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## Special Libraries, May-June 1927

Special Libraries Association

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# SPECIAL LIBRARIES

Vol. 18

May - June, 1927

No. 5

## Toronto Conference Number



Down Town Toronto, "The Meeting Place," as seen from Lake Front

Official Program of 19th Conference

Government Plans Social Functions

Special Libraries of Toronto

Regular Departments

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# Nominating Committee Report

The Nominating Committee, consisting of Joseph Kwapil, Margaret Withington, Frances M. Cowan, May deJ. Cox, and D. F. Brown, chairman, submits herewith its report and has nominated the following officers of the Special Libraries Association for the year 1927-28, all of whom have consented to serve if elected:

**PRESIDENT**, Francis N. Cady, Nela Research Laboratory, Cleveland.

**FIRST VICE-PRESIDENT**, Mary Louise Alexander, Barton, Durstine & Osborn, New York.

**SECOND VICE-PRESIDENT**, Caroline Saltenmayer, Rapid Transit Co., Philadelphia.

**SECRETARY**, Rose L. Vormelker, White Motor Co., Cleveland.

**TREASURER**, Ethel A. Shields, Eastman Kodak Co., Rochester.

**EXECUTIVE BOARD**, William Alcott, Boston Globe, Boston.

**EXECUTIVE BOARD**, Byron E. Edwards, Standard Oil Co. of California, El Segundo, California.

## Conference in a Nutshell

**Time**: Monday-Wednesday, June 20-22.

**Place**: Toronto, Canada.

**Headquarters**: King Edward Hotel.

**Conference Theme**: "Contacts"

**Conference Plan**: General sessions at 10:00 A.M. Group Meetings at 2:00 P.M.

**Program Chairman**: Miss Eleanor D. Cavanaugh, Standard Statistics Co., New York.

**Travel Certificates**: Miss Rose L. Vormelker, librarian, White Motor Co., Cleveland.

**Local Committee of Arrangements Chairman**: Fred A. Robertson, secretary, Chief Engineer's Office, Hydro-Electric Power Commission of Ontario, Toronto.

**Dormitory Accommodations**: (For men or women) Miss Margaret Ray, Toronto Public Library, Toronto.

### Certificates of Citizenship

Replying to a request for information for visitors to Toronto, T. M. Ross, acting Commissioner of Immigration of the U.S. Department of Labor, under date of May 25, 1927, writes:

It is suggested that as far as possible persons attending the Special Libraries Association conference at Toronto on June 20-22, 1927, be in possession of a letter from official source, certifying to the fact that the holder is a citizen of the United States by birth or otherwise, and in the case of such persons who are not citizens they should be in possession of a letter or document showing that such person has been legally admitted to the United States, showing the port and date of admission.

It is not sufficient to show that one has been living in the United States, but the examining officer must be satisfied that the alien entering, fully complied with the law.

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# Special Libraries

Vol. 18

MAY—JUNE, 1927

No. 5

ISSUED BY  
THE SPECIAL LIBRARIES ASSOCIATION

*Toronto Conference Number*

HERBERT O. BRIGHAM  
Editor

WILLIAM ALCOTT  
Special Editor

## To Members of S.L.A. Greeting!

IN the words of the *Radio Broadcaster*—"This is the Chief Librarian of Toronto speaking." I am acting in my capacity as the host of the Association. I invited you to come to Toronto, with the endorsement of the Government of the Province of Ontario, the Corporation of the City of Toronto, the University of Toronto, the Public Library Board, and the members, few in number but soon to be enlarged, of the special libraries in this city.

We shall be greatly pleased to have you with us, but we hope that in addition to the pleasure which we trust the visit will give you, we shall benefit by your counsel and be inspired by your experience so that we shall form in this great Canadian city a division of Special Libraries. We have the material. What we need is to be convinced by the presence of the representatives of Special Libraries that there would be great gain resulting from such an organization in Toronto.

We are the center of many great business organizations, but few of these are old enough to have experienced the value of libraries. So far they have been aggressive in their business. Soon there will come a time when without losing the aggressive quality there will come the

consciousness—as it comes in business by experience only—that not any aggression is needed but consolidation of position, and then the search comes for something that will be of aid. Here is where the business man, for perhaps the first time, can begin to see the use of a library.

But enough of this! My mission is to welcome you to this city of great banks, insurance companies, railways, and municipal and government management of public utilities. The members of the Special Libraries Association are invited to the Reception, Dance and Dramatic performances in Hart House and the Hart House Theatre on the evening of Wednesday, June 22, tendered by the Government of the Province of Ontario.

GEORGE H. LOCKE

# The City of Toronto\*

By Mayor Thomas Foster

THE City of Toronto has grown since its incorporation in 1834 from a population of 9,254 to a population of five hundred and fifty thousand, with a suburban population of about one hundred thousand living in the residential areas immediately surrounding the city. It is now the second city in Canada in population, wealth, manufactures, trade and commerce. Its land area is  $32\frac{1}{2}$  square miles.

In education it stands unrivalled among Canadian cities with the largest university in the Dominion—The University of Toronto—one other degree-granting university, many colleges, nine collegiate institutes with an attendance of over nine thousand, two technical schools with an attendance of over eight thousand, two commercial high schools with an attendance of nearly four thousand, and one hundred and two public schools with a registration of over ninety thousand, besides many private residential schools and many business colleges.

The public school system is governed by a board elected by the public school supporters, and the separate schools by a board elected by separate school supporters.

The city's transportation system is admitted by all who know it to be the best among cities of comparable size on the continent. It is owned by the city and operated by a civic commission in such a way as to cover the cost including interest and sinking fund. It operates two hundred and twenty-seven miles of single track within the city and serves a large area outside the city by arrangements with municipalities concerned.

The local hydro-electric system is also owned by the city and operated by a commission. This system has saved its customers millions of dollars in reduced rates, and is one of the features which makes Toronto not only a desirable place of residence, but a natural home for business and industry.

The harbour is under the administration of a commission, representative of the city, the Board of Trade and the Dominion Government. It has reclaimed vast stretches of land for industry and recreation, has in conjunction with the Dominion Government built miles of sea walls and docks, has developed a large industrial area and has put the city in a position to reap the advantages of the deepening of the Welland Canal and the further canalizing of the St. Lawrence, when these improvements are completed.

The city has been extremely forward-looking in its building of streets and sidewalks which an efficient street cleaning department keeps at all time in clean and sanitary condition.

The Works Department, in addition to the paved street and sidewalks, which total respectively about four hundred and fifty miles and eight hundred miles, has constructed by contract or day-labour about six hundred and eighteen miles of sewer and six hundred and sixty-five miles of water main. Street mileage is about five hundred and sixty.

The Consumer's Gas Company, in which the city holds stock and on the board of which the Mayor sits as a representative of the city, has laid over seven hundred and ten miles of gas mains and has many more under construction.

The city has eight general hospitals, besides the unique Sick Children's Hospital, whose work is known throughout the world.

The system of municipal government in operation in Toronto is that laid down in the Municipal Act of the Province of Ontario. The municipality is governed by a city council, composed of twenty-four aldermen elected by wards, four controllers elected by the city at large, and the Mayor who also is elected by the city at large, and is president of the council. All are elected annually. There are fifteen civic departments.

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The city is a great residential city, over 60 per cent. of the population owning the homes in which they live. The residential areas are protected by restriction by-laws.

In conclusion, Toronto offers unexcelled advantages as a place of residence and as a place to carry on business and industry, and looks forward with confidence to a future of expansion and prosperity.

## Highways of Ontario

By Hon. George S. Henry, Minister of Public Works and Highways for Ontario

OF road travel in Ontario, where the Special Libraries Association gathers this June, Isaac Weld, who travelled extensively through America and Canada in 1795 and 1796 states: "The post calashes are very clumsily built, but upon the whole we found them easy and agreeable. They were certainly far superior to the American stall waggons, in which, if persons wish to travel in comfort they ought always to set out provided with cushions for their hips and elbows, otherwise they cannot help but receive numberless contusions before they reach the end of the journey."

Members of the association need fear no such discomfort in traversing the roads of Ontario today. They can leave their cushions at home.

The provincial highway system is over two thousand miles in extent. Bearing comparison with any of the roads of the continent it runs in an almost unbroken line from Ottawa in the east to Windsor in the west, a distance of approximately five hundred miles. In addition there are eight thousand miles of good class country roads running east, west and north to the great hinterland of Ontario, arteries connecting thriving cities. To these may be added forty-two thousand miles of township roads and eighteen thousand miles of colonization roads, which as the name implies, are tapping the northland as settlement progresses.

The motor car has been chiefly responsible for what is undoubtedly a huge road mileage for a population of three

million people, and it may be mentioned that in Ontario there are over three hundred and fifty thousand automobile owners, who through a gasoline tax of 3 cents on the gallon help considerably in the building and upkeep of the roads.

Large distances of the highways of Ontario parallel the shores of Lake Ontario and visitors who are able to spend a few extra days in the Province will do well to travel by motor from Toronto to Hamilton, by the Lake Shore road, and on through the Niagara district, a paradise of verdure during June. They will find travelling smooth and pleasant. The speed limit, except through towns and villages, is thirty-five miles an hour.

In conclusion may I wish the members of the Association a happy visit to our Province and express the hope that if it is their first acquaintance with Ontario it will not be their last.

## Canada

By Roy A. Gibson, Acting Deputy Minister of the Interior

CANADA in outline forms roughly a triangle with its base to the south and its apex toward the North Pole. Its greatest dimension from east to west is, in round figures, three thousand miles; and from south to north twenty-eight hundred miles. Politically it is divided into nine provinces and two territories.

The provinces extending from east to west fall into four groups; (1) the Maritime Provinces of Nova Scotia, Prince Edward Island, and New Brunswick; (2) the central provinces of Ontario and Quebec; (3) the Prairie Provinces, Manitoba, Saskatchewan, and Alberta, in the Middle West, and (4) British Columbia on the Pacific slope. The two territories, Yukon and Northwest Territories, occupy the area from the provinces northward. The provinces are bound together by two transcontinental railway systems, totalling forty thousand miles; modern steamships navigate the extensive lake and river systems; while thousands of miles of improved highways provide excellent transportation routes for the motorist.

The primary or extractive industries in order of importance are as follows:

agriculture, forestry, mining, hydro electric power, fishing, and trapping. The rapid rise of secondary industries which convert raw materials into manufactured products has been one of the outstanding features of Canadian progress in the last few years. The following table gives the value of production for primary industries for 1924, the latest year for which total comparative figures are available.

<i>Industry</i>	<i>Gross Value</i>
Agriculture .....	\$1,530,481,735
Forestry .....	433,816,948
Mining .....	230,016,492
Electric Power .....	95,169,768
Fisheries .....	56,014,651
Trapping .....	14,785,634

Total Primary Production...\$2,360,285,228

By manufacturing processes carried out in the Dominion a net value of \$1,256,643,901 was added to raw material worked up into manufactured goods.

Canada is a veritable sportsman's paradise and though no hunting is permitted in the ten thousand square miles of national parks yet the overflow from these and other sanctuaries and the carefully enforced seasonal game laws make possible the hunting of moose, deer, caribou, mountain goat, mountain sheep, bear (including grizzly), wolf, cougar, wild cat, etc. Elk and antelope are rigidly protected as well as the several large herds of buffalo now totalling over twelve thousand head. Sport fishing and game bird shooting may also be had at the regular seasons.

Canada is the largest wheat exporting country in the world, with immense areas of fertile land still awaiting the settlers. Her extensive forests have enabled her to win first place in newsprint production and second place in production of lumber. Her mineral wealth is more varied than that of any other country in the world. She now ranks first as a producer of nickel and cobalt, third in gold and silver and tenth in coal. Of the thirty-two million hydro horse-power potentially available four and a half million have already been developed and construction is proceeding in widely separated centers at a rapid pace. Canada's fisheries are world renowned and the number and quality of her fur-

bearing animals gives her a foremost place in the fur markets of the world.

## Social Features Planned

By E. J. Hathaway

THE annual meetings of library associations which take place in Toronto, June 20 to 25, will furnish a splendid opportunity for many librarians throughout the United States to make their first visit to Canada. Dr. George H. Locke, the Chief Librarian of Toronto, is host to the convention, and extensive preparations are under way to provide for the comfort and pleasure of those who will attend.

The members of Special Libraries Association will meet in convention during the first three days of the week and will share equally with those attending the American Library Association in the hospitality and entertainment which is provided for the occasion, and they are invited to remain throughout the entire convention week.

Through the courtesy and co-operation of the Board of Governors of Toronto University the meetings of the American Library Association will be held in Convocation Hall of the university and those of the sections will be held in other of its buildings. By a special favor, too, many of the students' residences and fraternities have been placed at the convenience of the convention delegates, and hundreds of them are to be accommodated during the week in these college buildings at a nominal rate.

### BEAUTIFUL HART HOUSE

Hart House, the famous students' recreation building, is also to play an important part in the convention. This magnificent college building was erected under the direct supervision of the Hon. Vincent Massey, the newly-appointed Canadian Ambassador to Washington, and paid for out of the trust funds set apart by his grandfather, the late Hart A. Massey, founder of the great agricultural implement firm of Massey-Harris Company, Limited. The Great Hall of Hart House is the students' dining hall, and, by special arrangement the staff is



being retained long into the vacation period in order that the seven hundred delegates billeted in the college residences may have their meals without the necessity of going down into the city, and here also every day during the convention week special luncheons will be held for those in charge of association affairs.

Social features for the delegates will be held throughout the week. On Monday evening addresses of welcome will be given in Convocation Hall by Sir Robert Falconer, president of the University of Toronto, Hon. Dr. H. J. Cody, former Minister of Education for Ontario, in behalf of the Prime Minister of Ontario, and Dr. George H. Locke, president of the American Library Association. These will be followed by a general reception to all the attending delegates, in the adjoining building, Simcoe Hall, by Sir Robert and Lady Falconer and Dr. and Mrs. Locke.

Tuesday is to be devoted entirely to business, with sessions in the morning, afternoon and evening, the mid-day luncheon at Hart House affording the only opportunity for social intercourse. The Special Libraries Association, however, will have no evening sessions. The evening speakers at Convocation Hall will be Col. Mitchell, of Dumfermline, Scotland, Dr. W. F. Russell, Columbia University, and W. W. Bishop, University of Michigan.

#### BALL AND RECEPTION

On Wednesday evening the convention will take a holiday, and all who are in attendance are invited to a ball and reception in Hart House to be given by the Ontario Government. The building will be thrown open for inspection. This is a recreation building for male students only, and is without doubt the finest structure of its kind in the world devoted to such purposes. During the evening performances are to be given in the under-ground theater in Hart House by three visiting dramatic corps connected with public libraries.

Thursday and Friday mornings are left comparatively free for sight-seeing, shopping, visiting, or outdoor activities. Provision is being made for any who may wish to play golf, tennis, cricket or

other sport to have the privileges of playing on one or other of the score or more of golf or other clubs in the neighborhood of the city, and those desiring to play should write well in advance to Dr. G. H. Locke at the Public Library, Toronto, in order that privileges may be secured.

#### GARDEN PARTY

The Mayor and Corporation of the City of Toronto are sponsoring a garden party to the librarians on the afternoon of Friday from four to six o'clock on the University campus; and for the evening a unique Canadian program is to be given in Convocation Hall. The program is to consist of French-Canadian folk songs, chansons and songs such as sung by the lumbermen and river drivers in the Canadian forests. The Bytown Troubadours, a company of French-Canadian singers, will present these songs, for the most part in costume, sometimes in the original French and sometimes in translation; and accompanying the program will be an address dealing with the subject by Principal W. L. Grant of Upper Canada College, Toronto.

All of these features are open to the members of the Special Libraries Association and all who are able to remain for the entire convention will have a pleasant and profitable week.

#### Reference Books on Canada

By Frank H. Chase, Reference Librarian,  
Boston Public Library

THIS year, when the face of the American library world is turned toward Toronto, many librarians will gain a new sense of the importance of our northern neighbor and a desire to know more about her. It seems accordingly not inopportune to present the following brief list of convenient reference books about Canada.

For the most recent facts, we naturally turn to annual publications. Here we find a number of books of almost equal value. At the head of the list stands:

**The Canadian Year Book.** Dominion Bureau of Statistics. Ottawa. This admirably printed volume of more than one

thousand pages contains well-digested statistics for every phase of Canadian national life. It is superior to the *Statistical Abstract of the United States* in that all the tables are supplemented by extensive reading matter, which explains the statistics and gives them a proper background. The book is a model of its kind.

**Heaton's Commercial Hand-Book of Canada**, formerly *Heaton's Annual* Heaton Publishing Company, Toronto. This book supplements the *Canadian Year Book*. It consists of five sections: an "office manual," containing all sorts of current business information; the Canadian Customs tariff; "provincial ready references," with statistics for each province and a full gazetteer of cities and towns; "Canadian market factors," including a directory of leading manufacturers; and an educational register. This admirable book is closely paralleled by the

**Canadian Almanac and Legal and Court Directory**, Copp Clark Company, Toronto. Special features of this book are the alphabetical list of post offices and railroad stations in Canada, and very full directories of associations and of the legal profession.

**The Canadian Annual Review of Public Affairs**, Canadian Review Company, Toronto. This volume is a collaborative publication, somewhat similar in plan to the *American Year Book*. Articles by competent authorities describe the whole texture of Canadian life in its various aspects. Each province is treated separately. The volume has an excellent index.

**Five Thousand Facts About Canada**, compiled by Frank Yeigh. Canadian Facts Publishing Company, Toronto. This hand-book of about one hundred pages, which is published annually at thirty cents, is a mine of pithily condensed statistics for the use of newspaper editors and promoters. There is no index, but the little book is easy to use and is perhaps the best compact hand-book of Canadian progress.

**Who's Who in Canada**, edited by B. M. Greene. International Press, Limited, Toronto. This volume of 1629 pages, which appears to be issued biennially, differs from other "Who's Whos" in having excellent portraits of about half of the persons who are treated in its pages. The arrangement is haphazard, but the index makes it easy to find the person sought.

**The Dictionary of Canadian Biography**, compiled by W. Stewart Wallace. Macmillan Company of Canada, Toronto, 1926. This scholarly volume, which has just appeared, seeks to be a Dictionary of National Biography for Canada. It is an admirable guide to the lives of significant Canadians no longer living.

**The Canadian Parliamentary Guide**, edited by Major Ernest J. Chambers. Gazette Printing Company, Montreal. This is an annual consisting of lists of the members

of the Dominion and Provincial Parliaments, with an excellent biographical sketch of each. This makes the book a valuable who's who for all persons in the service of any of the Canadian legislatures.

**The Dominion of Canada with Newfoundland and an Excursion to Alaska**, by Karl Baedeker. Leipzig, 1922. This indispensable guide-book originally written by J. F. Muirhead, has been revised to 1921. It contains 26 excellent maps and plans, and leaves little to be desired by the tourist in Canada.

**The Toronto Year Book**, compiled by A. C. Curry. Municipal Intelligence Bureau, Toronto. This illustrated quarto is a semi-official, semi-commercial publication, devoted to the glorification of Toronto and its business interests. It is full of information and will give the intending visitor a proper conception of the city which he is to see.

**The Evolution of the Dominion of Canada, Its Government and Its Politics**, by Edmund Porritt. World Book Company, Yonkers on Hudson, 1922. This book is the best guide to the understanding of the governments of Canada, Dominion and Provincial. It traces the development of the country from the beginning, clearly describes its constitution and the manner of its government, and discusses its policies and foreign relations in a helpful way.

**The Evolution of French Canada**, by Jean Charlemagne Bracq. Macmillan Company, New York, 1924. This book, which is unique in its field, is an illuminating account of the French element in Canadian life, its history and its significance. The reading of this book is necessary to the proper understanding of the compact French population which must be reckoned with in every estimate of Canadian problems.

**Canadian Historical Dates and Events** by Francis J. Audet. George Beauregard, Ottawa, 1917. This book is made up of classified lists of Canadian events with their dates, and of Canadian officials and dignitaries arranged chronologically. It contains a great deal of condensed historical information.

**Canada and Its Provinces** by 100 associates; general editors, Adam Shortt and Arthur G. Doughty. 23 volumes. Publishers' Association of Canada, Toronto, 1914-1917. This notable set of books consists of 22 volumes of history, including a separate treatment of each province, and an index volume with full bibliographical and chronological lists. It is, perhaps, the most ambitious publication concerning Canada.

**The Canadian Catalogue of Books Published in Canada, About Canada and Those Written by Canadians**. Compiled by the Toronto Public Library. This catalog is a useful annual publication listing all the most important books by Canadians and about

Canada. It is reprinted in substance in the successive issues of the Canadian Annual Review.

## University of Toronto

By Sir Robert A. Falconer, President

FOR many years the University of Toronto has been a meeting-place for conventions, conferences, and educational gatherings of all kinds. Situated in the very heart of a great industrial and commercial city of over six hundred thousand inhabitants, it is an educational oasis and an educational breathing-place. Altogether there are some sixty buildings, large and small, that make up the physical plant of the Provincial University of Ontario. University College, built in 1859, is the most beautiful of all these buildings, but others approach it in this respect.

Certainly, there could be no more appropriate location for a meeting than this university site. Of the twenty-one universities in Canada, Toronto is the largest and the best equipped. The University of Toronto had its beginnings in 1827, and next October it will celebrate in a fitting manner its hundredth anniversary. It has approximately twenty-two thousand living graduates scattered over the whole world.

In the University of Toronto there are nine faculties—Arts (including Sciences and Commerce), Medicine, Applied Science and Engineering, Household Science, Education, Forestry, Music, Graduate Studies and Dentistry. There are four Arts Colleges—University College, Victoria College, Trinity College and St. Michael's College. Affiliated with the university are the Ontario College of Agriculture, the Ontario College of Pharmacy, the Ontario Veterinary College, and the Ontario College of Art. There are two federated theological colleges—Knox and Wycliffe. The University Library contains more than two hundred thousand volumes.

The School of Hygiene, housed in the new building provided by the International Health Board of the Rockefeller Foundation, embraces the Department of Hygiene and Preventive Medicine, the Department of Public Health Nursing,

and the sections of Biometrics and Epidemiology and Physiological Hygiene. The Connaught Laboratories, which consist of Research, Antitoxin, and Insulin divisions, are intimately related and in close affiliation with the School of Hygiene. Teaching, research and public service are the functions of this school and of the Connaught Laboratories.

The university controls, in conjunction with the Provincial Government, the Royal Ontario Museum. It controls also the Toronto Conservatory of Music which was taken over some years ago.

Proceeding to degrees and diplomas there are each year some fifty-five hundred students, men and women. In the Department of University Extension there are more than twenty-five hundred adults taking extension courses and classes.

Hart House, a unique recreational, social and athletic center for male students, is known throughout the English-speaking world as one of the finest institutions for its purpose. There is a Students' Union for women and several residences, though far from enough to accommodate the whole student body.

The university has very close affiliation with the Toronto General Hospital and privileges in the Sick Children's Hospital, St. Michael's Hospital, Western Hospital, and the new Psychiatric Hospital.

The discovery of insulin by Dr. F. G. Banting, a member of the staff of the university, has greatly encouraged medical research, and the subsequent generous endowments furnished by the Government of Ontario, the Rockefeller Foundation, and private individuals, have provided for very great expansion in this department.

The university has been quickened by the spirit of research, and it seeks in every way to serve its constituency, which is the Province of Ontario.

Such is, in very brief outline, the university which extends a most cordial invitation to the Special Libraries Association for its 1927 meeting. Here the delegates, official and unofficial, will most certainly feel very much at home.

## When S.L.A. First Met in Canada

By Daniel N. Handy, Former President

IT is now thirteen years since S.L.A. last met in Canada. The meeting was held jointly with A.L.A. in Ottawa. Headquarters were at the Chateau Laurier, then newly opened. Those who attended will never forget the cordial welcome from government officials and from Canadian leaders in the library field. Nor will they forget the city of Ottawa with its noble setting of sweeping waters, and Parliament buildings crowning a scene of incomparable natural beauty.

S.L.A. was then three years old. Its program consisted of two independent and two joint sessions. The first joint session brought together the S.L.A., the American Association of Law Libraries, the National Association of State Libraries, and the Bibliographical Society of America. The subject for discussion was "Legal Bibliography." At the second joint session, the three first-named associations united in a program devoted to "Legislative Reference Work." The first of the independent sessions had for its subject "What Is a Special Library?"; the second, "The Library as a Business Asset."

A glance at the speakers' list discloses many names now familiar to all librarians. The question, "What Is a Special Library?" provoked most discussion. Apparently not a few of the older librarians who shared in the discussion were troubled by the new society and its pretensions, and were not quite sure what it was all about.

Browsing through contemporary issues of SPECIAL LIBRARIES for an account of the meeting, one finds much to show what remarkable progress the Association has made in the intervening years. Now, one may go to contemporary copies of SPECIAL LIBRARIES confident of finding a graphic and adequate account, covering every essential detail, of its annual meetings. But the writer sought in vain in SPECIAL LIBRARIES of 1912, for information concerning headquarters, committees, and those little details which help to form a complete picture of a bygone convention.

## Former Conferences of S.L.A.

By William Alcott

SPECIAL LIBRARIES ASSOCIATION was organized at Bretton Woods, N.H., in 1909, where the American Library Association was holding its annual conference. To John Cotton Dana, librarian of the Newark Public Library, fell the honor of calling together, on July 2, 1909, at Bretton Woods, the little company of librarians interested in special libraries. Herbert O. Brigham, state librarian of Rhode Island, was elected chairman, and Mr. Dana was subsequently elected the first president of the new organization, which took for its name, Special Libraries Association.

Before that year elapsed a call was issued for the first conference, which was held on November 5, 1909, at the rooms of the Merchants Association in New York. Since then a conference has been held each year, nearly always in the eastern part of the country, although the second and fourteenth conferences were held in Michigan, the fourth in Ottawa, Ont., and the ninth in Kentucky.

Two women have served as president. Miss Maud A. Carabin of Detroit, served in 1919-20, and Miss Rebecca B. Rankin of New York, served in 1922-23.

Following is the list of places where conferences were held, and the names of those who served as president:

- 1—1909, Merchants Association, New York, John Cotton Dana.
- 2—1910, Mackinac Island, Mich., John Cotton Dana.
- 3—1911, Engineering Societies Building, New York, John Cotton Dana.
- 4—1912, Chateau Laurier, Ottawa, Canada, R. H. Whitten; H. O. Brigham, president pro tem.
- 5—1913, Hotel Kaaterskill, Catskill Mountains, N.Y., D. N. Handy.
- 6—1914, New Willard Hotel, Washington, D.C., D. N. Handy.
- 7—1915, Squirrel Inn, Haines Falls, N.Y., R. H. Johnston.
- 8—1916, Asbury Park, N.J., Arthur E. Bostwick.
- 9—1917, Louisville, Ky., F. N. Morton (died); C. C. Williamson, president pro tem.

- 10—1918, Saratoga Springs, N.Y., C. C. Williamson; John A. Lapp presided.  
 11—1919, Asbury Park, N.J., Guy E. Marion.  
 12—1920, Hotel McAlpin, New York, Miss Maud A. Carabin  
 13—1921, New Ocean House, Swampscott, Mass., Dorsey W. Hyde, Jr.  
 14—1922, Detroit, Mich., Dorsey W. Hyde, Jr.  
 15—1923, Hotel Chelsea, Atlantic City, N.J., Miss Rebecca B. Rankin.  
 16—1924, Saratoga Springs, N.Y., Edward H. Redstone.  
 17—1925, New Ocean House, Swampscott, Mass., D. N. Handy.  
 18—1926, Hotel Chelsea, Atlantic City, N.J., D. N. Handy.

## Sesqui-Centennial Medal

President Francis E. Cady has received from Mr. Milam, Secretary of the American Library Association, a certificate from the Jury of Awards of the Sesqui-centennial International Exhibit held last year in Philadelphia. The certificate states that Special Libraries Association has been awarded a gold medal for its exhibit at the exposition in collaboration with the American Library Association.

The medal, which was forwarded at the same time, is three inches in diameter and bears on one side an embossed eagle standing on its nest, with Independence Hall in the background, the whole illuminated by the setting sun. On the reverse side is a wreath with the words "Sesqui-centennial International Exposition, Philadelphia, 1776-1926" on the outside, and "Medal of Award" on the inside.

The medal will be exhibited at the Toronto Convention

## Time Limits for Speakers

"Everyone knows that the average engineering convention suffers from too much formal talk and too little informal discussion," states a recent issue of the *Engineering News-Record*. "One reason for this is that the formal talkers take up too much time—more than they are allotted almost without exception—so that the floor must needs remain silent or else go without meals or sleep. One way to relieve that situation would be to force the formal speaker to keep within his time limit. But as the current flapper says "Try and do it." They did try last month at a prominent technical convention.

"At the start of the convention the chairman displayed a nice little rig on his table

with a yellow light to indicate a minute to "go" and a red one for "stop," and solemnly warned all speakers that for the protection of the floor the chair would have to insist that the speakers watch the signal and abide by its orders

"And then through eight sessions over three days the ingenious device sat silent and dark on the chairman's desk while speaker after speaker calmly forgot the proscriptions of time limit to which he had agreed and while chairman after chairman allowed his innate sense of courtesy to overbalance his intention to give the audience a fair deal. What we need are a few hard boiled chairmen."

## Opening at Milwaukee

The city of Milwaukee desires to obtain a man qualified to act as librarian of the Milwaukee Public Museum. The Museum is said to be the fifth largest scientific museum in the United States and not only maintains a large museum collection and conducts a considerable amount of field and research work, but also has a library of approximately fifty thousand volumes. The librarian would not only be required to do the ordinary work of library maintenance, but also to enlarge the library, to do research work in co-operation with members of the Museum staff and to assist in the editing and proofreading of the Museum publications. The applicant is required to have a broad scientific training and a reading knowledge of scientific French, German and Spanish is desirable. The Museum library also works in co-operation with the Milwaukee Public Library located in the same building. The initial salary ranges from \$170.00 to \$215.00 per month subject to eventual increase.

### LIBRARY COURSES

JULY 5—AUGUST 12

July 5 to July 23: Library administration, June R. Donnelly; an option between Reference, Florence T. Blunt, and Library work with children, Alice I. Hazeltine.

July 25 to August 12: Classification and Book selection, June R. Donnelly.

**SIMMONS COLLEGE**

Boston, Massachusetts

## Special Libraries of Toronto

By W. O. Carson, Inspector of Public Libraries, Ontario Department of Education

**I**F there is any definition of a special library which includes all that it is and excludes all that it is not, I have never heard it. As this is an eleventh-hour invitation to supply a few words on the special libraries in Toronto, the editor must take pot luck—I have no opportunity either to refresh my knowledge on the subject or to decide which libraries should be classified as special.

Just a word or two, first, about a few libraries that are only special in the broadest sense. As Toronto is the provincial capital, the Legislative Library of Ontario is here in the Parliament buildings. Its functions are similar to those of the legislative libraries in the majority of provinces and states. This library has such a wide range of books that it might be termed a library of the departments of government. With this institution is housed the Department of Education Library which offers service to teachers in all parts of Ontario.

The University of Toronto Library should be visited by those attending the Special Libraries convention, not only by reason of its merits, but on account of its being the library of the largest university in the British Empire. In addition to the large university library, twenty-eight separate departmental libraries should be credited to the University of Toronto. The majority of them are made up of small permanent collections, plus generous loans from the general library. McMaster University has a comparatively small library, but it is well selected and is in charge of a certificated librarian. Victoria, Trinity, and St. Michael's colleges have libraries of their own. They are affiliated with the University of Toronto, and students and professors have access to the general library.

Osgoode Hall is the provincial law and court center of the province and contains the largest and most notable law libraries in Ontario. The library of the Canadian National Institute for the Blind is situated close to the university. The College of Education, the provincial training school for high school teachers, is in charge of a trained librarian and serves the teachers-in-training and the students of the University Training School. The Normal School library serves the regular students and the children of the model school; two trained librarians compose the staff.

The Academy of Medicine library stands out prominently amongst institutions of its

type. The librarian is highly trained and served as head of the cataloging department of the Toronto Public Library before assuming charge of this institutional library.

The Hydro-Electric Power Commission of Ontario has charge of the largest public ownership utility of its kind in the world, and the main offices are in Toronto. The library is credited with being the largest and most representative engineering library in Canada. The librarian is a graduate in engineering and is well versed in modern librarianship. There is a small engineering library at the Engineering Club.

The Royal Canadian Institute, which is in the university district, has a wonderful collection of the proceedings of scientific societies. The institute directs its attention to scientific studies and its proceedings are published. These are exchanged with similar institutions throughout the whole world.

Two more items are worthy of special mention: The newspapers and the library and archives of the Canadian Bank of Commerce. The four newspapers have good working libraries. Their materials are growing and their organizations are improving in efficiency. The quality of the Toronto newspapers would suggest that good use is made of library material. . . The Canadian Bank of Commerce maintains a library and archives in charge of a full-time librarian and archivist. Most of

our financial institutions have small collections.

Speaking frankly the special library ideal has not taken hold in this country in a large way; that is, we have not gone far in the establishment of highly specialized, representative collections of books and related material, organized and operated according to the niceties and exactitudes of modern library science.

There are very few to compare with the Academy of Medicine, the Hydro-Electric, and some of the departments of government at Ottawa. The population of Canada is small and widespread, which partly accounts for the condition. The three or four larger centers are doing something of a praise-worthy nature, and indications point to a further development of the special library.

### Ontario's Legislative Library

By A. T. Wilgress, Legislative Librarian

The Library of the Legislature of the Province of Ontario in Toronto is the lineal successor of the parliamentary libraries of Upper Canada and the Province of Canada. Unfortunately, upon four occasions the scourge of fire has destroyed many priceless documents relating to Canadian history which these libraries contained.

The first library was ruined April 27, 1813, when invading forces from the United States burned the Parliament buildings of Upper Canada at York, now known as Toronto. In December, 1824, the second Parliament buildings were burned by accident and the library consumed. In April, 1849, the Parliament buildings of the Province of Canada in Montreal were destroyed by a mob during the uproar attending the passage of the Rebellion Losses Bill, and only two hundred volumes of the library were saved. The fourth disaster occurred in February, 1854, when the Parliament buildings in Quebec city were accidentally burned and about half of the seventeen thousand volumes acquired were saved. In 1867 the Dominion of Canada was formed by the confederation of the Provinces, and the parliamentary library (of some sixty-five thousand volumes) was established permanently in Ottawa, the capital city of Canada, and in compensation for the loss of their library the Provinces of Ontario and Quebec were allowed each \$100,000 with which to form the nucleus of new legislative libraries. Finally on September 1, 1909, the west end of the legislative buildings of Ontario in Toronto was gutted by fire and the Legislative Library of one hundred and ten thousand volumes, carefully acquired during the forty-two years since Confederation, was utterly

destroyed with the exception of about ten thousand partially damaged books and documents. Today the library is housed in the fireproof north wing and it is hoped that it will be spared any further visitations by fire.

The Legislative Library now consists of approximately one hundred and fifty thousand volumes, to which in 1922 was added the Department of Education library of fifty thousand volumes, gathered together by the late Dr. Egerton Ryerson, pioneer Minister of Education in Ontario and the late Dr. J. C. Hodgins, Deputy Minister of Education. The Legislative Library thus formed is for the benefit and use of the members of the Legislature, the civil service, teachers, and law and college students of the Province. It is managed by the librarian who is responsible to the Speaker of the Legislature and the Library Committee of the House for the care and safety of the books and documents. The use of the library, the books of which are card indexed, has from various causes greatly increased during the past few years. Works of fiction are restricted to the outstanding works of acknowledged masters only.

Prior to 1922 the books were cataloged under a loose leaf system in a number of ledgers, but in 1922 the Dewey decimal system was adopted and during the past four or five years the greater part of the library has been classified under that system, and cataloged under the title, author and subject; analytical cards are now in process of being made. The American Library Association rules are followed for cataloging. The section containing the law books is classified under the subject first and then under the author. Government publications are placed under the country and the Cutter system used.

## Library of Academy of Medicine

By M. Edna M. Poole, Librarian

The Academy of Medicine was organized in 1907, being formed by the amalgamation of four existing societies, namely, the Toronto Clinical Society, the Toronto Medical Society, the Toronto Pathological Society and the Ontario Medical Library Association. One of its purposes, as stated in the Letters Patent, was "the promotion and maintenance of an efficient library and museum." This aim has been kept well in the foreground and in the twenty years of its existence, from the nucleus of forty-five hundred books brought in by the Ontario Medical Library Association the Academy has built up a library of eighteen thousand five hundred volumes.

The Academy building is most conveniently located—in the center of the city, within five minutes walk of the General Hospital, the Hospital for Sick Children, and the Reception Hospital, and directly across a small park from the Medical building and the Library of the University. The library rooms are on the second floor, a fireproof stack of two stories being at the rear.

The administration of the library is through a committee appointed by, and responsible to, the Council which is the governing body of the Academy, so that all policies of the library must have the approval of Council before becoming active. The general policy, however, has been to build up a medical reference library, avoiding textbooks and works of an ephemeral character and acquiring important monographs, standard works of reference, medical classics and material of bibliographical and historical interest. Probably the most important part of any scientific library (and this is particularly true of medical science) is the sets of the best periodicals, that is, those devoted to the publication of the results of original work, and the transactions of societies which often contain epoch-making contributions. In the list of periodicals and serial publications at the Academy there are approximately six hundred and forty-two titles, of which two hundred are current journals on file. The Academy has also on its shelves the best works of medical bibliography and for a library of its size is especially rich in medical classics.

It is no longer essential, nor indeed possible, to have all the material which may be

requested in one library, but, by means of good bibliographical aids, supplemented by interlibrary loans practically anything desired in medical literature can be obtained.

This library is maintained almost entirely by the income from the fees of the members of the Academy; added to this is a small special book fund. It is for the use of the members primarily, but through the courtesy of the Academy its reference privileges are extended to the fifth and sixth year medical students of the University of Toronto and help is given these students in the use of bibliographical aids and reference books. Material is also loaned on request to out-of-town members of the profession. This is of special value to practitioners in small towns or rural districts where there are no library facilities. Anything is available for loan except reference books and the current issue of journals.

The library is open on week-days from 9 a.m. to 6 p.m. except on Saturday when it closes at 1 p.m. It is also open from 8 to 10 on all nights when there are meetings of the Academy.

The classification used is the Dewey decimal system with expansion in certain sections. The catalog, of dictionary form, contains an author card for each work in the library and as many subject cards as are necessary to bring out the subject matter.

In addition to its books the Academy library possesses a large collection of portraits and prints of medical interest, those of the Osler collection, which were chosen for the Academy by Sir William Osler, being of special interest. In the "Osler Corner" are the cabinets, microscopes and slides of Osler's first teacher, the Rev. W. A. Johnson, "Priest of the Parish of Weston, Ontario."

## Hydro-Electric Library

By Fred A. Robertson, B.A.Sc., Engineer  
in Charge.

When the Hydro-Electric Power Commission of Ontario, some ten years ago, moved its head office from rented office space in two downtown Toronto office buildings to its own present building on University Avenue, a decision was made to put under one control the miscellaneous technical references and



technical publications held as a part of the various engineering departments which constituted the commission. From this modest beginning there has grown a special technical library, consisting of some five thousand engineering references.

In this brief space allowed for a description of the Hydro-Electric Power Commission Library, it will only be possible to deal with the subject in general, but it is hoped a general idea may be given our readers of the benefits received from a special library to an engineering business organization.

The Hydro-Electric Power Commission, with its many ramifications, is the outcome of a commission appointed some eighteen years ago by the Government of the Province of Ontario, to enquire into the possibility of securing for the people of the Province at large a more economical development and distribution of electrical energy from their own natural resources. This commission, with the late Sir Adam Beck as its chairman, has grown from a staff of some half-dozen engineers until it is now the most important factor in the power development and transmission of power in Ontario, having on its present payroll over two thousand employees.

All branches of engineering are represented in the activities of the commission and the library houses technical references in all branches of the profession. Legal and accounting references have never been included to any great extent, as all references necessary for these branches of the commission's operations are obtainable from various sources in the city to which these respective departments have access.

The library is operated on the standard Dewey decimal system, with some slight changes to meet the local conditions. All volumes, periodicals, etc., are at the disposal of any member of the staff, but suggestions for any additions to the library must go through the engineering head of the department in which the member desiring the reference is located.

In order to obtain the fullest technical reference possible for the staff, close working relationship has been established with other technical bodies in the City of Toronto, such as, Toronto Public Reference Library, University of Toronto Library and technical libraries housed in the Engineering Library of the Engineering Club of Toronto. This

relationship has permitted a greater purchasing power for money spent on texts in the special technical field of engineering, first, by avoiding duplication of volumes only occasionally used but still desirable for reference, and second, by extending the scope of references by adding to the total number of texts collectively purchased.

A large part of the library operation is keeping the engineering staff posted on the newest developments in the science of engineering. The commission subscribes to some ninety technical and trade journals which, along with government reports and publications as issued through the thirty-odd technical societies in which the commission holds membership, are routed to the engineers of the various departments, a check being kept of circulation in order that any publication may be located by the library on a minute's notice. The usual procedure is followed, regarding all periodicals, etc., these are bound once or twice a year, as it is found necessary and indices secured wherever possible.

The general increase in the use of the library by the engineering staff of the Hydro-Electric Power Commission has been far beyond any anticipation, and although the space allotted for the library, when it was started some ten years ago, was then considered ample, it has now been found to be inadequate; and, it is hoped in the not too distant future that additional space may be arranged for the housing of the ever increasing collection of engineering technical references.

### Royal Bank of Canada Library

By Miss Constance C. Wilson, Librarian

The banking system of Canada consists of twelve chartered banks with nearly four thousand branches located in all parts of the country, from Halifax on the Atlantic to Vancouver on the Pacific, and in several foreign countries. The Royal Bank of Canada is the second largest of these banks and has about nine hundred branches, over seven hundred of which are in Canada and the rest in foreign countries, chiefly in South America and the West Indies. To keep in touch with conditions in all these sections is of vital importance and one way of solving the problem is by the establishment of a library as the central place for the collection and dissemination of all such information.

The Royal Bank had started a small library in 1913 for the education and recreation of the staff, but as the advantages of having an up-to-date reference library were recognized, it was reorganized in 1925 as a technical special library. The original plan of having a collection of books for educational and recreational purposes has been continued to a certain extent, but the chief purpose of the library, now, is to be a ready supplementary source of general and statistical information on all subjects in which the bank is interested.

In an international bank, this range of subjects is very wide and necessitates the collection of detailed information not only on conditions within the home country but also in foreign countries where branches are located. Much information may be obtained from books, but the most up-to-date material on economic conditions and commercial and financial statistics, is found in current publications, and for this reason the library receives regularly over one hundred and fifty periodicals and newspapers, a large percentage of which are circulated among members of the staff. Articles which would be of special interest are brought to the attention of the proper officers of the bank, and those which contain valuable reference material are indexed. A few of these periodicals, such as the *Statist* and *The Commercial and Financial Chronicle* are bound, others are kept unbound, and the rest are eventually discarded.

A very useful file of pamphlets, reports, and publications of all kinds has been built up and this is indispensable in answering reference questions. Publications are filed alphabetically by subject. A collection of the foreign bank publications has proved very valuable in following the economic conditions in those countries. The necessary reference books, such as encyclopaedias, dictionaries, year books, directories, together with books on commodities and countries in which the bank is interested, complete the equipment of the library.

The library serves not only all departments in head office but all members of the staff, whether in head office, in Canadian branches or in foreign branches, have the privilege of calling on it for books or information. Enquiries are welcomed from clients of the bank who find here information which it is difficult for them to obtain elsewhere.

### Imperial Life Library Service

By R. J. Wood, Sales Service Department,  
The Imperial Life Assurance Company  
of Canada

The library of the Imperial Life Assurance Company is fairly definitely divided into two distinct sections, one containing material of interest to home office executives and employees and the other designed almost solely for branch managers and field representatives of the company.

The home office material covers the various phases of insurance and related subjects. Medical, legal, accounting and economic books, largely as they relate to our business or as they would be of interest to our organizations, are included.

The books are card-indexed according to title, classification and author. They are classified under a decimal system drawn up for the purpose—a plan which is proving quite satisfactory to present needs.

Briefly the home office library is a central point to supply specific information about the actual work or related subjects of executives or other employees. Lists of new books added to the library are regularly printed in the bi-monthly home office paper, thus bringing the matter to the attention of all interested. From time to time at staff meetings and in other ways, the library service is brought to the attention of the staff.

Special attention is given to material required in the study of the various actuarial and insurance examinations, and for speeches and debates.

The leading insurance periodicals and business and financial papers are secured regularly. These are routed to the various executives or departments either intact, or clipped and sent as clippings. Such clippings are usually filed under subject headings for future reference.

This section of the library has been an important service in the home office for many years—a central point where material of interest to any member of the staff is available quickly and in handy form for reference and study.

The salesmanship section of the library circulates books among field representatives of the company throughout Canada. The distribution is carried on by the Sales Service Department, thus linking up the library service as an integral part of the educational work of the company. Available to all who

have completed an elementary course of study on joining the company's organization, the books deal very largely with the problems of the field men in actual selling. A comparatively small percentage deal with technical material.

Commencing about seven years ago the field library now serves representatives in every agency of the company, either sending a book or other material at regular intervals or at the request of a representative who desires information on some specific subject or problem in which he is particularly interested. The library also secures from time to time books for field men who wish to buy any of the publications they have read from the library, and which they desire for their personal libraries. The agency force are kept in touch with the material available through notices of new books, and articles in the field magazine, *The News*, and by a pamphlet outlining the books and other publications available under classifications.

### Osgoode Hall Law Library

By J. J. Daley, Chief Librarian

The first attempt at the formation of a library was made at a meeting held on January 16, 1800, at which were present Solicitor-General Gray, Angus Macdonell, William Dummer Powell, Jr., and William Weeks (Weekes). Nothing much came as a result of this meeting about a library for the society for more than a quarter of a century afterward.

On April 26, 1826, Convocation of the Society resolved that the treasurer, Dr. W. W. Baldwin, should prepare a memorial to Sir Pregrine Maitland, the Lieutenant-Governor, to the following effect, representing a desire for buildings "wherein" to transact business, collect and deposit a library and to "accommodate the youth studying the profession."

The Legislative Council then recommended that a grant should be made of six acres of land to the Law Society and on January 9, 1827, the Law Society appointed a special committee of its members to determine what books should be purchased for the society, not exceeding in value £200, and that the said committee be directed, as soon as convenient, to procure the same. It is then recorded that on November 14, 1828, Mr. Thomas Taylor, the reporter, presented the society with a copy of his reports, the book

being accepted with thanks, and ordered to be deposited in the library.

On December 9, 1829, the treasurer, George Ridout, had the first catalog of books belonging to the Law Society of Upper Canada printed at York (Toronto), by Mr R. Stanton, the King's Printer. This catalog shows the library at that time to have consisted of two hundred and sixty-four volumes, chiefly reports. This catalog is now very rare, only one copy being in the custody of the chief librarian at Osgoode Hall. It is of two pages of print, foolscap size, and has the blank leaf attached. Since the first catalog was printed seven later editions have been published, the last one, a subject-index, in 1923, edited by the present chief librarian. The library now contains sixty-six thousand six hundred volumes of bound books and pamphlets.

Briefly the classification or arrangement of the books is as follows: 1—English Reports (prior to 1866). 2—English Law Reports Series, since 1866 to date. 3—Irish Reports. 4—Scotch Reports. 5—Digests. 6—Text-books (alphabetically arranged by author). 7—American Reports. 8—American Statutes (Last revisions). 9—American Periodicals. 10—Colonial and Foreign Laws. 11—English Statutes 12—Provincial Statutes. 13—Statutes of Canada. 14—Canadian Reports. 15—Periodicals (English). 16—English Reports (Reprint editions). 17—Colonial Reports. 18—Dictionary or Reference Room 19—Riddell Canadian Library. 20—Galleries (General Literature).

### The Toronto Star Library

By A. F. Barr, Librarian

The library of the *Toronto Daily Star* has been in operation for about seventeen years. It developed from the introduction of a "Questions and Answers Department," and rapidly expanded with clipping and filing sections, handling both news items and photographs.

At the present time there are upwards of six thousand volumes in the library proper. Part of these are indexed under the Dewey system and the balance will be completed in due course. In the biographical section of the files there are upwards of forty thousand envelopes, while the general clippings are under over two thousand headings. The bound

files of our own paper are also in the department and are available to the public.

The majority of the clippings are from the local papers. In addition, however, papers from other representative cities are clipped as well as British dailies and daily and Sunday editions from American cities.

The biographical clippings are filed in open-end envelopes 5½ by 8 inches. These also contain the photographs that can be cut to that size. In the case of the more important persons, where there are numerous clippings, the envelope is used only for photographs and the clippings are mounted in snap binders using letter size paper. This follows a suggestion received from *The Detroit News* library and has been found of very great value, appreciated particularly by members of the reporting staff, on account of the saving in time in looking over numerous clippings.

General clippings are filed in letter-size cabinets. These clippings are partially mounted so that they will have a uniform width of three columns and half a column long. In all cases the latest clipping is at the front of the individual file.

The snap binder method and bound scrap books are also used for these clippings in the case of certain subjects which are regarded of more than ordinary importance.

All other photographs, including the larger personal ones that cannot be cut are filed in letter-size cabinets under appropriate headings. This section is growing constantly as all the service photographs, used and unused, are regularly sent to the library for the filing of those which are considered important enough to keep.

No cuts are filed in the library. These for some years have been directly under the supervision of the city editor and are filed in cabinets in his department. The work in the department is handled by the librarian and one assistant, while the Questions and Answers section is now a separate department under the former librarian.

### Meteorological Office Library

By G. A. Bland, Librarian

The Meteorological Office Library is housed in the Central Meteorological Office of Canada, Bloor Street, West, Toronto. The beginning of this library dates back to 1840 when an observatory for the taking of magnetical and meteorological observations was

erected in Toronto by the British Government. At the inception of the observatory and during the earlier years many of the standard works on astronomy and magnetism were placed in the library, but during the past fifty years the books added have been mostly meteorological and to a lesser extent reports on terrestrial magnetism and seismology. The library possesses all numbers of the *British Nautical Almanac* from 1822 to date.

The classification of the books in the library is as follows:

Meteorology—Books and periodicals on meteorology and subjects related to meteorology (thunderstorms, northern lights, winds, etc.)

Magnetism—Books on terrestrial magnetism.

Seismology—Books and periodicals on seismology.

Aerology—Books and periodicals on aerology and investigation of the upper atmosphere.

Agriculture Meteorology Maps—The maps are housed in cupboards on the second floor.

Astronomy—As the Meteorological Office is purely a meteorological one, all books on astronomy have been put in the attic in order to make spare room for books on meteorology and kindred subjects, the books on astronomy being of little interest to the office.

The Central Meteorological Office exchanges books with seventy-seven institutions and observatories in every part of the world.

While the library is not for the use of the public, anybody carrying on some special investigation is always permitted to make use of it, but books are not allowed to be taken away.

### College of Education Library

By W. E. Macpherson, Librarian

The Library of the Ontario College of Education is situated at 371 Bloor Street, West, Toronto. During the college year it is open daily from 9 a.m. until 12 m., and from 1 until 5 p.m.; on Saturday mornings from 9:30 a.m. until 12 m. The library is devoted especially to works of interest to teachers in elementary and secondary schools, to teachers-in-training, and those doing graduate work in education. The library was founded in 1910. There are now on the shelves about seven thousand books, bound volumes of educational journals, and thousands of pamphlets relating to the history, theory or practice of

education. Other material on education is available in the library of the University of Toronto of which the library of the College of Education is, in part, a branch or department. It does not seek to duplicate material available in the library of the university.

### Social Service Library

By Rev. Canon C. W. Vernon

The library of the Council for Social Service of the Church of England in Canada, (the official board for social welfare work of the Anglican Church in the Dominion) was established at the council's office at the Church House, 604 Jarvis Street, Toronto, in 1921. It is confined to books on social service and allied subjects.

The books are loaned, free of charge, to the clergy and social workers throughout Canada.

The library is classified as follows: 1—General Sociology. 2—Economics. 3—Christianity and Social Welfare. 4—Social Case Work. 5—Child Welfare. 6—Rural Social Service. 7—Relations of the Sexes. 8—Christianity and Industrial Life. 9—Immigration. 10—Criminology. 11—Miscellaneous.

### County of York Law Library

By Verona Taylor, Librarian

On December 30, 1885, the County of York Law Association was brought into being through the efforts of a number of prominent members of the legal profession in Toronto and the County of York. Prior to this date, as at present, the great library of the Law Society of Upper Canada at Osgoode Hall was open to every member of the Law Society. But the need for a library in the immediate vicinity of the courts held in the Court House, a building situated some distance from Osgoode Hall, was very keenly felt and one of the objects of the newly organized County of York Law Association was the formation and support of a law library for the use of its members, to be kept and maintained in the Court House in the city of Toronto.

Since then the library has grown steadily. It is essentially a practical library, but the volumes chosen to form the original library, and the many which have been added since, have been selected with such excellent judgment that very few have been discarded and very extensive research work can be done within the library itself. English statutes

from the time of Henry VIII and reports from the sixteenth century to the present time, list reports and statutes, Canadian and Provincial statutes and reports from the time when this country was still divided into Upper and Lower Canada, the United States Supreme Court Reports, encyclopædia and digests, including that excellent series *Corpus Juris*, texts on every subject about which a legal treatise has been written, and many legal periodicals combine to make a very complete library under the charge of a librarian who is a barrister, and a member of the Ontario Bar.

The first trustees of the association were Britten Bath Osler, Q.C., James Kirkpatrick, Q.C., George Ferguson Shepley, Edward Douglas Armour, George Tate Blackstock, William Lount, Q.C., Walter Barwich, Charles Henry Ritchie, Q.C., and Thomas Jaffray Robertson, names full of significance to anyone acquainted with the history of the legal profession in Canada. Since its organization the offices of the Association have been filled by equally prominent and distinguished lawyers, and its membership list includes and has included the names of men honoured not only in Canada but in England and the United States as well.

### Toronto's Music Library

The library of the Toronto Conservatory of Music, at College street and University avenue, is now being reorganized and recataloged. The collection is at present a comparatively small one, though it includes a number of interesting volumes. Dr. E. C. MacMillan, the principal, says: "We shall be glad to welcome any members of your Association who care to call here when in Toronto, and to give them any information they require."

### Research in Use of Gas

Receipt of an appropriation of \$10,000 from the American Gas Association for a program of intensive research in the use of gas for steel treating at the University of Michigan, is announced by Prof. A. E. White, head of the department of engineering research. A specialist in metallurgy and a staff of laboratory assistants will immediately start a series of investigations into the uses of gas for heat treating of steel and in forging furnaces.

# Official Program of Toronto Conference

June 20-22, 1927

Monday, June 20, 1927

10:00 A.M. BUSINESS SESSION

1. ADDRESSES OF WELCOME.  
Hon. Thomas Foster, Mayor of Toronto.  
W O. Carson, Inspector of Libraries, Ontario Department of Education.  
T. W. Banton, Chairman of the Board of Trustees, Toronto Public Library.  
Hector W. Charlesworth, Editor, Toronto Saturday Night.
2. RESPONSE. Miss Margaret Withington, Social Service Library, Boston, and president of Special Libraries Association of Boston
3. ADDRESS OF PRESIDENT.
4. REPORT OF SECRETARY.
5. REPORT OF TREASURER.
6. REPORT OF EDITOR OF "SPECIAL LIBRARIES."
7. REPORTS OF LOCAL AND AFFILIATED SOCIETIES.
8. REPORTS OF COMMITTEES.
9. REPORTS OF GROUPS.

(At the first session, in order to permit those who arrive in Toronto on Monday morning to be present, reports of officers and committees will be presented at 10 A.M., and the addresses of welcome and the response, and the address of the president will be in order at 11 A.M.)

2:00 P.M. GROUP MEETINGS

*Newspaper; Insurance; Commercial-Technical.*

Tuesday, June 21, 1927

10:00 A.M. GENERAL SESSION

THEME. "Contacts—Their Value to Special Librarians—and How to Make Them with Outside Business Interests, Trade Associations, and Other Organized Bodies."

1. "The Great Need of Contacts in Special Library Work," Mary Louise Alexander, Research Department, Barton, Durstine and Osborn, New York.
2. "How the Business Branch of a Public Library Develops Contacts," Marian C.

Manley, Business Branch, Newark Public Library, Newark, N.J.

3. "Relationship of the Library and Research Departments to the Bank," Donald M. Marvin, Ph.D., economist, Royal Bank of Canada.

2:00 P.M. GROUP MEETINGS

*Newspaper; Financial; Insurance.*

4:00 P.M.

*Federal Reserve Librarians*

6:00 P.M. DINNER

Details of the dinner with events of the evening will be announced in advance copies of complete program which will be mailed to all members early in June.

Wednesday, June 22

10:00 A.M. GENERAL SESSION

1. ADDRESS. Mr. H. S. Peters, manager of Sales Department of Engineering Magazine Company, New York.
2. ADDRESS. "Business Literature Since the War," Robert L. Smitley, educational adviser to New York Stock Exchange and Dixie Bookshop, New York.
3. Series of Round Table Discussions. Contacts: led by four librarians; Union Lists: led by Miss Jessie Callan; Chapters' Programs and Activities: led by local association presidents; Magazine of the Association; Classifications: led by Miss Linda H. Morley; Periodical Indices; Methods of Lightening Work of Librarians: led by Miss Margaret Reynolds.
4. UNFINISHED BUSINESS.
5. ELECTION OF OFFICERS.

2:00 P.M. GROUP MEETINGS

*Financial; Commercial-Technical.*

4:00 P.M.

*Federal Reserve Librarians*

## Group Sessions

### NEWSPAPER GROUP

Monday Afternoon, June 20, 2:00 P.M.

FIRST SESSION

1. ADDRESS. "Review of the Year: Notable Events in Newspaper Library History," by the group chairman, John Miller, librarian, King Features Syndicate, New York.
2. REPORTS:
  - a. By the Secretary-Treasurer, Maurice

Symonds, librarian, New York Daily News.

- b. By the Committee on Membership, Miss Anna Kottman, New York Times Index, chairman.
- c. By the Committee on Ethics, Paul P. Foster, chairman, director, Reference Department, Philadelphia Inquirer. Discussion.

- d. By the Committee on Classification, Joseph F. Kwapil, chairman, librarian, The Public Ledger, Philadelphia. Discussion.
3. ADDRESS. "What the Editorial Executive Expects of the Newspaper Library," Lee A. White, The Detroit News.
4. OPEN FORUM AND QUESTION BOX.

**Tuesday Afternoon, June 21, 2:00 P.M.**

SECOND SESSION

1. REPORT. Committee on Methods, Miss Agnes J Petersen, chairman, librarian, The Milwaukee Journal. Results of a questionnaire sent in 1927 to 380 newspaper libraries Discussion.
2. ADDRESS. "Newspaper Copyright, with Some Practical Suggestions," Thorwald Solberg, Register of Copyrights, Washington, D.C. Discussion.
3. ADDRESS. "Canadian Journalism and the Library," Bernard K. Sandwell of Montreal
4. BUSINESS. Report of Nominating Committee, Joseph F. Kwapil, chairman. Election of officers.
5. OPEN FORUM AND QUESTION BOX.

**FINANCIAL GROUP**

**Tuesday Afternoon, June 21, 2:00 P.M.**

FIRST SESSION

1. BUSINESS.
2. THEME. Financial Information Files.
  - a. "Correspondence Files as Sources of Information," Mary Parker, Federal Reserve Bank of New York; Florence Wagner, Wall Street Journal, New York.
  - b. "Front Page Topics and Literary Droughts," Antoinette Do Manska, Standard Statistics Company, New York; Ethel Baxter, American Bankers Association, New York
  - c. "Obsolescence Problems," Gudrun Moe, Bankers Trust Company, New York; Mary P. Billingsley, Federal Reserve Bank of Kansas City.

**Wednesday Afternoon, June 22, 2:00 P.M.**

SECOND SESSION

1. BUSINESS.
2. THEME The Financial Library Functioning.
  - a. "First Nights in Financial Libraries; Essential Services for a New Library," Sarah Kinney, Library Bureau, New York; Marion Eaton, Federal Reserve Bank of Boston.

- b. "Outstanding Financial Literature of the Past Year," Alta B. Claflin, Federal Reserve Bank of Cleveland.
- c. "The Question Box, 1927, and Forecasts for 1928," Sue Wuchter, Continental and Commercial National Bank, Chicago.

**COMMERCIAL AND TECHNICAL GROUP**

**Monday Afternoon, June 20, 2:00 P.M.**

1. ADDRESS. "Handling of Patents by the Librarian," Mr. Kenney of E. I. du Pont de Nemours, Wilmington, Del.
2. COMMITTEE REPORTS.
3. SPECIAL REPORTS AND TALKS.
  - a. "The Exhibit of Chicago Chapter at the Power Show," Pyrrha B. Sheffield.
  - b. "The Exhibit of the Chicago Chamber of Commerce for Use in Banks," Jennie Lee Schram.
  - c. "Topical Reports," Hester A. Wetmore.
  - d. "Future Plans of Work for the Group," D. F. Brown.

**Wednesday Afternoon, June 22, 2:00 P.M.**

1. ADDRESS. "Railroad Transportation in Canada," by a Canada railroad man. (Name announced later.)
2. COMMITTEE REPORTS.
3. ELECTION OF OFFICERS.

**INSURANCE GROUP**

**Monday Afternoon, June 20, 2:00 P.M.**

1. Report of Chairman; group activities for the year.
2. Report of Classification Committee; new developments in insurance classification. Miss Louise Keller, librarian, Independence Bureau, Philadelphia
3. Report on plan for co-operative indexing of life insurance material. D. N. Handy, librarian, Insurance Library Association of Boston, group chairman.
4. Insurance libraries in Canada.
  - a. Library of the Imperial Life Assurance Company of Canada.
5. Special insurance services that I found valuable
6. Source material on accident prevention.
7. Source material on insurance in the archives of the federal government; to include a report on congressional debates, committee hearings, departmental rulings, etc., as they effect insurance.
8. ROUND TABLE DISCUSSION OPEN MEETING.

## Travel Announcements

A SPECIAL round-trip ticket to Toronto for a fare-and-one-half will, on presentation of certificate, be sold from June 16 to 22, good returning by same route, if destination is reached before midnight of July 2. These certificates will be mailed direct to all members of A.L.A., and the rates are effective from nearly all points of the United States and Canada, east of the Rocky Mountains.

Members of Special Libraries Association, as an affiliated Association, who are not also members of A.L.A., should write to Miss Ruth L. Vormelker, secretary, librarian of the White Motor Company, Cleveland, Ohio, for certificates, if they wish to avail themselves of this special rate, and application for tickets should be made to the local ticket agent several days before starting. Persons from the west who desire to remain longer in the east, or who wish to return by a variable route, should buy regular excursion tickets.

The A.L.A. Travel Committee is planning for a special train from Chicago, and for through cars from Washington, New York and Boston to Niagara Falls, but these will reach Toronto too late for the opening session of S.L.A., and members of the latter organization should proceed by regular trains to Toronto, or start early enough to take in Niagara Falls on Sunday and proceed on Sunday afternoon to Toronto.

### TRAIN SERVICE

From all parts of Canada through trains run into Toronto, arriving at most convenient hours. From the United States there is through service from many of the important cities, and where there is no through train service, United States roads make close connections with the Canadian Pacific Railway at Detroit and Buffalo.

The American cities which have through sleeping car service to Toronto via the Canadian Pacific Railway are:

Chicago—Two sold trains daily, via the Michigan Central Railroad.

New York—Through sleeping cars via New York Central.

Boston—Through sleeping cars via the Boston & Albany railroad.

Pittsburgh—Through sleeping car service via the Pittsburgh & Lake Erie Railroad.

Philadelphia—Through sleeping cars via the Pennsylvania Railroad.

Cleveland—Through sleeping car service via New York Central.

### HOTELS AND ROOMS

The King Edward Hotel, Toronto, has been selected as official headquarters for S.L.A. Members desiring accommodations, which will be supplied on either the European or the American plan, should secure them immediately and by direct correspondence. By American plan a rate of \$7, \$8 and \$9 a day is offered, according to room.

There are still rooms available at the university residences for women delegates. Please send in advance deposits of \$5.00 by *money order*, as checks and drafts are subject to discount, no matter what your local cashier says. We have made no allowance in our estimate for shrinkage in money values. The balance of \$15.00 is to be remitted by May 20. This price includes room and meals from luncheon on Monday, June 20, to after breakfast on Saturday, June 25.

A residence for *men* delegates has been secured, and will be available at the same rate—\$20.00 for the conference week, including meals at Hart House. Applications should be in by May 24, as reservations cannot be held after that date.

A small, but very attractive residence, accommodating twenty-six persons, has been secured for librarians who wish to bring their wives. The rate of \$20.00 for room, with meals at Hart House, for the conference week, prevails in regard to this residence also.

Send all applications for rooms in university residences and inquiries of all kinds to Miss Margaret Ray, Public Library, Toronto. —*A.L.A. Bulletin for May, 1927.*

### COMMITTEE ON LOCAL ARRANGEMENTS

The Committee on Local Arrangements in Toronto consists of W. O. Carson, inspector of Public Libraries, Ontario Department of Education, honorary chairman; Fred A. Robertson, Chief Engineer's Office, Hydro-Electric Power Commission of Ontario, active chairman; H. O. Asman, librarian and archivist, Canadian Bank of Commerce; A. F. Barr, librarian, *The Toronto Star*; E. J. Hathaway, of Warwick Brothers and Rutter, Toronto.



## Citizens' Research Institute

The Citizens' Research Institute of Canada, located at 21 King Street, East, Toronto, was the direct outgrowth of the Toronto Bureau of Municipal Research, founded some twelve years ago by a group of public spirited citizens. Some leading men thought the city administration was becoming increasingly unequal to the growing burdens placed upon it, and decided to make a survey of the civic service.

For this work, Dr. Horace L. Brittain of the New York Board of Municipal Research, himself a Canadian by birth, was employed. Dr. Brittain's report was presented to the Toronto City Council. It contained important recommendations; among others, that there be appointed a commissioner of finance. Under the energetic administrations of the city finance commissioners, many reforms were effected and substantial sums saved to the city. So satisfied were its sponsors with its work that they willingly established the Bureau of Municipal Research on a permanent footing, securing Dr. Brittain as its director.

The bureau's studies and surveys over a period of ten years covered nearly every phase of municipal administration. The volume of correspondence coming from other cities and towns became so great that it was decided to form the Citizens' Research Institute of Canada, and the institute was empowered to undertake similar investigations on a wide scale.

Mr. John Firstbrook was elected president, and Dr. Brittain, first director of the institute. A competent staff was assembled. Facts regarding taxation, municipal credit, immigration, housing, organization and industry, education, public health and child welfare, and many similar problems were gathered and made available.

The institute publishes the *Red Book of Financial Statistics of Canadian Municipalities*. It maintains also a valuable and increasing library of Canadian information.

The present officers are F. Barry Hayes, president; Horace L. Brittain, director and secretary; and Joseph E. Howes, assistant director.

A more complete story of this important information-getting and using organization will appear in a later issue of SPECIAL LIBRARIES.

## Has Patent Literature

Julian F. Smith in his article on "Patent Literature," in the February number of SPECIAL LIBRARIES, noted the resources of Washington and New York, but failed to speak of the unusual collection of material in the Boston Public Library. This contains everything printed for the United States (except a few of the early patent specifications), as well as a collection of special indexes and books on patent law, together with a complete file of the Commissioner's Decisions.

For Great Britain it has the *Specifications and Drawings* from 1617 to date, with indexes, a complete file of the *Journal*, and a file of *Abridgements*, complete to 1915 and in many classes to 1920.

For Germany this is one of the two American libraries which have the *Patentblatt* with indexes complete from 1878 to date, with specifications and drawings from 1892; it also contains all the other sets mentioned by Mr. Smith.

French patents, specifications, and in most cases, drawings are available from 1791 to July of 1900.

Belgium is represented by a file of *Brevets des Inventions*.

From Canada Boston has the *Patent Office Record*, the only report of Canadian patents, from 1873.

Files of the *Australian Patent Office Journal* from 1910, and the *Patent Office Journal of New Zealand* since 1912, with a few years of *Patentes y Marcas* from the Argentine, complete the patent resources of the library.

Trade-mark literature is represented by files of *Propriete Industrielle*, *British Trade Marks Journal*, *Australian Trade Marks Journal*, *New Zealand Trade Marks Journal*, and the Italian trade marks *Bulletin*; the Boston Public Library also possesses an excellent collection of books in this field.

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# Special Libraries

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## Editor's Desk

The Government officials of Canada, library trustees and library workers, and the people of Toronto are uniting to make the week of June 20 a notable one in library history. The program of social events will mark a new era in library conferences.

\* \* \*

SPECIAL LIBRARIES and Special Libraries Association are indebted to the Southam Press Limited of 19 Duncan Street, Toronto, publishers of *The Book of Toronto*, for the use of the illustration which appears on the cover page of this issue, and also for the use of the article on the City of Toronto, written by Hon. Thomas Foster, Mayor of the city, which is copyrighted by the Southam Press, Limited. This cordial spirit of co-operation on the part of this Toronto business house is much appreciated.

\* \* \*

*The Standard*, of Boston, the leading insurance journal of New England, in its issue for March 30, 1927, gives space to an editorial urging insurance interests to make greater use of the privileges of Special Libraries Association. It refers to Mr. Hyde's statement that insurance was a pioneer in the business library field, and suggests that more insurance libraries join the Association and contribute to the activities of the Insurance Group.

\* \* \*

Miss Eleanor S. Cavanaugh, chairman, and her associates on the Program Committee have provided a worthwhile program for the coming conference in Toronto. "Contacts" is the theme. Read Mr. Cady's closing paragraph on the President's Page.

\* \* \*

"Toronto," in Indian, means "the meeting place." Let's make it so.

\* \* \*

Special librarians should show the program of the Toronto conference to their executives, and if they have not already done so, should arrange to attend. The best thought in library economy will be represented at Toronto. Unless you are 100 per cent. perfect you cannot afford to miss it.

\* \* \*

Membership in Special Libraries Association is less than the savings in railroad fares from most of the large cities in the United States to Toronto. That is merely one more reason why all special librarians should join S.L.A. Associate membership is \$1.00, individual membership including subscription to SPECIAL LIBRARIES, is \$5.00, and institutional membership is \$15.00.

## President's Page

### Coming to the Toronto Conference?

HERE are two major reasons why every special librarian who can possibly arrange to do so should attend the annual conference at Toronto. The first is a matter of spirit. Professor Higbie, President of the Illuminating Engineering Society, in a recent issue of the *Transactions* has given an outline of the right spirit of the members of the I.E.S. Modified to make it apply to special librarians, it is as follows:

"It is not sufficient that we should merely recognize as leaders particular persons who chance to have it or who strive to develop it, for to be really effective it must actuate the mass of us. It should not merely be a spirit which enables us to forget personal or business advantage as we serve the Association and the profession, but be also a motive impelling us all to serve our Association and our profession, to develop them and ourselves to the highest degree.

"It should be a spirit which draws us into the Association for the reason that we are genuinely interested in its purposes and strivings rather than merely because it is good for our business, and which therefore causes us to retain our interest and our membership even if our business should not urge; a spirit which causes us to look forward to an occasional meeting of fellow enthusiasts interested in special library work as we might look forward to any other pleasurable contact or activity, so that we do not have to delegate to an Attendance Committee the onerous task of inducing us to attend things that are good for us.

"It should be a spirit which moves us to study earnestly along the line of our professed interest even though this require real mental effort; . . . a spirit which induces us to strive to generate new ideas for improvement of our profession, and be willing to do such work as may be involved in carrying them out."

With this aggressive, helpful, receptive "spirit" the purpose of the conference will be more than fulfilled and its beneficial effect will endure.

The second reason involves the benefit of a change in our daily routine. Well does our civilization provide for the seventh day period of cessation from manual labor and its value for mental exertion is no less evident. Who does not recall the freshness and enthusiasm with which one returns to work after only a day spent in the open or away from the office.

The conference provides an opportunity to visit new scenes, renew old acquaintanceships, make new friends and contacts. The very presence in one spot of so many fellow workers is in itself a stimulus which rekindles interest, refreshes, revitalizes and stimulates to greater effort and activity. Contact with new thoughts, exchange of experiences, discussion of problems, arguments over methods all furnish that element of variety which dissipates the deadly monotony and lethargy of routine.

While attendance at the conference is not like a vacation in which there is a complete dropping of business, it should produce one of the benefits of a vacation in that it gives a change of mental atmosphere which invigorates and purifies.

The central theme of this conference is "Contacts." I should like to ask everyone who is planning to come to think over and list the libraries, business houses, and individuals with whom they have established contact for purposes of giving and receiving information and be prepared to present this list and discuss it.

FRANCIS E. CADY, *President.*

## Associations

### Boston

Special Libraries Association of Boston went to the beautiful buildings and grounds of Perkins Institution for the Blind in Watertown on Monday afternoon, April 25, for its monthly meeting, and opportunity was given to inspect the wonderful work which that venerable institution, a pioneer in education of the blind in America, is doing. First was heard the choir practice and then the visitors saw classes in geography and arithmetic; the swimming pool where instruction in swimming is given; the departments of piano tuning and housekeeping; and the cottages where the pupils live (boys by themselves and girls by themselves); the playgrounds and the museum. Basket lunch was eaten in the latter place, the hostess providing punch.

The evening session was devoted to business. Mlle. Aline Payen of the International Institute of Agriculture in Rome, spoke of her library and her work in this country. Miss Mary E. Sawyer, librarian of Perkins Institution, who was hostess, explained her library, and exhibited a reel of activities of Perkins Institution, and Dr. Edward E. Allen, director of Perkins, told of the history and policy of the school.

### Chicago

Miss Margaret Reynolds spoke before the Illinois Chapter of Special Libraries Association on April 12 at the Municipal Reference Library in Chicago. Her subject was "The Two R's—Reading and Recreation"

### Cleveland

On the afternoon of February 22, the Cleveland Special Libraries Association journeyed by bus to the Twinsburg home of Mrs. Grace H. Birdsall—Lakeside Hospital Library. Rain prevented the anticipated pleasure of coasting but an informal program and a delicious supper, with Mrs. Birdsall's cordial hospitality, fully compensated.

The May meeting was held at the Nela Park Research Laboratory on Tuesday, May 10. After dinner, there was opportunity to visit the library, as well as a special exhibit of home lighting at the Nela School of Lighting. Mr. Cady discussed the program for Toronto

### New York

The New York Special Libraries Association held its monthly dinner meeting on Tuesday, April 26, at the Town Hall Club, New York. The theme of the meeting was "Information Services."

Louis H. Haney, Director of Business Research, New York University, gave an excellent talk on research work being done at various universities. Miss Eleanor Kerr, Manager of the Statistical Department of Potter & Co., evaluated the various financial services. Miss Bradley spoke on the book review services available and called attention to the very good service rendered by the Foreign Policy Association in New York City, the National Health Library, the Russell Sage Library, and the Vacation Service Bureau. Miss Mary Elizabeth Furbeck, editor of *Public Affairs Information Service*, discussed the services which cover Government and Washington activities.

### New York Regional Catalog Group

The New York Regional Catalog Group held a dinner and program meeting on April 29. Miss Patton, Yale University Library, reported that up to April 28, seventeen new members had joined the group from special libraries, making sixty-one special librarians who are now active in the group. The program of the meeting was of special interest to college and university catalogers.

Dr. George A. Works, associate director of the *University Library Survey* of the Carnegie Foundation, was the principal speaker, and he discussed "The Status of the Professional Librarian"

Harrison W. Craver, librarian of the Engineering Societies' Library, New York, discussed some of the points taken up by Dr. Works, bringing out the growing and insistent demand for good catalogers. He thought A.L.A. would be a better organization if the librarians had a professional standard for admission.

### Philadelphia

The Special Libraries Council of Philadelphia and Vicinity has just issued the Fourth edition 1926 of *Directory of the Libraries of Philadelphia and Vicinity*.

A preface to the *Directory* outlines the purposes and accomplishments of the Council. Miss Josephine B. Carson, chairman, and the Directory Committee with her, are to be complimented on the splendid *Directory*.

One hundred and fifty-five libraries are included; name, address, librarian, hours, telephone, and a most useful descriptive note contents of library are given for each entry. A new feature is, "Private Collections"—fifteen are noted and described. An alphabetical Index of Libraries is new to this edition and makes the list more useful. As in other editions we find the Subject Index.

#### Southern California

The April meeting of the Special Libraries Association of Southern California was held at Riverside on Saturday, the ninth. Miss Loveland, librarian of the Southern Sierras Power Company, was the hostess and made delightful arrangements for the day's program. The meeting was held at the famous Mission Inn at 12 o'clock and the members were given an opportunity to visit the subterranean cloisters and examine the interesting antiques and curios. Mr. Dewes of the Power Company acted as host at luncheon and afterward the members inspected the library of the Southern Sierras Power Company and enjoyed a very interesting account of its origin and growth presented by Mr. Dewes. Later the group were transported by automobiles to the Citrus Station of the University of California, a large building on the slope of the hills with a magnificent view over the valley and surrounding mountains. The members there found a large library in charge of Miss Poteet. At the conclusion of the visit some of the members returned to Los Angeles, while others completed a delightful day by a drive through the orange orchards.

#### Regional Catalogers of Maryland, Virginia and District of Columbia

A dinner meeting of the Maryland, Virginia and District of Columbia Regional Group of Catalogers, Classifiers and Bibliographers was held in Washington at the club house of the American Association of University Women on the evening of April 9, 1927.

The principal business of the evening was the election of officers and the following names were submitted and voted upon: Chairman: Miss Ellen A. Hedrick, District of Columbia.

Vice-Chairman: Mr. Edmund A. Freeman, Bureau of R.R. Economics, Sect.-Treas.; Mrs. Nathalie M. Bennett, Smithsonian Inst. Advisory Committee; Miss Mary L. Dinwiddie, University of Virginia; Miss Harriet W. Pierson, Library of Congress; Miss Naomi Johnson, University of Maryland.

The speakers of the evening included Miss Pierson who read an original sketch portraying the trials of the cataloger, entitled "Back to the Farm." Mr. Juul Dieserud spoke on the problems of cataloging giving humorous personal experiences.

Co-operative cataloging was discussed by Dr. E. C. Richardson. He outlined the A.L.A. plan of co-operation, mentioned the benefits to be obtained by the use of Dewey numbers on L.C. cards and urged further standardization of subject headings. Frequent allusions were made to Mr. Hall's paper which had just appeared in the *A.L.A. Bulletin* and in the discussion which followed, Mr. Hall commented on his article in some detail.

### Canadian Research Council

The recent report of the President of the Honorary Advisory Council for Scientific and Industrial Research of the National Research Council of the Dominion of Canada is a noteworthy document. The personnel of the Council includes government officials and leaders of industry in the Dominion. The report includes the general work of the Council during the previous year, the financial aid rendered to researchers in all parts of the Dominion and the award of scholarships for the training of research workers, including forty-five fellowships, studentships and bursaries. The Council also developed an active program for wheat research for the Prairie Provinces. The National Research Council of Canada constitutes an important factor in research and co-operates with other undertakings of a similar nature in other parts of the British Empire. The Council issues two series of publications under the general title of Reports and Bulletins. The President's report also contains a summary of the activities of Associate Committees on a wide range of subjects. Appendices contain the Grain Rust Research Program for Canada, lists of scholarship awards, regulations governing scholarships and publications of the National Research Council.

## Events and Publications

Rebecca B. Rankin, Department Editor

The National Electrical Manufacturers Association have issued a new edition of the *Nema Handbook of Radio Standards*. The publication is offered for sale at the price of \$1.00. The association has also recently published a brief outline of its function and purpose. Both volumes are excellent examples of bookmaking.

The article by Dorsey W. Hyde, Jr., secretary of the Washington Chamber of Commerce, entitled "When Business Goes to the Library," which appears in the *Nation's Business* for April, 1927, and also in SPECIAL LIBRARIES for the same month, has been issued in reprint form. These prints are attractively produced in a miniature *Nation's Business* cover. The article is referred to in an editorial which appeared in the *Standard* (Insurance) of Boston for April 30, 1927.

The Citizens' Research Institute of Canada announces the publication in book form of the Annual Report of the Institute's Canadian Tax Conference. The report will contain, among other papers, "Tax Free Bonds," by Prof. W. W. Swanson of the University of Saskatchewan; "Rural Credits," by C. C. Ferguson, general manager, Great West Life Insurance Company, Winnipeg; "Taxation of Publicly Owned Utilities," by Joseph E. Howes, Citizens' Research Institute of Canada; "Immigration," by Major Hume Cronyn, president, Huron & Erie Mortgage Corporation; and, "Can Government Expenditure be Reduced?" by Horace A. Britain, director, Citizens' Research Institute of Canada. The price is \$2.00 per copy. Early announcements are being sent to libraries in Canada and the United States, since last year's edition was exhausted before the library demand could be supplied.

Have you seen the large-size booklet dealing with *Canada in the Twentieth Century* issued by the Royal Bank of Canada? It is splendidly illustrated. The preface mentions "the careful work of Constance C. Wilson, bank librarian, in preparing and checking figures throughout the booklet."

The Thomas Y Crowell Co., has a *Crowell News Letter*—monthly publication containing good reviews on their recent books.

The *Illuminating Engineer* for March, page 79, carries a description of Science Library of South Kensington.

The Phoenix Mutual Life Insurance Co., Library, Hartford, Conn., issues each month a printed leaflet containing suggestions for reading or ways in which the library may be helpful to the men of the company. These issues fit into a loose-leaf binder so that they may be kept together month by month. They are interestingly edited and typographically attractive.

The Women's World Fair will be held again in Chicago during May. The Chicago Library Club will have a Library Booth. Among those who have co-operated with the Chicago Library Club to make this possible is the Illinois Chapter of the S.L.A.

Miss Laura A. Thompson, librarian of the United States Department of Labor, has recently compiled a bibliography on "Workers' Leisure." This is issued in the *Monthly Labor Review* for March, also in separate form. After general discussion, the material is grouped by countries as apparently the problem is world-wide.

C. R. Brown of the Carswell Company, Toronto, has recently compiled a bibliography of Quebec or Lower Canada Laws which is published in the *Law Library Journal*, January, 1927.

Helen Grace Estey has prepared a bibliography on "Psychology" at the suggestion of the Special Libraries Association of Boston, and copies may be obtained from the compiler for the price of \$1.00, addressing her at Gardner, Massachusetts.

John B. Watson, vice-president of the J. Walter Thompson Co., is presenting in the *News Bulletin* issued by that firm a series of articles on "Personality and the Choice of Personnel." In these articles he makes a strong plea for the training school in preference to the psychological faker who in the long run does more harm than good.

Belle Boone Beard and other members of the Graduate Department of Society Economy and Social Research, Bryn Mawr College,

have prepared a bibliography, consisting of over eight hundred items, on "Electricity in the Home," which is published by The Workers Education Bureau Press, 476 West 24th Street, New York.

*Gas Tips* is a new periodical, issued spasmodically by the New England Compressed Gas Co, Everett, Massachusetts.

The library of the National Safety Council has issued a selected reading list on "Accident Prevention—Health and Hygiene"

Report No. 93 of the Policyholders' Service Bureau, Metropolitan Life Insurance Company, is devoted to "Budget Suggestions for Shoe Manufacturers" while No. 94 discusses "Handling Display Advertising in a Newspaper Plant"

Recent reading lists issued by the library of the Carnegie Endowment for International Peace cover the subjects of "Conscientious Objectors" and "The Causes of War."

The Research Division of the National Education Association has compiled a table showing what America spends for luxuries.

The New England Bureau of Public Service Information has prepared a series of pamphlets on electricity, the telephone, electric railways and manufactured gas for the use of students, topic classes and debating clubs.

Bulletin No. 81 of the Russell Sage Foundation Library considers the timely topic "Crime Prevention and Crime Repression."

## We Do This

Margaret Reynolds, Department Editor

**Short Pencils.** In order to have pencils always at the files for charging out, we use the short pencils left by the secretaries. We stand them up in the small glass flower holders which Mr. Woolworth sells—keeping one holder filled on each section of ten or twelve cabinets.—*Mary Parker, Federal Reserve Library, New York.*

We at the First Wisconsin give our short pencils to high school institutions who like to have a few "stubs" on hand.—*Margaret Reynolds, librarian, First Wisconsin National Bank, Milwaukee.*

**Pamphlet Covers.** At the Insurance Library Association of Boston, an adjustable pamphlet cover is secured at small expense by printing in the upper right corner of a Manila sheet 8" x 15", the name of the association and spaces for filing number, author and title. Keeping together the upper right corners of the cover and the pamphlet, the cover can be fitted to the pamphlet, cutting off any protruding edges.—*D N Handy, librarian, Insurance Library Association, Boston.*

**Exhibition Folders.** Rare photographs, engravings and insurance policies are prepared for the museum case of the Insurance Library Association of Boston by cutting a slit on the back side of a heavy Manila folder

18" x 23", a few inches from the top. The engraving or whatever is to be enclosed is clipped to the folder at this slit and is not defaced in any way—*D N. Handy, librarian, Insurance Library Association, Boston.*

**Form Letters.** The offices and plants of the Public Service Corporation of New Jersey are so scattered over the state that it is necessary for us to communicate frequently with these outside offices regarding books, periodicals and other material borrowed by the executives and employees located in them. This we do by means of form letters which are hectographed. Different forms are used for requests for material appearing in the *Library Bulletin* and for calling attention to overdue material such as (1) the ordinary overdue notice, (2) for magazines needed for binding purposes, and (3) for books circulated on the Library Reading Courses. Applications for enrollment in any one of the Library Reading Courses are duplicated on the hectograph as are also our *Daily Broadcasting Bulletin*, *Weekly Sales Bulletin* and *Monthly List of Association Meetings*.—*Alma C. Mitchell, librarian, Public Service Corporation of New Jersey, Newark.*

**Government Documents.** Perhaps other librarians would like to be reminded of a fact which should be well known but was

not applied in a recent emergency in our library. This is that many government publications are published in two ways—as a department or bureau publication and also in the special Congressional series. We spent some months trying to trace one missing part in the report of the Senate Gold and Silver Inquiry Commission and received the answer in all cases that the supply was exhausted. When we accidentally discovered that it also had been published in the Congressional series and were able to ask for it by Senate Document number at the Government Printing Office, we obtained it with no difficulty whatever.—*Marguerite Burnett, librarian, Federal Reserve Bank of New York.*

**Temporary Storage of Magazines.** The storage of weekly magazines like *Railway Age, Coal Age and Iron Age*, which we do not bind permanently, has been something of a problem on account of the bulk of each volume, due both to the large number of issues, i.e. 52 per year, and to the heavy weight of the paper used in these trade publications. Our back volumes are wrapped in heavy paper and stored on high shelves and the size and weight of the packages are, therefore, important points to consider for the assistant in the library who has to produce back issues desired. Much weight can be eliminated by removing all advertising matter from the back and front of each magazine, noting carefully any continuation of the text in these pages. Usually, however, a different page numbering is used for the purely advertising sections. While the cover of the magazine is usually detached in the process, the pages hold together well enough for the relatively few times it is consulted. The relief in handling the light package outweighs any minor disadvantage.—*Elizabeth Phillips, Federal Reserve Library, New York.*

**Trade Catalogs—Cataloging.** In our library, trade catalogs are used as reference material and not as purchasing data. Consequently it is natural to file them with the other books and pamphlets. In a few cases trade catalogs lend themselves to cataloging as readily as books, but generally they are awkward to handle according to the regular rules. A few assumptions make this cataloging much simpler. The author is, of course, the manufacturer and I add the address (city or town) to the name. The title is the sim-

plest that can be found or supplied which will describe the catalog. The only additional entries are the date and the catalog number, if any, made by pencil. If the date does not appear, the stamped date of receipt preceded by the letter r is used. As all catalogs are illustrated and very frequently contain tables and diagrams, references to such are superfluous, while page numbers and size is less informing than would be the case with books. Subject entry only is made, the shelflist card acting as the main entry and bearing, on its reverse, the tracing of subject cards.—*Louise Keller, librarian, Independence Bureau, Philadelphia.*

**Employees' Manuals.** The Metropolitan Life Insurance Library has a collection of employees' manuals and booklets descriptive of the personnel activities carried on by various companies.

It has consolidated three of the records formerly kept for the material—main card in the catalog, shelflist card and mailing lists record filed by company name—into one by using a visible index system. An entry is made in this file for each company about which the library has information. When cards are made for the subject index, the subjects covered are checked on the visible index card for that company. To save removing the visible index for tracing subjects, we have had our stock made up with printed subjects about fifty in number.

Booklets issued by a company are entered on this visible index card, by call number, title and date of publication. The publication date is entered in pencil, so that when a new edition of the pamphlet is received, it is only necessary to change the date in the visible index.—*Margaret Bonnell, librarian, Metropolitan Life Insurance Company, New York.*

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## Can You Help?

The Library of Congress is anxious to obtain a copy of SPECIAL LIBRARIES for February, 1910 and January, 1919 in order to complete its set. Any subscriber possessing copies of these issues would confer a favor upon the editor by forwarding a copy to the State Library, Providence, for the use of the Library of Congress.



## Personal Notes

Mary C. Parker, Department Editor

Miss Margaret Reynolds will give a course of ten lectures on the business library at the Riverside School of Library Service, July 25-August 5. She will also give her talk, "Fashions in Literature," while in Riverside.

Dr. C. C. Williamson, director of the School of Library Service, Columbia University, was one of the guest speakers at the April meeting of the New York Filing Association. The other speaker was Mrs. Lilian M. Gilbreath, industrial engineer.

Miss Isabel Cooper, formerly of the New York Public Library and more recently at the American Library Association headquarters in Chicago, has returned to New York and has charge of the training class of the Queensborough Public Library.

Miss Margaret Fleming has recently accepted the position of librarian with Murray, Aldrich & Roberts, attorneys-at-law, New York.

Miss Florence Bradley, librarian of the Metropolitan Life Insurance Co., New York, and Miss Esther Johnson sailed in May for two months in Europe. The greater part of the time will be spent in Spain with a visit to Paris.

Miss Rebecca Rankin was in Chicago April 8-18, attending a meeting of the American Library Association Committee on curriculum study.

Mr. and Mrs. James R. Douglas of Los Angeles announce the birth of a daughter, Davida. Mrs. Douglas was formerly Mrs. Vivian Gregory Smith, librarian of the Security National Bank of Los Angeles.

On April 9 Miss Margaret Reynolds spoke in Janesville, Wis., before the Janesville branch of the American Association of University Women and on April 28 in Oconomowoc before the Oconomowoc branch of the American Association of University Women. Her subject at both of these meetings was "Fashions in Literature."

Miss Hilda Palache, librarian of the Federal Reserve Bank of San Francisco, made a hurried call at the Federal Reserve Bank of

New York en route to Europe for a five months' vacation.

Miss Frances L. Ray, librarian of the Medical Library of the New York State Library, has resigned to accept a position with the Metropolitan Life Insurance Co. Sanitarium at Mt. McGregor, N.Y., as librarian.

Miss Pearl M. Keefer is doing a special piece of indexing for the Commissioner of Accounts Office, City of New York.

Miss Mary E. Martin has become librarian for the George Batten Co., advertisers, in New York.

Miss Flora Lilienthal, formerly with the Insurance Library Association of Boston, recently arranged and indexed an information file for the Boston Consolidated Gas Company.

The special library profession has suffered a great loss in the death of Miss Louise S. Miltimore on April 22, after a three months' illness. Miss Miltimore was born in Jefferson Barracks, Mo. She took her B.A. at Cornell, following her academic work with a two year library school course. For several years after graduating from library school she was with the New York Public Library, leaving there nine years ago to become connected with the American Institute of Accountants with which she had since been associated. Miss Miltimore was author of the *Accountant's Index*, a bibliography of accounting literature.

### SPECIAL LIBRARIES ASSOCIATION Recent Publications

SPECIAL LIBRARIES DIRECTORY, 1925 ed.	\$4.00
HANDBOOK: COMMERCIAL INFORMATION SERVICES, 1924 ed.	2 00
CUMULATIVE INDEX to SPECIAL LIBRARIES, 1910-1922	2.00
CUMULATIVE INDEX to SPECIAL LIBRARIES, 1923-1926	.50

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Pages 167-176 deleted, advertising.