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Number
7535

This present Instrument or Policy of Insurance, witnessed That
Edward Turner and Jennette Cooks Agents
in Consideration of the Sum of Fifty Shillings
in hand paid by John Woodcock and Godwinne
for the Insuring of an House Scituate and situate
Grove in Middle Street at the Parish of St. Dunstons
Cater North Row and now in the possession of John

for the Term of Seventy one Years
direct, and appoint, That the Trustees for
settled for the Insuring of House
the said John Woodcock and
their Assigns, by Endowment
One hundred
said House shall be
son or Means of
thereof, sh
Mean
of

SPECIAL BENEFITS

the
by Reason
in the place
or by Reason or
Years the like Sum
of the said
him, his or their Heirs, Executors,
all not within the said Two Months, pay
Executors, or Administrators or such
sum of One hundred
in case the said House, or such New House, be only Dam
ch House be not repaired, and put in so good Condition,
before, at the Charge of the said Edward Turner and

our Participants, or some, or one of them, his or their Heirs, Executors,
Administrators, Agents, or Assigns, within Two Months next, after such
Damnification shall happen. Witness our Hands and Seals, the fourteenth
day of March Anno Domini 1684 Annoque Regni Regis Jacobi 2^{di}
A.D. 1684

Scaled and Delivered
in the Presence of /
J. Woodcock
J. Cooks

Bert. Turner
Jann. Cooks

FROM THE COLLECTION OF
The Insurance Library Association of Boston

FIRE AND CASUALTY INSURANCE
MAY 1925.

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Vol. 16

May, 1925

No. 5

THE PUBLIC SERVICE OF FIRE INSURANCE

By W. E. Mallalieu, General Manager, The National Board of Fire Underwriters

IN a leaflet recently issued by The National Board of Fire Underwriters appears this statement: "Fire insurance is the 'backlog of business,' 'the balance-wheel' of commerce; it promotes thrift, safeguards industry, and protects credits." That is the economic function of fire insurance—principally stock fire insurance, for it furnishes cover for risks of all kinds, anywhere—but these same stock fire insurance organizations play an additional part in serving the public, as will be demonstrated.

It was realized some time ago that although fire insurance profited by the ever-present likelihood of burning, the incineration of material wealth had reached such proportions that it threatened economic disaster and that the business owed it to society to modify such a condition as far as it could possibly do so. Therefore, by concerted movement they authorized The National Board of Fire Underwriters to formulate a campaign along engineering and educational lines that has developed steadily in scope and intensity during recent years.

Since the National Board was organized in 1866 to save the business of fire underwriting from disruption due to the demoralization following the Civil War, the organization has developed in a good many directions unforeseen when it was created nearly sixty years ago. It first had undertaken to be the controlling factor in fixing both rates and commissions, and thus started out to be a fire insurance trust; it was, in fact, the first great American trust, antedating by some twenty years the period of combination and centralization in industry and finance.

The effort was disastrous, however, and in 1876 it was definitely decided to

abandon the attempt to control rates and about ten years later all supervision over agent's commissions was relinquished. Thus the Board passed completely out of the field of jurisdiction over such technical insurance matters, and since then has grown notably as an institution of a public service character, its work benefiting the public as well as the companies which compose its membership.

During the Great War, and for several months following the conclusion of the armistice, the National Board rendered invaluable service to the Federal government in a number of departments, particularly in safeguarding cantonments, navy yards, hospital bases, food depots and numerous other gears in the war machine. The organization of the draft army necessitated the hasty erection of large camps and depots at various points and because of the dire need for speed the required structures had to be made of wood and they presented a conflagration hazard of the first magnitude.

The services of most of the engineers of the Board of the regional organizations of the fire insurance companies were donated to work out plans for protecting these wooden cities from fire, and they were highly successful. During the period of occupancy, the per capita fire loss of the cantonments averaged about one-fifth of that experienced in civilian cities.

Since the war, the Board has resumed energetically the interrupted work of making city surveys, the number of municipalities that have had their fire hazard symptoms carefully diagnosed now approximating three hundred and forty. These surveys are made without cost to the cities visited and cover all the known features of fire hazard, particu-

larly those that affect the probability of conflagration. Among the matters checked are those relating to general structural conditions, fire department operation and equipment, water supply and its distribution, regulations concerning building and the operation of hazardous occupancies, wind velocities and topographical conditions.

The engineers customarily work in crews of four, each man being a specialist in his line; they make a thorough inspection and require about a month to survey a city of one hundred thousand population. There can be no question regarding the value of this scientific service to the different communities, particularly when it is recognized that the engineers' constructive suggestions for improvement make for the greater safety of life and property.

In lessening the likelihood of great, sweeping fires that devastate large areas, the fire insurance engineers render a service that cannot well be measured, for every serious conflagration creates suffering and financial loss far in excess of the insurance involved.

Following the San Francisco catastrophe, to cite a major example, the indemnity payments amounted to some \$220,000,000, whereas the aggregate toll of destruction approximated \$350,000,000.

The ever-present thought of the fire prevention engineer is to enhance the safety of life by bringing about the installation of sprinklers, cut-offs, adequate exit facilities, better fire department operation and increased water supply, so that in the event of fire the occupants of a building will have a better chance to escape death or serious injury.

The National Board's activities are carried on through various standing committees, and practically all are working to raise the factor of public safety and to prevent fires in property of all kinds, whether insured or uninsured.

The surveys mentioned, for instance, are made by the staff of the Committee on Fire Prevention and Engineering Standards which committee has also promoted successfully the standardization of hose-thread couplings, a matter of su-

preme importance when a conflagration-ridden city calls upon a neighboring community for assistance.

The Committee on Construction of Buildings operates along slightly different lines, concentrating upon structural features and promoting the use of a standard building code. The latter department keeps in touch with progress in the manufacture and use of fire-resistive materials as well as new methods, and is considered the chief national force for safer construction. It might be said that the operations of these two committees have been at the foundation of a large part of the improvement in municipal conditions as regards fire hazards.

The Board's Actuarial Bureau Committee analyzes and tabulates the major portion of the fire losses of the United States and has become the national center of such statistics. Its records show just what hazards are causing the greatest toll of destruction by fire and also the extent to which different occupancies are suffering, thus making available definite knowledge concerning the dangers which the public should particularly avoid in order to reduce its burden of fire waste.

The Committee on Public Relations takes this statistical data, as well as the information gathered by the other committees, and utilizes it in an educational way. Its activities embrace the various forms of "printers' ink" and it also uses motion pictures for purposes of combined entertainment and instruction. It gives particular attention to educating the school children, by means of a nationally used manual upon fire prevention, and its efforts should have a material bearing upon the future burning ratio.

Our Committee on Arson and Incendiarism has become increasingly successful in reducing the number of fires resulting from attempts at "burning to defraud" and other forms of incendiarism. Its activities also tend to enhance the safety of the public since loss of life is often caused by the despicable criminal who starts a fire in an effort to "burn for profit." It might be added that suppressing illegal fires tends to reduce the cost of insurance protection to the public.

(Concluded on page 174)

CASUALTY INSURANCE

A Concise Description of Its Scope and Function

By Hon. Jesse S. Phillips, General Manager and Counsel, National Bureau of Casualty and Surety Underwriters

SCIENCE AND INVENTION, coupled with education, steadily tend to reduce the number of adversities. Death is inevitable, though science has done its part to lengthen the period of life. In the field of fire, marine and casualty insurance, invention and science have been similarly effective. There is a limit, however, to prevention: Certain misfortunes cannot be eliminated.

Casualty insurance has grown to its present important position because of the impossibility of entirely eliminating certain of these adversities from our daily existence. The adversities commonly insured against in the casualty insurance field are covered under various forms of insurance policies, as follows:

Workmen's Compensation Insurance and Employers' Liability Insurance. Workmen's Compensation Insurance and Employers' Liability Insurance insure against loss caused by reason of the legal liability of the employer in case of industrial injuries which arise out of, and occur during employment.

Automobile Public Liability, Property Damage, and Collision Insurance. Automobile Public Liability Insurance insures against losses by reason of injuries (caused by automobiles) to persons.

Automobile Property Damage Insurance insures against losses by reason of damage (caused by automobiles) to property.

Automobile Collision Insurance insures against losses caused by damage to the insured automobile.

Miscellaneous Public Liability, Property Damage, and Collision Insurance. Protects against all forms of public liability, property damage and collision losses, arising out of causes other than the maintenance, use and operation of automobiles.

Sprinkler Leakage and Water Damage Insurance. Protects against loss through damage by water or leakage arising out of the use of fire sprinkler systems and from other causes.

Burglary, Robbery and Theft Insurance. Burglary Insurance insures against loss of property occasioned by felonious entrance into the insured premises by force and violence.

Robbery Insurance insures against loss of property which is taken from its custodian by violence or by putting the custodian in fear of bodily injury.

Theft Insurance insures against theft of property by dishonest servants, delivery men, mechanics, etc., who have unrestricted access to the property, and who feloniously appropriate such property to their own use without the consent of the owner.

Plate Glass Insurance. Plate Glass Insurance insures against all damage to plate glass caused by accidental breakage.

Steam Boiler, Engine, Flywheel, Machinery and Electrical Equipment Insurance. Steam Boiler, Engine, Flywheel, Machinery and Electrical Equipment Insurance affords insurance against loss (caused by explosion, rupture or cracking of any object insured) by reason of damage to any property, and by reason of assured's liability on account of death or injury of any person not employed by the assured.

In states where no workmen's compensation laws are in effect, this form of policy may include coverage in case an employee of the assured is killed or injured.

In case of loss of production due to the failure of a boiler, engine, flywheel, piece of machinery, or electrical equipment, there is a special form of insurance provided called "use and occupancy insurance."

Personal Accident and Health Insurance. Personal Accident and Health Insurance guarantees specified payments to the insured in case of disability caused by an accident, or in case of lost time and money through sickness.

None of these forms of casualty insurance is of an age comparable with

marine, fire and life insurance. Marine insurance dates back to the marine loans of the Ancient Greeks, while life and fire insurance are three hundred and fifty and two hundred and fifty years old, respectively. The oldest form of casualty insurance is personal accident and health insurance which is approximately one hundred years old. Plate glass insurance and boiler insurance have been written for about seventy and sixty years, respectively.

However, in spite of the short period of time during which casualty insurance has existed, there has been a rapid and progressive increase in the business. In the past ten years there has been a premium volume increase of 370 per cent. In 1913 the casualty insurance premiums of the stock companies amounted approximately to \$108,785,319. These premiums increased in 1923 to \$401,377,354, which is nearly four times as great as the premiums of 1913. Today, the volume of premiums has probably reached \$500,000,000, and this is not the limit of accomplishment for in some departments of the business, the surface only has been scratched.

While the increase in premium volume is large when the writings in all lines are considered, it is difficult to comprehend the increases which have been made in certain departments of the business. Owing to changes in legal conditions, and in methods of compiling experience, it is impossible to trace accurately the growth of workmen's compensation and automobile insurance. It may be stated, however, that whereas during 1913 stock companies wrote approximately \$53,000,000 in workmen's compensation and liability premiums, including automobile premiums, they wrote approximately \$230,000,000 in premiums for these same lines during the calendar year 1923. The total automobile premiums of the stock casualty companies alone for 1923 exceeded \$125,000,000. The increase in premium volume for this period was not less than 200 per cent for any branch of the business.

The average person usually regards the payment of losses by insurance companies as their only purpose. Important as this function is, it is not their only

contribution to business and industry. The capital, surplus and other assets which they are required to maintain as security for the payment of losses, for unearned premiums, and for the fulfillment of other insurance obligations, are carefully invested. These vast funds are constantly used for the establishment of business credit, and for the encouragement of industry. The stock casualty companies operating in the state of New York at the close of 1923 had invested in stocks and bonds of various legitimate business enterprises throughout the country, and in municipal and government bonds nearly \$450,000,000. The investments of all classes of insurance companies in this country employed in the various channels of trade, and for the administrative affairs of government, will equal nearly \$11,000,000,000. This is a service too often overlooked, in which insurance carriers and their policyholders are engaged for the benefit of the public.

Legal service, which is provided in the majority of casualty insurance policies, is a feature which often is not considered by the public. The annoyance and uncertainty of litigation is greatly reduced by the legal aid provided under the terms of casualty insurance policies. In addition, every casualty insurance company maintains an active department which takes prompt and efficient care of the settlement of all claims covered by policies. This further reduces the burden which would ordinarily fall upon the shoulders of the assured.

Casualty insurance has also contributed to the public welfare in the field of prevention. It has always sought in every practicable and reasonable manner to prevent the occurrence of the very misfortunes for which indemnity is furnished, thus not only fostering and encouraging prevention but also minimizing hazards, and reducing the cost of insurance to policyholders. In this manner casualty insurance has gone to the root of the proposition; it has not only offered business and industry safety and security against the effects of misfortune, but at the same time it has attacked the causes of these misfortunes, eliminating some and rendering others less prolific in the production of those occurrences

which underlie the various forms of protection embraced in this branch of the insurance business.

This has been accomplished in several ways. The companies, through their trained inspectors and engineers, have made hundreds of thousands of inspections, and have instructed their policyholders in methods designed to remove or modify hazards which have been discovered in this process. Every year millions of dollars are spent for inspections alone. The companies have also supported, and have been active in the work of such organizations as the American

Engineering Standards Committee, the Underwriters' Laboratories, the National Safety Council, and the National Council on Street and Highway Safety, all of which are striving to reduce hazards in business and industry.

Casualty insurance has become a necessary part of the insurance system of the world. Within a comparatively short time, through its protection against losses not covered by the older forms of insurance, and through its legal, claim and accident prevention service, it has been recognized as a necessity to business and industry.

THE EDUCATIONAL WORK OF THE CASUALTY ACTUARIAL SOCIETY

By Richard Fondiller, Secretary-Treasurer

PRIOR to the organization of the Casualty Actuarial Society in 1914, comparatively little technical study was given to the actuarial and underwriting problems of most of the branches of casualty insurance. The object of the society is the promotion of actuarial and statistical science as applied to the problems of casualty and social insurance by means of personal intercourse, the presentation and discussion of appropriate papers, the collection of a library and such other means as may be found desirable. With the foundation of this organization an impetus was given to educational work in casualty actuarial science by the appointment of an Educational Committee to formulate a syllabus and recommendations for study for students desiring to become members of the society by examination. The young men and women employed in the offices of casualty insurance companies require some guide as to the course of study and the best text books for the various topics in the examinations, and for this purpose the Educational Committee has issued the "Recommendations for Study." These recommendations are now in their third edition by reason of amendments to the syllabus and the publication of new text books, the last edition having been issued in 1924. This pamphlet may be obtained without charge upon request to the Secre-

tary-Treasurer (75 Fulton Street, New York City).

The society has two grades of membership, Associate and Fellow; candidates are required to first pass the associateship examinations before being admitted to take the fellowship examinations. The examinations are four in number, two each for both Associate and Fellow. Examinations have been held annually since 1915, in May of each year. It generally requires two or three years study for a candidate to become a Fellow by examination, and thereupon he is granted the diploma of the society. The society has a total membership of two hundred and forty-six, comprising one hundred and fifty-nine Fellows and eighty-seven Associates. The subjects included in the syllabus for both grades of membership are (1) elementary algebra, double entry bookkeeping, elements of statistics; (2) elements of the theory of probabilities, policy forms and underwriting practice, practical problems in statistics, practical problems in insurance accounting; (3) advanced algebra, differential and integral calculus and calculus of finite differences, critical analysis of statistics, theory of life contingencies, economic theory of insurance; (4) advanced problems in statistics, calculation of premiums and reserves, advanced problems in insurance accounting,

underwriting problems in casualty insurance.

The society has purchased sets of the various text books suggested for study, in New York and Hartford, which are loaned to students preparing for the examinations. This avoids the necessity of any student making a large outlay for books, some of which are expensive or are reference books only.

Under the leadership of Edwin W. Kopf, the chairman of the Educational Committee, the "1924 Recommendations for Study" were issued and the committee has assumed the supervision of three volumes which are in preparation and which will probably be completed in 1926 and 1927. These volumes will be entitled "Casualty Insurance Law,"¹ including law and its administration and commercial law, "Statistics"¹ and "Casualty Insurance Accounting."¹ These texts will be unique in that they are being prepared not for the layman but for actuaries, accountants, statisticians, and administrators in the insurance business who need to know enough about these subjects to discuss them intelligently with the technicians of their companies. The volumes are also intended to be of material assistance to students preparing for the examinations of the society.

The examination questions are set by the Examination Committee which has no connection with the Educational Committee. The Examination Committee is not governed by the Recommendations of the Educational Committee and the questions need only keep within the syllabus laid down by the governing board, the Council of the Society. The Secretary-Treasurer assigns numbers to the candidates, who are thus unknown to the Examination Committee.

The society twice a year issues a publication entitled the *Proceedings*, which contain the various papers presented at the May and November meetings of the society. There have been twenty-two numbers of the *Proceedings* published. They are contained in ten bound volumes and contain one hundred and forty-one original papers dealing with the scientific aspects of the various casualty lines. Many of these papers are like text-book presentations, which have been written by members of the society who are specialists in their respective lines, for the benefit of students. The society also publishes annually a *Year Book*, which contains the list of members, examination papers, and information relative to the examination requirements. This publication may be obtained without charge upon request.

Secretary of Labor's Report

The annual report of the Secretary of Labor for the year 1924 calls special attention to the department's library, maintained as a division in the office of the secretary.

"The department library" Secretary Davis states, "rises to the importance of a bureau in the magnitude of its operations and the importance of the service performed." He adds, "The department library is perhaps the most important and extensive collection of literature dealing with industrial relations in the world."

The detailed report of the library states that the collection now consists of one hundred thousand books and pamphlets, a unique collection covering the whole field of social welfare. The library places special emphasis on

its periodical collection which has been largely augmented by numerous foreign journals received on exchange. Current issues total two hundred thousand from forty-five different countries. Special attention is called to the classification and annotated bibliography on the literature relating to child labor and minors' industry, 1916-1924, which is now appearing in a series of bulletins prepared by the Children's Bureau.

Section on Cataloging and Classification

Plans are under way for a session Friday afternoon, June 26, 1925, under the direction of the Committee on Methods, devoted to problems of cataloging and classification.

¹ By William Brosmith, Byron Clayton, E. W. Kopf, M. S. Applegate and R. S. Hull with the assistance of Advisory Committees.

THE PLACE IN THE INSURANCE BUSINESS OF ORGANIZED INSURANCE LIBRARIES

By Frederick Richardson, United States Manager, General Accident, Fire and Life Assurance Corporation, Ltd.

THOSE of us who have a taste for literature as an art may be disposed to think that public libraries exist mainly for the purpose of encouraging a taste for reading. The writer having been permitted to be a borrower of books at the early age of eight, on condition that he washed his hands at the nearest pump, has wandered long enough in the realm of the printed word to know that bad books from the conventional standpoint may sometimes be good literature, whereas highly moral works may die of their own dullness! He realizes that in personal reading everything is determined by interests and tastes and for that reason alone the cultivated reader will form his own library where and whenever he can. He perceives that certain books he must have as the tools and weapons of his personality and his profession, and to try to get along without them would be a supreme inconvenience, and this quite apart from the special requirements of an expert. A Philadelphia judge has just completed a translation of the work in dog Latin that Browning found on a book stall in Florence and out of which he evolved "The Ring and the Book." To do so the translator acquired a special library of more than one thousand volumes. Scholarship means nothing less than this, that the records, such as they may be, must be exhausted, and the evidence and all that goes to elucidate the evidence must be gathered together for the purpose of attacking any one problem or series of problems.

The insurance business is not a very old one in its modern application although ancient Greek mariners had an elaborate code in which there was some form of co-operative indemnity. The literature of the business is in the main a matter of comparatively recent history and no works on the subject of any importance have been lost so far as we can tell. The literature of insurance has grown rapidly of late and from present appearance it will not be long before the

entire field of its direct operations is covered by textbooks, records and studies of various kinds. So exhaustive has this literature become that no single individual or company could maintain an adequate library, especially as there are collateral lines of research straying into the domains of vital statistics, chemistry, engineering and other branches of science that have a direct bearing upon the operations of the business. It can truthfully be said that insurance touches almost every activity and, therefore, every purely mundane science may have its bearing upon the technical side of insurance enterprise. It would be interesting to see how far Mr. Handy's famous library in Boston has made excursions into these related fields. It can certainly not be denied that in future the difficulty will be to know where to stop if the aim is to secure a complete collection of works and records dealing with every collateral phase of the business.

There can be no doubt whatever that technical insurance libraries will be of growing importance. It would certainly not be economical to have more than one in any large center; therefore, co-operative effort seems to be essential. No single company would desire to maintain a reasonably complete library to which any student or investigator could have access. Moreover it is much to be doubted whether every insurance library in the country should aim to be exhaustive. There is undoubtedly a place for a premier insurance library which could receive national as well as local support, where works of less common use could be shelved so that they may be available for the uncommon investigator. It would be stupid to suppose that because there is a large number of books to which reference is seldom made there is no use for an inclusive collection. The documentation of the insurance business is something of vital importance to everyone connected with it. At one time or another, whether we are actively em-

ployed in insurance or not, we are all bound to come into contact with it. Insurance libraries do not exist, therefore, for insurance men only but for investigators in every walk of life. Insurance companies feel a strong need to maintain contact with the documentation of the business but have no facilities for anything but a partial maintenance of printed records. The solution of the difficulty is the local insurance library coupled with a national library the first of which will perform a valuable func-

tion in the education of students quite apart from its primary object of meeting demands for information that need to be met from time to time. The library is the inalterable sign of civilization. Knowledge and technique are helpless without it, for these things are built up on themselves in much the same way as the coral insects form the reef that may ultimately rise above the sea to catch new and incalculable sources of growth and power.

THE LITERATURE OF FIRE INSURANCE

Some Notes for Study of Its Sources and Importance

By D. N. Handy, Librarian, The Insurance Library Association of Boston

THE field of fire insurance is covered by a fairly extensive literature. In recent years scholarly contributions to its theory and practice have been made by Professors Riegel, Huebner, Gephart, Zartman and others. Mr. Hardy of the New York Fire Insurance Exchange has brought to light much interesting historical matter. Many men active in the business have contributed manuals and treatises of great practical worth. In the historical field Walford, Relton, and Fowler still continue the sources of our most abundant information. Curiously, although fire insurance underlies much of the credit system of the modern world, touches almost every relationship of life, and undoubtedly is a contributing factor of almost immeasurable importance to initiative, no scholar has yet found the opportunity or the inclination to give us the much needed inquiry into its essential economic and social significance. We have had scholarly treatises on capital, labor, management, but none which adequately assigns to fire insurance its proper place in modern life. That insurance will gain enormously in public esteem if and when this contribution is made, no thoughtful person will question.

Among the more important works on general theory and practice of insurance the following may be listed:

- Barbour, Robert P. The agents' key to fire insurance. Spectator Co. New York. 1922. 3d ed. Giving agents, brokers and field men information on the essentials of the business and a collection of modern policy forms.
- Crosby, Everett U., Fiske, Henry A., and Forster, H. Walter. Handbook of fire

protection. 7th ed. Van Nostrand, New York. 1924. To serve as a basis of education in fire prevention and protection.

Cyclopedia of Fire Prevention and Insurance. 4v. American School of Correspondence. Chicago. 1912. General reference work on fire and fire losses, construction, hazards, policy, etc.

Dominge, Charles C. and Lincoln, Walter O. Fire insurance inspection and underwriting. 3d ed. Spectator. New York. 1923. An encyclopedia handbook defining insurance terms, the policy contract, special forms and describing processes and hazards of manufacturing.

Dunham, Howard P. ed. and comp. The business of insurance; a text book and reference book covering all lines of insurance, designed to give a practical working knowledge of the subject. 3v. Ronald Press New York. 1912

Freitag, Joseph Kendall. Fire prevention and fire protection as applied to building construction. 3d ed. rev. Wiley. New York. 1921

Gephart, W. F. Principles of insurance. Life and Fire. General discussions. 2v. Macmillan. New York. 1911

Hoffman, Frederick L. Insurance science and economics. Spectator Co. New York. 1911.

Insurance Society of New York. The fire insurance contract; its history and interpretation. Indianapolis, Rough Notes, 1922. Compilation of lectures giving a clear interpretation of the debatable features of the policy contract.

Riegel, Robert and Loman, H. J. Insurance principles and practices. Prentice Hall, New York. 1921. Explains economic services and business uses, fundamentals and organization of insurance. Fire, life, compensation, marine and title insurance. Sample policies and forms.

Weekly Underwriter. Live articles on Special Hazards. 15v. Underwriter Printing & Publishing Co. New York. A series of articles reprinted from the monthly fire insurance supplement of The Weekly Underwriter.

Willet, Allan H. The economic theory of risk and insurance. Columbia University Press. New York. 1901.

Yale Readings in Insurance. Ed. by Zartman and Price. 2v. Yale University Press. New Haven. 1914. Rev. ed. Fire, marine, life. Selections from insurance literature, lectures, etc., which will interpret best the principles.

Jurisprudence. Fire Insurance is not a litigious business. Reports to the National Board of Fire Underwriters show that during the nine years ending in June, 1924 more than 3,150,000 claims for fire losses were paid by the companies reporting to the Actuarial Bureau. There are no figures to show how many claims were paid during the same period by the insurers whose losses were unreported. Yet during this time but fifteen hundred fire insurance cases were tried in all the Federal and state courts of the United States. This means, roughly speaking, that but one loss was brought into the courts for every twenty-two hundred settled without question. Nor would it be true to say that all or nearly all these represented disputed claims. For fire insurance like every growing business involves innumerable complications which only the courts can dissolve. It is literally true that tens of thousands of policies are issued and settled amicably to one which involves its holder in legal contentions.

Nevertheless, fire insurance begins with a contract and all its subsequent relationships are closely interwoven with legal principles and their application. The literature of fire insurance jurisprudence, therefore, is considerable. Among its principal texts are the following:

Cooley, Roger W. Briefs on the law of insurance. 5v. West Pub. Co. St. Paul. 1905. Supp. 2v. Cooley & Vold. 1919. Furnishes briefs on every phase of the insurance contract

Insurance Law Journal. Monthly journal giving the full text of every insurance decision in every court of last resort in U.S. 64v. Insurance Law Journal. New York. 1871-date. Index of cases in each volume with topical index.

Insurance Digest. Annual digest embracing all decisions in any manner affecting insurance companies or their contract. Ed. by John A. Finch. Since 1899 by Guilford A. Deitch. 35v. Rough Notes Co. Indianapolis. 1888-date.

Joyce, Joseph A. A treatise on marine, fire, life, accident and all other insurances, and

so far as applicable, rights, remedies, pleading, practice and evidence. 1st ed. 4v. Bancroft-Whitney San Francisco. 1897. 2d ed. 5v. Lawyers Coop. Pub. Co. Rochester. 1917.

Richards, George. A treatise on the law of insurance in all its branches with an appendix of statutes affecting the contract and a collection of forms 3d ed. Banks Law Pub. Co. New York. 1911.

Documentary Sources. In Great Britain the national government has interposed itself very little between the insurer and the assured. An early law defining gambling and more recent acts lodging certain powers with the Board of Trade to which all insurance offices in Great Britain now report comprise practically all English legislation supervising or controlling insurance.

In the United States, however, governmental supervision and control have been constant and increasing over a long period of years. In *Paul vs. Virginia*, a case classical in insurance annals it was decided that corporations are not citizens and that insurance is not commerce. As a result the individual states were confirmed in their right of insurance supervision and control, and the national government in practice was estopped from interfering in insurance matters within and between the states. The consequence has been the development in each state of the Union of an elaborate code of statutory provisions having to do with insurance and its operations. The labor of enforcing this code has become so onerous that in most states an insurance department has been created having at its head an official called the Superintendent of Insurance or Insurance Commissioner. The incorporation of companies within the state, the admission to the state of companies incorporated without, and all foreign companies are under close state supervision. The form of policy is provided by statute. The kinds of business that can be written and the manner of doing business are carefully prescribed. Reports covering in the greatest detail all operations of the company must be filed. Agents and brokers are specifically defined and licensed by the state. In recent years supervision has been extended to the rates of premiums charged and in some states the mechanism for rate making is set up by the state itself. All this extensive machinery as may be supposed has not functioned without producing as a by-product a vast amount of information relating to insurance. Some of the more important sources of insurance information growing out

of state supervision and control are the following:

Annual Reports of Insurance Commissioners. These contain principally statistical matter relating to the companies, and statistical tables showing aggregate results of insurance business done by companies admitted to the state. The reports of the insurance departments of New York State and Massachusetts are particularly valuable. They have, over a period of many years, particularly in the Commissioners' Introduction, contributed substantially to the discussion of insurance problems.

Barnes' Condensed Reports of the State of New York. Cover in five volumes a mass of data concerning insurance in New York State during the early years of its existence.

Codified Insurance Laws. From time to time each state issues corrected copies of the codified insurance laws. The current issues give the insurance requirements of the state. Sets of the codified laws give a reasonably complete documentary record of the development of insurance supervision over a period of years.

Fire Insurance Laws, Taxes and Fees. Containing a digest of the statutory requirements in U.S. and Canada relating to fire insurance companies and agents, with many quotations from the statutes; also a compilation of county and municipal taxes and fees. Spectator Co. New York. 1901-date. 24 annual editions.

Legislative Investigations. Occasionally, legislative investigations of insurance have resulted in reports of considerable value. In Fire Insurance the following reports of such investigating committees are noteworthy:

New York. Report of Joint Committee appointed to Investigate Corrupt Practices in Legislation. 1911. 3v.

Illinois. Report of Legislative Commission. 1914

Wisconsin. Report of Legislative Commission, 1911-12.

Rulings of Insurance Commissioners. These unfortunately are not available for early years. Some of the more important rulings will be found in the Annual Reports of the Commissioners by whom the rulings were made. Some in more or less complete form have been printed in the insurance journals. Rather extensive reports but for confidential use have been made by Associations of Underwriters such, for example, as the National Board of Fire Underwriters and the National Association of Life Insurance Presidents. Beginning with the year 1917 rulings of insurance commissioners have been printed, distributed, and at the end of the year accumulated into bound form by the Weekly Underwriter, 80 Maiden Lane, New York.

Proceedings of the National Convention of Insurance Commissioners. Published since 1871 contain a vast amount of information concerning the development of state supervision and the problems which it has presented. The secretary of this association for many years has been Col. Joseph Button, Richmond, Virginia.

Fires and Fire Losses. The chief source of information on fires and fire losses in the United States is the National Board of Fire Underwriters, 76 William Street, New York City. The Board maintains an Actuarial Bureau to which the leading stock and mutual companies of the country report their losses. Since 1915 when the Actuarial Bureau was established more than seven million loss reports have been received and more than 3,150,000 loss claims filed. Much valuable information concerning the extent, nature, and cost of fire losses derived from this vast mass of figures is distributed through the press and through the National Board's monthly publication entitled, *Safeguarding America Against Fire*.

The annual reports of the National Board also contain useful information concerning fire losses. Its figures of losses in cities of twenty thousand inhabitants and over, extending over many years are especially noteworthy.

The National Fire Protection Association, 40 Central Street, Boston, Mass., also compiles extensive and valuable information on fires and fire losses. Its analyses of fires in sprinklered manufacturing risks published from time to time in the *Quarterly*, the official organ of the association, are unique in their field.

In many cities and states where fire marshals or similar officers exist, their reports cover in considerable detail fires occurring within the states and cities themselves. In Massachusetts, the state police gathers figures of this kind publishing them in the Annual Report of the Insurance Commissioner. Much study of fires and fire costs has been made by the insurance companies particularly by the group known as the Factory Mutuals; but their published reports as a rule are for the use of their members only.

Rates and Rating. The rate is extremely important in fire insurance because it determines largely the cost of insurance to be borne by the community. Fire insurance rates are still judgment-made, although the tendency for many years has been to introduce greater and greater refinement of judgment. Elaborate schedules have been devised by

which to effect a better analysis of fire hazards and greater uniformity in rating methods.

In casualty insurance great progress has been made with rates based on experience. In Fire Insurance experience plays only a secondary part. Among the more important discussions of fire insurance rates are the following:

- Dean, A. F. *Rationale of Fire Rates*. 2d ed. J. M. Murphy. Chicago. 1901.
 Glidden, Jay S. *Analytic System for Measurement of Relative Fire Hazards*. Rough Notes. Indianapolis. 1918.
 Hardy, E. R. *Fire Insurance Rating*. Spectator Co. New York. (In press)
 Moore, F. C. *Standard Universal Schedule*. New York. 1902.
 Richards, E. G. *Experience Grading and Rating Schedule*. Van Nostrand. New York. 1921.

Insurance Directories. Few fields have been better covered by directories than insurance. Among the leading firms publishing directories are the following:

- American Insurer, New Orleans, La., Directories covering Arkansas, Mississippi and Texas.
 Baltimore Underwriter, Baltimore, Md., Directories covering Delaware and District of Columbia.
 Herald-Argus Co., Atlanta, Ga., Directories covering Georgia, Florida, and Alabama.
 Insurance Field Co., Louisville, Ky., Directories covering Northwest, Kentucky, New Jersey, New York, North Carolina, etc.
 Many State Insurance Departments publish directories of agents and brokers, as New York, New Hampshire, Vermont, Oregon, Pennsylvania, Florida, etc.
 National Underwriter Co., Chicago, Ill., Directories covering Delaware, Illinois, Maryland, etc.
 Rough Notes Co., Indianapolis, Ind., Directories covering Indiana and Illinois.
 Standard Publishing Co., Boston, Mass. *Standard Insurance Directory*, covering the New England states.
 Underwriters Report, San Francisco, Cal. Directories covering Pacific coast.
 U. S. Review Pub. Co., Philadelphia, Pa. *Directory of Pennsylvania*.

Statistics. Fire insurance is greatly interested in the statistics which tell what and how the business has been done; and covering the insurance field are many noteworthy publications of this kind. It will be impossible to enumerate all of them but some of the more useful are the following:

- Annual charts so called—being pocket editions of carefully compiled statistical data—are prepared by the following:
 Argus Chart, National Underwriter Company.

- Fire Insurance Pocket Index, Spectator Co.
 Handy Chart (Casualty), Spectator Co.
 Standard Fire Insurance Tables, Standard Publishing Co.
 Pacific Insurance Chart, R. W. Neal, 417 Montgomery St., San Francisco, Calif.
 Annual Reports, National Board of Fire Underwriters. 76 William Street, New York City.
 Bests Insurance Reports, Fire and Marine, Casualty. A. M. Best Co., 75 Fulton St., New York City.
 Distribution by States of Fire Insurance, Spectator Company. 135 William Street, New York City.
 Fire Insurance by States, Jenney. Weekly Underwriter.
 Fire Insurance in New England, Standard Publishing Co. 141 Milk St., Boston, Mass.
 Spectator Yearbooks, Fire and Marine, Casualty and Miscellaneous. 135 William Street, New York City.
 State Chart, Harrison Law. Nutley, N.J.
 Statistical Tables, Harrison Law. Nutley, N.J.
 Weekly Underwriter Insurance Almanac. Weekly Underwriter. 80 Maiden Lane, New York City.

Insurance Journalism. Insurance has been fortunate for many years in having attracted to the field of insurance journalism a very high type of men. The names of its journalists and publishers include many men of broad culture and special learning. Their contribution to the intelligent discussion of fire insurance problems, extending over a period of eighty years has been of constructive and enduring value. It is impossible within the compass of so brief an article to list all insurance journals. Among the more important, however, are the following:

- Best's Insurance News. A. M. Best Co., 75 Fulton St., New York. Monthly.
 Eastern Underwriter. Eastern Underwriter Co., 86 Fulton St., New York. Weekly.
 Insurance Age-Journal. Frank L. Armstrong, ed. 55 Kilby St., Boston. Weekly.
 Insurance Field Insurance Field Co., Louisville, Ky., Weekly. Property, Surety and Compensation Indemnities.
 National Underwriter. National Underwriter Co., 175 W. Jackson Boulevard, Chicago, Ill. Weekly.
 Policy-Holder 44 Lloyd St., Manchester, Eng. Weekly
 Post Magazine & Insurance Monitor. 9 St. Andrew St., London, E.C.4, England. Weekly.
 Rough Notes. Rough Notes Co., Indianapolis, Ind. Monthly.
 Spectator. Spectator Pub Co., 135 William St., New York City. Weekly.

Standard. Standard Pub. Co., 141 Milk St., Boston. Weekly. Devoted primarily to New England.

Weekly Underwriter. Underwriter Printing & Pub. Co., 80 Maiden Lane, New York. Weekly.

Associations Fire insurance has always been characterized by associational activities. Associations may be grouped roughly as; first, general supervisory, such for example, as the Eastern Union, Union, and the National Board of Fire Underwriters; second, rating associations as, for example, the New England Insurance Exchange and the New York Fire Insurance Rating Association; and third, educational.

The proceedings of the associations of the first class are of a more or less confidential nature and usually are not published for distribution. An exception is made, however, in the case of the National Board of Fire Underwriters whose proceedings are published and widely distributed, and contain much valuable data concerning the development and operation of fire insurance in America. Aside from their annual reports the principal publications of rating associations are their rules and regulations which naturally are printed for the use of their members and clients.

The group of associations largely of an educational character have contributed very substantially to the practical literature of fire insurance. Their proceedings and other publications are quite truly storehouses of information. Among the more important of these are: The Insurance Library Association of Boston, Boston, Mass.; The Insurance Society of New York, New York; Fire Underwriters Association of the Northwest; the recently organized Insurance Institute of America, New York; Fire Underwriters Association of the Pacific; The Insurance Club of Chicago; and in Great Britain the Chartered Insurance Institute and its affiliated local associations. The journals published annually by the Chartered Insurance Institute beginning with 1898 constitute one of the most substantial contributions to the practice of insurance to be found in the English language.

Fire Protection and Prevention. Fire insurance companies early interested themselves in the study of fire causes and the means of reducing them. In recent years the vast and far-reaching character of their fire protection and prevention activities has entitled them quite justly to be styled public service institutions. Mr. Mallalieu in his article points to

the work of the National Board, The National Fire Protection Association, The Underwriters Laboratories, and the Factory Mutuals as illustrating the scope and importance of these two activities. They have not only called for constant use of data and information, but have themselves contributed very generally to information in the fields which they cover. The standards prepared and promulgated by the National Fire Protection Association and the National Board; the reports embodying the results of the researches and experiments of the Underwriters Laboratories; and the contributions of inspection boards and bureaus, to the knowledge of fires and their effect on materials have been noteworthy and productive of results far beyond the circle immediately conversant with them. I do not think of a single new application of power, heat, or light, or a single new process introduced into industrial arts which has not found the fire insurance companies prompt to recognize its dangers; quick to act for their proper safeguarding and control; and yet always reasonably tolerant of other people's opinions and willing to co-operate with them in producing standards of safety by which the whole community has been benefited. Petroleum, electricity, the extensive and more modern use of the refined products of petroleum, and the enumerable changes which have entered into industrial processes have all felt the influence of the fire insurance companies, and always I think it may be confidently claimed in a manner wholly in the public interest.

Some of the leading books on fire protection and prevention follow:

Crosby, Fiske, Forster Handbook of Fire Protection and Prevention. Van Nostrand. New York.

Dana, Gorham. Automatic Sprinklers. Wiley. New York.

Freitag. Fire Protection and Fire Prevention. Wiley. New York.

N.F.P.A. Handbook of Field Practice. National Fire Prevention Association. Boston, Mass.

In the foregoing article I have briefly touched upon some of the sources of information on fire insurance and its related subjects, fire protection and prevention. The field is broad and merely to list its literature would require many issues of SPECIAL LIBRARIES. Manifestly, much has been omitted and probably some that has been included will not seem to all our readers to have been included with the best of judgment.

INSURANCE LIBRARIES IN THE UNITED STATES

A Brief Description of Some of the More Noteworthy Collections

THE Libraries described below comprise the leading insurance libraries in this country. It would be misleading, however, to say that they constitute all available collections of insurance information. Some of the state insurance departments, notably those of Massachusetts and New York State; and many of the insurance publishers, especially those of many years' standing such as the *Standard* in Boston, the *Spectator* and *Weekly Underwriter* in New York, and *Rough Notes* in Indianapolis possess quantities of information of the highest value.

So too, it is quite likely that many of the insurance companies have substantial collections of books and pamphlets which are drawn upon for daily requirements.

This article aims to list only the more or less organized collections to which the name library may properly be applied. In a later article we hope to say something about insurance libraries abroad.

D. N. H.

AETNA LIFE INSURANCE COMPANY,
Research Division, Hartford, Conn., Organized, 1915.

The library is part of the Inspection Division. Books, magazines, and information file deal mostly with engineering and chemistry as related to industrial processes; and with occupational diseases and the several aspects of safety. Offices located in several buildings, making it necessary that many of the books be placed in the department using them. Books used principally in the Research Department; but loaned throughout organization; photo-stats of material made when required. Uses indexes of the *Industrial Arts* and *Engineering Magazine*, and specifically card-indexes so far as possible, proceedings of the National Safety Council, the *National Safety News*, and certain state and Federal documents. The library collects material for research and prepares occasional bibliographical matter. Librarian, Clare G. Osborn

ASSOCIATION OF LIFE INSURANCE PRESIDENTS, New York. Organized Dec., 1906

Library covers life insurance and related subjects. Life insurance material is classified by the Library of Congress classification; all

other material by the Dewey Decimal. Library serves members of the association and its executives for whom research is done. It is under the immediate supervision of the association's executives. Five persons are employed. Librarian, Edith H. Sillence.

CONNECTICUT MUTUAL LIFE INSURANCE COMPANY, Hartford, Conn.

Comprises actuarial subjects, insurance, law, and other topics of interest to insurance companies. Maintained for the company's own use. Does not have a librarian.

EQUITABLE LIFE ASSURANCE SOCIETY OF THE UNITED STATES, 393 Seventh Ave., New York. Organized, 1886.

Covers principally life insurance and related subjects. It is used chiefly by the officers and staff of the company. A key to the collection is furnished by a dictionary index. Librarian, Grace W. Morse.

FIDELITY MUTUAL LIFE INSURANCE COMPANY, Philadelphia, Pa. Organized 1878.

Covers life insurance, actuarial science, investments, medical aspects of life insurance, salesmanship and advertising. Library is indexed by one general index with books shelved in the departments to which they especially apply. Books on general topics and Insurance Department Reports are placed in the library proper. Librarian, Elsie Ulrich.

FIRE UNDERWRITERS ASSOCIATION OF THE NORTHWEST, Chicago, Ill. Organized February, 1871.

Library covers fire insurance and related subjects; also to some extent accident and health, workmen's compensation, and life insurance.

Maintained by the association and used by members and others in Chicago and throughout the western field. Books mailed free of charge to patrons residing outside Chicago. Used extensively by students in the lecture courses of the Insurance Club of Chicago.

During past year 2481 books were loaned, and 3116 inquiries handled by library employees. Material is filed by the Decimal system adopted by the Insurance Library Association of Boston. Material indexed on cards, books

being listed by title, author and subject. Occasional bibliographical work done. No research. Two employees. Librarian, Edith Y. Wetmore.

**FIRE UNDERWRITERS' ASSOCIATION
OF THE PACIFIC, San Francisco, Cal.**

Library covers all branches of insurance but principally fire. More than five thousand volumes. Nearly two thousand visitors came to its rooms in 1924. It loans books to members. Maintains lecture courses on insurance. Keys to the reading room are distributed to two hundred and fifty members enabling them to use the library out of business hours. The library was completely destroyed by the great conflagration; and the present collection has been assembled since that time.

**INSURANCE LIBRARY ASSOCIATION
OF ATLANTA, Atlanta, Ga., Organized
1921.**

Material on all branches of insurance and related subjects. Used chiefly by field men and others covering the southern field. Accessions to the library are indexed. No research or bibliographical work is undertaken. Librarian, Isabel Stevens.

**THE INSURANCE LIBRARY ASSOCIATION
OF BOSTON, 18 Oliver St., Boston,
Mass., Organized 1887.**

Incorporated under the laws of Massachusetts. Collection limited to the field of fire insurance and fire protection and prevention. Within these fields has accumulated very thoroughly and systematically all procurable information. Has sought to include records and documents to illustrate early development of insurance, as well as everything of contemporary interest. In early pamphlets, proceedings of insurance organizations, legislative documents, and periodicals devoted to insurance, it is very complete. It has been made the custodian of the Gayle T. Forbush collection of fire prints and engravings. It has acquired prints, engravings, photographs, as well as literature pertaining to the business. A substantial beginning has been made in the acquisition of foreign language material having to do with its special field. Material is classified by a special classification of the subject, based on the decimal method. Material is indexed. Card cabinets contain about one hundred thousand cards. It issues a *Bulletin* containing an index to much of the material on fire insurance and fire protection and prevention received

at the library. The library is used by its members, many of whom in the associate class are outside the field of insurance; and by students in technical schools and universities in Boston and vicinity. It maintains during the fall and winter months lecture courses in fire, casualty and marine insurance now attended by about two hundred and fifty men and women. Library facilities are extended to students in its evening classes. Four persons employed in the library. Librarian, D. N. Handy.

**THE INSURANCE SOCIETY OF NEW
YORK, 84 William Street, New York.
Organized 1901.**

The library covers all branches of insurance, and contains, in addition, a few general reference works. The number of books in the library on May 1, 1924 was 16,946.

It is open to the public for reference use only. Members may borrow books for home use. According to the last printed report, 3557 books and pamphlets were loaned from April 30, 1923 to May 1, 1924. Over five thousand readers used the library and over one thousand of them asked reference questions which required three minutes or more to look up.

The library co-operates with other insurance libraries and with public, university, and business libraries throughout the country. Questions on insurance come by mail from all parts of the United States.

This year the society has about six hundred students taking the insurance courses of the Insurance Institute of America who have the privilege of borrowing books from the library.

The classification system is based upon that used at the Insurance Library Association of Boston. The library is not fully cataloged and indexed. New books and pamphlets are listed in the *News Letter*, published by the society. Librarian, Mabel B. Swerig.

**MARYLAND CASUALTY COMPANY,
Baltimore, Md. Organized 1919.**

Research library of the Engineering and Rating Division. Collects all data on accident prevention and on processes in industries and their hazards. Indexes by subjects, articles in books, pamphlets, plant magazines, government publications, magazines and clippings. Makes special effort to obtain information concerning the prevention of the occurrence of accidents of various kinds both industrial and public. Used by engineers and officers

of the company, by safety engineers and by policy-holders. Three persons devote all or part of their time to the library. Librarian, Naomi Lewy.

METROPOLITAN LIFE INSURANCE COMPANY, 1 Madison Ave., New York.
Organized Dec., 1909.

The library now has some sixty thousand books, reports and documents covering industrial hygiene, public health, accident prevention and pensions, in addition to its main subject—life insurance. While it has an active circulating department, emphasis has been put on the development of research work for the last three years. The four phases of reference and research work now carried on by the library are; insurance, industry and economics, publicity, and public health—all supported by general reference work, book ordering and cataloging necessary for such activities.

The Dewey Decimal classification is used for the general circulating books but a modification was necessary for the collection on social insurance; while Library of Congress classification forms the basis of the general insurance. Specific subjects in books and magazines are analyzed; and a special catalog on Personnel Management is in process of making. This analyzes house organs, magazine articles and books on all reported personnel activities—bonus, housing, lunch-rooms, medical service, pensions, etc.

The library subscribes to six hundred magazines the routing of which is a heavy but interesting phase of circulation work. Equally important is the abstracting of the articles in the magazines for certain departments needing that service—fifteen hundred to twenty-five hundred abstracts being distributed each month.

The library staff numbers twenty-eight, consisting of trained librarians, junior assistants, and typists. They serve a company of seventy-five hundred to eight thousand employees either directly or through the departments. New books are bought on request of an individual for pleasure or business reading; special emphasis is put on the "reserving" of non-fiction. Weekly lists of additions to the library are distributed and a page of "book notes" is contributed each month to the *Home Office* magazine.

The library is under the supervision of the Welfare Division though all new developments depend upon the advice and approval

of the officers of those divisions most concerned. The Metropolitan Life Insurance Company Library is one of the oldest special libraries in New York City. Librarian, Florence Bradley.

MUTUAL BENEFIT LIFE INSURANCE COMPANY, Newark, N.J. Organized, July, 1922

Agency Department Reference Library. Covers intensively such subjects as policy building; organization; finance and compensation; recruiting and training; sales promotion and training; salesmanship and selling; office organization and conservation; statistics and miscellaneous life insurance, and related literature.

Material is filed by a modification of the Dewey System of classification and is indexed on cards arranged alphabetically in card cabinets. A card color scheme is used to differentiate material in book, pamphlet or leaf form. The library keeps before it the ideal of an agency department information bureau. Its most vital service is to agents in the field who are encouraged to send their problems to the library and to seek from the library material which will help in their solution. The library is advertised chiefly through the company's home office publication which prints each month announcements of new books and helpful material and suggests ways by which agents may profit by their reading; and by a series of library reports. No research or bibliographical work is done but every effort is made to keep information up to date and promptly available and to be in a position to advise agents where helpful information can be obtained. Librarian, Helen M. Walton.

NATIONAL BUREAU OF CASUALTY AND SURETY UNDERWRITERS, 120 West 42nd St., New York. Organized, 1916.

The library covers;

- (1) Workmen's compensation and employers' liability and property damage liability insurance lines.
- (2) Automobile, public liability, property damage and collision insurance.
- (3) Burglary, theft and robbery insurance.
- (4) Steam boiler, engine and fly-wheel, and electrical machinery insurance, and
- (5) The allied subjects of industrial and public accidents, etc.

It is especially strong in material having to do with rates and rate-making, accident statistics, and the prevention of accidents through education. It indexes regularly about seventy-five periodicals per month; also very minutely proceedings of conferences, books and government documents relating to the subjects of insurance, labor and industry. The collection is supplemented by information files consisting of approximately twenty thousand clippings and pamphlets. It issues monthly a mimeographed bulletin containing recent additions to the library. It is used in advancing investigations and researches made by the company members of the bureau, its staff and that of its branch offices. Librarian, Mildred B. Pressman.

NATIONAL FIRE INSURANCE COMPANY, Hartford, Conn., Organized 1915.

The library is operated in connection with the filing department. Covers fire insurance and related subjects. Indexes insurance periodicals and maintains a self-indexing vertical file of newspaper clippings. Assembles particularly, besides material on insurance, material on all Latin American countries, oil hazards and electricity. It maintains a special file for United States Commerce Reports, and for marine insurance. The object of the library is to provide a department of information and information service for officials and heads of departments and for employees in the service of the company. Librarian, Mary A. Bowen.

NATIONAL LIFE INSURANCE COMPANY, Montpelier, Vt., Organized, June, 1922.

Organized by the provision of a central library room of generous proportions in the new home office building and the bringing together of literature which had accumulated in the various departments and executive offices during a period of over seventy years.

Numbers about seventy-five hundred volumes covering law, insurance, and related subjects, the material on law being especially complete.

The librarian reports that in the three years which have elapsed since its organization the library has conclusively demonstrated its usefulness to the executives and employees of the company. Material relating to insurance and investments is indexed and arranged under a scheme of classification drawn up for the purpose which is proving adequate and satisfactory. Miscellaneous material not relating

to insurance is classified by the Dewey method. Librarian, (Mrs) Alice F. Fitzgerald

NATIONAL SAFETY COUNCIL, 168 N. Michigan Ave., Chicago, Ill., Organized, 1913.

Library organized and maintained by the National Safety Council. It covers accident prevention; industrial health and industrial betterment. Employs for indexing and cataloging trained library school graduate, who devotes practically her entire time to this work, analyzing all publications of the National Safety Council, the annual Congress Proceedings, the National Safety News, and over two hundred industrial engineering, sociological and insurance magazines subscribed to by the Council. The cataloger also is charged with the examination of all technical articles indexed in the Industrial Arts Index, and similar indexes, to see that material useful for the Council is properly noted on library cards.

Intensive research is done by the Council, not only in the library but through the library in the large technical collections of the John Crerar Library, the Western Society of Engineers, and similar technical libraries in the city. Also special researches are carried on through the Coroner's office, and the municipal library. Considerable bibliographical work is done. Among recent subjects investigated and treated bibliographically are health hazards of printers, and accident prevention on electric railroads. During a single month as many as seven hundred subjects were investigated in the library on request of members or outside companies and information furnished. Seven thousand and thirty-one pieces of literature were circulated in response to these seven hundred requests. The use of the library is stimulated by exhibits presented at the Annual Safety Congresses and other large safety conventions, book reviews, and reference lists printed in the *National Safety News* and by special publicity methods. Four persons devote their entire time to the library; one librarian, a reference librarian, a cataloger and a general assistant. Librarian, Mary Bostwick Day.

NEW YORK FIRE INSURANCE RATING ORGANIZATION--Syracuse Division, Syracuse, N Y, Organized, 1921.

Scope; fire hazards, fire prevention, rating, engineering, fire insurance. All books, magazines and pamphlets of value are indexed

Information is used by the office force in rate making and by field men, members of the association. Librarian, Lucile R. Crockett.

PHOENIX MUTUAL LIFE INSURANCE COMPANY, Hartford, Conn., Organized 1920.

The library is maintained by the company. Covers insurance, business economics and finance; has considerable material on biography, poetry, history, conduct of life, fiction, and rhetoric.

Its functions are to provide immediately available information on insurance and such related subjects as will be useful in the conduct of the company business to executives, department heads, managers, salesmen and employees; and, to secure and circulate material which will aid salesmen and employees in efforts at self-improvement and self-culture. It is in close touch with the research division and furnishes it with material for its work in market analysis and in connection with insurance and business conditions.

It has about one hundred and ten periodicals, including thirty-six insurance periodicals; most of which are distributed to executives and division heads, for examination. Attention is called to articles on subjects in which they are especially interested. Articles of general interest are marked for clipping.

The library co-operates in the training classes maintained for agents. Books are mailed to agents and purchased for them. They borrow freely from the library's collection of clippings from current periodicals which is maintained to furnish information on the special problems of the business. The agency force is kept in touch with the library through articles published in the company magazine, *The Field*. A reading course has been outlined for them and a prize offered for the best list of reading with comments, returned to the library in the spring.

The circulation of the library during 1924, was as follows: insurance, 439; business, 434; fiction, 1827, other material, 1190; current periodicals, 1068, clippings, 970. Reading lists on personal development and efficiency, English, life insurance, office work, and economics, etc., have been used to direct the reading of the home office employees and prizes offered in connection with this reading. Two persons devote their entire time, and one gives part time to the library.

MUTUAL INSURANCE COMPANY, 4th and Chestnut Sts., Philadelphia, Pa., Organized, 1916.

Library organized and maintained by the company. Covers life insurance, office management, business psychology, actuarial science and life insurance salesmanship. Material is classified according to a modification of the Dewey Decimal System. A dictionary catalog card-indexes all books and pamphlets by author, subject, and occasionally by title, as well as many important articles in periodicals. About one hundred business and trade periodicals are received into the reading room, reviewed for business leads, and distributed to general agents in the field. Some reference work is done and a few reference lists are prepared. Books, pamphlets, and periodicals are circulated among officers and home office force and lectures given in educational courses offered to office employees help to stimulate the use of the material in the library. Librarian, Mary S. Allen.

PRUDENTIAL INSURANCE COMPANY OF AMERICA, Newark, N.J., Organized, 1895.

This library, conceived and developed by Dr. Frederick L. Hoffman, himself one of the foremost authorities on industrial life insurance, and insurance medicine and health problems in America, at one time numbered over two hundred thousand volumes and pamphlets. In its comprehensiveness it excelled all similar collections in the United States. It consisted of seven main sections, viz., (1) statistics and economics, (2) insurance (3) occupation and industry (4) American statistics and information (5) foreign statistics and information (6) public health (7) medicine and general science; each section being in charge of a clerk responsible for its upkeep.

In 1922 the company decided to restrict the library to its insurance section making satisfactory arrangements with a number of other libraries for the proper preservation and continuity of the several sections the care of which had become too onerous and room consuming. Accordingly aside from the gift of its medical section to the Army Medical Library at Washington the company presented its economic section to the Industrial Relations Division of the library of Princeton College; its agricultural and forestry section to Yale University, to which in former years the company had presented a large collection of books on chari-

ties and correction; its geological and geographic section to Wellesley College; its section on labor and industry as well as foreign countries to the library of the Babson Institute and its section on mining and engineering to Lehigh University. This breaking up of the library while regrettable was unavoidable since it had been offered in its entirety (excepting the insurance section) to the National Research Council which was not in a position to accept it. It is estimated that in the aggregate not less than two hundred thousand books and pamphlets were thus disposed of.

The insurance section has been much improved during the past two years especially as regards the methods and results of domestic and foreign insurance companies. The insurance section is under the general direction of Dr. Hoffman but in immediate charge of Mr. Albert Shopp of the consulting statisticians office.

RETAIL CREDIT COMPANY, Atlanta, Ga., Organized, 1910.

The chief object of the library is the development of employees of the company. It is not limited in its scope to technical material, but includes many general and miscellaneous books which will help to self-improvement and self-culture. Considerable insurance material is collected since problems of underwriting and inspection must be studied by employees

in rendering service to the customers of the company. Books are circulated to eighty-four branch offices located in different parts of the United States, Canada and Hawaii. An information file of clippings receives a great deal of attention and is used for reference. Librarian, Elizabeth Hanner.

TRAVELERS INSURANCE COMPANY, Hartford, Conn.

A reference and circulating library for the use of officers and employees of the Travelers. Covers all branches of insurance; and economics, statistics, finance, medical science, business, business English, labor problems, etc. Complete files of insurance year books, state reports and insurance journals. Material is indexed as received. Circulation for 1924, 2372 volumes. Bibliographical work on pensions. Two employees. Librarian, Emily C. Coates.

WEEKLY UNDERWRITER, 80 Maiden Lane, New York, Organized 1839.

The library represents the accumulation of one of the oldest and leading insurance publishers in the United States and covers insurance in all its branches. Material in the library is indexed for quick and accurate reference. Bibliographical and research work is done in connection with company's publications. Librarian, A. Irving Brewster.

Report of Nominating Committee

The Nominating Committee consisting of W. P. Cutter, Louise Keller, A. C. Mitchell, W. L. Powlison, Mary Louise Alexander, chairman, has submitted its report nominating for officers of the S.L.A. for the year 1925-26 the following persons, all of whom have consented to serve if elected:

PRESIDENT, Daniel N. Handy, Insurance Library Assn., Boston, Mass.

FIRST VICE-PRESIDENT, Wm. F. Jacob, General Electric Co., Schenectady, N. Y.

SECOND VICE-PRESIDENT, Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wis.

SECRETARY, Gertrude D. Peterkin, American Telephone & Telegraph Co., New York, N. Y.

TREASURER, Gertrude D. Peterkin, American Telephone & Telegraph Co., New York, N. Y.

EXECUTIVE BOARD, John Cotton Dana, Public Library of Newark, Newark, N. J.

EXECUTIVE BOARD, Rebecca B. Rankin, Municipal Reference Library, New York City.

Information Bureaux and Specialist Libraries in Great Britain

The highly successful Conference held at Hoddesdon in September, 1924, on Special Libraries and Information Bureaux has resulted in financial support being obtained from the Carnegie United Kingdom Trustees for a period of two years in order to give the new movement an opportunity of becoming self-supporting.

Mr. G. W. Keeling of London, formerly of Winchester and King's College, Cambridge, has been appointed Organising Secretary to the Committee which was formed during the Conference to ensure the continued co-operation of the interests there represented. Active arrangements are being made for the holding of a second week-end Conference at the end of September of this year, and for the preparation of a Directory of Special Libraries and Information Bureaux for the United Kingdom.

AROUND THE WORLD WITH THE INSURANCE YEAR BOOKS

A List of the World's Leading Reference Books on Insurance

By Miss Abbié G. Glover, Assistant Librarian, Insurance Library
Association of Boston

1. *Annuaire des assurances. L'Argus.* 2, Rue de Chateaudun, Paris. fr. 15.
Details of all French insurance companies and all foreign companies working in France regarding laws, taxes, admission requirements.
2. *Annuaire des Assurances en Belgique.* (Belgium Insurance Yearbook). 79, Rue Basse, Antwerp. frs. 5, paper cover.
New publication of Belgian activities; laws, taxes, English-French vocabulary of terms, directory of companies.
3. *Annuaire des Societes d'Assurances Operant en France, etc. La Semaine,* 97, Rue de Richelieu, Paris. 10/6.
Consists of five parts:—French law; list of companies operating; foreign companies in various countries; French syndicates, brokers, etc; miscellaneous. 17 ed.
4. *Assecuranz-Compass;* edited by Lothar Paltinger Gustav J. Wischniowsky, 36, Piaristengasse, Vienna VIII.
First published in 1893 Exhaustive record of insurance companies in the world. Brief survey of insurance conditions in fifty-one countries.
5. *Assekuranz-Jahrbuch.* Compassverlag, Vienna.
Founded by Dr A. Ehrenzweig. Useful compilation of insurance conditions in most parts of the world 43 ed.
6. *Auskunftsbuch uber das Versicherungswesen.* O. Bergmann and Bolwin. Published by Wilmersdorf, 57, Augusta Strasse, Berlin, Germany.
First issue 1923 Contains directory of native and foreign insurance companies in Germany with extensive information concerning each; particulars concerning municipal and provincial organizations, "vermittlungsgesellschaften," state inspection bureaus, "Konzerne."
7. *Best's Insurance Reports.* Fire and Marine; Casualty and Miscellaneous. Alfred M. Best Co., Inc. 75 Fulton St., New York, 2vols. Service subscription.
Reports on American and foreign companies giving financial statements, history, management, officers, etc. twenty-five annual ed
8. *Bourne's Insurance Directory.* Insurance Publishing Company, Ltd 188, Strand, London, W.C.2 £1 1s.
Financial statements of all British life offices. Premiums, rates, etc. Directory of head offices, assessors, brokers, officials, etc.
9. *Dansk Forsikrings Aarbog.* Assurance Tidende, Holbergsgade, Copenhagen, Kroner 10.
Register of companies in Denmark, abridged balance sheets, list of foreign admitted companies, review of classes of insurance
10. *Dansk Forsikringsstat.* Dansk Assurances Forlag, Overgade, 10. Copenhagen. 10s.
Directory of Danish companies, brokers and agents. Biographies of Danish insurance notables.
11. *Guide Pratique de l'Assureur. L'Assureur,* 51 Rue Traversiere, Brussels. frs. 15, paper cover.
Standard publication of its kind in Belgium. Directory of all Belgian and foreign companies Resume of legislation.
12. *Insurance Almanac and Encyclopedia.* Underwriter Printing & Publishing Company, 80 Maiden Lane, New York \$2.
Directories of officers, state officials, agents, brokers, associations, laws, statistics of companies. Compiled by Weekly Underwriter.
13. *Insurance Year Book.* Fire and Marine, Casualty, Life. Spectator Co, 135 William Street, New York. 3vols \$15 each.
Reports of companies giving financial statement, officers, history, classes of insurance written, etc. Directory of agents, lawyers, adjusters. 52 annual issues.

14. Jaarboek voor het Assurantie en Hypotheekwezen. 39, Spoorringel, Rotterdam.
Exhaustive information regarding the Insurance and Mortgage institutions in Holland. Directories of foreign and domestic companies, agents and brokers.
15. Jahrbuch für die öffentlichen Feuerversicherungs-Anstalten in Deutschland. Verband öffentlicher Feuerversicherungs-Anstalten in Deutschland.
Seven eds. issued by Union of German "Public" Insurance Societies. Exhaustive account of methods, results etc. of the Societies, and of kindred institutions in Austria and Switzerland.
16. Norsk Forsikrings Aarbok (Norwegian Insurance Yearbook) Den Norske Forsikringsforening & A/S Okonomisk Literature, Klingenberggt, 9, Christiania. Kr 15
Gives general information regarding insurance in Norway and a directory of all companies operating in Norway.
17. Post Magazine Almanack, the Insurance Directory, Reference and Yearbook, containing Statistics and Facts of Ordinary Life, Industrial Life, Fire, Accident and Marine Insurance. Post Magazine, 9, St. Andrew Street, London, E.C. 4. 4/6.
Eighty-four issues of this valuable work. Directory of British and Colonial insurance offices, Who's Who, business transacted, financial statements, resume of events of preceding year.
18. Revista de Seguros, 248, Florida, Buenos Aires.
Divided in seven sections giving Directories of Agents, of companies in Brazil, in Argentine; notes on life insurance and workmen's compensation; laws; legal decisions; financial statements.
19. Rottdamer Serversicherungs-Borse, Ihre Entwicklung, Bedeutung und Bedingungen; By F. Krach. International Union of Marine Insurance. Rotterdam, Holland. 4s post free.
Published in German, Deals with Dutch insurance. Contains history of Dutch marine insurance; a survey of Dutch marine insurance law and practice in Rotterdam; the economic development of Rotterdam and specimens of Rotterdam cargo and hull policies.
20. Stone & Cox Accident Year Book. Stone & Cox, 188, Strand, London, W.C.2 17/6 net.
Annual accounts of British offices. Directory of head offices. Discusses various classes of accident insurance.
21. Stone & Cox Fire and Marine Yearbook. Stone & Cox, 188, Strand, London, W.C. 2 21/net
British offices revenue accounts, also colonial and foreign Brokers and assessors directory. Chapters on fire brigades, fire prevention, reinsurance, etc.
22. Svensk Forsakrings Arsbok (Swedish Insurance Year Book) Postfack 43, Stockholm 7.
Activities of the Royal Insurance Inspectorate; results of native and foreign companies. French-Swedish vocabulary of insurance terms.

Index by Countries

Austria, 4, 5; Belgium, 2, 11; France, 1, 3; Denmark, 9, 10; Germany, 6, 15; Great Britain, 8, 17, 20, 21; Holland, 14, 19; Norway, 16; So. America, 18, Sweden, 22; United States, 7, 12, 13.

City Planning

The International Congress on Town, City and Regional Planning was held in New York City, April 20-25th. A splendid exhibit filled the four floors of the Grand Central Palace. Smaller exhibits were seen at the Pennsylvania Hotel where the convention met, also at the Regional Plan of New York and at the Municipal Reference Library, 512 Municipal Building

The *Municipal Reference Library Notes* ran a special City Planning number under

date of April 22nd, on account of the City Planning Conference.

A new quarterly magazine, *City Planning*, begins publication with the April number. It is the official organ of the American City Planning Institute and the National Conference on City Planning. Two special librarians, Mrs. Theodora Kimball Hubbard and Katharine McNamara of the Harvard University School of Landscape Architecture Library have contributed articles to it.

Library and Research

Fred Y Presley of the Harvard Committee on Economic Research has an article in *System* for April entitled "How to measure your market."

The Dartnell Corporation, Ravenswood Ave., Chicago, has added a librarian to its staff and has a rapidly growing library devoted to salesmanship, advertising, marketing, retail merchandising, etc.

The Wyoming Historical and Geological Society, Wilkes Barre, Pa., has a large growing collection on geology, anthracite coal and coal mining and American Indians, which is used by people of Pennsylvania and the whole United States.

The Special Libraries Directory, recently compiled by a committee of the Association, is already arousing considerable interest and advance sales indicate a strong demand for the publication. The editor would be glad to receive any newspaper or magazine comments which may come to the attention of our readers.

The Chicago Trust Company offers prizes for research relating to the subject:—Business Development and the Modern Trust Company. Annual monograph prizes of \$300 and \$200, and a Triennial Research Prize to be awarded in the autumn of 1925 may be striven for. Rules governing the competition may be secured from the Secretary of the Committee of Award, Professor Leverett S. Lyon, Dean of the School of Commerce and Finance, Washington University, St. Louis, Mo.

The *Harvard Business Review* for April contains in its department "Summaries of Business Research" a study of merchandising service in newspaper advertising adapted from a thesis by S. McK. Thompson, a student in the Harvard Graduate School of Business Administration. The service makes a detailed study of nine of the largest newspapers of the country.

Publishing Annual of Interest

Crowded space has prevented comment upon many important annuals which appeared soon after the first of the year. The International Yearbook number of the *Editor and Publisher*, printed as a section of the issue for January 31, 1925 is a case in point.

The publication is replete with valuable tables, including "Rates, Circulations and Executive Personnel of Daily Newspapers" and an "Analysis of Magazine and Newspaper Circulations by States and Territorial Market Groups," including circulation of leading magazines.

Many other valuable figures relating to newspaper circulation, advertising lineage, newspaper wage scales and machine composition educational courses are presented.

Valuable compilations also show "Advertising Agencies and their Space Buyers;" and "Newspaper Advertising Representatives" throughout the country.

Within the volume may also be found a "Directory of Merchandising Papers" maintained by newspapers; news syndicates; schools of journalism; journalistic and publishing clubs; advertising associations; the principal foreign language newspapers and newspaper broadcasting stations.

Listings of the press gallery at the United States Congress and in the state legislatures, foreign correspondents in the United States and even the United States correspondents at the League of Nations are included.

Among items of special interest to librarians are a list of standard books on newspaper making and advertising, and a column entitled "Literary and Art Market of the United States" concerning acceptance methods of over a hundred national publications. There are also special sections with kindred matter devoted to Canada, Great Britain and Latin America.

Personal Note

Miss Margaret Reynolds, librarian of the First Wisconsin National Bank, Milwaukee, presented "Library Work as a Vocation" at the Older Girls' Conference held in Wauwatosa, Wisconsin, on March 28th. On March 26th Miss Reynolds spoke before the Woman's Fortnightly Club of Milwaukee. Her subject was "Autographed Books and Association Copies." She has recently been elected a director of the Business and Professional Women's Club of Milwaukee.

Special Libraries

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HERBERT O. BRIGHAM
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Providence

Special Editor
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Insurance Library Asso.
Boston

Associate Editor
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McGraw-Hill Co.
New York

Swampscott Conference

THE forthcoming Swampscott Conference is so important that the usual editorials have been displaced and the program of the conference placed in the pages usually devoted to editorials. We urge every member to make a strong effort to attend the sixteenth annual conference. It has been an unusual year in the history of the Association and one of considerable accomplishment. Our Program Committee, assisted by the Boston local committee, has made elaborate plans and every indication points to a successful convention.

* * * * *

THE conference which will take place at the New Ocean House at Swampscott from June 22d to 27th bears promise of being one of the most noteworthy sectional events in recent years. The organizations participating are the state library associations of each New England state, the New England College Librarians and the national Special Libraries Association.

On another page there is presented the tentative program of the Special Libraries Association, nevertheless special attention should be called to the important events of the week which will cause many special librarians to reserve hotel rooms for the entire period.

The opening session on Monday evening will be under the auspices of the Massachusetts Library Club, the principal speaker being Honorable Albert J. Beveridge of Indianapolis on the topic, "The Making of a Book." A general reception will follow this address. The session on Tuesday morning will be in charge of the Vermont Library Association with a special program. On Tuesday afternoon there will be an address on Adult Education and a group meeting for hospital librarians at which Dr. Blackwood will be the chief speaker. The Boston Group of Catalogers will also hold a meeting on that afternoon. Tuesday evening will be notable for a dinner given in honor of Miss Caroline M. Hewins, for nearly fifty years librarian of the Public Library at Hartford, Conn. After the dinner there will be an address by MacGregor Jenkins of the *Atlantic Monthly* on the subject, "The Friendliness of Books."

Connecticut will be sponsor for the meeting on Wednesday morning with Mr. Hamilton Holt as one of the speakers. The afternoon program will be in charge of New Hampshire with an address by J. Randolph Coolidge. Wednesday evening has been assigned to Rhode Island with Maude Howe Elliott as the principal speaker, followed by a play to be given by the Rhode Island Library Association.

Thursday morning the officials of the Maine Library Association will conduct the conference with Professor Hartshorn of Bates College as the principal speaker.

Adult Education will again be the topic on Friday morning with a round table in charge of Mr. Charles F. D. Belden, and Mr. Matthew Dudgeon of Milwaukee, chairman of the Committee on Adult Education of the A.L.A., will also be present.

On Friday evening there will be a joint meeting of the Special Libraries Association with the various state library associations and at that meeting Dr. Ball of Ginn & Co. and Professor Davis of Boston University will debate the merits of business or every-day English.

An all-day excursion to neighboring libraries has been arranged for Saturday.

The New England College Librarians have not fully arranged their program, although they will probably meet the latter part of the week.

* * * * *

Sixteenth Annual Convention

THE tentative program for the sixteenth annual convention of Special Libraries Association is presented herewith. At this writing, ten weeks before the convention, there are necessarily some details to be settled and much correspondence to be done. It is not too late to change the program and to improve it, and the Program Committee would welcome suggestions from any member. Such suggestions should be sent to William Alcott, chairman of the Program Committee, at the Boston Globe Library, Boston, Mass.

Briefly summarized, the program covers three days, with events planned for every forenoon, afternoon and evening. There will be five general sessions, of which two business sessions will be held on forenoons, and the other three meetings will be held on the evenings of the three days. Group meetings will be held Wednesday afternoon, Thursday forenoon and Friday afternoon. An automobile outing is planned for Thursday afternoon.

Special Libraries Association of Boston will serve tea on Wednesday afternoon at 4:30.

Reports of the year's work will be given, and in addition, the chairman or president of each local association and each group has been invited to be ready with a brief report telling of the work of the past year. This feature ought to be informing and inspiring. The Editor of SPECIAL LIBRARIES will have a chance to face his audience and make oral report of what his work with the magazine has been. The report of the Special Committee on Survey ought to interest every member of the Association.

At the second business session, which will come on Friday forenoon, June 26th, the business will be carried on behind closed doors. It will give the members of the Association a chance to be by themselves and determine in a business-like way the future of the Association.

In order to cover the many interests of the Association, it will be necessary to begin the morning sessions at 9:30. It is hoped that many members will plan to arrive on Tuesday, so as to be on hand at the opening session Wednesday morning. The fact that the Library Clubs of New England will be in session at the same place and the same time, will provide abundant meetings of interest for special librarians who can spend more than three days at Swampscott.

The New Ocean House has made special rates for the convention. Reservations should be made direct with the hotel, and should be made early.

Special Libraries Association

Sixteenth Annual Convention, New Ocean House, Swampscott, Massachusetts,
Wednesday, Thursday, Friday, June 24, 25, 26, 1925

TENTATIVE PROGRAM

WEDNESDAY, JUNE 24

- 10:30 A.M.—Call to order. First General Session.
Address of Welcome, Charles F. D. Belden, director, Boston Public Library.
Response, Miss Rebecca B. Rankin, librarian, Municipal Reference Library, New York City.
President's Annual Address.
Reports: The Secretary, the Treasurer, the Editor.
Reports of Standing Committees.
Report of the Special Committee on Survey.
Reports from Local Associations and Groups.
Appointments. Announcements.
- 2:00 P.M.—Group Meetings.
Advertising-Commercial-Industrial, Frederick A. Mooney, chairman.
Financial, Miss Margaret Reynolds, chairman.
Insurance, Miss Florence Bradley, chairman.
Newspaper, Joseph F. Kwapil, chairman.
Technology, Francis E. Cady, chairman.
- 4:30 P.M.—Tea served by Special Libraries Association of Boston.
- 7:00 P.M.—Dinner. Followed by Second General Session. Subject: "Revolution Through Research."
1—"In Industry," by Professor Vannevar Bush of the Massachusetts Institute of Technology.
2—"In Public Utilities," by Edward Dana, General Manager, Boston Elevated Railway.

THURSDAY, JUNE 25

- 9:30 A.M.—Group Meetings.
Advertising-Commercial-Industrial, Frederick A. Mooney, chairman.
Financial, Miss Margaret Reynolds, chairman.
Insurance, Miss Florence Bradley, chairman.
Newspaper, Joseph F. Kwapil, chairman.
Technology, Francis E. Cady, chairman.
- 2:30 P.M.—Automobile Outing to North Shore, or to Concord and Lexington.
- 8:00 P.M.—Third General Session. Subject: "The Special Library and Selected Industries." H. N. Dowse, Dennison Mfg. Co., Framingham, Mass.

FRIDAY, JUNE 26

- 9:30 A.M.—Fourth General Session. (Executive)
Reports of Committees.
Election of Officers and Committees.
Reports from Local Associations and Groups on "The Outlook for the Coming Year."

- 2:30 P.M.—Meetings for new committees to organize for the coming year.
Group Meetings: Advertising-Commercial-Industrial. Financial.
Newspaper.
Round Table on Cataloging and Classification.
- 8:00 P.M.—Fifth General Session. (Union meeting with the Library Clubs of
New England.) Subject: "Every Day English." Speakers:
Dr. Francis Kingsley Ball, Boston; Professor Roy Davis, Col-
lege of Business Administration, Boston University.

SATURDAY, JUNE 27

Visits to libraries in Boston and vicinity. The Massachusetts Li-
brary Club has arranged an outing, to which members of S.L.A.
are invited. Lunch will be served at noon at Waltham.

Advertising, Industrial and Commercial Group

F. A. Mooney, Dennison Manufacturing Co., Chairman

All members and all others who are interested in the problems peculiar to
the libraries in this group are urged to attend the sessions scheduled for Wednes-
day afternoon, Thursday morning, and Friday afternoon on June 24, 25 and 26.

Each type of library included in the group will be represented by the follow-
ing speakers:

Miss Harriet Elias, George Batten Co.—Advertising
Miss Grace D. Aikenhead, W. T. Grant Co.—Department Stores
D. F. Brown, Standard Oil Co.—Industrial
Miss Ethel A. Shields, Eastman Kodak Co.—Industrial
Miss Eunice E. Peck, The Yale-Towne Manufacturing Co.—Industrial
Miss Alma C. Mitchill, Public Service Corp. of New Jersey—Public Utilities
Miss Jennie Lee Schram, Illinois Power and Light Corp.—Public Utilities
Miss Jessie Callan, Bessemer & Lake Erie Railroad Co.—Public Utilities
Mrs. Grace Child Bevan, Phoenix Mutual Life Insurance Co.
Miss Mary De J. Cox, American Telephone and Telegraph Co.
Miss Mary L. Alexander, Barton, Durstine and Osborne.
Miss Lenore A. Tafel, Metropolitan Life Insurance Co.

We plan to have three twenty-minute speeches at each conference and de-
vote the remainder of the time to discussion. Each speaker will tell how his or
her library serves its clientele. In this way it is believed that we will come to
understand each other's problems better, and, therefore, to pave the way for more
effective co-operation.

You have problems. You have solved problems. Would you be willing to
mail to the chairman of the group questions which you would like to have dis-
cussed during our get-together at Swampscott? Send as many as you like and the
chairman will see that they are presented at one of the meetings.

The final form of the program will appear in the June issue of SPECIAL
LIBRARIES.

Third Annual Conference of Newspaper Librarians
New Ocean House, Swampscott, Massachusetts, June 24, 25, 26, 1925

TENTATIVE PROGRAM

WEDNESDAY, JUNE 24, 2:30 P.M.

Subject: "Filing Systems for Newspaper Clippings."

- 1—The Dewey System, by Mrs. Alice Nichols Lundberg, librarian, Portland Evening Express, Portland, Me.
- 2—The Dictionary System, by Miss Agnes J. Petersen, librarian, Milwaukee Journal, Milwaukee, Wis.
- 3—The Classified System, by Joseph F. Kwapil, librarian, Public Ledger, Philadelphia.
- 4—The New York World System, by James W. Wells, librarian, New York World.
- 5—The Numeric System and the Photograph Library, by John H. Miller, King Features Syndicate, New York

Round Table Conference, led by Paul P. Foster, librarian, Boston Herald.

- 1—Handling New Books—Accessioning, Classifying and Cataloging.
- 2—The Dewey System for Books in a Newspaper Library.
- 3—Special Reference Shelves.
- 4—New Publications of Especial Value to the Newspaper Library.

THURSDAY, JUNE 25, 9:30 A.M.

Annual Business Meeting. Reports. Election of Officers.

Subject: "The Newspaper Index."

- 1—New York Times, by Miss Jennie Welland.
- 2—The Springfield Union, by Miss Evelyn E. Pine.
- 3—The Baltimore Sun, by Wilbur A. Coyle.

Round Table Conference, led by William Alcott, librarian, Boston Globe.

- 1—The Card Catalog—Making It Indispensable.
- 2—Keeping the Library Clean.
- 3—Binding Newspaper Files for Permanency. What Is the Best Way?

FRIDAY, JUNE 26, 2:30 P.M.

Newspaper Libraries and Librarians.

- 1—The Newspaper Library and Its Possibilities.
- 2—The Newspaper Group: Its Aims and Purposes, by William Alcott, librarian, Boston Globe.

Round Table Conference.

Boston Catalogers

The Boston Group of Catalogers and Classifiers will hold a special meeting during the Swampscott Conference on Tuesday afternoon, June 23, at 2:30 P.M.

The topic chosen is a discussion of the library's card catalog and classification from the point of view of use:

- 1—From a College Reference Librarian.
- 2—From a Public Library Reference Librarian. Constructive Criticism Is the Purpose.
- 3—Discussion.

All catalogers and classifiers who are not to attend the Seattle meeting are asked to come.

Groups

The five most active groups in the association have the programs for their several meetings already well worked out, and a series of unusually interesting sessions may be expected.

Group Meetings will occur on Wednesday afternoon at 2, Thursday morning at 9:30, and some of the groups will have a third session on Friday afternoon at 2:30

Technology Group

The Technology Group, with Francis E. Cady, of the Nela Research Laboratory, Cleveland, as chairman, has planned for two meetings, the first of which will be devoted to the presentation of committee reports and their discussion. The following group committees have signified their intention of participating: Chemistry, Construction, Electrical Engineering, English, Illuminating Engineering, Public Utilities and Rubber; and the subjects on the program for discussion include bibliographies, union list of periodicals, classifications, and co-operation with other libraries. Two subjects that ought to attract much interest are the value of bringing advantages of the library to the attention of technical and commercial executives through agency exhibits at national conventions such as the National Electric Light Association, and a symposium on unusual and bizarre requests for information or assistance. The formal business of the group will also be handled at the first session.

The second session will be occupied with formal papers and informal discussion. The keynote of the session will be: "Selling the Library to Executives and Employees of the Company." William F. Jacob, of the General Electric Library at Schenectady, N.Y., will give an informal talk, illustrated with lantern slides, showing methods worked out by him for this type of publicity. Mrs. P. Cafferata of the Portland Cement Association Library will give a paper on the facilities and the publicity of her library. Mrs. Ruth McG. Lane, Vail librarian, M. I. T., will tell of her library. It is hoped that J. F. Smith of the Goodrich Tire and Rubber Company library, will speak on "Classification Problems of Industrial Research Libraries." Miss Elizabeth Wray of the United States Rubber Co has been asked to present a paper on "Rubber," illustrated with lantern slides, as a pleasing contribution in the way of general education and a diversion from constant consideration of library practice.

Newspaper Group

The Newspaper Group, chairman Mr. Joseph F. Kwapil of the *Public Ledger*, Philadelphia, is planning for three sessions, and they are all very full ones. Program appears on page 164.

Financial Group

The Financial Group, chairman Miss Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wis., will have two sessions. On Wednesday afternoon Miss Eleanor S. Cavanaugh, librarian, Standard Statistics Company, New York, will read a paper on "Obscure and Sometimes Occasional Sources on the Stock Market and Stocks and Bonds;" and Elbert A. Harvey of Lee, Higginson & Co. Boston, will read a paper on "Financial Backgrounds and Sources." Discussion will follow, and there will be a business meeting and the appointment of committees.

On Thursday morning, Roy F. Bergengren will speak on "Credit Unions." A feature of the Thursday session will be a series of four-minute talks on "What We Do Every Day that Pleases Our Officers Most." The speakers are to be announced later.

Insurance Group

The Insurance Group, Miss Florence Bradley, librarian, Metropolitan Life Insurance Company, New York, chairman, is arranging for two sessions, one on Wednesday afternoon and the other on Thursday morning. The experiment is to be tried this year of dividing the group into two sections, one dealing with library problems of life insurance, and the other with library problems of fire insurance, both sections to meet on Wednesday afternoon. Then on Thursday morning the sections will meet together. Letters have been sent to a number of members, and it is hoped to arrange a program of interest and importance.

The request is made that readers of this announcement who are not members of S.L.A. will call to the attention of their executives the value of these meetings and impress upon them the importance of attendance at the conference.

Advertising, Industrial and Commercial Group

This Group, F. A. Mooney, Dennison Manufacturing Company, chairman, has planned sessions for Wednesday, Thursday and Friday. Details are given on page 163.

THE WORLD OF BUSINESS PRINT

Ethel Cleland, Department Editor

Just a reminder as to the publications of the departments and bureaus of our Federal government, from which so much basic information and statistics of value to business are drawn. The Census Bureau, as it issues the first volume of its "Biennial Census of Manufactures," covering 1921, announces that this information will appear every two years. In the series of Census Monographs have been issued: I, "Increase of Population in the United States, 1910-1920;" II, "Mortgages on Homes in the United States, 1920;" III, "The Integration of Industrial Operations;" IV, "Farm Tenancy in the United States, 1920;" V, "School Attendance." The 1922 series entitled "Wealth, Public Debt and Taxation," from the Department of Commerce and the Census Bureau jointly were mentioned in SPECIAL LIBRARIES for March. Of these, "Taxes Collected," "Assessed Valuation and Tax Levies," "Estimated National Wealth," "Public Debt" have appeared and a "Digest of State Laws Relating to Taxation and Revenue" will soon follow. From the same two sources come a study of "Hospitals and Dispensaries, 1923" and a "Census of Electrical Industries" in three parts—Telephone, Telegraph and Electrical Railways. Perhaps the most notable of recent government documents is the "Dictionary of Tariff Information" which the Tariff Commission has compiled. Annual volumes that have appeared recently and which a library cannot afford to overlook are: "Financial Statistics of Cities, 1922;" "Financial Statistics of States, 1922;" "Agricultural Year Book, 1923;" "Statistical Abstract of the United States, 1923;" "Congressional Directory, January, 1925."

A volume that is a private publication but discusses, analyzes and brings together much scattered information on an important branch of our Federal government is "The Foreign Service of the United States," by Tracy H. Lay, United States Consul-General to Munich. Charles Evans Hughes, contributing the preface, says that our governmental relations with foreign countries have entered a new phase and that such a book as this is necessary to make clear to the American people something of the new methods of organization and the new ideals of diplomacy. The author treats such topics as the development of the service, the control of foreign relations, the State

Department, the diplomatic service, the consular service, homes for diplomats and brings together in the Appendix the various recent organization acts and executive and departmental orders including the one on the foreign service school.

For the student of banking and finance and for the bank official, the most timely book is, perhaps, "The Discount Policy of the Federal Reserve System," by Benjamin Haggot Backhart, Holt. The author is Assistant Professor of Banking, Columbia University. After a brief discussion of the bank rate as administered in foreign countries, the rest of the text deals specifically with the credit policies of the Federal Reserve Banks whose existence, while short in time, has been, he says, "rich in experience, before the war, during the war and in the post-war periods, successively, of inflation and deflation." Appendices include an extensive bibliography and a digest of various plans, bills and acts dealing with the issuance of notes by national banks. Professor Beckhart expresses appreciation of the co-operation he had in his research work for this treatise from the Economics Room of the New York Public Library and the Library of the Federal Reserve Bank of New York. Two books with the same title "Public Finance," one by H. L. Lutz of the Economics Department of Leland Stanford University, Appleton, the other by Jens P. Jensen of the Faculty of the University of Kansas, Crowell, cover practically the same fields—public expenditures, revenue, credit and administration. Professor Jensen's book is, frankly, written as an elementary textbook in the subject while Professor Lutz hopes to bridge the gap between every day experience and governing principles in taxpaying and disbursement of public funds. The name Andrew W. Mellon as author of "Taxation, the People's Business," adds interest whether one thinks of Mr. Mellon as a banker or as Secretary of the Treasury. In the compass of this small volume he discusses taxation as something we should all know more about, the policies of the United States Treasury, his own plan of revising the Federal tax system. Another little volume,—"The Woman's Department," by Anne Seward—has been added to the practical Bank Department Series issued from time to time by the Banker's Publishing Company.

Two recent books will be of peculiar interest to investors because each treats of a phase of investing about which little, if anything at all has appeared in print. Ralph E. Badger, Assistant Professor of Economics at Brown University, from material originally assembled for inheritance tax purposes, has written a book, "The Valuation of Industrial Securities," Prentice-Hall, in which his aim has been to "give the every day investor certain principles to help him in arriving at his independent judgment regarding the values of industrial securities, whether actively traded in, or not." E. L. Smith, in his "Common Stocks as Long Term Investments," Macmillan, presents a novel study of the comparative value of bonds and common stocks.

To assist the general public in understanding the present railroad situation, by tracing the development of our "railroad net," by a presentation of the services of the railway, by an analysis of the economics of railway enterprise and by a survey of railroad regulation, was the ambition of Sidney L. Miller, University of Wisconsin, in writing his "Railway Transportation, Principles and Points of View," Shaw.

A seventh edition of John Yule's standard work, "An Introduction to the Theory of Statistics," Griffin, London, has been issued, more because the sixth edition was rapidly exhausted than to include vital changes in the text although, the author states, the chapter on Association has been largely rewritten and the list of references brought up to date. Another book of statistical theories but with a decidedly practical application is Frederick C. Mills' "Statistical Method, Applied to Business and Economics," Holt. The author is Associate Professor of Business Statistics, Columbia University.

Volumes II and III have been added to the notable series being sponsored by the Joint Commission representing the National Association of Real Estate Boards, the United Y.M.C.A. Schools and the Institute for Research in Land Economics. V. I, published in 1923, was "Principles of Real Estate Practice," by Fisher. V. II is "Elements of Land Economics," by Richard T. Ely and Edward W. Morehouse. Its twofold purpose is "to deal in a scientific but elementary way with land as an economic factor, as other elementary books in general deal with all economic factors; and, second, to furnish a foundation of economic principles for the treatment of land as a commodity." V. III, "The Appraisal

of Real Estate," by Frederick M. Babcock, discusses the basic principles underlying the valuation of real property and serves as a practical guide for the appraisal of various types of real estate.

The Revenue Act of June, 1924 necessitated a new edition of E. C. Kohler's "Accounting Principles Underlying Federal Income Taxes," Shaw, the first edition of which appeared in 1924. Discussions of the various sources of income, of deductions, of invested capital, of rates of taxes and returns, with charts, forms, problems and the text of the recent act, make up a large and comprehensive volume. So rapidly have chain stores developed and multiplied of late that H. C. Greer's "Chain Store Accounting," McGraw, will be welcomed by the chain store merchant, the accountant and the merchant who is competing with this method of merchandising. The main theme of the book is the problems common to chain systems in general but several chapters are devoted to special types of chains. Anthony B. Manning, in his little book "Elements of Cost Accounting," McGraw, employs a number of graphic charts, with related explanatory text, to make his points. Originally a series of lectures before his classes in the New York Institute of Accountancy and Commerce, it will also prove helpful to the executive who wants to understand more clearly the fundamental principles of cost accounting and its relation to accounting as a whole. A new text in bookkeeping and elementary accounting, prepared in the Extension Division of Wisconsin University, "Bookkeeping and Introductory Accounting," by H. W. Sweeney, has also been published by McGraw. Designed especially for study without class room aid, it will be exceptionally valuable in libraries. Each chapter is summarized and problems bring out the principles of the immediately preceding text.

Covering the whole field of credit but with special stress on mercantile credit, T. N. Beckman, Ohio University, in his "Credits and Collections in Theory and Practice," McGraw, outlines a scientific method of approaching this rapidly growing function of modern merchandising. His section on Sources of Credit Information seems particularly good and the last three chapters, on Credit Insurance, Assignments and Receiverships, Bankruptcy, are significant. Groups of references close each chapter and customary terms of sales used in credit work are listed and defined in the appendix. J. H. Tregoe and John White, col-

laborating in a volume published by Prentice-Hall, "Effective Credit Letters," limit their discussion of credit to the collection letter itself, which they recognize as having broad possibilities as an active business agent outside of its primary function of collecting overdue accounts. Both authors are officials in the National Association of Credit Men and the book is a practical one, consisting of a general and brief introduction in which the psychology of the collecting of accounts is dwelt on and—occupying the greater part of the volume—a large number of sample collection letters with short explanatory paragraphs.

To the growing group of interesting biographies of special interest to business men, may be added Earnest St. Elmo Calkins' "Louder, Please," Atlantic. Mr. Calkins has a charming way of writing, as well as an interesting story to tell of a small boy who starts life in an Illinois prairie village, learns to read early, keeps on reading, reads all the more, no doubt, because he is handicapped by deafness, attends a school remarkably ahead of its day, gets hold of a printing press, meets a little magazine, *Printer's Ink*—well, from then on he was headed straight for the position he now holds as one of the deans of the advertising fraternity. Much philosophy, much of the early history of advertising, much inspiration for the young man contemplating the profession, may be found along with the story. Cyril C. Freer, practical newspaper and advertising man of London, presents an English view of this field of business activity in his "The Inner Side of Advertising," Van Nostrand. It would compare better with American advertising books of a decade ago than it does with our more recent ones as it lacks what ours are striving to attain, a scientific approach to the subject. But it is a practical summary of the details of the business of advertising. There is a new printing, with corrections, of F. J. Allen's "Advertising as a Vocation," a book that since its appearance five years ago has proved its usefulness to the young man entering business, the advertising man and the vocational director.

"Choosing Your Life Work," by William Rosengarten, McGraw, is in its second edition. Written expressly for the vocational director by a high school educator familiar with the problems of the boy who is leaving school to go to work, the book includes a presentation of the necessity and means of choosing a vocation and discussions of forty-three distinct

types of occupations with a short bibliography on each.

"Taking the Guess Work Out of Business," by William R. Bassett, Forbes, is an inspirational little volume but the inspiration is on a solid basis as the author's view point of business has been that of both accountant and industrial engineer and he has actually analyzed many businesses before he writes on such topics as these, chosen from his chapter headings: Guess Work vs. Scientific Planning, The High Cost of Variety, Taking the Risk out of Buying, Eliminating the Financial Risk, The Sure Way to Profits.

A well known auditor, Theodore I. Schneider, has prepared, as a guide for jobbers, "Budgetary Control for the Cloak and Suit Industry," published by Maxwell Keller Publishing Company, New York. From this data, drawn from actual businesses of this nature, jobbers can prepare scientific budgets for their own concerns. The author announces the future publication of a similar study, "Budgetary Control in the Dress Industry."

A new textbook on retail trade is "Principles and Methods of Retailing," by James H. Green, McGraw, a general survey of principles, finance, actual merchandising practice, publicity and service offered by the modern large or small establishment. The author is personnel director in a large department store of Pittsburgh and also an instructor in the University of Pittsburgh School of Business Administration.

Special Libraries Notice

Readers of SPECIAL LIBRARIES will be glad to learn that Mr. H. O. Brigham, Editor, who underwent an operation for appendicitis last week is making wholly satisfactory recovery.

It became necessary owing to Mr. Brigham's illness to turn over to the President the galley proofs of this issue of SPECIAL LIBRARIES. We trust that our readers will excuse the delay and any imperfections which the magazine for this reason discloses.

D. N. HANDY, PRESIDENT.

Convention Notice

June 23. At the New Ocean House, Swampscott, Mass. Boston Regional Group of Catalogers and Classifiers. Special meeting during the sessions of the Massachusetts Library Club and other New England Associations. All eastern catalogers invited.

FLORA E. WISE, *Secretary*,
Wellesley College Library.

THE LIBRARY AND RESEARCH

We have been informed by J. David Thompson, director of the Research Information Service of the National Research Council, that the policy of the Research Information Service of the Council has been changed and that service is now restricted to aiding scientific investigators in connection with their research problems and that henceforth miscellaneous scientific and technical inquiries from the general public will not be answered.

As a memorial to their father, Louis Livingston, Julian and Milton L. Livingston have established at the American Institute of Baking, Chicago, the largest scientific library in the world on the fermentation industries. It will be built up as a baking library, states the *Journal of Industrial and Engineering Chemistry*, although it was originally started by Dr. Max Henius as a library on yeast and fermentation. Many of the original publications of Louis Pasteur are included in the library's shelves, as well as the assaults on Pasteur by Justus Leibig of Berlin and Giessen. The library contains over six thousand volumes and ten thousand pamphlets and monographs. It will be developed under the direction of Dr. H. E. Barnard, director of the Institute.

The library work of the Dennison Manufacturing Company, Framingham, Mass., is growing rapidly in all of its departments: research, special reading courses, special investigation, information, publicity, and recreation. Each of these departments is crowded to the limit. The growth of this library from a one-librarian institution to the present size

within two or three years, is one indication of the healthy development of the special library idea among our business institutions.

The *Boston Transcript* for April 8, 1925 in an article entitled "Boston, an Open Book," describes the plans of the Extension Service Committee of that city, a voluntary undertaking conducted by a group of Bostonians, among whom are many librarians. Commissions have been formed on education, recreation, religion, engineering, art, music and every-day English. Mr. George Winthrop Lee, librarian, Stone & Webster, will be glad to furnish further information concerning what is believed to be the first attempt to issue city-wide information.

The *Library Journal* for April 15, 1925 features the literature of business. The leading article by Miss Ethel Cleland, a department editor of *SPECIAL LIBRARIES*, is entitled "Reference Sources for Business Use." It compresses into a small compass a vast amount of useful information which is unusually valuable to every special librarian. Under the sub-heading "Business Information Services" the Commercial Information Services Handbook, prepared by a committee of the Special Libraries Association, is given prominence.

Two unsigned articles also appear in the *Library Journal*, a selected list of current business books published in recent months and an article relating to the General Electric Company's publicity exhibit entitled "Selling the Library to the Company."

FOREIGN FIELD

The Oxford University Press have recently published a History of Western Australia by J. S. Battye, L.H.D., public librarian of western Australia.

A fellowship of \$1000 is announced by the American Association of University Women, (Professor Agnes L. Rogers, Smith College, chairman of Committee on Fellowships) open to women students of the Latin-American republics, its stated purpose being the preparation of well qualified women for some form of public service to their countries in educa-

tion, including library work, social service or public health.

Miss Mary Elizabeth Wood of Boone University Library, Wuchang, China, who was largely instrumental in securing from Congress remission of the Chinese Boxer Indemnity, is eager that a portion of the indemnity fund, to be used for educational purposes, may be devoted to library development. It is largely through Miss Wood's efforts that Mr. Arthur E. Bostwick as a representative of the American Library Association is now

enroute to China to study the situation. T. C. Tai, chairman of the Library Section of the Chinese National Association for the Advancement of Education and librarian of Tsing Hua College Library, Peking, has also been influential in arranging for Dr. Bostwick's visit.

L'Industrie Chimique describes a library of practical economic information recently opened in the "Office National du Commerce Extérieur" of France, where a notable assembly of officials was present at the dedication. The library contains sixteen hundred periodi-

cals and four hundred annuals and is in charge of M. du Retail, already librarian for the Ministry of Commerce. Eventually the list of periodicals and annuals will be greatly increased.

The librarian is now at work cataloging and organizing the material. On account of the restricted funds at the command of all departments, the library at present is situated in inadequate quarters. The government hopes that the library will be freely used by business and manufacturing concerns.

It is evidently the first government library of its kind in France.

EVENTS AND PUBLICATIONS

Miss Rebecca B. Rankin, Department Editor

John Cotton Dana has an article in the *Golden Book* for April, 1925 under the title "Books I Hope Will Last."

For figures on gold and silver, consult Samuel Montagu & Co's "Annual Bullion Letter, 1924."

The American Management Association issues an Office Executive series—the latest of which is entitled "Training office Employees."

Bureau of Railway Economics, Washington, D.C. is responsible for the issuance of "A Statistical Review of the Railroad Year, 1924."

The March, 1925 number of *City Manager Magazine* is the annual number which contains the Proceedings of the Association.

The place of the motor truck in the transportation system, including many statistics, will be found in the *Wall Street Journal's* "A New Era in Transportation."

The *Journal of the American Statistical Association* for March, 1925 presents the Canadian plan of organization of government statistics, prepared by R. H. Coats, the Dominion Statistician of Canada.

A useful list is that published by the New York State Society of Certified Accountants, 30 Church Street, New York City. "Certified Public Accountants in the State of New York," December 31, 1924.

Overbuilding tendencies in New York City are discussed in "The Rental Market in Relation to New Building Projects" by Spear and Co, 1261 Broadway, New York City.

The Proceedings of the ninth annual convention of the Financial Advertisers' Association held at Richmond, Va., contains a paper by Robert J. Izant of the Central Savings National Bank and Trust Company, Cleveland, on the "Development of Insurance Trust."

Paul M. Warburg's "Theory and Practice; Price Fluctuations and the Discount Policies of Central Note Issuing Banks." New York: Academy of Political Science, 1925, is a pamphlet useful to the financial libraries.

"Shifting of Income and Profit Taxes." New York: National Tax Association, 1924, in which Dr. David Friday refutes the theory that "no matter where the tax is levied it is finally shifted to the consumer in higher prices."

The March issue of the *Equitable Envoy*, which is published monthly for the members of the organization of the Equitable Trust Company, New York City, contains an illustrated article called "Solve Your Research Problems in the New Library," pages 21-4.

Chase National Bank of the City of New York. "The Gold Standard Versus a Managed Currency," by B. M. Anderson, Jr. New York. Chase National Bank, March 23, 1925

39p (Economic bulletin, Vol. 5, No. 1.) discusses Mr. Keynes theories and presents arguments to prove that they are unsound.

The *Massachusetts Library Club Bulletin* for March, 1925 presents a five-foot shelf of library aids, including library economy, book selection, children's work, school libraries, recruiting and training, special lists, indexes, biographical material and directories of publishers.

"No Time to Read," *American Bankers Association Journal*, March, 1925, pages 586-7 is a copy of the Roosevelt list as compiled by the *Century* in 1905.

"Development of a Business Library," H. M. Byllesby and Company, 1905-1925, in *Public Libraries*, April, 1925, pages 193-4 gives the history of an investment banking library.

The Engineering Societies Library has recently compiled a list of references on "Reinforced Concrete Grandstands." Mimeo-graphed copies of this list may be obtained from the library at 29 West 39th Street, New York City, for the price of \$1 each.

The *New York Sun*, Research Department, has prepared a unique map, "The Shopping Place of Millions" which shows, by means of twelve colors the retail stores of New York City visualizing the exact location and approximate size and floor plan of each, and distinguishing between kinds or classes of stores.

A number of our special librarians do a considerable bit of writing for magazines. Two articles by Miss Margaret Reynolds in the *Banker-Manufacturer* for April, 1925, have come to our attention; one is entitled "Books and Booklets for Busy Bankers," and the other, "When a Bank Opens Its Doors" is a distinctly practical suggestion about little things which encourage big business.

The *Journal of the City Council* of the city of Chicago in its issue of April 1, 1925, presents the report of Frederick Rex, municipal reference librarian. The report shows increased duties on the part of the librarian, especially in relation to the distribution and sale of city publications. Over seven thousand copies were sold during the fiscal year.

The *Office Manager*, March, 1925, Vol. 1, No. 2, pages 57-8, "The Selection and Use of Libraries in Business Offices; Actual Working Requirements Should Be the First Consideration in Planning Business Library" by George Winthrop Lee. This is a suggestive general article. Incidentally, it's interesting to note that one of the faculty in Miss Brown's School of Business in Milwaukee considered the article so good that she used it in dictating to one of her classes.

Have you seen "Paper or Sawdust, A Plea for Good Paper for Good Books," which H. M. Lydenberg prepared for the Paper Manufacturers' Educational Association? It has a gay binding with a gold design of some old printers at work (the same design in reduced size is also on the title page). The paper and the type are beautiful and the text is delightful, altogether as charming an advertisement as I have seen, and especially one for booky people.

The Bureau of Agricultural Economics of the United States Department of Agriculture has recently started a new series of bibliographies on agricultural economics. No. 1 carries that specific title and is compiled by Mary G. Lacy, librarian of the bureau. No. 2 relates to flour milling and bread making, compiled by C. Louise Phillips and J. H. Shollenberger. No. 3 is entitled "A Beginning of a Bibliography of the Literature of Rural Life" and No. 4 is a selected list of reference on price spreads, compiled by Louise O. Bercaw.

Convention News—Transportation

The Transportation Committee will plan to run busses direct from the North and South Stations in Boston to the New Ocean House in Swampscott meeting long distance trains, if members who have registered at the New Ocean House will send a postal card to Lewis A. Armistead, chairman, Transportation Committee, Room, 711, Park Square Building, Boston, Mass., advising probable time of arrival in Boston. This service will not cost more than \$1.25 from either station to the New Ocean House and will obviate taxis in Boston or Swampscott and train service.

Unless twenty persons ask for this service busses cannot be hired.

ASSOCIATIONS

Boston

The regular monthly meeting of the Special Libraries Association of Boston was held on March 30th in Jacob Sleeper Hall, Boston University. After a short business meeting the president introduced as the speaker Mr. Godfrey Dewey, president of the International Institute of Bibliography, who told in a most interesting manner of the plan for a world center of organized co-operation in intellectual work.

This has already taken form and is successfully functioning through the following enterprises—the International Institute of Bibliography, the International Library, the Documentary Encyclopedia, the International Museum, the Union of International Associations and the International University. These have been developed chiefly under Belgian auspices and the leadership of Senator Lafontaine and M. Paul Otlet. They are now housed in the Palais Mondial at Brussels.

The first step in the development of this plan was taken when the International Institute of Bibliography was founded in 1895 for the preparation and maintenance of a universal bibliographical catalog covering works of all times, all topics and all countries, classed by author and subject. As a result of co-operation among all European countries and to a very slight degree from this country, the catalog now contains twelve and one-half million cards. For a number of years the International Institute of Bibliography has published the European edition of the decimal classification. Last year a conference was held, with representatives of this country present, for the purpose of bringing the expansion of this classification in Europe and America into accord.

The second step came in 1907 when the collections of sixty-two small libraries of an international character existing in Brussels were joined to form an international library. In time this will contain a selection of the most important works of each country, all official publications, the independent periodicals and monographs of all learned societies, and some newspapers from all countries. It will be a depository for special international collections. This has not been developed to any extent as yet.

The library is supplemented by a documentary encyclopedia, established at the same

time. This is in vertical file form containing a classified collection of clippings, pamphlets, photographs, etc. in over ten thousand folders and amounting, even at this stage, to over a million items.

In 1910 the International Museum was established. Through its geographical, historical and scientific sections it attempts to visualize the world and its contents and at present occupies over sixty-five large halls. Thirteen countries have contributed to form a collection of twenty thousand pieces.

The most important step was taken in the same year when the Union of International Associations was founded. This includes international organizations of every kind. By 1913 about two hundred and fifty associations had joined and while the Union suffered severely during the war, it is now coming up again.

The final step (in 1920) was the establishment of the International University, a loose federation of the universities of all countries. Beginning in 1922, it has held each year, for the discussion of international problems, a two weeks conference, at the most recent of which seventy-two speakers gave ninety-six lectures on eighty subjects. Twenty-three countries are represented in the University.

So far the financial support has come chiefly from private sources. Through efficiency and co-operation concrete results have been achieved far greater than the amount of money expended would suggest.

The International Institute of Bibliography has been recognized by the League of Nations as its official bibliographical organization and granted a small appropriation. Also a Committee on International Co-operation has been appointed by the League.

With all of these organizations so successfully demonstrating their usefulness, it is hoped that a more general co-operation in all countries, both official and unofficial, may bring about the realization of this plan for international co-operation in intellectual work. The best place for this world center would seem to be at Geneva, which with the League of Nations, is now the international center of gravity.

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The Methods Committee of the S.L.A.B. sent out a questionnaire on pamphlets and presented its preliminary report at the meet-

ing of the Association on March 30, 1925. Copies of this report may be obtained from George W. Lee, chairman, 147 Milk St., Boston, Massachusetts.

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Program Bibliography No. 2 discusses "International Intellectual Co-operation Among Librarians." It notes the various international library conferences beginning with the conference at London in 1877. It mentions among the libraries which have an international viewpoint, including the American Library in Paris, the Library of the Carnegie Endowment for International Peace and the League of Nations Library. Some general periodical articles of interest are noted and the program concludes with a suggestion for members to search for themselves for other material on this subject.

* * * *

The Boston S.L.A. held its monthly meeting on the evening of April 27th at the Zion Research Library, Brookline. The general subject for discussion was "Theological Libraries." The principal speakers were Miss Mary M. Pillsbury, librarian, General Theological Library, and Miss Elizabeth P. Sherman, librarian, Boston University School of Religious Education. Mrs. Longyear described a recent visit to Jerusalem, which was illustrated by lantern slides.

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The Education Committee of the Boston Special Libraries Association, of which Mr. F. A. Mooney of the Dennison Manufacturing Company is chairman, is conducting a course on Classification and Cataloging, as illustrated in various special libraries of the city. The course is as follows: Law, Mr. Howard L. Stebbins of the Social Law Library; Finance, Miss Marion G. Eaton, Federal Reserve Bank; Medical, Mrs. Grace W. Myers, Mass. General Hospital; Chemistry, Mr. W. P. Cutter, Arthur D Little, Inc; Insurance, Mr. D. N. Handy, Insurance Library Assoc; Social Service, Miss Margaret Withington, Social Service Library. The course is well attended and is proving of much interest and value.

New York

The New York Special Libraries Association held its March meeting in the Officer's Dining Room, Federal Reserve Bank of New York at 33 Liberty Street, March 26th, at 6 p.m. The speakers of the evening were Mr. Angus Hetcher of the British Library of In-

formation, Miss Elizabeth Wray, librarian of the United States Rubber Co., Miss Ruth Lavord, librarian of the International Education Board and Miss Allie M. Pike, librarian of the Silk Association of America, who gave very interesting accounts of the work in each particular field.

An appeal was made through Mrs. Gardiner in charge of the Colleges and Universities Group for the Cathedral Fund Drive, and both money and pledges were received. New York Special Libraries has pledged the price of one stone, \$50, but, as the amounts already received and pledged have exceeded this amount, it is hoped that with a little more effort \$100 will be obtained.

Philadelphia

The Special Libraries Council of Philadelphia and Vicinity were the guests of the University of Pennsylvania Library on April 3rd. After a brief meeting, Mr. Dickenson, librarian, conducted a pilgrimage through the library, where the visitors were shown the several additions to the University Library.

The most important of these was the Henry Charles Lea wing, which gives the library new Periodical, Cataloging and Order Departments; and a fine library of rare books, among which are over one hundred incunabula.

There were a great many things not so new but quite as interesting, and altogether the Council spent a delightful evening.

San Francisco

The March meeting of the San Francisco Special Libraries Association was held March 23d at the Ho-Ho Tea Room. This was the *first dinner* meeting of the Association and it proved a means of drawing several members who have not been able to attend the luncheon meetings.

The important topics for discussion at this meeting were attendance at the A.L.A. Convention in Seattle, and the information file of research material available in San Francisco business libraries. Miss Cox of the Federal Reserve Bank is chairman of the Committee on a Union File and she has reported that a start has been made in collecting information as to material in the various collections.

The San Francisco organization has enrolled a number of new members within the past two months and is feeling the stimulus of these new contacts.

Boston Catalogers

The Boston Group of Catalogers and Classifiers held their spring meeting April 15, at the Boston Public Library, preceded by dinner at Hotel Victoria. Sixty-two were present including two guests. The discussion of the evening centered on Subject-Headings. Some of the points considered included: (1) Authority used in own library. (2) Supplementary authority to bring headings up to date. (3) Reasons for using main authority. (4) What kind of a record is kept. (5) What should be the fourth edition of the "A.L.A. List of Subject-Headings?"

Mr. Chase, reference librarian of Boston Public Library gave a brief address of welcome. He spoke of the great importance of wise decisions of subject-headings, of the dependence of good reference work, buying of books and much else upon the careful, scholarly work put into good cataloging and classifying.

Mr. Currier, of Harvard College Library, as acting chairman of the A.L.A. Committee on Cataloging, gave a statement of the situation of the need of a new edition of "The A.L.A. List of Subject-Headings," and questioned the form that should be followed. Then Miss Mary Elizabeth Hyde, Associate Professor of Library Science at Simmons College, opened the discussion "Shall the 'A.L.A. List of Subject-Headings' be republished?" As a teacher of wide experience her contribution was particularly valuable. She traced the development of both the "A.L.A. List of Subject-Headings" and the "Library of Congress List of Subject-Headings," carefully criticising defects and emphasizing values. Speaking of some of the tests to be applied to a good list, she cited these three:—1. The present scope of the list as compared with your present and prospective needs. 2. The provision made by the publisher to keep it up to date. 3. The ease with which the list could be used.

Four members of the group continued the discussion Miss Marion A. Cooke, Providence Public Library; Miss Florence M. Osborne of Lynn; Miss Helen M. Laws, Wellesley College Library and Mr. Gardner M. Jones, librarian of Salem Public Library. Mr. Jones told of his experiences as chairman of the original co-operative committee appointed at the Lakewood conference in 1892 to make recommendations or anything they pleased. He found that some one of the early

libraries has suggested a list of subject-headings. The committee decided to make this and somehow the work of compiling the "List of Subject-Headings" was "wished on him." He started and made the "Refer from" references. Mr. Cutter and Dr. Wyer were the other members of this committee. Mr. Jones gave other interesting reminiscences of this early work.

Open discussion and questions which had to be cut short by the lateness of the hour was followed by a vote to express the preference of those present regarding the question of the evening closed the meeting.

The Public Service of Fire Insurance

(Concluded from page 140)

The Underwriters' Laboratories also is maintained by the National Board. This unique, scientific institution tests articles, supplies and processes of all kinds that affect the fire hazard, fire fighting and fire prevention. The Laboratories' main office is in Chicago, but it has a large branch in New York City and representatives throughout the country. The growth of this institution has been astonishing, and it now issues millions of labels monthly to manufacturers whose productions have been tested and not found wanting for the purposes for which they were designed.

In co-operation with the National Fire Protection Association, the Board has formulated numerous standards of construction and maintenance as they relate to hazardous industries and these suggested regulations are very generally accepted as the best technical thought upon the subjects they treat. The Association has also been active in an educational way and together with the Board has promoted with increasing success the national observance of Fire Prevention Week in the fall of each year.

Thus it is evident that the stock fire insurance companies, through the National Board and affiliated organizations, have, with the years, rendered an increasing service to the public both by improving material conditions and by lessening the danger to life.

PERSONAL NOTES

Miss Margaret Wells, Department Editor

Mrs. John Koren has been appointed librarian of the Town Room, Boston, Mass.

Miss Emma B. Hawks, assistant librarian of the United States Department of Agriculture, has left for a three months' trip to France and Italy.

Miss Helen Squires, who was formerly in the Osterhaut Library, Wilkes-Barre, has been appointed assistant librarian at Girard College, Philadelphia.

Miss Annis L. Kinsman, formerly librarian of the United States Naval Hospital Library at Chelsea, has accepted a position in the Detroit Public Library.

Mrs. George S. Maynard has resigned as librarian of the Massachusetts Horticultural Society and is reorganizing the library of the Boston Society of Civil Engineers.

Miss Wilma Trost, an assistant in the American Appraisal Library, Milwaukee, has recently been selected by Olson & Enzinger, Inc., Advertising Agency, to act as their research worker.

Miss Ethel A. Shields, librarian of the Eastman Kodak Company, is publishing short lists of books on various subjects in *Kodak Magazine*, for employees of the company.

Mr. Louis H. Bolander, at one time assistant librarian of the New York Municipal Reference Library and now reference librarian of Duke University at Durham, N.C., reports that Mrs. Bolander, after a serious operation, is on the road to good health.

Miss Edna L. Stone, assistant librarian of the United States Department of Labor Library, is the compiler of a "List of References on Minimum Wage for Women in the United States and Canada," issued as Bulletin No. 42 of the Women's Bureau of the Labor Department.

Mr. Dorsey W. Hyde, Jr., chief of the National Civics Bureau of the Chamber of Commerce of the United States, addressed the Annual Civic Dinner of the Homestead, Pennsylvania, Chamber of Commerce, April

6th last, taking as his subject "Common Sense in Civic Development."

Mrs. Cassie M. Lyne of Atlantic City, New Jersey, has joined the staff of the United States Department of Commerce Library and Miss Mary E. Martin, formerly with the Library of Congress, has accepted a temporary appointment with the Library of the United States Bureau of Agricultural Economics.

Mr. George S. Maynard has been appointed by the Trustees of the Boston Public Library to succeed Mr. Rowlands as first assistant in the Special Libraries Department. He continues as chief of the Technology Division, also.

Miss Clara W. Herbert, assistant librarian of the Public Library and president-elect of the District of Columbia Library Association, has advanced the suggestion that local sections be organized for free and informal discussion of professional administrative problems and bibliography.

At the District of Columbia Library Association meeting of March 27th a resolution was passed in commendation of the high professional services rendered by the late Dr. T. B. Thompson, recently placed in charge of the Division of Documents of the Library of Congress, who died as the result of injuries received when struck down by an inter-urban trolley car. Dr. Thompson brought a wealth of skill and enthusiasm to his new task and made many friends in Washington and his death is a great loss to the profession.

Our Cover Design

The cover design of this issue of SPECIAL LIBRARIES consists of a reduced photocopy of one of the earliest fire insurance policies in existence. It is from the office of Nicholas Barbon, commonly known as the father of fire insurance, and is dated 1684. But two other copies of policies from this office are known to be in existence; one of them is in the British Museum.

We intended to devote this number to insurance in all its branches. The bigness of the field, however, and the limited space available in a single issue of SPECIAL LIBRARIES made it necessary to limit this issue to Fire and Casualty Insurance. Numbers devoted to other branches of insurance will appear from time to time later.

Pages 177-180 deleted, advertising.