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## Special Libraries, June 1924

Special Libraries Association

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# Special Libraries

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## The Patent Office Scientific Library

By Miles O. Price, *Librarian*

While I would not go so far as the delightful little Irish lady, appointed to the staff of this library in 1872, and still a valued member of it, and say that the Library of Congress should be suppressed as an insignificant rival, or that the other government libraries are mere upstarts, I can truthfully state that the Scientific Library of the United States Patent Office is one of the most important libraries in the world in the value and volume of work done, as well as being one of the most important technical libraries in the United States. Of American libraries it is unique, in that it boasts of the only complete collection of United States and foreign patent specifications and periodicals. It is thus the American clearing house for what the French, with their customary felicity of expression call the "intellectual property" of the world, including patents, trade-marks and designs.

Founded by Act of Congress in 1836, and destroyed by fire shortly afterward, it has since passed through various vicissitudes, being again burned in 1877, but has gradually increased in size and value, and under the enlightened administration of the present Commissioner of Patents, Thomas E. Robertson, who has done so much for the office in many ways, enjoys the full support of the Patent Office.

Perhaps before going into detail about the library and its various services, it would be best to give its *raison d'être*, as so many people ask why the Patent Office should have a library at all. Under the Constitution, Congress is empowered to make provisions for granting patents to inventors for original devices, designs, etc., which involve invention, provided no one else has received a patent on the same article, or, two years or more before the date of application, has described it in print or explained it to two or more witnesses so that they fully understood its operation. When, therefore, an inventor has evolved

what he thinks is a patentable device, he usually consults a patent attorney, who examines what is known as the "prior art" (art in the patent sense is the manner in which something is done), to see if the device or process in question has been previously patented or described by some one else. The prior art is found in four places, namely, United States patent specifications, foreign patent specifications, books and periodicals, and it is of these that the Scientific Library collection is composed. The clientele of this library, including patent examiners and attorneys is technically trained and very exacting in its demands.

### Statistical

The library is divided into three subdivisions, the Search Room, Record Room, and Scientific Library proper. In the Search Room are found one million five hundred thousand United States patents, sixty-five thousand design patents, and one hundred and eighty thousand trade marks, arranged in classified order, and so cross referenced as to make in all four million mechanical patents, one hundred and twenty-five thousand design patents, and three hundred thousand trade marks. The classification by which these are arranged is very minute, containing approximately thirty thousand classes and sub-classes. In the Record Room are found the above-mentioned patents, trade marks and designs in numerical order, with name and subject indexes, and in addition the complete record of applications, amendments, rejections, etc., of every patent granted, in all one million five hundred thousand and about one million so-called abandoned files (abandoned in a Patent Office technical sense.) In the Scientific Library proper are found eighty-five thousand books and periodicals and three million foreign patents bound in both numerical and classified arrangement. The normal increase is about fifty thousand United States patents, trade marks and designs, fifty thousand patented

files, thirty-five thousand abandoned files, one hundred and ninety thousand foreign patents (only about seventy thousand titles, as most are in triplicate), and as many books and periodicals as may be obtained by the expenditure of \$10,000 and a fine exchange list. The main reading room is two hundred and seventy feet long, with three floors of stacks extending the full length on either side, except the third floor on one side, which belongs to another division. The main reading room accommodates one hundred and sixty people, and two smaller reading rooms a total of fifty people. In addition there is a very extensive stack room immediately adjacent to the library.

The library is open seven and a half hours daily, and that it is a busy place may be seen from the fact that the total use averages forty-five hundred items daily, of which an average of eleven hundred volumes and a great number of files are sent to the photostat room for photographic copies. The number of users averages one hundred and twenty-five, though frequently standing room only is available. In addition to this there are forty-eight branch libraries, varying from fifty to five hundred volumes, one in each patent examining division and there supervised by the Principal Examiners. There is a small law library also which we do not administer, but for which we buy the books. Our total staff numbers thirty-five. So much for statistics, which, though necessary to give an adequate conception of the size and activities of the Patent Office Scientific Library, are dry, and give no picture of the intensely interesting nature of the work.

#### "Searching a Patent"

Probably more than 90 per cent of all patent applications die a-borning in the Search Room; that is, the attorney who has been engaged to search the prior art finds the invention of his client has been anticipated. The requirements of the head of the Search Room are that he know the patent classification and so be able to direct searchers that inventors shall not be put to the trouble and expense of filing an application on an invention already patented. After an application is actually filed, it is sent to the appropriate examining division, where the examiner searches the prior art, he having all United States and foreign patents pertaining to that art in his room, as well as such books as he

may desire from the Scientific Library. If he cannot find the application anticipated in his division, he tries the library, where additional books, periodicals and trade catalogs are consulted, and if still unsuccessful in his search, the patent is probably granted.

Now most people think a patent is guaranteed by the government, and entitles the holder to the exclusive right to make and sell the resulting article, but that is by no means true. The Patent Office, though exercising all due diligence, guarantees no patent, and the holder has merely the right to prevent some one else from making and marketing his invention, and may get into serious difficulty if he markets it himself. Why, would involve a long dissertation on patent law, but suffice it to say that the article of which his invention is a part may contain other elements which infringe other patents. Also, his patent may not be valid, due to the patent examiner's not having access to all the prior art, in the form of patents or other publications. Therefore, before manufacturers expend much money on a patent, they have made what is known as a validity search, in which their attorney devotes a great deal of time to a very careful search of patents, books, periodicals, and trade catalogs which may have anticipated the patents. Also, infringement suits are constantly being filed, and the attorneys for both sides make validity searches as preliminaries to law suits.

All these people, patent examiners, inventors and attorneys use the library, and they use it for a strict matter of dollars and cents, in which the time element is very important, and it is the very fascinating and difficult undertaking of the library organization to find them what they want, if it exists. As it is the strictly book and periodical end of the work that readers of SPECIAL LIBRARIES are interested in, I shall describe that briefly.

#### Scope of the Subject

First of all, this library is interested in everything which describes how something is made or done, how it appears, and so forth. It is, therefore, primarily a technical and engineering library, but as the basis of all this is pure science we get the best we can of that also, so far as relates to chemistry, physics, mathematics, and so forth, omitting for the most part biological sciences. Elementary treatises are of little use, as the patent practitioner is interested in basic principle., though

even infinitesimal details of their application are important also. To this end we buy the best books we can get, particularly those plentifully illustrated, as pictures tell a story better than words. We are especially strong in industrial chemistry and electricity, and are trying to get complete sets of the best radio periodicals. As in most special libraries, periodicals here are, of course, more valuable than books, and we bind ours with the "ads" in, where possible, as they contain illustrations. Trade catalogues are exceedingly valuable, and we maintain a large and ever growing collection. Age is no bar to our library, as no reference is valid against a patent unless dating at least two years before the application was filed. This may sound easy, but it is not, and does not preclude the use of current material, for it is here very often that references to earlier publications are found.

As patents are asked for on every conceivable article, so the questions asked the library run the whole gamut of human experience. Here some one wants a publication describing the shaping of a phonograph or similar horn by the exponential formula; another wants to know how long "albatross" has been used in English to mean a kind of cloth; another wants to know if a liquid has ever been used in the cementation processes, exclusive of case-hardening; another wants the date of the first use of cast iron or steel for the base of valve-tappets; or a means of plotting the interest curve against the time element in moving picture scenarios; or a picture of a mechanical stoker built by Watt and installed in a certain building about 1841; or a certain kind of mechanism for measuring the coefficient of expansion in setting plaster of Paris; or the approximate date when a certain drug was first used for a specified medicinal purpose, and so forth, ad infinitum, very exciting but somewhat exhausting at times. And we must find exact references, as approximates are not accepted, most of these queries being incident to law suits. We learn many little-known facts here, as for instance, that the "tank," as used in the late war, was not invented by the British, but by an Austrian as early as 1912; we know that Fulton did not invent the steam-boat; we have anticipated aeroplane patents by books published in the eighteenth century, and fuel-briquetting patents by one published in Latin early in the sixteenth century. I have in my desk a holograph patent application by Abraham Lincoln, for a means of lifting boats over sand bars,

and parchment patents signed by early Presidents. We can tell a perpetual motion inventor a block off, and give him Dircks' "Perpetuum Mobile" before he has time to ask for it. Incidentally, perpetual motionists are the most difficult of all to convince, because they cannot see that their idea constitutes perpetual motion.

### Indexes

The library has a chemical card index of well over a million cards, of formulae—discontinued in 1919 when the American Chemical Society began the publication of its formula index; it has a periodical index covering several hundred American and foreign technical periodicals, begun in 1891 and discontinued in 1912, thus fitting on to the "Industrial Arts Index," and probably unique of its kind. Not so very long ago an attorney found a reference in it, not available in any other known index, which completely anticipated a patent suit involving \$12,000,000. (It is incidents such as these, by no means infrequent, which add spice to this work). We do no actual indexing now, except in connection with the cataloging of books, but in place of this assign about seventy thousand foreign patents per year to examining divisions, these in eleven foreign languages, involving a partial reading of the specifications and knowledge of the subject matter handled by each division, and, in the case of many of the less used languages, briefing the contents. Two translators, who in addition to their extensive language equipment, must have more than a superficial knowledge of many technical subjects, translate patents, books and periodicals for the office and for attorneys, and great care must be taken, as frequently these translations are certified for court use, where the whole case in issue hinges on the difference between tweedledum and tweedledee in a claim.

The scope of the Scientific Library is the world. Our files include The Straits Settlements, the Leeward Islands, and South Africa in addition to the South American countries, France, Germany, England, Norway, Sweden, Denmark, and other foreign countries. An inquiry was lately made as to patent rights in the Malay States, and a letter was recently written to Singapore. This is a reference library, circulating outside only to other libraries, but we are always very glad indeed to render our special kind of service to anyone who asks. Most of our patrons are men

upon the accuracy of whose searches depend the business welfare of themselves and their clients, and the impression imparted by our reading rooms is that of methodical and thorough effort, with no lost motion. The

work is fascinating, with the sense of actually accomplishing something, beyond any other library work I have ever seen. Our task is difficult, but the accomplishment of it brings the greater feeling of reward.

## The Special Library vs the Special Collection

By R. H. Johnston, *Librarian*, Bureau of Railway Economics

The paper by Mr. Chase in the May number of *SPECIAL LIBRARIES* is interesting not only in itself but because of its finding the foremost place in the organ of an association for which he finds no especial need.

Mr. Chase's impression of the uselessness of the Special Libraries Association has some foundation in the wide open membership policy lately adopted, by the inclusion in lists of special libraries of just such special collections as Dawson Johnston first described to us and by representing such general organizations as the District of Columbia Association as local associations. Special collections are not special libraries but the inclusion in the Special Libraries Association of members who are identified with special collections should not declass the special librarian any more than the inclusion of book dealers and authors declass the librarian membership of the American Library Association.

### Functions of a Special Librarian

Nevertheless Mr. Chase's impressions of the relations between the special and general libraries and the opportunities for service are particularly valuable and if shared by reference librarians generally will greatly add to the usefulness of librarianship. Yet in spite of his inability to see the difference between the general and the special librarian except "as cases" there is none the less a difference which is clear as crystal to any one who has labored in both fields.

What the individual does for himself when, interested in radio, he visits the libraries, holds converse with experimenters and experts, is, when done for an organization, special library work. What the business branch of a public library does for an inquiring individual it does for any inquiring individual and the pushing of private interests or fostering an industry which in the fostering might not be welcomed by another industry is entirely outside its scope and entails a point of view and a use of

material which is quite at variance with a service paid for out of public funds. One can imagine the wrath of the business man who finds that the funds to which he is contributing are being used to push his rival's business. Still further the real service of the organization may require the actual destruction of the form of the material in order to put it to its proper use for the ends of the organization.

The public library, or the special collection, stands ready; it answers him who comes to it. Such an attitude is the death of the special library. The special librarian must be on his toes as much as the sales manager. It is he who proposes for the executive to dispose. An excellent example of this difference is found in the paper by Mr. Marion in the same number of *SPECIAL LIBRARIES*. He tells us that a statistician occupying temporarily the post of a special librarian sought and obtained samples and information relating to a new material which he considered could be utilized in the business with which he was associated. He put it in the catalog and "nothing was thought of it" until "some months later" when a call came to him for the information and he was able to respond. This was good general library work. But was it special library work? Not by "some months later" was it. The special librarian would have had that material up to the executive with all the aspects in which it could affect the business and had given his company the jump on all competitors. He would have put it in the catalog, if at all, only after it had been put to work.

In similar ways the special librarian prevents loss by duplication of effort, successful or unsuccessful, by producing on time previous experiments but in all matters applying information directly to the welfare of his company. The general librarian who enters the special library field without recognizing this difference in point of view has been doomed in too many instances already to certain failure.

Yet the special libraries are doing very useful general library work within their special fields. It is this that, for a part, clouds the distinctive character of special library work. But from the nature of the case their real work can never be laid on the table for inspection. The reason there is no central library for the financial district to prevent the wasteful duplication of sets in lower New York is that business interests so far as they are individual are antipodal. Plans when formulating cannot be shared with rivals. In short the special librarian is an active part of a business; his is applying everything to one end; the general librarian is for the most part the passive possessor of *whatever* may be called for *whenever* wanted.

#### Librarianship Not a Profession

Mr. Chase seems also to believe that general librarians are a professional class which, of course, in a broad sense is true as it is of salesmanship, of realtorship and even of barbering. It is safe ground to assume for reclassification committees and the claim is largely upheld by the undoubted professional caliber of our leaders. But between ourselves when we wink as we pass, where is the body of "jurisprudence" of librarianship such as makes law a profession, what do we possess corresponding to the mechanical and physical principles in the application of which we find the profession of engineering. We have become masters of method, we have trained two or three generations in this mass of method but we must not delude ourselves or those whom we have trained with the thought that in these seventy-five or eighty years our busy librarians have been able to settle down to the evolving of principles in the application of which to our work we have reached a professional standard.

True our great librarians have been men of professional standing but not because of librarianship,—rather because of educational background, and it is true that, more and more we are moving away from the custodian and even the executive type and returning to the type of Winsor and Poole, Spofford and Hutcheson, and are on our way to standards of service which will doubtless be professional in type.

When all is said and done, however, the professional librarian of the future will be

the man who knows some subject or subjects well enough to gain confidence and faith such as are given the doctor or the lawyer and in this the special librarian is at least holding up his end.

So in the meantime what matters it how we are named, except that the "method" type of librarianship has lost to the furthering of our claims to professional service men and women for whom the name librarian holds no more virtue than secretary or researcher.

It is sometimes very hard for the editor to keep out of a discussion and when it proves as interesting as this she refuses to remain in retirement.

Mr. Johnston certainly strikes the keynote of special library work when he speaks of the duty of the librarian to pass material immediately to an executive who can use it for the advantage of the firm. We had supposed that this was what was really meant by the slogan "Putting knowledge to work," which appeared on our letters for a time, and it certainly cannot be over-emphasized.

This, however, does not prevent his being a librarian in every sense of the word, it is merely an added function, not a difference. Mr. Johnston calls attention to the fact that scholarship is again coming into favor in library work. If the special librarian is to judge what is of value he must be to some extent a scholar—again a common objective.

Librarianship is perhaps not yet a profession, but unlike barbering or even salesmanship, it is on the way to becoming a profession. The editor attended the dedication of the Massachusetts Institute of Technology buildings a few years ago as the guest of a member of the first class which graduated from it. Engineering in those days was scarcely a profession, although it has begun to establish its claim to be one. If librarianship is to follow in its steps it must be through co-operation, not by splitting up into groups which disclaim common ends, or even emphasize differences.

Certainly the engineers have more diversity than librarianship is likely to afford, but they have also recognized the basic unity underlying this diversity and builded their profession on that.



## The Newspaper Library and Morgue<sup>1</sup>

By Charles B. Maugham, *Librarian*, St. Louis Post-Dispatch

In considering the question of a newspaper library, reference and information department, or morgue it must be borne in mind that the plans are necessarily laid out on a scale commensurate with the size and scope of the paper and with due consideration for the resources available for the purpose. The department is literally the office store of information and it necessarily covers every factor that goes into the paper. However, a one man morgue can be made as useful to a paper that does not want to go more extensively into the work, as a much more elaborate organization on a larger paper with unlimited resources at its disposal. It is merely a matter of adapting your system of work to your facilities. There are any number of morgues scattered throughout the newspaper offices of the country that do not even receive the undivided attention of one man and there are other fairly organized and efficient departments of the same character that are employing as many as thirty people.

Perhaps we can strike a happy medium between the two extremes by taking as an example the system of work now being followed by the *St. Louis Post-Dispatch* where a staff of nine is employed. All of them work primarily on the index of the paper each day and in addition each is assigned to a special division of the work with full responsibility for that division.

The work involves making a daily lesson of the paper and recording all the elements in such a way that ready reference may be had to them at any time in the future. This work has been systematized in such a way that a novice soon becomes familiar with the routine and while it is not possible to entirely eliminate the human hazard it is found that news matter easily adapts itself to systematic indexing and such a plan has been worked out.

### Qualifications for Newspaper Librarian

News for the most part is simply the by-product of human activities, personal, social, political, industrial and takes in much of the animal kingdom, a great deal of the natural phenomena and wanders at times into totally uncharted realms. The index system follows

this general course with personal and subject headings, geographical classifications and official designations. The student must understand his local municipal government, his county government, his state government and the general system of government throughout the country and the nations of the world. He must know the legislative procedure and congressional practice as well as the usages and practices of the parliaments, assemblies and legislative bodies of the other countries. He should be fairly familiar with his geography, not only local but state and nation wide and should have such a running touch with the outlines of the world that he can readily visualize the route of such an epochal event as the flight of the American army aviators around the world to the west and the English, French and Portuguese to the east. He may be called upon at any moment to locate the position of these men. In general information, the newspaper librarian should have a knowledge of French, English, German, Spanish and Italian with a background of Greek and Latin as they are all called for in the course of a day's work. If he has any spare time to acquire any of the other three thousand odd tongues that are spoken in the world, sixteen hundred of which are said to be made use of in the United States, he will probably find that they will come in useful at times. He should have a general knowledge of world history and a particular knowledge of the men and events of his own period. In fact if there is any place where wider range of knowledge is called for than in a newspaper library it has not been revealed in my experience.

### Training Desirable

While I may be speaking without due knowledge of your course of instruction at Missouri University, I do believe that if the field is not already covered a course in newspaper library work added to the curriculum would broaden your view of your future vocation. In fact if I were directing the affairs of a newspaper office and had an efficient reference department I would place all students who sought positions in the office, in the morgue primarily in order to get them in touch with

<sup>1</sup>A paper read during Journalism Week at the University of Missouri.

the whole scheme of things. If a student goes into one of the departments he necessarily becomes lopsided either on local news, telegraph news, sport news, financial news or in relation to advertising or circulation questions. In morgue work he comes in touch on an equal basis with all the news departments of the paper as well as the other divisions. It broadens his view and enlarges his knowledge so that he becomes familiar with every element that goes into the paper. He has to learn the processes of preparing copy, typesetting, stereotyping, pressroom work, circulation and advertising. He has to cultivate an acquaintance throughout the staff and be in a position to meet them at any time on terms of equal familiarity with their work. He must cultivate the confidence of his managing editor and the other editorial chiefs on the paper in order to co-operate efficiently with them when called upon.

#### Co-operation

In order to bring about a condition that would approximate the requirements of the service the newspaper librarians of the country within the past year have organized themselves into the newspaper group of the Special Libraries Association. It has been the idea that such an organization would give the newspaper librarian a wider range of usefulness through a closer affiliation with his fellow workers. The purpose of this newspaper group is to establish and agree upon an ideal

and definite standard of classification and newspaper library practice to be used as a basis for those contemplating entering the service and to assist newspapers in the reorganization of their departments or in inaugurating such a department. As the chairman of the central district of the newspaper group of librarians, I am authorized to tender this offer of co-operation.

The library of a newspaper office is necessarily governed by circumstances similar to those stated at the beginning of this paper. I am familiar with newspaper libraries carrying as high as ten thousand volumes. Such a collection in an office, of course, is an invaluable thing but it is not by any means necessary. A small collection of standard reference works will satisfy the ordinary demands. These should include the Bible and a concordance, Shakespeare's works, dictionaries of all languages, atlases, gazeteers, almanacs, year books, who's who, the congressional directory, the year books of the various states, the official publications of foreign governments, Burke's Peerage, Almanach de Gotha, and the list can be added to indefinitely. I have in mind particularly biographies, autobiographies, histories and books of an informative character,—no fiction.

NOTE.—We have omitted the last paragraph of this paper as it practically repeats the statistics given in the author's article in SPECIAL LIBRARIES.

*Editor.*

## The Value of a Library to Engineers<sup>1</sup>

By Sidney J. Williams, *Chief Engineer, National Safety Council*

The term "engineering" is used broadly, not to say loosely, nowadays, but if the word means anything, it indicates a field of endeavor that deals with material facts. The physician and the clergyman deal with states of mind and body, the lawyer, with analytical subtleties; the politician and the educator, with human behavior; the business man, with all these and more. But the engineer, though his purpose may be idealistic and humanitarian, has as his actual tools substantial, comfortable things that one can see and take hold of, such as bridges, blast furnaces, machinery, electric wires, deadly chemicals and the like, together with the fairly definite laws that govern their behavior.

If the engineer thus deals with material facts, then his need of a library is manifest, for a library of the kind that I am concerned with is simply a warehouse of facts.

When I went to college I was taught—to my great relief—that an engineer need not carry in his own head all the facts of the physical universe such as the velocity of the Ganges River or the specific gravity of No. 1 spring wheat—but must know where to get such information. In those days this meant "a twenty tomes, clothed in black and red"—not "of Aristotle, and his philosophic" but the standard handbooks of the various branches of engineering and the physical sciences. But the world has moved since then, and is moving

<sup>1</sup>A paper read before the Chicago Library Club, March 6, 1924.

faster every year, and today the standard handbooks are only a beginning; they must be supplemented, if one is to keep up-to-date, by a veritable avalanche of books, pamphlets, bulletins, magazines, reports, photographs, photostats, blueprints, things printed, multi-graphed, mimeographed, telegraphed, penned and penciled, whose bewildering variety is evident from the fact that I cannot find a single word or phrase to include them all. No one person can read all of this, much less remember it, yet any tiniest scrap of information may be urgently needed at any moment. Hence, the modern "business" or "special" library.

#### Importance of Correct Classification

Librarians have this in common with engineers, statisticians, and most scientists—they are intensely concerned with classification. I suppose classification is the root principle of all library work. Classification is sometimes thought of as a simple thing but actually it is one of the most difficult things in the world. Wrong classification lies at the root of a great many human ills and incidentally is the reason for the popular association, sometimes justified, of statisticians with liars plain and fancy. If a statistician should say, but, of course, he wouldn't that his city had 25 per cent of the population of the state yet paid 40 per cent of the taxes, and if he should fail to mention that it had 50 per cent of the wealth, he would deserve his popular position at the head of the hierarchy of liars, and all through a wrong classification. An error similar in kind would be made by the circulating librarian who should file our popular newspaper serial "Chickie," which I have read by title only, under "poultry raising." If our National Safety Council Library were through some catastrophe, which heaven forbid, to be dumped unceremoniously into the alley, and if my small daughter were to be given the job of "sorting" the mess, she probably would

classify the books by color and the loose papers by size, which would be perfectly logical from her standpoint but hardly satisfactory from mine. These examples of misclassification are obvious but as you all know, there are many others exceedingly subtle, difficult to avoid, more difficult to detect, yet almost ruining the usefulness of your library. Proper classification is a job that calls forth all your powers of analysis, of imagination, and of capacity to absorb a tremendous amount of miscellaneous information; a job on which every librarian must not only put his or her own best effort but also use the assistance of the engineers or others who use the library.

I mention classification partly because of its obverse side, its tendency to bring out and to develop what is perhaps our greatest weakness. Every virtue is said to have its attendant vice; and all of us engineers, scientists, statisticians, librarians, who have to do with the analysis and classification of material facts, are exposed thereby to a very dangerous germ the tendency to a certain inelasticity of mind to confuse the means with the end, to deify and to serve the system which we have created to serve us. None of our categories is sacred. The law of gravitation itself, than which twenty years ago there was nothing more fixed and substantial, today is undergoing revision. Every library, like every engineering department, is a part of a larger organization. Even if seemingly a unit in itself, it is of, by, and for the community. Its technique, its classifications, all its methods are for the service of the organization as a whole and must, therefore, be subject to change with changes in the whole organization. A library such as ours is famed abroad and indispensable at home, not only because its director and staff are skilled and competent in their technique but because they are constantly on the watch for possible improvements and new developments in the service of the whole organization.

## Library of the Division of Laboratories and Research of the New York State Department of Health

*Buried in the 42d Annual Report of the New York State Department of Health for the year ending December 31, 1921 is an interesting account of the activities of the*

*Library of the Division of Laboratories and Research. In commenting on the work of the Library the Director of the Laboratories says that "No one thing has contributed*

*more to the upbuilding of the laboratory than the establishment of the library and of the scientific file. . . Without the assistance of this unit, it would be impossible for the director or the heads of departments to conduct the researches of the laboratory." The report of the librarian, Miss Mary Williams, follows:*

If space permitted much might well be said in regard to the development of the library during the past year. With an adequate staff, sufficient resources as regards literature and all necessary equipment, the library affords free access to the more important literature upon the scientific subjects of interest and value to the laboratory, and supplies needed assistance in looking up references and in preparing manuscript for publication. The library is not only the center toward which all scientific workers turn for stimulus and information in connection with their work, but more and more the advantages it supplies are appreciated by the workers. It is gratifying to notice improvement in the reports and papers prepared by the members of the staff, which in turn indicate the amount of investigation and study going on in the laboratory, and to be able to report increased ability on the part of the library assistants to conserve time and effort in their work while rendering better service.

As the director has emphasized in previous reports, his idea in regard to the establishment and development of a laboratory library is not merely to have a collection of books and journals, or even to limit the library activities to those usually included under the phrase "library work"; he wishes to consider the library as a point of concentration around which the research and investigation of the laboratory shall gather. Consequently, many related activities are included which are usually performed elsewhere, and the scope of the library work is continually expanding to keep pace with the continued development of the laboratory.

The unit or group is called the "library group" because library methods of classification, indexing and so forth are used in caring for the various kinds of material, such as books, pamphlets, lantern slides and the museum material, and also for the arrangement and indexing of typewritten and manuscript reports and papers preserved in a permanent scientific file. This file which forms part of the library collection serves as the archives, as it were, of the laboratory activities.

As at present organized, the first duty of the librarian is to acquire, preserve and bring to the notice of workers literature bearing on laboratory activities, and to see that in arrangement and appearance the library room is really the center where scholarly reading and study are encouraged. On the other hand, it is the duty of certain members of the library group to help members of the staff to prepare the results of scientific work in the form of memoranda and reports which are suitable for preservation in the library or for publication. Also it is the duty of one person to notice, not merely if the material is handed in promptly, but to call attention if the reports themselves do not fulfill the purpose for which they are requested. They should not be long; should not require much time to write; but should be clear, concise and to the point, showing that even the junior workers are thinking about and studying their work.

The centralization of library activities, some of which might well be termed secretarial, has necessitated a larger library staff than would otherwise be necessary; yet when the character of the work is considered and it is realized that the different parts are dependent one upon the other, the arrangement is seen to be more economical and satisfactory than if two or more groups were organized separately. Many of the problems of the state laboratory are also problems of the local laboratories or are of special interest to them, so that the laboratory library with its complete files of standard procedures, and full reports of special investigations and researches, reviews of literature and so forth, may serve not only the state laboratory, but also other public health laboratories throughout the state.

The brief survey of the library activities made by the committee appointed by Governor Miller has stimulated the library group to continued study of their problems. During the past year the routine work has been under constant discussion and has become well systematized.

Although the library is primarily intended for the use of the scientific workers, particularly to increase interest in their work and to encourage them to study their problems, it is also intended to be of value to all the laboratory workers. Items of scientific interest, notices of meetings other than those connected with the laboratory are posted on the bulletin boards.

At present the library takes about seventy-five periodicals of interest and value to the laboratory staff, including representative foreign journals in bacteriology, pathology and experimental medicine. All these journals are necessary in such a large public health laboratory where a variety of subjects are under investigations, and where scientific workers should be informed of the latest results in bacteriology, chemistry and the other medical sciences as they are related to infection and immunity and to the field of public health. The current numbers of these journals, together with the bound volumes of back numbers and all other literature are kept easily accessible in the large library room. The books do not circulate. After some discussion it was decided to keep all literature in the

library. As the room is always open and may be used at all times the regulation is reasonable and it works advantageously rather than otherwise in the interests of the research workers.

The degree of improvement in effective service made by the library during the past year, and the hopeful outlook of being able not only to stimulate intellectual activity among the laboratory staff, but to help foreshadow the direction in which some of such activity may be formulated, has been possible because the director has insisted upon having, as far as possible, experienced persons for the work. The library group of the laboratory starts the coming year in better position than ever before to serve the needs of the scientific staff.

## Conference Program

*Tuesday, July 1st 10.00 a.m.*

### General Session.

1. Called to order by president.
  2. Announcements by president and others.
  3. President's address, by Mr. E. H. Redstone.
  4. The Business Library as a Phase of Group Service, by Dr. Arthur E. Bostwick.
  5. The Plai<sup>n</sup>t of the Prosperous, by Dr. David Friday.
  6. Adjourn.
- 8 P. M. Entertainment Committee's Program.

*Wednesday, July 2nd*

(Exact time not yet appointed).

Group Meetings—Such group meetings to be planned throughout the day rather than all being held at one time so that those interested in more than one meeting will be able to attend. If necessary to hold more than one group meeting at a time, such meetings will be held by groups which conflict as little as possible in common interest.

Two hours to be given each of these meetings.

*Thursday, July 3rd 9.00 a.m.*

Business Session (possibly all day).

*Saturday, July 5th 9.30 a.m.*

Joint session with the American Library Association and the College and Reference Section of the American Library Association.

Miss Margaret Mann speaker for Special Libraries Association.

### Group Programs

#### ADVERTISING, COMMERCIAL AND INDUSTRIAL

The subject of this meeting will be "The Marketing of Goods." The special aspects selected for discussion are:

- Marketing
- Marketing Analysis and Statistics
- Salesmanship and Sales Management
- Advertising
- Retailing
- Transportation
- Foreign Trade
- Prices

#### CIVIC

Joint meeting with National Association of State Libraries. 9.30 a.m.

#### FINANCIAL

- I. Report of the chairman of the group.
- II. "What we are planning to do in the National Business and Financial Library"—Miss Alice L. Rose, director.
- III. Open forum.
  - i. The financial librarian—aims, standards, limitations. Leader: Miss M. L.

Frey, librarian, American Bankers Association, New York.

2. How can the librarian of the west help the librarian of the east, and vice versa?

Leaders: To be announced later.

3. Source material for financial libraries. Leader: Miss Eleanor S. Cavanaugh, librarian, Standard Statistics Company, New York.

4. New books of the year for financial libraries. Leader. Mr. Robert L. Smitley, Dixie Business Book Shop, New York.

5. \*General discussion—based on topics suggested by individual members of the group, such as, for example:

- (1) Accession lists.
- (2) Newspaper and periodical digests.
- (3) Publicity methods.

#### IV. Business meeting.

#### INSURANCE

Insurance Periodical Index—an open discussion.

#### NEWSPAPER

Subject "Methods and Practices Peculiar to Newspaper Libraries." The creation of a system for standardization for a newspaper library.

#### PUBLIC HEALTH

Health Books for Children by Miss Grace T. Hallock of the America Child Health Association.

#### TECHNOLOGY

1. Discussion of sources of information as presented by members of group.
2. Consideration of sponsorships and of various suggestions.
3. Election of officers.
4. How shall we function until the next convention?

#### Duration of Conference

More and more it becomes apparent that there is some misunderstanding regarding the actual dates of the Special Libraries Association Convention.

People, in talking and writing to me regarding the program, are of two distinct opinions: One, that our dates are the same as those of the American Library Association: i.e. from Monday, June 30th through Saturday, July 5th. Others have a very definite opinion that the Special Libraries Association Convention runs only from July 1st through July 3rd.

As the Executive Board decided that the meeting dates would be the same as the American Library Association, and as now our program calls for a joint session with the American Library Association on Saturday, July 5th, I think you should give prominence to a notice calling attention to this fact.

I feel that it will be a great pity for a large number to miss the Saturday session at which our own representative is to speak and which otherwise promises to be one of the most interesting sessions of the convention.

CARLOS C. HOUGHTON,  
*Chairman Program Committee.*

## Nominating Committee Report

President—Miss Alice L. Rose

First Vice-President—Miss Claribel R. Barnett

Second Vice-President—Miss Linda H. Morley

Secretary-Treasurer—Miss Laura R. Gibbs

Asst. Secretary-Treasurer—Miss Gertrude D. Peterkin

#### *Members of Executive Board*

Mr. Edward H. Redstone, ex-president

Mr. Dorsey W. Hyde, Jr.

Miss Juliet A. Handerson

(signed) Juliet A. Handerson, *chairman*

Dorsey W. Hyde, Jr.

Martha Coplin Leister

Bertha V. Hartzell

E. H. McClelland

E. W. Chapin

\*A "question box" will be operated in connection with this part of the program, into which each of you during the meeting will be permitted to drop slips of paper containing questions or problems, as they occur to you, which you would like brought up for discussion. Any time previous to the beginning of the general discussion section of the open forum contributions will be in order. During the general discussion the chairman will draw out the slips one by one, taking them up in the order of withdrawal, and drawing as many as the time allowed for this part of the program will permit.

# Special Libraries

LAURA R. GIBBS, Editor  
142 Berkeley Street  
Boston 17, Mass.

## Associate Editors

MISS ELIZABETH HANNER  
MR. DORSEY W. HYDE, JR.  
DR. RALPH L. POWER

MISS REBECCA B. RANKIN  
MISS MARGARET REYNOLDS  
MISS MARGARET WITHINGTON

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## EDITORIAL

The program as printed above needs little comment. It is surprising that it could be so well in shape so long before the meeting and we are sure that the committee will make the unfinished parts as attractive as those which it already offers. Now for a record breaking attendance. Please register for the Special Libraries Association as well as for the A.L.A. *immediately* on your arrival. Others will want to find you, probably not so many others that you need fear the publicity of registration.

Come for the whole week and come with that spirit of helpfulness that brings its own reward in inspiration for the next year's work. Come to all the S.L.A. meetings and to the A.L.A. meetings that interest you. Let us demonstrate that the special librarians are an important part of a coming profession.

The program should be of assistance in convincing superior officers of the value of the conference—show it to them.

If you feel lonely or lost come to the registration desk and get something to do that will bring you in contact with others. There will be plenty of work for all.

The business of the association has become so heavy the last few years that the programs of the business meetings have been sadly over crowded. In order to relieve the situation it has been decided that reports of committees and groups should be published in this issue of SPECIAL LIBRARIES instead of being read at the meeting. They will accordingly be found in their respective columns below. A few have had no reports to make and one or two have asked that supplementary material may be published in September.

On the whole these reports show a very creditable activity on the part of the association. It should be remembered that all our members are busy people, many of them excessively so, therefore, it is remarkable that so much could have been accomplished.

## Associations

### American Library Association

Grants amounting to \$26,000 for the current fiscal year were made to the American Library Association recently by the Carnegie Corporation of New York. The grants were for five separate items as follows: Temporary Library

Training Board, \$2,000; a survey, \$7,500; a study of libraries and adult education, \$6,000; a general editor and a proofreader, \$3,000; A.L.A. Headquarters, rent and moving expenses, \$7,500; total \$26,000.

The additional grant to the Temporary Li-

brary Training Board was primarily to cover expenses of the open meeting which was held in New York City, April 15th, 16th and 17th.

The sum appropriated for a survey will be made available to the Committee of Five on Library Service, of which Dr. A. E. Bostwick is chairman. The committee was created in 1919 to make a comprehensive study of library methods and practice and to publish its findings. The work is divided into four groups: (1) the acquisition of books and organization for use; (2) the use of books; (3) the relation of libraries to government and other institutions and agencies, including the activities of the libraries not directly connected with the use of books; (4) library personnel training, salaries and hours of service. The chairman has in hand a questionnaire, prepared by the committee members with the help of several hundred other librarians. The appropriation will make possible the employment of a director, the necessary assistants, traveling expenses, and printing.

The study of libraries and adult education is to be conducted by a commission which the Executive Board has voted to create, but the members of which have not yet been chosen. L. L. Dickerson, until recently with the United States Army as advisory librarian, has been engaged as an executive assistant to aid the commission in its study. He is now assembling material and preparing tentative plans which will be submitted to the commission for criticism and possible action, when it is appointed. The vote of the Executive Board authorizing the appointment of the commission defining the commission's duties as follows: "To study the adult education movement and the work of libraries for adults and older boys and girls out of school; to report its findings and its recommendations to the council."

The appropriation for a general editor and a proofreader are to make it possible for the Headquarters office to give more attention, and more prompt attention, to the manuscripts submitted for publication by the A.L.A.

The item of \$7,500 for A.L.A. Headquarters, rent, moving expenses, etc., has already made possible the rental of space on the ninth floor of the John Crerar Library Building. The office in the Public Library is retained.

#### **Open Meetings of the Temporary Library Training Board**

A series of open meetings of the Temporary Library Training Board was held in New

York City April 15-17, 1924, for the discussion of the Provisional Draft of the Report of the Board to the A.L.A. Council. To these meetings the Executive Board of the A.L.A. had invited all members of the profession.

The Provisional Draft of the Report discussed consisted of four pages including first, a short historical sketch which gave the background for the appointment of the present Board; second, the Findings of the Board; and last, the Recommendations. Following the main text there were appendices: A—Scheme of Classification for Library Schools, B—Summer Courses, C—Training Classes, D—Apprentice Classes, E—Teacher-Librarian Courses, F—Correspondence Courses.

Much of the discussion at the meetings centered around the appendices, although these are to be presented to the council for general information, not for action, and are prepared for the consideration of the possible permanent board. Some of the suggestions made from the floor were that the library schools be grouped by kind, and not classed by grade; that instead of classifying library schools descriptions be given; that training classes be held for six months, not for seven and eight months; that regional training classes be established; that there was a definite relation between salaries which may be received and amount of preparation which was required according to the appendices; that summer library courses were extremely valuable and the requirements for entrance and for faculties should not be placed so high as to hamper their effectiveness.

There were present at the meetings held in the lecture room of the New York Public Library, representatives from twelve of the eighteen library schools, from training and apprentice classes, summer sessions, normal schools and teachers' colleges, and correspondence courses. The officers of the A.L.A. committees and sections, and of affiliated and other national library associations particularly concerned with education for librarianship were in attendance as follows: The chairman of the A.L.A. Professional Training Section and the Education Committee, and the Presidents of the Association of American Library Schools, the League of Library Commissions, the Special Libraries Association, and the Library Department of the National Education Association. Other librarians were present at one or more of the sessions and expressed



their opinions on various points. A national gathering, therefore, conferred for three days on library training problems, for the benefit of the Temporary Library Training Board, all members of which were in attendance; Adam Strohm, chairman, Harrison F. Craver, Linda A. Eastman, Andrew Keogh, Malcolm G. Wyer, together with Sarah C. N. Bogle, secretary, and Harriet E. Howe, executive assistant.

The text of the report has been revised since the meetings and in its new form will appear in the May A.L.A. Bulletin.

The chairman announced during the session that further suggestions would be welcome during the next ten days if sent to the A.L.A. Headquarters to the executive assistant of the board. The scheme of classification for library schools is to be worked over and an alternative one developed before the final report and the appendices go to the printer. This final report (with the appendices) will be mailed to all members of the council and to all others requesting it before the Saratoga Springs Conference.

#### Boston

The Special Libraries Association of Boston held its annual meeting in a most attractive bungalow on the top of Punkatasset Hill in Concord, at the invitation of Mr. and Mrs. George W. Lee who dispensed their hospitality in a charming manner.

Annual reports and the election of officers comprised the evening's formal program. Mr. Briggs spoke first in appreciation of the spirit of kindly co-operation offered him throughout the year by everyone. The reports of the secretary and treasurer were followed by those of individual committee chairmen. The Membership Committee reported forty-five new members, seven resignations, and one death, and made several suggestions for the future policy of the committee. The Education Committee reported the continuation of an evening class, this year offering a general course in special library methods under Mrs. Lane's direction. Mr. Stebbins, chairman of the Registration Committee, gave a very complete and valuable report of its work in receiving applications, and introducing applicants and prophesied an enlarged field for such effort on the part of the association. Mr. Alcott told of the work of the Publicity Committee in reporting association activities for local and professional publication.

The following officers were then elected for the year 1924-25: President Mrs. Ruth M. Lane, Vail Librarian, Mass. Institute of Technology; Vice-President, Mr. William Alcott, librarian, Boston Globe; Secretary, Miss Ethel M. Turner, reference librarian, State Library; Treasurer, Miss Marion G. Eaton, librarian, Federal Reserve Bank.

A picnic supper and chats with friends—between whiles long inspiring looks at the panoramic view spread out below us—completed the evening's enjoyment and the association's successful year, for the latter of which we owe special gratitude to our president, Mr. Walter B. Briggs.

#### Extension Service Committee

At the meeting held in the Staff Lecture Room of the Boston Public Library on Tuesday, April 29, the following subjects were considered.

1. Union Catalog of books, pamphlets, and periodicals in libraries of Boston and vicinity. Miss Reed, who has been employed for the purpose by Stone & Webster for a period of three months ending June 30, is collecting material toward such a catalog along lines approved by the Special Libraries Association of Boston. It is hoped that her work will lead to the permanent establishment of the catalog as a regular feature of the library system of Greater Boston. Such a Union Catalog is capable of indefinite development in the light of experience.

2. Information Resources, aside from libraries. Much interest was shown in the discussion of such resources last fall at meetings of the Extension Service Committee and the Special Libraries Association of Boston. How shall these resources be brought to the attention of librarians?

3. Want list. How shall the wants of one library be linked up with the superfluous materials which accumulate in others?

4. Everyday English. Arrangements for giving systematic publicity to the work of the committee formed last winter.

The first number of the *Co-Ordinator* was issued at this meeting. A mimeographed sheet distributed by Mr. Lee. It was in the nature of a report of what has already been accomplished by the committee.

#### District of Columbia

The next meeting of the association will be held Thursday evening, May 22nd, at eight

o'clock at the Grace Dodge Hotel. Mr. John Ihlder, manager of the Civic Development Department of the Chamber of Commerce of the United States will deliver the principal address which will be on "Local Social Problems and the District Librarians." Mr. Ihlder has been prominently identified with local social and civic undertakings have served as president of the Monday Evening Club and, at present, of the Washington Council of Social Agencies. As chairman of a special committee he has recently published an interesting illustrated pamphlet on "The Future of Georgetown."

A large delegation of Washington librarians, it is expected, will attend the Saratoga Springs Convention—if only to see our genial fellow colleague elected president. Great things are promised by A.L.A. headquarters and the Special Libraries Association and other affiliated bodies are planning exceptionally interesting sessions. Why not make our delegation the largest and celebrate the event with a special D.C.L.A. dinner?

Dr Harold G. Moulton, director of the Institute of Economics, the speaker at our last meeting, took to the library atmosphere like a duck to water and D.C.L.A. members found him not only an exceptionally interesting speaker but a real human being as well. His relation of the co-operative economic investigations of the institute gave all of us a clear conception of its scope and value. Miss Rathbone was made very welcome in our midst; Mr. Gerould of Princeton told about the new union list of periodicals sponsored by the A.L.A.; President Price told of recent developments in reclassification, and Mademoiselle Denise Montel de l'Institut Maritime de Marseilles—Mon Dieu, elle c'tait tout-a-fait charmante! N'est ce pas?

#### New York

Librarians in their professional capacity may shiver with apprehension at the prospect of radio competition with the reading urge of the public, but personally—well, they are intensely interested to see how the wheels go round, if the April meeting of the New York Special Libraries Association is any criterion. Dinner was served in the dining-room of the American Telephone & Telegraph Company, after which the courteous invitation of Station WEAJ in that building to inspect their rooms and apparatus was eagerly accepted

The president announced that this evening's program belonged to our own members and introduced Mr. E. H. Redstone and Mr. Dorsey W. Hyde, Jr as honored guests. Mr. Redstone spoke a few words of greeting on behalf of the National Association and urged attendance at the coming convention in Saratoga Springs. Mr. Hyde made a plea for constructive effort on the part of special librarians to produce and maintain high professional standards. Greater responsibility should be sought, and a definite effort made by individual librarians to broaden their program of usefulness. The employer often must be taught what his librarian can and should be expected to do. For example, it is not efficient to allow an expert investigator or a research worker to be interrupted in his special work by routine inquiries, even though in his own line. These can be delegated to the librarian, after the first time of asking, to be answered from library files of memoranda or other records.

Miss Rankin considered the time opportune to make an energetic appeal for increased membership in the national association and urged that all possible objections be cited frankly from the floor so that she could discover the real reasons for the lack of response to repeated appeals. The most common objection is that the fee of \$2 is too high for the value received, and the point was made that membership in the larger national association, the American Libraries Association, seems to meet the needs of the average special librarian.

Miss Anne Morgan was present as a representative of the American Woman's Association and described plans for the \$4,000,000 club house that is to be built for business and professional women in New York.

The association held the last meeting of the season on Tuesday, May 20th at the Civic Club, 12 West 14th Street. The election of officers and the reading of the reports for the year took up the hour from 5:30 to 6:30 at which time dinner was served. Mr. David Friday of the National Transportation Institute was the speaker for the evening.

The activities of the association for the past year have been limited to the seven dinner meetings at which men well known in their particular fields have been the speakers. The Employment Committee, Miss Dorothy P. Wells, chairman, with the assistance of the Y.W.C.A. has been very active in an attempt

to improve the employment situation and in the establishment of new libraries.

#### Philadelphia

The council held its April monthly meeting on the twenty-fifth, at the Philadelphia Chamber of Commerce.

In pursuance of the desire for further information on the subject of "Training for Library Service," another meeting was devoted to the subject, with special reference to opportunities for improvement for librarians while in service.

Interesting and instructive talks were given by Miss Bessie Graham, instructor in library science and book salesmanship of the William Penn Evening High School, and Professor Street, Principal of the School.

The course, which is a part of the Extension Service of the Board of Public Education, is given on the first three evenings of the week, and includes library science (book classification and cataloging) on Monday evenings; and a course in general literature including filing, book advertising, book reviewing, book binding, a study of children's books, rare books and current book news of the day on Tuesday and Wednesday evenings. Miss Graham stated that it would be possible to rearrange the course to include the subjects desired by the greater number.

#### Pittsburgh

The Mercy Hospital, with Miss Mary McCloskey as hostess, entertained the Pittsburgh Special Libraries Association at dinner, April 15th. Dr. Grover C. Weil, chairman of the Library Committee, and primarily responsible for the establishment of the library, talked to us about how the library had come into being. He stressed the absolute necessity for a library in a hospital for its use as a research laboratory and the continuity of records of medical discoveries. Drs. W. W. G. MacLachlan and Alfred M. Wedd talked of the helpfulness of a medical library in hospitals affiliated with the medical schools.

At the business meeting which followed, the annual election of officers took place, with the following results: Mrs. Blanche K. S. Wappat, president, Carnegie Institute of Technology Library; Miss Emily J. McNary, vice-president, Dental School, University of Pitts-

burgh; Miss Jessie Callan, secretary-treasurer, Traffic Department, Bessemer and Lake Erie Railroad Co.; Executive Committee: Miss Adeline Macrum, Tuberculosis League, and Mrs. Clara G. Stateler, Mellon Institute. Miss Emily J. McNary was chosen as a delegate to represent the association at the Special Libraries meeting in Saratoga Springs.

The Pittsburgh Special Libraries Association is still young and is still exploring libraries which are new to the majority of the members, as evidenced by the fact that with one exception, we have not met in the same library twice since our organization. During the past year we have become better acquainted with each other as librarians and more often we are turning to each other for advice and consultation. Although our various collections differ widely in content and administration we are learning that our problems and difficulties may be solved by a common knowledge of the fundamental principles controlling our particular work of making information serve those who are in need of it.

It has been most illuminating for the members of the association to witness the close co-operation and the unity of ideas that exist between the business or institution and librarians employed by them, since we have had the privilege of hearing representatives of the management at many of our meetings explain their reasons for establishing the libraries and give their viewpoints on what constitutes library service for their individual concerns, and their great interest in how this should be carried out. It would seem that the success of the library is proportionate with the way in which it fits into the organization sponsoring it.

The work of compiling a directory of special libraries in the Pittsburgh district and a union list of periodicals contained therein, has been inaugurated and is now well under way, being directed by two able committees. Upon the results of these surveys, which we expect to publish very shortly, will be based a good part of our program for the coming year.

The unexpected and enthusiastic response to the publicity we have attempted has given the association encouragement and the necessary knowledge of where and how to direct its future efforts most effectively.

## Committees

### Constitution

The Constitution as published in the December issue of the *SPECIAL LIBRARIES* forms the final report of that committee.

### Directory

The final report of this committee will be published after the directory is off the press which it is hoped will be by the time the conference meets.

### Membership

After the membership bills were sent out for the second time this committee checked the list of national members with the lists of local association members. A special letter requesting memberships was addressed to all those persons who were members of a local but did not belong to S.L.A., six hundred and thirty-six in number.

A member of the Membership Committee in each of the communities where a local association exists did original and follow-up work for members. According to reports made, all new special librarians in these cities and all persons who were not members of the national have been personally invited and urged to join. In addition, the chairman has followed all leads for new members given to her by the secretary.

During the year many new members have joined the association. It is impossible for the Membership Committee to claim credit for all of these but we cannot tell exactly how many have come in response to our campaign.

It has been the intention of the Membership Committee to circularize each firm or person whose name is found in the new edition of the "Special Libraries Directory" (who is not already a member) and also all those in "Informational Services Handbook." To date this has not been done as it was thought advisable to carry publicity for the two directories in the same letters. This is a possible field for the incoming membership committee.

REBECCA B. RANKIN  
*Chairman.*

### Methods

The report of this committee cannot be a complete one at this time for reason that the sub-committees had been instructed that they might have until the first week in June to prepare their reports to the main committee

and this magazine goes to press fully two weeks before that time. This will necessarily, therefore, be only a general statement, which the committee will be able to amplify by the time of the annual meeting.

Last year the Methods Committee presented their Preliminary Report on Findings from the questionnaires, together with a collection of sample forms in use in special libraries which had been received with the questionnaires. This year the committee will perhaps have nothing so tangible to present at the annual meeting—but it can, nevertheless, report that very definite progress is being made.

To restate briefly the objects of this committee, they are:

1. The collection and dissemination of information on methods in use in the special libraries of the country.

2. The study of such methods with the idea of formulating standards as far as possible which the association can approve.

Progress has been made along both these lines this year. The plan of work is to organize groups in centers where special libraries exist, each of these groups to collect information on and study a specific problem or group of allied problems; prepare themselves to give authoritative information to inquirers on these problems and gradually, to work out standards for their specific topics. From time to time, as studies are prepared, they will be published, probably in the association's organ.

It is difficult for those who have not tried it to realize how much time, patience and persistence it requires to organize such groups as these and get them actively to work. The committee is, therefore, pleased to report that during the year local sub-committees have been organized in five centers which are working along the lines of this general plan. These centers, together with their chairmen and studies, are as follows, in order of their formation:

Boston—chairman—George W. Lee.

#### Topics:

1. The uses of published indexes.
2. The uses of publishers' and libraries' lists.
3. Continuation records.
4. Discards.
5. Labor saving devices.

Philadelphia—chairman—Miss Louise Keller.

Topics:

1. Classifications.
2. Cataloging problems.

Chicago—chairman—Miss Ruth Nichols.

Topics:

1. Pamphlet material.
2. Clippings.
3. Charts, maps and other illustrative material.
4. Circulation of periodicals and business services.
5. Library publicity and extension of use.
6. Preparation of bibliographies.

New York City—chairman—Miss Eleanor Cavanaugh.

Topic:

Technique of reference—research work in special libraries.

Los Angeles—chairman—Miss Alice Scheck.

Topic:

General care and use of periodicals.

In addition Miss Mary Lacy of Washington, D.C. in co-operation with one or two others is working on a study of government document sources.

Other cities have been asked to organize such groups, but have not as yet undertaken anything.

The topics as given do not present a complete or systematic whole of special library methods to be studied. In some cases topics were assigned because of the special fitness of certain persons to deal with them; in others because the groups were interested in them and in others because the problems seemed immediate. This seemed the best way to make a start.

The rate of progress being made by the various groups cannot be told until their reports are in. Boston, being the first to begin, and having well defined problems, will shortly be prepared to present at least some of its work; in Chicago, one or two studies are well under way; in the other groups the problems are being formulated. The committee

expects to begin publishing material in the fall.

The questionnaires prepared last year and the sample forms collected with them, are being largely utilized in these studies. From the questionnaire replies come the names of libraries selected for more intensive study together with other information and the forms furnish useful illustrative material. Additional forms are also being collected.

On the side of dissemination of information, the committee chairman has written several letters this year in response to requests for information on specific methods and in several cases portions of the illustrative material have been circulated to assist librarians in planning their own forms. All receiving this service have seemed very grateful for it. This service should be expanded as the committee has opportunity. It is the committee's idea to make the present organization more or less a permanent one—with each sub-committee or member of it becoming sponsor for a specific topic, continuing work on it from year to year, keeping in touch with new developments and articles appearing, and preparing to serve as the committee's expert on that topic. Queries could then be turned over to these persons—thus relieving the general chairman—and at the same time assuring the membership of a source for authoritative information on various methods.

RUTH G. NICHOLS.  
*Chairman.*

#### Nominating

This report will be found immediately following the program.

#### Publicity

This committee makes no report for the year.

#### Trade Catalog

The committee has had so many handicaps in its work that it asks leave to make no report for the present.

#### Training

Owing to the resignation of Miss Mann the committee has no report this year.

## Groups

### Advertising—Commercial—Industrial

The group has no real progress to report. There has been plenty of discussion (and

longing) but it was impossible to organize without a list of libraries who might properly belong in our group. The work on the new

directory was delayed so that it is only this week that we have been able to learn the names of librarians and the types of their libraries. After studying advance proofs of the new directory—nine hundred libraries in all—we have chosen the names of one hundred and ten that have commercial, industrial, or advertising interests. We are taking it for granted that all of the libraries classified as business or industrial belong to our group, and in addition we find many banking, civic, and economic libraries who report that their collection covers commercial and industrial subjects. We believe that there are even more than one hundred and ten who will ultimately want to affiliate with our group.

Even though it is too late to do anything before the convention, on our plan to prepare and publish Source Lists on Marketing, we are getting out a letter to the one hundred and ten names chosen from the directory, explaining the important subjects we mean to discuss at Saratoga Springs in July, and urging the attendance of each and every librarian.

MARY LOUISE ALEXANDER,  
*Chairman.*

Attention is also called to the group meeting in the official program.

#### Financial

A 100 per cent attendance of the group at the Saratoga Convention is urged. The program planned is a timely and helpful one to all concerned. A special feature of the group meeting will be a discussion of the Library Exhibit to be held under the auspices of the group at the American Bankers Association Convention at Chicago, September, 1924.

It is felt that we are most fortunate to have obtained the approval to hold such an exhibit, and it is, therefore, desired to have the full support of all financial libraries throughout the country to make it not only a great success but a credit to our profession.

It is a pleasure to submit the following progress report of the work of the Financial Group during the past year:

In taking over the chairmanship of the group, it seemed advisable to continue for the present the aim and policy of my predecessor, and to concentrate on the problem of publicity by endeavoring to secure the recognition of the bankers we are serving through more direct contact with them. Most of our efforts during the year have, therefore, been bent in this direction.

The bankers, as a group, convene annually, and this meeting seemed to afford exactly the opportunity we were seeking. Accordingly, Mr. F. N. Shepherd, the executive manager of the American Bankers Association, was approached and questioned as to the feasibility of allowing the Financial Group of the Special Libraries Association to hold an exhibit at the annual convention of the association to be held in Chicago during September, 1924, this exhibit to show visiting bankers the reason for a financial library and the desirability of having it as a regular organized part of the institution which they represent. Our suggestion was sympathetically received, but before giving an answer Mr. Shepherd requested us to submit a systematically worked out plan for the exhibit, this to include also the approximate amount of space required.

An informal meeting was called in New York in January to discuss the matter and to ascertain the reaction of this representative group toward the problem. Librarians from the ten following libraries were present: Bankers Trust Company; National City Bank; Guaranty Trust Company; American Bankers Association; Kuhn Loeb and Company; Standard Statistics Company; W. R. Compton Company; Poor's Publishing Company; the Federal Reserve Bank; and the American International Corporation. Four of this group were selected to act as a committee to formulate the required plans and to work out a tentative program to present to Mr. Shepherd. This committee met, drew up plans which were accordingly submitted to Mr. Shepherd, but it was not until some time after that we received his decision, when we were advised that our plan had been approved and space allotted us for conducting our exhibit in the Auditorium Theater. The chairman is presenting to her group at their general group meeting on July 2, an outline of the plan contemplated for this exhibit, and her recommendations relative to it.

An effort has also been made by the chairman of the Financial Group to familiarize herself with its personnel and to compile, as complete as possible, a list of the members of the group. For this purpose, Miss May Wilson sent us the list of financial librarians used in the preparation of the Special Libraries Directory. Letters were then sent to certain librarians in the more active sections of the country, from the library point of view, enclosing a list of the financial libraries in their geographical section and requesting each

of them to check up the libraries and librarians listed for corrections, additions and eliminations. The response to these requests was gratifying, and in almost every instance new names were added, and in a few cases it was discovered that some of the libraries classified with this group were ineligible and logically fell within another classification. As a result, the chairman now feels that she has a more accurate working list of the members of her group.

In closing the report, the chairman wishes to take the opportunity to commend the efficient administration of the secretarial duties of the group and to openly express her appreciation of the untiring efforts of the secretary, Miss Margaret Wells, to further the aim of the group and to carry out its policy. Her loyal support, her thorough and ready co-operation are responsible for the progress made by the group during the past year.

DOROTHY BEMIS.  
*Chairman.*

#### Newspaper

The Newspaper Group reports that its campaign is well under way, it having just sent out to editors and newspaper libraries about four hundred circular letters calling attention to its existence and objects which it enumerates as follows:

To make it possible for newspaper librarians to get better acquainted with each other as well as with their problems.

To be able to study the different methods and practices of other newspaper libraries.

To assist each other whenever possible and when consistent with the rules of the management.

To organize a committee on standardization for the creation of a system of newspaper reference practice, thus furnishing guidance to those contemplating reorganization or establishing their departments.

It also extends an invitation to the conference.

#### Public Health

This group has no annual report to make. If you are at all interested in the subject

of Public Health, wont you drop a line to that effect to Mary Casamajor, librarian of the National Health Library, 370 7th Av., New York City, who is chairman of the Public Health Group.

#### Sociology

The chairman is sorry to report that there has been little progress in organizing the Sociological Group. This group should be composed of sociological libraries such as those maintained by schools of social work, special sociological collections in public and university libraries, and libraries administered by business corporations and firms as part of their welfare program. It is a small group and the libraries so widely scattered that it is impossible to hold meetings during the year. It has been suggested that this group and several other of the small ones should be merged, hold a joint meeting at the conferences, but allow each section to present a paper at such times.

#### Technology

The progress of the Technology Group will be brought to a head at the Saratoga Springs meeting, for which a simple program has been sent to be printed. Essentially the program provides for progress reports on special subjects of assignment, for suggestions of whatever description that may come up, for election of officers, and organizing the work for the coming year.

Generally speaking, the discussion will turn on methods, rather than on topics of assignment. It is evident, however, that sub-groups will need to be formed (particularly on agriculture and social hygiene); and all topics that may be brought up should be discussed in the light of methods and of forming special groups.

The chairman will have for the meeting announcements and material for discussion, which will not be ready until after this general statement goes to press.

G. W. LEE.  
*Chairman.*

## News from the Field

It might be of interest to note in SPECIAL LIBRARIES the fact that the Federal Reserve librarians exchange each month a letter telling of the activities of the libraries, any new

work undertaken, any special studies being made within the research departments, and any personal items of interest. These letters accompany selected lists of additions to the

library, and in that way keep the libraries of the system advised of the type and kind of material being added to the libraries as well as of the working of the departments themselves. These selected lists of additions include both books and pamphlets, and in order to make the entries consistent, they are typed and spaced to fit a standard 3 x 5 card, so that they may be cut and pasted on such a card and used as a reference file.

#### The Oberly Memorial Prize

The Eunice Rockwood Oberly Memorial Fund Committee of the American Library Association, Miss Claribel R. Barnett, chairman, ("The Eunice Rockwood Oberly Memorial Prize," the Committee, Washington, D.C., 1924) inviting competition for the Oberly Prize. This prize (interest on \$1000 fund) is to be awarded at two-year intervals

for "the best original bibliography in the field of agriculture or the national sciences." Conditions of the 1924 award are given in the pamphlet, copies of which may be obtained from Miss Barnett. One feature of this publication that will appeal to all of Miss Oberly's former co-workers is the effective tribute to her achievements in agricultural bibliography and her unceasing efforts for the advancement of professional standards.

A New Public Health Library was established in 1923 in the Ethel Moore Memorial Building near the Municipal Auditorium in Oakland, California. It is organized as one of the activities of the Health Educational Departments of the Public Health Center of Alameda County. It is under the general supervision of Doctor Alvin Powell and the librarian is Miss Marion H. Clarke.

## Personal

Thomas P. Ayer, until recently the librarian of the Federal Trade Commission has resigned his position to become librarian of the recently organized Public Library of Richmond, Virginia.

Frances Bandy, Riverside 1924, will take charge of the Library of the Southern Sierras Company, at Riverside, California, while the librarian, Miss Loveland, has a leave of absence.

Mary Casamajor reports that she is librarian of the American Social Hygiene Association, not of the National Health Library which is only one section of the large association.

L. L. Dickerson goes to A.L.A. headquarters to organize an important new activity relating to the promotion of adult education via the public library.

Isabel DuBois has been appointed Library Specialist of the Navy Department.

Annie M. Hannay, for the last four years with the Documents Division of the Library of Congress has accepted a position on the

staff of the Library of the Bureau of Agricultural Economics.

Miss Belknap Severance, formerly in the Library of the Bureau of Plant Industry has been appointed cataloger in the Library of the Patent Office.

Minnie White Taylor has been made librarian of the Cleveland Museum of Natural History. Miss Taylor was formerly Junior Pathologist in the United States Department of Agriculture.

M. Florence Wilson of Philadelphia, a graduate of Drexel Institute and at one time in charge of the science libraries of Columbia University, is now librarian of the library of the League of Nations in Geneva. She has organized the entire library of the league and has had to draw on all the countries of the world for volumes to meet the need of signatories to the league. She has had to get the correct answers, while international missions waited, from the depths of the water between Aaland Islands and Sweden to the inheritance statistics in Belgium, from Chinese postal regulations to mileage of railroads in Czecho Slovakia.

## Things in Print

The Library of the Bureau of Railway Economics has recently published three mimeo-

graphed articles dealing with the different phases of railroad management. 1. List of



Selected References to Material, Emphasizing the Economic Aspect of the Electrification of Railroads in the United States, April 17, 1924. 2. Some References to Material on the Development of Relations Between Railroad Managements and Railroad Employes, that Emphasize Co-operation, April 22, 1924. 3. A Bibliography of Some Recent Working Arguments Between Railroad Managements and Employes.

A British Library of Information has been opened in New York with Angus Fletcher as director. This is a library of official documents, maintained by His Majesty's Government in the United States. It is open to the public and the documents may be bought as well as borrowed, the charge being the same as in England. The documents are classified under six subjects: Trade (including industry and labor), Education, Scientific Research, Health and Social Welfare, Finance, and Miscellaneous.

A recent expansion of the D.C. contains an eight-page development of *Business methods, industrial management*. This is largely the work of the Engineering Societies Library of New York, the Research Committee of the Detroit Chapter of the Society of Industrial Engineers, and a joint committee on Terminology. It contains also a seven-page

table for 651 *Office economy* slightly revised from the tentative table published in *Edition 11*, and *Section 331 Labor and laborers, employers, capital*, which has been expanded from its previous two pages to nine pages, keeping closely in accord with the Belgian expansion of 331. This has been developed at this time because those especially interested in business management wish provision under that subject for numerous topics identical with or similar to those already brought out under 331. As the tables are now worked out, anyone wishing to file this material under 658 can do so by merely affixing to 658.3 the divisions of 331. A sixteen-page consolidation index to 331, 651 and 658 is also included. The price of the publication is \$1.—*From Public Libraries, May, 1924.*

The *Office Economist* for April, 1924 has an article by Eleanor Gilbert on "Getting Value out of a Business Library; Books in Bank Libraries." It gives the type of books rather than the titles and is very illuminating.

A new monthly periodical from Roumania called *L'Economiste Roumain*, Bulletin Mensuel de L'Institut Economique Roumain et de L'Association des Banques Roumaines was started in March, 1924. It contains bibliographies.

## Still Wanted

The response to our request for missing numbers of Special Libraries for the office file has been most gratifying, but we still need the following:

Jan. Feb. Sept. Nov. 1910; April 1911; Jan. 1913; Dec. 1914; Jan. May 1916; Sept. Nov. Dec. 1917.

Pages 149-152 deleted, advertising.