


1-1-1919

Special Libraries, January-February 1919

Special Libraries Association

Follow this and additional works at: http://scholarworks.sjsu.edu/sla_sl_1919

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

Recommended Citation

Special Libraries Association, "Special Libraries, January-February 1919" (1919). *Special Libraries, 1919*. Book 1.
http://scholarworks.sjsu.edu/sla_sl_1919/1

This Book is brought to you for free and open access by the Special Libraries, 1910s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1919 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

Special Libraries

Vol. 10

JANUARY-FEBRUARY, 1919

No. 1-2

The Business Man and the Special Library

BY JOHN COTTON DANA

Librarian, The Free Public Library, Newark, N. J.

The Reconstructed Business Man

If I were a business man and were to ask myself, "How will the relation of business enterprise to books—and by books I mean the information, advice, suggestion and stimulus to feeling that print can give—differ in these after-war days from what it was before the war?"

Then I would make this guess as an answer:

"Most of my fellows will be changed by the war not at all, as far as the management of their business is concerned. From them I shall get nothing new in the way of help and nothing new in competition. But a few men will have had their eyes opened, their habits changed, their views broadened, and they will conduct their business in a new way. I shall come into relations with these men, and from them I must get ideas and with them I must compete. Also, we shall surely come into closer trading relations with other countries than ever before. My home market will not be protected in the way in which it has been. And I shall need to gather from the men of these other countries suggestions for my business, and to meet their skill.

Obviously, then, I must be alert, informed, imaginative. Can I hire a man, or a dozen men, who will come into my office and work with me and make it their care to keep me awake, fill me with knowledge, and furnish me with an ample stream of new ideas? And, if I could find and engage such a man or such men, how would they have equipped themselves thus to aid me? Possibly in part by travel, I may say; but chiefly by study and thought, I am sure. And what did they study? And are the things they studied accessible to me? I will go and ask."

Therefore, our reconstructed business man,—one out of the many unreconstructed—hies him to a library, and says, "Hey, Mr. Librarian, are there books about England, France and Germany in industry? About my industry? About new ideas for every industry? Books for a man who sees his business world taking on changes and wants to be ready for the changes?"

"Truly," says the librarian, "there are many such books. But, if you wish to know the whole truth of the matter, books is not the word you should use; but "Print." Ask me about "print" on these things you desire to know, and I can show you so much, in journal, pamphlet, and report, circular and whatnot, that you will be overcome, not at your own ignorance, but at the thought of attempting to enlighten your ignorance with the aid of so vast a pile of print. Let me advise you. Find a man, or woman, who has studied and practiced the art of using print and getting specific things out of it. Give him quarters in your office, put money to his credit, and tell him to buy and use all the print he needs to the end that he keep you informed, aroused and prodded with ideas concerning your business. It will pay you."

And our reconstructed business man, in a world in process of reconstruction, does as he is told. And it pays!

The Reconstructed Special Library

It contains all the things we have heard about in recent years as essential to the complete special library. It has also a reconstructed librarian. This librarian has seen the writing on the wall, and read it. He knows that the relations between owners and managers and "workingmen"—meaning all who work for a living and draw no profits with their wages—is changing very fast. He has marked the new note of concession and friendship in that relation in the country and the amazing program of the labor party in England, and has even had an ear for the unexpected echoes in Europe of the idealistic suggestions of President Wilson. Therefore, he brings the new day into the Special Library in his charge. It contains all the useful things in all aspects of the organizations which maintains it, and can obviously contribute to that organization's success, and, it contains much, very much, that can help the men behind the organization—the "workingmen" as above defined. And he is permitted—by the reconstructed management of the organization—to put these aids and hints for workers' welfare

and advancement, into the workers' hands. His library does not only tell the owners of the enterprise, for which it exists, how to prosper, it tells the same to those who labor for the owners. It is a recreational library, in due degree, of course; but it is also and

in far greater degree, an informative, thought-provoking, habit-disturbing, ambition-arousing library, which the librarian so cleverly administers in his reconstructed spirit as to make it eagerly sought and used by all the men and women on the organization's job.

The Great Release

BY ADELAIDE R. HASSE

It is an old Lassalleian axiom that the capacity of a class for subordination is quite remarkably determinable from the social depreciation to which it is subjected. Substitute for the word class the word library and the axiom remains equally true.

The American library is an honorable institution. It is essentially a democratic institution. For an American library is commonly understood to be a public library. Its original service of receiving and giving out books has by degrees been extended into the social field and, more recently, into the beginnings of the industrial service. In each of these divergent elements the overpowering influence is that which has and does dominate public libraries, viz:—bureaucracy. So that while the public library in its essential fundamentals is an institution whose vitality proceeds from democracy, this vitality has been so thwarted and improperly clothed by unsocial short-sightedness that the public library is today a negligible factor in our social consciousness. That the institution carries within itself the germ of many-sided contacts with the various phases of cultural, industrial and spiritual support is recognized by the intellectuals of cultural, industrial and spiritual groups of our democracy, more especially of radical democracy. That the bureaucracy administering this institution does not recognize this, is clearly apparent by the direction of the impetus for its support. Public libraries today have not the material support of democracy. Public libraries today are, in relation to democracy, a class of privileged beggars. Public libraries today patronize democracy. A well-known librarian in a public address recently referred to the people whose paid servant she is as "the mob." It is a man's coat which qualifies him to be "accorded the privilege" of using a public library? The phrase in quotation was one used by a public librarian to me in a letter only a few weeks ago. Doubtless he meant to say I would be welcome to use the library. But such attitudes as these are not exactly calculated to awaken democratic enthusiasm, and may, in part, account for the social as well as economic depreciation which is the melancholy lot of most public libraries today. I have

been unable to explain to myself the reason for the utter absence of appreciation of the pressing need for readjustment in library service in this period of industrial, social and economic readjustment. Can it be that the public library is being released as a vital factor in community service to be replaced by the special library?

A member of the faculty of the University of Paris with an appealingly sympathetic library appreciation recently indicated to me a possible development of libraries. "Why," he said, "shall it be necessary that students sit in a bare room to listen to the professor and afterwards go to the library rooms to develop what they recall of the professor's remarks? Why shall it not be so much more profitable that the professor go with his pupils to the library rooms where are the books which hold the ideas about which he wishes to enlighten his pupils? Can he not then, as he speaks, at once put the books before his pupils and give them a more direct acquaintance with an author?" As we wandered down the long aisle flanked on either side by tier on tier of shelves crowded with books, my companion gently smote his forehead and sighing deeply said: "Oh, how sad it is to see them so lonely! Do you not see there a tutor relating to those eager young people of the ideas, hopes, aspirations, accomplishments, sadnesses and beauties closed away among those sombre, silent covers? Ah, to make them speak! What a gift! What a privilege!" In my heart of hearts I loved him. The soul of a book! What a privilege indeed to have the gift even of perceiving it for one's self. To share this perception with another, it is a joy. To inculcate capacity for this perception in the less mature, it is a sacred joy. I did not tell my friend that librarians had not yet been released to partake of this joy. As a class we count books, discharge or charge them, catalogue and classify them, and grow quite callous about them. Another recent occurrence poignantly brought home to me a further great release in store for us. I was being shown through the greatest special library in this country, one not open to the public. Room upon room of steel file cases filled

with manuscript report, chart, graphs, tables, etc., the work of highly trained specialists. There were more than 300 four-tier cabinets of them. The accumulation of information was appalling. An arrangement, a guide was projected. I expressed my envy of the lucky person selected to do this work. The keen, alert Ph. D. conducting me, snapped out: "Librarian? No, sir! Why it takes a librarian an hour to write a card. The more trained they are the longer it takes them. Besides they don't know how to care for this kind of material." I took his word for it, but if what he said is true, I could not help wondering why it was so, and if in that case if it were not soon time that we were released from our incapacity. I have just completed some urgent research work on a confidential report for a government bureau. It became necessary at one stage of the work to have quick access to masses of material on a by no means obscure subject. We ransacked the libraries of Washington, we long distanced and wired and despatched messengers to New York. We found here some and there some material. In no library was there even an approximately representative collection. The best

material in the end was found in private hands. All of it was recent material, most easily procurable, not costly, and on a subject profoundly agitating the civilized world today. Why, I wondered, was there not some one library where at least the base material could have been available? And I recalled the hap-hazard way in which books are selected in most libraries. Is it because we are specialists in method and not in information?

We have been released from the musty, dusty librarian to become the rustling, hustling librarian. Having acquired action may we not look forward to release from the mere plane of action to the plane of direction? May we not look forward to release from a plane where the use of dictionaries is taught to adults in library schools and no one thinks it excruciating? May we not look forward to release from the present concept of librarianship to one which shall be a composite of that of the sympathetic professor and the alert director of files? Perhaps when the great release takes place the social depreciation in which we find ourselves so unfortunately situated will consequently be ameliorated.

The Future Training of the Business Librarian

BY FRANK K. WALTER

Vice-Director, New York State Library School

No one can forecast either the direction or the extent of our future business development. It is therefore impossible to plan with certainty a detailed scheme of training for business librarians.

There can be little doubt that business men in the future must, in order to succeed, depend on public service rather than on exploitation of the public. This will mean a broader knowledge of social tastes and needs as well as of economics and the principles underlying this distribution of products.

The business librarian must share in this broader knowledge. His own educational background must be extensive enough to enable him to evaluate available material and to anticipate its direct application to the business house with which he is connected. This will of necessity mean a liberal amount of education in the social sciences before attempting to become a business librarian. With this phase of preparation the special library training agency can do little or nothing except to insist on high entrance requirement to its course.

For his specific training in library admin-

istration the future business librarian will doubtless depend on previous business experience, experience in a business or other library or training in a library school or class in library economy.

It is unlikely that many business librarians will become such directly as the result of previous successful business training or experience unless their individual tastes strongly predispose them to such work. In most such cases they will probably realize their need of further technical training in library methods.

It is also unlikely that any large number of business librarians will be recruited from the ranks of apprentices or previously untrained assistants in business libraries. The staffs of such libraries are usually too small and the time of the librarian too crowded to permit much to be done in the way of systematic training for anything but the clerical type of work. Experienced staff members of general or reference libraries are much more likely to enter business library service and to be successful when they do enter it.

Provided the experience is varied and

pertinent and the library in which it is obtained is well administered, this old apprentice method is still valuable for those who can afford the time to perfect themselves by it.

The special course in business library methods in the library school or in special classes connected with schools of business administration is likely to be another chief source of supply to the business library. The fact that students in such courses are usually selected with some care and that they have a foundation of general training on which to build their special experience makes these courses particularly available. The number of such persons entering the business library field is steadily increasing, and in a large proportion of cases they succeed in their work.

Just what effect broadening the business viewpoint will have on school and training class curricula is uncertain. If the demand for business librarians continues to increase so that a steady supply of specially trained candidates is justified certain adjustments in the courses of the two-year schools and, to a lesser extent, in the one-year schools, are very probable. It is unlikely that less theoretical training in the aggregate will prove desirable. The competent business librarian must be a master of technique and must know when to elaborate as well as when to simplify. Much of his theoretical instruction may not always be needed, but there is very little of it which will not be handy in emergencies. If he renders the quick and accurate service which his employers have a right to expect from him he must be an expert in reference work, a skilled bibliographer and annotator and a versatile indexer and cataloger. Change in form and emphasis in the course will be desirable. Shoe-string librarians like shoe-string speculators are likely to "go broke." Increased attention to bibliographical method, practice in digesting English and foreign technical literature, library surveys of selected industries and corporations, considerable practice in compiling and annotating general and specific articles on sociological and economic questions, filing and a comparative study of specific methods in use in typical business libraries might well take the place of certain phases of cataloging, book selection, library history, reference work, some subject bibliography, and public library administration. The theory of classification might well receive more attention.

At the same time specialization can easily be overdone. It is method, rather than subject-matter that is taught in any good library training class or school. The young man or woman who does not have sense enough to make a specific application of a principle would be a failure as a specialist for he would make an even worse mistake

in attempting to adapt a highly specialized training to the general problems which confront every competent business librarian. The efficient business librarian must be a master craftsman, not an apprentice or a journeyman.

If business libraries ever become so differentiated in their work as to require any really new method rather than intelligent applications of existing method it will be easy enough to teach such a method. Examination of any considerable number of issues of *Special Libraries* or attendance at almost any session of the *Special Libraries Association* will show that success in business libraries in most cases depends on adequate educational background, mental alertness and adaptability, and other desirable personal qualities, and not on the discovery of anything really new in library organization or even the application of much in the way of method or device essentially peculiar to business libraries. Preliminary practice in business libraries is not, under present conditions, practicable in many cases because of the semi-confidential character of much of the work. Most of those librarians who are widely recognized as successful have made their special success on the basis of rather general training and experience.

The law of supply and demand will affect training for business libraries as inexorably as it affects other business phenomena. Business librarianship is essentially a business matter. The business librarian will not become one because of "the library spirit" which impels him to self-sacrifice to uplift business ideals or to bring to the whole community the business which belongs to it. He will become a business librarian because he expects a good job promptly at a good salary. He will have no desire to be merely a technical expert employed at a low salary to hide the professional shortcomings of a titular chief. No young man or young woman will take any highly specialized course training for an incidental opportunity, when by so doing he or she closes the avenues to more probable employment in more general lines. The special course will come as soon as a definite need for it is demonstrated and some assurance given that those who take it will have a chance at permanent specialized employment under favorable conditions at a good salary. A growing consciousness among business men of what a business library is and a growing disposition among business librarians to agree on common needs rather than to magnify accidental differences are necessary preliminaries. Special courses for specialists who get no good chance to use their specialties would be particularly illogical for business librarians. It would be worse than illogical—it would be bad business.

Looking Forward

BY JUNE RICHARDSON DONNELLY

Director, School of Library Science, Simmons College

With all the world in the midst of unimaginable change, have not most of us suddenly become aware that we have unexpectedly developed a surprising flexibility of mind, not merely in regard to affairs of world moment, but in our own smaller spheres of thought and action?

There is a certain sensation of freedom, a realization that classifications of thought, latterly grown to seem fixed and unescapable, were originally made only to express one set of relationships to life, and now in new conditions are become arbitrary and unreal. Unless we are satisfied with mental chaos, we are forced to examine into what the purposes are for which we are striving and what new groupings of thought and effort will achieve them.

Those whose work lies in the library field feel this common compulsion to reorganization and reclassification, for so a librarian naturally phrases the re-formation process, but he will be wary in using the terms to "the general," who would interpret it as meaning hardening into systems and developing new methods of fettering with red tape. Now a systematizer is one who forces thought or material into one mold, while a classifier is a person who perceives relationships, who appreciates which of various sets of characteristics are the ones to take cognizance of in organizing thought or material to accomplish a certain end, understands the value of formulating accurate definitions, and avoids confusion of overlapping divisions.

In the classifier's mind orderly arrangement does not spell rigidity, but mobility; it is easier to shift the direction of the objective of a disciplined regiment than of a mob.

It is strange how little this very essential art of classification is made a formal subject of study even in college curricula, but the thinkers who have mastered it, even though they may not know it by that name, are those the world calls "organizers," the ones who do not "muddle through."

So for each librarian a duty will be to look to his own profession and his particular library to see that any hard and fast outworn systems shall give way to the best organization of the forces at his command, forces of people and books, methods and equipment, to the end that all may work harmoniously in giving a continually growing service to the whole community.

We can not yet measure how great the change in our mental attitude toward our

problems is, not what accumulation of factors has caused it, nor yet gauge accurately what changes have occurred in the minds of the public which will work for or against the library, but some experiences we can all recognize as bearing on the future.

The Library War Service must have some influence. The mere moving about of so many librarians from their accustomed routine to different sections of country, and so throwing them into close relations with such an unprecedented clientele of young men must have supplied them physically and mentally.

There has been a rare chance to gain an insight into what that part of the public wants and likes, and if they have used it wisely, the results ought to be seen in a drift toward the library in peace times of those who found it a friend in war. The very appeals of the War Service for books and money have turned the thoughts of many to the existence of such an institution, and the libraries themselves, often under the charge of "The Woman Who Stayed at Home," much against her will, have grown by participation in war activities into a new conception of their function as public servants.

We have learned a financial point that ought to bear fruits, that boldness in asking support is one secret of success.

In the past few years one of the favorite topics of library meetings has been "Library advertising," and many progressive libraries had tried it successfully, but the more conservative were a bit doubtful as to the kind that befitted the dignity of an educational institution. Now that we are emerging from the period when advertising on the most stupendous scale has been sanctioned by the government and every humanitarian agency, when college halls and church edifices have counted it the highest duty to "extract the last cent," we have gained a new idea of the efficacy and respectability of advertising which can hardly fail to affect our methods of bringing our wares to the attention of the public.

Perhaps we may wonder a little also, when we think of the books people wanted, the speeches they thronged to hear, and the maps they were enthralled by on the streets, whether part of what has been "the fiction problem" has not been of our own creation because we really advertised such books most.

At least it seems that such interest as war has aroused can be carried on in the libraries

for the great after-war problems, by utilizing the same psychology of attraction.

In Americanization the library was already a pioneer in its work with foreigners, before the country as a whole woke to the necessity, so the friendly relations it had established will make it most potent in carrying American ideas to the "many in one," through their own language, through "easy books" and *adequate* books in English, but even more through the sense of equal privilege extended to all in the public library. In the children's rooms the opportunity will be greater than ever and will call for more and better children's librarians. It will be the greatest weakening of library service if those who have the gift of dealing understandingly with children in their library hours, shall be drawn away from this rich human field, by visions of pots of gold at the rainbow's end.

If the Library is to rise to the demands of the new calls, it will find it needs courage and knowledge, having thrown aside colorless neutrality as its standard, to avoid extremes, whether reactionary or anarchistic, and stand for liberality and tolerance.

But while the consequences of recent events must profoundly modify the development of the public and college libraries which were the predominant, the "legitimate" types, yet insofar as such change will be in making them more readily responsive to social needs, it is not so much revolutionary as an acceleration of what had begun before, the current, freed from some of the ice of habit and prejudice, is simply moving more rapidly.

What I find to be the chief change in my own mental attitude is concerned with something rather different, and I realize that as a trainer of students looking forward to library work, I have had an angle of vision, which through the changing of occupational opportunities has for some time made me see in a different light the relation of library work to other activities, the last two years having merely caused me to formulate more clearly the conclusions being forced upon me.

The "special libraries" movement, and later the government demand for people with library training and the sudden vogue of "filing clerks," were facts which had to be fitted into one's scheme of professional thinking; it was not possible simply to keep on repeating "We train librarians, not filing clerks, we are a profession, not a business."

Is not what we call "Library Science" rather the scientific method applied to library conditions? In essence it is a recognition of the special problems to be faced, and the working out of them in all their relations. It involves appreciation of the value of accurate observation and record, and of the use of tools and aids. With all its use of

method, success depends on flexibility, adaptation of method to the end in view.

Library Science functions chiefly through classification, cataloging and indexing, and reference service.

Classification includes the division of labor, the correlation of the work of departments, and the whole organization of material resources, in which orderly arrangement of books is but one essential.

Cataloging and indexing, with filing as a subordinate but important process, is the description of material in as many ways as will provide reasonable avenues of approach for the mind seeking information from its entries, whether it uses the name of a person, a subject or other natural clue to track it. Its rules of precision are merely good roads.

Reference service consists in putting at the disposal of an inquirer information to satisfy his needs, through first hand knowledge of facts by the librarian, through his research, or by indicating to the inquirer the sources, printed or human, which furnish authoritative information.

While it never functions perfectly it approaches the ideal most closely through persons who combine special subject knowledge with skill in classification, cataloging and the use of reference tools.

The "special libraries" lay first stress on knowledge of subject matter, though recognizing the necessity of the combination. Their question is whether the library schools or experience give the other qualifications best. Perhaps the real point in each case is, if a combination is unobtainable, can the subject matter or the other qualifications be acquired most easily?

In the Reconstruction period may there not be those with special knowledge who can not go into active practice who will be invaluable as librarians in their specialties? If so, training would be available.

The call of the Government and of business firms for persons trained in library methods is their recognition that the habits of thought and method of recording developed, can be transferred to other things than books, which is quite true.

The difficulty was that they asked for symbols rather than what these stood for. Not every person who has "used the decimal system of classification," is an organizer, nor is every person who can put away papers in numerical order in a file capable of the exact definitions and clear discriminations required of an indexer.

When a common terminology is established it seems that a wholly occupational field can be much further developed, distinct from that of the special library, in organizing business files and records, for which a combination of secretarial and library training seems the best preparation.

Reconstruction Facts for City Officials

BY DORSEY W. HYDE, JR.

Librarian, Municipal Reference Library, New York City

In pre-war times makers of rough generalizations might have said with some truth that America was the country of individualism and Germany the country where facts were worshipped almost to the exclusion of "the human element." That the people of England appreciated these two points of view, but, according to tradition, strived to attain the middle course, is demonstrated by their substitution, in administrative matters, of business men for professional statesmen, and by their insistence upon the importance of statistics in determining the course of war-time action.

Following upon Northcliffe's bombshell concerning inadequate munitions' supply there was established the British Ministry of Munitions, and Lloyd George proceeded to gather about him the trained minds of the country's business executives. The attitude of these new administrators is well shown by the statement of Sir Eric Geddes when asked what rule of action he considered most important. He replied: "The use of statistics. I statistize everything. Knowledge is power and statistics are the throttle valve of every business." Let it be noted that he added the warning: "But don't let statistics master you. Use them."

Isaac Marcossin, the clever writer in the *Saturday Evening Post*, has said: "When you strip away the glamor from the great war and analyze the larger results, you find that nothing achieved so far is of more permanent value to the future than the infusion of business methods into the conduct of governments." The English experience, at least, seems to bear out the truth of this statement.

In the United States we have an excellent example of "the infusion of business methods into the conduct of governments" in the work being accomplished by Municipal Reference Libraries and by other bureaus and organizations designed to furnish facts and information to the busy and often harrassed municipal official. As is well stated by Frederick Rex, Librarian of the Chicago Municipal Reference Library, in a recent report: "If its problems are to be well solved, if the city is to be benefited by the successful accomplishments of other cities and profit by their failures, city officials must have access to all available information and data to be had upon these various problems and subjects."

The multitude of municipal problems, both new and old, which are now being referred to under the general term "Recon-

struction" offer a unique opportunity to the Municipal Reference Library. The interest in reconstruction is wide-spread and the demands for information grow in volume day by day. The librarian who keeps informed and who exerts himself to obtain the current literature and information on the subject will find himself in a position to render service of the highest order.

That Municipal Reference Librarians generally have availed themselves of this opportunity is shown by the responses to a letter recently sent by the writer to a dozen or more libraries and bureaus throughout the country. Professor Ford MacGregor, of the Wisconsin Municipal Reference Bureau, for example, writes: "There is no doubt in my mind but we are entering upon one of the greatest periods of municipal activity which the cities of America have seen. Not only are the cities going to be pressed with new problems resulting from the war and war conditions, but the war conditions have emphasized and called particular attention to a great many municipal problems which have been neglected and ignored in the past." Practically all of the institutions written to reported special efforts to collect and index all published material bearing upon reconstruction problems here and abroad. In many instances this material is kept separately, as in Milwaukee, where the data is "kept in pamphlet boxes in the library in a separate temporary file on reconstruction. The material is roughly classified under the various phases of the reconstruction problem. The intention is to later accession as a part of the regular collection of the library such material as is of permanent value."

As to future plans, Professor MacGregor writes: "Municipal Reference Bureaus will have to make special efforts to collect information dealing with all phases of these problems. Not only must they collect this information, but they must impress upon cities that are backward in recognizing the problems, the importance of handling them in an efficient way. We have not worked out the plan for our own bureau as yet to any great extent, but we have already planned the issuing of a series of Municipal Reference Circulars dealing with reconstruction problems, designed primarily to call attention and present the problem to cities of the state and to offer to collect and supply information dealing with them."

The Municipal Reference Library of Chicago has furnished a service of the highest

importance to the officials and executives of that city. Having amassed a considerable collection of reconstruction data, Mr. Rex reports that "we have aggressively attempted to place the information obtained on reconstruction at the disposal of appropriate committees and members of the Chicago City Council, municipal departments and bureaus and other organizations and individuals." Resolutions and ordinances were drafted in the Library with the aid of data on such subjects as steam railroad electrification, terminals and harbors, lake front development, employment of disabled soldiers, etc. At the request of Mayor Thompson the library is now gathering information for the U. S. War Labor Policies Board concerning public works which can be put under way or constructed in 1919 as a means of stimulating business, labor and industry, and providing re-employment for returning soldiers and sailors and those formerly employed in war industries. One interesting feature of the work in Chicago is the indexing of the council proceedings of other cities, with special reference to reconstruction and rehabilitation measures being discussed or put under way.

The New York Municipal Reference Library has devoted considerable effort to the compilation of an extensive bibliography of the American, British and French literature of reconstruction and has drawn up the gen-

eral outlines of a municipal reconstruction program. It has furnished information on the subject to all interested municipal officials and has endeavored to attract the attention of those who do not comprehend the importance of the problem. Library representatives have attended the Rochester Reconstruction Conference and various special reconstruction meetings called in New York City and co-operative relations have been maintained with the Executive Committee on Community Councils of National Defense and with the Mayors Committee on National Defense. Special studies are in progress covering the subjects of special interest to New York City in connection with after the war undertakings.

Reports such as the foregoing show that Municipal Reference Libraries are alive to the opportunity offered to them by the needs of the reconstruction period. They have gathered data and information calculated to assist in the drawing up of plans and reports for future development. But experience has shown the impossibility of far-reaching action where the support and co-operation of the general public is lacking. If our municipal reconstruction programs are to be successful there must be organization of all community forces for intelligent action, and the citizens must be ready to back their duly-elected representatives to the limit in the efforts for community betterment.

Filing and Indexing

BY IRENE WARREN

Director, Chicago School of Filing and Indexing

For three years past I have been teaching classes in filing and indexing, some of these have been in Columbia University, New York City, and some in California, but most of the classes have been held in Chicago. In September, 1918, the work had developed to a point where it seemed fair to call it a school, and the name Chicago School of Filing and Indexing was adopted and the school incorporated. During the past year about three hundred students have taken these short intensive courses. Some of these students have found employment with government, with business firms, with professional men and women, and others are giving definite daily service to charity, war and civic organizations. The types of records they are working on vary greatly, from correspondence, invoices, trade catalogs to books. The salaries range from forty-five to one-hundred and sixty-five dollars per month.

Filing and indexing is an unstandardized

line of work; some firms doing good, high grade business have miserable files, others of the same grade have excellent files. There is the same variation among the small concerns. But at every turn there are opportunities for bettering present collections and of starting new collections of materials, and our growth is only a matter of convincing the employer of their value and the service that the file clerk can render his concern. One of the encouraging features is that several of the women have received more money in their first pay checks than had been agreed upon, and from two to three increases per year are not uncommon.

Every effort is being made to form a central filing department in the firm and to place all the files and indexes under the supervision of one competent file clerk, even if it is not advantageous to have the files all brought together physically. In this way information and materials may be more systematically collected, indexed and ar-

ranged, and they will also be much more readily accessible to the various departments. In many firms there is now considerable unnecessary duplication, which a supervising file clerk can easily eliminate.

The work I have described is clerical. But many large firms, and some smaller ones handling specialized lines, come to a place where they need the services of a commercial librarian, not only for the care she may give books, government documents and data of special kinds, but because of her knowledge of source material. The commercial librarian should be equipped with all the training that the best library schools

are giving plus these short courses in filing and indexing which give the business side. There is not as yet sufficient demand for commercial librarians to warrant such courses being given in library schools and business problems of indexing and filing differs so greatly from the library problem at the present time, that it does not seem advisable for library schools to add this to their already crowded curriculum. The work may develop in such a way as to correlate itself with library science or it may relate itself to some other phase of training, it is too early to see clearly how it is tending.

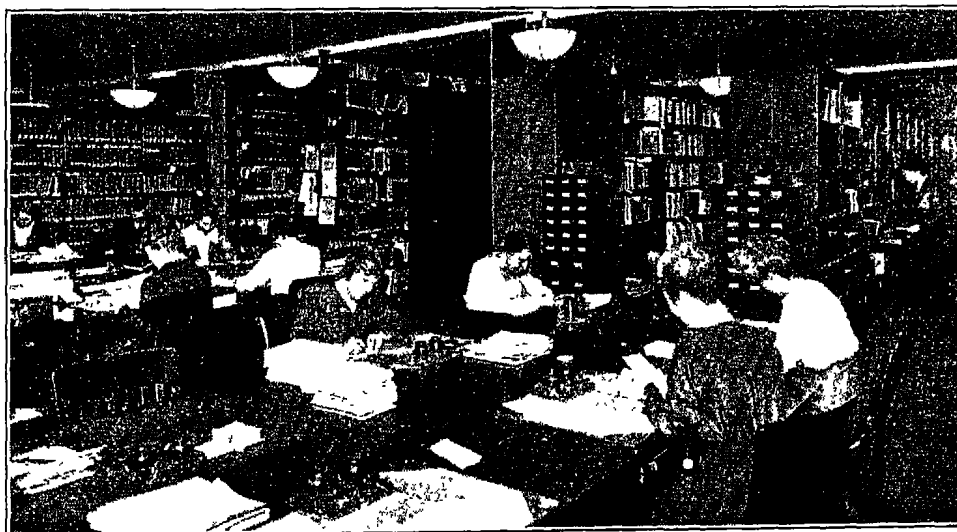
Guaranty Trust Company Reference Library

(Reprinted from the Guaranty News, January, 1919, by Courtesy of the Guaranty Trust Company of New York)

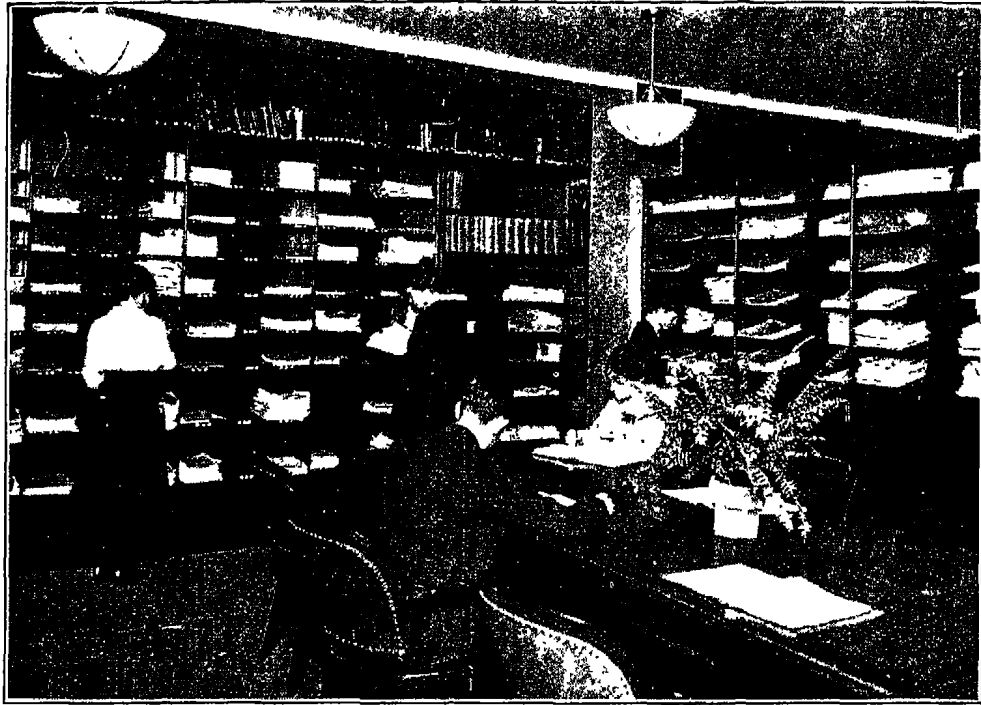
In these days of rapidly moving events, it is of the utmost importance that the modern bank or trust company not only keep pace with the times, but have ready access to information on current subjects of a commercial, financial and economic nature, as well as problems of an international character. With a well-selected reference library and a staff of well informed and efficient librarians, it is possible to have at

hand a fund of material of this kind, which can be gathered on very short notice.

The Reference Library of the Guaranty Trust Company, in its new and spacious quarters, occupies almost the entire tenth floor of the new building, and with its broad aisles and its rows upon rows of bookshelves, is a constant source of interest to visitors.



The Cataloging and Indexing Division



The Reference Room of the Library

Divisions of the Reference Library

Four main divisions of the Library handle the work which is necessary to make this branch of Guaranty service a source of value both to the company and to its customers. These divisions are: Statistical Files, Cataloging and Indexing, Clipping and Order.

The Statistical Files Division collects material on the various bond issues, keeps up to date the annual reports of railway, public utilities, and industrial companies, and has access to mortgages, deposit agreements, and other documents of a similar nature. The important financial journals are scrutinized carefully for information regarding business concerns, and new material which would seem to be of value is then sent for. This material is filed away, ready to be produced for the use of the statisticians or others who may have occasion to refer to it. Memorandums written by the statisticians on current economic and financial problems are also filed by this division, as are syndicate documents and similar papers.

To the Cataloging and Analyzing Division falls the duty of recording and filing new books and periodicals. In performing this work a comprehensive system of classi-

fication has been devised, based upon the Dewey System, but modified to meet the needs of a special financial library. This system has made it possible for the librarians to locate information on any particular subject with the least possible delay.

Domestic and foreign publications of a selected list are analyzed for important items and articles which are of interest from the viewpoint of the Company's business. Several South American official papers are regularly clipped and indexed by the Clipping Division, and items on finance and foreign trade are clipped each day from ten newspapers. These items are mounted on cardboard and are carefully indexed for ready reference. The work of this division is important. Very often a person working on some particular subject will recall that he saw a certain article in a recent number of one of the daily papers, the exact date of which he does not remember. A call upon the Reference Library procures with very little delay the article in question.

The Order Division sends for books and subscribers for magazines. When the periodicals are received, they are checked up on cards, and both magazines and newspapers are read carefully for items of interest.

The Reference Library of the Guaranty Trust Company contains about twenty thousand books and pamphlets. In addition to these volumes, there are about forty thousand reports contained in the Statistical Files, including railway and industrial reports, statements, mortgages, and deposit agreements.

Books from foreign countries, as well as those published in this country, are among the publications which find their way into the incoming mail basket of the Library. Here, too, are works on business and finance by authorities on these subjects from all parts of the world, as well as reports of government offices from Lima, trade returns from England, and presidential messages from South American republics.

The Library receives regularly about three hundred newspapers and magazines, including financial periodicals published in England, France, Spain, Canada, India, China, Japan, Brazil, Argentina, and other countries, and the sheets of the London, French, and Amsterdam Exchanges. Many of these periodicals are regularly sent around to the various departments through out the Company for the attention of those persons who may be interested in the subjects which are treated in these publications. A check is kept on the material so distributed, and it may be returned to the Library after having served its purpose.

The Scope of the Material

Among other material, the Library was fortunate in securing a number of documents issued by the Chinese Government,

and written in the language of that country. These reports, it has been learned, are not readily obtainable, even in China.

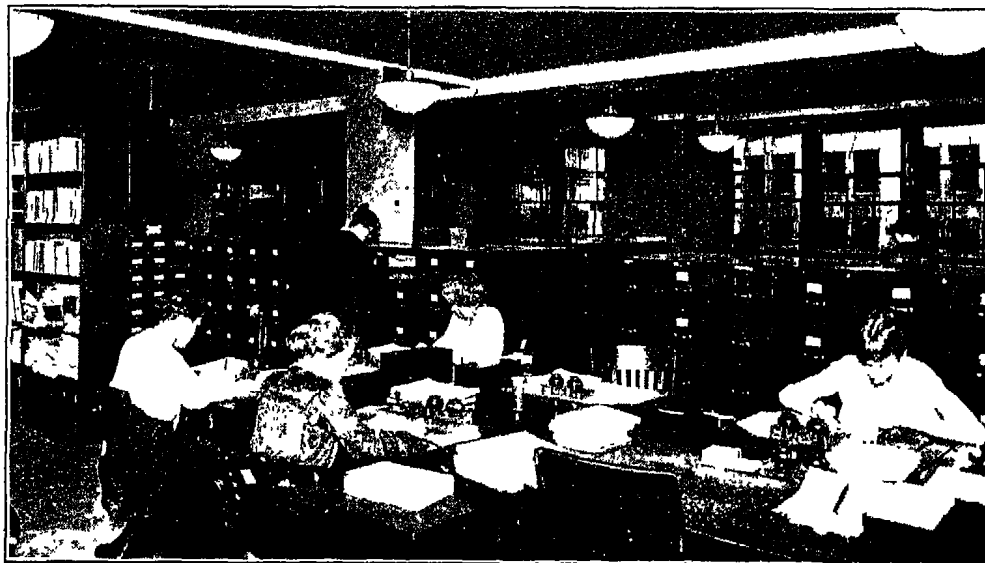
Of particular value to the work which the Library is called upon to perform is the complete file of the Commercial and Financial Chronicle, which occupies one section of the bookshelves. With this set are included many numbers of Hunt's Merchants' Magazine, the predecessor of the Chronicle. These publications date back prior to the Civil War, and contain valuable information about financial conditions of that period.

The Commerce Reports of the United States also are carefully indexed and filed, and are available for reference when information concerning foreign countries, tariffs, and export opportunities, is desired.

The Reference Room

The Reference Room of the Guaranty Library, a good-sized room with windows on two sides and equipped with a long table and chairs, offers to the research worker an excellent opportunity to compile figures or write reports in comfort. Every available resource of the Library is at the disposal of the person seeking information, and he is given every possible aid in locating the data which he desires.

The following instances will illustrate the valuable service which the Reference Library performs as part of its daily routine. Many times during the day the telephone bell rings, or a page comes with a request for information. Someone wants to know whether Urt is in France or in Spain. Another person desires to find out



The Statistical Files and Clipping Division

whether there is a certain bank in one of the small Central American countries. A vice-president recalls an article in one of the Sunday newspapers, which he wishes to reread. One of the departments wants information about prevailing conditions in a certain country. Another department is anxious to find out for one of its customers the opportunities for selling his product in foreign countries. Files, clippings, and books are searched, and the material located and given to the inquirer. Some of the information can be given in five minutes' time. Then there are economic questions on which a long time is

necessary to collect the required material. These questions must be taken up point by point, and information collected from various sources. If the material desired is at all available, it is generally to be found in the Guaranty Library.

As the great work of reconstruction begins, the Library of the Guaranty becomes more important. By wisely building up a library upon international lines, the Company is prepared to meet squarely the problems which arise as we endeavor to obtain for the United States its just share of world finance and trade.

Technical Literature in Reconstruction

BY EDWARD D. GREENMAN

Librarian of Arthur D. Little, Inc., Cambridge, Mass.

Much as the English-speaking nations regret to acknowledge, it still remains a fact that in the production of standard works on technical subjects the Germans have always been, and still are, unsurpassed. The distinction between making scientific discoveries and accumulating technical data has so confused the average mind that it has been hard to make the non-technical man see that while Germany has never equalled the English-speaking nations in the conception or production of new discoveries and inventions, in the field of productive technical literature, she has no serious rival. And even to-day no other nation has manifested any serious intention of taking her place. That it has been impossible for scientists to look up the literature on scientific subjects consulting the *Fortschritte der Physik*, that the mathematician finds the *Jahrbuch fuer Mathematik* indispensable, and that the chemist must rely on *Beilstein* or *Abegg* should be just as much a cause for grave concern as the fact, that, at the beginning of the war the English-speaking nations were dependent on Germany for dye-stuffs and glass.

There can be no doubt but that the war was a war of science and that the end was brought about largely through new and terrible mechanical and chemical war weapons. And just as the demand for such weapons stimulated their conception, and as the need for complete non-dependence on Germany for dye-stuffs and glass resulted in the satisfactory production of these materials by other nations, so we should now plan to throw off the yoke of our dependence on German technical literature. The importance of the necessity for keeping in touch with scientific literature was clearly shown

to the English-speaking people during the war by the discontinuance of German technical journals. This fact should stimulate the production of standard reference works in technology and encourage the compilation of scientific abstracts by this nation, such as would render our dependence on Germany for this material, also a thing of the past. And while we are absorbed in trade and industrial reconstruction let us not fail to consider the great existing need for the production of comprehensive compendiums and adequate guides to the scientific literature of the world.

It may be true that the American Chemical Society will reproduce *Beilstein* and that the scientific societies of England are planning to collect and co-ordinate scientific literature. But while these nations are considering this, in Germany an agreement has already been formed between the Deutsche Chemische Gesellschaft and the Verein Deutscher Chemiker regarding the joint publication of abstracts which will combine the already indispensable *Zeitschrift fuer Angewandte Chemie* with the *Chemisches Zentralblatt*. This is to compete with *Chemical Abstracts* which is now the most complete journal of chemical abstracts published. This, however, should be enlarged and broadened in scope to include all journals dealing with any phase of chemical industry and should incorporate a formula index with its abstracts.

The stimulation of scientific research and chemical control in industries, brought about by the war and by reconstruction plans, is sure to be reflected in a much greater dependence on current technical literature as a necessary ally in research work. In order to supply the demand for this literature the

preparation and publication of standard works on chemistry, physics, etc., and the compilation of compendiums of scientific knowledge, equal to or surpassing in value standard German works, should be undertaken by our scientific societies, or might even be considered a government function to be exercised and controlled by the National Research Council under the direction of the National Academy of Science. Created for the purpose of securing, classifying and disseminating scientific, industrial, and technical information relating to war problems, the National Research Council will be maintained as a permanent advisory body to stimulate and encourage this work.

American men of science now want literature in the English language and the day should be past when our technical institutions must teach the German language in order to fit their students for keeping up-to-date on the progress of science. And while the American Academy of Science, the American Society of Mechanical Engineers, the American Chemical Society, etc., should formulate some plans for abstracting the literature of the world dealing with their separate fields, and for the publication of reliable scientific handbooks, the United States Government could assist by publishing a separate index to and a comprehensive digest of the vast amount of valuable scientific literature now being published in the various official government bulletin, reports, etc. I should even go so far as to suggest that a technical or scientific encyclopedia might be published, doing for science what the Britannica does for general information. The chemist, for example, is almost daily confronted with the problem of where to find ready and convenient access to foreign chemical journals, or such standard works as *Beilstein*, *Abegg*, *Abderhalden*, or *Ullman's Enzyklopadic der Technischen Chemie*, of which there is probably not a complete set in America. *Chemical Abstracts* refers him to a great many chemical journals, sets of which are to be found in but few localities in this country. For the individual desiring a definite article in any chemical journal, it is possible to have photostat copies made in the library of the Chemists' Club or the United Engineering Societies, but if it is found necessary to consult a complete file of *Kunststoffe*, *Berichte*, or other foreign journals, it would be an invaluable aid to the chemist to know the nearest place where these may be consulted. A long step towards solving this problem would be the compilation of a catalogue of all the important libraries where chemical journals and standard reference works on chemistry may be found. Such a catalogue should take the form of a list of titles of all chemical journals, under each title giving a fairly complete list of libraries representing various

localities in this country where these journals could be consulted. At present there are over one thousand chemical journals published, and the problem of knowing where definite journals may be consulted is one which might well deserve serious consideration by the American Chemical Society.

Since it seems to be impossible to collect, preserve and adequately index in any one place, all the literature on technology, the problem is being solved by the formation of special collections on definite subjects. These special libraries should endeavor to collect and preserve all the literature published relating to its own specialty. A great engineering library is housed in the United Engineering Societies, a great chemical library is in embryo at the Chemists' Club, a great agricultural library is maintained by the U. S. Department of Agriculture, and many others, in other fields of science, have notable collections. But even these libraries are now too broad in their scope to pay attention to the more specialized subjects and we find libraries devoted exclusively to the literature on concrete, on the chemistry of paper-making, or on fertilizers. This has been carried to such a degree by the special libraries in this country that we now have a splendid collection of libraries collecting data on highly specialized subjects. By co-ordinating these libraries we would have a chain of sources of information where the initiated person could go and be reasonably sure of finding what he wants to know.

Problems of reconstruction now present themselves before an American people who are in a receptive mood for constructive changes. Many problems will be solved and many more given consideration. Let us hope that in this period of reconstruction the need for our absolute independence of any other nation in the production, collection and dissemination of technical information, will receive due consideration as a means of aiding and maintaining industrial supremacy.

NOTE: In connection with Mr. Greenman's suggestive paper, our readers will be interested in the following extract from "Nature" for Nov. 14, 1918 (p. 212).—THE EDITORS.

"The leading resolution adopted by the Inter-Allied Conference on International Scientific Organizations held in London on October 9-11 last (see *Nature* for October 17, p. 133) was to the effect that it is desirable that the nations at war with the Central Powers should withdraw from the existing conventions relating to international scientific associations as soon as circumstances permit, and that new associations be established by the nations at war with the Central Powers, with the eventual co-operation of neutral countries. The application of

this resolution was left to the consideration of a committee of inquiry which will meet in Paris shortly. Among the subjects referred to the committee of inquiry is the organization of the publication of bibliographical works in all branches of science. It is felt that the scientific world has hitherto relied too much upon *Centralblaetter* and *Jahresberichte* for information upon recent additions to knowledge. These publications quite naturally give undue prominence to work done in Germany, while work published in other countries is not infrequently ignored. It is, therefore, important that complete abstracts and bibliographies of science should be published in the Allied countries, without regard to any similar works that may be appearing in Germany. It cannot, however, be expected that the income to be derived from the sale of these works of reference will defray the cost of preparation and publication, and it would therefore appear that such work should require Government subsidies. In planning new work the committee should not overlook existing undertakings, such as the International Catalogue of Scientific Literature. It ought to be possible to arrange that work of this magnitude should be continued without a break even though Germany and Austria no longer co-operate in its production."

Groupe Interparlementaire Suédois,
Stockholm St., Suède,
September 3, 1918

Editor, *Special Libraries*:

I have the honor to communicate that, on my proposition, the Interparliamentary Union of the North has resolved to establish a Reference Bureau in connection with each of the secretariats of the three interparliamentary groups of the North.

As for the Swedish interparliamentary group, the organization of its Reference Bureau has been entrusted to me, and also the Danish group has requested me to design their corresponding institution.

Moreover, I have been asked to write an article on the American Legislative Reference Departments and Bureaus for the year book of the Interparliamentary Union of the North for this year, and further the board of directors of the Swedish Libraries Association has invited me to speak on the same subject at their Fourth Annual Meeting which is to be held at Stockholm next October.

A Reference Bureau has also been established at the library of the Swedish Postmaster General, where I am the chief librarian.

As you will find from this, the United States of America which in various respects serve as a model for human progress, have exercised a predominant influence, by their

initiative, upon the practice and development of the Reference Institution in Scandinavia.

I avail myself of the opportunity to express my warm gratitude for the knowledge I have acquired from the periodical *Special Libraries*. . . . I shall on all occasions appreciate your kind advice and information. . . .

Sincerely yours,

WIDEGREN.

Special Libraries,

January 25, 1919.

Hon. William C. Redfield,
Department of Commerce,
Washington, D. C.

Dear Sir: The editors of *Special Libraries* are planning a Readjustment Number devoted particularly to the value of the special library in business. It is our opinion that in the period before the nation there will be an extension of efficient methods in business as well as a wider use of efficient tools, and among them the business and commercial libraries now so much in use.

Will you not send to us a statement of your experience and opinions of such libraries? Do you think they help to promote the scientific method in business and that their extension is advisable? Do you think that such libraries are likely to be of benefit in promoting commercial enterprise, in improving the spirit in the factory, in making better citizens of workmen, in aiding management in its work?

We hope that this number containing the views of recognized leaders in business thought will prove of value to progressive employers and managers.

Sincerely yours,

J. H. FRIEDEL,
Editor-in-Chief.

JHF/RG

Department of Commerce,
Office of Secretary,
Washington, January 31, 1919.

My Dear Sir: I am today in receipt of your favor of the 25th instant acknowledged by my office on the 29th instant. While I am keenly interested in the subject of which you write, I regret to say that due to the pressure upon my time it will not be possible for me to write as you suggest.

Yours very truly,

WILLIAM C. REDFIELD,
Secretary of Commerce.

Mr J. H. Friedel, Editor-in-Chief,
Special Libraries,

108 Jersey Street,
The Fenway, Boston, Mass.

S.

Special Libraries

Published Monthly except July and August

Editorial Office

108 Jersey St., The Fenway, Boston, Mass.

Entered as Second Class Matter at the Post Office
at Boston, Mass., under the
Act of March 3, 1879

Subscriptions (10 issues).....\$4.00 a year
Single copies\$0.50

Correspondence with reference to contributions
to *Special Libraries* should be addressed to the
Editor-in-chief.

Subscriptions, applications for membership in
the Special Libraries Association, and remittances
should be sent to the Secretary-Treasurer.

SPECIAL LIBRARIES ASSOCIATION

PresidentGuy D. Marlon
27 State Street, Boston, Massachusetts

Vice-PresidentEdward A. Redstone
Mass. State Library, Boston, Massachusetts

Secretary-Treasurer.....Caroline E. Williams
Experiment Station.

E. I. Du Pont de Nemours & Co., Wilmington, Del.

EXECUTIVE BOARD

President, Vice-President, Secretary, Treasurer,
J. H. Friedel, Boston, Mass.

Miss Edith Phall, Waterbury, Conn.

SPECIAL LIBRARIES

Editor-in-Chief.....J. H. FRIEDEL

ASSOCIATE EDITORS

Agricultural and Government Libraries

Claribel R. Barnett

State Libraries.....Herbert O. Brigham

Business and Commercial Libraries..Mary B. Day

Financial Libraries.....Ella M. Genung

Technological and Engineering Libraries

Edward D. Greenman

Theological and Fine Arts Libraries

Mary A. Pillsbury

Law Libraries.....Edward H. Redstone

EDITORIALS

We, Our Association, the Future

The editors of *Special Libraries* and the members of the Executive Board desire to express to the members of the Association and to all non-member subscribers their appreciation of the favorable reception with which the decision to set a price of \$2.00 upon the Association's magazine, in addition to the usual annual dues, has been received. With but very few exceptions all at present on the mailing list have gladly indicated their desire to have their names so continued. We quote from one letter addressed to the secretary:

"In reply to your letter, I am glad to send

along my check and at the same time to express my appreciation of the splendid work of the Executive Board in carrying forward the Association's interests."

Other letters contain similar sentiments. The members of the Executive Board, and those of the editorial staff, view this expression of confidence as an endorsement of their policy to make the Association and its official organ the embodiment of that spirit of thoroughness, efficiency, alertness and readiness to serve, so generally characteristic of the special librarian. The trust which our members put in us we are aiming by our work to merit. Their support gives us greater confidence. Confidence makes for clear vision and definite action.

In the September-October issue, a former editor of *Special Libraries* reviewed the development of the special libraries movement since the inception of the Association in 1909. Yet while *Special Libraries* has been issued regularly since January, 1910, its place in the Association has not until this year been clearly defined.

Supposedly the subscription to the magazine has been \$2.00 per year. Actually this \$2.00 has been the dues to the Association and the magazine has been sent free to members. There is no mention in the Constitution of the Special Libraries Association referring to the conduct by the Association of a magazine, although it is provided that the dues shall be \$2.00 per year. To meet the requirements of the postal laws, it has been customary in the past to send to each member of the Association a statement calling for payment of \$2.00, half to be credited to the payment of dues and the other half to payment of subscription. At the same time the magazine has borne the rate of subscription as \$2.00.

The Executive Board saw the inconsistency of this procedure. At the same time rising costs made it difficult to continue the issue of *Special Libraries* from the income of the Association. A combined issue for September and October was practically forced. Similarly a combined January and February number was necessitated. This cutting of the garment to fit the cloth, satisfied neither the editorial nor the Executive Board, all of the members of which felt that the Association was in honor bound to give to each subscriber ten issues during the year. Moreover, the times have been such as to demand the issue of a larger and better magazine than heretofore.

Having no authority to increase the annual dues, the right to alter which is vested in the Association, the Executive Board determined to fix the rate of subscription to *Special Libraries* at \$2.00 per year to members, and at \$4.50 to non-members. In this way we shall not only be able to issue a number each month promptly, but

also increase appreciably the size as well as add other features which will make the magazine more attractive and useful. It may be possible, too, that with the augmented income twelve numbers instead of ten may be issued.

On the other hand, the Association may be enabled to do more for its membership in the way of acting as a clearing-house for questions on all matters of interest to the special librarian.

A survey of the methods in vogue in the special library, of the equipment, resources and other pertinent information would be most advisable. Time and again questions such as the following come to the editor or to the secretary: "Can you tell us what library has worked out a special classification for labor. We do not find the standard methods of classification suitable to our use." "Will you give me any information which you have as to best means of routing magazines and other literature." These and other questions come in regularly. At the suggestion of the editor it was voted at the last annual conference of the Association that the Executive Board make a survey of special library methods. Lack of funds again have here interfered, although it is hoped that this survey may be possible during the current year.

Another change of no less importance than that relating to subscription rates has been made. A contract, entered into in 1917, decidedly unfavorable to the interests of the Association has been terminated and hereafter the Association will publish *Special Libraries*, as well as handle the advertising appearing in its pages. It is confidently expected that in this way greater economy will be possible. On the other hand the income from advertising will be used like all other funds of the Association to make *Special Libraries* the leading library periodical. That frankly is our hope and our ambition. We may say confidently that during the present year *Special Libraries* has ranked with the best in library publications. Its class of contributors has undoubtedly been of the best, its articles timely, interesting and suggestive, its bibliographies and notes of invaluable assistance as numerous letters to the editor testify.

To say this is, indeed, to say much. Yet *Special Libraries* is the youngest of library periodicals.

The Special Libraries Association has been laboring under no small task. It has tried to reconcile the interests of groups differing widely in function, in method, and in scope. In its membership, for example, are to be found those connected with the special departments of public libraries, those connected with municipal reference, the state, the university and other libraries having special collections but perforce carry-

ing on their work with the general public. It has had also in its membership those connected with semi-public institutions housing special collections, like the Russell Sage Foundation Library and the General Theological Library. Of equal importance with the other groups have been those engaged in business libraries where the work is often of a private confidential nature and not accessible to the public. These groups each have their special problems and must attain their goal by different means. The problem of the General Theological Library, for example, which serves all ordained clergymen of New England, differs necessarily from that of the library of Arthur D. Little, Inc., chemical engineers engaged in research work generally of confidential nature. The problems of both differ in turn from such libraries, as that of the Bureau of Railway Economics and that of the National Industrial Conference Board, each engaged in economic research and each a clearing-house of information, the one on matters of transportation, the other on matters of industry. It is no wonder then that the work of the special librarian is but incompletely understood, and that the library schools, criticized because of the lack of training or the poor training which they give for efficient work in certain types of special libraries, particularly the business libraries, have turned on their critics with a demand for a constructive program which apparently the schools have been unable to evolve.

The difficulties here suggested help to accentuate the breadth of the task of the Special Libraries Association. Surely it has been a wonderful work to have brought such varying and such conflicting interests into one association and to have made all within the Association feel that it has been worth while. How has this been done?

At the last annual convention of the Special Libraries Association the librarian of one of the public libraries in New Jersey stated that he had always enjoyed coming to the Association's meetings because of the enthusiasm of the members, an enthusiasm that he found lacking in the proceedings of other meetings. The special librarians have been characterized by their enthusiasm, by their optimism. This, to be sure, is characteristic of all new associations; one finds it in the conventions of the employment managers, of the efficiency engineers. More particularly this is characteristic of those who have felt the thrill of industrial America. Whether it be the business of better municipal or state government, the development of foreign markets, economic or technical research, the aim—and it is stamped over the best in the business of America—is to do a good job better, cheaper, easier, to do the most with the expenditure of the

least effort, always to *do*. Action, efficient, prompt, complete, is written over American industry today. Like the business man the business librarian sees opportunity everywhere.

A second characteristic of the Special Library Association has been its idealism. The Association has had a definite object in view since its inception and has pursued this steadily. Particularly fortunate in its early leadership, gaining also through the sacrifice in time, effort and money of its early officers and members, the Association moved forward with the ardor and enthusiasm of a religion. Useful and well directed service has been its keynote. This doctrine of service which has animated alike the officers and members of the Special Libraries Association has reacted on all library effort.

What has been the result? When the American Library Association War Service was begun the aim at first was to offer the opportunity for wholesome recreational reading. During 1917 and 1918, however, a change came over the spirit of this work. Today the American Library Association states that it must and is carrying on its war work along the special library idea. It would seem, indeed, and this has been maintained by the undersigned for a long time, that the ultimate tendency of all library work in the future must be toward special library work. In the larger cities this process of disintegration of the public library is already in progress; the larger libraries are instituting special departments in charge of highly trained specialists. The result from the point of view of the library is more intensive use of plant and facilities, greater efficiency and usefulness; from the point of view of the patron better service.

Even in the small towns an effort toward specialization is evident. Under the guidance of state library commissions librarians are being persuaded to dispense with useless collections, to buy books not merely for the sake of buying but to suit their purchases to the needs of the town. In Massachusetts, for example, a state commission known as the Free Library Commission, has been doing exceedingly good work often of a pioneer nature but worthy of the highest commendation in this direction. Thus not long ago it persuaded one of the smaller town libraries to send an exceptionally valuable collection on chemistry to the Massachusetts Institute of Technology with the stipulation that this collection be available for the use of the town's citizens if needed. The collection, in the town, was practically marooned and while possessed of potential use was actually of little service; in the Technology library this collection added to the value of others, its own value being increased by the presence of others. Numer-

ous other instances are available in the Commission's report.

Librarianship is tending more and more toward the special library and to special library methods. The result will be that we shall see a greater demand for intensive knowledge of book-content. The grocery store method of library work is doomed; one must know more than merely hand books bearing a certain number-label over a counter. We are learning already to think in terms of knowledge and print, rather than in terms of book covers and title pages. The future librarian will be a specialist. The incubator method of turning out half-baked assistants will decline; eventually the library school will become the high-grade professional school which it should be and which in one or two cases it already is. The most hopeful sign here is the general open-mindedness of library school instructors as a class.

We are already in the midst of a period of readjustment and reconstruction. The articles presented in this number are of more than ephemeral interest; they show that many of the men and women in library work are already awake to the problem.

J. H. FRIEDEL.

An Agricultural Number

The next number of *Special Libraries* will be issued on March 10th and will be the first of a series planned by the editor to be devoted to types of special libraries. Each of these issues is to be so complete as to be in the nature of a handbook. That for March is to be given over to Agricultural Libraries, that for April to Business and Commercial Libraries. We trust that these special numbers will meet a long-felt need.

"Every concern large enough to employ a stenographer and an office boy should create and conduct for itself a business library, following or adapting the methods now used by the largest railroads, banks, stores, offices, and factories. Books ought to be in every business organization so recent; abundant, convenient, that every official or employee who wants to know specifically how to handle himself, his job and his future may have close at hand a modern book to help him solve each problem." (*Independent*, Nov. 16, 1918.)

On Lending Books by Mail

A member of the Special Libraries Association engaged in drafting a plan by which a non-resident book-borrowing membership can be established, writes that he is having difficulty in securing data to show how systems of this kind have been developed, if they have been developed, by other libraries. He is eager to secure information bearing specifically on the following points:

1. How many non-resident borrowers are eligible for borrowing books by mail?
2. What percentage of those eligible to borrow actually do so during the year?
3. What is the average number of books per eligible borrower actually borrowed during the year?
4. What is the average number of books per actual borrower borrowed during the year?
5. What is the average cost per parcel?

The editor will appreciate it if those of our subscribers who have had experience with mailing systems, or know where such systems are being used, will send in to the editorial office any information in their possession. This will be placed at the disposal of the inquiring member and a resume will later be published in these columns if the data available merits this.

The *Bulletin* of the Grand Rapids Public Library contains the following notice under the caption "Tell Your Neighbors":

The Library goes into more homes of Grand Rapids than any other municipal department, except the city water works; and of all other institutions only the gas company and one newspaper surpass it in the number of homes entered. It wants to go into every home. As a user of the Library tell your neighbor who is not using it how he can do so to his advantage. It is a neighborly act to tell your neighbor of something that is worth while; or better still, bring him to the Library and help him get acquainted

Latin America again springs into prominence as a prolific field for sources of raw materials and products and for American commerce. For satisfactory information on trade conditions, resources, transportation facilities, etc., the library of the Latin American Division of the U. S. Bureau of Foreign and Domestic Commerce should be better known. This library contains about 1,000 volumes and pamphlets and currently receives 110 Latin American and European newspapers and periodicals which are clipped and indexed. A bibliography containing over 20,000 cards, which is growing at the rate of 1,000 cards a month, is also a part of the library's resources.

E. D. GREENMAN.

A series of special lists of books and periodicals is in course of preparation by a Committee on Joint Technical Catalogs, representing public and other libraries in Glasgow-Scotland. The first published in July, 1917, was entitled "Aeronautics: a classified list of books in the libraries of Glasgow." The second was entitled "Internal combustion engines," the third is to be on motor vehicles, and the fourth will probably be on the founding of metals. The object of the committee, as stated in the first of the series, is "to provide ultimately a complete catalogue or guide, in printed form, to all literature of applied science and technology available for public use in Glasgow libraries. Each set or group of kindred subjects will be dealt with separately and as prepared the list of books and periodicals will be published in order to give students, workers and manufacturers the use of them with as little delay as possible. It is hoped subsequently to revise the lists, amalgamate their indexes and print the lists as complete guides to the resources of the respective libraries participating in the scheme."

Mr. John D. Rockefeller's suggestive and invaluable address on *Representation in Industry*, delivered in December, 1918, before the War Emergency and Reconstruction Conference of the Chamber of Commerce of the United States, has been printed in pamphlet form. Copies may be had by addressing the author at 26 Broadway, New York.

Mr. H. E. Haferkorn, librarian, Engineer School, U. S. Army, Washington Barracks, D. C., has prepared a bibliography on *Screw Threads*, a limited number of which are available for distribution. Copies can be had by applying to the H. W. Wilson Co., 964 University Avenue, New York City, and enclosing 5 cents for postage. Supplementary entries on this subject will be contained in the *Bulletin* of the Engineer School Library, which is free on application.

The Portland Cement Association, Chicago, Ill., has issued an excellently illustrated and informative booklet on *Recommended Practice for Portland Cement Stucco*.

An *Agricultural College Directory for the United States and Canada* containing the names of the president or dean of the agricultural school, director of the experiment station or other chief officer, has been prepared by the Portland Cement Association, Chicago, and is available in mimeographed form on application to the Extension Division of the Association.

Library of Congress

Division of Bibliography—List of References on Industrial Courts

H. H. B. MEYER, CHIEF BIBLIOGRAPHER

1. Academy of political science, *New York*, Labor disputes and public service corporations; a series of addresses and papers presented at the annual meeting of the Academy of political science in the city of New York, November 22-23, 1916; ed. by Henry Raymond Mussey. New York, The Academy of political science, 1917. iv, 190p. (Its Proceedings . . . vol. VII, no. 1).
HD5605.A2
H31.A4, vol. 7, no. 1
2. Acland, F. A. The Canadian industrial disputes investigation act. American academy of political and social science. *Annals*, Sept., 1910, v. 36; 419-437.
H1.A4,v.36
3. Australia. *Court of conciliation and arbitration*. Arbitration (public service) act 1911. Award by the Commonwealth Court of conciliation and arbitration in the case of the Postal electricians' union, and memorandum by the public service commissioner . . . [Melbourne], A. J. Mullett, government printer for the state of Victoria [1913] 13p. HD5630.A4. 1913
4. ——— Report on proceedings taken under the Commonwealth conciliation and arbitration act, 1904-1911, from 15th December, 1904, to 31st December, 1912; under the Excise tariff act, 1906, during the time the act was in operation; and under the Arbitration (public service) act, 1911, up to 31st December, 1912 . . . Melbourne, A. J. Mullett, government printer [1914]. 53p.
HD5630 A4. 1914c
5. Barnett, George E. and David A. McCabe. Mediation, investigation and arbitration in industrial disputes . . . New York [etc], D. Appleton and company, 1916. 208 p. See chapter 3.
HD5481.B3
6. Broadhead, Henry. State regulation of labour and labour disputes in New Zealand. . . . A description and a criticism. By Henry Broadhead. . . . Christchurch, Wellington and Dunedin, N. Z.; Melbourne and London, Whitcombe and Tombs, limited, 1908. 230p.
HD5630.N61B8
See index under Arbitration court.
7. Carlton, Frank T. The advantages and defects of compulsory arbitration. American academy of political and social science. *Annals*, Jan., 1917, v. 69: 150-156. H1.A4,v.69
Touches upon arbitration courts.
8. Carnegie, Andrew. Industrial problem. *North American review*, Dec., 1911, v. 194: 914-920. AP2.N7,v.194
Argues the necessity for the establishment of industrial courts.
9. Castro, M. Central American court of justice. *Inter-American*, June, 1918, v. 1: 259-260.
10. Clark, John B. Is authoritative arbitration inevitable. *Political science quarterly*, Dec., 1902, v. 17: 553-567.
H1.P8,v.17
11. Clark, Victor S. Labor conditions in New Zealand. U. S. Bureau of labor, *Bulletin*, Nov., 1903, no 49: 1143-1311.
HD8051.A5,no.49
See pages 1184-1208, 1282-1311.
12. The Compulsory arbitration act of New South Wales U. S. Bureau of labor, *Bulletin*, May. 1902, no. 40: 561-574.
HD8051.A5,no.40
13. Compulsory arbitration in France. Independent, Dec. 29, 1910, v. 69: 1467-1468. AP2,153,v.69
14. Constable, W. G. Compulsory settlement of industrial disputes. *Edinburg review*, Jan., 1914, v. 219: 195-211.
AP4.E3,v.219
15. Fabian society, *London*. State arbitration and the living wage. With an account of the New Zealand law and its results. London, To be obtained of the Fabian society, 1898. 15p. (Fabian tract, no. 83.) HD5547.F2
16. Hamilton, William F. Compulsory arbitration in industrial disputes. London [etc.], Butterworth & co., 1913. 125p. HD5481.H3
17. Henry A. Compulsory arbitration court of New Zealand. *Westminster review*, Jan., 1903, v. 159: 24-28.
AP4.W5,v.159
18. Hobson, J. A. Compulsory arbitration. *North American review*, Nov., 1902, v. 175: 597-606. AP2.N7,v.175
19. Kennaday, Paul. Settlement and prevention of industrial disputes in New Zealand. American academy of political and social science. *Annals*, Sept., 1910, v. 36: 438-444. H1.A4,v.36
20. Le Rossignol, J. E. and W. D. Stewart. Compulsory arbitration in New Zea-

- land. Quarterly journal of economics, Aug., 1910, v. 24: 660-712. BH1.Q3,v.24
21. Lloyd, Henry D. Australasian cures for coal wars. Atlantic monthly, Nov., 1902, v. 90: 667-674. AP2.A8,v.90
Same cond. American review of reviews, Nov., 1902, v. 26: 599-600. AP2.R4,v.26
22. ————A country without strikes; a visit to the compulsory arbitration court of New Zealand. . . . New York, Doubleday, Page & co., 1900, 183p. HD5680.N61L8
23. ———— Compulsory arbitration court of New Zealand Outlook, Dec. 9, 1899, v. 63: 877-879. AP2.O8,v.63
24. Macdonald, J. R. Arbitration courts and wages boards in Australasia. Contemporary review, Mar., 1908, v. 93: 308-325. AP4.C7,v.93
25. Massachusetts. *Laws, statutes, etc., 1902.* An act to establish an industrial court for the administration of industrial justice between corporations and their employees. . . . [Boston, 1902.] 16p. HD5487.U6M4 1902
26. Michigan. *Board of mediation and conciliation.* Annual report. Lansing, Mich., 1916. 1v. HD5503.M53
27. Mote, Carl H. Industrial arbitration; a world-wide survey of natural and political agencies for social justice and industrial peace. . . . Indianapolis, The Bobbs-Merrill company [1916]. 351p. HD5481.M65
28. New industrial tribunal. Survey, Aug. 25, 1917, v. 38: 458-459. HV1.C4,v.28
29. Norway. *Laws, statutes, etc.* Compulsory arbitration in Norway. Translation of the Norwegian law relating to compulsory arbitration in labor disputes. Approved June 9, 1916. . . . Washington, Govt. print. off., 1917. 6p. (U. S. 64th Cong., 2d sess. Senate, Doc. 650). HD5487.N7A4
30. Olden, P. P. Industrial arbitration in Australia. American academy of political and social science. Annals, Jan., 1911, v. 37:203-221. H1.A4,v.37
31. Permanent labor court of appeals. Gunton's magazine, Aug., 1903, v. 25: 110-115. H1.G9,v.25
32. Peterson, F. H. European industrial courts. *Co-operator, Dec., 1916, p. 87.
33. Rankin, Mary T. Arbitration and conciliation in Australasia; the legal wage in Victoria & New Zealand. . . . London, G. Allen & Unwin, Ltd., 1916. 192p. HD5680.A6R3
"Arbitration court system": p. 127-139; "Influence of Arbitration court on wages and industry": p. 140-158.
34. St. Ledger, A. Compulsory arbitration in Australia fails. American industries, Dec., 1916, v. 17: 21-23. HD4802.A6,v.17
35. Selekman, Ben M. Industrial disputes and the Canadian act; facts about nine years' experience with compulsory investigation in Canada. New York city, Division of industrial studies, Russell Sage foundation, 1917. 42p. [Russell Sage foundation, New York, Division of industrial studies. Pamphlets, IS 5.] HD5508.A3S4
"Reprinted from the Survey, March 31, 1917," Bibliography; p. 39-41.
36. Sumner, H. L. Court for the garment trades. New republic, Sept. 18, 1915, v. 4: 176-178. AP2.N624,v.4
37. ———— Industrial courts American review of reviews, Oct., 1911, v. 44: 477-480. AP2.R4,v.44
38. ———— Industrial courts in France, Germany and Switzerland. U. S. Bureau of labor. Bulletin, Jan., 1912, no. 98: 273-464. HD8051.A5,no.98
39. ———— Railroad men and the English conciliation boards. Survey, Jan. 20, 1912, v. 27: 1618-1621. HV1.C4,v.27
40. Supple, Bernard F. The peaceful settlement of industrial controversies. Development of the Massachusetts system of state arbitration. Boston, Wright & Potter printing company, 1904. 12p. HD5505.S9
41. U. S. *Board of mediation and conciliation.* Railway strikes and lockouts A study of arbitration and conciliation laws of the principal countries of the world providing machinery for the peaceful adjustment of disputes between railroads and their employees, and laws of certain countries for the prevention of strikes. United States Board of mediation and conciliation. November 1, 1916. Washington, Govt. print. off., 1917. 327p. (64th Cong., 2d sess. House. Doc 2117) HD5481.U7 1917
42. ———— Report of the United States Board of mediation and conciliation. 1913-1917. Washington, D. C. Washington, Govt. print. off., 1918. 30p. HD5503.A35
43. U. S. *Bureau of labor statistics.* Industrial court of the cloak, suit, and skirt industry of New York city. Washington, Govt. print. off., 1914. 78p. (Its Bulletin, whole no. 144. Conciliation and arbitration series, no. 4.) HD8051.A62,no.144
44. ————Text of Canadian industrial disputes investigation act and summary of industrial conciliation and antistrike legislation relating to public utilities of

- various countries. Washington, Govt. print. off., 1917. 21p. HD5508.A3U6
45. University debaters' annual, 1916-1917. New York, The H. W. Wilson company, 1917. 272p.
"Resolved: That capital and labor should be compelled to settle their disputes in legally established courts of arbitration": p. 191-225.
PN4181.U5 1916-17
46. Weinstock, Harris. The German courts for the arbitration of industrial disputes. American academy of political and social science. Annals, Sept., 1917, v. 36: 445-452. HL.A4,v.36
47. Working of compulsory conciliation and arbitration laws in New Zealand and Victoria. U. S. Bureau of labor. Bulletin, May, 1902, no. 40: 552-560.
HD8051.A5,no.40
"The court of arbitration": 553-554.
48. Western Australia. *Court of arbitration*. Regulations under the Industrial arbitration act, 1912 (No. 57 of 1912), which came into force on 1st January, 1913. Perth, F. W. Simpsin, government printer, 1913. 55 p.
HD5630.W5A5
49. Willoughby, W. F. Arbitration tribunals in Australia. U. S. Bureau of Labor. Bulletin, Mar. 1901, no. 6: 252-257.
HD8051.A5,no.6
- *Not in the Library of Congress.

Mr. H. M. Werblow, formerly of the Guaranty Trust Company staff, describes some of his experiences in the libraries of Vladivostok in a recent issue of the *Guaranty News*:

"My first care was to rush to one of the libraries for a short history of this wonderful town. The librarian who was engaged in giving out and receiving books, was taking, it seemed to me, rather a long time in checking the cards. I thought of the rapidity and despatch with which our own librarians handled the cards, and I soon discovered a difference in the methods. I found the catalogue written by hand, and arranged only according to the names of the authors. The librarian, indeed, soon told me that the only way I might chance across what I wanted was by reading from cover to cover at least three catalogs, those on the subject of history, geography, and of miscellaneous works. I thereupon asked for their best encyclopedia. But the great Encyclopedia was of 1891, and it gave the population of Vladivostok as 28,000, consisting of 24,000 men and 4,000 women. And so I went to another library, and still to another, but with no better results. I did, finally, get what I wanted, but I got it piecemeal, and at the sacrifice of a good deal of time.

This is characteristic not only of Vladivostok and the library, but of Russian institutions of every kind. Unsystematized, unclassified, unorganized, broken in a thousand fragments and dispersed in a thousand nooks and corners is every one of Russia's institutions."

The inimitable Mr. John Cotton Dana has been preparing for The Nation's *Business* each month *A White List of Business Books*. These lists, several of which have appeared, are well annotated. The Newark Free Public Library has compiled for the United States Shipping Board four lists of books to be distributed by the Board as part of its effort to interest the American public in its merchant marine. These lists deal with ships, commerce, the merchant marine, foreign countries and foreign languages, and may be obtained from the Board's office, Washington, D. C. Still another list of *A Thousand of the Best Novels*, first issued in 1904 and now in its fourth revision, can be had from the library at a cost of five cents. Two others on books and games for boys have been prepared. The foreword to one of the latter after explaining that these books may be borrowed by any Newark boy, adds, "The Library is his, at his service every day in the week." Mr. Dana does not wait for his "statistics" to come to the library; he goes to the boy on the street and shows him that the library can help him in his education as in his recreation; he comes to the business man by way of the official organ of the Chamber of Commerce of the United States; he goes to the public through a government agency to interest them in one of their most important readjustment problems, our shipping.

Library of Congress catalog cards for the bulletins of the Portland Cement Association are furnished free to libraries upon request. These cards are ready to insert in the card catalog and may be secured by writing to the Librarian of the Portland Cement Association, 111 West Washington Street, Chicago, Ill.

The U. S. Shipping Board, Emergency Fleet Corporation Library, Philadelphia, Pa., issues for the information of the heads of departments and staff members a daily bulletin of accessions and important items noted in incoming material.

The Ohio State University has issued a bulletin, Number 3, November, 1918, containing a list of Publications of the Teaching Staff.

The Engineer School Library

BY HENRY E. HAFERKORN

Librarian

History.—The Engineer School at Washington Barracks, D. C., is under supervision and control of the Chief of Engineers, U. S. Army. Its object is to give to the junior officers of the Corps of Engineers a post-graduate course in civil, military, and electrical and mechanical engineering; to make researches in such branches of science as relate to the duties of the Corps of Engineers; to disseminate information so obtained; to make such experiments and recommendations and to give such instruction as may be necessary in the civil engineering work of the Army, which consists very largely in the improvement of our rivers and harbors.

The Library of the School is not a departmental library, strictly speaking, but is the Library of a service school of the Army which happens at this time to be located at a military post within the limits of the District of Columbia.

Its development has been gradual, and its genesis was in the Library of the Battalion of Engineers at West Point, N. Y., if a small assortment of technical books can be so designated. This battalion was transferred to Willets Point, N. Y. Harbor, in 1865, after the close of the Civil War, and according to Brig. General Henry Larcom Abbot in his "Early days of the Engineer School of Application" (No. 14, Occasional papers, Engineer School, 1904), the establishment of an Engineer School (then called Engineer School of Application) was inaugurated in 1866, but systematic work did not really start until the summer of 1867. The working books of the battalion were the origin of the Library, and to them were added others purchased from funds provided for carrying on certain special duties and investigations assigned to the battalion by Congress.

The purchase of books for these purposes was first specifically authorized by the Army Appropriation act of July 5th, 1884, and finally in the act of March 2d, 1905, appears the item, Engineer School, Washington Barracks, D. C.

The Engineer School and its Library were transferred in Oct., 1901 from Willets Point, N. Y. H., to Washington Barracks, D. C. The quarters up to the spring of 1914 were inadequate for the Library, and with the exception of about 15,000 books, used as a working Library, the rest of the collection was either poorly shelved or stored away in wooden boxes.

In May 1914 the new building for the Engineer School was completed, and the

upper, third story was set aside for the Library, allowing ample room with a stack room containing forty-four stacks, and with a spacious Reading room and Librarian's office, and one Work-(or preparation) room.

The book stacks were furnished by Snead & Co., the wooden furniture, and the steel card-map and document cases by the Library Bureau and the Art Metal Construction Co., and all are of modern types.

The Library has received, and receives from time to time, valuable donations from retired officers of the Corps of Engineers, and from the Army War College and other Institutions. The collection known as the Library of the Engineer Department has also been sent to the School Library, helping to make it, an extensive, well-selected working tool essential to the operations of the Engineer School, as laid down by law and regulations.

Regulations.—The Library is open from 8 a. m., to 6 p. m., daily, except Sundays and Holidays. The Librarian is in the Library for urgent work, by appointment, on Sunday morning.

The Engineer School Library is primarily a reference library for the use of the instructors and student-officers of the Engineer School, for officers and men of the Trade Schools and Boards, for the Corps of Engineers and for other officers of the Army. Books are loaned only on the signature of an officer, requests from outside of the Post of Washington Barracks, D. C., will be directed to, and be authorized by the Commandant, Engineer School. Books are loaned for thirty days, subject to call. Mutilated books have to be replaced. The Librarian is Henry E. Haferkorn.

Resources.—On Oct. 31st, 1918, the Library had a collection of about 50,000 books, 8,000 pamphlets, and 300 typewritten manuscripts, representing translations, studies, and other papers by the staff of the school or by student-officers, and from other sources. Some of these studies are of a confidential character. Of the 58,000 items only 25,350 are available for immediate demands.

The Library specializes in military art and science, military, civil, hydraulic, electrical and mechanical, municipal, and in part in chemical engineering, and also in some other branches of technology. In addition, it pays close attention to History, Law and Science.

It maintains a card catalogue, dictionary system, with L. C. cards, and a depository

set of Library of Congress cards in certain branches.

The Librarian is directed to furnish "copy" for cards to the Library of Congress for titles not on the shelves of that library but found worthy of preservation, and for analytics from *The Professional Memoirs*, a bi-monthly, non-official journal, published by the School Board of the Engineers School, for the Corps of Engineers and Engineer Department-at-Large.

The "Memoirs" contain in every number, a contribution from the Librarian, in the form of a special Bibliography, or a list of "Articles of Engineering Interest" collected from professional, society, and periodical publications.

Since Feb. 2, 1918 a mimeographed bulletin is issued either weekly or semi-monthly, containing an annotated list of new books and periodical articles arranged according to subject headings. The List of subject headings of the Library of Congress is closely applied in this bulletin, copies of which are available to outside Libraries, or to Libraries in the District of Columbia, as far as the limited number of copies permits.

Bibliographical Publications.

1. Select list of references on Inland waterways of Europe, compiled by H. H. B. Meyer, Chief Bibliographer, Library of Congress.
2. List of publications printed by the Battalion Press, Willets Point, N. Y. H., and by the Engineer School Press, Wash. Barracks, D. C., compiled by H. E. Haferkorn, 1910.
3. Engineer School Library. List of accessions . . . in 1910. 1911.
4. Engineer Troops. References to their organization, equipment, training, and duties, . . . by H. E. Haferkorn . . . 1911.
5. The War with Mexico, 1846-48. A select bibliography . . . by H. E. Haferkorn . . . 1914.
6. Searchlights—A short, annotated bibliography . . . by H. E. Haferkorn. . . (Published in *Professional Memoirs*, Jan.-Feb., and March-April, 1916) and supplemented by one of the Semi-monthly bulletins no. 17, 18, May-June, 1918.
7. The military value of internal waterways. A short bibliography by H. E. Haferkorn. . . 1916. (In: *Professional Memoirs*, v. 8, no. 42, p. 790-794)
8. "Tanks". Military tractors called "Tanks". (In: *Professional Memoirs*, v. 9, no. 46, July-Aug., 1917). Supplement: Weekly Bulletin no 7, March 16, 1918.
9. Poisonous Gas in Warfare. Bibliography in two parts by H. E. Haferkorn, assisted by Felix Neumann. 1918. (in: *Professional Memoirs*, v. 9, no. 48, Nov.-Dec., 1917; and v. 10, no. 49, Jan.-Feb., 1918).
10. Aerial Photography, part 1. By H. E. Haferkorn. 1918. (In: *Professional Memoirs*, v. 10, no. 51, 52, May-June, July-Aug., 1918).

Nos. 1, 2, 3, 4, and the supplements to Searchlights and Tanks may be had free from the Engineer School to a limited number of Libraries, at the discretion of the Commandant, Engineer School.

No. 5 Separates of this Bibliography can be had at \$.50 in paper, from the Business Manager of the *Professional Memoirs*.

Separates of nos. 6, 7, 8, are out of print, and can only be found in the respective numbers of the *Memoirs* which can be bought at 60 cents per number from the foregoing source.

A limited number of separates of no. 9 can be had at \$.50 from the, or through the P. A. I. S. (H. W. Wilson Co., N. Y.); and separates of no. 10 are not as yet available for distribution.

There is in preparation no. 2 Aerial Photography; and Screw Threads: A Bibliography of available material on the systems and classification of screw threads, including tolerances, allowances and symbols of nomenclature, and on Gages, methods of testing and specifications, by H. E. Haferkorn, 1918.

At present it cannot be stated when these two will be issued and where they may be obtained, but announcement will be made in Special Libraries and in the Library Journal as soon as such details are decided upon.

NOTE: The Bibliography on Screw Threads has since the writing of the above, been issued. Announcement covering this will be found on page 18 of this issue.—The Editor.

The Harley-Davidson Motor Co., Milwaukee, Wis., has prepared a motor repair manual which should prove invaluable to those interested in repair of motorcycle motors. Copies may be had by applying to the Company.

The National Industrial Conference Board, 15 Beacon Street, Boston, Mass., has issued as Research Report No. 15 a valuable and suggestive study entitled "Problems of Industrial Readjustment in the United States."

The Martin V. Kelley Co., Toledo, Ohio, has issued a booklet on Theme Advertising, interesting for its new conception of an old subject.

List of References on Street Lighting

BY ALMA C. MITCHILL

Librarian, Public Service Corporation of New Jersey

1. Abbott—Calculation of wire sizes for multiple unit post street lighting systems. (Elec. rev. 64:384-85, Feb. 21, 1914.)
2. Allen—Development in ornamental street lighting. (G. E. Rev. 17:304-11, March 1914.)
3. Allen—Notable development in ornamental street lighting. 1914.
4. Allen—Street lighting in the national capital. (Amer. inst. arch. Jl. 5:339-42, July 1917.)
5. An improved form of street lighting contract. (Elec. wid. 68:471-73, Sept. 2/16.)
6. Babcock—Gas street lighting. (Amer. gas eng. Jl. 101:202-04, Sept. 28, 1914.)
7. Barrows—Gas street lighting. (International gas congress. Proc. 1915, p. 135-66.)
8. Barrows—Light, photometry and illumination. A thoroughly revised edition of "Electric illuminating engineering", 1912.
9. Bell—Electrical service in European cities. (Elec. wid. 62:637-38, Sept. 27, 1913.)
10. Bell—London's transportation and lighting. (Elec. wid. 62:366-67, Aug. 23, 1913.)
11. Brush—Development of electric lighting. (Cleveland engineering soc. Jl. 9: 55-57, 1916.)
12. Bryant & Hake—Street lighting (University of Illinois, Eng. experiment Station. Bulletin No. 51.) 1911.
13. Bunte—Measurement of illumination in the streets. (Illuminating engr. London. 6:5-9, 1913.)
14. Cincinnati (Ohio)—Report on street lighting in St. Louis, Chicago, Milwaukee, Pittsburg, Allegheny, Edgwood Borough, Baltimore, Washington, Philadelphia, New York, Hartford, Boston, 1901. (Reprinted from General Electric Review. April 1901.) 14p.
15. Chamberlin—Example of a modern arc-lighting system applied to the lighting of boulevards (G. E. Rev. 17:312-15, March 1914.)
16. Clark—Good street lighting. (Amer. gas eng. Jl. 106:207-09, Feb. 24, 1917.)
17. Corrant—Street lighting of London. (Mun. eng. 48:330-36, June 1915.)
18. Cost of street lighting in 13 U. S. cities. Details of annual operating cost as estimated for Milwaukee's new lights; tabulation. (Mun. Jl. 40:684-85, May 18, 1916.)
19. Cravath—Lighting of streets in residential sections. (Elec. wid. v. 70:565-68, Sept. 22, 1917.)
20. Cravath—Ornamental lighting in residential districts; series of tungsten system covering all streets of Champaign, Ill. (Elec. wid. 62:1264-66, Dec. 20, 1913.)
21. Cravath—Practical features of street lighting contracts. (Elec. wid. 70: 709-12, Oct. 13, 1917.)
22. Cravath—Residential street light equipment. (Elec. wid. 70:611-13, Sept. 29, 1917.)
23. Cravath—Street lighting for business districts. (Elec. wid. 70:664-66, Oct. 6, 1917.)
24. Cravath—Street lighting for small cities and towns. (Elec. wid. 70:414-17, Sept. 1, 1917.)
25. Cravath—Street lighting poles and lamp supports. (Elec. wid. 70:514-16, Sept. 15, 1917.)
26. Cravath—Street lighting units in the smaller cities. Discussion of the characteristics of gas-filled incandescent lamps and magnetite-arc lamps, and available accessories, together with some operating cost data. (Elec. wid. 70:473-77, Sept. 8, 1917.)
27. Copp—Notes on street lighting from a practical point of view; with discussion. (Inst. of Municipal and county engrs, Proc. London. 38:20-42, 1912.)
28. Cunningham—Street lighting yesterday and to-day. (Central station 14: 169-71, Dec., 1914.)
29. Data concerning street illumination (Mun. Jl. & engr. 33:685-96, Nov. 7, 1912.)
30. Davis—Phantom circuit system for controlling street lights. (G. E. Rev. 20: 164-66, Feb., 1917.)
31. Dempsey—Electric street lighting in New York City with particular reference to the Borough of Manhattan. (Ill. eng. soc. Trans. 11:1137-43, Dec. 30, 1916.)
32. Dickerman—Typical street lighting experiences of a small city. (Utilities mag. Mar. 1917, p.22-31.)
33. Dunklin—Some new developments in ornamental street lighting fixtures. (Elec. Jl. 14:223-26, June, 1917.)
34. Economizing in street lighting. Adopting lamp, globe, reflector and other details to secure maximum illumination of street surface with minimum cur-

- rent Mun. J. 44:346-47, Apr. 27, 1917.)
35. Eldon—Maintenance costs of arc lamps for street lighting. (Elec. Wld. 68:1229-30, Dec. 23, 1916.)
 36. Elements of cost in street lighting. (Elec. Wld. 62:1065-66, Nov. 22, 1913.)
 37. Ewing—Present and past of gas lighting. (Gas age, 35:124-27, Feb. 1, 1915.) Bib. p.127.
 38. Ferry—Economics of group system of street lighting. (Elec. Wld. 68:177-78. July 22, 1916.)
 39. Folwell—Street lights signs and numbers. (In his Municipal engineering practice, 1916. p. 261-79. Specifications, p. 6. 277.)
 40. Ford—Nitrogen filled incandescent lamps for street lighting. (Eng. and con. 45:305-06. Mar. 29, 1916.)
 41. Ford—Street lighting. (University of Iowa. Extension Division. Bulletin No. 1.) 1914.
 42. Future street lamp. Important facts in the history of lamp development of everyday usefulness and the lighting man. (Lighting J. 4:368-70. 1916)
 43. Gas-filled tungsten lamps in Chicago street lighting. (Elec. rev. 65:511-12. Sept. 12, 1914.)
 44. Gaster—Events during the vacation, with special reference to war economies in lighting. (Illum. engr. London. 9:371-73. Dec. 1916.)
 45. Gaster—Lighting of London with discussion. (Illum. engr. London. 7:116-38. March 1914.)
 46. General Electric Co.—Ornamental luminous arc lamps. (Bulletin No. 4955) 1915.
 47. General Electric Co.—Series incandescent street lighting system. (Bulletin No. 4952) 1912.
 48. Glare in street lighting. (Illum. eng'g soc. Trans. 11:518-24. June 10, 1916.)
 49. Halvorsen, Roger & Hussey—Arc lamp for street illumination. (Illum. eng'g soc. Trans. 11:251-68, May 10, 1916.) Discussion. p. 315-20.
 50. Harrison—Cleveland's ornamental street lighting. (Lighting J. 4:237-40. Nov. 1916.)
 51. Harrison—Combination of refractor and diffusing globe for street lighting. (Illum. eng'g soc. Trans. 12:305-18. Oct. 10, 1917.)
 52. Harrison—Modern street illumination. (Mun. J. 38:277-80. Je. 24, 1915.)
 53. Harrison—New era in street lighting. (Jl. of Cleveland's eng. soc. 7:419-41. May 1915.)
 54. Harrison—Scientific lighting of city streets. (Central station. 12:417-74. Dec. 1912.)
 55. Haynes—Street lighting in Chicago. (Illum. eng'g soc. Trans. 10:281-88. Nov. 3, 1915.)
 56. Hutchinson—Gas street lighting. (Illum. eng'g soc. 10:108-85. Nov. 9, 1915.)
 57. Hutchinson—High efficiency electrical illuminants and illumination. 1919.
 58. Harrison—Street lighting by modern electric lamps. (Elec. London. 66:247-50; 284-88.) (Elec. London. Nov. 25-Dec. 2, 1910.)
 59. Influencing suburban communities to adopt gas for street lighting. (Amer. gas eng'g J. 106:217-19. March 3, 1917.)
 60. Information concerning electric lighting; tabulation. (Mun. J. 42:811-24. June 21, 1917.)
 61. Information concerning street lighting tables. (Mun. J. 37:264-72. Aug. 27, 1914.)
 62. Keith—Group street lighting system for the City of Chicago. (G. E. Rev. 20:126-29. Feb. 1917.)
 63. Kelly—Selling municipal and highway lighting. (Elec. rev. 68:915-17. May 20, 1916.)
 64. King—Some experiences in connection with Chicago's street lighting system. (Jl. of W. soc. of engr. 21:483-94. June 1916.)
 65. Lacombe—High intensity lighting of European cities compared with New York. (Illum. eng'g soc. Trans. 9:614-32. 1914.) (Same in Illum. engr. London. 7:281-92. June 1914.)
 66. Ladoff—New step in street illumination. (Elec. rev. 66:691-95. Apr. 10, 1915.)
 67. Langlands—Public lighting; with discussion. (Inst. of gas engr. London. 1911. p. 293-313.)
 68. Lacombe—Street lighting. (In Illuminating engineering society's "Lectures on Illuminating Engineering Practice" delivered at the University of Pennsylvania, Philadelphia, September 20th to 28th, 1916. p. 461-92.) 1917.
 69. Lacombe—Report of the Milwaukee electric, railway and light company on the present lighting conditions in the city of Milwaukee. 1915.
 70. Lasker—Relative merits of the various types of electric arc and incandescent lighting of urbane and suburban streets. (Stevens indicator 30:37-56. Jan. 1913.)
 71. Lighting city streets. (Mun. J. 39:467-69. Sept. 23, 1915.)
 72. Lincoln—Distribution of street lighting service. (A. I. E. E. Proc. 33:90-93. Feb. 1914.)
 73. Lincoln—Results of municipal electric lighting in Massachusetts. 1918.
 74. Littlejohn—Economic street lighting. (Jl. of gas lighting 127:436-39. Aug. 25, 1914.)
 75. Luminous arc installations in Boston,

- Cambridge and Lynn, Massachusetts. (Elec. wld. 62:469-72, Sept. 6, 1913.)
76. Mahan & Butler—Highway lighting. (Lighting JI. 4:197-200, Sept. 1916.)
 77. Meter basis for street lighting contracts. (Elec. wld. 67:645-48, March 18, 1916.)
 78. Millar—Effective illumination of streets. (A. I. E. E. Proc. 34:1479-98, June, 1915.)
 79. Millar—Lighting of streets. (In Illuminating engineering society's "Lectures on illuminating engineering practice" delivered at the University of Pennsylvania, Philadelphia, September 20th to 28th, 1916. p.415-60.) 1917.
 80. Millar—Present day tendencies in street lighting. (Elec. rev. 69:415-17, Sept. 2, 1916.)
 81. Millar—Tests of street illumination. (Illum. eng'g soc. Trans. 11:479-517, June 10, 1916.)
 82. Millar & MacDonald—Some notes on street lighting. Paper read before the Pennsylvania Electric Assn. in 1913. (Printed by Assn. but not published.) 1913.
 83. Milwaukee's extensive street lighting plan. (Elec wld. 67:645-48, March 18, 1916.)
 84. Milwaukee (Wis.) Citizens' Bureau of municipal efficiency—Street lighting question. A summary. 1916.
 85. Milwaukee (Wis.) Citizens' Bureau of municipal efficiency—Street lighting reports. 1916.
 86. Milwaukee (Wis.) Street lighting survey—Report on the street lighting survey of the city of Milwaukee. June, 1915-1916.
 87. Milwaukee (Wis.) Street lighting survey—Supplementary report on street lighting survey. Complete and summary ed. 2v. 1916.
 88. Nash—Logical form of contract for ornamental street lighting. (Stone and Webster JI. 21:105-10. 1917.)
 89. National Commercial Gas Assn.—Report of Committee on outdoor lighting; with discussion. Proc. 1913. p. 263-324.
 90. National electric light assn.—Report of sub-committee on commercial aspects of street and highway lighting. Proc. Commercial section. 1917. p. 328-38.
 91. National electric light assn.—Ornamental street lighting. A municipal investment and its return. 1912.
 92. National electric light assn.—Street illumination tests. n.d.
 93. New York (State) Conference of mayors and other city officials—Street lighting by electricity in New York State cities. 1915.
 94. Palmer—Street lighting rates and cost factors. (American city. 11:462-66. 1914.)
 95. Paterson—Utilization factors for street lighting units. (Elec. wld. 69:1156-57, June 16, 1917.)
 96. Phillips—Street lighting. (JI. of electricity. 36:221-23, March 18, 1916.)
 97. Pearce & Radcliff—Recent developments in the street lighting of Manchester; with discussion. (Inst. of elec. engrs. London. 50:596-691, Mar. 1913.)
 98. Paine—Ornamental post lighting of city streets. (University of Iowa. Engineering extension dept. Bulletin No. 13.) 1915.
 99. Philadelphia (Pa.) Bureau of lighting—Street lighting by gas and gasoline. 1914.
 100. Reed—Some features of street lighting specifications. (Illum. eng'g soc. Trans. 12:270-76, Aug. 30, 1917.)
 101. Reeves—Incandescent street lighting regulating apparatus. (G. E. Rev. 19:798-804, Sept. 1916.)
 102. Rennie—Purpose and methods of street lighting. (Mun. eng. 44:259-62, Mar. 1913.)
 103. Report of the committee on progress. (Illum. eng'g soc. Trans. 13:473-78, Dec. 30, 1918.)
 104. Robinson—New types of incandescent lamps and their relation to the street lighting problem. (Illum. eng'g soc. Trans. 11:269-81, May 1, 1916.)
 105. Roosa—Street lighting at Butler, Pa., with gas-filled mazda lamps. (Lighting JI. 3:121-25, June 1915.)
 106. Rose & Butler—Ornamental utilitarian street lighting units. (G. E. Rev. 21:430-35, June 1918.)
 107. Rose & Butler—Modern electric street lighting. (Amer. city, March 1918. p. 241-46.)
 108. Rose & Butler—Street lighting with modern electric illuminants. (G. E. Rev. 20:945-63, Dec. 1917.)
 109. Ross—Modern street lighting system. (Elec'l age. 49:40-41, 1916.)
 110. Samuels—Important points in changing street lighting. (Elec. wld. 70:577-78. Sept. 22, 1917.)
 111. Schwartz—Street lighting of the city of Buffalo. (Amer. city. January 1919. p. 48-50.)
 112. Shaw—Street lamp inspection and maintenance in Sheboygan. (Elec. rev. 66:621-22, Apr. 3, 1915.)
 113. Simpson—Municipal powers re. lighting plants. (Mun. JI. 38-880-83. June 24, 1915.)
 114. Singleton—High pressure gas for street lighting. (Mun. eng. 46:210-12, March 1912.)
 115. Standard clauses for street lighting specifications. (JI. of elec. engrs. London. 55:522-24. July 1917.)

116. Stephens—Arc vs. tungsten street lighting in small towns. (A. I. E. E. Proc. 31:509-21. 1912.)
117. Stickney—Street lighting practice with incandescent lamps. (Amer. soc. of Mun. Improvements. Proc. 1915. p. 439-66.)
118. Stickney & Tinson—Lamps and specifications for street lighting contracts. (Central station 16:118-20. 1916.)
119. Street lighting. (Gas industry. 16:69-73. 1916.)
120. Street lighting and fixtures of New York City. (Elec. wld. 61:712-13. Apr. 5, 1913.)
121. Street lighting with tungsten lamps. (Mun. eng'g 45:523-27. Dec. 1913.)
122. Street lighting by underterminate contracts. Outline of plan on the cost of service basis by which the municipality assures responsibility for the operating company's special investment. (Elec. rev. 68:801-03. May 8, 1916.)
123. Street lighting statistics for cities over 25,000 population, showing types of lamps and rates of service; tabulation. (Elec. wld. 68:476-78. Sept 2, 1916.)
124. Tendencies in street lighting practice. Reports from more than 100 cities giving features of present street lighting experiments, with rates, cost of installation, and maintenance. (Elec. wld. 68:475-78. Sept. 2, 1916.)
125. Thompson—Development of a permanent street lighting plan for a small city and village. (Illum. eng'g soc. Trans. 12:260-69. Aug. 30, 1917.)
126. Thompson—Street lighting with reference to the manufacture, the central station and the municipality. (G. E. Rev. 21:679-81. Oct. 1918.)
127. Tinson—Modern street lighting with mazda lamps. (G. E. Rev. 18:659-65. July 1915)
128. Treanor—Operation of series of incandescent lighting circuits with series transformers. (G. E. Rev. 20:940-44. Dec. 1917.)
129. Trotter—Standard clauses for inclusion in a specification of street lighting; with discussion. (Illum. engr. London. 6:241.79. 1913.)
130. Van Derzee—Street lighting on a cost-of-service basis. (Elec. wld. 67:758-60. Apr. 1, 1916.)
131. Vaughn—Effect of the war on street lighting. (Elec. rev. 71:360-61. Sept. 1, 1917.)
132. Vaughn—Practical application of the principles of scientific street lighting. (Illum. eng'g soc. Trans. 11:282-330. May 1, 1916.)
133. Von Maur—Gas street lighting in St. Louis. (Amer. gas inst. Proc. 11: pt. 2. p. 735-75. 1916.)
134. Way—Elements of a street lighting contract. (Elec. rev. 64:371-73. Feb. 21, 1914.)
135. Wells—Special illumination at Wichita; distribution of cost among owners, street railways, telephone, telegraph and lighting companies. (Mun. jl. 36:559-61. Apr. 23, 1914.)
136. West—Effect of the type "C" lamp on public street lighting. (G. E. Rev. 19:1055-59. Dec. 1916.)
137. West—Street lighting service and rates discussed. (Elec. rev. 70:59-60. Jan. 13, 1917.)
138. Westermaier—Gas street lighting. (Amer. gas light jl. 100:274-78. May 4, 1914.)
139. Wisconsin Railroad Commission—Cost of municipal street lighting in the city of Milwaukee. 1914.

Interesting Trade and Crop Reports

- American Eagle Fire Insurance Co., New York.
- American Steel and Wire Co., Chicago, Ill.
- Baltimore Commercial Bank, Baltimore, Md.
- Banking Corporation of Montana, Helena, Mont.
- Burnham, John and Co., Chicago, Ill.
- Caldwell Commercial Bank, Caldwell, Ida.
- Central National Bank, Tulsa, Okla.
- Central Trust Co., of Illinois, Chicago, Ill.
- Clement Curtis and Co., Chicago, Ill.
- Continental and Commercial National Bank, Chicago, Ill.
- Denver National Bank, Denver, Colo.
- Federal Reserve Branch Bank, Detroit, Mich.
- Firestone Tire and Rubber Co., Akron, O.
- First National Bank, Boston, Mass.
- First National Bank, Chicago, Ill.
- Guaranty Trust Co. of N. Y., New York
- Marshall Field and Co., Chicago, Ill.
- National City Bank, Chicago, Ill.
- National City Bank of N. Y., New York City.
- National Trade Acceptance Bureau, New York City.
- Seattle National Bank, Seattle, Wash.
- Southwest National Bank of Commerce, Kansas City, Mo.
- Whitney-Central National Bank, New Orleans, La.
- "This list contains the names of a few firms which issue regularly optimistic business reports. These bulletins may be obtained free.

MARY BOSTWICK DAY.

Personal Notes

Miss Mildred N. Johnson, Illinois '16-'17, has given up her work with the U. S. Shipping Board to become librarian of the In-

formation Division, Study of Americanization Methods of the Carnegie Foundation, New York.

Mr. W. P. Cutter, formerly librarian of the United Engineering Societies, has taken charge of the book department of the Chemical Catalog Co., Inc., of New York City.

Miss Sigfrid Holt, N. Y. P. L. '16-17, is now with the Community Motion Picture Bureau, New York.

Mr. Ernest R. Little, formerly of the Merchants National Bank, Boston, is now with the Industrial Service Department, National City Bank, New York.

Miss Edith A. McÁrdell, N. Y. P. L. '11-'13, is with the Aircraft Production Board, U. S. Signal Corps, N. Y. C.

Miss Lurenne McDonald, N. Y. P. L. '16-'18, formerly an assistant in the New York Public Library, has been appointed research librarian in the Canadian Department of Labor at Ottawa.

Mr. H. H. B. Meyer, Chief Bibliographer of the Library of Congress, is preparing to leave shortly for A. L. A. work in France.

Miss Zana K. Miller, head of the Industrial Arts Department of the St. Louis Public Library, has assumed the Acting-editorship of Public Libraries during Miss Ahern's absence in Europe.

Miss Emma L. Pafort, N. Y. P. L. '15-'18, has resigned her position in the Economics Division of the New York Public Library and has become a member of the library staff of the National City Bank, New York.

Mr. Samuel H. Ranck, librarian of the Grand Rapids Public Library, has been granted a six months' leave of absence to engage in library war service overseas.

Mr. Edward H. Redstone, associate editor of *Special Libraries* and librarian of the Social Law Library, Boston, Mass., has been nominated by the Governor of Massachusetts for the librarianship of the State Library, State Capitol, Boston. This nomination has been confirmed by the Executive Council.

Mr. W. N. Seaver, assistant librarian of the Municipal Reference Library, New York City, has resigned to enter the A. L. A. war service; his place has been taken by Miss R. B. Rankin.

Miss Margaret Sheffield, Simmons '17, is now in charge of the children's library at Milton, Mass.

Mr. Kenneth Walker, librarian of the New Jersey Zinc Co., now with the Army of Occupation in Germany, writes of his joy and that of his company in being freed from life in the dugouts and getting into a real town: "Now that the war is substantially ended my mind naturally reverts to civil life. So the S. L. A. comes in for its share. . . . Instead of living in dugouts, etc., etc., we are in a town with a few of the necessities of life. Hence I am now coming to life again. I was sorry not to have answered your questions ere this. In the first place your letter was a long time reaching me. In the second place letter-paper was an unknown quantity for weeks and so everyone was left 'aus.' Imagine an American soldier living in a German home. . . . That's what four of us are doing. One of the men in the house has an Iron Cross, won, I think, at Rheims. I am having a mighty interesting time now and will continue to have until we are on the high seas again. Then I'll be in a 7th heaven. Only a soldier of the Great War can know what U. S. A. and home means."

Miss Mary Yoder, who was recently librarian for Schenck & Williams, Architects, of Dayton, Ohio, is making a subject classification of confidential reports and records for the Goodyear Tire & Rubber Company.

A SPECIAL LIBRARIAN

Are you interested in building up an extensive Special Library for a large industrial concern? Our product is mechanical in nature, so our library must be a clearing house of technical information for our research men—it must also serve our office and factory people with general information of interest to our business. In short, then, it will be strictly a technical and business library.

Perhaps you have had the very experience and training to undertake this work. If interested tell us about yourself, your training, your experience and the salary for which you would make a change.

Box 1, care Editor "Special Libraries"