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The So-Called Librarian's Real Duties*

By Matthew C. Brush, President Boston Elevated Railway Co.

It seems most unfortunate that the title of an employee qualified to assist every officer and executive in the performance of his duties should tell so little of the work actually performed.

Presumably nine persons out of ten think that a librarian of a firm, company or corporation is an employee who sees to the preservation of historical documents pertaining to an occupation—collecting books bearing on the specific work of his employer—properly indexing volumes of periodicals, society proceedings and transactions, year books, manuals, hand books, maps, atlases, etc.—all very necessary in the proper performance of the "job," but only one of the many ways that an employee called "librarian" fortifies himself for the various opportunities he has to be of aid in constructive work.

Undoubtedly much harder work is required to properly shelve books so as to provide for future growth than the casual observer of a library realizes and an adaptation of some indexing system in general use is essential, but is it not possible for a person employed in a special library to be so engrossed in deciding the various lights and shadows of indexing that he ultimately loses sight of the fact that he is part of a "live and something doing" concern? By a proper allotment of the various routine matters to subordinates the librarian, of course, does not become oblivious to the opportunities presented to him every day to broaden his activities and be of vital assistance to the employees of the company he is with, and the more he can detail this routine work to others just so much is he adding to his value as an assistant to the employees of his company, to the staff and to his executive officers.

The employees of a company must necessarily look to the librarian to provide them with indexes for ready reference, with books on the subjects they are constantly studying, with magazines and periodicals pertaining to their business, with pamphlets appropriate to the work in hand, and with book reviews so that they may be acquainted with the latest books printed, and

moreover they should become confident in predicting that all or nearly all of the up-to-date literature they may desire relative to their work can be found in the company library. They should feel that when a question is asked "no stone will be left unturned" in the search for information as to the latest or best article on the specific subject; that if a negative answer is given they can bank on its being so; that if little reading matter is forthcoming it is because little has been written; and that if the answer is not immediately given it is due to their question not having been indexed as asked, or hidden away in an obscure article. They should feel confident that once the librarian knows their wants he will continue to find matter on the subject until directed to stop; that if new ideas on an old subject come to hand they will be advised of the same; that where information is desired the inquiry will receive immediate attention; and that the librarian is in fact an assistant to them in their work. They should be made to feel that the librarian is glad of the opportunity to be of assistance to them, and not made to feel that information is given as a favor. He should show as much enthusiasm over the inquiry of an office boy as he shows for the perplexing questions of a highly paid expert.

The staff of a company can unquestionably use a librarian as an assistant on many matters, since he has an opportunity to become familiar with the various trade magazines, and periodicals, is able to note and read articles that they have so little time to read, and can systematically call their attention to articles of special note. They can work out the routing of the various periodicals, books, etc., among their subordinates with the librarian, and should be able to assume that the newest books of value to them are brought to their attention and purchased if desirable. The staff should feel that they can always enlist the service of the librarian in any new project or new condition that confronts them, and can well afford to confide in the librarian regarding the object desired to be done, so that literature bearing on the problem may be accumulating, and be ready to use when the time comes for so doing. They

*Address before Special Libraries Association, Louisville, June 25, 1917.

should ask that the subject under discussion be looked up by the librarian, and not waste their own time looking through periodicals, indexes and books. In short, they should make a confidant of the librarian, and should feel that they are saving much of their valuable time by so doing. The staff might very properly call the attention of the librarian to the lack of literature available on various subjects, and request that editors of periodicals be acquainted with the same and have him suggest that articles be written accordingly or special numbers be compiled. As the staff, as a rule, generally have much work to do at conventions, legislative hearings, club meetings and various committee gatherings, it would seem but the most natural method to confer with the librarian regarding the many different problems to be met in order to get the latest literature on the subject. In fact, the librarian can earn his salary by drumming up trade among the staff, calling upon them periodically, and by keeping in touch with the work so as to be on the lookout for articles either in newspapers, periodicals, etc., bearing upon the different problems on hand. By so doing, articles that ordinarily might not be considered as pertinent to any work relative to the company's business might assume an entirely different aspect. The librarian must know the various functions performed by the different members of the staff in order to be qualified to do this work, and it would seem essential to his training to know by practical experience the various duties done by each before he can enter the work performed by the library. In short, if he is to be the assistant desired he must have a general idea of the business from many points of view.

To the executive carrying out the well established principle of "having others do things that can be done better by them than by himself" the so-called librarian is a person trained to fill a vacant gap in the staff at his elbow.

With the increased responsibilities of an executive "now-a-days" the more he can have others do for him the better fitted he is to perform the work expected of him.

The librarian must anticipate the executive's wants regarding literature on subjects akin to the business, and be prepared with fitting references and apt extracts of reviews regarding the many and varied matters liable to develop in the conduct of the business. He must instinctively know what subjects are bound to come up for discussion at some future time and accumulate material to aid the executive in the proper study of the question with the least amount of time. The material should not consist of stacks of books or pamphlets dumped upon his desk to such an extent that the executive groans at the sight of the job before him, but should consist of

specially marked pages or paragraphs in books, reviews, etc., bearing directly on the subject, so that the executive may grasp what has been written with the minimum amount of personal work. In fact, if possible, the extracts should be summarized and the important points in a long article condensed into one sentence. An executive is not properly assisted if the "meat" in an article is not marked, and if he has to wade through pages of a book to find what he wants. He can place little reliance on an assistant who has not the ability to recognize the skeleton upon which an article is draped. The librarian should also be capable of noting whether ideas successfully tried out in other businesses possess merit enough to be copied by his own concern. In fact, adaptability to changed conditions, changed customs, changed circumstances figure largely in the personality of the so-called librarian, and he should be able to scent new ideas and new methods of doing things, as they are written up in various periodicals, newspapers, reports of various proceedings that come to his attention and recognize the possibility of their being adapted to the work in hand.

An executive should be able to ask "any old thing" of the librarian, from the age of a prominent man when he assumed a responsible position, to the present work of Field Marshal Joffre. In conducting his researches he should be able to call upon many business and social acquaintances for help, and be on the best of terms with specialists here, there and everywhere, using the telegraph and telephone without stint if need be. It stands to reason he should be able to borrow books from other libraries, know where special collections of certain literature may be found, and in what private collections valuable data is available.

The opportunity of being of assistance to the executive depends entirely upon the librarian. If he intimately acquaints himself with the work the executive has on hand he can make himself valuable, and really be an assistant on many matters. If he can keep in touch with life outside of his vocation, he may materially be useful to the executive. If he can grasp what is desired without lengthy explanations, he helps save time. In fact, the so-called librarian can build a permanent place for himself in every firm, corporation or company, if he desires to do so, and if he possesses an intimate acquaintance with the various methods of getting information aside from books, periodicals, pamphlets, etc. standing as he should at the elbow of an executive, demonstrating his ability to advise how various matters have been viewed by different minds, and reporting why certain schemes were a success or failure. It would seem as if a more fitting title could be thought of for him than that of *librarian*.

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Compiled by A. Slobod, Librarian, U. S. Bureau of Mines, Pittsburgh, Pa.

The United States bureau of mines was established by act of Congress in 1910 for the purpose of promoting health, safety, economy and efficiency in the mining, quarrying, metallurgical and miscellaneous mineral industries of the country.

Many important investigations and a great amount of original research have been carried on by the experts of the Bureau. Before undertaking any investigation these experts make a thorough examination of the literature available on their respective subjects. When a list of references is given in any of the reports of the Bureau it is pruned from a longer list on the same subject and should therefore be considered authoritative.

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* Can be obtained only through Superintendent of Documents.

The main library of the Bureau of Mines, which was organized in the Washington office in 1911, with a branch library at the Pittsburgh office, now totals 12,550 volumes, and has become a central bureau of information for practical service to nine branch libraries of the bureau located in the offices at Pittsburgh, Pa.; Golden, Colo.; Salt Lake City, Utah; San Francisco, Cal.; Berkeley, Cal.; Fairbanks, Alaska; Tucson, Ariz.; Seattle, Wash.; and Ithaca, N. Y. In each of these branches is deposited, so as to be readily accessible, its own special collection of technical books and publications necessary to the work of that office, and daily service to all stations supplies the investigators with the latest current periodical literature of especial interest. All publications are catalogued and charged in the main library, although several of the

branches maintain special indexes of subjects pertaining to their work. Library of Congress printed cards are supplied for these, and the books are interchangeable between the offices by special arrangement with the main library. The extension of methods and procedure in the administration of the library has been necessary in order to keep pace with the changes constantly in progress with the growth of the bureau. The increasing opportunities for responsive and effective cooperation make it essential that the librarian shall keep in touch with the work of each branch office of the bureau, and bring to their attention material available for their needs by purchase or by interlibrary loan. During the past year 1,550 volumes were added to the library. Edith F. Spofford, librarian, was in charge of the work described.—[Report, Director of U. S. Bureau of Mines.]

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CONSTITUTION MAKING.

Ten states have called, or are about to vote upon calling constitutional conventions. The Massachusetts convention assembled in Boston, June 6th. Arkansas elects delegates in June for a convention which meets November 19th. Indiana elects delegates September 18th for a convention to meet January 18th, 1918. A convention will assemble in New Hampshire in June, 1918. Tennessee votes in July on the calling of a convention and if it is passed the convention meets in October of this year. Texas votes in November on the same question and if the vote is favorable the convention meets in January, 1918. North Carolina and Illinois vote in 1918 on the calling of a convention and if the vote is favorable, conventions will be held in 1919. North Dakota will present a new constitution by means of the initiative in 1918.

Probably at no time in the history of this country has there been so much constitution making. It is indicative of a dissatisfaction with existing forms of government and an earnest zeal to find a remedy for governmental ills which our dynamic civilization has disclosed.

It is very evident that something is wrong with constitutional forms when ten states at one time are about to hold conventions and as many more are giving the matter serious consideration. What will be the result? Will we thoroughly reform our state governments or will we merely put patches here and there? Will we make the states efficient agents in self government or will we leave them in their present weakness?

These questions will be answered by the way in which libraries and other agencies of extension education acquit themselves of the task of gathering and disseminating information among the constitution makers—the people.

Constitution making is the most important work which the people have to do in self government. They elect delegates to frame the constitution and they pass upon their work at the polls. The responsibility is placed squarely upon the people. Yet how little attention is paid to the matter. Constitutions are treated as if they were so much sanscrit. In many states it is difficult even to obtain a copy of the constitution; in others copies may be found only in the expensive revisions of the statutes; while in others it would take long research and much labor to put the amendments which have been made in their proper place. Not a dozen states in the Union treat the constitution as a valuable public document and place it within reach of the people of the state.

The people need to study the constitution and understand its simple elements especially when it is up for revision. Careful work by the framers of the constitution is of no avail if the voters are not following them and understanding each step.

The Constitution of the United States was framed behind closed doors. A convention held thus today would be ridiculed into oblivion. In the early days the wise men got together and the people ratified; today the people are not satisfied with the work of the wise men unless they can see through it.

The power has passed from the select and informed few to the uninformed many who are curious to know.

Somehow the agencies of adult education must organize to guide the people's study. In those states where conventions are to be held the need is paramount to all others, and plans should be prosecuted with a clear idea of means and methods.

Government research is the need of the hour. In making and disseminating researches the libraries may take the lead. There are two angles to the work at hand: 1st, the researches which are for the guidance of the men who are called upon to frame the constitution; 2d, the work which is for the use of the public in forming their governmental opinions. The first of these is for the construction of the constitution, the

second is for its adoption. The first goes to the bottom of things and leaves no fact to guess-work, the second takes the simple elements and "puts them across" to the public. The danger is that the two will get mixed and that the elements will be furnished the framers and the heavy stuff will be put out to the people to digest. In Indiana, for instance, many libraries are recommending college text books on government and administration to persons who have never had the most elementary facts of civics, in order to prepare them to vote intelligently.

Probably this fault is no grosser than in many other fields where there seems to be no idea of the fitness of material to the state of the intelligence. A few elementary courses in psychology and education should be taken by librarians who seek to be educators.

The recognition of the need for research has come in recent acts calling conventions. New York two years ago created a special commission to compile data for the convention. Several monuments of research resulted. Massachusetts also created a special

commission for the same purpose. They have aroused a program of interest. The Indiana act puts the duty on the Bureau of Legislative Information so as to secure the widest possible distribution among the people. As a starter it was provided that twenty thousand copies of the present constitution should be published and distributed.

These commissions and bureaus may do much in research but it takes the cooperative effort of all agencies to lead the people by the power of knowledge to right conclusions. In this situation, the public libraries hold the key. They are powerful disseminators of information. They are about the only means of education for the mass of people out of school. Their work is civic. They ought to be teachers of civics but to do that they will need to be guided by intelligent study on the part of librarians. They cannot engage in research because of their limitations but they can take the products of research and make them serve the people. The making of a constitution is their chance to play an important role in the drama of democracy.

Books for Business Preparedness

At the recent convention of the advertising men of the country which met in St. Louis, June 3rd to 7th, under the auspices of the Associated Advertising Clubs of the World, there was a unique exhibit which clearly shows business men what they can do along the lines of preparedness, by making their workers individually more effective.

Few men appreciate what or how much that is useful to their business has been reduced to print. The National Educational Committee of the Ad clubs undertook to inform those attending the convention just what has been quietly going on along this line in the last few years. It gathered the most representative and complete list of Business Books ever brought together in one place just to show business men, and particularly advertising men, what is readily available for their daily help, if they will only put out their hands and grasp it.

This collection of books and pamphlets has been called the "Model business library" and is not to be duplicated anywhere in this country. Never before have business men had a chance to see their literature, as distinct from the doctor's, the lawyer's, the engineer's and other professions, shown as a unit. The idea is unique and the Exhibit has the books—about fifteen hundred of them!

The story of how this collection was pre-

pared is interesting. Out of four conferences held in and near New York city last winter came the incentive to undertake this task. The first was between Mr. Lewellyn E. Pratt, Chairman of the National Educational Committee of the Ad clubs and Mr. Guy E. Marion, a business library organizer of Boston, where the first ideas were developed and the project proposed. This meeting was followed by another between Mr. Marion and Mr. John Cotton Dana, Librarian of the Newark public library, one of the earliest of our public librarians to become alive to the value of "information in print" to the business man. Mr. Dana had established a down town business branch on a busy street in Newark to bring the library idea directly to the door of the business man and in addition he had brought out a list of "1600 Business Books" in June, 1916, compiled by Sarah B. Ball, in charge of the Business branch of the Newark library, carefully selected and arranged as a catalog by author, subject and title of the business books up to that time which were readily available and in reality upon the shelves of the Newark business branch. Its publication was made possible by the financial assistance of the Associated Advertising Clubs of the World, who saw in it an opportunity for making available to the business man the mass of printed matter re-

lating to his business, for which the progress of the times has been preparing him.

The Newark business branch, opened ten years ago, was the first public special library for business men ever established, and it became the father of the Special Libraries Association, which has, in turn, encouraged and promoted and, in a measure, controlled the remarkable growth of special libraries in this country in the last decade. The present book collection of the Newark business branch is the result of constant experimentation with the needs of business men. These needs were often anticipated before the demand came which indicated them. It has been the experience of the Newark Library that the business man never fails to respond to an effort to add to his stock in trade by a book or map or any other kind of printed matter. It is out of these experiments and the response to them that this list of 1600 Business Books came.

The first edition of the list was exhausted early in 1917. Much to the surprise of the Advertising Men, librarians and publisher, there came at once an unsought demand for a second edition.

The second meeting above referred to proposed a new edition of "1600 business books" which should be started immediately and bring the list strictly up-to-date and be improved along other lines. Another conference followed with Mr. H. W. Wilson and Mr. Marion at White Plains, New York, which resulted in Mr. Wilson undertaking the second edition of the list at his well known publishing establishment. The last conference brought Mr. Pratt and Mr. Marion together to shape up the final plans. This second edition is just now issued under the same title, though with the addition of 700 new titles. The value of the list is greatly increased by the addition of names of publishers and price of all books listed. Plans are now under way for a third edition, which will contain descriptive notes of the books listed.

A far reaching campaign among the publishers of business books followed in which most of the work has been done by Mr.

Pratt and Mr. Marion. Hundreds of letters have gone forth and correspondence entered into with nearly 500 publishers. This undertaking, though a huge one, has been carefully systematized and to the generous cooperation of our American publishers is chiefly due the fact that it was possible to present this wonderful book collection to the convention. No attempt has been made to get the technical books of individual kinds of business or anything to do with the many lines of special manufacture but only those things which are in common demand among all business men such as books on Buying, Selling, Advertising, Accounting, Financing, Banking, Transporting, Directories, Guides, the periodicals of business, and many other phases of the matter alike valuable to every business man.

Mr. Marion, who has started several business libraries for different concerns and was for five years Secretary of the Special Libraries Association, arranged the exhibit at St. Louis. Many advertising men as well as other business men in St. Louis found time to size up and study this splendid collection. Even though familiar with the first list of "1600 business books," they did not pass it by, for 183 titles have been dropped and 743 new titles added. Such is the growth of *business literature* today—in the short space of one year.

Here is a visible proof of the practical use of books and printing to the practical man, to the promotion of which the special library of today is dedicated.

The exhibit now goes to the American Library Association meeting at Louisville, and will be set up at the Hotel Seelbach. Every special librarian interested in developing the support of the business man in general or particular will do well to study this collection very carefully. We are able also to announce that the Associated Advertising Clubs have decided to take the library to their national headquarters at Indianapolis, Indiana, where it will form the nucleus of what without doubt gives promise of being the best collection of business literature in existence anywhere.

The question is being considered in England by the technical and commercial libraries committee of the Library Association of founding a national lending library of technical literature, either in connection with an existing State Library, such as the Science Library at South Kensington, or with some State department. Those who are considering the idea are anxious that the books should be available for country readers and that municipal authorities should act as local agencies, or it is proposed that in rural areas the books might be lent direct to students or officials of factories.

That the same subject is receiving the attention of German authorities is shown in

an article recently published by the Frankfurter Zeitung, which states that plans are under consideration for the establishment of a general technical public library at Frankfort-on-Main. A beginning has already been made, one of the chief libraries in the city having taken up the project. Although technical libraries are not new in themselves, they have hitherto been the property of technical associations and the larger industrial concerns. Under the new scheme these will be combined and put under the control of one of the established city libraries, and an attempt will be made to furnish technical information which will have historical value.—[Christian Science Monitor.]

The Library of the Guaranty Trust Company of New York

By Rose Mestre

The library of this company was established primarily to serve the Bond Department and nearly all of its material related to investments. This resulted in a good collection of manuals, government reports and financial publications, such as the Commercial and Financial Chronicle, of which the library has all except the first two volumes. In addition to the books, there were the mortgages and other documents of all important corporations and of those companies, great and small, in which the Guaranty Trust Company had a direct interest.

Because of the limited field of American business, and by virtue of the fact that Babson's Statistical Library (rich in mortgages and other corporation documents) is housed in the building and cooperates with us, this special library served our purpose before the Great War shifted the United States from the position of debtor to that of creditor nation. Since then the growth of foreign business and the consequent broadening of interests, has let the bars down entirely, and we now serve *all* departments of the institution and reach out for information in every direction. This means a constant effort to build up the files so that any call, however unexpected, can be met. Sugar companies in the West Indies, railways in Brazil, municipalities in Russia—we must be ready for all this and more.

The publications of the United States Government and of the different states are much used as are also those of Latin American republics, Great Britain and other foreign countries. Books and periodicals which treat of their resources and finances are of great value in matters relating to foreign trade.

Some of the most useful reference books in the library are the year books and manuals of the London and New York stock exchanges, the New York listings, and the daily quotation sheets of the principal exchanges here and abroad.

An important addition to the files is the special division for foreign countries, for which material is gleaned through correspondence, and through the efforts of our representatives in Europe and in South America. This interesting collection of documents is supplemented by a clippings file, which is very helpful, and is rapidly growing in size and importance. It consists mainly of clippings from the Commerce Reports (the library subscribes for several copies), and from daily papers and those magazines which are not bound for permanent use. Magazines important enough to be kept pass through the cata-

logers' hands before being placed on the shelves. All important articles are indexed, always by subject and sometimes by author. This index, supplementing the file of clippings, puts at the service of the bank and its customers an up-to-the-minute collection of all that important data that can rarely be found in book form until it is at least a year old. The constant demands made upon this file prove its value, especially to those departments interested in foreign trade and finance.

Any employee in the building may use the library freely for reference work or to increase his knowledge of financial affairs; the students, who are young men in training for the company's service, make constant use of the text books and other material. Although books must be returned within a limited time, the number in circulation is always over a hundred. The number of file documents charged out is, of course, much larger.

The librarians sometimes do research work here or in other libraries, but do not make digests, as the statisticians have assistants to do this for them. Whenever necessary, the translation of foreign documents is done by the librarians.

All incoming material is sent to the statisticians before it is filed, but no attempt has yet been made to *follow* the employee, as the librarian of the Retail Credit Company of Atlanta does. This may come in time, but would really be a function of the Guaranty Club, which maintains a library for the use of its members. This club library consists principally of "readable" books on all subjects relating to economics, finance, banking, industrial problems, foreign travel, etc., but is in no sense a statistical library.

In developing the catalog the aim has been to make all the information contained in the library available through the analytic indexing of its books, periodicals and file material. As a further assistance in research work, cards of a contrasting color are placed in the catalog giving references to outside sources of information—material found in other libraries, and in business houses and public departments. Other card files are the calendar, in which every report, financial statement and periodical publication is entered the day it is received; the directory of libraries, book dealers, business houses, etc., and the shelf list. These aids very materially help the librarians in their efforts to supply the data in which the company is interested as fully as possible and with the least delay.—[Library Journal.]

Bank Advertising and the War

It is perhaps not generally realized what a vital factor advertising can be made in time of war. When Paul Revere made his famous midnight ride through "every Middlesex village and farm" he was but performing in a primitive way the functions of modern advertising. Advertising today must take the place of Paul Revere's ride in spreading the soul stirring message "Wake-up America" and arousing men's minds to the need for patriotic cooperation and conservation.

At best, war is a tremendously wasteful operation. By going into it America must yield up a good portion of her wealth and put it into ammunition and guns for destructive purposes. We shall sacrifice less of this wealth if we raise the money for the war not by crippling our legitimate industries but by cutting out waste and by curtailing unnecessary luxuries.

It is fortunate that for over a year now bankers have been spreading through various advertising media the gospel of thrift. Today, if ever, there is a crying need for thrift, for saving, for economy and for going without unnecessary pleasures.

There is no question that the great Government loan will be absorbed by the people of this vastly wealthy nation. The only problem is how it may be floated with the least possible disorganization of business. It is essential that the industrial structure remain unhampered. Funds will still be needed for carrying on the regular routine of business and industry. It is important, therefore, that the money for the loan be raised not by withdrawing it from ordinary trade channels but by saving it, so far as it is possible. This means cutting down waste. This means curtailment of extravagant expenditures. This means the conservation of our national energies.

Bank advertising men will see in this need an opportunity for very real and constructive service. If every bank in the country should begin at once an educational campaign along these lines the effect would be tremendous. In every community the bank holds a position of influence and respect. Its judgement is highly regarded and what it has to say as an institution will be listened to with respect.

Already the banks, as the natural distributors of the new loan, are advertising it widely and offering their services free of all commission or other charges. Within the last week the writer has examined bank advertisements from all parts of the country and the way nearly all of them are contributing to the patriotic appeal is most inspiring.

It is important, however, that banks not only urge their customers to participate in the Government Loan, but that they urge them to save for it and to pay for it by denying themselves some form of unnecessary expense. The investor who disposes of some of his other holdings to invest in Government bonds is not necessarily making a patriotic sacrifice. While he sacrifices considerable in interest, to be sure, he also gains a very material advantage by coming under the friendly shelter of tax exemption. If, on the other hand, he saves to buy Government bonds by cutting down on unnecessary luxuries he is then "doing his bit" in a very real sense.

Such an enormous issue must be widespread if it is to be successfully absorbed. To do this it will be essential that a large class of people be reached who never owned a bond before. As was recently stated in the "New York Times:"

"To place loans of the size now contemplated it will be necessary to interest thousands of people who have never owned a bond. They must be reached by an appeal to their reason. The great bulk of wage earners will not realize that their savings are needed until small denominations are offered them. Great Britain did not reach the masses until resort was had to forceful advertising, much of it through posters. The idea that the man with twenty pounds was being sought was held up to view until the whole nation became inculcated with the spirit of investment."

The regular bond houses cannot alone be expected to make this appeal sufficiently general. As compared with the bulk of the population, the class interested in bond investments in the United States is comparatively small. These can be reached readily through the bond houses and their response can be expected to be prompt and generous, but it will not be sufficient to float the entire issue.

The banker, however, through advertising space can reach nearly every man and woman in his community who can be expected to be a potential buyer of a government bond. But just reaching them is not enough.

They must be educated. They must be taught to believe that this loan is not a rich man's proposition; that the Government wants and needs everyone to help. The very name bond is enough to frighten the man of average means. He associates bonds with limousines and millionaires.

Moreover, the great mass of people will not have immediately available any large surplus to invest in Government bonds. Very well, then, here is a splendid oppor-

tunity to interest them in saving for such an investment. The man who won't save for himself and his family can be induced to save when he is taught to feel that it is a patriotic duty.

By making this idea of patriotic thrift

the keynote of their advertising during the war, banks will not only be doing a splendid service to their country but they will be inculcating lessons in saving and investing that can't help but react to their advantage both now and hereafter.—[Banking Publicity.]

News and Notes

The classification scheme for the Library of municipal research at Harvard University, the work of Joseph Wright, Superintendent of the Library, has been published by the University and may be obtained for \$.50 a copy. The scheme is supplemented by an alphabetical subject index, an almost necessary addition to any classification scheme if any one outside of the compiler himself is to be able to use it readily.

Property exempt from taxation in the forty-eight states, by William E. Hannan, New York state legislative reference librarian, which appears as Legislation bulletin 42 of the New York State library, is an exhaustive study of state laws on a topic of vital interest at the present time. Both constitutional and statutory provisions are included with a digest of the latter by subject and the tables furnish valuable statistical data for comparative study. 239 p. 1916.

The Carnegie library of Homestead, Pennsylvania, has issued a novel booklet which has for its text, "The book as related to a life and a living as shown by the use of the Carnegie library of Homestead, Pennsylvania, for the year 1915." The various activities of the library are reviewed. Accompanying the statement of circulation of volumes it says: "It is not within the range of human possibility to give a mathematically accurate report of the use of a library. A book may be circulated without a single line having been read. The next book circulated may inspire a hod carrier to become a preacher."

Municipal research no. 82. February 1917, the monthly publication of the Bureau of municipal research of New York City, is a Topical discussion, by A. N. Johnson, of the highway laws of the United States. The study was made under the auspices of the Committee on scientific research in government of the Rockefeller foundation and is a most welcome and timely publication.

The Stone and Webster library system is ably described by its Librarian, G. W. Lee, in an article in *Aera*, March 1917, which has been reprinted by the American electric railway association as a separate pamphlet.

The Prospectus of the Institute for government research, which has its headquarters at 818 Conn. Ave., Washington, D. C., outlines the aims of the Association in its proposed study of business methods with a view of promoting efficiency in government and advancing the science of administration. The following persons have agreed to serve on the Board of Trustees of the Association: Edwin A. Alderman, Charlottesville, Va.; Robert S. Brookings, St. Louis, Mo.; James F. Curtis, New York, N. Y.; R. Fulton Cutting, New York, N. Y.; Charles W. Eliot, Cambridge, Mass.; Raymond B. Fosdick, New York, N. Y.; Felix Frankfurter, Cambridge, Mass.; Frank J. Goodnow, Baltimore, Md.; Arthur T. Hadley, New Haven, Conn.; Mrs. E. H. Harriman, New York, N. Y.; James J. Hill, St. Paul, Minn.; C. Lombardi, Dallas, Texas; A. Lawrence Lowell, Cambridge, Mass.

The Massachusetts College of pharmacy has issued in pamphlet form a system of classification for libraries of colleges of pharmacy worked out by Ethel J. Heath, Librarian of the Sheppard library of the College. The scheme is based primarily on the one in use in the Lloyd library of Cincinnati.

The subject of the Transactions of the Commonwealth club of California, April 1917, is Scientific research and includes a general discussion of the question and remarks on the value of research in specific fields, such as agriculture, medicine, fisheries, industries, engineering and sanitary engineering.

The Connecticut State Library has issued a six page leaflet containing the public acts relating to the Connecticut military census, passed by the Connecticut General Assembly in 1917. A census and inventory of the resources of the state both in men and materials available for use in the event of war, was authorized, to be taken by the Governor and placed in the custody of the State Librarian to be at the service of both state and federal governments. An automobile census, including willingness and ability to offer cars for the use of the state in case of emergency is a part of the census.

The publicity measures proposed by the Publicity committee of the American library association, which are printed in full in the Bulletin of the Association, Jan. 1917, embody the following recommendations and tentative outline of procedure and results:

A publicity survey is now even more advisable than when it was first suggested.

Perhaps the survey should now take the following form: (1) From other national organizations for social or educational purposes find out what publicity methods and materials are in use, and how effectually. (2) From editors of publications like Saturday Evening Post, Collier's Weekly, Independent, Survey, Printers' Ink, Editor and Publisher, Advertising and Selling, Judicious Advertising, Postage, Printing Art, Inland Printer, Associated Advertising, and of selected daily newspapers of national significance, and from advertising and publicity professional experts, find out what sort of library publicity is advised by editorial and professional publicity men. (3) From perhaps 300 leading citizens in, say, a hundred towns and cities of populations from 3,000 up, find out the average popular estimate of how effectively libraries are or are not advertising their service. (4) from all the libraries possible, obtain a description, under proper heads, of present publicity methods, materials, expenditures, and results.

The result of such a survey would probably be as follows: (1) A large body of data from the library field for analysis, synthesis, and suggestive formulation. (2) A large amount of information for comparative purposes. (3) The very fact that libraries are making a publicity survey, national in scope, will command added respect and support from editors and professional publicity men. (4) The popular estimate, gathered from leading citizens, is perhaps known in advance, but the very act of asking the opinion of the public, on a country-wide scale, will strengthen immeasurably the general public regard for libraries. (5) The attempt to obtain systematically-classified information from libraries will be very suggestive to those libraries now doing something in publicity, and will be a liberal education to many libraries now doing nothing. (6) The largest value will be in the general impetus obtained from concentrating the attention of the editorial and professional publicity man, of the public in general, and of librarians in the rank and file, upon the potentialities of library service.

Mr. Kerr is of the opinion that a publicity survey, conducted either from headquarters or by the publicity committee, with something like the above form and results, is the surest way of obtaining financial support for a permanent publicity officer and of laying out his field of work with certainty of effectiveness.

2. Conference Publicity, News-Bulletin and Co-operative Printing: Until a permanent publicity officer can give undivided time to these important projects, it is manifestly inadvisable to attempt much more than to keep the ideas alive. Something can be done with conference publicity and it should not be allowed to lapse. A publicity committee should be appointed for 1917, regardless of any other action. The committee should have at least \$200 at its disposal, with an additional \$100 for the publicity survey.

3. A Permanent Publicity Officer: This step will mean a new era of librarianship and of library service. It is recommended that the following statement, with modification, if thought wise, be sent to the leading libraries of the country asking their contributions:

WHAT A PUBLICITY EXPERT COULD DO FOR PUBLIC LIBRARIES AND A CO-OPERATIVE PLAN OF SUPPORT

- (1) Prepare co-operative publicity material of all kinds that would be suitable for libraries regardless of localities.
- (2) Edit co-operative lists like Mr. Wheeler's. Would not compile lists or write annotations, but could prepare introductions and see that the lists were attractive.
- (3) Upon request give advice and suggestions to librarians meeting publicity problems peculiar to different communities.
- (4) Prepare articles that could be used by any number of newspapers and that would apply to practically any community.
- (5) Obtain as much national publicity for libraries as possible through magazines and metropolitan newspapers.
- (6) Investigate present publicity methods for libraries and recommend to librarians such methods as have been found successful.
- (7) Keep libraries informed through the A. L. A. Bulletin or other publications as to new publicity methods which are worth adopting.

Miss Florence Finley (B. S., Simmons) formerly Assistant in charge of the Civil engineering library of the Massachusetts Institute of technology, has resigned to accept the position of Assistant to the Librarian with Arthur D. Little, Inc., Boston.

Mr. Charles Rush, Librarian of the Des Moines, Iowa, Public Library, has been appointed Librarian of the Indianapolis Public library.

One of the unfortunate things about the literature of engineering is the way in which valuable material is scattered through periodicals. In spite of all the books on technical subjects which are published, a great and vital mass of data never gets into them, or appears only in scant references, often to papers which if referred to precisely a tall, prove to be inaccessible. Very much valuable information creeps into papers and discussions which would be for one reason or another omitted from a carefully ordered book. The upshot of it is that the busy engineer in trying to obtain suitable data is frequently at a loss to get at the sources, which results in a very considerable amount of unnecessarily-repeated work and collateral investigations which never get published at all. The note books of every active engineer contain material which he has not had time to formulate in a paper, or which is somewhat fragmentary, and is held up in the hope that at some future time it may be filled to completion.

There is in this country a large group of engineering libraries of great value collectively, BUT NOT YET SUITABLY COORDINATED. Of course the splendid collections of the engineering societies in New York, with some allied groups in the same city, form a source comparatively accessible to those in the immediate vicinity. In other cities special libraries exist, some of which probably contain unique matter of value, practically unknown even to the librarian. United effort is just beginning to take effect. The engineering societies are taking a hand, and efforts are being made to furnish bibliographical and other information.

THE TROUBLE IS THAT THESE EFFORTS ARE GENERALLY INDIVIDUAL AND HAVE NOT BEEN FULLY CORRELATED. Would it not be possible to form an association of engineering libraries including technical departments of public libraries, which could work out in CO-OPERATION a systematic scheme for rendering more available the united facilities of the country? Such an arrangement would include, sooner or later, a general catalog of engineering books, periodicals and pamphlets in possession of the various member libraries, reference to which could be simplified by carrying out on a larger scale what is already here and there done, the preparation of bibliographies of special topics. To do the work would necessarily require considerable expenditure, but it would be money and time well spent. The natural scheme would be for the engineering societies throughout the country to contribute toward the great work to be carried out for the common good. The library force of all the engineering libraries would

be at once available to direct the work, if they could be relieved of the heavy clerical burden which would have to be assumed. The first step would naturally be a roster of the engineering periodicals brought up to date and a catalog of at least those engineering works published within recent years. The former would constitute a work parallel to that already carried out for periodicals in general, but more carefully specialized and subdivided with reference to purely technical matter. The latter would work out in practice as a condensed catalog of a first class engineering library plus the additions obtained from the other libraries affiliated. It is a big task, one must grant at the outset but in the long run a profitable one to engineering schools and societies.

In connection with this a special system of inter-library loans could be worked out with great advantage. The great libraries of the country are for the most part notably courteous in this particular and their good will needs simply to be organized for securing maximum effectiveness. When the task here suggested can be carried out it will be possible for the first time for one engaged in engineering research to get access at comparatively little trouble to information which is now accessible only after long hunting, if at all. The beginnings of this work of collation have fortunately been effectively made, warranting the belief that their extension to far more complete usefulness is not an idle dream.-- [Engineering Record, Mch. 20, 1915.]

"The business side of library work develops yearly in increasing importance in the two fields of special libraries in business houses and the business branches of public libraries. To be of assistance in this field it is the purpose of this special business number of the Library Journal. Later we propose to issue another special number dealing with business devices for use in libraries." The quotation given above is from the editorial page of the Library Journal, April 1917, which is devoted to the subject of business libraries. Leading articles in this Business number are: The library and the business man, Arthur E. Bostwick; Newark's business branch, John C. Dana; Business in print, Richard H. Waldo; Making a market in libraries, Adelaide R. Hasse; Making the library more useful to business men, F. M. Feiker; Library service to the business man, W. Dawson Johnston; Getting business books used, Frank R. Stockdale. Other briefer articles and discussions complete a number which will prove of great interest to the group of special libraries devoted to business.