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Special Libraries, January 1926

Special Libraries Association

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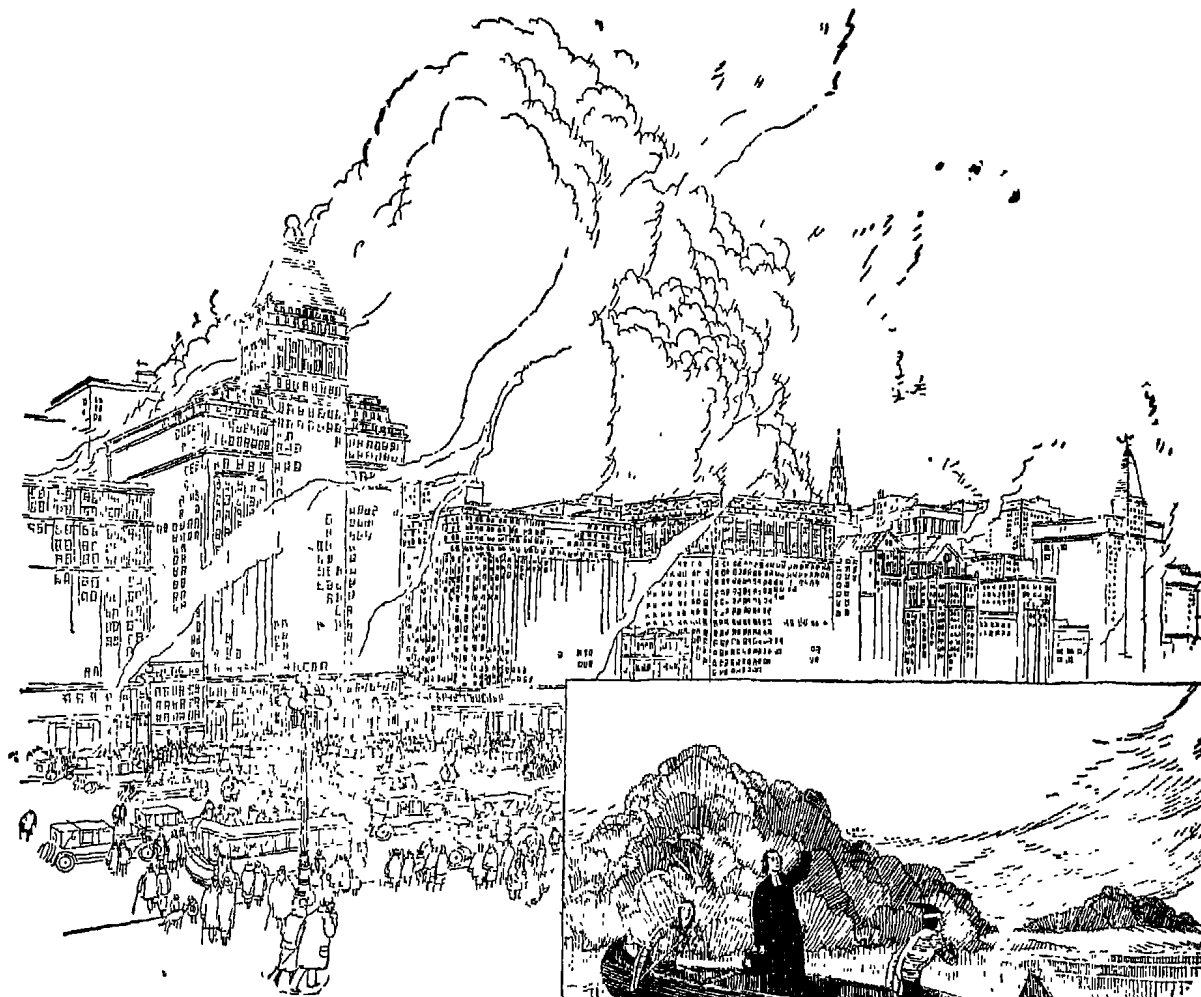
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SPECIAL LIBRARIES

Vol. 17

January, 1926

No. 1



*Modern Chicago, 251 years after
Pere Marquette's first visit.*

City's
History
Insures
Continued
Advancement and
Great
Opportunities



*Pere Marquette bringing his message to the
Indians of the Mississippi Valley, 1673.*

Special Libraries in Chicago

- Abbott Laboratories
 4753 Ravenswood Ave.
 Edith Joannes, librarian
 American Institute of Baking
 1135 Fullerton Ave.
 Louis Livingston Library
 Rosabelle Priddat, librarian
 American Medical Association
 535 N. Dearborn St.
 Marjorie Hutchins, librarian
 Art Institute of Chicago
 Ryerson Library
 Sarah L. Mitchell, librarian
 Automatic Electric Co.
 1033 W. Van Buren St.
 Abigail E. Fisher, librarian
 Byllesby, H. M., & Company
 Illinois Merchants Bank Bldg.
 Louise B. Krause, librarian
 Central Trust Company
 125 W. Monroe St.
 Laura Gage, librarian
 Chicago Daily News
 15 N. Wells St.
 Thomas Sayres, librarian
 Chicago Evening American
 Hearst Bldg.
 Palmer H. Wright, librarian
 Chicago Historical Society
 632 N. Dearborn St.
 Caroline M. McIlvaine, librarian
 Chicago Real Estate Board
 57 W. Monroe St.
 Rosamond von Schrader, librarian
 Chicago Tribune
 Tribune Tower
 Mildred A. Burke, librarian
 Chicago Journal of Commerce,
 12 E. Grand Ave.
 Commonwealth Edison Company
 72 W. Adams St.
 Edith Mattson, librarian
 Continental and Commercial Bank
 208 S. LaSalle St.
 Sue M. Wuchter, librarian
 Crane Company
 Product Engineering Dept.
 41st St. and Kedzie Ave.
 Ellen W. Smith, librarian
 Crerar, John, Library
 Michigan Ave. and Randolph St.
 Clement W. Andrews, librarian
 Dartnell Corp.
 1801 Leland Ave.
 Frances M. Cowan, librarian
 Donnelley, Reuben H., Corp.
 652 S. State St.
 Lillian Needham, librarian
 Federal Reserve Bank
 230 S. LaSalle St.
 Ruth G. Nichols, librarian
 Field, Marshall, & Company
 State and Washington Sts.
 Edith Blackstock, librarian
 Field Museum of Natural History
 Elsie Lippincott, librarian
 Fire Underwriters Association of Northwest
 Insurance Exchange Bldg.
 Edith Y. Wetmore, librarian
 Garrett Biblical Institute
 Evanston, Illinois
 Doremus A. Hayes, librarian
 Samuel G. Ayres, associate librarian in
 charge
 Gary, Elbert H., Library of Law
 Northwestern University Bldg.
 F. E. Crossley, librarian
 Gilchrist, W. A.
 122 S. Michigan Ave.
 Miss H. B. Gleason, librarian
 Graham, Anderson, Probst & White
 1417 Railway Exchange Bldg.
 Griffenhagen and Associates
 155 E. Superior St.
 Esther Wieland, librarian
 Halsey Stuart & Company
 201 S. LaSalle St.
 Virginia Savage, librarian
 Hamilton Club
 18 S. Dearborn St.
 Pauline R. White, librarian
 Harris Trust & Savings Bank
 115 W. Monroe St.
 H. L. Hockett, librarian
 Hospital Library and Service Bureau
 22 E. Ontario St.
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 Illinois Power & Light Corp.
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 Mrs. Jennie Lee Schram, librarian
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 Julia E. Elliott, librarian
 International Harvester Co.
 606 S. Michigan Ave.
 Kathryn B. Allen, librarian
 Illinois Merchants Bank
 231 S. LaSalle St.
 Miss Smiley, librarian
 LaSalle Extension University
 4101 S. Michigan Ave.
 Julia Rupp, librarian
 Lewis Institute Library
 W. Madison and Robey Sts.
 Loyola University Library
 Loyola Ave. and Sheridan Rd.
 McCormick, Elizabeth, Memorial Fund
 348 N. Dearborn St.
 Mrs. Mary W. Taylor, librarian
 McCutcheon, Gerson
 64 W. Randolph St.
 Moody's Bible Institute
 153 Institute Pl.
 Miss Mabel Sprague, librarian
 Municipal Reference Library
 1005 City Hall
 Frederick Rex, librarian
 National Association of Real Estate Boards
 310 S. Michigan Ave.
 Carrie Jones, librarian
 National Safety Council
 108 E. Ohio St.
 Mary Bostwick Day, librarian
 Newberry Library
 Walton Place
 Geo. B. Utley, librarian
 Northwestern University School of Commerce
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 Marlon J. Reynolds, librarian
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 600 W. Jackson Blvd.
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 Hawthorne Station
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 Western Society of Engineers,
 53 W. Jackson Blvd.
 T. E. Cadwell, librarian
 Wilson & Company
 4100 S. Ashland Ave.
 Miss M. Warren, librarian

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SPECIAL LIBRARIES ASSOCIATION

Founded 1909

A CLEARING HOUSE OF INFORMATION

Created to promote the interests of the commercial, industrial, technical, civic, municipal, legislative, welfare libraries, statistical bureaus and research organizations. Also to serve special departments of public libraries and universities.

PUTTING KNOWLEDGE TO WORK

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Special Libraries

Vol. 17

January, 1925

No. 1

FOR many months we have had under consideration a special number devoted to the great metropolis in the midland section of the country, and the formation of the Illinois Chapter offered a fine opportunity for the preparation of the issue.

This January number almost entirely represents the devoted services of the officers of the Illinois Chapter, notably Miss Pyrrha B. Sheffield and Mrs. Jennie Lee Schram; and the Editor is under deep obligations for the arduous work of preparation.

A few sketches of special libraries have been prepared by the Editor where material was not available from the original source, but the degree of co-operation was noteworthy and we extend grateful thanks for the assistance rendered by the librarians of Chicago.

We only regret that the limitations of space have prevented the inclusion of all available copy. We have been obliged to condense some of the material offered for our use, but we believe that everyone will realize the difficult task imposed upon the editors and will accept this explanation.

Special Libraries Important to Industrial Surveys

By Scott Brown, Vice-President, Illinois Power and Light Corporation,
Chairman New Industries Committee of Illinois Chamber of Commerce

SURVEYS of various kinds and for various purposes are being made all over the United States. The market survey has been known to us for several years. Another type of survey however, is just gaining prominence—the industrial survey. Many cities are studying the question of the industrial survey and it is included in the programs of all active chambers of commerce.

The recent work of the Illinois Chamber of Commerce has revealed two important points in the development of a survey. First, reliable facts concerning

cities cannot be secured entirely through the questionnaire usually sent to the city's civic body. Second, that the special librarian trained to produce reliable and accurate facts quickly is very valuable and almost essential.

A practical demonstration of this was had by the Illinois Chamber of Commerce when during the past year, it sent a questionnaire to many local Chambers of Commerce in Illinois in an effort to obtain enough facts about each city to build an industrial survey. The data furnished by most of the cities did not

prove adequate to meet the requirements of an industrial survey. The cities that failed to send reliable information for this purpose were listed and their names were turned over to the Illinois Chapter of Special Libraries Association for further investigation. Assistance was immediately given by these trained investigators with the results that within a short time enough accurate and reliable data were secured to provide a working basis for the industrial survey of each city so listed.

The following quotation from an authoritative pamphlet published by Lockwood Green & Company called *The Preparation and Use of Industrial Surveys* will show the importance of fact gathering.

"There is nothing new about the principle of what is now called the industrial survey. It is merely an attempt to put together all the facts that bear on an industrial problem, rather than to cover only certain phases, before finding out just what may be the most important thing to know or to do.

"The best way to find the most important thing is to collect relevant facts from every possible source and then to put one fact against another until something stands out above all the rest.

"The opinion of an individual is useful only to a limited extent. Few men know more than one thing well enough to speak with authority about it, though many others, not so well informed, will volunteer their opinions at some one else's expense. The industrial survey should take into consideration every possible point of view and eliminate error by reference to known facts and to fundamental requirements of the problem in hand."

To "collect relevant facts from every possible source" is easier said than done by an untrained investigator. The special librarians in Chicago with their specialized collections have met this situation with a marked degree of efficiency

The Illinois Chapter of the Special Libraries Association in its report covering its work in connection with the 1925 Illinois Products Exposition conducted by the Illinois Chamber of Commerce, reported the following libraries in Chicago as sources of facts collected about Illinois cities. John Crerar Library, Municipal Reference Library, Federal Reserve Bank Library, Swift and Company's Library, Chicago Historical Library, etc. This will convey in some measure what it means "to collect relevant facts from every possible source."

The parties most concerned in the development of this type of survey use it for various purposes, the most usual of which are listed below.

- (1) To develop the scope of present industries in a community and point out possibilities for improving those already established.
- (2) To find the best community for the location of a new industry.
- (3) To determine the results obtained in industries already located.

The average executive knows what is necessary to include in a survey for his purpose but knows very little about how to gather the facts. The usual survey should cover the following points.

- (1) General information concerning the history of a city, its government and city departments, population, public utilities, educational facilities, social and living conditions and financial conditions.
- (2) Economic and industrial conditions such as covering labor laws and labor supply, fuel and power available, transportation and industrial growth.
- (3) Resources of community including climate, minerals, agricultural resources and raw materials in general.

The executive concentrated upon the purpose of the survey has little time for its preparation, hence his dependence upon the services of the special librarian for the compilation of necessary facts. The value of cooperation between special libraries in Chicago as well as in other cities should not be underestimated and should be encouraged.

American Library Association

CHICAGO for the past seventeen years has been the headquarters of the American Library Association. In 1909 the Chicago Public Library offered the association the privilege of occupying quarters on the fifth floor of the library building and for over fifteen years the A.L.A. occupied without charge for rent or service this convenient location. Within recent years the space has become quite inadequate and with funds provided by the Carnegie Corporation, the association rented an office in the John Crerar Library Building, but the editorial staff and the assistants in charge of sales and subscriptions remained at the Chicago Public Library. From small beginnings the headquarters staff has now increased to more than fifty members and the work of the A.L.A. increased immeasurably.

At the present time the association is looking forward to the celebration of its fiftieth anniversary next October in Philadelphia, its birthplace. Fifty years have seen the membership grow from one hundred and three to nearly seven thousand. The association's plans and program for the future indicate that its recent rapid expansion is the beginning of a period of even greater development.

The work of the A.L.A. has always been carried on largely through voluntary standing committees, such as those on book buying, books for foreign countries, cataloging, civil service relations, education, hospital libraries, institution libraries, work with the foreign born. During the past two or three years special grants have made it possible to add to the program a number of special projects.

A two-year study of adult education, supplemented by the publishing of a series of reading courses, will culminate this year in a final report, the report to be one of several anniversary publications. The study has already met with lively and widespread interest.

The Board of Education for Librarianship has been engaged in formulating standards for library schools. One urgent need already disclosed is for more adequate financing of library training agencies, which cannot at present turn out enough trained librarians to meet the growing demand.

W. W. Charters of the Department of Education, University of Chicago, is directing a functional study of library work with the object of constructing a curriculum for library schools. The Board of Education for Librarianship has named an advisory committee of nine members representing library schools and outstanding movements in the library world.

The *Library Survey*, which will present the results of an elaborate questionnaire, will publish one or two volumes of its final report this year.

The Committee on the Classification of Library Personnel with the Bureau of Public Personnel Administration acting as its technical staff has been analyzing the duties of librarians in order to classify library positions and to determine the abilities required for them.

The Paris Library School is winning ever wider recognition, and its role is becoming international. During 1925 seventeen countries beside France were represented in its student body.

In addition to the "Reading with a Purpose" series of reading courses, notable A.L.A. publications are: *The A.L.A. Catalog 1926*, a basic list of ten thousand books; *The Winnetka Graded Book List* (just published) by Carleton Washburne and Mabel Vogel of the Winnetka Public Schools, a research study of children's reading and a list of books graded according to the children's own opinions; and *Samuel Swett Green* by Robert K. Shaw, second of the American Library Pioneers series. The *A.L.A. Catalog 1926* will be issued as one of the Fiftieth Anniversary publications.

Making the Technical Library Show Results

By Pyrrha B. Sheffield, Librarian, Portland Cement Association

THE principal task confronting the special librarian in many institutions is to convince the management that the library "reference department" "statistical bureau," or whatever name it may be known under, is a necessary adjunct and gives full value for the money expended on it.

Happily the realization is steadily spreading that a special library when properly used returns its budget many

The librarian who never attains more than a superficial acquaintance with the names of the various subjects contained in the books, magazines and catalogs on the shelves can never give the best service. In the library of the Portland Cement Association, for instance, we do not find it sufficient to know where to find information on "water ratio," "fineness modulus," "slump tests," "autogenous healing," and other topics of im-



times over. But since some executives regard their library departments with tolerance rather than with enthusiasm, a few of the principles which have been found fundamental at the Portland Cement Association may be of assistance to other librarians

It goes without saying that the first function of the technical library is to gather and classify all material relating to the firm or industry it serves. This idea, like most fundamental thoughts, is not hard to understand. But it is not to be accomplished except by ceaseless work. And it is not to be accomplished effectively except by someone who has a pretty fair working knowledge of all branches of the subject matter.

portance to the association's employees and to the professional people who call constantly for information. We have found that only by learning what these terms really mean, what they actually are, can we give genuine service

I think every technical librarian is familiar with the visitor who is hunting information, but does not know exactly what he is looking for. He has an idea, but it is vague. He cannot express it. Here is where the superficial librarian fails at once. She says: "Well, if he doesn't know what he wants, how can I be expected to find it?" And here is where the thorough librarian convinces the management she is worth her salary, for in many cases she is able to lay be-

fore the vague one a wealth of material in which he will eventually find just what he is looking for.

Constant study of the subject, then, is vital. Learn it well enough to carry on an intelligent conversation with a technical man.

Another effective principle is to keep the library before the organization. Do not wait for executives and employees to come to it, but take it to them. At the Portland Cement Association we accomplish this by routing magazines through the office constantly, and by getting out frequent bulletins describing new books and pamphlets received. In the magazines, such articles as are likely to be of special benefit to the employees are marked by page number on the stickers and attached to the cover. Thus no one is allowed to forget that the library is there, and is ready to serve.

Our association maintains an extensive research laboratory where much material is brought to light relative to the use of cement and concrete. The reports on this work are voluminous and come in the form of bibliographies, which as a whole are not for general public use. However, such matter as can be released is brought to the attention of outside technical people by including rewritten parts of the laboratory bibliographies in special bulletins.

The laboratory also releases other non-confidential bulletins, which we send to quite a large list of engineers and architects. As this material deals with research on important matters like curing concrete, compression tests, etc., they are eagerly read, and our library, as their source of supply, is brought forcefully to the attention of the professional people.

As soon as the library grows to any size at all, some sort of a staff is necessary. In my opinion too many technical libraries are over-staffed. It has been our experience that a small force under the supervision of a competent librarian can do far more work than a large staff without trained direction. The librarian should be primarily a cataloger, and if possible the assistants should have had library training. If this is not practical,

untrained help should be chosen with a view particularly to mental alertness and accuracy. These are the most necessary traits.

In order to function most effectively the library should be organized as a distinct branch of the business. It should have its own budget. It should report directly to the chief executive. This is because the librarian cannot be responsible for results except when full control is granted, and complete supervision is given over the disbursements. Neither of these ends can be attained if the library is a branch of some department, or if the library expenditure is under the direction of a person unfamiliar with the work required.

That the technical library must be kept thoroughly up-to-date is obvious. Not only must the latest books and periodicals be acquired, but there should be on hand a large variety of reference works including maps, atlases, directories, encyclopedias, etc. The proceedings of the various technical societies in the field will be especially welcome, for many of them are not to be found in city libraries, and they really contain much of great value to members and non-members.

In the Portland Cement Association's library we aim eventually to make our collection of information so complete that engineers and others will turn to us for information, rather than to the various departments of the public library. And we believe that any special library which can accomplish this end will have gone a long way toward building for itself a prestige which will insure its permanency.

In our organization the annual report is made out as a matter of course, since each bureau must show what it has done during each twelve month period. But if any special librarian is not already turning in to the management an annual report, I would suggest that this be adopted as a regular feature of the work. Nothing could be better calculated to justify the existence of the library, to prove its worth and to impress its service upon the powers that be. Besides showing the usual circulation, attendance

(Turn to page 39)



The Agricultural Extension Library of the International Harvester Company

Kathryn Bolton Allen, Librarian

AN agricultural library is a comparatively recent institution. Instruction in farm practise for ages was passed down from father to son. It was tradition. Improvement was painfully slow and extended over thousands of years. A literature concerning farm processes did not develop.

But now a special library along agricultural lines is a necessity. In the last quarter of a century printed material has been following modern investigations so rapidly that it is mostly in the temporary and hurried form of bulletins and folders.

Investigations are being carried on along many lines by the Department of Agriculture both in the United States and in Canada. The state experiment stations and state college extension departments are all working to improve farm practise and farm living conditions. The result of their work is recorded in a form that can reach the most people quickly and can be printed for the appropriations available—hence the bulletin. Some of the foreign governments issue valuable material that may be had.

Other reliable material on agriculture may be secured from highly organized agencies of business firms. There are also other excellent sources

The Agricultural Extension Department Library of the International Harvester Company has forty thousand such bulletins on file. There are sixteen hundred reference books. Our photo library contains twelve thousand pictures. We receive the weekly and monthly issues of seventy-five magazines. This mate-

rial is gathered and filed primarily for the use of our agricultural lecturers and writers whose services are offered to the United States by our company to cooperate with movements that promote improved community conditions.

Ours is an agricultural library, but we do not restrict the material we gather to only that on farming and its operating equipment—the word agriculture includes the home, in which farm people live, their health, the schools that their children attend, and all rural community problems.

“It is the duty of every business organization to do something to build up the community in which it does business, aside from just the things it is required to do by law or the things directly beneficial to itself”

The above principle was voiced by Mr. Cyrus H. McCormick eleven years ago when the International Harvester Company established the Agricultural Extension Department.

This department is distinctly educational in its functions. Nothing that can be construed as advertising is permitted to enter into its work. For the past eleven years our department has been engaged in helping men and women and boys and girls in all parts of the United States and our territories, Alaska, Hawaii and the Philippines. Its work has been extended into Canada, Mexico, Peru, Argentine, Porto Rico, Holland, France, Russia, China, India and South Africa.

The department has organized and conducted fifty-eight campaigns in forty states. In addition, we have conducted hundreds of short course schools and community meetings. Our Extension workers have addressed over three million people in nineteen thousand five hundred meetings.

The Extension Department has prepared lecture charts, lantern slides and moving pictures covering farm and community subjects which are loaned to educators, educational institutions, chambers of commerce, county demonstrators, farmers' organizations—in fact, to any organization or individual who really wants to do something for his community. No charge is made for the use of this material except express charges to and from Chicago. These charts, slides and reels have been used in ninety-one

thousand meetings and fifteen million people have been reached.

We have published more than a hundred different booklets in a popular vein of which millions have been distributed. All are profusely illustrated with charts and with pictures taken by us in the field. They all deal with the betterment of farming or rural conditions. Our rural newspaper service has supplied ninety-seven hundred illustrated articles and they have had a circulation of one hundred and sixty-nine million.

After it has been used by our writers, all this illustrated material is for the use of the writing public and is supplied from our library files at a nominal charge.

Preparation for these various activities of the department is in the hands of a corps of trained agriculturists all of whom use the library. The librarian keeps informed on the material most desired by each member and routes all matter coming to her desk accordingly. In anticipation of work to be handled in the near future a file of working boxes is maintained where any duplicate bulletins or reference lists and magazines are filed and may be supplied on short notice.

Calls for information or material are often made from outside the company. These inquiries are answered through the mail or we are glad to make loans of our material. The time limit must, of course, be short on the material loaned so as not to impair the usefulness of the library to our own workers.





The Elbert H. Gary Library of Law, Northwestern University Law School

F. B. Crossley, Librarian

A NNOUNCEMENT was recently made of the gift of Elbert H. Gary, chairman of the Board of the United States Steel Corporation, and an alumnus of Northwestern University Law School, of funds for the erection of a building to house the Elbert H. Gary Library of Law. This building will be erected on McKinlock Memorial Campus of Northwestern University, at Chicago Avenue and Sheridan Road, Chicago, immediately adjoining Levy Mayer Hall of Law, the new Northwestern University Law School building, now being erected by Mrs. Levy Mayer, as a memorial to her husband, the late well known Chicago attorney.

With the erection of the Elbert H. Gary Law Library building, Chicago business men, who have occasion to consult law books, will have readily accessible one of the most complete libraries of its kind this side of the Atlantic.

Through the generosity of Judge Gary, the law library of Northwestern University, which was started not so many years ago with only six thousand volumes, now consists of sixty-five thousand

and volumes, and is growing at the rate of six thousand volumes a year, also largely through the generosity of Judge Gary.

Single books in the Gary Library are valued as high as \$3,500. One is a rare copy of the "Territorial Laws," enacted prior to the formation of the territory of Illinois. It was once the property, and bears the signatures, of Nathaniel Pope and Sidney Breeze, two men of great influence and constructive ability during the formative period of Illinois. The volume was presented to the library by Thomas Hoyne, son of the founder of the Northwestern University Law School.

This library includes a collection of the modern laws and jurisprudence of all the countries of continental Europe, a collection of incalculable value to Chicago and the middle west, and to students of law in this country interested in the study of comparative laws. This collection comprises twenty-three thousand volumes and represents twenty-three European countries.

The ten thousand volume collection on modern Anglo-American law is quite complete. It comprises all the reports of the courts of final jurisdiction in all states and territories of the United States; reports of all federal courts, boards and commissions; statutes of the United States and of all the states and territories; complete statutes and nearly all of the reports of courts of final jurisdiction in England, Ireland and Canada, since the beginning of the Year-Books, and a large collection of digests, periodicals, encyclopedias and treatises.

In this section also are a large number of rare manuscripts and portraits of a legal historical character. One of these is a letter written by Joseph Story in 1804, five years after his appointment as associate justice of the Supreme Court of the United States, in which capacity he served for thirty-four years. It concerns the Dartmouth College case in which he wrote a concurring opinion.

A rare portrait is that of Sir John Fielding, known as the blind judge, one of England's best known magistrates. It is from an engraving after a painting by Hone. Sir John was a half brother of Henry Fielding, the novelist, whom he succeeded as magistrate at Bow Street when London was thief-ridden. He carried on a plan, introduced by Henry Fielding, for breaking up gangs of robbers, and as a result of this activity it was said he knew more than three thousand thieves by their voices. He died in 1768.

The international law section of the library numbers thirty-five hundred volumes, comprising a large quantity of material relating to American, British and continental diplomacy, not elsewhere available west of the Alleghenies. In this collection will be found all of the official material of the League of Nations and the International Court of Justice.

A recent valuable addition, the gift of Judge Gary, is the Williams collection of legal manuscripts. This collection comprises some five hundred original legal manuscripts bearing dates from 1300 to 1700 A.D. These documents include contracts, deeds, leases, and agree-

ments of various sorts and will be invaluable in the study and preparation of present day documents.

Some of the large collections in the Elbert H. Gary Library of Law are:

Ancient, Oriental, primitive and medieval law—Comprising the Hindu, Mohammedan, Hebrew, Babylonian, Egyptian, Greek, Chinese, Central American and the South American states, Japanese, as well as medieval European materials, about three thousand volumes.

Ecclesiastical law—Containing a selection of the most useful texts, commentaries and journals, two hundred volumes.

Jurisprudence and philosophy of law—Containing all the important American, English, German, French, Italian and Latin texts on this subject, one thousand volumes.

Criminal law and criminology—Containing the most important materials on this growing subject from all countries, three thousand volumes.

Latin-American law—Including collections of the laws and decisions of Mexico, thirty-two hundred volumes.

Legal bibliography—Containing material covering all topics and all countries, six hundred volumes.

The Northwestern University Law School has an arrangement with the University of Chicago and with the Crerar Library that prevents duplication of rare legal materials in this city. For example, if the University of Chicago has a certain collection, Northwestern will not acquire a similar one, even if it has the opportunity, using such funds as would be required in the transaction for the purchase of other materials. In this way, Chicago, eventually, will house the largest collection of legal historical materials in the world.

With the completion of the buildings now in process of erection on the Alexander McKinlock Memorial Campus at Chicago Avenue and the lake shore, the library will have a new home within ten minutes' ride of the loop. The present quarters are far too cramped and do not permit of the free use of the most unique law library in the country that has been built up in the last seventeen years.

(Turn to page 31)



The Dartnell Library

Francis M. Cowan, Librarian

IN order to give a comprehensive idea of the scope and functions of the Dartnell Library, it might be well to tell something about the organization which it serves.

The Dartnell Corporation was organized a number of years ago to gather and bring together in suitable form selling information and business experiences. It is really a clearing house for sales ideas, plans and methods. It gathers, compiles, edits and prints all information which is sent out to its subscribers. This service might be roughly divided into two classes; the publication of the magazine, *Sales Management* and the publication of the *Dartnell Sales Service*. The former is issued fortnightly and is devoted to the problems of sales executives; the latter, a service published weekly consists of advertising plans and methods, sales plans and methods, market information, better sales literature suggestions, better sales letters, information regarding current business conditions, retail merchandising, trade-marks and good-will, business organization and management, foreign trade information, sales department routine, office methods, salesmanship and related subjects. This information is so arranged that it can be filed each week in loose-leaf volumes or folders under appropriate headings. This method, of course, makes for an excellent reference file on sales, advertising and general marketing information. In addition to this information current business periodicals are indexed and the information summarized on 3 x 5 cards. This phase of the service will be explained in detail later. Once a month a report is issued on some subject which Dartnell has investigated and which is of particular interest to its subscribers. Books on salesmanship and sales manage-

ment are also published from time to time.

So at a glance, one can see that there was a decided need for a library which would assemble and make available information which could be used by the editorial staff and also as a basis for answering correspondence from the company's subscribers. The correspondence from subscribers is very heavy, as a part of the Dartnell Service is the answering of specific questions which the subscriber does not find covered in the reports and other information which is sent to him each week.

The library was organized in the fall of 1924 with a trained librarian in charge from the beginning. Books, old files of magazines, directories, pamphlets, reports and miscellaneous material which were scattered around the offices were brought together and sorted. Books were accessioned, classified, Cuttered and cataloged (using an adaptation of the Dewey decimal system) Missing numbers of periodicals were secured and the periodical file brought up to date. Information files, on account of the nature of their contents, were divided into six separate files. First, the general information file was arranged alphabetically by subject using the Cutter system as a simple method for marking the material for filing. There are about thirty main headings in this file which include such subjects as *Advertising, Associations, Compensation Methods, Conferences and Conventions, Distribution Methods, Retail Merchandising, Salesmanship*. Sub-heads under these main headings are used to divide the material logically.

Second, the geographical file was arranged alphabetically by sections of the United States (much of the sales information issued by Dartnell is organized by sections) such as north, south, east,

west, then by states and cities. This file contains simply market information for various parts of the country and is of considerable value to the editorial staff.

Third, the sales manual file was arranged alphabetically by the name of the company issuing the sales manual. This file is of value to the editorial staff inasmuch as the manuals contain information regarding the sales policies of various companies which is not otherwise available.

Fourth, the house organ file was arranged very much the same as the sales manual file. Dartnell is on the house organ mailing list of numerous companies. As there would not be enough filing space to accommodate all the house organs issued, the old numbers are discarded monthly as the new ones are received. However, as a representative file, it is very complete.

Fifth, the advertising agency file was arranged alphabetically by the name of the agency. This file is the basis for the *Dartnell Advertising Agency Guide*, which is issued annually. Information contained in it covers histories of the agencies, kind and number of accounts handled and related material.

Sixth, the transcript file was arranged numerically by the number given to each transcribed article. This file contains the original and transcribed articles which are summarized on the index cards issued each week by Dartnell.

Seventh, the Dartnell publications file. All material published as a part of the weekly *Sales Service* is filed chronologically in vertical files. Buckram covers are used to keep each month's service together.

Uniform, automatic file cases (legal and correspondence size) are used for filing all material. A twelve drawer card file accommodates the numerous cards such as, catalog, index and general information. Built-in, open shelves have replaced the sectional bookcases used when the library was housed in the old building. The built-in shelves are adjustable—accommodating several sizes of books—and are very much more attractive in appearance as well as being in harmony with the general appearance of the offices. Cupboards beneath the

shelves house the unsightly material to be found in all libraries, such as telephone directories, oversize pamphlets and material to be filed. A reading table is provided for the use of those who come into the library to consult the books or files.

Aside from the usual work to be done in a business library, the Dartnell librarian handles the writing of copy for the index cards which are issued each week as a part of the *Sales Service*. These 3 x 5 cards contain summaries of articles on selling, advertising, marketing and related subjects, found in current periodicals. Books, reports and government pamphlets or bulletins are also reviewed. Appropriate subject headings are selected (conforming as nearly as possible with subject headings used in most business libraries) so that the cards can be filed for future reference by subscribers behind printed guide cards. Transcripts of magazine articles are made at cost. The handling of these transcript orders comes under the supervision of the librarian.

As requests for information from subscribers relate to the magazine as well as the *Sales Service*, it, too, must be well indexed and cross-indexed. A complete index on cards of the eight volumes of *Sales Management* is kept on file in the library. This index is arranged alphabetically by authors of the articles, names of companies mentioned, names of products manufactured by these companies and by subjects, *i.e.*, advertising, selling, sales letters, distribution methods, etc. This index is also kept up-to-date by the librarian.

The reference work in a library open to hundreds of subscribers in addition to those within the organization, is naturally rather heavy, but as most of the information requested is within the library files very little time is spent in "searching." Local libraries are called upon for information once in a while, particularly the John Crerar Library which contains a well-indexed storeroom of information. The *Industrial Arts Index* has proved to be one of the Dartnell Library's best reference aids, the cumulations and monthly publications being in constant use.

(Turn to page 39)

The Louis Livingston Library of Baking



Maintained by
American Institute of Baking

Rosabelle E. Priddat, Librarian

THIS library, founded by Dr. Max Henius and Dr. Robert Wahl in 1886, was one of the special features of the Wahl-Henius Institute of Fermentology and for years was recognized as the most complete private library on the subject of fermentology (the biology and chemistry of fermentation) in the United States. The interest of Dr. Henius was not confined to his own library, but extended to the Chicago Public Library. For several years he served as president of its board of directors and is at present a member of the board of trustees.

In the fall of 1921 the building which had housed the class-rooms, laboratories, model brewery and library of the Wahl-Henius Institute passed into the hands of the American Bakers Association. The building, with a few alterations and additions, was soon ready for the American Institute of Baking (founded by American Bakers Association) to begin its work of teaching students the science and technology of baking. The library, however, remained in the possession of its original owners, and permission was granted the staff and students of the Institute to use it for reference. At the same time arrangements were made whereby the librarian of the Wahl-Henius Institute retained her position, with the added responsibility of organizing a library covering the baking industry.

After four years of hard work, including many evenings, Sundays and holidays, the library of baking is now in a position to answer most of the questions put to it, and has proved itself to be a good source of reference. These results could not have been attained in so short a space of time if the librarian had not had the support and co-operation, not only of Dr. C. B. Morison, Dean of the School and Director of the library and

Dr. H. E. Barnard, President of the Institute, but of each and every member of the staff.

The success with which a special library functions depends largely on the co-operation which it receives from the various departments of the firm or association by which it is maintained, and this point should be particularly emphasized in staff or employee meetings.

During all this time those connected with the American Institute of Baking had one great desire—to acquire the Wahl-Henius Library for the baking industry. In the early spring of this year this dream was realized when Messrs. Julian and Milton Livingston purchased the library and presented it to the Institute of Baking as a memorial to their father. A more fitting monument to Louis Livingston could hardly be conceived. He was a baker of the old school and he believed implicitly in "quality products."

Business, however, did not dominate the sons of Mr. Livingston and when at last they had the leisure to enjoy the finer things of life they turned to literature and art. Imbued from earliest childhood with a respect and love of the baking industry, Mr. Julian Livingston supported the ideals of the American Institute of Baking from its very beginning, and has been most generous in donating not only money, but a great deal of his time to make their realization possible. The presentation of the library to the Institute is the crowning act of his generosity and unselfishness. Through this gift the Institute Library received an addition of about five thousand books and approximately ten thousand pamphlets and clippings, and now has nearly six thousand books and more than fifteen thousand clippings and pamphlets. These are all classified and indexed and easy of access to the research student.

The subject of fermentation has commanded the attention of scientists for many centuries, and because the process was observed to take place under varying conditions and with different combinations of materials, it was supposed, in the earlier ages, to be brought about by some mysterious or occult force. It was only in the nineteenth century that scientists working in different countries began to understand the process, and the study of fermentation in brewing, wine, yeast and the baking industries still fascinates the student of today for its problems are far from being solved and new avenues of research are constantly being opened.

Fermentation, which plays such an important role in the science of baking, is based on the physical, chemical and biological sciences and the library contains the representative text books and reference works on these subjects. Not only does it possess books on the fermentation industries, such as brewing, distilling and yeast making, but since the research worker in baking requires literature on other subjects, the library contains books on nutrition, agriculture, dairying and engineering.

The library boasts several treasures in rare old volumes, the oldest, *Philippi Cluverii Germania Antiqua*, is dated 1631 and is profusely illustrated with maps. We have recently added to the library the following old works:

Parmentier: *Le parfait boulanger ou traite complet sur la fabrication et le commerce du pain*. Paris. 1778. 8vo. 1st edition.

Parmentier: *Traite theorique et pratique sur la culture des grains, suivi de l'art de faire le pain*. Paris. 1802. 2vol. 8vo. half cloth. Map and plates.

Malouin: *Description et details dea arts du Meunier, du vermicelier et du boulanger, avec une histore abregee de la boulangerie et un Dictionnaire de ces arts*. Paris. 1767. 10 plates.

Ninety-six bound journals are on the shelves, comprised of from one volume to sixty-three volumes. Many of the German publications were interrupted

during the war and though the bound volumes extend back as far as 1853 in at least one case, no additions have been made since 1914. However, the files of the English journals, such as *Journal of the Institute of Brewing*, *Journal of Chemical Industry* and the *Journal of the Chemical Society* have been kept up to date.

The important American trade papers relating to the baking and milling industries are all regularly bound and kept up to date. We have files of *Bakers' Helper* extending over twenty years and the entire issue of *National Baker*, from 1896 to 1922. Both of these sets were donated to the library.

The interest in baking and incidentally milling engaged the attention not only of those whose life work it is, but also of nutrition workers, home economics teachers, newspaper writers, physicians, school teachers, dieticians, lecturers, grammar, high school and university students. The library, aided in some instances by various members of the staff, has sent material and letters of information to members of each of the professions mentioned. Many university students apply for information during the year, and where possible this is sent by mail, where a personal call would secure more desirable results, such a call is urged in the event of the university being in the vicinity of the city. Their inquiries usually cover the manufacture of bread, the diseases or infections it is subject to, various bread types, historical notes and the process of milling.

Those connected with the industry usually confine themselves to questions as to the prices and cost of making bread; commercial *vs.* home baking; consumption of flour and bakery products; daily milling capacity of important flour centers; flour statistics; wheat statistics; bread laws, especially with reference to bread weight laws; effects of bread wrapping; historical notes on bread and baking; information on house to house delivery of bread and baked products; lists of books on baking, on catering and restaurant management; lists of trade papers, night work in bakeries and in several cases the librarian

The Peoples Gas, Light, and Coke Company

Oscar E. Norman, Librarian

GAS engineering, business, and public utilities are the broad subjects covered by the Library of The Peoples Gas Light and Coke Company. This company has the unusual distinction of having been organized in 1855 on an anniversary of Lincoln's birthday, (February 12).

In planning the office building for the city's gas company, a conservative management provided for a library room in addition to facilities for an employees' restaurant, medical division, and employees' service. This room is located on the sixteenth floor, and is furnished, like all other offices for employees and tenants, in East India mahogany. Location, furnishings, and equipment give the room the appearance and atmosphere of ease and inactivity. Room 1607 is, however, no club-room, but a busy place for reference, research, and study.

Space does not permit the inclusion of fiction, which is always good "bait" for both new and old employees. A collection of five hundred volumes on recreational reading is borrowed from the Chicago Public Library and placed in the Women's Rest Room on the twentieth floor near the cafeteria. The collection of technical material is kept down to about thirty-five hundred volumes by "donating" unused books to The John Crerar Library, Northwestern University libraries, and the city's various business libraries.

More attention is given to spreading the information contained in current journals than in books. The circulation of magazines for 1925 totaled 23,095 and of books, 2,731 technical, and 3,950 fiction.

Books and magazines are bought for any of the three thousand employees at discount prices. The company pays one-half the subscription price to any business or technical journal that will help an employee in his work.

The library subscribes to one hundred and eighteen technical journals, fourteen services, and eight daily newspapers. It also maintains memberships in

five national associations, including the A.L.A. and the S.L.A. About another hundred employees' magazines, house organs and miscellaneous publications gravitate to the library.

In order to bring this printed information to the attention of persons interested, the library is trying out a new plan, that of issuing mimeographed series of bulletins—under the titles of: *Abstracts; Book Index; Magazine Index; Newspaper Index; Reading With a Purpose.*

A threat to discontinue the daily *Newspaper Index Bulletins* (sub-title, "Master-Keys" to the "World's News" in a "Minute-or-Two," condensing in a line the "meat" from all of Chicago's daily newspapers) brought vigorous protest from a minority in short time. It was, therefore, continued and the other library services started "on low."

Although the business of the company is confined to the city (a little over two hundred square miles), the work of the library is by no means at all restricted in scope. Its questions are much like those of other technical libraries—ranging from the "size of the opening necessary for a bird house for a wren" (settled by a government bulletin) to the "kind of gas used in Milan, Italy" (where the equipment of a model kitchen, displayed in the company's Michigan Avenue show window, had been sold for shipment to the summer home of Edith Mason and her husband, Giorgio Polacco, musical director of the Chicago Civic Opera).

The library staff of three is, as a rule, too busy to undertake any extensive research work, but it endeavors and succeeds in producing leads, references, and the material itself for officers, superintendents, and experts from the various departments and divisions of the company's business which, incidentally, is growing more complicated because of the rapidly increasing demand for gas fuel in all the industries, large and small, and for use in the home for heating and refrigeration.

The library has prepared the following bibliographies of especial value to the American Gas Association:

1. Bibliography of Rates (1876-1923), being a reference list of articles in books and journals on or related to the theory, structure, and practice of rates—chiefly for gas and electricity. 43 pages (1,743 items). Published in the *American Gas Association 1923 Proceedings*, pages 188-230.
2. Definitions were prepared with the rate bibliography above for a paper, "A Brief Statement of the Theory of Allocating Costs for the Development of an Equitable Rate for Gas" This was published in the *American Gas Association's Proceedings for 1922* in the General Sessions volume, pages 96-152.
3. "A Million Uses for Gas" was the title of a report prepared for the A.G.A. Committee on the Revision of a booklet entitled, *One Thousand Uses for Gas*, after it had been revised and rearranged by the librarian.
4. *The Romance of the Gas Business* was prepared by the librarian in 1922. This volume of 203 pages and 51 illustrations was the first complete story of gas.
5. *Gas Heating Facts, Figures and Fancies*—being *Keys to What Has Been Said and Done*—chiefly said—

time for an accurate check on the total number. See *A.G.A. 1923 Proceedings*, page 773.



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3. "A Million Uses for Gas" was the title of a report prepared for the A.G.A. Committee on the Revision of a booklet entitled, *One Thousand Uses for Gas*, after it had been revised and rearranged by the librarian.

This assignment was begun within a few weeks of the association's convention in 1923, yet library training was able to increase the then known uses for gas from one thousand to between forty and sixty thousand. The work was finished on the Saturday before the convention at Atlantic City which didn't allow

on Heating Dwellings, Rooms and Homes With Gas, 1877-1925, was the title of a bibliography of over five hundred items prepared for the Special Libraries Association Exhibit last October at the American Gas Association's Convention at Atlantic City.

The library is greatly indebted to the various libraries in Chicago for valuable assistance many times each month. It is at your service—librarian or visitor—in room 1607, Peoples Gas Building, 122 S. Michigan Ave. O. E. Norman or Joseph A. Conforti will be glad to serve you. Call in person or use Wabash 6000, asking local 334 for Norman or local 190 for Conforti.

NOTE: The various bulletins noted by Mr. Norman are marvels of condensation and interspersed with pithy phrases. Ask him for sample copies.—EDITOR



Library of the American Medical Association

Marjorie Hutchins, Librarian

THE library contains textbooks on all various branches of medicine and surgery. These reference works are for the use of the association staff. No attempt has been made to build up an extensive reference library, because the John Crerar Library of Chicago and other medical libraries successfully fill this need.

The world's leading medical periodicals are received in the library, running to more than six hundred periodicals a month. Many are indexed in the *Quarterly Cumulative Index* to current medical literature. They are listed and abstracted for *The Journal of the American Medical Association* by the abstract department. They are circulated through the Editorial, Laboratory, Medicolegal and News Departments, and are then filed in the library. These periodicals are not bound, but are available for the use of Fellows of the Association, who may borrow them for a period of three days, merely for the cost of postage.

The library is of great service to the profession in supplying reference lists and brief bibliographies on specific subjects, as well as exact references to definite articles that the physician may be unable to locate. Such information is supplied merely on request, accompanied by a stamped, addressed envelope.

The completion of the new building has enabled the association to fill a new function: the supplying of a package library, which has been an outgrowth of the indexing, bibliographic and lending services. We have collected recently published material, in the form of reprints and pages from periodicals, on many phases of medicine and surgery. This material is loaned to the Fellows of the Association and individual subscribers to *The Journal of the American Medical Association* for a small charge, to cover merely the cost of collecting the

material and the postage. The library makes an attempt to secure material which may not be on file. At present the collection does not contain articles in foreign languages, or articles on highly specialized topics. The following is the list of rules governing the package library:

1. Requests for packages should be addressed "Library, American Medical Association."

2. Twenty-five cents in stamps must be enclosed to cover postage and part of expense of collecting the material.

3. Packages, or items contained therein, that are lost can be replaced, if at all, only by the purchase of some or all of the lost items. The actual cost of replacing such items must be borne by the borrower.

4. Packages must not be kept longer than six days.

5. When returning the package, tear off the slip sent with package and paste on wrapper. Please notify us—postal card is sufficient—when the package is mailed back to us.

The *Quarterly Cumulative Index* to current medical literature is prepared in the association library. This includes the leading medical publications from twenty-eight countries. The titles of articles in foreign languages are given in English. Each original article is entered under the name of its author and under one or more subjects. The *Index* appears quarterly, each issue combining all entries of the previous quarters. At the close of the year, a bound volume of about eight hundred and fifty pages presents, in one alphabet, the leading medical periodical literature of the year. All the work on one subject, and all the articles by any one writer, can thus be located at once.

The library also prepares the index that appears weekly on the inside front cover of *The Journal of the American Medical Association*. It supplies the author and subject indexes that are found in the last issue of each volume of *The Journal*. It prepares indexes for all the volumes of the special journals, for the transactions of the various sections, and for the books published by the association.

In one corner of the library, with its steel stacks of reference books and its long files of periodicals, is a series of cases containing several hundred volumes of current literature, including fiction, travels and essays, which constitute the lending library of current reading for employees of the association. The expense of this library is borne in part by the employees themselves.

United Typothetae of America

Frances B. Greene, Librarian

THE United Typothetae of America is an association of master printers in the United States and Canada, having headquarters in Chicago where an organization is maintained to give both direct and indirect service to members.

The library is a part of the Research Department of the organization which includes also accounting, production, technical and industrial bureaus. The library has two functions in connection with this and the other departments of the organization: the preservation of records and the furnishing of technical, industrial, educational, and other material of interest to printers when required.

The tools for rendering this service are:

1. Approximately twelve hundred volumes on the printing industry and allied industries, government publications on industry and commerce, business theory and practice and bound volumes of the printing trade journals.

2. Recent and current issues of sixty periodicals in the printing and allied fields and in the field of business in general.

3. A manuscript file which has technical, industrial and general information for ready reference. This collection of machinery and supply catalogs, lists of printers specializing in various lines, lists of dealers and manufacturers of goods and commodities, files of house organs and publications of other associations, legal opinions on matters of importance to printers, reports of surveys made in

the industry, and information on an infinite variety of related matters is the hub of the library. Information once secured in answer to an inquiry is filed in memorandum form, classified and indexed so as to be instantly available if a similar request is made again. Thus a body of information is gradually accumulating on matters which actually represent printers' concrete problems.



In adopting an emblem the United Typothetae was preserving a tradition handed down from the earliest generation of the craft, when the printer's mark was a protection against plagiarism in the days when the printer was often publisher, author or translator and working under grant from

either the church or civil authority. "Unprivileged" printers could counterfeit the name and title page of the authorized printer but before the days of any photographic processes the mark printed from a wood cut was much more difficult to copy.

The form of the United Typothetae emblem is also founded in tradition, many of the early printers having used some combination of the cross and circle. Symbolically the circle typifies eternity or the great scheme of co-ordination and organization. Among the ancients the cross represented the union of the active and passive elements in nature.

The Newberry Library

George B. Utley, Librarian

THE Newberry Library, situated in the north division of the city on Walton Place, is a free library of reference established in 1887 under a bequest from the estate of Walter Loomis Newberry, a pioneer merchant of Chicago.

Six years after its establishment the library took possession of a beautiful and imposing building of Spanish Romanesque architecture erected on the site of the historic Ogden house. The building is of granite with partition walls of brick and tile and the floors of red English tile making it a fireproof structure.

The library has a collection of over four hundred and thirty thousand books, pamphlets and manuscripts which cover a wide range of literature. In making its book collections the library has regard to the collections of the various universities and learned societies in this region. It avoids unnecessary duplication, and attempts to provide material supplementing collections in other western centers and of permanent value and service to those who would naturally be drawn to Chicago for the utilization of such material.

The historical collections have already won recognition among specialists and are strongest in books relating to the history of America and Great Britain. The subject of American local history and genealogy is very popular and special indexes are maintained for the study of this genealogical material which is considered by users one of the best collections in the country.

A noteworthy collection in the historical division is that presented by Edward E. Ayer in 1911. It has for its main theme the North American Indian and contains many valuable publications relating to the origin, history, character, arts, crafts, myths, religion and language of the Indian. These are supplemented by a good collection of manuscripts, including some valuable material copied from the Archives of the Indies at Seville, Spain. The Edward E. Ayer

collection also has material relating to the Hawaiian and the Philippine Islands. The latter library is very complete, particularly for the Spanish period.

In the department of literature the Newberry Library is especially strong in important editions and source material. Of correlative interest to readers is the library of Prince Louis-Lucien Bonaparte, acquired in 1901. It consists of data for the study of the nature and history of man as developed through speech and contains over eighteen thousand volumes and pamphlets.

The Music Division of the library is notable for the useful and unusual works needed by the student and historian of music. In 1889 the musical library of Count Pio Resse, of Florence, Italy, was purchased and in 1891 the Hubert P. Main collection of English and American Psalmody was acquired. A notable benefaction to this department was the library of Theodore Thomas presented by his family.

In the field of bibliography the library was enriched through the will of John M. Wing of Chicago which provided a fund of approximately a quarter of a million dollars, the income to be devoted to the acquisition of material relating to the history and development of the art of printing, and of books about books. The collection already includes examples of the work of early printers and some of the more distinguished modern presses.

Other notable collections include that on the Civil War of 1861-1865, gathered by Ephraim Dawes of Washington, and presented to the library by his nephew Charles G. Dawes; and a very valuable collection of material gathered in China for the library, by Dr. Berthold Laufer, of the Field Museum of Natural History, consisting of Tibetan and Mongol books and a fine Chinese library containing history, law, philosophy, and old editions of Chinese classics, the two oldest being printed A.D. 1167 and 1172, respectively.

In the exhibition rooms, displays of rare or beautiful books, manuscripts, or prints may always be seen by visitors. Occasionally an exhibit is made up of specimens of early printed books, showing the development and progress of the art from its introduction into Europe in the fifteenth century through the first fifty years of its history. Again, a display of rich bindings reveals scores of books magnificently bound by the most famous binders of the last three hundred years.

The library welcomes all classes of

readers and the fullest and freest use of its collections is desired and cordially invited. Like other reference libraries, the Newberry Library endeavors to have all of its resources available at once for every reader. For this reason none of its books or other material may be taken from the building.

NOTE.—This article has been condensed and rearranged from a publication entitled, *The Newberry Library*, prepared in 1923 for the use of its readers. Copies of this booklet may be secured by application to the librarian.—EDITOR.

The John Crerar Library

Clement W. Andrews, Librarian

THE John Crerar Library was established in 1894 from the bequest of the late John Crerar as a free public reference library. By agreement with the other public libraries of the city its field was limited to science and the useful arts. Its scope is shown by its division of its books into six departments, viz., General Works, Social Sciences, Physical Sciences, Natural Sciences, Medical Sciences and Applied Sciences. Only one of those, however, the Department of Medical Sciences, is administered separately. This department is a very important special library, being sixth in size in the United States, and twelfth in the world.

The Department of Social Sciences contains the collections which make the library of special value to students and research workers in lines covered by the great majority of members of the Special Libraries Association.

At the beginning of the current year this department had one hundred and thirty thousand volumes and fifty-eight thousand pamphlets, which had cost about \$100,000, and received currently eight hundred and eighty-four periodicals. The section of public documents had thirty-four thousand volumes and that of political economy twenty-four thousand. To these should be added the twelve thousand and five hundred classed under Trade and Transportation in the Department of Applied Sciences in order to obtain

a fair idea of its usefulness to the business interests of Chicago.

While the library has been developed symmetrically special attention has been paid to the collection of sets of government documents and a few special purchases have made the collection unusually strong in certain lines. Among them may be mentioned the Gerritsen Collection on political economy in general and banking and finance in particular, and the Ely Collection on early commercial, social and labor movements.

That the library is appreciated by students is shown, not only by the fact that it serves an average of five hundred readers a day, but by the many requests for assistance from outside Chicago. These latter are met as far as possible by correspondence, inter-library loans, photographic reproductions and card bibliographies.

Lewis Institute Library

Frances S. Talcott, Librarian

The Lewis Institute Library contains about twenty-six thousand volumes and twelve thousand pamphlets. Public has access to the library for reference purposes, but books are loaned only to instructors and students of the institute. The library is only available to the public during the school year.

Library of the A. W. Shaw Company

Allen H. Center, Librarian

THE purpose of the library of the A. W. Shaw Company is to serve as a general source of information on any and all business subjects. This service is extended to members of the organization, to subscribers to Shaw publications, and to outside concerns such as advertising agencies and other business houses which find facts useful in planning their operations.

For providing this information, we have first, the staff of two persons whose entire time is given to the library work. When we are doing some special work which requires considerable time spent in clerical operations extra helpers are drafted from other departments.

We have about five hundred books, including such sources of reference information as the census publications, indexes to periodical literature, book catalogs and directories, as well as books on advertising, selling, organization and related topics. In addition we maintain an information file made up from current periodicals, government publications, special statistical surveys, and business surveys along general and special lines gotten out by various companies and associations. The library subscribes to about thirty-five periodicals which are routed through the house, but we also receive for filing many other magazines taken by other departments of the organization.

Aside from these ordinary sources of information, we have the complete files of our own publications, both periodical and book. We do not, however, rely wholly upon our own resources for our material, but often find it necessary to call upon the Public Library or the John Crerar Library for assistance. We try to keep informed on the best sources of information of various kinds, so that if we do not have the information, we can always obtain it readily.

The inquiries we have from members of the organization range from a simple call for an address of a firm to such requests as the preparation of an analysis

of building operations in Chicago for the last ten years to determine whether the trend in industrial buildings has been to one-story or multi-story construction, illustrated with graphs. We are ready to supply the information in each case. Our outside requests include such topics as methods of determining the amount of the advertising appropriation, and means of fireproofing a conveyor operating between floors. Some of the questions asked us in letters are of this nature; others may be answered by clippings and bibliographies, or by a reference to another organization especially qualified for giving information of some special nature.

Our work further includes the maintenance of an elaborate card catalog of *System, Factory* and *Industrial Merchandising*. Each card contains an abstract of the article as well as the author and title, so that everything we have published is readily available for use. At the end of every six months' period we get out a semi-annual index of each of these magazines. Occasionally we get out other publications giving the results of our work of a research nature.

Besides circulating our own books and pamphlets we have a deposit from the public library and circulate books among the employees. We try to obtain for them any books in which they are interested which we do not happen to have.

This gives a very cursory survey of our activities, which are of so varied a nature that it is difficult to pick out typical cases. The best general statement we can make concerning our work is that we try to furnish information wherever it is desired.

The subjects covered are not confined to any special topics, but include any business subject.

Reference questions:

"Estimate the volume of preserving done by the average woman in large cities as compared with the preserving done by the average

woman in small cities or country towns."

"Furnish a list of the more important chain store organizations."

"Estimate how much work a man operating a two wheel truck should do in a day's time, either in tonnage carried or miles travelled."

Special work for the firm includes: handling miscellaneous inquiries; providing information for the use of salesmen and sales managers; obtaining information for use in the editorial columns of *System* and *Factory*; and maintaining card indexes of our publications. We also furnish bibliographies on request, especially bibliographies from our own publications, and make up typewritten lists.

Library of Continental and Commercial Bank

Sue Wuchter, Librarian

THE library of the Continental and Commercial Banks functions not only in providing books, periodicals, clippings and financial services for the officers and employees, but it also creates a distinct service in research and statistical work. In addition to the regular research work, common to all financial libraries, special functions are performed daily. These special functions consist of collecting and organizing current business and financial indices, compiling data, and making charts.

About five or six times a year the banks publish a bulletin called the *Trend of Business*. The double page spread of barometric figures of this bulletin is furnished by the library and from the figures the economist writes the text or explanation. This publication is mailed to banks, bankers, corporations, and individuals in every state of the Union. It is issued gratis and its purpose is to set forth clearly and concisely the condition and trend of business generally. The barometric part is divided into three sections. The first division is devoted to prices from 1922 to 1925, and interpretations are based on the general price levels, money rates, and stock exchange quotations. The items used to interpret credit conditions are reported by the Federal Reserve Board and include the reserve ratio, bills bought, bills discounted, federal reserve notes in circulation, loans and discounts, total deposits of member banks and the number and liabilities of business failures as re-

ported by Dun. The production and trade section covers agricultural production, production in twenty-two basic industries, building, employment, commodity shipments, bank debits, and foreign trade.

Many other uses are made of the information and statistics that the library compiles for use in this *Trend of Business*, and for the purpose of keeping this information complete and chronological, a statistical record known as the *Black Book* is kept in duplicate. One is kept in the library and one by the economist. The *Black Book* also contains figures on various industries in which our officers are interested. These figures are used by loaning officers when considering a loan in one of these industries. The information contained in the *Black Book* is adapted to serve many purposes and it is, therefore, a constant process to keep the figures up to date.

Other figures are compiled from which charts are made for the economist. The purpose of the charts is to give a clear picture of economic conditions and banking relations. Some of these charts are on a daily, others on a monthly basis. They vary from "Ayres test" of pig iron production in relation to stock and bond prices, to the daily record of commercial paper rates and their effect on the same stock and bond prices.

Modern business is statistically controlled, and if action is not based on factual information, the results may be unprofitable or even disastrous.

The Chicago Tribune Library

Mildred A. Burke, Librarian

A NEWSPAPER informs the public of events of national, international, or local importance. Since the main business of a newspaper is giving facts, it is necessary that reliable sources of information be at hand for the verification of these facts. It has been found that a library or collection of reference material housed in close proximity to the actual workshop of a newspaper aids in the "speed of execution" that is so necessary to the successful operation of a metropolitan newspaper.

The collection of reference books, reports, and other material for a newspaper, especially for a newspaper with the vast scope of *The Tribune*, must be large. With these facts in mind, *The Tribune* has organized a library consisting of about eight thousand of the best reference books in the various fields of knowledge. These books consist largely of encyclopedias, gazetteers, atlases, histories, biography, and studies of economic, political and social questions. Supplementing the books or perhaps taking precedence over them, because of the up-to-the-minute information contained therein, are thousands of reports and pamphlets. These reports and surveys are issued by the government, state, national and local administrations, and also by civic organizations or institutions. The magazines in the library, those that come in weekly and monthly as issued, consist of about seventy-five publications, and the value of these is increased by the use of the magazine index. The newspaper files, now numbering about twelve hundred bound volumes, complete since the founding of the paper in 1847, are an important part of the reference material and are in constant use. *The Tribune* realizing the historical importance of these newspapers has had them bound in a very expensive, special process binding, which insures their permanency.

In addition to the books, reports, pamphlets and newspaper files are the newspaper clippings. *The Tribune* is clipped daily and the items are filed under subjects. The diversity of information supplied by *The Tribune* is fully appreciated when it is found that the material clipped daily covers approximately one hundred subjects. At the end of three years of compiling this data, the collection numbers about one hundred thousand clippings. These are used to a great extent by the editorial and special writers. With all of the articles on crime conditions, waterways, industry, immigration, forestry and the countless other subjects filed under the subject, one is able at a moment's notice to find the history of the subject as told by the press.

All of the splendid research facilities in Chicago are used in the course of the day's work. A knowledge of the work being done by the general and many special libraries in the city, such as the Municipal Reference Library, engineering and banking libraries, and the fine co-operation existing between these agencies, help to solve many problems.

In addition to the work with the newspaper staff, there are many calls from the public for information on various subjects. People in remote places having no other means of obtaining information write to *The Tribune* for assistance. Some of these questions are answered in a few words and others require very careful research. Many inquiries are answered regarding the progress of legislation, such as the Child Labor Amendment. Just to show the type of questions answered by the library and the breadth of subjects covered, a few are given: List of Building and Loan Associations in the United States; Cities having City Managers, St. Lawrence Waterways; Statistics of Immigration; Welfare Institutions in Chicago; Books on Evolution; Newspaper Syndicate Lists.

The Municipal Reference Library of Chicago

Frederick Rex, Librarian

THE Municipal Reference Library of Chicago has a collection of 106,395 books and pamphlets, embracing municipal government—administration, and problems. There are received regularly the proceedings of the city councils of forty-two large cities, as well as two hundred and seventy-two general publications and one hundred and sixty-five periodicals on health and sanitation.

During 1924-5, the library had 15,969 visitors, and 5,420 requests on the telephone for information. There were distributed free 13,948 municipal documents, and 12,198 books and pamphlets were used for reference purposes or loaned to city officials, employees and the general public. Service is rendered to many departments; requests come from members of the City Council, committees, sub-committees and commissions; municipal departments and bureaus, as well as from departments of the county and federal governments.

The Municipal Reference Library has many letters in foreign languages referred to it for translation. Another feature of its service is the sale of municipal codes, ordinances, and other documents and publications. An edition of two thousand copies of the Sanitary Code of Chicago, which has not been available for distribution for years, is now on sale at the library.

The library issues mimeographed bulletins containing lists of references to ordinances of the larger cities. A brief list of publications received is also printed in the quarterly issue of the *Bulletin of the Municipal Employes' Society*. While such lists but partially represent the amount of material received in the library, they have been helpful to employees in many departments of the city service. A list of references to books and periodicals on file in the library relating to indeterminate franchises or permits for public utilities, was prepared at the time the bill on this subject was

introduced in the legislature. Copies of this list were sent to the members of the City Council, department heads, and others requesting it. Laws of the various states relating to this subject are on file and have been consulted by representatives of civic organizations and the general public.

A survey is being made of public opportunities and facilities for leisure recreation, amusement and instruction provided in large cities. A mimeographed report was prepared, showing population, area, density of population, as well as name, location, area of public parks, playgrounds, and forest preserves of Chicago.

A map has been prepared, showing distribution of population in Chicago by square mile sections for 1920, 1916, 1912, 1910, 1908 and 1900. This study of the shift of population is of value in the study of transportation, also to schools, the Health Department, and the Bureau of Engineering, and to civic and industrial interests.

During 1925, the library of the Health Department has been conducted and operated as a branch of the Municipal Reference Library. The collection of books and periodicals, and requests for information made by the Public Health Division will be under the direction of the Municipal Reference Library; and it is believed that the unified control will be of benefit to both the library and the Health Department.

By way of illustration, some of the subjects upon which requests for information were received by the Municipal Reference Library, are as follows: Building statistics and ordinances for various cities; Mortality statistics; Port and harbor development; Health and sanitation; Bridge and paving specifications; Pensions; Tax rates and bonded indebtedness of cities; Regulations of motor vehicles.

Reference Library of the Federal Reserve Bank of Chicago

Ruth L. Nichols, Librarian

IN the Federal Reserve Bank of Chicago, the development of library work has been going on for about five and a half years. The library has always been a part of the Division of Research and Statistics, a relationship which has proven mutually advantageous in this institution.

The collection of material now comprises about six thousand volumes, a large number of magazine and newspaper files, many thousand pamphlets and clippings, maps, charts, and numerous manuscript compilations. A full catalog with many analytical entries is maintained for all the shelf material and in addition an extensive card index of magazine and newspaper articles, pamphlets, reference questions and miscellaneous items of information has been developed and is constantly growing more valuable.

The subject headings in which particularly large numbers of references have been collected include Agricultural Credit; Banks and Banking; Branch Banking; Currency; Discounts and Re-discounts; Farm Loan System; Federal Loan System; Federal Reserve System; Gold and the Gold Standard; Index Numbers; Interest Rates; National Banks; Prices; Public Debts; Public Finance; Savings Deposits; State Banks.

The aim has been to build up here an all-round library service, available to all departments of the bank and to member banks, the business public and students in the schools and universities of this district as far as time and resources permit.

The reference library staff also has supervision of the recreational library—a deposit collection of general reading from the Chicago Public Library which has a large circulation among the employees.

The distinctive features of library service in the Federal Reserve Bank of Chicago have been carefully edited newspaper and periodical digests for the use of the bank personnel; the centralization of periodical subscription lists and the

regular routing of large numbers of periodicals and business services to all departments of the bank; the care of all the statistical matter collected and compiled by the statistical staff; the close co-ordination between the statisticians and the library; the splendid co-operation established between this and other libraries of the city—notably the John Crerar and Chicago Public Libraries from whom can be obtained practically any material needed on short loans and the maintenance of the recreational library by the reference library staff.

The library is housed in specious quarters on the fifth floor of the bank's building, where it has plenty of room for future growth. It is fully equipped with modern steel stacks, steel wall shelving with sliding doors for magazines and steel filing cases.

Chicago Library of the General Electric Company

Jessie L. Stiles, Librarian

The main library of the General Electric Company is located at our Schenectady works. The library of the Chicago office serves the central district of our organization, and at the present time is somewhat limited in its scope, consisting largely of master files of all General Electric publications—both obsolete and up-to-date. We also have a small reference library, which we are gradually increasing to meet the requirements of our Chicago District; also a small catalog file and a periodical rack.

The primary object of this library is to serve our salesmen and application engineers, and in case the requested information is not at hand, to secure from our main library or from the public library or some special library of Chicago; also to review as far as possible current periodicals and call to the attention of those interested items of news or articles in the electrical field that may be of value to them.

An Investment Banking Library

Halsey, Stuart & Company

Virginia Savage, Librarian

THERE are rumors, and rumors of rumors, but modern business demands facts. Facts to substantiate the rumors current in the financial world are difficult to obtain and require constant vigilance. Speed and preparedness thus become prime virtues to be sought in a service collecting and dispensing this type of information.

The field is that of investment banking. Many questions requiring an immediate answer arise in the course of the day's business. Such details as exact titles of bond issues, interest dates, redemption features, offering prices, markets, etc., are needed. Familiarity with sources and facility in searching enables the librarians to handle these questions with greater speed and accuracy than would be possible in other departments. A large proportion of these inquiries are cared for over the telephone.

The wide publicity given to the necessity for investigating before investing brings to the house an increasingly large number of inquiries regarding corporation, foreign government and municipal issues. Lists of security holdings are submitted for analysis as well as estates having an inheritance tax problem. Corporations and issues, large and small, obscure and in difficulties, are involved.

Developments in the different industries are followed, basic figures compiled and exhaustive searches conducted. General and sectional business conditions are watched, new material on the public utility situation accumulated. The field covered is wide and the material is confined largely to current pamphlets, clippings, etc.

As in the usual business library the magazines, papers, pamphlets, booklets, etc. are examined, evaluated and called to the attention of those most interested. It falls within the library province to circulate extra copies of magazines and papers to members of the organization.

To care for the needs in the way of information, three types of material are required:

- (1) Financial manuals, services and so-called text books which are arranged according to Miss Elliott's Business Library Classification.
- (2) Information file material covering industries, business conditions, and all other general subjects of interest to the firm. This is cared for in an alphabetic subject file housed in legal sized files.
- (3) Corporation and municipal file containing annual reports, circulars, reorganization plans, deposit agreements, trust deeds, letters to stockholders, clippings, etc. This material is also in alphabetic arrangement, being made more accessible by the use of colored labels in different positions on the folders. Special folders are given to the more important companies.

Books, magazines, information file and corporation file are then tied together by means of a combination catalog and index, the types of material being indicated by the use of colored cards. Considerable indexing is necessary due to the lack of adequate published indexes.

Standardized library methods are simplified and adapted to the specialized need making possible the collection and use of information in the daily operation of investment banking.

Chicago Historical Society Library

Caroline McIlvaine, Librarian

The library of the Chicago Historical Society is accessible to the public, as well as the museum and portrait gallery. It is a repository of matter relating to the history and archaeology of America, particularly of Chicago and the northwest, and contains over forty thousand volumes and seventy-five thousand pamphlets. The library has an unusually large collection of manuscripts, maps and views.

Northwestern University School of Commerce Library

Helen M. Thomas, Librarian

NORTHWESTERN University School of Commerce Library, Chicago, which took its initial step in 1912 under the guidance of Professor Walter E Lagerquist, is on the fourth floor of the old historic Northwestern University Building, on Lake and Dearborn Streets. As it is the library of the Evening School it is open from 11 A.M. to 10 P.M. class evenings and from 11 A.M. to 6:30 P.M. other days.

It serves a public of thirty-two hundred students, one hundred faculty members and the business men and women of Chicago who find time to come.

It is primarily a working library of four thousand book volumes and twenty-three hundred bound periodical volumes, lack of space enforcing a rather strict weeding out regime. The Illinois Society of Certified Public Accountants Library of two hundred and thirty-five volumes and the Medill School of Journalism Library of four hundred volumes are also a part of the Commerce Library's collection.

The library subscribes to three hundred and fifty current trade, economic and business periodicals, twelve services, and thirty-five bank market letters. The most asked for magazines are the *Magazine of Wall Street*, *Financial World*, *Forbes*, *Journal of Accountancy* and *Printers Ink Weekly*.

The funds for books, services, periodicals and binding are from the proceeds of the school bookstore so that the library really belongs to its clientele in a double sense.

On the first of the month a mimeographed list of the new books and pamphlets received and added to the library for the previous month is posted and sent to members of the faculty.

Some of the recent requests for help have been along the following lines:

"We have a directors' meeting tonight; we want something on trusts and trust laws."

"I have to install an accounting system for a dairy lunch room."

"My firm sent me over to see what you have on Foundry Cost Accounting."

"What have the schools and colleges done to co-operate with business houses?"

"Can you tell me if there is a book called *Industrial and Commercial Education*?"

"Our firm is working on a problem in business organization; we've just got to get a better lineup on it."

"What have you on large scale production?"

"The big boss wants something explicit on the Philadelphia plan of financing."

"Do you suppose you could find me a form letter for mercantile agency soliciting accounts?"

La Salle Extension University

Julia Rupp, Librarian

The Library of La Salle Extension University was organized in September, 1918, for the purpose of providing its instructors with the necessary data in answering inquiries from students. The collection consists of about seventeen hundred bound books, three thousand pamphlets and clippings on economic, commercial and industrial subjects, approximately six thousand law books in connection with the law Instruction Department, and five hundred city directories shelved in the mail order department. In addition to these resources a complete file of college catalogs and another of correspondence school catalogs is maintained. For the use of the employees a collection of more than eight hundred books, mostly fiction, is loaned by the Chicago Public Library. The more important of the business services are also received. A monthly list of the additions to the library is compiled and distributed among the employees.

Hawthorne Works Library, The Western Electric Company, Inc.

Clara M. Busbey, Works Librarian

THE library of the Hawthorne Works of the Western Electric Company, Incorporated, consists of three units: 1. the Works Library, 2. the Chemical Reference Library and 3. the Branch of the Chicago Public Library.

1. The works library occupies six hundred square feet of floor space. Its equipment consists of fifty-eight book cases, two fifteen-drawer Card Index files, four four-drawer file cabinets, six magazine racks, three large reading tables, three desks and eleven chairs. The works librarian is in charge and has one assistant.

There are carried here twelve hundred volumes and one hundred and thirty-five industrial magazines as well as United States government, university and state publications, photostats and industrial catalogs. These publications cover such general subjects as engineering, mining, heating, sanitation, education, scientific management, etc.

A maximum of two books may be drawn from the library at one time and held for two weeks. Magazines may be taken two at a time for two days. All other publications may be held for one week. A follow-up system is maintained on all items in circulation. A bulletin issued every ten days lists all new books, pamphlets and magazine articles of particular interest that have come into the library during that time. Reference books, such as *The Bureau of Standards*, *A.S.T.M.*, *Science Abstracts*, *Industrial Arts Index*, encyclopedias and handbooks are not loaned out but must be consulted in the library.

2. The Chemical Reference Library is a branch of the Works Library. It covers about three hundred and fifty square feet of floor space and is equipped with forty units of sectional book cases. There are also six file cases designed for card catalogs, correspondence and the storage of unbound periodicals. There are two single pedestal desks, a type-

writer desk, a long reading table, two magazine racks and chairs for ten readers. The room is near the analytical and research laboratories and is designed to meet the needs of the chemists. One librarian is employed.

About one thousand volumes on chemistry, chemical technology and metallurgy are kept in the Reference Library. These are classified by the Dewey system. Fifty-four periodicals are received, the most valuable ones being bound. Others are clipped and the articles entered in scrap books, these being carded in the information file. This file contains references to bibliographies, magazine articles, photostats, data on metals and alloys from recent literature, information on trade names, etc.

This library handles various types of work and service, such as, the loaning of books, the circulation of magazines, the preparation of bibliographies, translation of foreign articles, the answering of various questions, and assists in the search for information.

3. Reporting to the Works Library is a branch of the Chicago Public Library where approximately two thousand fiction and non-fiction books are on file. Here are fifteen book cases, one four-drawer card file, one desk and one chair. A bulletin issued from this branch keeps employees informed of new volumes received from the Chicago Public Library. One librarian is employed.

(Continued from page 13)

The Elbert H. Gary Library

The privileges of Northwestern's library are prized by the bar of Chicago, to the extent that the leading law firms of the city annually purchase the right to use it. Almost daily, representatives of business houses with foreign trade may be found at the tables.



Western Society of Engineers

T. E. Cadwell, Librarian

THE library occupies about twelve hundred square feet of floor space, of which the reading room proper occupies about three hundred, the remaining nine hundred square feet being taken up with the stacks. To date we have accessioned over thirteen thousand five hundred volumes, with about three hundred or more unaccessioned. Pamphlets have not been recorded. A list of periodicals is appended. We subscribe to numerous sets such as the Bureau of Standards publications, Bureau of Mines publications, and Transactions of the National Engineering Societies. We handle a large number of catalogs and current engineering data published by manufacturing firms, and try to maintain a current service on general engineering questions of recent interest, such as the inland waterways question which of late has been occupying so much space in the press.

Our collection of handbooks is excellent, with a representative of nearly every variety. The policy of the society as regards handbooks is to obtain every one published.

The collection of geologic literature and maps is also very complete, and forms the meat with which to feed the frequent patron in search of this kind of information.

The chief need of the library is to analyze the various sets and series. When this is done the efficiency of the library will have been improved about 50 per cent. As it is we have to search a little harder and a little longer, but we hope to have the analyzing done soon.

As an illustration of the type of work carried on by the library of the Western Society of Engineers, the New Union Station would be the best representative. There we have a structure that combines the need for expert engineering knowledge on nearly every engineering sub-

ject. I think that we can furnish the information required in nearly all if not all cases. We work co-operatively with the editorial staffs of the various technical publications, and depend to some extent on the good offices of the Engineering Societies. A few of the questions that have been asked of the librarian are: Praxils Theory of Draft Tubes; Stainless Steel; Phosphate Rock in Arkansas; Grass Valley, California, Geology; Electrical Frequency in New Zealand; innumerable questions on power, interconnection, coal, steam, etc.; society information and biographies of nationally known men.

Art Institute

Sarah L. Mitchell, Librarian

The Art Institute maintains the Rycerson Library devoted to works on fine arts and travel. The collection consists of seventeen thousand five hundred volumes and about forty-six thousand photographs and twenty-two thousand lantern slides. There is also the Burnham Library of Architecture which contains nearly four thousand books on that important subject. These libraries are open to the students of the Art Institute, but they are practically one free reference library on fine art. The library is open during special hours on Mondays, Wednesdays and Fridays and on Sunday afternoons.

Field Museum of Natural History Library

Elsie Lippincott, Librarian

The Field Museum has a reference library confined to works on natural history, including anthropology and contains approximately eighty thousand books and pamphlets. It is open to the public during the week from 10 A.M. to 4:30 P.M., closing on Saturday at 12

Automatic Electric Company

Abigail E. Fisher, Librarian

THE Reference Bureau of Automatic Electric, Inc., was installed by Mrs. Glauce Hupp of Library Bureau early in 1923. She worked out a list of special subject headings which are used in addition to the A.L.A. subjects. These headings are now also used in the files of the Patent, Development, and Research Departments. The Dewey decimal system of classification together with the University of Illinois expansion is used. However, we have found it more convenient to shorten the numbers by substituting E for 621.3 and W for 621.38.

As the chief product of the company is the Strowger automatic telephone, the library is composed primarily of material on telephony with special reference to automatic telephony. There is some material on electricity in general, and on subjects related to the art such as, corrosion and anti-corrosives, insulating materials, probability, and sound.

A very large part of the material which interests the men in the field of telephony is first published in magazines. Consequently the number of periodicals received is large in proportion to the size of the library. Through the company's inter-office mailing system these periodicals are routed to the men most interested in the fields covered. A translation of the titles of the articles accompanies the foreign periodicals. The routing sheet carries a request that articles of special interest be marked for indexing. When the magazine is returned cards for the catalog are made on the articles so indicated together with other articles which the librarian considers of sufficient importance to index. Some of the magazines are later bound. Those containing only an occasional article of interest to the art or articles of ephemeral interest are clipped.

We have purchased the books and pamphlets directly relating to our field, but in the early stages of the development of the library it has been difficult to determine exactly what would be of

value in related fields. The policy has been to build up these files as requests for material come in. This has been especially true in the work with the Research and Development Departments where material is wanted in connection with experiments and tests.

As is probably true with all commercial technical libraries, the Research and Development Departments were the first to consult our library and will always be the ones that will find it of greatest value. However, the increasing interest in and use of it by other departments augers well for its development and future service to the company.

National Safety Council Library

Mary Bostwick Day, Librarian

The increasing accident hazard has caused the development of Safety Councils throughout the country and the Library and Information Bureau maintained by the National Safety Council is a clearing house for problems concerning the conservation of human life.

The library works in close co-operation with several safety libraries in other cities by means of a "round robin" developed at the convention of the Special Libraries Association in 1919.

There is also close accord between the National Safety Council Library and various other special libraries in Chicago with frequent interchange of material.

The Safety Library contains complete files concerning shop committees, bonus systems, profit-sharing, industrial housing, co-operative stores and many other subjects.

The queries answered cover a wide range and the librarian in order to answer questions often despatches letters to a specified group capable of furnishing the desired information. The replies are tabulated, digested and made available for use. The library takes an active part in safety exhibits and in other forms of publicity.



The Insurance Library of Chicago

Edith Y. Wetmore,
Librarian

High above the whirl of the streets, located almost at the top of one of the tallest buildings in the loop is a beautiful room, luxuriously furnished, the home of some seven thousand volumes.

The Fire Underwriters' Association of the Northwest, an association formed to promote the interests of fire underwriters in the western and northwestern states maintain this library. An important outgrowth of the association is its fine library. This collection of books was established through gifts from officers and members. For years it was in the charge of R. M. Buckman, who kept the books in his office. In 1908 the association rented suitable space for a library and reading room, and placed a trained librarian in charge. At that time, the collection consisted of some state reports, a few legal books and copies of the Proceedings of the Fire Underwriters' Association of the Northwest conventions. The library has now seven thousand volumes all classified and indexed, covering every phase of the business. Each year thousands of insurance men and women make use of its resources free of charge. Upon request, books are mailed to field men throughout the north-west territory.

The subjects covered are principally "fire" while we have much on "casualty" insurance and some "life" literature.

Research work is done at times for the different managers as well as public speakers upon some phase of the insurance business which bears upon their special subject.

In referring to our tools we could hardly mention any one upon which we could lean as we consult foreign authorities as well as our own. There are thirty-six insurance magazines on our shelves as well as the *Scientific American*, *World's Work*, and the *Geographic Magazine*.

Hamilton Club of Chicago

Pauline R. White, Librarian

The Library of the Hamilton Club of Chicago has been called by competent judges one of the best small collections in the city.

The fact that the club is primarily a political club does not necessarily limit the contents of its library to books on political theory and political science. It is quite right that this subject is stressed and that an effort is made to collect the best of this particular class but the library is not limited to this field. The allied subjects—history and biography—are available in a number of well-chosen volumes and sets. These three classes of books—political science, history and biography—make a specific appeal to members of the legal profession.

Besides the lawyers, there are other professions and the business men to be considered. There is the man who prefers such books as *Brains in Business* or *Public Speaking for Business Men*. This class of literature makes up a fair percentage of books for the business man's more serious reading.

The recreational field for all members is covered pretty thoroughly by fiction of the latest vintage. In this category, essays, poetry and classics are placed as well. The *Burton Arabian Nights*, the *Variorum Shakespeare* and *Goethe's Complete Works* in five volumes are an example of the content of the last group mentioned.

Most of the reference questions are answered without appeal to outside sources for the reason that most of the questions have to do with historical data. The reference tools are much the same as would be found in any small public library.

A total of fifty-seven periodicals and four out-of-town daily newspapers are taken for library use. Few trade magazines are included in the list of magazines.

A page in the *Hamiltonian*, the house organ of the club, is granted to the library each month for book reviews and general library news.

The Chicago Real Estate Board

Rosamond von Schrader, Librarian

The library of The Chicago Real Estate Board is devoted to subjects which pertain to real estate in general, and more particularly to Chicago real estate. The general classification is as follows: Appraisals; Art and Architecture; City Planning and Zoning; Commerce, Finance and Investments; Harbors and Waterways; Housing; Illinois-Chicago-Laws of and Statistics Pertaining to Illinois and Chicago; Insurance; Suburban Development; Taxation; and Transportation. An important part of the library are the maps which include detailed plans of the city, maps showing transportation lines, actual and proposed local improvements, distribution of population in the city, zoning maps, maps of harbors and waterways, topography maps, etc.

The periodicals received are such magazines as *Buildings and Building Management*, *National Real Estate Journal*, *The Economist*, *The Journal of Land and Public Utility Economics*, *The American City*, *Building Age* and *National Builder*, and the publications of real estate boards of other cities, as well as our own magazine, *The Chicago Realtor*.

Each year the library publishes a *Year Book* which is a handbook for its members, as well as being of interest to men in other lines of business. It contains such material as a roster of the members of the board, diary pages, laws of interest to the real estate broker, special articles on various subjects pertaining to real estate, directory of the various courts, and city and county officials.

Moody's Bible Institute

Mabel Sprague, Librarian

The Moody Bible Institute was first known as the Bible Institute of the Chicago Evangelization Society and was opened in 1889 and now occupies twenty-nine buildings on Institute Place. As a part of the equipment a valuable library is maintained as a special aid to this great training school for Christian workers.

Hospital Library and Service Bureau

Janet M. Green, Librarian

The Hospital Library and Service Bureau of the American Conference on Hospital Service is located at 22 E. Ontario Street, Chicago, Ill., with director, Donelda R. Hamlin and librarian, Janet M. Green. It was organized in 1920 for the collection and dissemination of information on hospital construction, equipment and operation. Library has books, journals, reports, floor plans, photographs, lists and other data regarding hospitals. Service Bureau answers in person and by correspondence inquiries on any phase of institutional work, and offers service gratuitously to any individual engaged in hospital or public health work, regardless of location. It gives information but does not give advice on any subject. It does not serve commercial concerns or give information in regard to them. It maintains an educational exhibit of floor plans of hospitals, nurses' homes, sanatoriums, medical schools and allied institutions. This permanent exhibit is maintained in the library, and from it special exhibits are prepared and shown at various national association meetings. The bureau is under the direction of the American Conference on Hospital Service of which it is a branch. It is supported by voluntary contributions from national hospital, nursing, social service, medical and surgical organizations, and from interested individuals, and by assistance from the Rockefeller and Carnegie Foundations.

Marshall Field & Co.

Edith Blackstock, Librarian

Marshall Field & Co. maintains a library which furnishes the employee with the best reading, including volumes on travel, history and literature. Even juvenile books are supplied for home reading.

The library also contains a fine collection of books on merchandising and selling, including material which may be required for the purpose of instructing sales-people in particular forms of merchandise. Reference work is an important feature of the library's activity.



Chicago Public Library Conducts Readers Bureau

THE Readers Bureau of the Chicago Public Library was established in September, 1923. "Its purpose is to meet the needs of a considerable number of patrons who have found the present methods necessarily adapted to quantity distribution, not entirely satisfactory" and to "establish more intimate personal relations between individuals and the vast and overwhelming resources of the public library."

"The principal function of the bureau is to prepare courses of reading and outline study courses for individuals. Originally courses of reading and outline study courses on cultural subjects only, were prepared, but requests for courses which were vocational or utilitarian in nature were such that it was found inadvisable to limit the subjects in which assistance is given. But in addition to its main functions the bureau outlines

study programs for clubs and other study groups and provides a consultation service for those who, although they are not necessarily interested in courses of reading, wish to consult a librarian about books and reading."

Although there has been no special effort made to advertise the services of the Readers Bureau since it was first organized, the demand for service has so far exceeded anticipation that at the present time the department has great difficulty in meeting all of the calls upon the services of its small staff of experts. While begun as an experiment and with some hesitation, the Readers Bureau has now become a valuable and important department and has clearly revealed a long-felt want.

During 1925 it prepared courses of study for its patrons on seventy-two subjects, among them were anthropology, banking economics, modern drama and salesmanship.

Public Library Aids Special Libraries

The Chicago Public Library, in addition to its thirty-nine branches and seventy-six deposit stations, supplies fifty-three business houses with collections of books for the use of their employees which are under charge of a librarian or custodian employed by the firm.

Space will not permit the listing of these various concerns, but in the number are represented the leading department stores, mail order houses, banks and trust companies, publishers, packing houses, telephone and telegraph companies, also manufacturers of glass, steel, bakery products, clothing, furniture, rubber and many other products. This book service constitutes a strong link between the public library and the special libraries of Chicago as many of the deposit stations are located in special libraries.

Reuben H. Donnelley Corporation

Lillian M. Needham, Librarian

The library of the Reuben H. Donnelley Corporation is closely related to the special service maintained by the concern in connection with the classified telephone and industrial directories issued from time to time. Within the organization there is maintained a ready reference file and trade brand file, also a file showing the Chicago representatives of various large concerns with the home office noted on the record. The library takes an active part in the accumulation of data required for the files and answers reference questions with emphasis on the directory material. The organization works in close co-operation with local libraries and such organizations as the Physicians Information Bureau, Mr. Foster's Information Bureau of Carson, Pirie, Scott and Company, the Association of Commerce and the various newspaper offices.

Research in Chicago

We have selected a few representative associations in Chicago which are undertaking various forms of research. The list does not pretend to be comprehensive or inclusive, as later in the year SPECIAL LIBRARIES will have a number especially devoted to research conducted by the leading corporations which in the aggregate is very extensive.

Chicago Association of Commerce

A strong factor in commercial and industrial development is the Chicago Association of Commerce which has recently compiled an exhaustive inventory of Chicago business in all branches of the city's commerce and industry. This research required ten months' labor and is a remarkable survey indicating the progress of the various lines of business and industry during the past twenty years. The following topics have been surveyed: "Advertising," "Publishing, Printing and Allied Lines," "Banking and Finance," "Civic Development," "Construction Industries and Physical Development," "Food Chemicals and Drugs," "Furniture, Trade-Furniture, Household Utilities and Musical Instruments," "Metal Trades and Allied Industries," "Public Improvements, Public Service," "Local and Retail Conditions," "Manufacturing and Wholesale Distribution." The entire set of eleven items will be supplied for the price of \$1.10, or single issues at 10c a copy. Address: 10 S. LaSalle St.

Illinois Manufacturers' Association

Manufacturing data on Illinois is centered in the Illinois Manufacturers' Association. Regular publications are issued on industrial subjects of the moment. A recent one which attracted a great deal of attention was "How to Make a Profit From Factory Waste." This was the result of a study of one hundred and sixty replies to a questionnaire.

A "Women's Bureau," disseminates economic facts relating to industry where women are employed.

The association recently published the second edition of the *Directory of Illinois Manufacturers* which contains the names, officers, products, invested capital, number of employees, etc., of the manufacturers of the state as well as other helpful information. Address: 231 S. LaSalle St.

American Association of Ice and Refrigeration

The American Association of Ice and Refrigeration correlates the activities of the ice and refrigeration industries and represents these industries at the International Institute of Refrigeration composed of delegates from thirty-six different countries.

One of the objects of the American Association of Ice and Refrigeration is to encourage the expansion of American trade and commerce by dissemination of authentic information on refrigeration and kindred subjects. A bibliography of American literature relating to refrigeration is published each year. It maintains a bureau of information upon legislation, statistics and data relating to the ice and refrigeration industry and keeps in close touch with legislative and administrative branches of national, state and local government. Address: 5707 W. Lake St.

American Hospital Association

The American Hospital Association, organized to promote the efficiency of hospital service, is prepared to give information to its members on all phases of hospital work. Among the subjects of general interest upon which publications have been issued are canned vegetables, specifications for the purchase of meats. The association has also collected standardized and comparable hospital statistics.

The association is a generous contributor to the Hospital Library and Service Bureau mentioned in another column in SPECIAL LIBRARIES

The association is also a co-operating agent working on the "Standardization of Specifications" in connection with the Federal Specifications Board and in this work the association is in close co-operation with the American Engineering Standards Committee of New York. Address: 22 E. Ontario St

National Association of Farm Equipment Manufacturers

The N.A.F.E.M., as it is frequently called, is a co-operative organization of manufacturers and jobbers of farm operating equipment. It serves only the manufacturers and jobbers and is a clearing house for the industry. The organization maintains departments relating to trade, sales and advertising, credits and collections, and also service departments of research and publicity.

In addition to disseminating information of a general character, the Research Department is actively engaged in conducting investigations for the purpose of developing information which is of service to our members—for example, ascertaining what equipment is being used by the owners of champions at the International Live Stock Show, and how they farm. Standard farm practice surveys are constantly carried on and the facts developed are interpreted into news, both pictorial and unillustrated, and furnished to agricultural papers, country weeklies and other publications reaching the farmers. Address: 308 S. Dearborn St.

The Asphalt Association

The purpose of the Asphalt Association is to assemble and distribute data pertaining to all phases of the asphalt business quality uses, comparative costs, improvement in methods of preparing asphaltic products, and in their application, standard specifications; method of sampling and testing; methods of use of asphalt and materials used in combination with it, sound programs of construction and maintenance, economic engineering and traffic problems relating to streets and highways.

Among the many publications which will be sent free upon request are *Terms Used in Connection with Asphalt for Highway Work*, *How American Cities Are Paved*, *A Paving Census Tabulated*, *Compilation of Data on Recent Paving Policy and Practice*, *Asphalt a Pocket Reference for Engineers*. Address: 326 W. Madison St.

American Art Bureau

Organized for the promotion of art in the home, is able to furnish information regarding special pictures and artists, courses of picture study, places where these are available to each inquirer, information regarding retail merchant's problems. Data sent to school study clubs, housewives and all others interested in American art. Address: 166 W. Jackson Blvd.

National Lime Association

The object of the National Lime Association is to bring all true facts regarding lime together. They will answer questions to any one interested in the uses of lime. Any tests that are now available from the research department are open to the public for the asking. Address: 844 Rush St.

Electric Steel Founders Research Group

Research Group News issued to supply users of metal parts with information concerning electric steel castings, is a technical bulletin on steel castings. Research is carried on continually and is reported in this publication. Address: 541 Diversey Parkway.

National Lumber Manufacturing Association

Facts and figures for ready reference on the lumber industry may be secured from National Lumber Manufacturing Association in the form of a comprehensive bulletin giving essential facts and figures carefully selected from authoritative sources. The other publications of interest generally are: Vol. 1, No. 4, *Research and Developments in the Lumber Industry*; Vol. 1, No. 5, *Advantageous Uses of Wood*; Vol. 6, No. 3, "Plan Reading" or *Following the Blue Prints*. Address: 111 W. Washington St.

American Walnut Manufacturers Association

The Story of American Walnut is an interesting and useful booklet which may be obtained gratis from the association. It contains interesting illustrations of

American walnut in its raw state as well as its use in various periods of furniture. A valuable chronological table of period furniture is also included.

Information regarding American black walnut in raw state or in fabricated form will be furnished by this association upon request. Address: 616 S. Michigan Ave.

American Specification Institute

The object of the American Specification Institute is to increase and distribute the knowledge and to improve the methods of writing specifications for engineering and architectural materials, specifications and information are collected from other organizations and sources and made available for the use of members by actual distribution or reference. The Institute's publications are available at a minimum charge and cover a wide range of subjects. Address: 160 N. LaSalle St.

National Metal Trades Association

The association made up of employers in the metal trades, gathers statistics and data in regard to wages, rates and earnings, hours of service, conditions of employment, educational processes, safety, welfare, and wage incentive methods, and special analyses of labor problems, enabling its members to obtain accurate and reliable information as a guide to their own industrial relations. It is in a position to furnish almost any class of information pertaining to industrial relations in general, and in the metal trades particularly. Address: Peoples Gas Building.

Society of Industrial Engineers

The Society of Industrial Engineers maintains a bureau of information service and a technical library at their headquarters in Chicago. Some of the subjects which they specialize in are as follows:

Safety, labor, production, distribution, administrative control, sales, general and cost accounting, and elimination of waste.

An interesting publication for librarians can be secured for 25 cents. *Bibliography of Bibliographies on Industrial Engineering and Management*. 24 pages. Address: 600 S. Dearborn St.

Association of Manufacturers of Chilled Car Wheels

The association has issued many publications setting forth facts developed by intensive laboratory and foundry research work. An intensive study is being conducted on alloying various metals chemically and physically, also microscopic studies of wheel materials. Address: 322 S. Michigan Ave.

American Furniture Corporation

The American Furniture Corporation, located at 666 Lake Shore Drive, maintains a statistical department for the purpose of studying furniture manufacturers' problems.

(Continued from page 9)

Making the Technical Library Show Results

and reference statistics, the report of the technical librarian could well stress the number of inquiries successfully answered, and the number of bibliographies compiled. Our library keeps monthly records of all these features

There are many other principles of special interest to individual libraries, but I believe the foregoing will have a universal application. We have found them most valuable at the Portland Cement Association.

(Continued from page 15)

The Dartnell Library

It is planned to have a relatively small number of books in the library—only the better ones are selected from the mass of books published each month—and to depend on the information files and the reports prepared as the result of special investigations. The library contains at present about four hundred books, including reference books, and new ones are being added each month.

While the Dartnell Library is "young," it is now "on its own feet," and ready for real development. This growth, which is bound to come, will probably make it the most complete library devoted to sales and market information in existence.

Special Libraries

EDITOR, Herbert O. Brigham
State Library, Providence, R. I.

ASSOCIATE EDITORS

Ethel Cleland
R. H. Johnston

Henry H. Norris
Rebecca B. Rankin
Margaret Reynolds

A. A. Slobod
Margaret C. Wells

Chicago

CHICAGO is a city of contrasts, the leading metropolis of the midland country; a terminal point for many railroads; a lake port of prominence; a commercial center of the highest importance with far-famed industries. Chicago is many things to many men. To some it means a casual glimpse while en route between stations, to others the whirling tide of traffic and business in the Loop, yet to others the wide reaches of Lake Michigan or the great marts of trade or the teeming stock yards.

But to some of us it means a cultural center of great importance.

Such great libraries as the Newberry, the John Crerar, the Chicago Public and the libraries of the universities give to the city a wealth of books beyond value. Add to these treasures the great number of special libraries, each filling its particular need, and the materials for culture, for knowledge and for fact, appear unexcelled.

In the stories of the varied libraries portrayed in other pages, there is a fine spirit of co-operation, a desire to avoid unnecessary duplication and an evidence of mutual service.

The presence of our leading library association in Chicago is a strong factor in building up the city's library prestige. A story of library activities in that section of the country would not be complete without reference to the American Library Association and the constant evidences of practical help and guidance given by it.

* * *

Plans for the Fiftieth Anniversary include making 1926 a year of unusual library achievement in every library throughout the country as well as observing at Atlantic City and Philadelphia, October 4-9, the greatest conference in the history of the association. The A.L.A. will publish a monthly bulletin of suggestions and anniversary publicity, issue posters and placards to aid libraries making local exhibits, prepare a library film for general distribution to local libraries and otherwise aid in local publicity. A special December number of the A.L.A. *Bulletin* outlined the proposed program.

Chicago is the center of one of the greatest power pools in the world linking north, east, south and west by bands and ribbons of transmission wire. It is fitting that there should be staged at the American Exposition Palace from January 25 to 30 a Chicago Power Show and Mid-western Engineering Exposition. The librarians of the special libraries devoted to power and other kindred interests will take an active interest in the Power Show.

* * *

We are deeply indebted to Mr. Scott Brown, Vice-President of the Illinois Power & Light Co. for his interesting contribution on Industrial Surveys. Mr. Brown has given the matter wide study and his researches have already given him considerable publicity in various parts of the country.

* * *

The next conference of the Special Libraries Association, as previously announced, will be held at Atlantic City during the week beginning October 4, 1926. The headquarters of the Association will be at the Hotel Chelsea, which is adjacent to the Hotel Ambassador, headquarters of the American Library Association.

Reservations should be mailed direct to the hotel, addressing communications to the rooming clerk. As this hotel will also be the headquarters of the National Association of State Libraries, members should make reservations promptly.

* * *

The Editor has read with much interest the "Memories of Chicago" contributed to recent issues of the *Century* by H. C. Chatfield-Taylor. The story is well told, but the part that clings to the memory is the closing paragraph in the October number "wherein the spirit of the idealism within the material place" is pictured with consummate skill.

* * *

"The Librarian," the columnist of the *Boston Transcript*, in a recent item about the December meeting of the Special Libraries Association of Boston states: "These special librarians are a splendid lot built after the librarian's own heart." The Editor of SPECIAL LIBRARIES quite agrees with the librarian of the *Transcript*.

* * *

Miss Louise Kellar, chairman of the sub-committee on Classification and Cataloging has received an enquiry for a classification upon scientific management. The Dewey expansion for 650 has not been found suitable. Replies should be addressed to Miss Kellar, Independence Bureau, 137 S. Fifth St., Philadelphia.

* * *

We herewith acknowledge the courtesy of the Marquette Cement Manufacturing Co. in permitting us to use the attractive sketch of Chicago which adorns our front cover.

* * *

Due to the mass of material relating to Chicago, we have been obliged to condense the departments down to the minimum. Many of our usual features will be found in the February issue.

Associations

On account of the Christmas holidays some of the associations omitted the usual monthly meeting, but the February issue will contain reports of the January meetings.

Boston

The Special Libraries Association of Boston enjoyed the evening of December 28, 1925 by paying a visit to the executive offices of the New England Telephone and Telegraph Company to learn about the latest developments in telephony. During the evening abundant opportunity was given to inspect the industrial welfare library, the engineering library and the filing system of the Telephone Company. The members also listened to an illustrated lecture by John F. Scott, commercial manager of the company. Many of the members enjoyed luncheon at the Chamber of Commerce cafeteria prior to the meeting.

* * *

The Shock Absorber, official organ of the S.L.A.B., is now in its second volume and continues to give newsy items for the benefit of librarians. These items are numbered sequentially and No. 60 states that the Women's Educational and Industrial Union is a clearing house for trained women and that Miss Curtis of the Appointment Bureau is always glad to register librarians. Item No. 64 states that the Methods Committee desire suggestions and problems for the S.L.A.B. to work upon during the year. Some of the undertakings offered are a loose-leaf handbook of special library methods, or co-operation with the National Methods Committee on their proposed Manual of Special Library Method. *The Shock Absorber* is well worth while.

* * *

Mr. George Winthrop Lee of the Boston Association is anxious to have the various local special library associations devote their February meetings to a symposium on "The Magazine, SPECIAL LIBRARIES, for October." Mr. Lee states, in a communication to the Editor, that he was much impressed with the wealth of information contained in various articles and he has already approached President Handy and President Alcott in re-

gard to the matter. Undoubtedly the secretaries of the various associations will receive direct communications from Mr. Lee. Incidentally, we received a communication from one well-known librarian stating that she hoped to find time to read with care the voluminous issue containing the proceedings of the conference. Possibly the symposium may induce many readers to follow her example.

Philadelphia

The December issue of SPECIAL LIBRARIES has already referred to the meeting of the Special Libraries Council of Philadelphia and Vicinity held on December 4. At that meeting Mr. John C. Haynes, taking for his subject, "What Is a Well Bound Book," explained the various steps in the process of book-binding and the methods of recognizing a well bound volume, illustrating his talk with examples of various types of binding and binding materials. A short business meeting preceded the address of the evening, with progress reports from several committees.

Pittsburgh

The Pittsburgh Special Libraries Association met on November 19 in the University of Pittsburgh Library. The University's O'Hara-Darlington collection of old books was shown to the association, and interesting problems in the cataloging of it were discussed.

* * *

The December meeting of the Pittsburgh Special Libraries Association was held on Thursday the 17th, in the Allegheny County Law Library. The topic for discussion was "Reference Books and Special Material." Miss Wootin of the United States Bureau of Mines, Pittsburgh Experiment Station, brought out the library aids used in scientific research, and Miss Callen of the Bessemer & Lake Erie Railroad, the reference material of a library devoted mainly to transportation. Medical reference books were discussed by Miss Lynch, Pittsburgh Academy of Medicine, and Mrs. Wheeler, University of Pittsburgh. The art reference and the hospital libraries special reference material will be given at a later meeting.

Southern California

The first meeting of the year 1925-26 of the Special Libraries Association of Southern California was held in the library of the Standard Oil Company Refinery at El Segundo on October 1. Mr. Byron E. Edwards gave a brief explanatory talk on the work of his library, touching especially on how he handled the preparation and circulation of magazines. Mr. R. A. Montague of the Research Department of the Standard Oil gave a very instructive talk on the Refining of Crude Oil. China and her present day problems was the subject of Mr. Putnam's talk. Mr. Putnam spent several years in China and had many interesting experiences to tell about. Having met for a real home-cooked dinner before the meeting and adjourned to Manhattan Beach for a sort of a social get-together we had every opportunity to get acquainted with each other and become informed as to what had happened during the vacation months

* * *

The regular meeting of the Special Libraries Association of Southern California was held at the Library School of the Los Angeles Public Library, November 13, 1925. At this meeting it was unanimously voted to instruct the Executive Committee of the association to prepare and forward to Daniel N. Handy, President of the Special Libraries Association, a resolution which reads as follows:

"WHEREAS, The American Library Association has had presented to it a petition for the forming of a Business Section of A.L.A. which has been referred to a committee for investigation; and

"WHEREAS, Mr. Daniel N. Handy, as President of Special Libraries Association, has requested the views of members of that Association; now, therefore be it

"RESOLVED, That The Special Libraries Association of Southern California, as an affiliated body with the (National) Special Libraries Association, endorses the stand taken by Mr. Handy, and further puts itself on record as being unanimously in favor of continuing Special Libraries Association as an independent organization."

The official communication addressed to the Executive Committee stated:

"We further wish to express our hearty approval of the work and efforts of the officers of Special Libraries Association, which have carried its activities to the high point of usefulness it at present maintains.

"With this in mind, we believe that there is no need for the formation of a Business Section of A.L.A. and that such a section would overlap, and interfere with, the work of Special Libraries Association"

The following committees were appointed: Methods, Miss Alice Scheck, Chairman; Membership, Miss Eleanora O'Tolle, Chairman; Publicity, Mr. Guy Marion, Chairman; Employment, Miss Mildred E. Schaer, Chairman; Directory, Mrs. M. E. Irish, Chairman; Union List, Miss Josephine Hollingsworth, Chairman; Hostess, Miss Rose Marie Purcell.

* * *

On December 11, 1925, the Special Libraries Association of Southern California met in the library of the Mt. Wilson Observatory in Pasadena. Preceding the meeting, dinner was served at the Peacock Tea Room.

Miss Connor sketched briefly her work in the library and Mr. Sanford, a member of the Observatory staff gave a very interesting and highly instructive illustrative talk on the work which is being done by the Observatory.

* * *

The Special Libraries Association of Southern California has recently compiled a *Union List of Periodicals* which presents under one alphabet all the different periodicals taken by the various libraries in and about Los Angeles. It is sold at the price of \$2.50 and may be obtained from Mildred E. Schaer, Secretary-Treasurer, c/o Southern California Telephone Co., Los Angeles, Cal. A neat little circular advertising the publication has been distributed by the association.

Indiana—Michigan—Iowa

At the Tri-State meeting held in Fort Wayne, Indiana, by the Michigan, Indiana and Ohio state library associations, a section was devoted to business libraries. Among the speakers were Miss Grace England, Civics Room of Detroit Public Library, Ethel Cleland of Indianapolis Business Branch and Mr. E. W. Chapin of the Technology Division of Detroit Public Library.

Events and Publications

Rebecca B. Rankin, Department Editor

The Peach Industry in the United States, a selected list of references is No. 8 of the Agricultural Economics Bibliography Series from the Library of that Bureau.

A forthcoming book involving a great amount of research will soon be published by the Illinois Medical Society concerning health conditions in Illinois from the early days of the territory to the present period

The Bartlett Realty Company are making an extensive research in relation to Chicago, which will be published in book form in the near future. They are one of the few real estate firms in Chicago who maintain a research department. They also study problems of investment and have recently made a careful compilation of default bonds, including the amount of money involved, and the number of people affected.

Librarians interested in statistics of production and consumption, exports and imports and uses of all commercial minerals will find a useful reference book in the *Mineral Industry*. Published by the McGraw-Hill Book Company, Inc.

The *Banker's Magazine*, November, 1925, contains an illustrated article on "Keeping the Records of the Bank." This article deals with the Central File and Library Departments of the First National Bank of Boston.

At the National Distribution Conference held recently in Washington under the auspices of the Chamber of Commerce of the United States, Mr Owen D. Young's Committee emphasized the "need of the systematic collection of statistics as a first step in the elimination of immense wastes in distribution due to wide market fluctuations."

Miss Lucie E. Wallace, and Elizabeth J. Sherwood formerly with the H. W. Wilson Company and Helen Rex Keller have established the Publishers' Emergency Bureau, 425 West 160th Street, New York City. The bureau is prepared to do special pieces of work in indexing, book reviewing, proofreading, compiling, preparation of manuscripts or organizing a file.

From time to time the Engineering Societies Library prepares bibliographies on various subjects. The latest issue relates to earth and gravel roads consisting of one hundred and forty references with brief annotations. Copies are on sale by the Engineering Societies Library at a price of \$1.50.

Are you familiar with *Research Narratives* issued by the Engineering Foundation, 29 W. 39th Street, New York City? Each leaflet contains a five-minute story of research, invention or discovery pithily told in language for the laymen by the "man who did it." Fifty of these have been incorporated into a bound volume entitled *Popular Research Narratives* obtainable from Williams and Wilkins Company, Baltimore, for 50 cents.

The Railway Accounting Officers Association has recently issued a bibliography on American Railway Accounting, compiled by Miss Elizabeth Cullen, reference librarian, Bureau of Railway Economics. This bibliography is printed in *Railway Accounting Procedure*, 1926 edition, and also issued in separate form.

A series of ten lectures by Dr. Paul W. Ivey, who conducted his Ivey Salesmanship Institute at Joliet, Ill., under the auspices of the Advertising and Sales Club of that city, recently was concluded. The proceeds will go toward establishing a business library for Joliet advertisers.

"Librarian to the World" by Mildred Adams is an article which appears in the Everybody's Personalities Department of *Everybody's*, December, 1925. This is an article by Mildred Adams about Miss Florence Wilson, who, as librarian of the League of Nations, presides over one of the most interesting of the highly specialized libraries.

Research problems in the University of Chicago have been greatly aided by the use of a new building recently dedicated at the Rush Medical College of the University. The principal donor of the structure is Frederick H. Rawson, chairman of the Board of the Union Trust Company.

A world's fair as ambitious as the Columbia Exposition to celebrate Chicago's one hundredth corporate anniversary is being considered by the city council.

It has the approval of Mayor Dever, Charles W. Wacker of the Chicago Plan Commission and Dr. Otto L. Schmidt, president of the Chicago Historical Society, a three years' study of detailed plans has been made by Capt. Myron E. Adams, former army chaplain, director of the Fort Sheridan Association, and active in civic enterprises.

Chicago was incorporated as a town in 1833 and as a city in 1837. The centennial could be celebrated either year. It would not only be a Chicago and American Exposition, but would be of international scope in interest and exhibits.

The exposition "grounds" would be on land now under construction along the south shore from Grant park to Jackson park where the Columbia exposition was held.

It is hoped by every Chicagoan that this plan will materialize and show the world the progress which the city has made in one hundred years.

Public Personnel Studies, December, 1925, contains an interesting article entitled "The Amount of Sick Leave with Pay Taken by Women and Men Engaged in Library Work," based on studies made by the Bureau of Public Personnel Administration.

Chamber of Commerce of the United States, Department of Manufacture has recently published a pamphlet—*Cooperative Industrial Research* which describes the activities of the trade associations in the field of research. Apparently, this is the first attempt to discover the amount of research being undertaken in industry. It does not purport to be complete but certainly is a splendid beginning.

Mr. Frederick A. Mooney, librarian of the Dennison Manufacturing Company, Framingham, Mass., has been appointed on a sub-committee of the Commission on the Library and Adult Education of the American Library Association. The object of this committee is "to investigate the possibility of encouraging the production of more books of educational value, so written as to interest and be understood by men and women of limited knowledge of the subjects treated and of such education and so situated as to require simplicity of language, brevity of statement, and non-

technical treatment." Briefly the committee has been styled "The Sub-Committee on Readable Books for the Adult Education Commission." Mr. Mooney's acceptance of this assignment is a new evidence of the desire of the Special Libraries Association to co-operate with the American Library Association in all feasible ways.

Codex Book Company has estimated, according to an editorial in *Publishers Weekly*, that "the ordinary speed with which one reads a semi-technical book is about four words to a second. A four-hundred word page requires 1 2/3 minutes. If an executive works three hundred days a year at \$20,000 a year and has productive, uninterrupted working hours of six hours a day, it would cost him \$30 to read a one-hundred-page book, or \$150 to read a five-hundred-page book. On the same scale, a person on \$4,000 salary would take \$6 worth of time to read a one-hundred-page book or \$30 worth of time to read a five-hundred-page book.

"When it comes to business books, the executive who puts in an hour of reading a good volume makes his six hours of work so much more valuable that it is probably the most profitable thing he could do with his time."

(Continued from page 17)

The Louis Livingston Library of Baking

has been called on to assist in the organization of a small trade library. Many visitors come to the library during the year, these include writers, students of food chemistry, physicians and educators connected with colleges and universities, here and abroad. A glance at the guest book proves that the old saying "the world is small" is true, after all. There are names from Australia, China, Hawaii, the Philippine Islands, Denmark, Scotland, Ireland, England, Germany and perhaps other countries which cannot be recalled just now. Naturally our own United States has the largest representation.

In conclusion it may be stated that the acquisition of this library through the generous interest of the Messrs. Livingston has made it possible to extend the library reference and information service, and the new foundation will be maintained and developed with the object of making the Louis Livingston Library of Baking a permanent and worthy memorial in accordance with the ideas of its founders.

Personal Notes

Margaret C. Wells, Department Editor

Lucius H. Cannon, librarian of the Municipal Reference Branch of the St. Louis Public Library has been secured by A.L.A. Survey to work up the subject of library legislation.

Mr. Dorsey W. Hyde, Jr., of the Chamber of Commerce of the United States has been elected president of the Monday Evening Club of Washington which is made up of social and civic workers in the national capital.

Miss Mary G. Lacy, librarian of the Bureau of Agricultural Economics is preparing an article for a Chinese paper.

Miss Pyrrha Sheffield, librarian of the Portland Cement Company, Chicago, has just had an operation for appendicitis and will not be back at her desk until the end of January.

Miss Alice Maccy, a graduate of the Atlanta Library School recently filled the vacancy in the library of the Alabama Power Company, Birmingham, Alabama.

Through Miss Mary Parker, the special librarians of New York City were guests of the American Women's Association at a dinner held at the Hotel Plaza on December 16, 1925. Miss Parker is chairman of the Special Librarians Group of that association.

Dr. John C. Merriam, director of the Carnegie Corporation of Washington, nationally-known for his services in the advancement of research, addressed the first fall meeting of the District of Columbia Library Association which was held in the new Mount Pleasant branch of the Public Library.

Prof. Alfred F. W. Schmidt has resigned from the Library of Congress in order to give his whole time to the conduct of the new courses in library training now being conducted under the auspices of George Washington University.

Miss Margaret Reynolds, librarian of the First Wisconsin National Bank, is the organizer and leader of a reading circle for the Business and Professional Women's Club of Milwaukee. Because of this being the Sheridan Tercentenary Year the first play read was the "School for Scandal."

Miss Laura A. Thompson, librarian of the Department of Labor, is the author of publication No. 147 of the Children's Bureau entitled *References on Child Labor and Minors in Industry, 1916-1924* which should prove the outstanding bibliography in this field.

Dr. James B. Childs, formerly with the John Creiar Library, Chicago, has been placed in charge of the Documents Division of the Library of Congress.

Miss Mary L. Titcomb, librarian of the Washington County Free Library, Hagerstown, Md., has been appointed chairman of a Committee to Canvass the Libraries in Five States on the advisability of establishing a regional library organization in states centering around the national capital.

Dr. George F. Bowerman, librarian of the District of Columbia Public Library, has made addresses before a number of the Washington citizen's associations in support of a proposal to modify the basic law, now inadequate, in accordance with which the public library system has been built up.

Miss Clara W. Herbert, president of the District of Columbia Library Association, spoke recently on the "Opportunities of a Librarian" before the training class conducted by the Washington County Free Library, Hagerstown, Md.

Mlle Denise Montel, the charming ex-librarian of the Institut Colonial de Marseille and now associate librarian of International Institute of Agriculture at Rome is the author of a report on her mission to the United States entitled "Notes sur les Organismes de Documentation et de Recherches Economiques aux Etats-Unis." In this report she thanks many special librarians in Washington, New York, Philadelphia and Boston for the aid which they extended.

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