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## Special Libraries, September 1923

Special Libraries Association

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# SPECIAL LIBRARIES

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No. 6

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Proceedings of the  
Fourteenth Annual  
Convention, Special  
Libraries Association,  
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# Special Libraries

LEONORE A. TAFEL, Editor,  
125 Washington Place,  
New York City.

Vol. 14

September, 1923

No. 6

## Our Fourteenth Annual Convention May 22-25, 1923

The Fourteenth Annual Convention of the Special Libraries Association opened auspiciously on Tuesday evening, May 22d at the Hotel Chelsea in Atlantic City. The reception held in the parlors was planned and executed so well by Miss Marguerite Burnett and Miss Florence Bradley of the Social Committee that before the evening was over every person knew every one else, and there was a happy spirit of comradeship which prevailed throughout the entire session.

### First General Session

The first general session was opened on Wednesday morning by Miss Rebecca B Rankin, president of the association. The American Library Association, our sister organization, was officially represented by Mr. Ernest J. Reece, director of the New York Public Library School, as one of the association's vice-presidents. He brought us A.L.A. cordial greetings, and also told us in an interesting way the accomplishments and outstanding features of the meeting at Hot Springs.

Mr. Joy F. Morgan was the second speaker. He came representing the National Education Association, and we were glad to have him as a connecting link between the libraries and education, both of which he represents, having been formerly a librarian. He brought us a splendid message emphasizing the contacts between education and library service.

"Those who damn the public school," Mr. Morgan said, "Fail to take into account the great masses of the American people whose faith in the school is second only to their faith in the American home. Never in all history has so great a number of people been so well educated as in America today." After he had outlined the evidence of the Educational Renaissance, he continued: "In spite of shortcomings which educational leaders generally recognize, the elementary schools of the United States are reaching over twenty million children. These schools are more efficient than the schools of a generation ago and they are daily growing better. Within a decade junior high schools have developed by the hundreds. The senior high schools have grown by leaps and bounds. From an enrolment of six hundred thousand in 1900 it has jumped to a present enrolment of two and a half million. If this rate of improvement should continue till 1940, high-school education would then be as universal as elementary education is now.

A new type of institution known as the junior college is growing up almost overnight. College and

university enrolments which seem so startling were foreshadowed by high-school enrolments ten years ago. College enrolments jumped from one hundred and ninety-seven thousand in 1900 to more than five hundred thousand in 1920. There are more than a million college graduates in the United States, and the demand for college trained men and women greatly exceeds the supply.

Figures showing increasing enrolments in schools of all types tell only a part of the story of the rise of American education. The rest is told in the enlarging activities of libraries, which we shall eventually recognize as the cap sheaf of our whole system of public education. It is told in the tremendous growth of newspaper and magazine circulation, in the development and improvement of the film industry; and in the sale within less than three years of millions of radio receiving sets. All of these things are made possible by universal free public schools and themselves advance the cause of intelligent living more than we are aware.

The ultimate test of our educational enterprises is the daily life of the average citizen. To give every citizen an opportunity to be intelligent and to make him feel that he occupies a contemptible place in society if he neglects to be intelligent is the business of the school, it is the task of the library; it is the mission of the newspaper, the magazine, and of radio. The whole advance from savage cannibalism to modern culture is an educational advance. It is marked by the increasing dominion of intelligence over superstition, ignorance, and prejudice. The improvement of our educational activities both public and private is the rainbow of promise in this day when new problems press from every side and the world seethes with the poisonous consequences of an unintelligent handling of its affairs."

The third speaker on the program, Mr. J. G. Pearce,<sup>1</sup> director of the Intelligence Department of the Metropolitan Vickers Electrical Company of Manchester, England gave us much information about special libraries in England, generally called intelligence departments, and encouraged us with the progress they have made. Upon Miss Rankin's suggestion he consented to attempt to organize a Special Libraries Association in Great Britain which would affiliate with ours, and he also wished to carry our greeting to the Library Association of that country. Mr. Pearce remained throughout the entire session, and his personal interest and magnetism made him a welcome guest.

The president, Miss Rankin, gave only a brief informal address, because the time was limited. She stated briefly the progress made in the association during the year, knowing that the Business Session on Friday was a

<sup>1</sup> For this speech see Special Libraries, June 1923

better evidence of accomplishment. Recognition of persons who had done the outstanding work and appreciation of the local associations' work was expressed by her, and she finished with a strong plea for a continuance of constructive activity.

On Wednesday afternoon the group meetings, ten in number, including newspaper librarians, were held in separate rooms, each with a good leader and a program partially planned, but very informal. Each meeting had a very good attendance and there was unusual enthusiasm and much profitable discussion resulted. The president held a luncheon on Friday of all these group leaders and was happily surprised to find that in each group, a permanent organization with a chairman and secretary had been formed; also, each group made a tentative program of work for the year, and they are at once entering upon these projects. This opportunity for group meetings gave them a vision they had not had before, and it will mean a great deal to the association.

Thursday morning was devoted to conferences on methods, six in number, held simultaneously but in different rooms. In every section the discussion was animated and many profitable ideas were brought forward. It was gratifying to see how each person felt free to discuss individual problems.

#### Second General Session

The Thursday afternoon session was presided over by Vice-President Dorsey W. Hyde, Jr., our former president. He first introduced Colonel John Price Jackson, director of the Philadelphia Sesqui-Centennial Exposition Association who made an interesting address, outlining the plans of the great celebration to be held in 1926, asking for our support. At the conclusion of his address, a resolution was offered and passed pledging the support of the Special Libraries Association and recommending the appointment of a committee to cooperate with Colonel Jackson's committee.

Mr. Elmore Farel, of Barton, Duistine & Osborn of New York, made a very witty and interesting address in which he illustrated the necessity of special library work to the advertising profession. He said in part

"The average person is very much afraid of a book. A shelf of books is awesome to any ordinary person or group of persons; most people do not read or understand them. The very spectacle of a room lined with books is awesome to anyone but a book-lover—ask an interior decorator. A librarian ought not to sit in a room full of books; one or two lying on her desk is sufficient. Our librarian, Miss Alexander, converted our firm to a library by answering four "violent" questions correctly. Make your associates feel that you and not books are the source of information. Train them to think of you as an oracle. In fourteen years as an association you have made a tremendous start toward making a distinct profession—how indispensable that service has become in this 'age of specialization!'"

Miss Anna Burns, of Haskins & Sells, New York, read us a splendid paper which discussed the nature of business undertakings

from the viewpoint of the special librarian, referring to business as "the crystallization of the spirit of romance," and emphasizing the need for a broad understanding of the true scope and character of efficient special library service as follows:

"There are two attitudes of librarians toward business, repugnance toward business and a mild or neutral attitude toward business. Business is the spirit of adventure in man made manifest. It is one of the great forces in civilization, calling forth the highest powers of man's mind. Business today is taking on the stature of a science—it is capable of a development of which we cannot even dream.

During and after the war, business was forced to grapple with new problems. Special libraries came into being through the grouping of the business man. It is a new and distinct profession, working with special tools. It opens up the most promising future in the library held today—it has the breath of life in it.

Public libraries have been all things to all men. They have felt the needs of business men and have reached out to serve them. The publicity work of the public library has been skilfully done. The public library has principally ministered to the needs of the student and the scholar and has done so admirably. The special library differs in the following:

1. Time is essential to business man. Business library gives him prompt service. Public library often cannot.
2. Public library interests mainly cultural. Example—Classical quotations versus financial.
3. Public library not in tune with business.
4. Business library concentrated on field of interest."

Miss Burns suggested that library training should give courses in economic work as well as emphasizing the pure culture. Business is the most important force in the future of the country. The librarian will do well to give it his most thoughtful attention.

According to the National City Bank Bulletin—"If all concerns were operating on same basis as those making large profits, which means higher efficiency, the cost of living would be lowered. Special libraries may be an indispensable factor in making for greater business efficiency. Trade associations are realizing the value of research work, and the research worker and librarian often blend into each other. One-half billion is being saved yearly for industry by research."

Mr. Hyde requested Mr. Joseph Kwapil<sup>1</sup> of the Philadelphia "Public Ledger" to speak of his plans for a newspaper librarian's group which he is energetically forming. Likewise Mr. Francis E. Cady of the National Lamp Works of Cleveland was called upon by the chairman and responded with some interesting remarks on the work of a technical research laboratory.

A break in our serious business was provided by a social evening on Thursday. Mr. Ellis Parker Butler, author of "Pigs is Pigs" kept us in gales of laughter, one after another, for an hour and a half. Even after that we were still able to be highly amused by a parody of a Boston Special Libraries Association meeting, entitled "The Stab" staged by the Bostonians themselves. The New York local association finished the evening with a Wooden Soldier Dance of Books, the costumes of which were borrowed from the New York Public Library Staff Association. It was much appreciated.

The Business Meeting was held on Friday morning—every one was in attendance and there was not a dull moment. The discussion

<sup>1</sup> See Special Libraries, June, 1923

was so lively that the president had difficulty in presiding according to parliamentary practice. The reports of all committees showed the good work accomplished. It was necessary to continue the meeting in the afternoon, and we adjourned to lunch for an hour and a half and continued the session from 1:30 to 4 P.M. Officers for the coming year were elected.

The final meeting, a general session on Friday evening was certainly a splendid ending for a happy convention. The new president, Mr. Redstone, was requested by Miss Rankin, the retiring president, to preside. Mr. J. H. Puelicher, president of the American Bankers Association, our first speaker, was inspiring—he gave a strong address on the value of library work in the financial world which had a decidedly moral appeal. He was followed by Mrs. Emma G. Armstrong, personnel manager of the Eastman Kodak Company, Rochester, who was equally pleasing in her address which dwelt on the human aspects of industry, including library service to business employers. Mr. John A. Lowe, assistant li-

brarian of the Brooklyn Public Library, ended the evening's program with one of his amusing talks, telling us of Brooklyn's service to business men and at the same time, though often jokingly, he rendered tribute to the Special Libraries Association and its president.

Every one in attendance voted the convention the best one ever held, and all who could not come regretted it. A spirit of comradeship, friendliness and cordiality pervaded the meetings. A registered attendance of two hundred is a larger number than at any former convention of the association, and though the quantity was good, the quality was still better. It was a lively wide-awake group of librarians, all eager for ideas and free to discuss their own. All felt that the sessions had been highly worth while, and the work of the association for the year was much commended by the members in general. May the association continue to go forward year by year, adding to its ranks more and more eager special library workers!

REBECCA B. RANKIN

## Conferences on Methods, Thursday, May 24, 1923

### REFERENCE SECTION

Ellen A. Hedrick, *Chairman*

The Reference Section united with the section on "Sources for Book Selection," as many persons expressed a desire to attend both meetings and the subjects to be discussed seemed sufficiently related to warrant combining the sections.

About fifty persons were present. Miss Hedrick opened the Reference Section with a discussion of the terms information, reference and research. These terms are relative, it was developed, depending upon the library. Reference in one kind of library becomes research in another kind; information furnished by the Public Library is reference when sought by the library which specializes in banking or some highly technical subject such as radio; and conversely the common or usual knowledge of the highly specialized library is uncommon in the general library and frequently can be obtained only from the special library. As any adequate definition, therefore, was impossible, the term reference, Miss Hedrick said, would be used in this meeting to cover all three terms, without distinction.

The question of service was then discussed. The chairman said that a moral issue was involved that could well claim our attention. Was it true, she asked, that special libraries were keener for receiving than bestowing? This judgment she had heard pronounced against them but she was inclined to think that it was due to the limited nature of their service that they were not so generally sought and not because of any unwillingness to give

A show of hands disclosed the proportion of one-half who gave no service but freely accepted service from other libraries. The larger special libraries, such as the United States Department of Agriculture (Miss Gericke) and the Engineering Societies Library (Miss Seymour) said that they gave with both hands and the fullest measure. This led to a discussion of compensation. Libraries giving generously should receive some recognition from other libraries who availed themselves of their liberality. The cost of answering the telephone, Miss Hedrick said, was worthy of a questionnaire along with the cost of cataloging.

In accordance with the request of the president, Miss Rankin, that the "Preliminary Report on Methods" be discussed, the chairman called attention to the subject of the report which was of interest to the section and suggested that the meeting be made a clearing house of information regarding digests, indexes and bibliographies regularly and irregularly prepared by the libraries represented. Much duplication of work, the chairman said, would doubtless be avoided if libraries interested in the same subjects knew what others of the group were doing. The librarians present were asked to report on the work of this nature that they did and as to whether the results were available to others.

It was found that the libraries represented fell into about ten groups and that every library was doing some kind of bibliographic work for its own service, most of which would be available to other members of the group if proper machinery were installed for broad-

<sup>1</sup> See *Special Libraries*, June, 1923

casting it. That the angle of approach and time in such work are important factors were brought out. Miss Callam of the Bessamer & Lake Erie railroad library said that she received the daily index to the Congressional Record issued by the Interstate Commerce Commission but that "Transportation" only was indexed. Miss Hedrick reported as another example, that the Bureau of Agricultural Economics made a daily index of the Congressional Record but only for bills of interest to the Department of Agriculture.

A short summary of the findings of the meeting are appended. In closing the chairman suggested that the question of a regular interchange of bibliographic material and the ways and means of compassing it be a profitable one for the consideration of the section

#### Summary of Results

**Banking.** Miss Clafin, Federal Reserve Bank, Cleveland, digest of articles for own service. Miss Nichols, Federal Reserve Bank, Chicago, a weekly digest of articles for their service bulletin; a daily digest of newspaper articles for bank officials, confidential; bibliographies, many of them mimeographed, e.g. "A General List on Federal Reserve System." Miss Rodin, Irving Bank, Columbia Trust Library, accessions posted on bulletin board; periodicals indexed on cards accessible to any one.

**Color.** Miss Edna Sellner, Taylor System of Color Harmony, New York, reprints of articles on the use of color; color chart.

**Dye research.** Miss Charlotte G. Noyes, Dupont de Nemours and Company, Jackson Laboratory, Wilmington, bi-monthly accession list; list of patents.

**Electricity.** Mr. Cady, National Lamp Works of the General Electric Company, a series of lists issued monthly on physics and radiation which may be borrowed; illuminating engineering digests free. Edison Company, Harrison, N.J., a weekly list on electricity. General Electric Company, Schenectady, list covering telegraph, telephone and radio operation. Miss Matsin, Commonwealth Edison Company, Chicago, weekly digest of articles on electricity, mimeographed and available for distribution; bookshelf in their house-organ; short bibliographies on special subjects, for example agriculture. Miss Sherer, Western Union Telegraph Com-

pany, mimeographed list of new books free; books may be borrowed.

**Explosives.** Miss Fairbanks, Hercules Powder Company, monthly accession list; bibliographies, for example "List on explosives," available for distribution; "List of naval stores" in preparation. Dupont de Nemours, Eastern Laboratory, accession list of the four associated companies.

**Indexing.** Mr. H. W. Wilson, H. W. Wilson Company, New York, publishes indexes for the periodicals most generally found in libraries.

**Insurance, Fire.** Mr. D. N. Handy, Insurance Library Association, Boston, aims at securing complete information on fire insurance and fire protection; much of information confidential; supplies information to students attending the night school of the National Board of Fire Underwriters Legislative Service Association, which is for clerical employees and others.

**Insurance, Life.** Miss Mary S. Allen, Provident Life & Trust Company, Philadelphia, furnish material for training young assistants; help to students of the Wharton School of Business in the preparation of theses; clip trade periodicals for leads for their salesmen. Miss Grace A. Child, Phoenix Mutual Life Insurance Company, Hartford, material for salesmen; talk by the librarian to class on insurance; list of books on personal development and business essentials; articles in their house organ.

**Legislation.** Mr. Price, Goodman Index to Legislation, up to date service for \$25 a year.

**Municipal reference.** Miss Hitchcock, Municipal Reference Library, Baltimore, bibliographies, for example, zoning plan, garbage contract, crime, etc., available for distribution. Miss Hitchcock wishes to procure a bibliography on sources of revenue used by cities. The library is open evenings and every one welcome. Miss Mabel Inness, Municipal Research Library, Philadelphia, information on local and state government problems; assistance given to thirty-eight similar bureaus.

**Sciences relating to agriculture.** Miss Martha L. Gericke, United States Department of Agriculture, Experiment Station Record, published monthly.

## Cataloging and Classifying

### Margaret Mann, Chairman

Forty people met to discuss the special phases of cataloging and classifying in the special library field. The discussion was opened by the chairman, Miss Margaret Mann, who mentioned some of the problems which this type of library has brought to the cataloger. Miss Mann brought out the fact that library parlance must often be discarded in favor of business terms in common use. It

is unwise to thrust strange technique into an office without a certainty that it is understood, for business men must be convinced of the value of method before they will accept it. The library executive, as well as the cataloger, must have a knowledge of the theory of cataloging and classification before he can install the system best suited to his special need. The need of a cost accounting system was emphasized, because the library

must keep in line with other departments of the business and be able to furnish an estimate of its share in the budget. Questions of digesting and selecting are new angles which the cataloger must study. In opening the discussion on Classification, Miss Mueser, of the Engineering Societies Library, read a short paper on Standardization in Classification. The general opinion was expressed by those taking part, that it was better to adopt and expand one of the existing systems of classification rather than try to make a new scheme to fit the special case. Miss Cox of the Metropolitan Life Insurance Library told of the work now in progress on the building of a classification scheme for insurance. Miss Cox, Miss Rose, and others, brought out the point that all good schemes had to be studied when expanding any special subject. Mr. Pearce told of the use of the Dewey scheme and its various expansions in the Metropolitan Vickers Co., at Manchester, England. The need of closer cooperation in indexing and cataloging was brought out by Mr. Wilson, and Miss Melville told of the scheme of classification being worked out by the National Health Library of New York City.

Miss Cragin of the New York Public Li-

brary gave a spirited introduction to the discussion of subject heading work. Miss Cragin made every cataloger feel her responsibility in being a live part of the organization and keeping in close contact with the readers so the catalog will reflect their work. She made an appeal that the special libraries get together with the public libraries in an exchange of headings, and work out some of the knotty problems of nomenclature and terminology. Public library catalogers could benefit by the trail blazing of the catalogers in the special libraries, and a central clearing house could keep up a consistent file and broadcast the new subjects. As a result of this suggestion a motion was made and carried directing the chairman to appoint a committee to work out details for such a plan.

Mrs. Hartzell, of the Social Science Library, of Boston gave an outline of the interesting work she has been doing for special librarians in Boston through her course in Elementary Cataloging.

The interest manifest at this conference gives promise of some very definite results and is indicative of growing interest in the two main topics under discussion.

## Group Meetings, Wednesday, May 23, 1923

### Sociological Group

The Sociological Group held an informal meeting with an attendance of ten people. Three papers were presented, with a brief discussion following each. Mrs. Bertha V. Hartzell, Librarian of the Social Service Library of Boston, gave an informal talk on the requisites of a library devoted to social work. Vera L. Hawman of the White-Williams Foundation, Philadelphia, told about the work of that organization in a paper entitled, "A Social-education Laboratory." The chairman of the meeting, Constance Beal, cataloguer of the Russell Sage Foundation Library, New York City, read a paper entitled, "The Russell Sage Library, the Growth of a Nucleus." No permanent chairman was appointed.

### Technology Group

George W. Lee, Librarian of Stone and Webster, Boston, acted as chairman of the Technology Group. The Agricultural Group met with them and joined in the discussion. The chief subject before these groups was the compilation of a union list of periodicals from the completed sections to be carried on by volunteers from various sections.

### Advertising-Commercial-Industrial Group

The program of the Advertising-Commercial-Industrial Group, with Louise Keller, of Independence Bureau, Philadelphia, as chairman, was as follows: In order to unite the diversified interests of this group, and to formulate a basis for future work, Miss Keller

presented an outline representative of the various libraries, covering production, management and its policies, marketing and transportation. This was followed by a discussion on trade catalogs. It was pointed out that the cost of a complete collection of trade catalogs was prohibitive, both as to space and to keeping up to date for an individual firm. The Boston Union catalog was described by Laura R. Gibbs, of Tel-U-Where Company of America, Boston. Miss Keller asked everyone interested in trade catalogs to try in every way to bring this subject before the public. Linda H. Morley, of the Business Branch of the Newark Public Library, gave a most interesting talk on trade directories which she was asked later to incorporate in an article for Special Libraries. She said the Business Branch is preparing a subject index to trade directories which is to be published soon. Mrs. A. S. Perkins, of National Association of Manufacturers, New York City, gave a talk on the difference between research and reference work. Mary L. Alexander, of Baiton, Durstine & Osborn, of New York City, felt that special librarians were not properly taking advantage of cooperative work. She felt that lists of material and sources should be compiled and published, both for reference use and for general publicity which such lists would give to the profession. This idea is to be carried out this coming year. Mary L. Alexander was elected chairman for the coming year, and Grace D. Aikenhead, of W. T. Grant Company, New York City, secretary.

### Civics Group

The following subjects were discussed in the Civics Group, Ina Clement of the New York Municipal Reference Library, being the chairman: "Bringing Officials and Data Together," by Frederick D. Gruenberg, of the Philadelphia Bureau of Municipal Research; Sedley H. Phinney, secretary of the New Jersey State League of Municipality; and Elsa Loeber, New York State Chamber of Commerce; and the compilation of effective municipal reports, by Dorsey W. Hyde, Jr., of the U. S. Chamber of Commerce.

### Medical Group

The Medical Section, under the direction of Janet F. Melvain, chairman, was small but enthusiastic, and all present participated in the general discussion following the various papers: "Hospital Libraries—Progress in Securing Recognition of Their Value," by Ola M. Wyeth, Veterans' Bureau, Washington, D. C.; the Hospital Library and Service Bureau, Donelda R. Hamlin, Chicago, Ill.; discussion led by Helen F. Carleton, librarian, Sheppard and Enoch Pratt Hospital, Towson, Md.; "A State Medical Library—Who Uses It?" by Frances K. Ray, medical librarian, New York State Library; "Public Health Literature—a New Problem for the University Library," by Edith Thomas, Library Extension Service, University of Michigan; and "The National Health Library—How it Works with Other Libraries," by Florence Bradley, extension librarian. No plans were made for a permanent organization but it was voted that next year the name should be changed to the Public Health Group. This was felt to be important because of the increasing demands made on all library service by the rapidly growing health education movement.

### Newspaper Group

The chairman of the Newspaper Group, Joseph F. Kwapil, of the Philadelphia Public Ledger, organized and appointed a committee of five to deal with standardization in newspaper libraries. In the near future the group is to get in touch with newspaper libraries throughout the country.<sup>1</sup>

### Insurance Group

The meeting of the Insurance Group was presided over by the chairman, Miss Frances Cox, librarian of the Metropolitan Life Insurance Company of New York. As a preliminary Miss Cox covered the Insurance Group in general, stating that twenty-six libraries had been listed last year in Detroit and that there were ten representatives at that convention. This year there were fourteen libraries represented and the names of twenty-five companies had been added to solicit for membership. Several new names were suggested. A letter from the Union Central Life Insurance Company of Cincinnati, in regard to an organization of a library, was

then read. Nominations and election of chairman, assistant chairman and secretary were next in order. Miss Cox was reelected chairman, with Miss Sverig of the Insurance Society of New York as assistant. Mrs. Pressman of the National Bureau of Casualty and Surety Underwriters of New York was given the position of secretary. Mrs. Bevin of the Phoenix Mutual of Hartford lead the first discussion on publicity—Selling the Library Idea to the Organization. The following methods were suggested and discussed: exhibit pictures of library—make physical appearance of library attractive by potted plants, cut flowers, easy chairs, etc.—give list of books at intervals on bulletin boards, in house organs and in weekly and field bulletins—also give short reviews of outstanding books in field organ and stimulate interest by talks before employees. Mrs. Bevin illustrated these methods of publicity by several exhibits, such as pictures of the library of the National Life Insurance Company of Montpelier, Vermont, of bulletin and leaflets used by the Retail Credit Company of Atlanta, Georgia. The next discussion was on the source of ordering material for insurance libraries and was lead by Miss Sverig. After a general discussion of the value of insurance papers, the meeting was adjourned. The following methods for keeping insurance material up-to-date were discussed.

*Publishers' catalogs:* Spectator Company, New York City; Charles and Edwin Layton, London, England; Weekly Underwriter, New York City; Stone and Cox, Toronto, Canada.

*Lists published by departments of the government:* U. S. Library of Congress, State publications, U. S. Superintendent of Documents, Monthly catalog, U. S. Library of Congress, Cards on certain subjects. Great Britain, H. H. Stationery Office, Consolidated list of parliamentary and Stationery office publications.

*Subject indexes:* Engineering Index; Industrial Arts Index; Insurance Library Association of Boston, Bulletin; International Index to Periodicals, Municipal Reference Library Notes; Public Affairs Information Service, Readers' Guide; Agricultural Index.

*Periodicals containing sections devoted to lists and reviews:* *United States.* Actuarial Society of America, Transactions; American Exchange and Review, American Institute of Actuaries, Record; American Labor Legislation Review; American Statistical Association, Journal; American Water Works Association, Journal; Casualty Actuarial Society, Proceedings; Fire and Water Engineering (Department and other reports received); Indicator (Acknowledgments Does not appear in every issue); Insurance Age (New books received by the Insurance Library Association of Boston); Insurance Society of New York, News Letter; Library Journal (Bibliographies); Monthly Labor Review; National Bureau of Casualty and Surety Underwriters, Additions to the

<sup>1</sup> For a full discussion of this meeting see Special Libraries, June, 1923.



Library; National Safety News (New publications for the safety man); Underwriters' Laboratories, Underwriters' Data; Annals of American Academy of Political and Social Science

*Foreign:* Corporation of Insurance Brokers, Journal; Institute of Actuaries, Journal (Additions to the library and reviews), Post Magazine; La Reassurance; Royal Statistical Society Bulletin, Royal Economic Journal.

*Periodicals containing notices and reviews scattered throughout the magazine:* Coast Magazine; Eastern Underwriter, Fire Protection; Insurance Field; Journal of Commerce (Insurance page), National Underwriter, Rough Notes; Spectator; Weekly Underwriter.

*National bibliographies:* United States: Publishers' Weekly Great Britain: Publishers' Circular France: Bibliographie de la France. Germany. Wochentliches Verzeichnis. (Similar bibliographies for most of the countries of Europe.) *Bibliographies in new books:* Text-books; Annual and yearbooks.

*Checking file, printed forms, etc*

#### Financial Group

The Financial Group, with Miss Alice Rose in the chair, held a session that justified the hopes of those who planned a stimulating program, by provoking spirited discussion. Miss Alta B. Claffin, librarian of the Federal Reserve Bank of Cleveland, presided over the first section that had for its assigned topic

"Selling the Library Idea." Publicity, flagrant and subtle, was urged in order to give the library that status of an indispensable part of the machinery of the institution enjoyed by such a universally appreciated department as the paymaster's for example. Reminder notes of renewal, jackets on new books, special memoranda and bulletins, and reading lists were among the media cited as useful for propaganda purposes. Not only must officers and employees be won over but the library staff itself must be inspired with an absorbing enthusiasm for its job. An interesting contact with the book world of commerce was established through the presence of Mr. Smitley of the Dixie Bookshop, New York. Mr. Smitley discussed "The Best Financial Books That Have Appeared Since the Last Convention." As Mr. Smitley is himself an author of several books and magazine articles on financial subjects and is also educational director of the New York Stock Exchange, his remarks carried weight beyond that of mere familiarity with the current demand in his bookshop, and his evaluation of the books was most helpful. Mr. H. W. Wilson was scheduled to speak on his projected Index to Financial Periodicals but as he was not present the plan was briefly outlined by Miss Rose. Further details were supplied by Mr. Wilson himself at a luncheon of the Financial Group. Opinion seemed to favor the incorporation of such an index in an enlarged Industrial Arts Index which would be published weekly instead of monthly

## Business Session, Friday, May 25, 1923

Mr. Lindsay, Secretary and Treasurer, read the following report, which was approved.

#### Report of the Secretary-Treasurer Special Libraries Association, 1922-1923

As indicated in the report of the Secretary-Treasurer for 1921-1922 the more recent years in the history of the Special Libraries Association have seen an increasing amount of detail work connected with this office, due to the larger membership and active interest in the various publications of the Association. This situation has resulted in the revived discussion of the employment of stenographic assistance for the office for a portion of the time if it may not be possible for the full year, as a first step toward the long talked of hope that the Association can benefit by having a regularly appointed Secretary who can be paid an adequate salary and give full time to the furtherance of the Association's interests. It is hoped that the recommendation made last June that the office be divided to provide for a Secretary and a Treasurer may be incorporated in the proposed revised Constitution.

Interest in the Special Libraries Directory continued throughout the year as more than fifty copies were sold, practically disposing of

the entire edition.

The determination to hold a Special Libraries Association convention separate from the annual convention of the American Library Association at Hot Springs, Ark., in April, resulted from the returns received from a circular letter to the membership of the Special Libraries Association mimeographed, distributed and compiled by this office.

Two meetings of the Executive Board were held in New York during the year—October 1922 and May 1923.

The membership records of the Association show 109 non-subscribing members and 604 subscribing members, or a total of 713, of which 26 are outside the boundaries of the United States.

The financial statement for the year 1922-1923 is as follows:

RECEIPTS	
Balance from 1921/1922 . . . . .	\$1011.83
Dues and subscriptions . . . . .	1700 00
Back numbers of Special Libraries, pamphlets, &c. . . . .	72.85
Special Libraries Directory . . . . .	116.60
Interest on deposits . . . . .	30.24
Miscellaneous . . . . .	121.17
	\$3058.69
Expenditures . . . . .	2133.55
Balance forward . . . . .	\$925.14

EXPENDITURES	
Printing .....	\$1558.98
Convention expenses:	
Detroit—publicity .....	23.75
Atlantic City—publicity .....	110.80
speakers expenses .....	49.74
exhibits .....	50.51
incidentals .....	50.35
Travel .....	32.95
Affiliation with A.L.A. ....	12.80
Postage, &c. ....	243.67
	<hr/>
	\$2133.55

ALFRED B. LINDSAY,  
*Secretary-Treasurer*

#### Committee on Methods Ruth G. Nichols, *Chairman*

The committee on Methods—organized last May to take up the unfinished work of an earlier committee—reported at the Detroit meetings the preparation of a preliminary questionnaire on methods in Special Library work. The personnel of that committee was continued this year and enlarged by the addition of Miss Louise Keller of Philadelphia, Miss Mary Lacy of Washington and Miss Maud Carabin of Detroit. At a called meeting of interested librarians in Detroit, the preliminary questionnaire was discussed and criticized and during the summer and fall was revised several times on the basis of the suggestions made at that meeting and later. It was the aim of the committee to produce a questionnaire which would be comprehensive and yet not bulky—and which could be answered with the least possible effort by busy librarians—as far as could be devised either by a check mark, a "yes" or "no" or a figure. The committee had two considerations in mind in this—to save the time and effort of the librarian and to make the returns as comparable as possible. That these aims were fairly well attained seems to be proved by the fact that nearly 40 per cent of the questionnaires sent out were returned sufficiently filled in to use—and the information was given on the whole so compactly and intelligently that it has been possible to tabulate and chart the larger part of it. The questionnaire consisted of ten and a half mimeographed sheets and was divided into seven main sections.

In each of the large cities and in one or two sections of the country, one or more persons were asked to serve as a follow up committee for getting returns in on time. A list of the libraries receiving questionnaires was sent to the chairman in each locality, who in person "followed up" delinquent librarians on the list. This plan, proposed by Miss Rankin, was very successful and the committee is most grateful to those who did this work. Particularly good results were obtained by Miss Keller in Philadelphia; by Miss Lacy in Washington; by Mrs. Bevan in Hartford and Connecticut; by Miss Savage in Chicago and by Miss Bean in California. Miss Keller, Mrs. Bevan and Miss Bean accounted for every library on their lists and Miss Savage and Miss Lacy did nearly as well. Miss Lacy had sixty-five libraries;

Miss Keller thirty-one libraries; and Miss Savage twenty-seven libraries to account for.

The majority of the returns were in by the last of February. A number was assigned to each questionnaire as it came in. This number together with brief facts as to the type and size of library, was placed on each sheet of each questionnaire, and on the forms and other material sent with them. The questionnaires and forms were then sorted, all the sheets of one section and the illustrative matter pertaining to it being put together. The answers for each section were then tabulated on large sheets, the sections being distributed to different members of the committee for tabulating. Miss Keller, Miss Lacy, Miss Carabin, Miss Savage and the chairman each did one; and various persons in New York and Chicago assisted with the others.

The tabulations were practically completed by the 15th of April. To tabulate the amount of information contained in these one hundred and eighty-five questionnaires was no small task—and its completion within six weeks shows the generous devotion of the busy librarians who undertook it.

In order to present to the attendants at this meeting as much as possible of the information thus gathered in regard to plant, methods and customs prevailing in special libraries—a statistical report containing tabular summaries has been prepared which is available with this report. This contains also, a brief discussion of the points which show up most quickly in this survey. It has not been possible, however, in the two and one-half months which have elapsed since the questionnaires were all received, to achieve a complete study of all this material. The report is in no sense a manual of methods. Neither is it a complete report on methods now in use in special libraries. The committee realizes its imperfections—but felt that it was best to have some such report ready for this meeting as a basis of discussion looking toward future work.

Certain things have become increasingly apparent to the committee in their work this year. The need for establishing standards of best practice in special libraries is actual and urgent. While some indefiniteness, some inconsistencies, may be explained on the ground of misunderstanding, the results in certain sections seemed to indicate haphazard methods, particularly in the organization of special classes of material. It is also apparent that it will require some supplementary and explanatory information and more exhaustive study adequately to digest and interpret the mass of information which has come into our hands, and to work out from it the manual of methods for special libraries which is our ultimate goal.

#### *Next Steps*

The points needing further elucidation and study have been brought out in the statistical report and perhaps do not need to be repeated here.

The first use to be made of the information brought together in the questionnaires is the

development of a Manual of Methods, and in this, the committee believes the best procedure would be the preparation of a series of studies in different phases of special library methods to be published at intervals in loose leaf or pamphlet form, taking up the more pressing problems first. While basing these studies on the questionnaire replies, more detailed information could be obtained from libraries best qualified to speak on the specific subject of each study. The advantages of this procedure would be the more immediate availability of the material and the opportunity for discussion and revision of each portion before the final publication of the manual.

A second series of studies might be developed from this material on the different types of special libraries, completing some of the groups in which several libraries have reported.

A third use could be made of this material for answering questions from librarians organizing new libraries or developing new lines of work. For this purpose the questionnaires should be kept on file and librarians should be encouraged to send in additional information from time to time, thus revising and expanding that already on file. In this way there could gradually be developed a clearing house on methods for special libraries.

In this connection should be mentioned the forms, cards, etc, which were sent in with the questionnaires and which now form a part of the exhibit. The committee suggests that this illustrative material be deposited in the committee files for use in developing the manual and in answering questions coming from inquirers. While a good deal of illustrative material was received, many more libraries should contribute to the collection so that it would be as complete as possible.

Another worth while study which might be undertaken by the Methods Committee when opportunity offers would be a job analysis of library operations. This was suggested by one of the association members who explains that by this phrase he means a tabulation of the tasks performed in a routine way, outlining each operation, for instance, in the routine of ordering, who performs the operation and the time consumed in it. The idea would be to show which operations could be performed by minor employees and which by higher paid assistants, the time necessary for performing them, and their relative importance to the larger work of the library, with a view to standardizing library machinery and thus freeing librarians to fix their minds on the larger aspects of their work. If small groups of libraries, organized on a more or less equal basis, could be persuaded to undertake such an intensive study of their operations the returns, presented in a careful, clearly stated report, would be of real value to all librarians and executives in showing the actual machinery necessary to run a library.

These are suggestions for future work of the Methods Committee. They cannot all be done immediately—for they must be accomplished by busy librarians outside of their

regular work as contributions to their profession—but they can be accomplished in the course of time—if all are willing to do their share. For the immediate future the committee makes the following recommendations on which we would like to have the association take definite action.

1. That the committee be continued for another year.
2. That the personnel of the committee for the coming year include representatives of different types of the more numerous classes of special libraries. The committee should be able to draw upon the association for the services of members best qualified to speak on the various phases of library practice.
3. That the questionnaires and forms already collected shall for the present be kept in the committee files.
4. That the committee be authorized to secure supplementary information on some points which were inadequately and vaguely reported on, and to secure full information from some additional libraries which should be included in any such survey.
5. That the committee be permitted to present further findings in a series of studies to be printed at intervals during the period of a year or more and published either in loose leaf or pamphlet form or in *Special Libraries*—but so arranged that the whole could later form a Manual of Special Library methods.
6. That the association be prepared to spend a reasonable sum in the execution of this work to cover committee correspondence, some typing and the publication of its findings.

The report was approved as read.

Motion was made by Mr. Lee, Miss Kinney and Miss Prouty that the committee be continued indefinitely, putting in new members in the event that any of the old members felt that they must drop out. New members to be appointed by the president. The motion was seconded.

#### Discussion

Miss Kerr suggested that committees should be formed by the members of the present committee at their own discretion, each member of the committee proper to be allowed to organize locally a group to consist of one person for each type of library that is largely represented in a locality so as not to enlarge the main committee. In other words, form sub-committees in each locality.

Miss Keller moved that the committee be allowed to continue its work in the manner that seemed best to it, under the control of the president of the association. Motion seconded. It was further suggested that a committee be formed to present further findings and series of studies during a period of a year or more, and that Le Fax might be the best way of presenting the material which the Methods Committee will get out, the treasurer to spend

a reasonable sum for this purpose. This has been approved and accepted.

#### Information Service Committee

H. O. Brigham, *Chairman*

The committee on Information Service has put in a good year's work, and the results will be presented to you during the coming summer. The committee was authorized to prepare a Manual on Information Service and they have organized and divided the duties among its members in the following manner: The chairman supervised the work generally and the Newark Public Library officials insisted that Miss Morley and Miss Kite take over the actual preparation of the manual. Mr. Hyde took charge of publicity, with the aid of the secretary of the organization, and other members assisted in various ways toward the preparation of the copy. The copy is now in the hands of Miss Morley and Miss Kite, and will be sent to the printers within a very few weeks. Good results are expected from its publication. It has extended away beyond expectations, and it is anticipated that the commercial sale will be very large. It will be distributed on a business basis, and proper charge will be made to cover cost of publication. The price has not yet been determined, but will depend upon the amount of copy and printing costs. There are already more than thirty thousand words in the manuscript, so you may have some idea of its growth. We have gone over the material with great care, but undoubtedly it will require a revised edition later to meet the various conditions as they come up. It will go very nicely with the publications of the other committees and the Special Libraries Directory which have already been printed by the association.

The committee was formed for the purpose of enumerating and listing the various commercial and government services of the country which are rendering all sorts of statistics and educational service.

#### Discussion:

MR. HYDE: The Directory of Commercial Information Service is going to be one of the contributions of this association which will have a real sales value to every manufacturing, industrial and financial concern in this country of any size that carries on any continuous contact or effort to find out what current conditions are. Most of us have been swamped by the number of publications, and it has been difficult to find out their exact scope and character. This directory will be the first attempt to do anything of the kind, and it certainly will meet a real need. The chances for putting the publication before the public are very interesting, and I will guarantee that we can get as much publicity as we got from the other contributions by that committee, which will insure a very good sale for it. It will probably run between a large pamphlet and a small book, and the price will be approximately \$1.00 to \$2.00. Our sales should net us on the first edition a clear profit of at

least \$1,000 and very probably \$2,000, and as the book is revised and published in subsequent form it should bring in additional revenue. One thousand copies of Special Libraries Directory were printed, and the sales from the first three hundred covered the printing costs. The Directory of Commercial Information Service is a very carefully and accurately compiled job, and should have a better appeal. The Special Libraries Directory, the Directory of Commercial Information Service, and later on, the Manual of Methods are going to bring in an income sufficient to insure the association having a regular paid Secretary. The Special Libraries Association should be made self-supporting by means of advertising.

MISS KITE: A large part of the book will be a subject index. We now have about eleven hundred entries, and have not yet started on Government Service. The whole index will be alphabetically arranged by name, and there will also be a title index. It will also be arranged by group number. Groups will be lettered. In the index you will be referred back to all the different groups and the actual number of the service. The price of the book, place of publication, and frequency of publication will also be shown. Every entry has been O.K.'d by the publisher.

MISS HEMPHILL: Does this Committee intend to list in this Directory names of associations who give service to their members only and not to non-members?

MISS KITE: Only if they are willing to give us membership requirements.

#### Sesqui-Centennial Committee

Josephine B. Carson, *Chairman*

As Miss Carson was unable to leave her office on account of a meeting of the Rating Schedule Committee, Miss Keller read the following report, which was approved.

This committee, composed of Miss Rankin, Miss Hemphill, Mr. Handy and the present chairman, was appointed by Mr. Hyde in May, 1922. Following the annual meeting, Miss Rankin appointed the present members.

The committee has been working with the thought in mind that when the Sesqui-Centennial is definitely launched and has started to organize, S.L.A. will apply for the privilege of organizing and conducting the general bureau of information. In order to prepare a definite proposal the committee has endeavored to inform itself on the organization and scope of such departments of former international expositions. To this end letters were addressed to officials of the several cities of the United States where world fairs have been held; search has been made of available reports of these fairs; and several people who have had actual experience in preparing such services have been written to. This has produced no really tangible help on the problem we have to solve. The committee therefore recommends that S.L.A. formulate for itself a plan for the kind of information service it will conduct and ascertain the cost

of installing and operating it at an exposition such as the Sesqui-Centennial. This will furnish S.L.A. with a concrete plan to back up its proposal and equip it to meet the competition of agencies who make such work their regular business.

*Discussion:*

The suggestion was made that contact be made with the Sesqui-Centennial Committee in an effort to get in on the ground floor with a view to organizing and conducting a general bureau of information. The committee has done all the research work it can, and finds there is nothing in print regarding work of this kind. Miss Rankin suggested that Miss Mary Pidgeon, who recently went to Brazil to attend an exposition, be appointed on the committee.

MISS KELLER: The work of this committee has been largely carried on by Miss Carson herself, as the other members have been overloaded with various duties.

**Committee on Training**  
Margaret Mann, *Chairman*

The following report covers the work of the Committee on Training.

The committee was appointed by the President, Miss Rankin, in October, 1922 to study the problem of offering courses in Library Economy to persons already engaged in special library work or to those contemplating such work. The committee agreed that certain distinctive factors entered into the problem of specialized training and its first duty was to outline the needs and see if any existing agencies for training could meet the requirements. It was the desire of the committee to offer some recommendations which should give the special librarian an opportunity to take a systematic course of training leading to credit and to have such a course meet the requirement both of the library profession and business. Evening courses would have to be offered if those engaged in business could avail themselves of the opportunity to matriculate.

A cursory survey of the demand for such courses was made in New York City to learn, if possible, how many were interested in courses offered with and without credit. The results showed that about fifty were interested and about half of these desired credit. As no existing library schools are now offering evening courses it is not possible for persons in positions to enter any of these schools, nor is it possible for persons to select one or more courses now offered in the day courses unless they have had some previous library training.

The committee, realizing the need of introducing specialized courses in economics, finance and business methods, welcomed the opportunity of discussing the possibility of some affiliation with the Wall Street Division of New York University. Dean Taylor of that institution has kindly offered to cooperate with us in this work and the committee has such a possibility under consideration.

In order to have the advice and counsel of the Association of American Library Schools and meet the standards which they have set for training, the committee addressed a letter to the president, Mr. Reece, setting forth our needs and aims, and asking for suggestions which could be carried out cooperatively. As a result of this letter the committee was invited to meet with the faculty of the New York Public Library School and discuss the question with them. This discussion, while it led to no definite results, was most satisfactory in showing the interest in the problem and the great desire on the part of the New York School to give assistance as far as time, faculty and budget could allow. The other library schools have expressed interest in the plan, but all outside of New York report no demand for such courses. There is to be a meeting of the Association of American Library Schools in New York in June where the subject may come up for discussion. The chairman of this committee has been invited to attend that meeting. Unless the Budget of the New York Library School will allow that school to offer evening courses there seems to be little chance that any affiliation can be carried out.

Failing to secure the support of any of the existing library training agencies, it may be necessary for our association to begin in a small way by offering lectures on one or two subjects covering the technique of library science and to link up with some university, such as New York University, where courses in economics, finance, etc. could be secured. The Special Libraries Association of Boston has offered an elementary course in cataloging this year, and this committee would be glad to hear of any other classes which are being conducted for Special librarians.

This committee can only offer this report of progress, all of which is respectfully submitted.

The Report was approved as read.

*Discussion:*

MISS GRUBS stated that for two years the Boston Committee has run a course in cataloging and classification in the evenings.

MISS HARTLEY stated that the first outside course in teaching was started two years ago when those who wanted additional information in classifying asked if a course could not be arranged. That course consisted of lectures on the Library of Congress classification, with reference to the Dewey classification and lectures on subject headings. The course was limited to fifteen people. If less than ten applied it was not to be given. Twenty-one were finally admitted. Talks were given on Monday evenings for fifteen weeks. Last year it was found that so many tried to take the course who had no knowledge of library technique that a course in elementary cataloging was asked for. The second semester was given over to the actual work of cataloging books that were provided. The latter course had few members, but did bet-

ter work. The price was double, and this may have kept some away.

MISS GERICKE: The Department of Agriculture, for the past two years, has given many an opportunity to do post graduate work, and it is an inducement for them to carry on their studies. Those who have had very little training in reference work or natural science have taken advantage of this. The first semester was general, and the second, reference work. It has proved a great success. Try to raise the standard and reference work is very interesting.

#### Report of the Trade Catalog Committee of the Special Libraries Association

Lewis A. Armistead, *Chairman*

The four committees constituting the Trade Catalog Committee as reported on June 9, 1922, have been conscientiously endeavoring to procure information as to the subject assigned to them. Changes in the personnel have occurred but the work has been taken up with enthusiasm by the present members of these committees, and Progress Report is submitted herewith from them.

#### Report of the Sub-Committee of the Trade Catalog Committee as to Problem of Accessibility

Correspondence held during the year shows that there are possibly one hundred special libraries and about fifty public libraries in the United States handling collections of Trade Catalogs.

The business branches of public libraries which started with a collection of trade catalogs have, after a few years, been obliged to abandon them. The reason given for so doing was that few firms kept the business branches of the public libraries on their mailing list and the task of keeping these collections "up-to-date" was very difficult and very expensive. They also reported that to keep them available a pretty elaborate file and cataloging, etc. had to be evolved.

The characteristic answers from public libraries were to the effect that "The staff is too small and our space too restricted for us to keep a collection of catalogs that is really a worth-while part of the library's resources, and that a useful up-to-date file of trade catalogs requires the entire time and thought of one person and that such attention is generally impossible in a public library."

With the information contained in the answers to the questionnaire sent out by the Committee on Methods, we hope to find special libraries specializing on the subject of trade catalog collections, and discover a collection which can be considered an historical collection of catalogs.

Lewis A. Armistead, *Chairman*

#### Report of the Sub-Committee of the Trade Catalog Committee as to Problem of Classification

The work of this committee compels a very exhaustive research throughout the country for knowledge as to just how librarians classify catalogs.

As the Committee on Methods of the Special Libraries Association, early in the year, circularized the special libraries of the country, it was deemed advisable to await replies to their questionnaire before sending out a special questionnaire to public and private libraries, having to do with the work the committee has in hand.

The result of the questionnaire of the Committee on Methods shows the wide diversity of the systems in use and the difficulty of planning a union system of classification for business and technical libraries. Their studies show that the problem of trade literature affects seventy-two of the libraries. Purchasing and other departments have relieved fourteen libraries of this responsibility. Forty-seven meet the situation by filing these catalogs by company, twenty-four by filing them under subject.

In making this information available the check shows that

- 37 catalog trade literature
- 32 analyze it
- 19 place cards in the catalog
- 16 treat material as part of the book collection
- 26 employ vertical files
- 15 shelve these catalogs separately
- 4 employ both files and shelves

In answer to the request for other methods of caring for this material replies showed accessions cared for by Dewey classification, numerical system and by chronological system.

From the information at hand in the files of the sub-committee on accessibility, this committee can now approach the public libraries throughout the country known to have catalog collections and obtain important information as to their method of classification.

The perfecting of this list and the questionnaire to be sent out is the work the committee has in hand. This work will entail much correspondence and the committee hopes the result will well warrant the investigation.

LOUISE AYERS, *Chairman*

#### Report of the Sub-Committee of the Trade Catalog Committee as to Problem of Form

The sub-committee undertaking to study the problem of form has undergone a number of changes in the personnel during the year and the incidental delays which are always inevitable under such circumstances have prevented the progress desired.

A skeleton of the work to be done has been compiled and plans mapped out to insure a study of each item.

The committee is communicating with societies known to have organized committees having to do with trade catalogs and with societies representing various branches of in-

dustries with the idea of finding out whether or not they have undertaken similar work.

The valuable data that has been collected by the American Institute of Architects and the National Association of Purchasing Agents who have studied catalog standardization and have made recommendations is being made use of.

The committee will gather together all available information and study the material, endeavoring to obtain from it the best data which might be included in its ultimate findings.

The sub-committee studying the problem of form can report progress and the belief that much valuable information will be the outcome of their studies.

E. E. LEASON, *Chairman*

#### Report of the Sub-Committee of the Trade Catalog Committee as to Problem of Content

The work of this committee during the year may be summarized in the following progress report.

The chairman of the committee is pleased to advise that Mr. A. M. Staehle, Publicity Department, Westinghouse Electric Manufacturing Company, has consented to serve on this committee.

The nature of the material constituting "trade literature" cannot readily be subjected to standard specifications. Though all catalogs may have the same ultimate purpose they are designed to achieve this purpose in different ways and hence are very different in character. As regards the use of trade catalogs in libraries, variety is advantageous rather than objectionable, as the value of a large collection lies very largely in its diversity.

Any representative collection of trade literature includes catalogs, price lists, publications which have become standard reference works, publications describing processes and products (frequently containing material not readily found elsewhere) and works which constitute satisfactory text-books. Frequently a single publication combines several of these features.

In addition, there are many publications in the form of periodicals (house organs) or serials (bulletins, circulars, etc.)

An enormous amount of valuable technical and trade data is thus available in this "trade literature" and the work of the various manufacturers and dealers who issue these publications is highly commendable.

While it does not seem to be within the province of this committee to attempt to stipulate the nature of the content of catalogs and other trade publications, it may not be amiss to suggest certain desiderata—common to all or many of the publications issued—which will tend to enhance the service they are intended to afford.

There is no necessity for elaborating on the merit of clear, concise and logical language, and the obvious advantage of illustration of

such character as to give effectiveness to the text (for example, as a general thing, the use of line cuts rather than half-tones to illustrate the construction of any mechanical device).

It is perhaps difficult to observe a line demarcation between "content" (which is concerned with the material to be included), and "form" (which is concerned with the arrangement of this material), but the following points might well receive more general consideration in determining what the catalog shall contain.

*Title:* Every publication should bear a title which will definitely identify it. This title should preferably be significant of the nature of the subject matter. In some cases the title page bears merely a slogan, meaningless in itself, and giving no clue to the subject, scope or character of the publication.

*Name of Company:* The name of the individual, company, or organization issuing the catalog should appear on the title-page. There is only one CORRECT form for this name, and all publications should be in accord therewith in punctuation, abbreviations, etc. Different publications of the same company sometime bear the name in different forms.

The main office or "home office" should be indicated. Frequently a catalog lists on its title-page a number of cities in which the company is represented, but fails to distinguish between home and branch offices.

Occasionally a publication bears the name of two or more companies. This should be avoided where possible as the custom offers difficulty in cataloguing and presents a hazard in subsequent identification of the publication.

*Date:* The date of publication should always be indicated. This should preferably appear at the bottom of the title page, and if the publication be copyrighted, the copyright date should appear on the back of the title page.

The manufacturer who is reluctant to date his publications should realize that the user of the catalog can probably determine the date if he is sufficiently interested, though he will be more likely to turn to the literature of some competitor.

*Edition:* When a publication is revised, the fact should be indicated on the title page of the new edition. "Edition 2," etc is better practice than "New Edition" or "Revised Edition." When one bulletin or circular of a series replaces an earlier one, the new publication should indicate the one which is superseded.

*Pagination:* The numbering of pages should be consecutive and complete. Tables and other data are sometimes added as an "appendix," but when inclusion of such material is justified it merits pagination and this should be continuous throughout the publication.

*Running Head:* So far as feasible the "running head" should bear the name of the company, the title of the publication, and the date of issue. With the increasing prevalence of

modern photographic methods of reproduction it is highly desirable that every printed page shall bear the essential data which will identify it on a "photostat" print or other copy. Such identification of pages is complete in the better technical and trade journals published today.

*Table of Contents:* A table of contents is the logical key to the scope and nature of any publication and such a table should appear in any publication other than a short continuous description, or a catalog in which the arrangement of contents is alphabetical. This table of contents should of course be arranged in order of sequence of the chapters or divisions of the publication and its functions should not be confused with those of the index—a mistake which is very frequently made.

*Index:* A properly made index should identify every item to which a user of the catalog should be referred, and every publication which is intended for reference demands thorough indexing if it is to be used at all effectively. The preparation of an adequate index, with full cross references to all synonyms, is one of the most important duties of the catalog compiler. The work must be based on correct principles, which cannot be enumerated here, but which are too infrequently observed and too little understood. Very frequently a catalog which is otherwise praiseworthy is rendered comparatively worthless by omission of an index or inclusion of a faulty one.

The importance of *Correct* indexing cannot be too strongly emphasized, for frequently an extensive index proves to be valueless because of the compiler's failure to grasp the most elementary principles of indexing, such as the distinction between *Titles* and *Subjects*.

There is no rigid rule governing the position of the index, but the best practice favors placing the table of contents at the first of the publication and the index at the end.

E. H. McCLELLAND, *Chairman*

#### *Discussion:*

MISS RANKIN: We want to bring to the attention of the public the advisability of having a trade catalog in such form that it will be used.

MR. HYDE: The Chamber of Commerce in Washington is checking industry by industry, and I think it might be possible to get the Chamber of Commerce interested in us.

MISS RANKIN: Two of our members are on this Committee that Mr. Hyde speaks of.

MISS MANN: Does Mr. Armistead think it would be of any help if the best catalogs could be listed?

MR. ARMISTEAD: We found out what volumes were demanded the most. It was not put in with the report on the accessibility problem, but we have the information. Discussion by Miss Mann, Mr. Hyde and Mr. Armistead. It was suggested that Mr. Armistead give the matter consideration.

### Committee on Special Libraries Directory

May Wilson, *Chairman*

As chairman of your Committee on the Special Libraries Directory, I take pleasure in reporting the progress made to date in the compiling of information preparatory to the publication of a second edition of the Special Libraries Directory.

But before making any statement, may I ask that our president will request the association to resolve itself into a Committee of the Whole to assist in the compiling of such information? The success of the directory depends upon the assistance of every librarian throughout the country. If each and every librarian will *first* see to it that information regarding his or her library is returned to the committee; *second*, that each and every librarian will take every opportunity to ask every other librarian whether he or she has done the same; and *third*, that every librarian will use every means in or out of his or her power to find and record libraries that have not heretofore been listed, submitting such information to the chairman or other member of the committee, a full and up-to-date compilation must surely result.

Now as to what has been done. Early in February the circulation of a questionnaire was begun. This questionnaire is, I think in all probability, the shortest, the simplest, and the easiest to fill out of any questionnaire on record, and every librarian who fills it out is accomplishing a big service in a very limited time. I have copies of the questionnaire with me and shall be glad to supply them upon request.

The present edition of the directory was used as a basis, the special libraries listed therein being supplemented by such additional names as had come to the attention of the various members of the committee since 1921. Each member of the committee distributed copies of the questionnaire within the local territory to be returned to the chairman. Approximately eight hundred and fifty copies of this questionnaire have been distributed to date, and the District of Columbia is being cared for locally, which means nearly two hundred more.

Over five hundred replies have been received thus far. A tentative classification has been drawn up and five hundred and thirty-five libraries classified thereunder. A copy of this tentative classification is attached to my report; I will not read it, but shall be glad to submit it to those who may care to see it for criticism and suggestion. Thirty-eight states and the District of Columbia are represented, including one hundred and eighteen communities.

With the exception of the City of Philadelphia and vicinity, the State of Wisconsin, and several of the southern states where special libraries are few, but where replies have been returned in good proportion, I consider that this showing leaves much to be desired, and in some sections is noticeably poor. The difference between eight hundred and fifty and five



hundred and thirty-five is, I think you will agree with me, too great. Why can we not have the returns 100 per cent complete?

The immediate problem confronting your committee is therefore, to get replies from the libraries which have not already made returns and to make sure that every recently organized library is given the opportunity to receive and return the questionnaire. Then will come the work of compiling and printing the material gathered. A classified list, a list showing the geographic distribution and an index have been planned, also a list of the librarians and the members of the association.

It gives me pleasure to take this opportunity to acknowledge with very sincere thanks and appreciation the interest and cooperation tendered the chairman by the other members of the committee, and also by Miss Ruth Nichols, who voluntarily stretched out a helping hand from Chicago, notwithstanding her own very important work. Without this assistance and cooperation from all parts of the country, it would have been impossible for the work to have progressed even to its present state during the past four months.

May I ask our president again to request the national Special Libraries Association to consider itself one big committee and that each member consider himself or herself the chairman of a sub-committee to help carry on this work to a successful conclusion? The directory is to fill a very definite want, and I think we should and do consider it our pleasure as well as our duty to continue the work so ably prepared and presented to us and to the public in the first edition of the directory issued by Mr. Dorsey W. Hyde, Jr. and his committee in 1921.

The report was approved as read

#### Discussion:

MR. LEE suggested that a map be placed at the end of the directory so that it may be seen where each library is located. Discussion by Mr. Hyde and Miss Gibbs.

MISS RANKIN suggested that all reports be sent to Miss Wilson, and spoke of new libraries that are now unknown to the committee, requesting that all available information be sent in regarding them.

MISS WILSON discussed the questionnaire that has been sent out.

QUESTION: Are professional, medical, law and other libraries included, or only Special Libraries?

ANSWER: All except Public Libraries.

MR. LEE suggested that the American Library Directory be carefully checked.

MISS LIEBMAN stated that the Medical Directory was the only available source of information regarding Medical Libraries, and that it was very incorrect.

MISS NICHOLS proposed that if material is sent out by different libraries that the questionnaire be made to look important so that it will not land in the waste basket.

MR. BRIGHAM stated that if the Special Library Committee would send him the proof sheets for the State of Rhode Island he would check the entire list, and suggested that the same thing be done with each state.

MR. HYDE moved that the chairman of the committee take it for granted that one representative from each state would do that work, and Miss Kirk stated she thought the appointments should be made now. After discussion the following appointments were made:

Washington, D.C.—Mr. Hyde—Mr. Walter Swan  
 New Jersey—Miss Morley  
 Western New York State—Miss Shields  
 New York City—  
 Ohio—Miss Boyer  
 Alabama—  
 Arkansas—  
 Colorado—Mr. Hadley, Denver Public Library  
 Connecticut—  
 Rhode Island—Mr. Brigham  
 California—Miss Bean  
 Delaware—Miss Fairbanks  
 Georgia—Miss Hanner  
 North Carolina—Miss Hanner  
 South Carolina—Miss Hanner  
 Tennessee—Miss Hanner  
 Iowa—  
 Illinois—Miss Poe  
 Indiana—  
 Kansas—Miss Billingslea  
 Kentucky—  
 Maine—Mr. Dunnack, State Librarian  
 Maryland—Miss Helen Carlton  
 Michigan—Miss Carr  
 Minnesota—Miss Dietrichs  
 Missouri—Miss Billingslea  
 Montana—Forest Service Librarian  
 Nebraska—  
 New Hampshire—Miss Winchell, Manchester Public Library  
 New Mexico—State College Librarian  
 Nevada—  
 Oklahoma—Miss Elizabeth West  
 Texas—  
 Oregon—  
 Pennsylvania—  
 Virginia—Miss Sidner  
 Vermont—Miss Fitzgerald, State Librarian  
 Washington—  
 Wyoming—  
 Wisconsin—

A great many libraries, particularly financial, are connected by private telephone and telegraph, and it should be shown in the index that information can be gotten more quickly than by mail.

#### Employment Committee

Nelson McComb, *Chairman*

Six or eight applications for positions have been received, with about two positions to be filled. There has been no report on whether the people who applied were accepted. There has not been any activity at all in the special library field for changing positions so far as the Employment Committee knows.

MISS RANKIN: It has not been previously organized.

#### Joint Committee of Seven

This is the committee that has been working with the A.L.A. There has been cooperation, but no definite program. Apparently there is nothing needing any special attention, and the committee can be dropped.

MR. BRIGHAM made a motion that the committee be abolished. Motion seconded by Mr. Hyde. The committee was arranged by joint action with the A.L.A. and it was suggested that the action be taken in such a way as not to leave the S.L.A. and the A.L.A. members "hanging in the air." At the discretion of the president the business of this committee should be wound up. Motion seconded.

**Committee Cooperating with the  
Chamber of Commerce**

Miss Grace Carstensen, *Chairman*

No report.

**Publicity Committee**

Mr. Powlison, *Chairman*

The Publicity Committee had sort of a setback. They had plans all made and arrangements were somewhat upset. Therefore there has not been much publicity. The committee cannot make a complete report as yet because a clipping bureau is working on material, and they have not turned over all they have gotten. Complete report will be made as soon as the material is received.

Miss RANKIN stated that it was the fault of the officers that the committee had not been completely organized, and said there was promise of very much better publicity work.

Mr. LINDSAY announced that in fairness to the president he wished to state that it was not the fault of the officers, but that the delay was due to a slight financial mix-up.

Miss BURNETT announced that a copy of the group picture to appear in the Atlantic City Press will be forwarded to those desiring it by leaving a deposit of 10 cents at the hotel desk.

Mr. HYDE It might be well to appropriate sufficient funds from the treasury to send group photographs as publicity material. The suggestion was approved.

It was also suggested that it might be well to obtain copies of Atlantic City papers containing news of the convention. Delegates might purchase these to take to their home towns, and notice to this effect should be posted on the Bulletin Board.

**Membership Committee**

Mary de J. Cox, *Chairman*

The membership committee had hoped that at this meeting we could report a membership of fifteen hundred in the Special Libraries Association. This would have meant an increase in our present membership of twice as many members as we now have, namely seven hundred and fifty. If we have fallen very short of the desired goal, however, possibly we have made a start in that direction and hope that our efforts already begun will be carried on so that we will have at least two thousand members by our next yearly meeting. Briefly the plans of the committee have been:

1. A letter to each individual member in the association asking him to get one new member. This letter is to be inclosed with the yearly bills to be sent out soon by the secretary of the association.
2. A letter to the chairman and secretary of the local associations asking them to get new members and to check their local list of members with the national list.
3. Checking up our association list with that of the Special Libraries Directory.
4. Article on the subject in "Special Libraries" which has appeared in the February issue.
5. Getting in touch with the American Statistical Association, the American Economic Association and other similar organizations to interest them in becoming members of our association.

We have tried to carry out nearly all of these points but not to the extent we wish we had. We have gained many new members but there is still so much more that can be done in this direction, especially by the more active and individual support of each member.

May the membership committee for 1924 be able to complete the plans and carry out the work which we feel we have only started.

The report was approved as read.

**Report of Special Libraries**

Leonore A. Tafel, *Editor*

The Editor was appointed by the Executive Committee of the Special Libraries Association in February and, while work was begun immediately on the February issue of "Special Libraries," there was a lapse of about a month in the publication of the magazine due to the lateness of the appointment and also to the lack of material on hand. It was only with the active cooperation of Miss Rankin in New York, who gathered the greater part of the material, and of Mr. Hyde in Washington, who attended to all printing details, that the February number appeared as soon as it did. In order to make it possible to bring future issues out on time, the March and April issues were combined, appearing the later part of April. The June number was an eight-page issue to allow for the printing in full of the Philadelphia Directory of Special Libraries which appeared as a twelve-page supplement to the June number.

It has been the aim of the editor, working with Miss Rankin and Mr. Hyde,

1. To standardize on a twenty-page issue, keeping as far as possible, within the monthly estimate. An effort has been made to issue it regularly the middle of each month. We have been hampered here somewhat by the fact that the editor has been in New York and the printer in Washington, and our present

arrangements do not give us right of way in the printing office, rush jobs being given preference over our publication.

2. To sharply departmentalize the publication and standardize entries, thus improving the general makcup of the magazine. These departments are as follows:

General articles. A special effort was made to obtain contributions from both librarians and well-known business men.

Editorial.

President's page.

Association activities. The editor has kept in touch through monthly correspondence with the local organizations in an effort to keep these accounts up to date.

Special Library field doings, including personal mention. The close contact with the president has been invaluable in securing news items.

New publications

On handing over the work to her successor, the reactions of the editor during the past four months may be of interest.

The publication should be put on a financial basis, allowing the editor to devote to it his entire time. It could be made to pay for itself by advertising, enlarged circulation and by the publication of other special library literature, such as directories, both local and national. This would afford the editor sufficient time to select his material carefully and to solicit contributions, thus improving the standard of the whole publication. He would have an opportunity of mapping out for several months in advance a definite policy, thereby insuring prompt publication. The contact with other magazines, the large amount of correspondence with members of the organization and others offer an opportunity to be of service in the special library field. The editor should be supported by an active Editorial Board which, it is suggested, should be departmentalized, each sub-editor directly responsible for one definite part of the work, which should appear with his name, as "Mr. John Gould, Editor, Book Reviews." The editor should have the assistance also of the members at large in securing contributions, news notes and reviews of new publications.

The report was approved as read

#### Discussion:

MISS RANKIN: This is not a one person organ. Special Libraries will print anything that is sent in for which we have funds for that particular month. It is up to each member to contribute. Every secretary of every local organization should send a carbon copy of the minutes of their meetings to Special Libraries. Every secretary should jot down whatever personal news items she may know. Secretaries of local organizations know best, and they should send in their material. Individuals

who know personal items should report them to their secretary. Such items should be sent in before the 15th of the month to appear in the current issue. Any particular work that is being done should appear also. Every individual should be taken care of. Keep your eyes open for anyone in the organization really interested in libraries, and who might want to contribute something to you. This can be done and should be done. It is requested that everyone send material to Miss Leonore A. Tafel, 125 Washington Place, New York City, or c/o Metropolitan Life Insurance Co., New York

MISS NOYES: The index for Special Libraries covering Vols. 1-15, 1910-1922, is completed and in the hands of the president. It will be sent to the printer next month. It will be printed as a special pamphlet, and will be charged for.

MR. HYDE stated that arrangements had been made for the entertainment of delegates who were going to Washington

MISS KELLER expressed the hope that those who intended visiting Philadelphia would communicate with her, and that she would see that they had a good time while there. No meeting was arranged as there was practically no response to the suggestion.

#### Report of Insurance Group Frances Cox, *Chairman*

The Insurance Group of the Special Libraries Association was formed shortly before the Detroit convention of last year by the appointment by the president of the Special Libraries Association, of a chairman of the group.

About a year ago upon accepting the chairmanship of this committee, I wrote to as many insurance librarians as I then knew about, total of twenty-three, asking them to meet for a special group gathering at the time of the Detroit convention. Ten of these were present at the Detroit convention. At this time a committee was formed to study the question of insurance classification. A general discussion followed, in which a description of the various libraries represented, was given by each representative. The Committee on Insurance Classification, consisting of Mrs. Bevan, Phoenix Mutual Life Ins. Co. (Life), Mr. D. M. Handy of the Insurance Library Association of Boston (Fire), Miss Josephine Carson of the Pennsylvania Compensation Rating Bureau of Philadelphia, Pa. and Miss Frances Cox, of the Metropolitan Life Insurance Co., Chairman. This committee has since held one meeting on February 13, 1923 at which time various classifications in use in insurance libraries in the U. S. were discussed and a general outline of nine subjects were drawn up, the idea being that these subjects could be applied to any form of insurance, and the members of the committee were to work on the amplification of these subjects and report in detail at the convention at Atlantic City. It was decided by the committee that the working out of a worth-while insurance classi-

fication, in order to be adequate, would not be a small task and would probably extend for an indefinite period of time. In the meantime, it was decided that the committee would be glad to function, in an advisory capacity, by giving the benefit of our experience with insurance classification and submitting, for the use of any who might desire it, the classifications which have been collected by the committee.

Late in February the chairman of the Insurance Committee noticed an article by Professor Crobaugh of Indiana University, entitled, "Education in Insurance Companies." In this article the statement was made that in reply to a questionnaire sent out to all the insurance companies in the U. S. fifty-six of these companies had replied that they had company libraries. The Chairman, thereupon wrote to Professor Crobaugh requesting that he forward a list of the companies which had replied that they maintained libraries. The requested list was sent and a letter was then addressed to the president of each of these companies, not already included in our list, asking for any information available as to his library, the name of the librarian, the size, etc. In reply, twenty-five libraries gave us the information desired, giving either the name of the librarian or the person under whose charge the library was administered and expressing an interest in being associated with other insurance libraries.

Six of the companies replied stating that they had no libraries, and from only twelve was no reply received. This brings our total list of libraries in the U. S. belonging to the Insurance Group, up to forty-eight.

A plan of our group meeting at Atlantic City was sent to each of the insurance libraries in the group describing the subjects to be discussed and urging them to attend, if possible, the convention. In response to which fourteen insurance libraries were represented at the convention and attended our group meeting, which was held on Tuesday. This meeting took the form of a round table discussion. Mrs. Bevan, formerly Miss Grace Child of the Phoenix Mutual Life Ins. Co., led the discussion on Publicity or How to sell the idea for a library in insurance companies and Miss Swerig, of the Insurance Society of New York, outlined the subject of ordering of insurance material, the best possible sources, etc. A short meeting of the Insurance Classification Committee was held at the close of the general group meetings.

Report approved.

#### Report of Financial Group

Alice Rose, *Chairman*

As only a short time has elapsed since the organization of this group their accomplishment has been small. It has been necessary to concentrate our attention on two lines of work. Our first duty was to arrange a program for two meetings at this convention at which we can report an attendance of over thirty persons. At the end of the session a

permanent chairman was elected for the ensuing year so that we are confident of an increasingly successful carrying-on of the work of the group.

Our other line of effort was in the direction of publicity. As a result of this an address was given at the meeting of the Executive Council of the American Bankers' Association at which there was an attendance of about three hundred bankers coming from all parts of the United States.

We are looking forward to the convention of 1924 where we expect to be able to report much more work and that work much more efficiently carried out.

The chairman wishes to take this opportunity to publicly express her appreciation of the support and help which she has received from various members of the group and especially from Miss Eleanor Kavanagh, Librarian of the Standard Statistics Company of New York City.

Report approved.

MISS RANKIN: The librarians of the various groups have acted upon a suggestion that they form themselves into a permanent organization, with chairman and secretary. The progress in this direction is very marked.

MR. BRIGHAM: Is there a committee on groups, or is it governed by the Executive Board?

MISS RANKIN: Nothing formal yet, but they will be governed by the Constitution.

The committees who have submitted reports are standing committees.

Motion was made and carried regarding the suggestion as to the desirability of continuing the same standing committees so that things organized this year are carried on as long as the members are willing to carry on the work, and that new people should be elected to take the place of people who drop out, thereby making it unnecessary to appoint entire new committees each year.

MR. HANDY made a motion that the suggestion of the president be adopted as a resolution. Motion seconded.

MR. LEE: I move that the Executive Committee consider putting the names of the standing committees on the letter heads.

After discussion it was agreed that this matter should be held under advisement.

MR. LEE: Many members who were appointed on the above committees were not present at the convention.

#### Finance Committee

Lewis Armistead, *Chairman*

Miss Rankin called for the reading of the Finance Committee report. Mr. Armistead, stated that the Finance report was considered confidential.

MISS RANKIN: The Finance Committee reported on May 8th, and made recommendations which the Executive Board accepted. A budgeting system was suggested to best handle the financial affairs of the association because

of the importance of putting it on a good foundation, which can only be done in that way. "Special Libraries" costs approximately \$200 per issue, and miscellaneous printing \$200, but this expense is reduced to about \$2,000 if we charge for pamphlets. Postage and telegrams \$200 Office supplies and stationery \$100. Travelling expense for officers \$100 Expense of convention \$200 Making a total of \$2,800 for ordinary running of the association during the year. The membership this year has been about seven hundred and fifty, at \$4 per year, which gives us practically \$3,000, but the difficulty we have found this year is that we have nothing permanent in the way of headquarters, and no one person from whom we can demand service, because all the service given is voluntary. The only way the association has functioned as well as it has is because of the generosity of firms. We feel that the time has come when we must have someone we can call upon to actually do the work, and to know that it will be done on time and that they are paid to do it. What we would like to have is a paid secretary, but instead of submitting to you a proposition to have a paid secretary we submit a proposition that we have a full time paid stenographer, at a maximum salary of \$1200 per year, bringing the budget up to \$4,000. The association could carry on very well that way for a year, and it would be a decided improvement over present conditions. We can get out reports, make money on publications and increase the circulation of our magazine, which would help to carry expenses. Next year we should have enough funds in the treasury so that we can have a paid secretary as well as a paid stenographer. The Finance Committee found out that the majority of the members much preferred that we should do all this within our own organization and not go to firms and ask for funds. The suggestion has been made that we should be able to do this for ourselves. We should pull together and get together and see the importance of it. We feel that we must do it within our own organization. We should easily get additional members in New York City, Philadelphia, Rochester, Pittsburgh and Washington to bring the total membership up to one thousand. If we have one thousand members, at \$4 each, we at once have the amount we need to actually budget ourselves on this basis, which gives us the opportunity to employ our stenographer at once and put the association on a paid basis. The membership at present is only about seven hundred and fifty. Approximately two hundred and fifty attended the convention, and if each one would pledge himself to secure one new member we would at once have our one thousand members. We would like to start with a paid secretary, but that does not seem possible.

MISS MANN: A paid stenographer is an absolute necessity, to carry on the work as it has grown, and it would be poor economy to save \$1200 in that spot. It should be saved some-

where else, and this should be settled right now as being a necessity.

MISS RANKIN: Will we assume the responsibility of the increase?

MR. HOUGHTON: I do not think any organization should operate on a budget based on a membership until that membership has been secured. I therefore recommend that we secure a stenographer and that we immediately take steps to increase our membership to one thousand. When that figure is reached the budget should be increased. The thing to do is to get the membership and prove to the association that it can be done, and then assume your responsibility.

MISS RANKIN: Where will we get the incentive to get outside membership?

MR. HYDE: I would suggest that the members authorize the president and the Executive Board, at such time as funds warrant, to employ a regular full time paid stenographer. I think we could very well leave it to the Executive Board to know at what time there are sufficient funds to warrant that expenditure. The information Service Directory may bring in, in the first six months, a clear profit of \$800. It could be \$1,000, if well handled. If that were so it would be a very simple matter to get our regular employee without having one thousand members. The Executive Board and president should have authority to handle the matter.

MR. HOUGHTON: I would suggest that a stenographer be obtained at once.

MR. HANDY: What is the balance on hand for the incoming administration?

MISS RANKIN: About \$400.

MR. HANDY: What is the expected income?

MISS RANKIN: About \$2800.

MR. HANDY: About what are the absolutely necessary expenses?

MISS RANKIN: About \$2800. No additional money will be available unless we make money on publications.

Mr. Houghton's plan was approved. No liabilities should be incurred until the money is on hand to pay them. The Executive Committee is in a position to know from month to month how funds stand, and we have sufficient confidence in them to leave it in their hands. Clerical assistance should be in proportion to the income. Why would it not help if the Executive Committee be given authority to employ stenographic service as the funds warrant, and as soon as the employment of that service adds to our revenue, employ them by the year?

MR. ARMISTEAD: The Executive Committee would very much like to have the association right now, on this spot, authorize an appropriation of \$500 for the employment of stenographic help during the coming year. Give the Executive Committee that authority, and we will go to it and earn the money.

MR. HYDE: The Executive Committee should

assume the responsibility of deciding when and how much money should be appropriated. If this meeting authorizes the Executive Committee to spend a certain sum of money, that relieves them of all responsibility. It should be up to the Executive Committee to decide how much money should be spent at a certain time. It should be up to them to balance the budget on that basis. We do not have a budget now. Therefore, if we had a stenographer at the present time we could cut elsewhere if we had to. I do not think we can go another year without regular stenographic assistance.

MR. ARMISTEAD: Please have Mr. Hyde make a motion, so that the Executive Committee will have authority to spend \$500 during the coming year for stenographic work. It does not mean that we are going to spend it now, but only as needed, and only up to \$500.

MR. HOUGHTON: You get only one-fifth the amount of service by spending \$500 as compared to \$1200 for a full time stenographer.

MR. ARMISTEAD: The Secretary for the coming year would like to know that at any moment she can get necessary work done, and will not have to deliberately let things go by the board. That the Executive Committee would like to plan to do because they have no sum authorized to do this work. A full time stenographer cannot be secured for the sum of money mentioned.

MR. HOUGHTON: We can get a stenographer for \$1200 per year.

MISS RANKIN: If we only hire people now and then we are paying for stenographic work outside, but if we can have a stenographer ready to do S.L.A. work at our command we have a permanent thing, and answers are gotten back the next day, and not two weeks after you write to headquarters.

MISS PROUTY: \$1200 would secure a young college graduate who would have possibilities for training as a permanent secretary.

MISS GAINOR: This whole matter should be referred to the Executive Committee, and they should be authorized to expend up to \$1200 for stenographic work.

MR. HYDE: The matter of the sum of money to be expended should be left to the discretion of the Executive Committee. We should pledge ourselves to so exert our efforts that we will have one thousand members in a year. The Executive Committee should not be authorized to expend a certain sum of money.

MR. HANDY: This resolves itself into the fact that we are undertaking to underwrite a certain definite amount, and I think it might be well to have it clearly and definitely understood that if the Executive Committee is authorized to take the initiative and incur this expense, and the results are not as we expect, we, as individuals, should be prepared, if called upon to do so, to make up the deficit out of our own pockets instead of talking in terms of membership. Why not talk in

actual terms of cash as to how much it will be necessary to raise to back up the Executive Committee if there is a deficit at the end of the year. How far would we go into our pockets personally to make up an actual deficit of say \$500 if need be at the end of the year?

Attention was called to the fact that a certain portion of the \$2800 expended during the past year was for stenographic work. Figuring on the same basis for the coming year, it would not be necessary to raise the entire amount of \$1200 for a paid stenographer.

After considerable further discussion the whole matter was referred to the Executive Committee, they to be authorized to expend \$1200 for stenographic work during the coming year and if the funds are not available they may be raised by such method of assessment as may be deemed advisable. Motion seconded.

#### Nominating Committee Helen Hemphill, *Chairman*

MISS HEMPHILL: The report of the Nominating Committee is on the black-board. It is needless to say that the committee and the members of the associations who were selected voted unanimously that Miss Rankin be asked to serve again. I believe that the members understand that the ballots are prepared by the Nominating Committee but that they are always at liberty to make nominations from the floor if they so desire.

MISS RANKIN: The Nominating Committee suggested, and I agreed with them, that we preferred to have two nominees up for each office instead of one. It is the usual custom to have a Nominating Committee present one name only for each ballot. If there is any question, and anyone wishes to make a motion that we only have one name for each office, and not two, I will be glad to hear that, or if you prefer that the ticket be left as it is presented I will be glad to have information to that effect.

MR. HYDE: At the present stage of the association I think it would be better to have the officers stay in for two consecutive terms.

MR. LEE: I think the present officers should continue in office another year.

Miss Rankin was strongly urged to accept the nomination as President for another year.

MISS RANKIN: I feel that I must decline the nomination for another year. However, I approve of the nomination of officers for two years, as it really takes six months to get committees arranged and things in working order, but there is really no reason why the incoming officers cannot carry on the work from where I leave off. There is therefore no necessity for my continuing another year. The association is bound to go on as if I were here running it. I will be on the Executive Committee. Nothing will be lost, but I will not have the responsibility.

After considerable discussion a motion was

made that the report of the Nominating Committee be accepted. Motion seconded.

Ballots were distributed and the result of the election announced as follows by Mr. D. N. Handy: 64 votes were cast, 49 for the ticket headed by Mr. Redstone and 15 for the ticket headed by Miss Claffin. Mr. Redstone's ticket was elected.

#### Amendment to Constitution

MISS RANKIN: We are submitting a proposal that the annual dues be made \$5, which means that you pay \$5 to the national association, and thereby become automatically a member of the national and the local. If you do not care for the magazine the dues will be \$3. There would also be an associate membership for people in the book trade and index companies who want to be members but would not be voting members, and would only pay \$2 instead of \$3. Institution Membership will be \$10—\$5 for membership and \$5 for the magazine. On account of postal regulations we have to make arrangements for the subscription to the magazine so that anyone who subscribes automatically becomes a member of the association. The idea is that you as an individual may join the association. If as a full member, with voting powers and subscription to the magazine you pay \$5, \$1 of which goes to the local association for the membership, if there are other persons in the community who wish to be members of the local association and pay dues of \$1. They do not become members of the national association unless they wish to do so.

MR. HYDE: As I understand it a member of the local association can become a member of both the national and local by paying \$5 or \$3, or they can become a member of the local association by paying \$1. Any local association may become affiliated with the national but that rule only holds good where the members of the local association join as a body. Any members joining individually would become members of both the local and the national, and could not be regarded as a bona fide part of the association. This provision provides for membership in both associations. They should ask to be a section of our national association no matter how many members they have. They must get a vote of a majority. When they have done that there must be a majority in their association who want to be connected with the national.

One member registered strong disapproval of having higher dues for institutional members than for individual members.

Mr. Hyde offered a motion in favor of a \$3 basis for individuals. This motion was seconded.

The affiliation of local and national associations was approved.

MR. ARMISTEAD: This Constitution that we all have in our hands will not be approved until the next convention.

Mr. Houghton made a motion that a committee be appointed to complete the Constitution and get it in the hands of the members as soon as possible, and that next year it be made a matter of early business at the annual meeting. The motion was seconded.

## Report of the Committee on Resolutions

Mary P. Billingsley, *Chairman*

Your committee on resolutions recommend as follows:

1. That the thanks of this association are hereby tendered to the president of Special Libraries Association, Miss Rebecca B. Rankin, for her intelligent, efficient, and resultful administration of its affairs during the past year.
2. That the congratulations of the association are extended to the president and Executive Committee, for the excellent arrangements and inspiring and entertaining program provided for this meeting.
3. That the Entertainment Committee is commended for the novel innovation of humorous features, which may well form a part of the programs of future meetings.
4. That the association commends the willing spirit and untiring application to the duties of his office, of the secretary-treasurer, Mr. Alfred B. Lindsay and desires in this minute to record its appreciation thereof.
5. That the association appreciates the courtesy of the American Library Association

in having present at this meeting, an official representative of that body, and directs the secretary of Special Libraries Association, to address to the American Library Association, a communication in which this sentiment shall be embodied.

6. That the association appreciates the courteous and efficient treatment which it has received from the management and employees of the Hotel Chelsea, where this year's meeting has been held, and desires the secretary of Special Libraries Association to express the sentiment in appropriate form.
7. That the members of Special Libraries Association, heartily commend the efforts of the United States Department of Commerce and the Chamber of Commerce of the United States, in cooperating with American Industries to effect simplification and standardization of the various products which they manufacture and express their desire that the task be carried through to successful conclusion.
8. That the Special Libraries Association

approves of and will support the work of the Special Committee of the American Library Association in its efforts to prepare and publish a union list of periodicals and will urge each member of Special Libraries Association to subscribe as means may permit, either as a supporting member or as a purchaser of the general volume.

5. That the Special Libraries Association approve and adopt the following resolution on a library headquarters building, prepared and submitted by those whose signatures are appended thereto:

WHEREAS, The members of the Executive Board and the Council of the American Library Association have taken formal action

to initiate a movement for the erection of a central headquarters buildings for the library profession in the United States,

AND WHEREAS, The action of the American Library Association's Executive Board and its Council has been heartily seconded by resolutions and cash appropriations made by a number of state and local library organizations in various parts of the country,

THEREFORE BE IT RESOLVED, That the members of the Special Libraries Association, in convention assembled, register their endorsement of the proposal for a library headquarters building and that they pledge themselves to do everything possible to aid in the realization of this object.

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