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ADELAIDE R. HASSE, Editor, Office of the Assistant Secretary of War Washington D. C.

Vol. 13

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No. 1

The state of the s

The Metric System

This list was compiled under the direction of Dr. H. H. B. Meyer, Chief Bibliographer of the Library of Congress. The actual compilation and the wording of the notes are the work of Miss Anne L. Raden. The list has had the advantage of revision by Dr. H. D. Hubbard of the Bureau of Standards who has devoted much study to the subject. Responsibility for the final exclusion of any item rests with Dr. H. H. B. Meyer.

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Opposes the adoption of the compulsory met-

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Webber, Samuel, The metric system from a mechanical point of view. (Cassier's mag., Apr., 1897, v. 11: 447-449.)

Opposed to the special application of the metric system to the linear measure used for mechanical purposes.

What leaders in the electrical field think of the compulsory metric system. (Amer. machinist, Mar. 4, 1920, v. 52: 523.)

Gives a list of electrical manufacturing firms opposed to its adoption.

Worthington, B. A. Railroads oppose compulsory metric legislation. (Amer. machinist, Apr. 22, 1920, v. 52: 911.)

Books Received

Sales Management Problems

Dr. Harry R. Tosdal of the Harvard Graduate School of Business Administration has published an interesting collection of "Problems in Sales Management" (Chicago: A. W. Shaw Co., 1921) which should be of interest in educational institutions and to sales executives. After an introductory section on the general field, the author takes up successively, sales organization, planning and research, policies, methods, sales force management, sales operations, financing, delivery, administrative policies, etc. The analysis of the research problem is particularly complete and interesting, but we should like to see more emphasis placed upon the need for correlation of research activities and upon the preservation of live data in library and files. The book is noteworthy because of the care with which the 24-page bibliography has been D. W. H. prepared.

Marketing Principles

Present industrial conditions seem to indicate the increasing need for specialized research and library service in connection with the distribution of manufactured products. For this reason forward-looking special librarians will find that Dr. Paul Wesley Ivey's book, "Principles of Marketing" (New York: Ronald Press Co., 1921) makes interesting reading. Dr. Ivey points out the increasing importance of the marketing function and treats in detail the wholesaler, the department store, the chain store, the mail order house, and such special problems as market analysis, advertising costs, trademarks and competition, merchandising costs, etc. Several pages of suggested collateral reading are appended.

D. W. H.

Bohemians Book

The New York musicians club, "The Bohemians," has recently issued an attractive little book in commemoration of the 15th anniversary of the club's founding. The book includes a short history of the club, reference to its social and artistic activities and a note concerning the Musician's Foundation. The greater portion is given over to a list of the various club programs and the text is illustrated with a considerable number of photographs of well-known musicians. Copies may be obtained gratis from Mr Ernest T. Carter, secretary of the club, 115 East 69th Street, New York City.

Business Finance Problems

In his "Problems in Business Finance" (Chicago: A. W. Shaw Co. 1921), Dr. Edmond Earle Lincoln has presented a well written text which should prove useful to business men and educators. In the first part of the book there is an 8-page outline of its general scope and a carefully compiled 16-page bibliography. The sections deal with sources of capital, internal financing, financial difficulties and their significance, etc. A statistical appendix of almost 40 pages contains much valuable fact information of particular interest to the special librarian.

D. W. II.

An Advertising Reference Book

Special librarians who do not see the International Year-Book Number of the Editor and Publisher are missing a good deal. The 1921-22 issue is just out. Space forbids a catalogue of all the excellent compilations in this well-printed folio volume of 180 pages. The frequent state supplements of Editor and Publisher alone are worth the price of the magazine to the special librarian, on account of their reference value.

A. R. II.



Special Libraries

ADELAIDE R. HASSE, Editor Office of Asst. Secy. of War. Washington, D. C. Associate Editors

CLARIBEL R. BARNETT ALTA B. CLAFLIN

ABBIE G. GLOVER JOSEPH F. KWAPIL

REBECCA B, RANKIN

Published Monthly except July and August at 513 14th Street, Washington, D. C. Entered as second-class matter at the Post Office at Washington, D. C. Acceptance for mailing at the special rate of postage provided for in Section 1103, Act of Oct. 3, 1917, authorized June 10, 1919. Checks should be made out to the Association and mailed to Alfred B. Lindsay, Asst. Seey Treas., Bureau of Railway Economics, Washington, D. C.

Rates: \$4.00 a year; single copies 50 cents.

BRASS TACK LIBRARIANS

A writer in a recent *Times Annalist* dwells upon the recession of the guess-work method in industry and in business and the emergence of the fact method in the place of the former simpler but often disastrous system. Not only facts but brass tack facts is what the present system demands, the writer contends. It is not the first time that this has been said, but it is being said in a surprising number of places by a surprising number of people.

The assembly, coordination and systematic delivery of facts is primarily the work of the special librarian. It is the very raison d'être of the special librarian.

The keynote of the Swampscott convention of the Special Libraries Association was fact reclamation, fact storage, fact distribution. Men highly connected with great publishing houses, insurance companies, the National Research Council, financial services, etc., made it quite clear to the special librarians that simple facts, brass tack facts were what they needed most, and to secure which large sums of money were being expended.

At a recent meeting of the New York Special Libraries Association, a prominent engineer used the term "bankable information" in referring to the special librarian's stock in trade. It is a very striking phrase and means the conversion and combination of facts by the special librarian and after that the direction of each newly assembled group of facts to its especial consumer demand.

This process is, of course, not a tyro's job. To control the fact information structure just as the financier controls the credit structure, by knowledge, experience and intuition; to know where it is wise and profitable to invest research capacity, where it is useful and wasteful to do so, where fact resources are latent, awaiting exploitation, and to maintain continual contact with the always fluctuating store of bankable information—this is the job of the successful special librarian, the brass tack librarian.

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Association Activities

SPECIAL LIBRARIES ASSOCIATION The next annual convention will be held

at Detroit, Mich., in June, simultaneously with the meeting of the A. L. A. The President of the S. L. A., Mr. Dorsey W. Hyde, Jr., has the program in hand, and promises an irresistible program.

NEW YORK CITY

Officers
President: Rebecca B. Rankin,
Librarian, Municipal Esference Library,
Municipal Bullding
Vice President Carlos C. Houghton,
Assistant Secretary, Poor's Publishing Company,
33 Broadway
Secretary-Treasurer, Elsie L. Baechtold,
Librarian, Irving National Bank,
Woolworth Building

The January meeting of the New York Special Libraries Association was planned and carried out by the Medical Group of special librarians, Miss Sarah L. Halliday of the Public Health Division of the Mu-nicipal Reference Library, chairman. The members met at six o'clock in Schraft's Tea Room, 181 Broadway, and were served a splendid dinner. Our guests of the evening, Dr. Royal S. Copeland, Commissioner of Health of New York City, and Dr. Thos. Darlington, a well-known physician of the city contonicined agreement of the city contonicing the plantid aftercity, entertained us with splendid after-dinner speeches. Everyone gained a great deal from these two speeches; while decid-edly humorous and enjoyable they carried in them much good advice and inspiration. Com'r Copeland made us realize the great need for and usefulness of the special library, and Dr. Darlington enthused us with a desire to improve our physical condition through personal hygiene so that we might give the service expected of us. If any came to the meeting with a grouch he left with a light heart and a smile.

The Association continues to increase its membership. Anyone interested in our work may join us; dues should be sent to Miss Elsie Bacchtold, Irving National Bank, Woolworth Building.

The Separate group meetings are being held continually at times chosen by the chairmen. Familiarity of the resources of all the libraries within the group is one of the purposes of these smaller meetings, and the individual librarians realize their importance.

The next monthly meeting of the Association will be held on Tuesday, Feb. 28th,

at the Metropolitan Life Insurance Announcements of this meeting will be mailed as usual at a later date.

Employment

The New York Special Libraries Association has, for several years, assisted its members and others interested in the special library field in securing positions in New York City. The Employment Bureau of the Y. W. C. A. Gentral Branch, 610 Lexington Avenue, has acted in this capacity for the local Association. Miss Dorothy Wells, the director of the Employment Bureau, is a member of our Association and has taken personal charge of the placing of special librarians.

All employers needing librarians or assistants may have excellent service by placing their requests with this Employment Bureau, and any librarians desiring positions may register at any time. It is not necessary that individuals be members of the New York Special Libraries Association

to obtain this assistance.

Miss Wells informs me that recently she has not had sufficient applicants to fill the

positions open.

The New York Special Libraries Association through this Bureau will welcome an opportunity to assist special librarians.

BOSTON

BOSTON
Officers
President: Ernest W. Chapin,
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Trensuter: Ruth V. Cook,
Librarian, Haward Architectural Library,
Robinson Hall, Cambridge, Mass,
The Special Libraries Association of Bos-

The Special Libraries Association of Boston met on February 27, at 7.45 p. m. in the Boston University, School of Law. The subject of the meeting was "LAW LIBRAR-IES," and the guest of the evening was Mr. John E. Hannigan, of Boston. Mr. G. W. Lee prepared a paper on "Gotting the most out of Associations." A report of progress report was made by the Committee on Follow-up Methods.

Special Library Field Doings

Miss Edith Mac Phail, late of the Scovill Co., Waterbury, Conn., is now with the Westinghouse Air Spring Co., New Haven, Conn.

The annual meeting of the New Jersey Library Association and the Pennsylvania Labrary Club will be held in the Hotel Chelsea, Atlantic City, Friday and Saturday, April 28 and 29. Librarians have come to look forward to these meetings at Atlantic City as a happy break in the year's work. They are always worth while and a delightful rest besides.

Mr. Guy E. Marion announces that he is leaving Boston for Los Angeles. His new address will be 832 N. Mariposa Avenue, Los Angeles, Cal. Mr. Marion's efforts in behalf of the Special Libraries Association have been so continual and cover such a long period of years, that our Godspeed to him from the eastern coast is burdened with gratitude and well-wishes.

Miss Isabel Stevens, Librarian of the Insurance Library Association of Atlanta, Ga.. writes: "The Insurance Library Associa-tion of Atlanta was organized in December, 1921. The objects of the Association are educational and social in relation to insurance. Any person connected with the fire, life, or casualty branch of insurance, or any person interested in insurance, or any person interested in insurance is eligible for membership. The Association is maintained by membership dues. The officers are: Mr. Chas. A. Bickerstaff, President; Mr. Wm. F. Dunbar, First Vice President; Mr. Wilmer L. Moore, Second Vice President; Mr. Geo. P. Street, Secretary and Treasurer; Miss Isabel Stevens, Librarian."

Miss Patterson Librarian at Pottsville.

Miss Patterson, Librarian at Pottsville, Pa., has prepared the text of the publicity circular developed by Gaylord Bros. for use by public libraries with business men and firms. The talk is full of punch and cannot fail to make an impression. The four-page circular is offered at lot prices with the names of individual libraries printed in if

desired.

The Library School of the New York Public Library offers open courses on Mondays and Wednesdays from February to May on "The Literature of Economics" and "Special Library Methods," respectively. A fee of \$5 00 for each course is exacted.

Miss Sarah Halstead, Librarian of the

National Bank of Commerce, New York City, has resigned; she is to be married soon.

Miss Bertha Greenbaum has accepted a position with the Metropolitan Life Insurance Co. Library.

Miss Poulin is the new Librarian of the U. S. Testing Co., 340 Hudson Street, New

York City.

Miss Edith Edwards, formerly with the National Organization for Public Nursing, has accepted a position with the Public Affairs Information Service.

Miss Alice Jewett, editor of P. A. I. S., has resigned to go to the Rockefeller Foundation, to take charge of the directory files.

Miss Harriet Bircholdt is now acting as

editor of the P. A. I. S.

Mrs. Nancy Vaughn, reference librarian
of the Metropolitan Life Insurance Co. Library, has resigned to pursue the library course in the N. Y. Public Library School. Mr. Robert F. Lovett is now head of the

Information Department of the Community Service, 1 Madison Avenue,, New York Citv.

Miss Dart, late of the American Red Cross Headquarters, Washington, D. C., has become the librarian of the Safety Insti-tute, New York City.

The Chinese General Chamber of Com-

merce in Shanghai recently opened its new commercial museum and library. The new museum includes a very complete exhibit of Chinese products, including both raw materials and manufactured articles. A trip to this museum will be found profitable by all American business men who visit Shanghai

Miss Ruth Barker, of the Cossitt Library, Memphis, Tenn., has a very attractive story in the Memphis Chamber of Commerce Journal for February. Miss Barker pleads for a greater effort to attract the business man to the public library. The refrain of the story is "if a citizen does not use the library when he needs it he is actually losing money.

The New York Laundry Board announces the establishment of a technical library by the Laundry Board of Trade in its offices in the Times Building, New York City. It is believed that this is the first library of its

kind in existence.



The Data File

Kansas Court of Industrial Relations

Miss Laura Thompson, Librarian U. S. Department of Labor, has compiled a supplementary list of references on the Kansas Court of Industrial Relations, following the list issued February 24, 1921. There are now available one hundred and thirty-two references to this subject.

Oil Maps

The California State Mining Bureau has issued a new map of the Huntington Beach oil field which is available at a cost of 75 cents. The new map is the most comprehensive and complete map which has been issued to date, showing all the important locations of oil wells and the principal leases in the field.

U. S. Public Health Service

The U.S. Public Health Service, its evolution and organization is the title of a pamphlet recently issued by the Service. In the small compass of sixteen pages is told the history of the Service including an account of its activities and its functions. An organization chart makes quite clear the administrative distribution. This pamphlet, which is issued as Reprint No. 661 from the Public Health Reports of May 27, 1921, will be found useful in the library school class-room as well-preserved for reference in the librarian's data file.

From a Librarian to the Business Man John Cotton Dana, in the Preface to his "On Buying and Using Print" (N. Y., The H. W. Wilson Co., 1921 60 pp. Tells how this very attractive monograph originated in a series of lists of books which Mr. Dana was

series of lists of books which Mr. Dana was requested to prepare for The Nation's Business by its editor, Mr. Merle Thorpe. These lists appeared in the journal mentioned between November, 1917, and July, 1919.

The introductions to the lists proper are reprinted now under the title "On Buying and Using Print." Characteristically Mr. Dana pays tribute to Miss Morley and to Miss Kight, of the Business Branch of the Newark Public Library who one gathers Newark Public Library, who one gathers are associates rather than employees, in the preparation of both lists and introduc-tions. The little volume is beautifully printed and will give pleasure to every special librarian and to all friends of special library work.

A Friend of the Special Library

One pleasant by-product of the work of distributing the Special Liraries Directory takes the form of new contacts and new friendships established. Colonel H. H. Burdick, Treasurer and Managing Director of the Kelly Publishing Co., 70 Fifth Avenue, New York City, writes: "I was very wark interacted in reading the interaction." much interested in reading the introduction

to your 1921 Special Libraries Directory, as you are voicing therein, almost word for word, what I am preaching myself in regard to the use of reference books in connection with modern business." Colonel Burdick states further: "I should like to have you include the name of the S. E. Hendrick Co. Its in very part list of medical control of the contr dricks Co., Inc., in your next list of special libraries as we maintain here a very valuable reference library containing Commercial Directories, City and Telephone Directories for reference purposes." Col. Burdick's firm is the sole agent in the U.S. for Kelly's Directories Ltd., whose Directory of Merchants, Manufacturers and Shippers of the World is well known to all librarians.

Public Markets

Service and Regulatory Announcement (markets) No. 69, issued by the U. S. Department of Agriculture, contains suggesregulate and maintain a public farmers' market. This pamphlet is now available for general distribution. Address Publications Division, Department of Agriculture, Washington, D. C.

Phonograph Record Lending Library The Bulletin of Pharmacy of December 1921, p. 520, interestingly tells the story of a phonograph lending library plan instituted by the E. A. Rutgers Co. of Brooklyn, N. Y.

New House Organ Anchor Post is the title of a new house organ issued monthly by the Anchor Post Works, Garwood, N. J., in the interest of

better fences. The National Association of Box Manufacturers has begun an interesting publication The Wood Box. It appears monthly and is of value not only to manufacturers but to industry generally.

Zoning Ordinances

A reference manual in miniature, useful to both the municipal reference librarians and those connected with civic organizations, is the tabulation of zoning ordinances in effect and in progress. It appears in the National Real Estate Journal of November 7, 1921, p. 25, and is a revision by Mr. Charles B. Ball of a list which original nally appeared in the Chicago City Bulletin. Poland

Revue Général des Sciences Pures ct Appliqués in its issue of November 30, 1921, returns to its enterprise of June 15, 1920, when its entire issue was devoted to Roumania. The November 30 issue is devoted to Poland, and comprises articles on

the geology, population and agricultural, mineral and industrial resources of that country, with articles by Polish scientists on the subjects of their particular exploration.

Lead Products

The Eagle Picher Lead Co., Chicago, Ill., has issued a very attractive catalogue of lead products and derivatives, including red lead, lithopone, litharge, lead pipe and plumbers' lead fittings, babbitt metals, solders, slab zinc and zinc oxide. Eleven of the Company's plants are illustrated, the control laboratories operated at each of the plants are referred to as well as the research laboratory at Joplin, Mo., and a complete "tree" showing the products derived from lead ore is bound into the catalogue.

A Suggestion for Special Libraries

From time to time histories of old or great business establishments are printed in the daily or trade press. The opening chapters of the history of Marshall Field & Co., written by S. H. Ditchett, editor of the *Dry Goods Economist*, appeared in the issue of January of that journal. It deserves a place in every industrial data file.

A recent article in the Detroit Times traces the growth of the great house of Frederick Stearns and Co., from its humble beginning in 1855.

The Danbury News in April, 1921, published in six daily installments the history of the Hull Hardware and Plumbing Co., beginning in 1843.

The suggestion is made that here is an unlimited field for special librarians. By bringing a subject of this sort, which is always an acceptable one to a newspaper, to editorial notice, the librarian will not only be contacting with the paper but with the establishment whose history is to be written, as well. The librarian may even be of assistance in the compilation.

Thrift

Miss Margaret Reynolds, Librarian of the First Wisconsin National Bank, and Miss Ruth G. Nichols, Librarian of the Federal Reserve Bank of Chicago, have each recently compiled a list on Thrift. The respective lists are printed as attractive folders, The former by the Bank and the latter by the American Librarian Association, The Special Libraries Association has had copies of the latter reprinted for its members.

The Association of North American Directory Publishers

Directories and mailing lists have an important place in every special library. Every librarian knows the importance of accuracy in compilations of this kind. The Association of North American Directory Publishers is doing a very important work which should be of interest to readers of "Special Libraries." This Association was organized in 1898 "for the purpose of improving the directory business by exchanging ideas" and membership is extended to any reputable city directory publisher. The offices of the Association are maintained at 125 Church Street, New York City, and Mr. E. J. Loranger is Secretary-Treasurer. The Association publishes a monthly "Directory Journal" and a complete Directory Library is maintained in the New York office. All members of the Association have subscribed to certain Standards of Practice, one of which is as follows: "To increase public knowledge of what directories and reference media contain; to study public needs and make directories and reference media; to supply them; to revise and standardize methods and classifications so that what is wanted may be most easily found, and the directory and reference media be made to serve their fullest use as business and social reference books and directories of buyer to seller and seller to his market.'

