent of documents, Washington, D. C. 1915.
- Railway motor cars.** The "List of References on Railway Motor Cars", prepared by the Bureau of railway economics, is published in the Locomotive firemen and enginemen's magazine, beginning with February, 1916, issue. p. 130-32.
- Roads.** United States Government publications on Roads are to be found in Price list 45, sold by the Superintendent of documents, 1915.
- Salesmanship.** The Chicago public library Book bulletin for April, 1915, contains an annotated list of books on the principles and methods of the art of selling. p. 55-6.
- Social service.** The Department of public welfare of the city of Chicago has published a Social service directory. It is divided under: Child welfare, Civic betterment, Corrections, Education, Employment, Homes, Legal aid, Medical aid, Moral reform, Neighborhood work, Public agencies, Recreation, Relief and family rehabilitation, Suburban agencies, Thrift and loans. 250 p. 1915.
- Socialism.** In E. C. Robbins' Socialism, Handbook series appears a bibliography on the subject. pref. p. 9-17. 1915. H. W. Wilson.
- Soils.** Superintendent of documents has issued Price list 46 of U. S. government publications on Soils and fertilizers. Jan., 1916.
- Special libraries.** A list of references on Special libraries is included in R. H. Johnston's Special libraries issued as a Preprint of Manual of library economy, published by the American library ass'n. p. 15-19. 1915.
- Stained glass.** In the Monthly bulletin of the St. Louis Public library for May, 1915, is a Selected list of books on stained glass. p. 151.
- Storage batteries.** A List of works relating to Storage batteries 1900-1915 is in the New York Public Library Bulletin for April, 1915. References have not been made to patent abstracts nor in general to "trade" descriptions or articles of minor importance. p. 365-399.
- Tariff.** A list of United States public documents on Tariff has been published in Price list 37 issued by the Superintendent of documents, 1915.
- Thin-plate industry.** A three-page bibliography appears in D. E. Dunbar's The thin-plate industry; a comparative study of its growth in the U. S. and in Wales. Houghton. 1915.
- Tobacco.** A twelve-page bibliography is to be found in Bruce Fink's Tobacco. Abingdon Press, 1915.
- Transportation.** Transportation is the subject of Price list 25. List of United States Public documents relating to railroads, merchant marine, postal service, etc., sold by the Superintendent of documents, 1915.
- Ultra-violet rays.** In the Bulletin of the New York Public library for June, 1915, is a List of references to material in the New York Public library on Ultra-violet rays. p. 495-512.
- Unemployment.** A bibliography on unemployment is to be found in J. E. Johnsen's Unemployment. p. 19-40. 1915.
- U. S. Army and militia.** Price list 19 of United States public documents for sale by the Superintendent of documents on the subject of the Army and the militia has been issued. Three pages are devoted to listing documents on preparedness. 1916.
- U. S. Foreign relations.** Government publications on the Foreign relations of the United States may be found in Price list 65 sold by the Superintendent of documents, 1915.
- U. S. Government periodicals.** Price list 36 lists the Government periodicals for which subscriptions are taken by the Superintendent of documents, 1915.
- U. S. History.** American history and biography found in public documents are listed in Price list 50 issued by the Superintendent of documents, 1915.
- U. S. Insular possessions.** Insular possessions and the two American occupations of Cuba is the subject of Price list 32 of United States government publications sold by the Superintendent of documents, 1915.
- Vocational education.** The Kansas City Public library Special library list no. 10, March, 1915, is a list on Vocational training.
- Vocational guidance.** In Meyer Bloomfield's Youth, school, and vocation is a bibliography of five pages. Houghton. 1915.

- Weather.** Publications of the United States weather bureau and other bureaus, on the subject of Weather are given in Price list 48 issued by the Superintendent of documents. 1915.
- Woman suffrage.** A bibliography of woman suffrage literature appears in the New York Times book review for July 11, 1915. It is divided under Controversial—for and against woman suffrage, History and philosophy, Fiction, Poetry and drama.

List of Recent Book Reviews on Business

- Allen.** Personal efficiency, applied salesmanship and sales administration. La Salle Extension university. 1915.
In Annals of American academy of political and social science. Jan., 1916. p. 305-6.
- Brown.** Foreign exchange, a study of the exchange mechanism of commerce. Macmillan, 1915.
In Alexander Hamilton institute Modern business supplement Fourth quarter. 1915
- Brown.** International trade and exchange. Macmillan. 1915.
In Nation, Nov. 18, 1915.
- Calkins.** Business of advertising. Appleton. 1915.
In Alexander Hamilton institute Modern business supplement Third quarter. 1915.
In Boston Transcript, July 14, 1915.
In Literary Digest, May 15, 1915.
- Cameron.** The Torrens system. Houghton. 1915.
In Alexander Hamilton institute Modern business supplement. Fourth quarter. 1915.
- Cody.** How to deal with human nature in business. A practical book of doing business by correspondence, advertising, and salesmanship. Funk. 1915.
In Literary Digest, Feb. 5, 1916.
- Durand.** Trust problem. Harvard University press. 1915.
In Alexander Hamilton institute Modern business supplement. Third quarter. 1915.
- Esquerre.** Applied theory of accounts. Ronald press. 1915.
In Alexander Hamilton institute Modern business supplement. Second quarter. 1915.
- Fowler.** How to sell. McClurg. 1915.
In American library association Booklist, Feb., 1916.
In Independent, July 25, 1915.
- French.** Advertising—the social and economic problems. Ronald press. 1915.
In Alexander Hamilton institute Modern business supplement. Second quarter. 1915.
- Gardner.** Effective business letters. Ronald press co. 1915.
In Alexander Hamilton institute Modern business supplement. Second quarter. 1915.
- Glenn.** The rights and remedies of creditors respecting their debtors' property. Little. 1915.
In Nation, Dec. 2, 1915.
- Gowin.** The executive and his control of men Macmillan. 1915.
In Dial, Feb. 3, 1916.
- Henderson.** Citizens in industry. Appleton. 1915.
In Annals of the American academy of political and social science, Jan., 1916. p. 291.
- Hoxic.** Scientific management and labor. Appleton. 1915.
In Alexander Hamilton institute Modern business supplement. Fourth quarter. 1915.
- How to be personally efficient in business.** System. 1915.
In Rough Notes, Jan. 13, 1916.
- Knoeppel.** Installing efficiency methods. Engineering magazine. 1915.
In Alexander Hamilton institute Modern business methods. Second quarter. 1915.
- Lewis.** Getting the most out of business—the application of scientific methods to business practice. Ronald press. 1915.
In Alexander Hamilton institute Modern business supplement First quarter. 1915
In Nation, May 6, 1915.
- Münsterberg.** Business psychology. La Salle extension university. 1915.
In Annals of American academy of political and social science. Jan., 1916. p. 305-6.
- Nystrom.** Economics of retailing. Ronald press. 1915.
In Alexander Hamilton institute Modern business supplement. Fourth quarter. 1915.
- Ripley.** Railroads—finance and organization. Longmans. 1915.
In Alexander Hamilton institute Modern business supplement. Second quarter. 1915.
- Roman.** Industrial and commercial schools of the United States and Germany. Putnam. 1915.

- In American journal of sociology, Jan., 1916.
- Sombart.** The quintessence of modern capitalism. Dutton, 1916.
In N. Y. Times book review, Jan. 2, 1916.
- Taussig.** Some aspects of the tariff question. Harvard economic studies, 1915.
In Alexander Hamilton institute Modern business supplement. Third quarter, 1915.
- Tipper and others.** Advertising, its principles and practice. Ronald press, 1915.
In Alexander Hamilton institute Modern business supplement. Third quarter, 1915.
- In Outlook, March 17, 1915.
In Journal of political economy, Oct., 1915.
- Thompson.** Commercial education in public secondary schools. World book co. 1915.
In Boston Transcript, June 30, 1915.
In Nation, May 6, 1915.

Note: *The Modern business supplement published by the Alexander Hamilton institute is an interpretation of current business problems by the application of principles laid down in the modern business course and service.

News and Notes

L. A. Sylvester has been appointed Statistician of the Philadelphia Utilities Bureau.

Jesse Cunningham, Secretary of the Special Libraries Association, has been elected Librarian of the Free public library of St. Joseph, Mo. He enters on his new work March 10. He is a graduate of the New York state library school, formerly was municipal reference librarian of St. Louis, and has been librarian of the Missouri School of Mines and Metallurgy since 1912.

Miles C. Riley and Howard F. Ohm announce the establishment of the Public Law Drafting Service at Madison, Wisconsin, for a special law practice to consist of: the drafting and codification of national and state laws, and the analysis, compilation, and annotation of laws, court decisions, and decisions of administrative boards and commissions.

Mr. Riley has been engaged in this special field for six years and Mr. Ohm for four years. During the past four years the former has been Chief law draftsman and the latter Law draftsman in the drafting department of the Wisconsin legislative reference library. Both are attorneys-at-law.

The Harley-Davidson motor company of Milwaukee, Wis., which manufactures the Harley-Davidson motorcycle, has completed plans for the installation of a library and research department under the management of Hugh Sharp, formerly assistant publicity manager. The increasing amount of advertising and publicity material being issued made the need of the research section and library imperative. The Harley-Davidson firm issues three distinct magazines, one for its dealers, another for riders, and a third for prospective riders, besides a wide variety of specialized commercial booklets.

The "Official index to state legislation," is published by the Law reporting co., of New York, for and in co-operation with the State legislative reference departments and Libraries represented in the National association of state libraries and the American association of law libraries, and under the direction of their Joint committee on National legislative information service.

This index gives the number, date of introduction and member introducing, subject and effect (short title) and position of every bill in every state legislature, arranged numerically, and also a classification of all bills by subjects. A corrected and cumulated edition is published weekly to include all changes in position of bills and new bills introduced during the week. The plan of publication is further and fully explained in the preface.

The subject index is arranged (a) by subjects, alphabetically; (b) under each subject, by states, alphabetically; (c) under each state, the senate first and then the assembly, or house; and (d) under each house, the bills first and then the resolutions, numerically, by introduction numbers.

The classification tentatively adopted by the committee covers all legislation of general or public interest, is based upon a study of all classifications now in use, and has been designed to meet the practical requirements of daily use by legislators, legislative reference librarians and lawyers. Private and local bills are not classified. Changes in the classification will be made whenever improvement can be made.

The general index is arranged (a) by states, alphabetically; (b) under each state, the senate first, and then the assembly, or house; (c) under each house, the bills first and then the resolutions, numerically, by introduction numbers.

The entry for each bill and resolution gives (1) the bill number, (2) the date of introduction, (3) the subject, (4) the effect of the proposed legislation or the "short title" of the bill, (5) the name of the member introducing the bill, and, (6) the position, or status of the bill, on the date shown at the head of the column.

In 1916, until June 1, the Index will be cumulated and published weekly, and each new issue will contain everything that previous issues have contained, with changes in position of bills and new bills introduced subsequent to the previous issue. Weekly supplements will be issued from June 1, until the publication of the complete annual number, about August 1, in which will be shown the status of bills when the legislatures adjourn. After the issue of the complete annual number, weekly cumulative supplements will be issued when any legislature is in regular or special session.

A comprehensive legislative index covering every bill pending in every legislature has long been needed, and the preparation of this Index has involved great expense and labor, and generous support from all concerned with state legislation is required to make its publication permanent.

The Library board of Oakland, California, has had under consideration the abolition of the Municipal reference library. The desire to use the money to establish an art gallery appears to be the reason; but such a storm of protest came from the citizens that the plan was reconsidered.

In the January issue of the New York Library club an abstract of Mr. Dunbar's address is given on "Traveling library work in factory and store." In part: "The factory and the store offer a great opportunity for traveling library work. Perhaps of all the various fields of traveling library activity—police department, fire department, schools, churches, clubs, and associations, and steamships—in none can be performed such effective, needed, and valuable service as in this work with the industrial and commercial concerns. . . ."

In Brooklyn alone there are about forty such borrowing organizations obtaining traveling libraries regularly, and a representative list they are."

In Engineering and contracting for January 19, 1916, the following books are reviewed:

- Andrews, E. S. Further problems in the theory and design of structures. Van Nostrand, 1914.
- Davis, R. E. Manual of surveying for field and office. McGraw, 1915.
- Edelman, P. E. Inventions and patents. Van Nostrand, 1915.
- Erchevry, B. A. Irrigation practice and engineering, 2v. McGraw 15.

Hool, G. A. Reinforced concrete construction, v. 3. McGraw.

McCullough, E. Practical surveying. Van Nostrand, 1915.

Mead, D. W. Water power engineering. McGraw.

Metcalf, L. and Eddy, H. P. American sewerage practice. McGraw, 1915.

Mills, A. P. Materials of construction. Wiley, 1915.

Pirsson, L. W. Text book of geology: Pt. 1. Physical geology; Pt. 2. Historical geology by Charles Schuchert. Wiley, 1915.

Raymond, W. G. Railroad field manual for civil engineers. Wiley, 1915.

Searles, W. H. and Ives, H. C. Field engineering. Wiley, 1915.

Sellew, W. H. Railway maintenance and engineering. Van Nostrand, 1915.

Stein, M. F. Water purification plants and their operation. Wiley, 1915.

Taylor, F. N. Masonry as applied to civil engineering. Van Nostrand, 1915.

Travelers' insurance co. Safety engineering applied to scaffolds. Hartford, Conn.

Twyford, H. B. Purchasing. Van Nostrand, 1915.

Upton, G. B. Materials of construction. Wiley.

Van Auken, K. L. Practical track work. Railway educational press, 1915.

Walker, F. R. Building estimator's reference book. Frank R. Walker, 30 N. Mich. ave., Chicago, Ill.

Williamson, James. Surveying and field work. Van Nostrand, 1915.

Wilson, L. C. Corrosion of iron. Engineering magazine co.

A series of articles on American libraries will appear in the Wisconsin library bulletins for the year 1916:

1. Wisconsin libraries.
2. Libraries of Chicago.
 - a—Great libraries open to the public.
 - b—Business houses and special libraries.
3. Libraries to see in Greater New York.
4. American public libraries which we should know.
5. National libraries.
6. (a) State libraries.
 - (b) Library commissions.
7. University and college libraries.
8. Special libraries; including legislative, municipal, and business-house libraries.
9. Libraries of history, science and art.
10. Library schools and library training.

Later a series on the great libraries abroad will be offered.

"Miss Foley, home and library teacher of the blind, is at the Los Angeles County free library, 10th floor, Hall of Records, on Wednesday and Saturday afternoons from 1:30 until 5:30 o'clock. From June 1 to September 30 she gave 103 lessons in the

homes of the blind and 82 lessons at the Library on the 26 afternoons she spent there. Several of the lessons have been given at the county hospital.

Miss Foley now gives lessons every other Thursday afternoon at the Long Beach Public library. She will also make arrangements to teach in Pasadena if there is enough demand." News notes of California libraries. Oct., 1915.

From the Announcement of the graduate course in highway engineering, Columbia university, the following is taken:

The Davis library of highway engineering, located in rooms 407 and 410 of the Engineering building, is the most complete collection of works on highway engineering and allied subjects in this country. All the most recent books in English, French and German have been purchased and in addition many old volumes which are of interest from a historic point of view have been secured. Town, municipal, county, park, state and government reports and specifications, many monographs and complete files of trade publications also form an important part of this library. All technical periodicals which contain articles relative to highway engineering and allied subjects are on file, hence the latest literature in the science and art of highway engineering is available.

In addition to the Davis library, the University library, the eight Scientific department libraries of Columbia university, and the library of the American society of civil engineers may be used by the graduate students in highway engineering. The libraries of the American society of mechanical engineers, the Institute of electrical engineers, the Institute of mining engineers and the Chemist club are also available.

In Toledo the Retail merchants' board has had three hundred books on subjects pertaining to every line of business installed in the Toledo public library. All lines of business are included and 10,000 annotated lists have been printed to be distributed among the 6,000 clerks employed by the members of the Retail merchants' board.

The Elizabeth, New Jersey, Board of trade for the spring of 1916 will conduct a campaign to retain at home all retail trade. A Service bureau is being organized for the purpose of disseminating information upon store service, values, deliveries and other phases of retail trade. The Bureau will take up with the individual merchants any specific complaints that are made.

This move is a result of the sharp competition existing with New York city.

The Index digest of state constitutions prepared by the Legislative drafting research fund of Columbia university has re-

cently been issued. It was prepared for the New York State constitutional convention commission. In view of the fact that so many states are contemplating constitutional conventions, the volume will be in great demand and will be an indispensable reference book.

The Research fund contemplates a revision in the near future and will be glad of any criticism or suggestion from readers. 1546 p. 1915.

The public library at Calgary, Alberta, established in the downtown section of the city last winter a reading room for workingmen which proved to be a successful experiment.

A local motion picture theater was at the time empty; it had been bought by the government for postoffice purposes, but was not yet required for use, so rent was free. An electric company gave the light, the city gave the water and a small appropriation, citizens contributed books and old magazines, the park department supplied benches and the library had some old tables which it loaned. Checkers and chess were added, and these, with some of the furniture, were paid for by the library—the total expenditure being about \$30. Free stationery was provided and thousands of letters were written by the men.

The reading room was open from January 1 to April 1, and there were from 150 to 250 men in the room at all hours of the day during that period.

Notes from the U. S. Bureau of standards are reported by the Director in the January issue of the Journal of the Franklin institute. He reviews the work of the Bureau for the year and reports forty-six new publications during the year, not including revised editions of technical papers and circulars. There were also issued 25 scientific papers, 10 new technologic papers, 8 new circulars, and 3 miscellaneous publications.

"The work of the Bureau involves among other things a large amount of testing of standards, measuring instruments and materials. It involves primarily the investigation of the scientific principles underlying the tests, the study of existing methods, and the development of new standard tests of determining accuracy. For each test a reasonable fee is charged, except when made for the National or State governments. During the fiscal year, 1915, the Bureau made 116,204 tests and inspected 1,861,439 incandescent lamps at various factories for other departments of the government. Of the total tests, 105,992 were for the government and 10,212 for the public."

In the Engineering record for Dec. 18, 1915, is an article entitled, An engineer's technical file should be small, up-to-date and easily kept, by Louise B. Krause.

The republic of Bolivia is the first foreign country to make use of the movies in advertising its industries among the business men of the United States. Four reels of films have been prepared, based upon subjects that are intended to give some idea of the wealth, resources, and business activities and customs of that nation, and these have already been shown.

The Chicago branch office of the Bureau of foreign and domestic commerce has had several opportunities to present these views before important clubs and associations. This is the first time that any considerable number of American business men have been able to observe the actual daily conditions under which the activities of one of the South American nations take place.—N. Y. Times Book review, Jan. 30, 1916.

The library of the Fire Underwriters' Association of the Northwest will have a unique and comprehensive history of the Missouri suspension. The publicity committee of the Western Union received and preserved thousands of clippings from the Missouri and other papers, dealing with all the various phases of the trouble, and these, at the request of the directors of the association, have been turned over to Miss Gantz, the librarian of the association. She will classify and arrange them in a scrap book as an interesting and unique record of a very important action.

The American library association Bulletin for January, 1916, contains a number of articles of interest to the Special library field. The Municipal reference library and the city library, an address by Samuel H. Ranck of the Grand Rapids Public library delivered at the American library association council held in Chicago, December 29.

Publicity methods for libraries and library associations by W. H. Kerr, of the Kansas state normal school.

"Sponsors for knowledge" a plan conceived by Mr. George W. Lee is described. In part: "Let libraries, institutions, librarians and others register with a central bureau some specific topic upon which those persons or institutions are particularly well qualified to furnish expert information." The American library association Headquarters at Chicago are serving in that capacity and a list under the caption of Sponsors for specialties is given.

In the Rotarian for November, 1915, Harry S. Thompson describes the Business reference library and specifically the library recently started by the Town Criers, an association of advertising men in St. Paul, Minn.

With the aid of various business organizations in the city a reference library is being built up. This impetus on the part of the business men is due to the recent

burning of the public library. Mr. Thompson is Manager of the Twin City branch of Philip Ruxton, incorporated, of New York, Ink makers and printers.

The Engineering magazine company has issued a catalog with annotations on The standard books on organization, management and operation of industrial plants, which they publish. The preface says: Every one is written by a specialist, by a man who has attained success. They are written for those owners, superintendents and managers, who are facing the problems of increasing costs and decreasing profits.

Pearl I. Field of the Chicago Public library, who has charge of the industrial and commercial libraries of Chicago tells in the June, 1915, issue of the Wisconsin library bulletin of the development of this branch of work. There are twenty-three of these libraries and they reach 50,000 employes. The public library furnishes the books for the different stations while the firm provides proper quarters, equipment and employs the librarian. The following Chicago business houses are listed as maintaining libraries:

Boston Store
Butler Brothers
Chicago Masons and Builders Ass'n.
Deering Works
International Harvester Co.
Hart, Schaffner & Marx, Market St.
Hart, Schaffner & Marx, Halsted St.
Herzog Factories
Kuppenheimer & Company
Lyon & Healy
Mandel Brothers
Marshall Field & Company
Montgomery Ward & Company
National Biscuit Company
Kennedy Biscuit Works
Rothschild & Company
Sears, Roebuck & Company
Sprague Warner & Company
Swift & Company
Union Trust Company
Western Electric Company
Hawthorne Station
Wm. Wrigley Jr. Company, Factory
W. D. Allen Mfg. Company, Western Ave.
W. D. Allen Mfg. Company, Lake St.
Wholesale Clothiers Ass'n.

The Newark Sunday call for December 26, 1915, describes the library of the Public service corporation of New Jersey. In part:

Since September 1 the technical library which has been maintained for the last four years by the Public Service Corporation has been in charge of a new librarian, William Harper Davis. He was at one time in the employ of the United Gas Improvement Company, of Philadelphia, and also served in a similar capacity with the Pennsylvania

Railroad Company. He will have charge of about five thousand books which are for reference and for the technical and business education and, to some extent, for the general education and recreation of employees of the Public Service companies as a part of its welfare work.

Careful selection is made for the library from new material and the old is periodically eliminated, and it has been found that the five thousand volumes are sufficient for the general reference and educational purposes for which they are intended. In addition to these books the library contains many pamphlets on special subjects; addresses by leading men of this and other countries upon the subjects of gas, electricity and street railways and related topics; national, state and city documents; commission reports and reports and house organs of other companies; reports and proceedings of many associations in the United States and Europe which have been found of value to the users of the Public Service library; trade catalogues, handbooks, directories, and a large number of technical journals and commercial and scientific magazines.

The library also subscribes to literature pertaining to medical and other subjects bearing upon accidents and to many publications of special interest to women and to household economy, as well as to publications on municipal management, private ownership of public utilities and a wide range of subjects which are regarded as important in one way or another to the users of the library, from the highest officers of the company down to its employees of the lowest ranks. In addition to providing the technical and other books for its people the Public Service also seeks to have the library made a bureau of information, and for that purpose it is open to other libraries, to organizations and to individuals, properly introduced at all times.

Among important subjects recently inquired about are: Specifications and tests on hemp rope and on India rubber; the use of castor oil for wounds, burns and bruises in accident cases; Federal Reserve banks and banking acts; railway terminals and terminal electrification; methods of freight handling, especially in harbors and by motor trucks at docks, and subaqueous tunnels, the geological conditions, tunnel driving, construction, lining, ventilation, safety, cost, etc.

Doctors, lawyers, engineers, operating men, accountants, managers and general officers call upon the librarian and get together on some of these larger questions affecting the progress, economy and expansion of the company's business and service to employees and public. Rare journals in other libraries, such as a medical magazine published in India and seldom seen in this country, are photographed and copies of

their articles thus rendered accessible to the officers and employees of the corporation.

It is the policy of the Public Service library to serve in the best manner possible the concern and its officers and employees, of whatever rank or whatever the nature of their part in the big works it has always in hand. Books other than those of a technical character are circulated by the library for the employees throughout the whole Public Service system in all its branches, and in some of the stations of the gas, electric and trolley departments groups of books, technical usually, are kept on hand for the use of engineers, clerks and other employees when they are needed or when the men or women have the time to make use of them. To encourage and facilitate the use of the library weekly bulletins are printed and circulated in all parts of the Public Service system. These can be checked and the books desired can be obtained by personally visiting the library, or if desired they will be sent to the person requesting them. The bulletins give lists of special features and new books received during the preceding week, technical and otherwise.

Under the method of conducting the work of the library the books, magazines, pamphlets and other publications are kept in constant circulation in the home office building in this city, in the car barns, in the shops, the power stations and the commercial offices of Public Service in whatever section of the state they may be located. When the Park place terminal building is completed the library will have larger and more suitable quarters than it now occupies and there will be reading and lounging rooms.

This will provide added advantages to the officers and employees of the company, whether they be readers for purposes of study or investigation, or merely for recreation, and they will have practically a first-class club, with a club library of equal value, for whatever purpose it may be used, and a circulating library of equal value and importance. The new arrangements when Public Service takes possession of the Park place building will also permit greater aid being given through the library to those of its employees who are already taking a systematic course of study in technical and business subjects. For the women there are also opportunities afforded for study along special lines, and the facilities of the library are being constantly bettered.

In Blackman and Gillin's *Outlines of sociology* we find the following excerpts: "There is no science of legislation, not even a well-earned art. Only a few states have adopted the plan of a legislative reference library, with a department devoted to drafting bills by a comparative study of legislative experience. The authority to make the laws is delegated for the most part, to an

inexperienced body; and before the members of one legislature have fairly learned how to provide for the needs of the people, they are turned out to make room for others. As a result our statute books are covered with obsolete laws—laws that have been of little or no benefit to the public, as well as some that are a positive injury."

Again: "The political theorists have suggested certain measures which will help to secure better laws, such as having fewer legislators, fewer bills introduced, and more mature consideration given to each one. The second of these we are beginning to secure in a clumsy fashion by a provision that no new bills may be introduced after a certain day of the session has been reached. The first has yet to win its way to an established position in political theory.

The last named can be secured in any part by securing the first two, by a lengthening of the session if necessary, but best by the establishment of a legislative reference library with a staff of experts to make a comparative study of legislation in other states and in foreign countries so that the administrative experience of previous experiments may be available on which a sane judgment concerning any proposed measure may be based, and with other experts to draft bills, so that less of the business of our supreme courts will be to throw on the junk heap of unconstitutionality much of the legislation passed at each session of the lawmaking body."

The Forest Service of Oregon has completed statistical studies of wood-using industries, including box manufacturers, in a number of states. The reports, primarily of local interest, have been printed by some department of the government of the state interested, or by an association or periodical devoted to the interest of lumbering and conservation. A complete list of the bulletins is given below, together with the address of the co-operator from whom they may be obtained. Those marked with an (*) are no longer available.

Ark. Sup. of Doc of Gov. Printing Office, Washington, D. C.	\$.05
Ala. Lumber Trade Journal, New Orleans, La.25
*Calif. G. M. Homans, State Forester, Sacramento, Cal.	
Conn. W. O. Filley, State Forester, New Haven, Conn.	
Fla. W. A. McRae, Com. of Agric., Tallahassee, Fla.	
Ill. J. C. Blair, Univ of Ill., Urbana, Ill.	
Iowa. Iowa State College, Ames, Iowa.	
Ky. J. E. Barton, State Forester, Frankfort, Ky.	
*La. Lumber Trade Journal, New Orleans, La.25

Maine. State Forest Commissioner, Augusta, Me.	
Mich. Public Domain Commission, Lansing, Mich.	
Minn. W. T. Cox, State Forester, St. Paul, Minn.	
Miss. Lumber Trade Journal, New Orleans, La.25
Mo. St. Louis Lumberman, St. Louis, Mo.25
N. H. E. A. Hirst, State Forester, Concord, N. H.	
*N. Y. N. Y. State College of Forestry, Syracuse, N. Y.	
N. C. J. S. Holmes, State Forester, Chapel Hill, N. C.	
Ohio. Edmund Secrest, State Forester, Wooster, Ohio.	
Penn. R. S. Conklin, Com. of Forestry, Harrisburg, Pa.	
S. C. E. J. Watson, Com. of Agric., Columbia, S. C.	
*Tenn. Southern Lumberman, Nashville, Tenn.25
Texas. Lumber Trade Journal, New Orleans, La.25
Vt. A. F. Hawes, State Forester, Burlington, Vt.	
Va. G. W. Koiner, Com. of Agric., Richmond, Va.	
Wisc. E. M. Griffith, State Forester, Madison, Wis.	
W. Va. H. E. Williams, Com. of Agric., Charleston, W. Va.	
N. J. Alfred Gaskill, State Forester, Trenton, N. J.	
Ga. Lumber Trade Journal, New Orleans, La.25

Wood using reports on Idaho, Maryland, Massachusetts, Montana, Oregon and Washington also have been issued, but the supply is entirely exhausted.

Some of the books which were formerly only to be obtained from the A. W. Shaw publishing company with subscriptions to *Business, Factory or the Magazine of management* can now be bought by the individual volume. The following is a list of the books without subscriptions:

Library of business practice, 10 v.	\$19.00
Library of factory management, 6 v.	18.00
Business correspondence library, 3 v.	5.00
Knack of selling, 6 v.	3.00
Automatic letter writer	3.00
Business administration	3.00
Good will, trade marks and unfair trading	2.50
Keep up with rising costs	2.00

The books with subscriptions include a long list of "How-books" which bear upon all concrete phases of business, such as advertising, insurance, management, collections, etc.