

11-1-1924

## Special Libraries, November 1924

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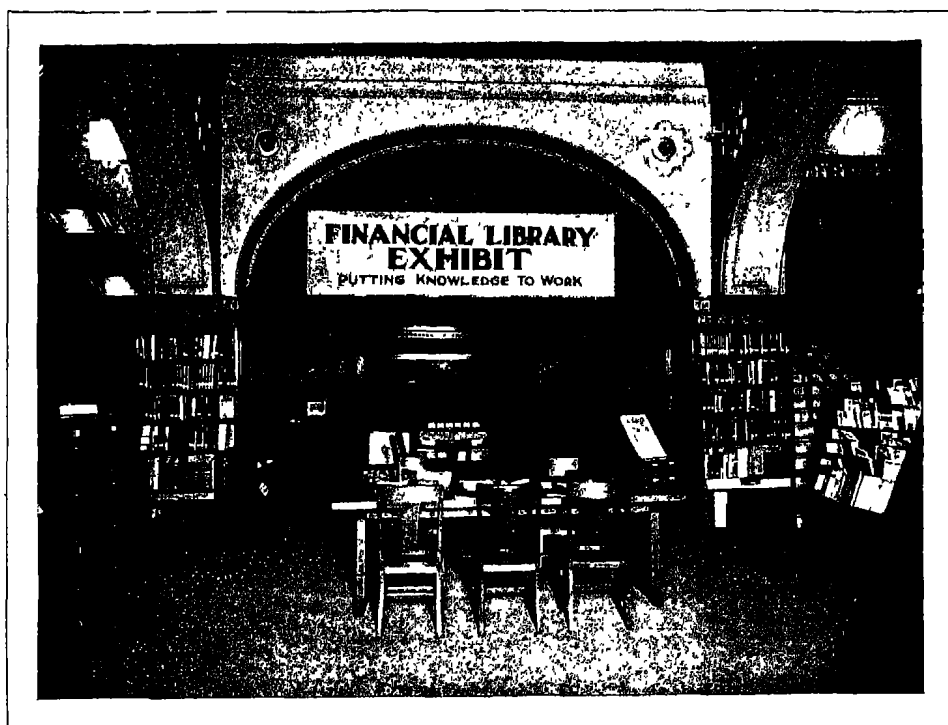
# SPECIAL LIBRARIES

Vol. 15

November, 1924

No. 9

WESLEYAN  
LIBRARY



The Financial Library Exhibit at Chicago

Published Monthly Except July and August by

**THE SPECIAL LIBRARIES ASSOCIATION**

958-972 University Ave., New York, N. Y.

Checks should be made out to the Association and mailed to

Gertrude D Peterkin, Treasurer, Care of American Telephone & Telegraph Co., 195 Broadway, New York

Rates: \$4.00 a year; Foreign \$4.50, single copies 50 cents

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# Special Libraries

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## The Financial Library Exhibit at the American Bankers Association Convention

By Alta B. Claflin, *Librarian*, Federal Reserve Bank of Cleveland

The Chicago Committee of the S.L.A. Financial Group has asked me to describe the financial library exhibit held in connection with the annual convention of the American Bankers Association at Chicago, from September 29th to October 2d, 1924, because I attended merely as a visitor, and therefore might be able to record the impressions of an interested observer perhaps better than those who were so closely connected with its preparation.

Emphasis was laid upon the non-commercial aspect of the exhibit. The products of no commercial or publishing firm, as such, were displayed in any way. The two book cases were filled with books carefully selected as the best on the subjects or phases of the subjects covered, and were all taken directly from the shelves of Chicago financial libraries. The new and attractive furniture happened to be mostly a Library Bureau order to fill the needs of one of the Chicago libraries, and was loaned for the exhibit before being installed at its final destination. The newspaper rack held the current daily financial newspapers; one magazine rack displayed the more important banking and financial periodicals, and the other was filled with examples of the many valuable monthly reviews issued gratis by leading banks and financial institutions. This latter display attracted much attention, for many of the bankers seemed to be unaware that so much worth-while reading matter could be obtained free of charge.

On the tables were placed examples of the important financial and investment services, and on the walls was a most attractive collection of photographs of financial libraries. I

understand that all the financial libraries represented in the S.L.A. were asked to contribute to this display of photographs, which is a very effective means of visualizing the outward details of such libraries.

The vertical files showing the best methods of arrangement for data and corporation files of clippings, circulars and pamphlets, interested the visiting bankers. A well-prepared sample card catalog, showing among other details the different colored cards used to indicate data file and magazine entries, must have cost some competent cataloguer and typist much time and labor.

The location assigned for the exhibit by the Executive Committee of the A.B.A. was as fine as could be, in an alcove opposite the entrance to the balcony and boxes at the Auditorium Theatre where all general sessions of the convention were held. Fine noticeable signs placed in the first floor lobby of the theatre and over the information desk at the headquarters in the Congress Hotel, and announcements from the platform at the opening sessions of both the A.B.A. and the Association of Bank Women, directed attention to the exhibit. In the little official book of guests tickets which were given to all the men and women who registered at the convention there was one page which read: "Be sure to visit the exhibits held by the Financial Advertisers' Association and the Special Libraries Association."

The librarians who were acting as attendants were kept busy with visitors from Maine to California. Most of these were presidents, vice-presidents and cashiers of banks, with a few university instructors and professors of

economics and finance who would naturally be attracted to any collection of books and other reading matter on their subject. Many simple questions were answered, such as the best books to buy for a certain purpose, what periodicals and services should be subscribed for, how clippings and pamphlets (which all bankers have to deal with) should best be kept, even suggested books for personal reading or as gifts for their wives. Since the close of the convention, a letter from one of the librarians states that sixty-six questions have been answered in her library which could be traced to the exhibit.

Too much credit cannot be given to Miss Ruth Nichols, chairman of the Chicago Committee, and the Executive Secretary, Miss Julia E. Elliott of the Indexers, for their part in formulating and carrying out the plans for the exhibit. Chief credit for the excellent booklet, "Your Bank and the Organization of its Library," should go to Miss Louise Krause, of H. M. Bylesby & Company. This booklet was distributed freely to the visitors, and, no doubt, most of the financial librarians have received copies by mail and are already familiar with it.

Other members of the committee were Miss Sue M. Wuchter, of the Continental and Commercial Banks, and Miss Virginia Savage, of

Halsey, Stuart & Company,—a strong group whose full co-operation made the exhibit possible. In addition Miss Mary B. Day, of the National Safety Council, gave valuable advice drawn from her experience in placing Safety Council exhibits.

The work of the committee was carried out with the full approval of the chairman of the S.L.A. Financial Group, Miss Margaret Reynolds. She, also, as her share of the work, took charge of the publicity both preliminary to, and during the exhibit, and was herself on duty with the other librarians during most of the convention. She should have the credit also of persuading Mr. R. E. Wright, of the First Wisconsin National Bank, Milwaukee, to prepare the excellent radio talk on financial libraries, printed on another page of this issue of SPECIAL LIBRARIES.

I have gone into the details of this report so fully because it is very possible that in the preparation of future financial exhibits, those in charge may find it useful to have a fairly full record of what was done in previous ones. This exhibit, and that of 1923, are the pioneers in bringing the library service before bankers collectively, and therefore a record of experience is likely to be of considerable value in the future.

## Financial Libraries

A Radio Talk by R. E. Wright, First Wisconsin National Bank, Milwaukee,  
broadcast from WMAQ, Chicago, Ill., September 30, 1924

There are some among the radio audience this evening, perhaps, who think of a banker as a man who spends much of his time studying the calendar to determine when your note comes due, or, if not for that purpose, to determine which days are bank holidays. Others may think of the banker as one whom it is necessary to put in a cage in order to keep him at work until two p.m. on days that are not bank holidays. Whether you think so or not, it is a fact, that directly or indirectly, your banker may have much to do with your success. Even if you never go near a bank, the service the bank renders your employer may affect you through that employer's success. For that reason, the Convention of the American Bankers Association in Chicago this week is of interest to you.

The banker of today must be informed about world affairs. With the development of the complex structure of the business world of today, there has come a pressing need for more information, not only about business in general, or some special business, but about world affairs, for the banker plays an important part in the life of the community and the country. The banker must know industry. In a recent address on the subject, "The Twentieth Century Banker," Mr. Walter Head, President of the American Bankers Association, emphasizes this point by saying that the "banker must read men as well as statements of financial worth. He must know industry as well as the affairs of a single corporation. He must know world markets, as well as local markets. The banker who loaned heavily upon grain

and live stock just prior to the slump of 1921 not only lost money for himself but lost the opportunity to advance his own prosperity by advancing that of his community. Intelligent foresight by bankers in 1918 and 1919 might conceivably have prevented many of the more serious consequences of the agricultural depression of 1921."

It is not enough for the banker to know the ins and outs of the banking business. To decide questions connected with various industries, one must know something about the industries themselves. To know about an industry locally is not enough. The industry must be viewed from all angles, nationally and internationally, as well as locally. The many activities of the modern banker do not allow him time to read about these things for himself so he turns to the library. There someone senses the subject in which he is interested, anticipates the queries that will undoubtedly come and prepares for them by digesting the material.

The financier of today is asked to contribute articles to periodicals of various kinds. He is asked to speak before numerous clubs, the Kiwanis, the Rotary, the Gyro, some local Association of Commerce, a church or a convention. Queries asked by customers have to be answered. Just where would the busy banker go for his material? The public library, you may say. All very well, but this takes time. The library has many patrons and cannot always give an individual the immediate attention that his problem requires, so this makes it desirable to have a librarian who is especially trained to watch for the banker's own interests.

A financial library after all is not so different from any other library. You will see the same dictionary, the same encyclopedia, the same World Almanac and the same atlas on the shelves. Besides seeing these things with which you are so familiar, you may see a few things with which you are unfamiliar. The main difference between a financial library and a public library is that in the financial library one does not need so many books. More use is made of pamphlets and clippings.

Each library must determine for itself the field which it wishes to serve. Then when a trained librarian assumes charge she begins to collect appropriate material. As material is secured it is scanned with the idea of learning just what it contains and whom it might interest. Then without waiting for a request

from the busy officer this is sent to his desk. When a man wants material he usually wants it in a hurry, so it is important that the librarian be a person of discernment. She must anticipate coming wants and be ready to furnish her patrons with material in concise form quickly. Her job is to select rather than to collect. When facts are scattered around in various places, she will have them assembled and tabulated or digested, so as to save the busy man's time.

Having all books and pamphlets filed in the library instead of in people's desks saves time and money. Every individual has the benefit of material, instead of the use being limited to a few. The library is a selection, not a collection.

The questions asked in a financial library vary as greatly as Heinz 57 varieties. There are questions such as—are rents going to decrease within the next six months or what is the present buying power of a dollar or what is the best route to New York. More involved questions, as a survey of pea canneries in Wisconsin or the leather industry are asked even more frequently than the simpler questions. Perhaps this suggests why financial libraries have proved popular.

The resources of the library are available not only for the officers, but for the directors, employees and customers of the institution. Even if a person is not a customer, his questions are answered. The good-will gained in this manner cannot be bought. The services rendered various people are more or less alike. What the officers require is apt to be of a serious nature. There are exceptions. Suggestions as to book purchases for various individuals' private libraries are made. Employees are given books for recreation as well as study purposes. Customers may be served in a variety of ways. Some of them very much appreciate the privilege of reading some of the economic services to which the bank subscribes. Correspondent banks located in towns where there are few if any library resources like to feel that there is a library in a bank in the city which will help them out with their various problems.

To estimate the value of the financial library is difficult. It makes facts accessible for all. It saves time and time is money. It makes itself felt in every department of the bank. What more could be expected now that the banker no longer "sits in a cage of glass and watches the people pass?"

## Cataloging an Industrial Research Library

By Julian F. Smith, *Technical Librarian*, The B. F. Goodrich Co.

The cataloging of an industrial research library introduces a variety of problems peculiar to a highly specialized library. Such problems will be the subject matter of the present discussion. Assuming that due attention has been given to the requirements common to all cataloging, these will be taken up only as they are involved in the special questions.

C. A. Cutter summarized the situation neatly in the preface to the fourth edition of his "Rules for a Dictionary Catalog," when he said: "Cataloging is an art, not a science. No rule can take the place of experience and good judgment, but some of the results of experience may be best indicated by rules."

This discussion will be confined to the making of a dictionary catalog, as distinguished from indexing, that is, making card indexes for special subjects. The latter is a vital problem in special libraries; in some, the amount of indexing far exceeds the amount of cataloging.

The modern cataloger may save much time and labor by the use of printed cards, chiefly from the Library of Congress; and excellent models are thus obtained for those cards which must be written. Some other libraries, such as the John Crerar in Chicago and the Grosvenor in Buffalo, issue printed cards. For technical and scientific books, cards can sometimes be had from the publishers (*e.g.*, McGraw-Hill, Van Nostrand and Wiley).

One of the first departures from beaten paths is in adapting printed cards for secondary entries.

The published lists of subject headings may be suggestive, but they are rarely directly useful in a scientific research library. The cataloger must choose the number and kind of headings which will best serve the purpose in view; and it is not always easy to predict just what the needs will be. For example: The research library of a dye factory might purchase "Science of Metals" by Jeffries and Archer. Their interest in metallography being only secondary, the subject headings "Metallography" and "Alloys" would probably suffice. But put the same book in a steel mill, and searchers would be glad to have cards indicating that it treats of Steel Hardening, Structure of Metals, Grain Growth, Hardness and Metal Aggregates.

Adapting printed cards is fairly simple, however, when compared with the writing of cards for material for which no printed cards are available. One of the first difficulties is the differentiation of various kinds of literature. Out of the profusion of books, pamphlets, periodicals, serials, government publications, reprints, patents, trade catalogs and miscellany, how is an orderly catalog to be produced?

There are two principal ways of attacking this problem. One is to keep separate catalogs for varieties of material which are generally separate in use; for example, patents are commonly looked for as such. But this plan has the disadvantage that it sometimes necessitates a search through more than one alphabet.

Another way is to use a color code: white cards for the commonest class of material, and various colors to indicate the other classes. Even when the colored card plan is chosen, it is well to have separate catalogs for periodicals and trade literature. On this point, however, there may be some difference of opinion.

In an industrial research library, patents are a problem by themselves, and require special treatment. Searchers commonly look for them by number; hence they must be cataloged numerically under each issuing nation. This necessitates a separate catalog since numbers do not fit in with an alphabetic arrangement. Therefore the entire patent catalog should be separate from the main catalog.

The color idea can also be applied successfully to the alphabetical part of the patent catalog, using white cards for patentees, another color for assignees and another for cross reference cards. Thus, U.S.P. 1,509,830, issued to O. F. Fishedick and A. W. Krahn and assigned by them to the Sunbeam Electric Manufacturing Co., would require a white card for Fishedick and Krahn as patentees, a colored card for the Sunbeam Co. as assignee, and a different colored card as a cross reference for Krahn as second patentee.

Government publications, like the poor, are always with us; and librarians are sometimes tempted to think they are equally difficult to care for. A research library receives many pamphlets from the numerous United States

and state scientific bureaus; and it is often necessary to know the name of the issuing bureau in order to facilitate a search. A rather simple expedient is to file such publications alphabetically by issuing bureaus and chronologically under each bureau. The catalog then needs only the necessary author and subject headings.

The same plan may be applied to pamphlets issued by corporate bodies, such as scientific societies, trade associations and the like. A notice may be posted to instruct searchers; and, if desired, a card for each government bureau and corporate body may be filed in the main catalog to direct attention to the method used. This system, if properly understood and followed, saves labor in cataloging without loss in searching efficiency.

Trade literature is also a major problem in industrial research libraries. There is always an accumulation of manufacturers' bulletins and catalogs which contain a wealth of technical information not elsewhere available. Here again the plan of filing according to issuing firms may be recommended. Like patents, trade literature is generally searched for as such, and in research libraries is best cataloged separately.

Here enters another difficulty in the choice of subject headings. Many trade catalogs list hundreds of different items. Consider, for example, a catalog of chemical apparatus. Is a heading "Apparatus," with a cross reference under "Chemical," sufficient? Or should there be cards to indicate that Electrical Instruments, Volumetric Glassware, Analytical Balances and other special kinds of apparatus are listed? Such questions as these must be answered according to the amount and kind of use that is to be made of the card catalog.

In a research library there is frequent demand for service in the way of bibliographies, abstracts, reports, translations and the like. Occasionally the same request may be made twice or more. The librarian may have a tenacious memory; but memory alone will not prevent unnecessary duplication of effort. Evidently, then, a suitable catalog should be kept of such services performed. Here again is a task requiring thought, discrimination and judgment. Each entry should show what service was performed, when, for whom, by whom, and where a copy may be found. Only enough entries should be made to be a reliable and sufficient guide to what has been done. Since this catalog is for the librarian's own use, it also should be separate.

Indeed, the need for a variety of separate catalogs is a characteristic of industrial research libraries which greatly complicates the cataloger's work. This and other peculiarities are natural consequences of the fact that a research library is for searching and for that only. The frequent occurrence of the word "search" in this discussion is thus accounted for; and it is this purpose which must guide the cataloger in every thought and move.

### Dues for 1924

The Executive Board at the New York meeting determined the dues for the forthcoming year in accordance with the provisions of Section 9 of the constitution. It was voted that the dues for 1924-25 should be as follows:

For individual members, \$4.00.

For institutional members, \$5.00.

For associate members, \$2.00.

For life members, \$100.00.

Section 9 of the constitution, as printed in the September number, was in error and the section should read as follows:

"Sec. 9. Annual dues shall be determined by the Executive Board and may be changed from time to time on their authority."

### A Light Under a Bushel

The Honorable William C. Redfield, former Secretary of Commerce, in an article entitled "Glimpses of Our Government—War and Peace," which appeared in the Saturday Evening Post, October 11, 1924, alludes in the following manner to the valuable library presided over by Miss Anna G. Cross:

"Months before the war ended, studies in preparation for peace were begun. Some of the investigators were given offices in the Commerce Building, where our commercial library of more than one hundred thousand volumes was available to them.

"The very existence of such a library is unknown to most people in Washington. No one in Congress seemed aware of it and it surprised me to find it when I became secretary. It is but one of many things that exist within our government of which neither press nor people are informed."



## National Safety Council Exhibit

Louisville, Kentucky, September 29th to October 3rd, 1924

Over 2,000 delegates attending the National Safety Council Annual Congress at Louisville, Kentucky, September 29th to October 3, 1924, visited the Library and Information booth, brought their accident problems for solution and saw in a concrete way the activities of the Library. This was the sixth year that the Library had maintained an exhibit at the Annual Congress

The exhibit graphically portrayed recent developments in the field of accident prevention, industrial health and hygiene and allied subjects. Over 75 research requests were looked up for members. If the information was not at hand the request was brought back to headquarters in Chicago for investigation. The exhibit was in charge of Miss Mary B Day, Librarian and Mrs. Mary M. Wells, Assistant Librarian.



### Peace Bibliographies

The librarian of the Carnegie Endowment for International Peace has recently prepared a list of references on peace and the peace movement. The document also lists fourteen bibliographies on the subjects of peace, disarmament and internationalism. In 28 pages, it lists general works, bibliographies, collections, peace pageants, the peace movement and early peace projects. Inquiries concerning this list should be addressed to the Librarian of the Carnegie Endowment for International Peace, 2 Jackson Place, Washington, D. C.

### A Journalism Week

The University of Missouri in their bulletins has featured a Journalism Series. The addresses delivered at the fifteenth Journalism Week at the University were considered so instructive that a bulletin entitled "The Writer and the Publisher" was issued. Charles B. Maugham, Librarian of the St. Louis Post-Dispatch, who recently prepared an article for SPECIAL LIBRARIES covered the subject "The Newspaper Library and Morgue." Another bulletin, "Women and the Newspaper," will be issued later in the series.

## The Mail Bag

### Criticisms and Suggestions

In a recent letter to Mr. G. W. Lee an Evanston critic offers some definite suggestions for two books on questions of importance. Do you agree or disagree with Mr. Parsch. The Editors await your comments.

Dear Mr. Lee:

I want to make a suggestion to you based on my past experiences as a university student of economics and business. I believe there is a need for a book which might concern itself with

- (1) A brief treatise on how to use a library.
- (2) An organized presentation of sources of information for business students.

You may say that there are books and pamphlets adequately covering the points referred to. And there are, but I have not been able to locate any that are really very satisfactory.

The attempts on point (2) that have come under my observation give me the impression of an honest and sincere attempt, but an attempt that reveals an insufficient understanding of the business field to be of maximum value. Some of the suggested lists of books for business libraries are almost pitiful.

There are at the present time about 20,000 students studying business in the various colleges and universities. I feel that the majority of these students are having the same experience I have had in attempting to use their time at the library with maximum efficiency. It is surprising how poorly equipped the libraries, even of large universities, are to give aid and suggestions to the student interested in business. This, of course, is to be expected in view of the fact that the study of business professionally has only in recent years been attempted, and that there is such an enormous growth of business literature. But that is all the more reason why a manual giving reliable guidance to the business student would be welcome.

Yours very truly,

WM. F. PARSCH,

### Mr. Lee Wants to Know

Mr. George Winthrop Lee wants to know about a lot of things. Here are some of the hundred and one questions he holds in his quiver.

1. Hall, S. Roland: *Business Writing, 1924*—value, usage, comparison with similar books.

2. Codex Book Company: *Economic Trends*—who uses it, who doesn't use it. It looks good to G.W.L.

3. E.M.F. *Electrical Yearbook*—The publishers want to know what use is made of it. Mr. Lee has already broadcasted their request; Station WGWL we presume.

4. Strapflex Company—a new type of binder. Our fellow-member wants binder compared. Suggests the Committee on Methods. (This is not an advertisement for the binder.)

5. Pierce, E. L., dealer in manuals, directories and code books. Stone & Webster's veteran librarian wants an opinion of Mr. Pierce's service. (This is not an advertisement for Mr. Pierce).

6. Our genial friend also wants facts regarding maps, atlases and encyclopedias. Incidentally, he once wrote an article for the *Library Journal* on Encyclopedias. We have forgotten the page and volume.

7. Our confrere wants a Question Box to go to a clearing house, or to a committee, or to an individual. We presume that is "sponsorship" in a disguised form.

8. Our neighbor wants the President of the Association to serve two years. We suggest that he waylay the Nominating Committee sometime next spring. We have no vote in the matter, but we like Mr. Handy as President.

We await the ninety-three other questions held in reserve by our colleague.

## The Foreign Field

A library of valuable literature has been assembled in the United States for display at the Prague International Management Congress. This collection will be a permanent contribution to the library of the Masaryk Academy of Work.

A business library has been established in India under the title of Sir Ganga Ram Business Bureau and Library. It was organized by the Hindu Students' Career Society and will be located at Laclagan Road, Saleem Building, Lahore, Punjab, India.

# Special Libraries

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## Plans for the Future

Your new editor has assumed the task with great reluctance for he realizes that he follows in the footsteps of previous editors who have maintained the magazine at a high standard.

The addition of Professor Norris to the editorial staff is a distinct gain for the publication. Professor Norris brings to the magazine a wealth of experience and a keen knowledge of the business world.

It is the intention of the editors to continue as permanent features of the magazine the various departments, including Editorial, Association Reports, Reports from the Groups, Special Committee Reports, News from the Field, Things in Print, Personal Notes.

Among the new projects which will be developed are columns entitled "The World of Business Print," consisting of brief comment on recent books and periodicals relating to business; the "Book Shelf," timely reviews on recent publications appealing to special librarians; a special section devoted to new commercial information services, constituting a supplement to the recent Handbook published by the Association.

For the next few months the editors of SPECIAL LIBRARIES will prepare a series of numbers devoted to specific topics. The December issue will concern civic and governmental libraries, including legislative, municipal reference and commercial libraries maintained by civic bodies.

During the year 1925 special numbers will be devoted to Banking and Finance; Insurance; Business and Research; Transportation and Trade; Public Utilities; Engineering; Industry and Manufacturing; Advertising and Publishing; Science and Technology; Social Welfare and Economics; Agriculture and Food Products; Arts and Crafts; Health and Medicine.

Assistant editors, selected from our membership, will prepare the material for the various numbers. Previous editors from time to time have planned special numbers and in 1919 a series of seven issues featured a specific topic for a particular month. In SPECIAL LIBRARIES for January, 1924, newspaper libraries was the principal theme.

In planning these special group numbers, the editors will not overlook the purpose of the magazine as a medium of communication between the members and the departments will still be maintained at their full degree of efficiency, articles of timely interest always finding their place in SPECIAL LIBRARIES.

## The Association's Objective

Special Libraries Association has suffered too long from a policy of uncertainty—amounting at times to timidity. Our members have had held before them a possible unfavorable outcome of all their efforts—an *impasse* the only way out of which must be to disband and reintegrate the scattered fragments of the Association around or within some other body.

Let us make an end of such nonsense! The Association stands today as the foremost association devoted to organized information-getting and using. It is at the beginning, not the end of a great movement.

Already it has co-ordinated more sources of information than ever before were brought into relationship of intelligent co-operation. It has set up through its magazine, its publications, its personal acquaintance, the machinery for the effective gathering and interchange of data of every kind.

The use of information outside of limited fields is almost in its infancy. As new groups representing business, industry, sociology, politics and government, engineering, agriculture, etc., find new uses for ideas there will be a steady increase in the demand for the kind of service that special libraries can render.

It is for the Association to hold what it has won and to strive intelligently to gain for itself recognition from those who, once its aims are well understood, will be among its chief supporters.

Much of the work already achieved has, to be sure, been accomplished through the wise application of library technique. Nevertheless some of the most active special libraries have not hesitated to discard library technique when its use defeated or handicapped the accomplishment of their purposes and some have functioned effectively with little or no library technique at all.

What special librarians need to remember is that the special library has been called into existence to supply a need for prompt, adequate, practical service—under reasonable control of those to whom the service is to be rendered. A knowledge of the field covered, a willingness to utilize all means available for its information-exploitation, and a wholesome distrust of information-getting by *formulas* of any kind will go far toward making the work of the special library a success.

The special librarian, familiar with his subject, alive to its needs, conversant with the sources from which its useful information springs will strive more and more to make himself, or herself, an adviser, within his chosen field to be sought out and respected.

With such a conception of their function special librarians composing the Association may be expected to impress upon it more and more of the character of an information-service organization, representing a personnel of highest standing and occupying a position unique among associations.

The Association will aim for very definite results employing such means for their accomplishment as experience has shown desirable. It will stand between a great body of people using information for immediate and practical purposes, on the one hand, and the general libraries on the other. It will bring the two together, but it will retain its independence and it will prefer to hold fast to its power to initiate and direct the policies by which its future is to be shaped.

DANIEL N. HANDY.

## The Editor's Desk

The Chicago Committee of the Financial Group deserves high commendation for the creditable financial library exhibit at the Conference of the American Bankers Association. Miss Clafin has prepared a vivid description which is printed in another column of this issue. Exhibits of this character constitute valuable and constructive publicity and should have widespread results throughout the banking world.

We hope some of our members listened in on WMAQ, Chicago Daily News, at 6:30 p.m., Tuesday, September 30th. Mr. Wright presented a fine argument for financial libraries. Who is next on the radio?

We hope that our President will from time to time give us more messages like the stimulating statement called the Association's Objective.

An unknown writer in *Gas Logic* for October, 1924, under the title "Library for Ambitious Workers," depicts in friendly fashion the work of the library maintained by the Consolidated Gas Co. of New York.

Some attractive pictures of financial libraries were shown at the Chicago Exhibit. Why not augment the collection by including all types of special libraries and display at the next annual conference?

Our treasurer reports that the Handbook of Commercial Information Services has sold well during the dull summer months. We hope to be able to soon report "edition exhausted."

The Executive Board was well represented at the first fall meeting with only one absentee from the list. At the request of President Handy, several New York librarians participated in the sessions. Convenient conference rooms were furnished through the courtesy of the American Telephone & Telegraph Co. Miss Cox and Miss Peterkin of that organization were our hostesses at luncheon.

The meeting of the New York Special Libraries Association was a great success with Mr. Meyer and Mr. Handy as the principal speakers. The former recalled his connection with the S.L.A. in the formative days of the Association. It may be recalled that Mr. Meyer was contributing editor to *SPECIAL LIBRARIES* from 1910 to 1917.

We are seeking the services of a member who can contribute an article entitled "Librarians in Other Fields of Work." Many special librarians have been drafted into personnel services, others have forsaken library duties to occupy executive positions in business concerns.

In preparing the magazine from month to month the editors need the help of every member of the Association. The editors can assemble the material, can construct and lay out the magazine, but they cannot write all the material. We should appreciate information concerning items in print worthy of notice in *SPECIAL LIBRARIES*, any personal items relating to the activities of our members or special changes in library personnel. Suggestions and criticisms will be gratefully received, for it is only by the help of our members that we can achieve the best results.

The Advertising - Commercial - Industrial Group of the S.L.A. has collected a considerable amount of definite, well selected informational material relating to the functions of the Group, and gathered from widely scattered sources, which has not been indexed to any great extent in printed form. It is anticipated that some of these valuable lists will be printed in *SPECIAL LIBRARIES* in the near future.

We recently referred in these columns to the appointment of Miss Gertrude Forstall as cataloger of the John Crerar Library and stated that Miss Forstall was the first woman to hold the position of head of a department in this library. We have since been informed that Dr. Audrey Goss, who was appointed medical librarian in 1912, should have that honor.

The editors are making a collection of trenchant sayings about libraries and research with special emphasis upon the special library and its particular field.

Chancellor Elmer Ellsworth Brown, of New York University, recently said: "We are in need of research in the history of industrial and commercial institutions and we are in need of great libraries of commerce and industry in which all manner of business research can be successfully prosecuted." Possibly our readers can assist us in adding to this collection of sayings.

## Personal Notes

Dr. John A. Lapp has been reelected a member of the Publications Committee for the Public Affairs Information Service for the period ending September 30, 1929. Some of our more recent members may not realize that P.A.I.S., as it is generally called, is a direct outgrowth of the Special Libraries Association. The desirability of such a service was broached at the Kaaterskill meeting of the Association in 1913 and Dr. Lapp inaugurated the service in connection with the Indiana Bureau of Legislative Information in the fall of that year. Our Association owes a deep debt to John A. Lapp, for he unflinchingly shouldered the heavy burden of our Association during the entire first decade of its existence.

Mrs. Marion Rust Trilling has recently been appointed assistant at the Library of the Rockefeller Institute for Medical Research.

Miss Margaret Richardson has been selected as Works Librarian at the Yale & Towne Manufacturing Co., Stamford, Conn.

Mrs. Ruth Creveling has been appointed librarian of the San Diego Consolidated Gas and Electric Company.

Miss Estelle Brooks has resigned her position as librarian of the Bank of Italy and is now living in Pennsylvania.

Miss Emma M. Boyer has been appointed librarian of the Statistics Department of the Union Trust Co. of Cleveland.

Miss Margaret Reynolds, librarian of the First Wisconsin National Bank, Milwaukee, spoke on Special Libraries at the banquet held by the Wisconsin Library Association at their annual meeting at Oconomowoc, on October 8th.

Special librarians will read with much interest the biographical sketch of Mrs. Henry J. Carr which appears in a recent issue of the *Bulletin of Bibliography*. An excellent portrait of "Mother Carr" accompanies the article.

Miss Lillie C. Lilliequist joins the staff of Gaylord Bros., Syracuse, as field librarian.

Miss Margaret E. Calfee will have charge of the library at the Du Pont Experimental Station, Wilmington, Delaware.

The *Library Journal* for September 15th devotes an editorial to the work of one of our leading special librarians, Richard H. Johnston of the Bureau of Railway Economics. Mr. Johnston well deserves the pleasing comments made by this leading library periodical. In another column we present a statement concerning two recent bibliographies prepared by Mr. Johnston.

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### New Bibliographies

The Library of the Bureau of Railway Economics has recently issued two excellent mimeographed lists, one a list of references on railway accounting, prepared for the Committee on Records and Accounts of the American Railway Association; the other list constitutes an annotated check list of railway periodicals, indicating copies of such periodicals on file in the library of the Bureau. Mr. R. H. Johnston, librarian, will be glad to send two copies to any library especially interested in railway periodicals, with the understanding that one copy properly checked shall be returned to the library for its records. The check lists thus prepared will be utilized in connection with the forthcoming Union List of Periodicals. Application for such lists should be made to Mr. R. H. Johnston at the Transportation Building, Washington, D.C.

### Telephone Archives

The American Telephone and Telegraph Company has started at its headquarters building, 195 Broadway, New York, an historical collection of pictures, letters, note-books and documents to perpetuate the personalities and the records of the men who have done vital work in the development of the telephone. It has officially been given the name of the American Telephone Historical Collection. It specializes in the documentary field, leaving the historical collecting of instruments and apparatus to the Bell System Museum at the Western Electric building. The two are intended to supplement each other, the Museum emphasizing the technical side, the consecutive development of the telephone equipment; and this new Collection emphasizing the human side, the collaborating sequence of men in the telephone organization.

## Associations

### New York

The opening meeting of the New York Special Libraries Association was held on Thursday evening, October 9th, 1924, at Café Savarin, 120 Broadway, where dinner was served at 6:30 P.M.

Mr. H. H. B. Meyer, President of the American Library Association, and Mr. Daniel N. Handy, President of Special Libraries Association, were the speakers of the evening. The subject of Mr. Meyer's address was "Some Objectives of Organized Librarianship," and Mr. Handy's "A Place in the Sun."

Mr. Meyer, as President of the American Library Association alluded to the friendly relations between the two Associations and stated that his administration would welcome closer affiliation or co-operation. He mentioned the new activities of the A.L.A., especially the educational training and the adult education, showing the close relation of these activities to the interests of the S.L.A. He noted the growing interest of business men in matters of research and suggested an index to business literature similar in type to the Industrial Arts Index.

Mr. Handy paid a graceful tribute to Mr. Meyer, at the same time acknowledging the debt of the Association to him for valuable assistance in the past. He welcomed Mr. Meyer's suggestions, especially the index to business literature.

Speaking of special libraries, Mr. Handy felt that the line of cleavage between the special and the general library would become more rather than less distinct as special librarians became conscious of their true function. Special libraries were formed as a rule because of a conscious need of information on special subjects either in more intensive or more accessible form than was possible to public libraries. The special librarian tended to become more and more an information expert in his field.

The vital privilege which association gives to an individual is the privilege of initiating and controlling co-operative and active enterprises of common concern. The closer knit relations which come from such initiative and control produce results which are in the end more satisfying and adequate. Mr. Handy be-

lieved not only that the field of special librarianship would as it developed take it farther from the field of public librarianship, but that if its plans were to be carried out with the utmost satisfaction to its members, the Special Libraries Association must continue independent of other control and along lines of its own choosing.

A short business meeting followed the speakers when the president welcomed the new members. A varied program, which it is hoped will be of interest to each group comprising Special Libraries, is planned for the coming year.

The question of affiliation with the National Special Libraries Association, as provided for in their constitution adopted at Saratoga in July, 1924, was brought to the attention of those present. After a brief discussion motion was made and carried that the New York Special Libraries Association make application for affiliation with the National Association. There were one hundred and three members present.

### Philadelphia

The Special Libraries Council of Philadelphia opened its winter program with a luncheon at the College Club, October 10th.

The guest of honor, and the only speaker, was Mr. H. H. B. Meyer, President of the American Library Association. The inspiring presentation of his subject, "Some Objectives of Organized Librarianship" was received with enthusiastic appreciation.

There was general regret that Mr. Daniel N. Handy, President of the Special Libraries Association, who was to have spoken on "A Place in the Sun" was unavoidably absent.

Business matters were not discussed.

### Pittsburgh

The Pittsburgh Special Libraries Association met for the first time this season at dinner in the Friendly Lunch Room, Thursday evening, October 16th. There were eighteen members present, five of whom had attended the Saratoga Springs Convention, so that discussions of that meeting were lively and reminiscences filled the air.

Miss Emily J. McNary of the Dental School of the University of Pittsburgh, who was the

official delegate of the Pittsburgh Special Libraries Association, gave her report on the Convention, commenting on the meeting as a whole, its program, speakers and attendance, and covering the financial standing and the present status of the Association.

Inasmuch as it is impossible for one person to cover all phases of a varied program, Miss McNary asked the other members who attended the Convention for reports on their own group meetings and special interests. Mr. Howard Dice, of the University of Pittsburgh Library, gave his impression of the papers of the University group and reported on the last meeting of the S.L.A. Mrs. Blanche K. S. Wappat, of the Carnegie Institute of Technology Library, reported the meeting of the Arts group and told of the formation and functioning of their "round table." Miss Jessie Callan, of the Bessemer & Lake Erie Railroad, spoke of the Advertising-Commercial-Industrial group meeting. Miss A. A. Hillman, of the Jones & Laughlin Steel Company, covered the business meeting of the S.L.A. in a most thorough manner and also gave us an account of the Technical section meeting and reported that already it is going forward in carrying out a definite program to which it had committed itself. The hope was generally expressed by those reporting the meetings that many of the papers and lists of information would be gathered together and printed in *SPECIAL LIBRARIES* from time to time.

Mrs. Wappat then laid before the Association her plans for the appointment of various committees whose work she felt to be very important in carrying out a program of action for this year. The new constitution was discussed and affiliation of the local chapter with the S.L.A. was taken up but was not voted upon at this meeting.

### Boston

As *SPECIAL LIBRARIES* progresses from galley to page proof, the ship S.L.A.B. is docking at the new Chamber of Commerce pier, 80 Federal Street, where a large cargo of enthusiasm and inspiration was secured from the local firms of C. F. D. Belden Co., Wm. B. Cutter, C. C. Eaton, Ltd., D. N. Handy & Co., G. W. Lee, Inc., Frederick A. Mooney. Consignments were also received from Albany, Chicago, Detroit and New York. This maritime vernacular prefaced the clever announce-

ment of the secretary received by the editor of *SPECIAL LIBRARIES*. The voyage will be described in the December number.

### San Francisco

A telegram received at the Executive Board meeting on October 9th brought us word that the librarians of the Golden Gate had formed a Special Libraries Association of San Francisco under the leadership of Miss K. Dorothy Perkins, librarian of the Bank of Italy.

### Affiliation

Affiliation with the national S.L.A., under the authority of Section 10 of the constitution, is progressing rapidly. The New York Association unanimously voted to accept affiliation. The Executive Committee at Boston will recommend such action at the meeting on October 27th. The new association at San Francisco has made formal application and other associations throughout the country have the matter under advisement.

### Catalogers Meeting

The Boston Group of Catalogers and Classifiers will hold its fall meeting in Boston on Wednesday, November 12th. There will be a dinner at the Twentieth Century Club, 3 Joy Street, at 6:15, followed by a meeting at the Massachusetts State Library, State House. A round table for small libraries and a round table for larger libraries will be conducted. The catalog of the Massachusetts State Library will be explained by Mrs. Frances Rathbone Coe. Miss Flora E. Wise of the Wellesley College Library is secretary-treasurer.

### Extra-Mural Activities

Boston is as ever the fountain head of knowledge. The Extension Service Committee of Greater Boston, with headquarters at the Boston Public Library, have in preparation a series of leaflets relating to a group of topics. The first number, "Education in Greater Boston, a Directory of Important Local Sources of Educational Information," was issued September 15, 1924. Similar lists on Art, Music, Recreation, Religion, Engineering and Commerce will be considered in later leaflets. Each little broadside bears the name of a sponsor. All worth-while and helpful.



## Things in Print

Mr. John Cotton Dana, with the assistance of Miss Linda H. Morley, has contributed to the *Credit Monthly* for October, 1924, a list of 100 books for executives. It is called "The Business Library" and is a reading list without any books of reference. Particular emphasis is laid upon the subject of credit.

A few of our readers may not be familiar with *Business*, the house organ of the Burroughs Adding Machine Company. The October number contains an interesting article entitled "How Shall We Equip the Office?" by Warren D. Bruner. Some of the suggestions may be useful to special librarians.

The H. W. Wilson Co. have recently published "A Reference List of Bibliographies on Chemistry, Chemical Technology and Chemical Engineering Published Since 1900," compiled by Julian Arell Sohon and William L. Schaaf.

Lucius H. Cannon, librarian, Municipal Reference Library of St. Louis, has prepared an elaborate report on smoke abatement, including laws, ordinances and court decisions and the police powers thereunder.

The American Gas Association prints as part of the monthly issued by the Association for October, 1924, a classified directory of manufacturers of gas equipment.

The recent Supreme Court decision on Pittsburgh-plus has aroused considerable interest in that subject. Professor Commons has a most illuminating article in the *American Economic Review* for September, 1924.

Miss Ethel Cleland, for many years associated with SPECIAL LIBRARIES, has prepared a selected list of business magazines which is printed in the *Library Journal* for September 1, 1924.

The Committee on Professional and Educational Standards for Statisticians of the American Statistical Association has prepared a selected list of statistical texts which is printed in the *Journal of the American Statistical Association* for September, 1924.

Miss Linda H. Morley and Miss Adelaide C. Kight, under the direction of Mr. John C. Dana, have issued a "Mailing List Directory and Classified Index to Trade Directories." In 727 closely packed pages, the compilers have condensed a vast amount of information. McGraw-Hill Book Co. are the publishers. This volume will be reviewed in a later number of SPECIAL LIBRARIES.

The National City Company has prepared an attractive monograph on the Baltimore and Ohio Railroad. Inasmuch as the railroad celebrates its one-hundredth anniversary in 1927, this is a most timely publication.

The special Campaign Number of the *Congressional Digest*, July-August, 1924, is a valuable handbook for any one interested in political affairs.

*Municipal Reference Library Notes*, under date of September 24th, presents an annotated list of the best books on public health received during the year. Miss Rankin's weekly publication is a mine of valuable information.

The *City Manager Magazine* for September, 1924, presents a compilation of recent statistics on Public Services in City Manager Cities, containing information about one hundred and thirty-four cities.

The issues of the *Brick and Clay Record*, Chicago, for August 19th and August 26th, have a series of articles on "How Can Research Be Made to Pay."

Miss Margaret Reynolds, librarian of the First Wisconsin National Bank, Milwaukee, has an article in the October number of *The Independent Woman*, the official organ of the National Federation of Business and Professional Women's Clubs, entitled "The Value of a Bank Library." Miss Reynolds has also contributed a series of short articles on "Some Milwaukee Members" to this publication.

The American Institute of Accountants has recently issued a bibliography of accounting literature, January, 1921-June, 1923. Miss Louise C. Miltimore, librarian of the Institute, was in large part responsible for the volume.

Pages 229-232 deleted, advertising.