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## Special Libraries, October 1928

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# SPECIAL LIBRARIES

Vol. 19

October, 1928

No. 8

## Newspaper Library Number

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“Getting What You Haven’t Got”

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Fifteen Questions  
on Copyright Answered

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Four Great Newspaper Libraries

Cincinnati Enquirer      Detroit News  
New York Herald-Tribune      Washington Star

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Problems of One-Man Libraries

A Symposium

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Departments

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# Contents

## ARTICLES

### Four Great Newspaper Libraries

- Cincinnati Enquirer. By Harry Pence. .... 276  
Detroit News. By Ford M. Pettit..... 273  
New York Herald-Tribune. By D. G. Rogers 271  
Washington "Evening Star." By C. Fred Cook 270

### Getting the Thing You Haven't Got.

- By Will Conrad..... 267

### Problems of the One-Man Library.

- Akron Beacon Journal. By Joseph Sheridan 282  
Camden Courier. By Irene Swencicka .... 281  
Dayton Journal and Herald. By Ethel L.  
Harper ..... 278  
Decatur Herald. By Nettie S. Lindsay ... 279  
Sheboygan Press. By Marion Koch..... 279

## CONVENTION

- Conference of Newspaper Group. .... 288  
Questions of Copyright..... 289  
Review of Newspaper Group. By Agnes J. Petersen 269

## DEPARTMENTS

- Associations . . . . . 291  
Editorials .... 286  
Events and Publica-  
tions ..... 293  
Institutional Members 264  
Personal Notes . . . 295

## NOTES

- Civil Service..... 284  
Dr. Lapp's Address..... 285  
Financial Exhibit. 277  
International Library  
Congress .. . . . 292  
Ohio University Li-  
brarians. . . . . 269  
Serving Seafaring Men 277

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 Schuster & Co, Edward, Inc., Milwaukee

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 Imperial Life Assurance Co. of Canada, Toronto  
 Royal Bank of Canada, Montreal  
 Toronto Transportation Commission, Toronto

# Special Libraries

Vol. 19

OCTOBER, 1928

No. 8

This month we present the story of the Newspaper Group at the Washington Conference. Next month comes to you the stories of the other groups; the Commercial-Technical, the Finance and the Insurance. As we approach the close of the year the magazine can again resume its routine, can give increased space to the Departments, can present a few articles especially written for SPECIAL LIBRARIES and carry out the editor's policy, something of interest to all of our readers. The next number will outline plans for future issues. What do you want the magazine to give you? Tell the editor

## "Getting the Thing You Haven't Got"

By Will C. Conrad, Editorial Writer of the Milwaukee Journal.

(Lee A. White, editorial executive of The Detroit News, answered at the Toronto conference of the Newspaper Group, the question: "What does the Editorial executive expect of the newspaper library?" And briefly his reply was summoned up in these words: "What you haven't got." At the Washington conference of the Newspaper Group, Will C. Conrad, editorial writer of the Milwaukee Journal, replied to Mr. White's answer.)

AN editorial writer, so I have seen somewhere in your records, answered the question, "What does the editor want?" by saying, "Manifestly, what the librarian hasn't got." That reply of Mr. White's, as I understand it, was the casus belli for this paper. But before I proceed I should like to answer the question that was propounded to Mr. White in my own way. My answer is, "Half the time the editor doesn't know what he wants." That goes for newsmen as well as editorial writers.

Of course that is not meant quite literally. The news worker is conscious that he wants information or materials. But in all too many cases he has not spent any time in figuring out just what it is that he needs. He asks a hazy question and puts the burden on the librarian. You are familiar with that type of problem. You have all chased a will-o'-the-wisp request for half an hour,

only to find, when at last you got the question defined in understandable terms, that the request was easy to fill. The editor, the reporter or the editorial writer not only got his information but he got you to do his thinking for him. Such an attitude is not fair to the newspaper librarian. It is not even fair to the institution for which both you and the fellow worker who is making the request are trying to be of service. It is simply putting a handicap on the library which it should not have to bear.

If I were a newspaper librarian again, as I was before I was demoted to editorial writing, I think I should borrow a leaf from furniture advertising and put all over the place some such placard as this: "You think out your question, we'll answer it." And I think I should sit up nights devising other ways and means to lead people to do their own thinking before they asked my services.

But I would not lay the blame for this situation wholly on the news or editorial department. Part of it lies at the door of the newspaper library. How the library is also at fault I shall try to make clear as I develop my second observation.

The newspaper library is the youngest sister in the family of journalism. You have been all too conscious of your youth. You have shown a deference to the older departments, almost an awe of them, that has kept you from taking the rightful place you should have.

With just a bit of an inferiority complex, and at the same time wanting very sincerely to be of aid, you have attempted to give service no matter how much you were handicapped. You were willing to take the vague question and struggle with it, glad only when you were able to reason your way out of the fog and answer it, and thus escape a possible observation from someone that "the library service is rotten"

Now that isn't your attitude and that isn't your rightful place in the scheme of things journalistic. The newspaper library is in existence because journalism has changed. The old haphazard days in the production of news are gone. News, today, is a continuing story. The newspaper is contemporary history. The news story of this issue hitches on to the news story of last issue, and forecasts that of the next. It contains all the facts that are necessary to make the situation intelligible to the reader.

What makes that possible? The newspaper library. It has become the repository of the materials from which the news story, and the editorial if you please, are built. It has become the most important factor in the news plant, the very center of that plant.

So if I should suggest to you the one important thing you should get that you haven't got, it would be this: Get a realization of the fact that you are an integral part of the newspaper, equally as important as any department that has come up through the evolution of journalism. And when you have it, devise ways and means to get it across so that others will estimate you at your

true value. Then you will find that the attitude toward the newspaper library is changed and that many of the problems you now have will disappear.

And if I should suggest anything you now have that you should get rid of, I would say,—Banish all trace of an inferiority complex. Assume that your department is an integral part of the newspaper, a part without which it could not function, and proceed on that assumption. More than that, preach it to others.

You are making progress in that direction. Perhaps the most important step you ever took to accomplish that end, was when you people of the various newspapers of the United States found a community of interest and decided to meet for a solution of your problems. By that step you revealed to yourselves the importance of the newspaper library. And you found your conception strengthened by your associations. It was then you began to grow into your true stature. But there is no reason why you shouldn't force the growing process just a bit.

To make my story short, the thing you haven't yet got is not something that can be defined in terms of encyclopedias and tomes of reference. It hasn't much to do with your totals of clippings and cuts and mats and photographs. It isn't anything material at all. It is merely a definition of your own place in journalism and a realization of how important that place has become.

When you have done that, you will have yet one more step. It will be your further task to demonstrate to others the importance of that place. They have drifted into the new era without realizing the change that has come. They are making use of the library without understanding that it is the pivotal point of the news establishment. So it is your mission to lead them to see that without the library the modern news policy would be impossible.

When you have accomplished these two objectives, your battle will be won and you will have, not one thing, but a good many things that you haven't got now.

## Review of Newspaper Group

By Agnes J. Petersen, Chairman, Newspaper Group

It is both pleasant and gratifying to welcome you to the sixth annual meeting of the Newspaper librarians. Gratifying because I believe the stage is set for a successful and profitable meeting. Pleasant because we can here renew our associations and helpful discussions of our own problems.

From the standpoint of growth, increase in prestige and professional interest, the year has been outstanding for the Newspaper Group. We have added 29 new members, making a total of 82. We have carried to many newspapers of the country, their managing editors and librarians, a knowledge of the aims and purposes of this organization. That message seems to have created a very favorable reaction in behalf of the Newspaper Group, and to have added to the recognition of the part that the library plays in newspaper work. We have found in our own associations a new spirit and a new helpfulness.

When I recount these things I am conscious of the debt I owe to all you members who have aided so materially. It has been your year and your accomplishment. And I am conscious of what we all owe to Special Libraries Association for its co-operation. It has been generous in its budget to us, making possible the reprinting of the questionnaire report and the carrying out of other plans. It has stood ready to grant the adjustments which we asked for, such as the extension to three days of the program we now have before us. As the parent organization it has shown much interest in the building up of the Newspaper Group.

During the current year or immediately preceding, the newspaper Group has lost four outstanding members. William Frederic Berry of the *Christian Science Monitor*; Walter E. Murphy of the *Boston Post*; Charles B. Maugham of the *St. Louis Post-Dispatch*; Wilbur F. Coyle of the *Baltimore Sun*—these will be with us no more to offer their counsel and helpfulness. Mr. Berry and Mr. Murphy

were signers of the petition for the creation of this Group. All four were outstanding in the new profession to which we have the honor to belong. We pause in recognition of their work and in regret at their passing.

The work of the year has included some notable local gatherings which cannot but be of assistance in promoting newspaper libraries. One of these was the New York get-together dinner of November 7, when the librarians of that city met for a discussion of their problems. Other, less extensive meetings have been held. This is a part of the new spirit.

But as we enter upon our sixth year we are also conscious of the tremendous amount of work yet to be done. We have been five years, it seems to me, building our foundation. We are ready now for the structure that is to be reared on that foundation. We are ready to shape our profession in such a way that the large library will be more certain of what it is doing, the small library will be aided in building up the service it must give, and all alike will increase their departmental standing as integral parts of the newspaper plant. To the outlining of such a program I invite your attention and I trust that our mutual discussions here will be the beginning of its realization.

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### Ohio University Librarians

The Ohio Association of College, University and Normal School Librarians (Josephine Cushman of Akron University, President; Mildred Semmons, Ohio Wesleyan University, Secretary), held its first meeting at the Hotel Commodore Perry, Toledo, Ohio, on October 19. The topics for discussion were "Special Collections and Reference Resources in Ohio University Libraries;" "The Training of Teacher-Librarians;" and "Opportunities of Study Open to Members of the University Library Staff." Dr. Works, Dean of the Graduate Library School of Chicago University, was a luncheon speaker.



## Four Great Newspaper Libraries

The librarians of four newspaper libraries, located in Cincinnati, Detroit, New York and Washington, described to the Newspaper Group the work of the libraries over which they presided.

These libraries might be called typical, but accounts of a dozen other prominent newspaper libraries in the country would probably show the same degree of efficiency as is indicated in the stories that follow.

### The Evening Star's Library

By C. Fred Cook, Librarian

THE Library of The Evening Star—The Sunday Star, Washington, D. C., is not a circulating library, nor a library of fiction, nor even a library, in the recognized sense of the word. It is, fundamentally, a bureau of information for the members of the staff of The Star. That was the intention of the management in founding it and that is the view of the management at present. But with this explanation, I shall refer to this department of The Star, as I proceed with this paper, as the "library."

The library of The Star has barely learned to walk, and has not yet started in kindergarten. It was established only a few years ago, when the building we are now in was remodelled, following the completion of what we refer to as the "new building"—a ten-story addition to The Star Building.

One reason—and an important one—why we are a bureau of information and not a real library, is that we are in very close official, sentimental and physical touch with the public library of the District of Columbia. Mr. Theodore W. Noyes, editor of The Star, is really the father of the Public Library of the District of Columbia. Officially, he is the founder, was the first president of its Board of Trustees—is the only President. He was largely responsible for the legislation which brought the library into being, and is, of course, vitally interested and concerned in its maintenance and betterment.

The main building of the public library is not more than six city blocks from this office. A telephone call will bring to us within a few minutes, by special messenger, using motor

transportation, any volume, illustration, or information we need, and do not possess. We operate in closest harmony with the public library and with the officials and members of the staff there. Any information the public library may need, such as the date of publication of anything that appeared in The Star, the interested official there does not hesitate to call for it, from us, and we respond as quickly as possible.

"We are in an unusual, but fortunate position—our location, here at the National Capital. Not only the public library, but the Library of Congress, that magnificent building erected at a cost of \$5,000,000, is at our immediate call. Then, we have available the libraries of the various Government Departments and the many special libraries here in Washington. It is not even necessary to write a letter and await a reply by mail. A telephone call usually brings results. For maps, we have the U. S. Geological Survey at hand.

With all the resources, referred to, available, it would astonish you to be told, in detail, of the number of calls we receive from the outside, for information. The general public, in most cases, turns to The Star for anything it wants to know. Persons call us, invariably it seems, when a call direct to a Government Department, or an institution, or an individual, would produce an answer, accurate and satisfying, and in many cases more quickly than we could give it. The Star's question and answer department is conducted by the Frederic J. Haskin Information Bureau, as a business proposition. A statement to that effect is published daily in the question and answer column, with the information that, by calling a telephone number, which is stated, any questions submitted will be answered. Not-

withstanding, we, in the Library, are kept busy answering our telephone, and endeavoring to reply to questions propounded by that means. We have a great deal of correspondence along the same line. We endeavor to treat the public with the utmost courtesy at all times, whether we are called on in person, by letter, or by telephone.

We are provided with all manner of encyclopaedias, year books, standard almanacs, "Who's Who," biographical works, books of fact, dictionary of dates, books of quotations, phrases and proverbs, histories of the National Capital, the City of Washington, the District of Columbia, and the complete records of the Columbia Historical Society, gazetteers, atlases, maps and other works of similar character, in great numbers. The bound volumes of *The New York Times Index* we find of much value, at times, as an aid to our own index. We have city directories for many years back, and at the other end of the telephone, the office of the directory publisher, where they have directories of many of the cities of the United States.

Right here I would like to say that the Public Library recently opened to the public a collection of Washingtoniana, which is of unusual interest and value to us, and should be to the public in general. We expect to make use of it often.

We conduct an index, making a permanent record of everything in the way of news that is published in *The Star*. Each news item is indexed as to the date it appeared in *The Star* and the page on which it may be found. Just across the hall, in the file room, are the bound volumes of *The Star* back to December 16, 1852—seventy-five years ago—when *The Star* first made its appearance. Because of this index, and the bound volumes of the paper at hand, we have not adopted an elaborate system of clipping and filing everything that appears in *The Star*. My experience as city editor demonstrated to me, overwhelmingly, that a system of filing clippings, even on a small scale, very soon becomes cumbersome. So far, in actual practice, we have found our method of indexing and keeping the bound files at hand to be entirely satisfactory. We do, however, maintain a file of miscellaneous information, consisting of clippings, not only from *The Star*, but from all newspapers that come to hand. It will require only a moment for any one, or all, of you to glance at this file of miscellaneous clippings, and you will understand it much better, at a glance, than you could from any words I might attempt in the way of a de-

scription. This miscellaneous file we find to be of real value. It is growing rapidly.

We maintain, of course, a file of biographical data which is extremely important, and of the greatest value. This file is made up not only of the notable residents of this city, but of the world at large.

Our department of illustrations, or cut department, is located so as to be immediately responsive to the call of anyone in the News Room. We regard it as thoroughly modern and complete. It is on this floor, only a few steps from this room.

There are other features of this department, but I will not go into them because they are peculiar to *The Star* and would be of no interest to this group of newspaper librarians. As a matter of statistics, however—and I have noticed that your reports and questionnaires cater to statistics—perhaps I should mention that our force is very small. I have one assistant—an exceptionally efficient one. This is necessary, of course, because one person could not be on duty continually during office hours. Illness overtakes the most healthy of us at times, and it is also necessary to pause during the day for lunch. But one or the other of us is actively on duty at all times. In addition, we have one indexer and one index copyist, whose activities are largely confined to the duties mentioned. If need be, one or the other of them answers the telephone, or responds cheerfully to any request made by anyone connected with *The Star*.

### The New York Herald-Tribune Library

By D. G. Rogers, Librarian

**T**HE *New York Herald-Tribune*, as well as other foresighted publishers, found it necessary to provide modern methods and equipment where research for facts could be carried on side by side with the publication of its great newspaper. Our library gathers and has ready for prompt reference all the information which will be of use in expanding, explaining and interpreting the daily news stories and *Sunday features*, as they reach the various editors' desks.

The main purpose of the old "morgue" was to compile obituary material of prominent people so when they died a comprehensive life's record might be recorded. Obituary material is still an important item in our daily routine,

but it is secondary to other more important functions. We have prepared many hundreds of advance obituaries of prominent persons and national figures, or those who have been featured in the news. Many of these sketches are put in type and held until death calls for its use.

We want information about people more for its value in connection with some current achievement and some new public interest in them today, while they are alive, than for the single and final use in obituaries. Our reporters, if they are wise, consult the library files before going after an interview, to get light on the interests, achievements and characteristics of the person to be interviewed. The leads thus obtained often develop front page stories from what otherwise would be merely second rate matter. Our subject file is the development of history from day to day. Through our clippings we are able to follow the progress of any movement and to present a history of this movement while it is still growing and before it is either old enough or stabilized sufficiently to be put in book form.

*The New York Herald-Tribune* Sunday department features many special stories by writers whose function it is to explain and interpret the news. Much of their time is spent on stories which develop the personality of some figure prominent in the day's news or gather scattered threads of many months and weave a concise account of a political, economic, labor or scientific situation; or use the knowledge of the past to point the possibilities of the future.

To make all this possible we have an adequate reference library of several thousand volumes, two separate though closely coordinated files, the biographical, with half a million individual folders, the subject index with about three thousand general subjects and subdivisions. These files contain every piece of news concerning the individual or subject that appeared from various news sources which come to the notice of the library staff. Many of these records date back forty years. Our clippings are obtained from every responsible metropolitan newspaper, exchange and foreign papers, magazines and pamphlets. Lurid sheets are not clipped for they too often subordinate facts to sensation. Such clippings if used to base a future story upon, might cause serious embarrassment to our paper. The work of each member of the library staff is laid out on definite lines. Each worker specializes in one duty, while being familiar with the general work of the department.

Classification of the subject news is vital, for on it depends the coherence of the system and the certainty and readiness with which material can be produced when requested. Reporters are constantly demanding facts or confirmation concerning every subject imaginable.

We wouldn't be surprised if one of them queried us as to whether a "wampus" walked or waddled; or what became of House Bill 4-11-44 for the conservation of sidewinders or horned toads. If we replied "no record," he would doubtless damn us with:—"Hell, what a rotten morgue." But seriously, *The New York Herald-Tribune* reference department aims to give 100 per cent service from 9 A. M. to 4 A. M., every day in the year with a staff of nine, working different shifts. The library door is wide open to all our various departments,—with no red tape, no standing in line at a barred door. The young reporter with an assignment he is quite hazy about comes to us for help. After a little talk on the subject, more frequently than not we send him away happy with the required fact. You must get in close contact with applicants for information if you are to thoroughly understand their wants. Our reference department effects a large annual saving in telegraph and cable tolls, by providing the background and facts inadequately dealt with in telegraph and cable copy reaching the editor's desks.

The Paris edition office of the *New York Herald-Tribune* has bound volumes of the *Herald Tribune*. Stories of interest to Europe, breaking here and having former news connections are easily handled with small outlay of cable tolls. The new facts are cabled and a reference to date page and column in their bound files is given which provides the necessary background.

Just a few words as our system of filing. Unfortunately we have not as yet installed an accumulation index, the one and only permanent record. At present we depend entirely upon our clipping file. The latter while functioning very satisfactorily will, as time passes, be weeded out and that record lost. Each clipping we handle is dated with an automatic dating stamp and also carried the name of the paper or periodical from which it was obtained. A two-foot specially made rule is used to cut papers. We find the rule much faster and superior in every way to scissors. Our biographical files are seven-drawer steel cabinets. The drawers are divided into two sections, holding 5 x 8 folders. Each drawer

holds approximately 1,500 folders and expansion envelopes. Clippings are filed in the folders in alphabetic order with notation as to profession, etc. If the person is very prominent in the news their folders are subdivided into various subjects. To illustrate:—

Coolidge, Calvin . . . . . President General, Addresses, Appointments, Armament, Aviation, Budget, Cabinet, Coal Situation, Congress, Farms and Farmers, Financial Policy, Foreign Loans, Foreign Policy, Health, Immigration, League of Nations and World Court, Letters and Telegrams, Merchant Marine, Navy, Presidential Nomination, Oil Land Leases, Pardons and Paroles, Pensions, Personal, Presidential Candidates 1924-28, Proclamations, Prohibition, Railroads, Sketches, Soldiers' Bonus, Tariff, Taxation, Vetoes, War Veterans.

In the same way Henry Ford has probably twenty or thirty sub-divisions. Many others are sub-divided to a lesser degree. Colored cards are used for cross reference. When people die their folders are removed from the regular file and placed in a separate cabinet together with death notice or obituary filed in the folder. The date of the death is indicated on front of the envelope for quick reference. The subject system used is particularly adapted for newspaper use, being simple and flexible. Each file unit is of steel, four drawers, correspondence size. Envelopes used are 9 x 11, open at top only, so clippings may be filed without removing the envelope. Heading for card index and folders run in alphabetical order from A to Z, with a great many subjects and sub-divisions. To illustrate:—

Accidents, General, Asphyxiation, Automobile, Aviation: General (with separate envelopes for big disasters such as the Shenandoah), Baseball, Boxing, Buildings, Drowning, Elevators, Fires: General (with separate envelopes for famous fires), Football, Hunting, Industrial, Mining, Railroads: General, Railroads: Grade Crossings, Rapid Transit: General, Rapid Transit; Elevated Roads, Rapid Transit: Street Railways, Rapid Transit: Subways, Runaway Horses, Shipping: General (with separate envelopes for big marine disasters), Storms.

Many of the hundreds of subjects are finely sub-divided to preclude the necessity of long research for an article called for. Some subjects have only two or three sub-divisions while others like Agriculture, Congress, Crime, Diseases, Medicine and Ships have 25 to 100 sub-divisions. The card index is the key to our subject files and the cross reference its heart.

Four by six cards are used. There is a card for each envelope in the subject file cabinets. Cross-reference cards are placed in the same card index. It is easy for anyone even if unfamiliar with the file, to find a given subject by going to the card index. To illustrate: A reporter asks for material regarding "Campaign Expenses." Going to the card index we find a cross reference card reading:—"For clippings on campaign expenses and funds," See:—Elections:—Campaign Funds; Also—Congress:—Senate—Investigations—Campaign Expenses. We then go to cabinet and under subject of Elections and Congress—Senate will find the sub-divisions wanted.

Until a subject becomes active enough for an envelope the clippings are filed in the "General" envelope of the subject. If the division grows the material is taken from the "General" envelope and a separate sub-division of the subject is made. As envelopes fill up, the clippings are put in chronological date or name order and placed in the transfer files. The envelopes hold clippings four columns wide and clippings are filed in one, two, three or four columns but in date or name order.

It has been said the editorial department is the brains of a newspaper. Well, if that statement is true, the reference department is the memory of the brain. Any newspaper that still retains the old "morgue" with all its gloomy traditions is in the same class with a mental defective. We try to maintain a cheerful atmosphere in the library so our customers will call again. The more demands for facts from the staff the more accurate the printed news will be, fewer news corrections, greater assurance against libel and a superior newspaper will be produced that will rightfully enjoy the confidence of the reading public.

### The Detroit News Library

By Ford M. Pettit, in charge

ONE of the early problems in the building of the reference department of *The Detroit News*, and I presume of every newspaper attempting a similar department, was that of supplementing the clip files with the bound volumes of our paper. Clippings often are lost, either permanently through carelessness of persons borrowing material, or temporarily through misfiling. Obviously these clippings can not be replaced after the edition in which they appeared has been out of print any length of time and the files must remain incomplete unless we can make use of the bound volumes.

From 1919 to the end of 1926 an attempt was made to solve this problem with the use of a loose leaf ledger system, with convenient alphabetical divisions. Each day the paper was marked for filing, then indexed on the loose leaves, with a one-line, typed summary of the item, the date, edition, section of the paper and page and column in which it appeared. Cutting and filing followed this operation. From 1919 to January 1, 1927, we had accumulated 15 large volumes, nine of subject clippings and six of biographical. At that time the files were divided under biographical subjects. Since then we have combined them into one file, alphabetically arranged, with marked saving in time and elimination of confusion.

This system was, at best, unwieldy and considerable time was lost in searching for material which, though alphabetically filed by subject or name of person, was filed chronologically within its alphabetical classification. Thus, when the time element was uncertain, it often was necessary to hunt through several pages of single spaced copy to find the material.

Another difficulty was presented in the matter of the cover changing classifications. The department has been one of gradual development in which we largely had to feel our way. As a subject grew, new classifications were necessary. And if the index were to equal all its possibilities, the changes in classification should be entered there as well as in the clipping files. But to change classifications in the index was an almost impossible task. It meant searching through one or more pages, erasing and retyping. Or, if not that marking out items with blue pencil and typing them in elsewhere out of chronological order, which made the task of research infinitely more difficult. It was such a large task that it was seldom done and the result was that often the original classification, under which an item was indexed, no longer was a part of our files when an inquiry came for it.

The same was true in the matter of corrections. Somehow, despite our vigilance, mistakes crept in. Mistakes are even made now and I have no doubt that mistakes will be made in the future, though I hope to a smaller extent. When the mistakes were discovered, the page in the index on which an item should be entered, chronologically, had long since passed and either the item must be filed without regard to time or several erasures made and many items recopied. The loose leaf system was better than none. It offered some

protection against error and loss of material, but it was cumbersome, bulky and costly of operation. It was the last resort in research, because of the time which was sure to be wasted in poring over the heavy volumes for information which might not even be given in the brief summary.

The card index seemed to be an ideal solution, except for the possibility that in time it would occupy too extensive office space. All the other problems offered by the ledger system seemed solved in the card system and the temporary value of so much of our files, it was hoped, would tend to hold down the size of the card files to a reasonable limit. The card index system was established January 1, 1927. We use cards three by five inches, slightly heavier than good writing paper. In the upper right corner is printed the year. Directly under it is a ruled line across the card. Above the line the classification is typed just as it appears in the clipping file. Below the line, at the right, is typed the day of the month, abbreviated in its shortest possible form, the section of the paper, page, column and edition in which the item appeared. For convenience, we arranged that when no edition identification followed the other figures, it meant that the item appeared in our second home edition. All other editions are identified by name. Directly below, we type a summary of the item, telling what a copyreader might tell in a headline if he had to tell the story in the head. We try to make it as complete as possible, without wasting words, so that the card can give the information and save the wear and tear on the clippings. One person marks all editions of *The News*, the other local papers and outside papers. Previously this was done by as many as three persons and the result was that a running story might be found under as many as three classifications. Now we are reasonably certain to find all material under one subject. Two persons are employed on indexing the paper. There is an average of 275 cards a day and this task takes the major part of their time. One, in addition to indexing, marks magazines and pamphlets for filing. The other has a part of the photograph file. It is our aim to have all editions of each day's paper marked, indexed and in the files before closing time of the day following publication, and we are holding closely to this schedule. We are protected against illness and other emergencies by having two persons whose work of revision and elimination can be dropped at any time to mark the paper, index or fill in

wherever needed. As a check on marking and indexing, the cards are gone over each day by one of the skilled members of the staff before filing.

Two types of cards are used. A white card indicates that the clipping is filed under the classification indicated on the card. A blue card indicates that the clipping was not filed under that classification. The blue cards are used for indexing cartoons, deaths of persons of minor prominence, stories by special writers when it is desirable to have them available under the name of the writer and, in general, for any item not worth a place in the clipping file but for which there might be an inquiry. The articles written by special writers are indexed under the subject matter of the articles on the white cards and the clippings saved under that classification. The blue card under the writer's name merely gives us one more source for tracing material. It saves space in the clipping file and serves also as a cross index to the subject matter.

In marking the paper, a blue cross tells the indexer that the item is to be indexed on a blue card. All other markings are in black pencil. Just when the blue card is to be used must be left to the discretion of the marker. At first blush it would appear that this system in time would become unwieldy, that the index would grow out of bounds. Our 16 months' experience does not indicate that this is so. We have now 61 drawers in use, each 17 inches deep. Our cards take space at the rate of 124 to the inch, exclusive of guides. We average about 275 cards a day. Using that average, from the time the system was established until May 1 of this year, 16 months, we have filed 132,000 cards. However, we do not have 132,000 cards in the files. We are saving space by putting as many subjects as possible on each card. Often we can combine five or six cards into one. This plan not only saves space,—we have cut down the file from 132,000 cards to approximately 68,000—but it provides an additional check against errors in indexing and filing and groups items chronologically so that there is a considerable saving in time.

Until recently there was no systematic effort to keep the cards doubled up. We had to buy new cases and there was prospect of further buying within a short time. Then we started doubling up the cards. The job isn't complete yet, but we have shown a saving of 50 per cent in space can be made. Some of the drawers are less than half full now, none is fuller than nine inches where the doubling up process has been completed.

The floor space occupied by the card file is eight and one-third square feet. We can increase the files by 23 drawers without increasing the floor space. That means 84 drawers in eight and one-third square feet, the cabinets being 18 inches deep with a lineal space of 66 inches. The 84 drawers would hold approximately a four years' supply of cards. At the end of 25 years, if no cards were discarded as obsolete, the file would occupy 34 feet of wall space to a height of five feet. But many of the cards can be eliminated after a few years, just as can the clippings, for many of them can have no value beyond a few years. And if necessary, the cabinets can be built higher than five feet.

Now as to the value of such a file. The card index is more than a substitute for lost clippings. It offers the quickest way of locating matter when there is doubt as to classification, for the cards are conveniently grouped. When the correct classification is found, it is only a matter of seconds to find the clipping. And, more often than not, the summary, typed on the card, gives the inquirer the information wanted and the handling of clippings is eliminated. Almost daily the circulation department asks us for the publication date of an item someone wants to save. The card index gives us the date, edition, page and column on which the story appeared. It takes but a few seconds. And the clipping, itself would not give all this information. The clipping is stamped with only the date of publication and the edition. There are frequent telephone calls which we can answer quickly from the card index while the inquirer waits. When a clipping is lost, and the lost matter is worth copying for the clipping files, we can locate the story in the card file, bring out the bound volume and either copy or summarize the item.

There is one item that might be overlooked as a file grows and that is keeping pace with new guides. Last winter we found that it was taking virtually all of one girl's time to file the cards, though a year ago that task formed but a small part of one person's work. We bought 1,000 new guides and inserted them liberally. We found that by placing the guides at the end, rather than the beginning, of a subject, we speeded up filing. Instead of from 5 to 7 hours, it now takes from 90 minutes to two hours. When classifications are changed or errors discovered, the corrections can be made neatly and quickly. New cards can be made out, the old ones destroyed and clippings and cards always will agree on classification. The card index has proved a well worth while venture.

## The Cincinnati Enquirer

By Harry Pence, Librarian

LET me outline some of the vicissitudes through which the reference department of *The Enquirer* has passed. Regardless of the merits of our system, methods and technique I can claim familiarity with their evolution. At one time *The Enquirer's* Reference Department, NOT then so-called, comprised 40 paste-board boxes, 20 wooden drawers and a set of wooden bins, or pigeonholes, on the wall. The entire outfit occupied a space of ten by twenty feet in a hallway between the art-room and the engraving department and straggled out into the latter domain, the bins for cuts being along side an etching tub, open and exposed to dirt and acid fumes.

Most of the material, pictures, clippings, data and miscellany were filed in the paste-board boxes. Two wooden chests of drawers, also with doors and padlocks requiring different keys, contained a varied assortment of local, sport, dramatic and musical material.

I remember the first half-tone experiment *The Enquirer* made. It was not an unqualified success but though the half-tone had come to stay, at least two-thirds of the cuts were zinc line drawings, portraits largely, without names. The method of filing them was primitive. They were numbered on the back with etchers' asphaltum or India ink and dumped into the bins approximately 50 to a compartment, after they had been listed in an index book arranged alphabetically, divided to the second letter. It frequently required quite a time to locate the name in the book and then there was nothing left to do but yank out and paw over the cuts till the one of the proper number was found or found to be missing. Such, in outline, was *The Enquirer's* collection of reference materials when I first became acquainted with it.

The Sunday Editor was the late George Randolph Chester, afterward famous as the creator of "Get-Rich-Quick Wallingford," who suggested that I seek the custodianship of this institution. My first revolution had to do with the cuts. My first serious blunder, one of a long series of unpardonable sins the memory of which will always keep me from becoming overly egotistical, resulted in the wrong cut getting into the paper. Investigation revealed that it was the right number but that there were two cuts of that number in the bin and I simply had to get my hands on the wrong one first.

The house carpenter built me a new set of bins, which we crowded into the already congested space. On an old Washington hand-press I made proofs of all the cuts on substantial Manila envelopes large enough to contain all the two and most of our three column cuts. These were placed in the new bins in numerical order and in cases of duplication a mark was made as a warning that the cut should be verified before using. There were some 3,700 cuts, many of which I recognized. Many were discarded. I then transferred the book entries to cards, pasted clippings of every day's illustrations in a home-made scrap-book, numbered and dated them in the scrap-book, on the cards and on the envelopes in which the cuts were filed. It took several months to make the transfer, but the job was finally done. The managing editor allowed me to get new cabinets, especially after I carried into his office one of the paste-board boxes so tightly filled that when turned up side down the contents refused to fall out.

A year or so later the space problem was solved, sufficiently for the time. An annex was added to the building and it was something of a shock to the staff when two rooms in this building were assigned to my use and the word "Library" was neatly painted on the door. As I couldn't get along with the old equipment any longer I offered to build something that would do, and my offer was accepted. A planing mill turned me out 84 wooden boxes and a carpenter friend of more than average skill put up the framework for them in two sections, each 8 feet high, 7 feet wide and 18 inches deep. The design was my own but I am quite certain we infringed a number of patents which might have gotten us into trouble with manufacturers of file cases had they ever discovered the fact. *The Enquirer* paid me \$120 for them, completed and delivered, and they cost me \$135, not counting the fitting of the hardware—drawer pulls and label holders—and the painting and finishing. These I did myself.

We had, by that time, progressed a step beyond the one-man stage. The editorial auditor handled the place on my night off and I looked out for his work when he was away. Between times he helped me out as much as he could. This was a gratifying arrangement and laid the foundation of an enduring friendship, but it didn't solve all my problems. So far as scope of work, methods and system were concerned I always had to play a lone hand. Of course I had the full amount of unreasonableness to contend with. Everybody wants

what he wants when he wants it, but newspaper editors and reporters want it a little more earnestly and loudly than anyone else and set up a bigger holler when they don't get it.

Our new Library occupies practically five times the space of the old room. It is light and airy. As our equipment was modern and still in good condition we had but to increase it. Of course the moving and the rearrangement of materials has meant work but they presented no difficulties or perplexities. In one respect, however, I find myself with a new and very interesting problem on hand. Our equipment includes book shelves and cases to accommodate approximately 5,000 volumes and we are in the midst of assembling a well rounded and serviceable reference library. Till now *The Enquirer* has not had the opportunity to acquire anything that could be called a library. Books of certain sorts we have always had in reasonable profusion. I managed to stack up perhaps 500 volumes. The managing editor, the city editor and a few others had cases of books in their offices largely for scenic and decorative purposes. Many of them were valuable but the others merely occupied space.

Then arose the question of how it all should be listed, catalogued and shelved. To simplify the matter I compiled a subject list of approximately 4,000 topics and then studiously cut this in half. This I compared with the classifications as set forth by the quaint genius, Melville Dewey. I had originally planned not to adopt the Dewey system of classification but to formulate a method I fancied would be more practical for our specific purposes.

The field of human knowledge is broad, however. It overlaps strict boundaries. Division lines become confused and no two persons agree upon all matters of classification. The fifteen divisions which I originally scheduled soon grew to twenty-one and still I had not completely surrounded the field. Dewey did so in ten major classes and though I have to smile at some of his divisions and differentiations I have found that my own classifications contain an even greater number of grotesqueries, with less excuse for their being. I have, therefore, come to the final conclusion that this ready-made, time-tried system is well adapted to our needs.

And the selection of new books has been far removed from drudgery. We have not assumed that we knew it all. We have sought and still seek helpful suggestions. We have changed our minds from time to time and expect to continue to do so, but we do also expect to finish the job in a creditable manner, and while we

refuse to be hurried we find ourselves busier than we have ever been before and we are actually enjoying it.

### Serving Seafaring Men

In chronicling the many library activities of the country we have failed to give proper attention to the American Merchant Marine Library Association, which maintains a library service for the personnel of the American merchant vessels. The service is also extended to life saving stations, vessels of the United States Coast Guard, light houses, light ships and tenders on the Great Lakes. The headquarters of the Association are in New York City, but there are twelve distributing agencies at regional points on the Atlantic, Gulf and Pacific coasts as well as the Great Lakes. This Association is an outgrowth of a similar activity conducted during the World War and maintained by the present President of the Association, Mrs. Henry Howard, who is making the undertaking her life work. The Association furnishes books to about two thousand vessels in the American Merchant Marine, in addition to the various other agencies previously mentioned. The stock of books is maintained by book drives in the leading cities. The Director in charge of the enterprise is Dr Alfred E. Burton, former Dean of the Massachusetts Institute of Technology.

### Financial Exhibit

A complete financial library was exhibited by the Financial Group of the Special Libraries Association at the American Bankers Association convention in Philadelphia, October 1-4, 1928. The committee in charge consisted of Ethel Baxter, librarian, American Bankers Association; Emma Boyer, librarian, Union Trust Co., Cleveland; Edna Casterline, librarian, Mellon National Bank, Pittsburgh; and Florence Wagner, librarian, *Wall Street Journal*. The exhibit, which was sponsored and financed by the various banks, was given to assist bankers in obtaining the latest and most authoritative financial information. The exhibit, which was a model both in point of equipment and arrangement, consisted of representative financial books for reference and general use, also files of newspaper clippings and samples of financial periodicals. In addition, pamphlet material was exhibited showing the best methods of filing and the valuable uses of such files. A pamphlet containing a comprehensive bibliography showing how the library may best serve the bank was prepared for the exhibit.



## Problems of the One-Man Library

A Symposium by Five Librarians, Who Tell How They Handle Their Chief Difficulties

One of the most interesting features of the conference was the brief talk by the heads of the one man libraries. Vivid stories of a person carrying the whole burden down to the minor details of library work.

### Dayton Journal and Herald

By Miss Ethel L. Harper, Librarian,  
Dayton, O.

OUR departments must be ready for an opportunity if we want the opportunity to come. We cannot wait for opportunity to invite us. We have to go out to meet it. As soon as one opportunity is met and won, work to meet another, making each one a little better than the one preceding. Try to be ready for the next thing ahead.

Our department must also be efficient, and then let others know its efficiency. In other words, we must work for competition. We cannot have 5 o'clock quitting time. A little overtime, at the cost of a personal inconvenience, often makes all the difference between success and failure. There are those who are dependable, well prepared, loyal and industrious and they are in demand everywhere and everyday.

We must show a willingness to supply the wants and needs of each department of the paper and also encourage the workers to ask for the material they need. I have loaned pictures to a member in the Advertising Department. He has taken the pictures and showed them to a customer and as a result was able to secure a larger advertisement.

We have very few clippings, so I cannot speak of their advantages. We often feel the need of clippings but we haven't progressed that far yet. My object in attending this convention is to learn, to seek counsel and advice from experience of others that are more experienced than I. Sometimes small meetings in small halls become big meetings in big halls, so we hope for our Department.

*The Herald and Journal* Reference Department consists of approximately 45,000 pictures, 27,000 cuts and 16,000 mats, besides the obituaries and a few clippings. The Reference

Department is intended primarily for our own papers, altho the public does make use of it, as do the schools, churches and some of the smaller or local publications. We loan our pictures and cuts, but do not give anything away unless it has lost its usefulness as far as our papers are concerned.

Both editorial and advertising departments use the pictures and cuts that are on file. By having both morning and evening papers using the same pictures and cuts, and only one person taking care of them, it is rather hard to keep record of where everything is, and keeping everything filed in order.

Photographs are always important. Our aim is to have photographs of all prominent people on file. Identification is made of pictures and cuts after the printing of the paper. The name and date when the pictures were used are written on the back of each picture, and a name is printed on a card and each picture, and is given a number and filed in envelope accordingly. Cuts are filed according to size. After identification, cards are printed and cuts are given a number. The number for pictures and cuts with information is all printed on one card. By using one card, time and space are saved, for all necessary information is there. The card indicates whether there is a picture, and also if there are cuts, and their size. Mats are filed the same as pictures.

All cards are filed alphabetically. The system used for filing is the card index. The size card we use is 4" x 6". Pictures—envelope 10" x 12". Cut envelopes according to size. We have both wood and metal cabinets. Personally I like the metal cabinets better for they require less space and more material can be filed in them. They also look better.

Some local subjects are filed under one heading, then sub-divided, such as schools, churches, etc. Aircraft is also handled the same way.

All pictures and cuts of city scenes, buildings, such as New York, Detroit, Boston and etc., are filed in one envelope and under one number.

### The Decatur Herald

By Miss Nettie S. Lindsay, Librarian,  
Decatur, Ill.

THE pioneers of the Mississippi Valley, as well as those of the far West, early learned that their difficulties were nothing to speak of, yet out of the good fellowship of give and take was wrought out understanding of each other's viewpoint and problems, that has brought courage and inspiration to all concerned. We are still pioneers in this field of work.

The newspaper of from 25,000 to 50,000 circulation often has the same ambitions and problems that the newspaper has that counts its circulation by the 100,000 instead of by the 10's of thousands. It takes the same knowledge of world affairs, the same data at hand, the same quick work—to furnish data and write an editorial for the *Decatur Herald*, if it is done equally well, that it does for the *New York Times* or the *Boston Globe*. The smaller newspaper must keep within its limits of money and floor space which necessitates careful, steady weeding out and careful judgment as to what goes into the files. We file everything that will go to make a good biography but on general matter we must consider carefully whether this or its equivalent may be found quickly in the nearby public library.

Suggestions for feature stories always keep us on the lookout. Time was when we furnished the finished product but with the added reportorial staff that work is divided, yet we still must keep suggestions ahead.

A plan for taking care of local historical data has not been found. Whether a card catalogue, with subject and references to the bound files is a satisfactory method, is still an open question.

The question of salaries is a subject that newspaper librarians as well as all librarians need to work out. Librarians are in a class with the teaching profession, those who give largely, who in the very nature of things must give generously, who have the ability to give and love to give, but who do not receive in money value according to the giving. The question of wages is a big problem in life. The labor unions have tried to work it out and have gained some. What but the unions have worked largely through domination—(through

war)—from the very standpoint which they claim the employer is working from to their detriment. Money should be the expression of value,—human value and comparative value.

The newspaper librarian must be a newspaper man. Where does the work of the newspaper librarian stand? Is it on the plane with that of editor, the city editor, copy readers or reporters? Is the librarian's work a lesser part of the adjunct of the newspaper, an adjunct as it were of the news department or should it stand as a department of the whole business concern with the head librarian on the basis of the heads of departments, of the business? It is a subject to be studied out and worked out, without envy, without malice or resentment, and without any sense of injustice or fear, but with an understanding of the facts in the case and with the motive of helping to work out one of the world's big problems for the general good.

There may be the claim that some work must be sacrificial and cannot be paid for, but the claim is largely based on hypocrisy and is the outcome of a lack of the courage to dig through the crust of self-complacency in order to reach the truth of the matter. Some have worked out the problem individually, and such working out is always received with gratitude by business manager and editorial manager who have not worked out these questions and are harassed by them.

All business and all phases of business are our Father's business and when we know the truth about any problem that truth shall make us free,—will add to the good fellowship, the happiness and success of all concerned.

### The Sheboygan Press

By Miss Marion Koch, Librarian,  
Sheboygan, Wis.

PRIOR to preparing this paper on "Problems of the One-Man Library, and How They are Handled" I jotted down those that loom most gigantically before me as librarian of the *Sheboygan Press*. There were so many of so many varieties that I asked myself "What's wrong with this picture?" for it did not seem possible that any department of a newspaper could have so many problems and yet function at all satisfactorily. I should like nothing better than to "listen in" on the problems of the others in this symposium. Then I would know whether our library troubles are general or individual.

It seems to me that the biggest problem that confronts me is one which I believe is universal

even when persons have learned the value of it and learned not to waste it—I refer to the problem of time for completion of the manifold duties a librarian must perform daily. It is by the completion of these duties each day that one can "keep up" with the race of the hours via the rolling of issues from the printing press.

While there are three persons employed in the Press library at the present time, the third having started work the beginning of April, none of us devotes full time to library work. To the library many of the non-classifiable duties of a newspaper office have pigeon-holed themselves. What's more they seem to be increasing daily. Among our tasks are opening of the mail, handling of the NEA Services, preparing releases for city and telegraph editors, editing all correspondence, handling of contests, promoting of new serials, writing of chronologies, checking of paper's features, reading of front page of country edition for errors, writing of letters on miscellaneous matters, handling of all features, reading and clipping of all exchanges, assisting in the reading of proof, conferring with the editor daily, sending out of editorials and news stories to persons not Press subscribers, preparing scrap books of editorials, Cozy Corners and editor's personal clippings.

All of these duties are in addition to the regular library work of filing all clippings, mats, photos, cuts and taking care of editors, reporters and outsiders' requests. Right now we are attempting a reorganization of the library, which is both timely and necessary. We have additional room space and new equipment which coupled with hours of overtime will eventually mean the accomplishment of my dreams—a library like that of the *Milwaukee Journal*.

But to go back to this problem of time. So many days are so crowded with the performance of these other duties and with the taking care of requests that there are just no minutes for me to file clippings. So often I have planned an hour or two for an attack on a folder of clippings requiring cross-referencing only to be disturbed so often that progress is impossible. It seems the library is the clearing house for all questions, which is as it should be, and I am sure every one here would feel dissatisfied if the library was not called upon to furnish information. Nothing is more gratifying than to go to one's cabinets, confident that the clippings and art sought are housed therein.

Time for weeding clippings is another problem that confronts me. It is most opportune

that this be done for the Press library has been organized for approximately six years. Envelopes have become worn and ragged and must be replaced. Then, too, my ideas on filing have changed during these years of experience, and, I believe, improved, so it is imperative that some of the classifications be changed. Our daily clippings from our own paper average sixty to ninety. Then there are always some from other papers as well as magazine articles for filing. Each day I date the stories I want to file and one of the girls clips the paper. However, I still file all of the clippings for I believe in a library of our size, one person should be responsible for them and should endeavor to generalize them to the extent that the others can locate them. I file many more clippings than are called for on many more subjects than will possibly ever be called for, but since there is no librarian who can give a rule as to what and what not to file, I believe it safer for my future to have practically everything "in stock." But clippings just will accumulate rapidly and it is always necessary to hold over some because a proper classification can not be thought of at the time of filing. The preparation of a list of subject filings by the Newspaper Group would be a real boon to all of us, I am sure.

From the Toronto convention I learned of the success newspapers had had with the questionnaire idea in securing biographic material and photos, and when I returned I was determined to try it out on *Sheboygan*. Questionnaires were prepared and mailed to practically all of the prominent men and women in the city and some in the county. About forty per cent were returned which is good considering that a follow-up letter was never sent.

In addition to having preparedness on all local persons, we are endeavoring to bring our library information up to date by cross-referencing articles in bound files prior to 1922, the date of library organization. There are many stories in these volumes that have great historical and biographical value. From time to time we are obliged to look up histories of city departments, institutions and biographies. The memory of a newspaper man is vague and much time is lost in trying to spot the year and date of the appearance of the story he "remembers he wrote." When this is accomplished and all important stories indexed, it will mean an untold saving of time.

Handling the NEA Services myself enables me to learn what preparedness we have been supplied with, so that when requests come for art I generally know whether or not we have it.

Keeping up with the filing of mats and cuts generally is simple, for while I look over the envelopes before they are placed in the cabinets to catch errors in typing and filing, I have put the whole responsibility of getting the art filed on one of my assistants. For some time prior to the arrival of our new equipment we had to place all art too large for the 2-col. cut file in a desk drawer. That often worried me for I wondered whether it could be located at a moment's notice if needed. However, now that additional cabinets provide room for expansion I hope soon to have the envelopes in one entire drawer in the large cabinet alphabetized and the big mats dropped in and properly cross-referenced from the one-column file. The envelopes will be the expansion ones and will be able to hold a goodly number of them. The lower part of a large storage cabinet takes care of full page mats, cuts as well as large photographs.

Non-return of clippings used to present a problem to me, because I did not have a proper system of checking back on their return. Now I keep a record of daily information requests in a note book instead of jotting them down on a slip of paper and destroying that after the number has been registered on the monthly request sheet. The advantage of the note book is that it is possible to check the requests weekly to learn whether or not they have been returned, and if not, to go to the reporter and ask for their return. I hope this recital of my own problems in what is really a one-man library though there are three employed in it, has not given you the impression that my prospects for the future of the Press library are gloomy for things were never brighter. I hope that you may meet solutions to all of your problems at this conference and that the coming year will bring your library nearer to your realization of perfection.

### Camden Courier

By Miss Irene Swencicka, Librarian,  
Camden, N. J.

"THERE is a fortune in it for the man who learns to love his work." So reads the maxim which adorns many an office desk. It spurs many workers on in their daily tasks, for there are those who rely upon such quotations as a driving force. I mention this only because it is intimately concerned with my story. I saw it first in a drawerful of unidentified cuts. I consider it a mile-post in my

short career as a newspaper librarian, for it pointed the way to a new philosophy and enabled me to enjoy work that had been a source of constant worry and discouragement.

The Courier Library originally consisted of a mass of unfiled cuts, mats and photos that were heaped on shelves, piled in heavy wooden drawers; an incongruous collection of clippings that might be filed away anywhere in some reporter's desk or between the covers of widely scattered books. The work at hand was to organize immediately a service vital to a fast growing newspaper. The material with which to do this, as mentioned before, was a mass of incomplete files, unidentified cuts, mats and such data and trash as usually finds its way into nooks and corners of editorial rooms.

The slow work of cataloguing and filing began. Days and weeks passed without visible signs of progress. There were any number of photographs to be identified,—and those with return addresses had to be mailed to their rightful owners; envelopes bulging with clippings had to be gone over and weeded; old papers arranged and filed; and special editions stored away. It seemed discouraging. And then one day, in a drawerful of almost everything in creation, I found the card with its imprint. I believe I would rather have resigned my position than go through the process of identifying and filing the cuts away had not this card turned up. "There is a fortune in it for the man who learns to love his work." There is something about it that spurs you on. It taught me to like my work, and in a natural turn, the day was less laborious. Today, I enjoy the benefits of my fortune, measured in the satisfaction derived from creative work.

Lack of confidence in the reliability of the library handicapped its early development. Reporters, ad men and circulation men would spend hours looking for certain information. When asked what they wished, looks of disdain were cast in my direction, but it took only a slight application of coaxing and kidding before they would weaken and reluctantly tell me. Not like the I. C. S. course "Everyone was astounded when they found I knew this," but they gained confidence in their morgue. Now, before valuable time is wasted, they ask me first.

It was not unusual to find envelopes with their contents missing and cuts and mats thrown around the desks. Some reporters would even take out the index cards during my absence. I decided to ask the co-operation of the editorial department, who naturally would

benefit the most, and convinced our managing editor to post a notice requesting strict adherence to the rules of the library. No cuts, mats or clippings were to leave the library without depositing a slip with the librarian showing the date, name of borrower, his department, subject and file number. In addition, loaning material to outside friends, which practice was a common one previous to the establishment of the library, has been strictly forbidden. An exception is taken to this rule only in very rare cases and even then such an order must contain the personal O. K. of either the publisher or the managing editor, who assume full responsibility.

The fruits of endeavor were not to be enjoyed for long, however, for just as things began to run smoothly, the *Evening Courier* bought over our competitor the *Post-Telegram*, which was later changed to *The Morning Post*. Their files, if one could call it that, necessitated the repetition of the process of weeding, indexing, numbering and filing but with a system already installed it was only a matter of a few months before the *Courier-Post* library proved itself of vital importance to those who benefit from its 24-hour-a-day service.

The first editions of both papers are gone over thoroughly and should they contain a news story that could be illustrated, such material as is available is taken in to the city editor. Clippings, obits and other information on individuals are also produced in time for use in the next edition.

Four years ago the *Courier* had a circulation of less than 29,000 in Camden and South Jersey. Today the *Evening Courier* and the *Morning Post* cover half the State with a combined total of 70,457, an increase of 41,457 readers in four years, or an increase of 10,000 per year.

In 1924 there were filed approximately:

3,000 one column cuts  
700 two column cuts  
4,000 one and two column mats

In 1928 there were filed:

8,000 one column cuts, an increase of 5,000  
2,000 two column cuts, an increase of 1,300  
10,000 one and two column cuts, an increase of 6,000

Beside all of that we have any number of clippings, pamphlets, books, hundreds of copies of bills introduced in the State Legislature and what not. Such are the trials and tribulations of a one-man library.

## Akron Beacon Journal

By Joseph Sheridan, Librarian, Akron, Ohio

**A**CCURACY in ready reference coupled with economy of space were the most important factors contemplated when the new system of filing was adopted by the *Akron Beacon Journal* in the fall of 1927. Prior to that time the system in operation was the card index. The new system is direct, no cards being used, and it has been found to be a vast improvement over the old system. The old method of filling out a card and filing it and of marking one or more containers for the materials to be filed required much more time than is now the case.

For example: Under the card index system we will assume that one John Henry Smithstone has been elected president and general manager of the local gas company. He is a newcomer in town. A photograph of him has been obtained. From it a cut has been made. A biographical sketch and other information concerning him has been collected and printed. Therefore, the newspaper librarian using the card index system would handle the case of John Henry Smithstone something like this: Write on a card his name, position, etc. Then a number, like 32641, indicating that his cut will be found in an envelope bearing that number. Another number, C-24678, indicating that clippings, manuscripts and other printed or written matter concerning him will be found in a different envelope. There is also a photograph. The card index will give the added information that in an envelope marked P-99824 the photograph of John Henry Smithstone will be found.

Later on if there is occasion to look up art or information on this man the person operating the reference library must first consult the files of cards. Having found the card he learns that in three different places or sections in the reference library he will find in one the cut, in another the clippings, or in another part the photograph. All of this is detail. It is system, surely, but it is also both a time and space consumer.

The matter of space was a serious one with us when we were contemplating the organization of a new reference library in connection with our new building. In order to study the systems in vogue elsewhere the newspaper reference libraries in other cities were inspected.

In the offices using a direct filing system the efficiency of it was readily apparent. There seemed to be no lost motion. Materials were

filed away quickly, after having been quickly assembled. In the offices still using the card index system we noticed that materials were not quickly filed away and, perhaps, not quickly assembled for filing. Hence our observations influenced our decision in favor of the direct system of filing. We have never regretted making the change.

It had been our intention to "amalgamate" the ideas we had picked up in the various direct filing systems, and work out a system for the *Beacon Journal*. Just at that time we were called upon by the representative of a concern making newspaper reference files, who urged a direct system. But it was not entirely acceptable to us. The manufacturer proposed to file one column and half column (thumb nail) cuts in 5 x 8 envelopes. This would not have encouraged economy in space. The manufacturer insisted that his idea was correct because the 5 x 8 file would be the "master file" and take the place of a card index.

It has no doubt been the experience of most newspaper librarians that the smaller cuts, one column and half column, are called for more often than are the cuts of larger sizes; called for four or five times as often. There are four or five times as many of these small cuts in the files. We convinced the manufacturer that his equipment should include smaller cabinets to hold 3 x 5 envelopes, these to be used in filing one column and half column cuts. The manufacturer has adopted the suggestion.

Therefore we have the 3 x 5 envelope in what we call our "A File." The next size is the 5 x 8 envelope in the "B File." The "C File" contains envelopes measuring  $9\frac{1}{2} \times 11\frac{1}{2}$  inches; the "D File" with envelopes  $9\frac{1}{2} \times 14\frac{1}{2}$  inches, and the "E File," a shelf cabinet capable of accommodating cuts, matrices or photographs of full newspaper page size.

The "B File" (5 x 8) is the "master file." It is the index to the whole system from "A" to and including "E," with this single exception: Cuts filed in the "A File" are not indexed in the master file unless there happens to be material on the same subject or person in another portion of the system. This is done because the "man-on-the-desk" may ask for a single or half column cut. It is not then necessary to consult the master file. This would be lost motion. We go direct to the "A File" in search of the cut. If we do not have it in the "A File" then we consult the "B File" to ascertain if there is anything on file, cut photograph or matrix referring to the subject or person.

Nothing but cuts are filed in "A File." In "B File" we use manila envelopes with black printing for two and three column cuts; manila envelopes with red printing for clippings, printed or written matter, and gray envelopes for photographs or matrices or both. (We file matrices.) We file matrices with photographs, if we have both, because both being paper neither will injure the other. In this file we also use cross reference cards.

This means that if we have material on file in the sizes larger than but not in the 5 x 8 envelopes the card will direct the seeker to the proper cabinet. Cross reference cards are also used in the case of group cuts, clippings, photographs or matrices. For example: Tom, Dick and Harry figure in the news and appear in the same cut or photograph. Therefore we file the cut, clipping and photograph under the name nearest the beginning of the alphabet. In this case it would be Dick. A cross reference card will be placed where one would look for information on Harry, and another one with respect to Tom. These cards will read: "See Dick in B file for group cut, photo and clippings."

This is a system of compactness. It is a case of "one, two, three," and we have all the information pertaining to a person or subject immediately under the fingers when we pull open the proper cabinet drawer. "One" is the envelope with the cut; "two" is immediately behind it with clippings; "three" behind "two" with photograph, matrix or both.

Take the case of John Henry Smithstone, as an example. We have seen what work was necessary in filing away and finding matter referring to him in the old card index system. In this case we simply go to the cabinet drawer labelled "SMI" and guided by the marginal guides therein we quickly come to "Smithstone, John Henry; General Manager, Gas Co." Right there, "one-two-three" we have all the information the *Beacon Journal* has been gathering on him since his name first attracted editorial attention. One "grab" between the thumb and two fingers will lift out the three envelopes, in one motion, and disclose the whole information concerning John Henry Smithstone.

In many instances, particularly so in the case of public men, we will have several "red" or clipping envelopes. We have the clippings sorted into subjects or topics—Lindbergh and his various flights; President Coolidge and his stand on various bills and questions. Of course there are instances where we will have clippings and nothing else, or cuts, or photo-

graphs. But whatever we have is found immediately, and after but one look, not at a card index, but for and at the envelope-container.

In the "C File" and "D File" we have provided envelopes for only cuts and photographs and mats. There are occasions, however, when we have printed or written matter to file and cannot get it into the 5 x 8 size. In that case we cut off the printing from the 5 x 8 and paste it on the black printed manila envelope of larger size. When it is necessary to file material in the shelf cabinet, "E File" we first make an envelope of the required size, using heavy wrapping paper, and paste on it the printed portion from a 5 x 8 envelope.

Information pertaining to persons is inscribed on the left-hand of the envelopes. Pertaining to inanimate things or subjects it is inscribed on the right-hand side. If there is additional matter on file in any of the other sized envelopes reference to it is made in the spaces provided in the lower half of the envelope. Thus "B File" will disclose that there is additional matter in "C File," and "C File" will show that "B File" also contains matter on the subject.

While it is true that the direct system has many advantages over the card index system one, in particular has been experienced. The direct system does not permit stuffing of the filing envelopes. This was the case under the card system. It was like "find the number, then stuff the envelope." Under the direct system the envelopes are opened at the side. Stuffing will not suggest itself. There are no bulging packages, no torn and ragged clippings or damaged photographs. Everything is in neat array. It must be that way if one is to find things quickly. Filing cabinet drawers are not overloaded with metal because, with the exception of the small cuts in the "A File" cabinet, the weight is diminished by the presence of clippings, photographs and matrices. The system readily allows for expansion when it is found necessary to add more sections of drawers. Left-hand guides in the drawers assist in filing names or persons. Right-hand guides do the same for inanimate things or subjects. The names of states, territories and nations are right-handed.

Whenever any material is removed from an envelope to be used by a desk man, reporter, or in any department of the paper, or loaned out to responsible persons, associations or concerns a charge slip is inserted in the envelope showing what was removed, the date of removal and to whom delivered. In addition a charge is entered on a day-book against the

person obtaining the material, if on the *Beacon Journal*. This book is checked over each day, and material still out is gone after, to the person who took it out. In this manner we keep "right after" those individuals who might "forget" to restore what belongs in the reference library. Matter loaned outside is charged on a daily card file, and is "checked" after a reasonable period of time.

### Civil Service Vacancies

The United States Civil Service Commission announces a series of examinations for several appointments in the Service, one of which is for a hospital librarian to fill vacancies in the Veterans' Bureau, entrance salary of \$1,680 annually. Application for this vacancy should be filed at Washington not later than November 6th. Another examination will be given for junior librarian, under library assistant and minor library assistant to fill vacancies in departmental service at Washington. The entrance salaries are \$2,000 a year for junior librarian, \$1,440 a year for under library assistant and \$1,260 a year for minor library assistant. Applications for these positions must be filed not later than November 20th. The Commission also announces an examination for associate librarian to fill a vacancy in the United States Naval Observatory. The entrance salary is \$3,000 a year and applications must be received not later than December 13th.

Another interesting position of higher calibre is that of chief of press service to fill a vacancy under the Federal Radio Commission. Entrance salary is \$3,800 per annum and applications should be filed not later than November 29th. The duties will consist of contacts with newspaper correspondents concerning the activities of the Federal Radio Commission, the issuance of informative and timely articles to editors regarding the radio situation, the maintenance of an up-to-date newspaper and periodical mailing list and the preparation and issuance of the official Bulletin of the Commission as well as press releases and general orders.

Another vacancy of similar importance is that of technical editor to fill a vacancy in the Forest Products' Laboratory, Madison, Wisconsin, entrance salary of \$3,800 a year. The duties will consist of critical reviews of scientific and technical manuscripts pertaining to forest research and wood utilization. The appointee will also be required to perform general editorial duties. Applications must be filed not later than November 21st.

## Dr. Lapp's Address

Dr. Lapp's notable address at the annual conference of the Association, has provoked comment in some of the leading newspapers of the country. We repeat by permission two editorials—the former from *The New York Times* for October 2 and the latter from *The Chicago Evening Post* for October 6. The editor will be glad to receive other comments that have come to the reader's attention

### BOOKS FOR BUSINESS MEN

"Speaking frankly to a recent meeting of the Special Libraries Association, Dr. John A. Lapp, a professor at Marquette University, made suggestions obviously not intended for general circulation. They were meant for the ears of the special librarians, who were to act on them so subtly and discreetly that the business men at whom they were really aimed would not suspect that they were being worked on. But the speech has been published in the last number of SPECIAL LIBRARIES, and may fall into hands for which it was not meant, so one may consider that the game is up. Anyhow, there is something womanish, like the indirection of Maggie Wylie in "What Every Woman Knows," in that sort of procedure. It is more sporting to announce the scheme openly and then try if it can be put across in spite of the foreknowledge of the business men."

"The special librarians have collected a great mass of material on the subjects assigned to them. It is classified and easily available. The librarians make efforts to place it before people who they know should be interested in it. This last phase of the work is the one which is uppermost in Dr. Lapp's mind. He wants to see the accumulated knowledge of science, industry, agriculture and art put to work. In general, he wants the librarians to force information on the leaders of industry and of legislation. There is latent genius in a few of these men. Putting the right books under their eyes will stimulate them"

"Specifically, he charges the librarians with the education of adults who are supposed to know a little something of modern economics, international affairs, social problems and the drift of present conditions. "We should bring together the great advances in human thought—books that are stirring." He is genuinely depressed almost horrified, at the number of public men, responsible leaders with whom he comes in contact, who never read a book "on anything." On a recent holiday voyage when he "had not spoken to many people and was taking a real vacation" he got into conversation with several gentlemen on board. They were willing, even eager, to argue political questions, but when he asked

them to name a book on a modern economic or social problem read by them in the last five years, not one could do so. It came out that they could not even name such a book unread by them, and when he mentioned Ripley's "Main Street and Wall Street" they looked blank until he told them something about it. Then they laughed at the idea of a professor of economics writing a book worth the attention of their practical minds."

"Appreciating his immunities as a college professor, Dr. Lapp advises the librarians not to tell business men that they have read no books in the last five years. "It would be true, but it would not be diplomatic." Legislative librarians he assigns to the impossible task of educating the legislators. When three-fourths of the old members do not return, the best that can be done is to show the new men what to look for, meanwhile searching for latent genius themselves in order to stir it up."

### MEN WHO DON'T READ BOOKS

"An address made by Dr. John A. Lapp of the faculty of Marquette university before the Special Libraries Association and published in that organization's journal, suggests that there is terrible dearth of book-reading among business men and men in public life."

"Dr. Lapp says he has been impressed, even horrified, by the number of men he has met who held positions of more or less influence, and yet were deplorably unacquainted with the sources of enlightenment which today may be found in type between covers. The Marquette professor, we judge, is not thinking of such books as "Why Gentlemen Prefer Blondes" or "Ladies in Hades," but of books with serious purpose, books which inform and which may require a little exercise of the mind in order to grasp their content."

"He says that on a recent vacation voyage he got into conversation with a group of men. Political questions were discussed with considerable interest and vigor, but when he inquired as to what books the members of the group had read recently dealing with any modern social or economic problem, not one man in the company could name a single book of the sort which he had perused in the last five years."

"That seems to be a rather distressing testimony concerning the habits of the adult male mind in America. But we fancy it is well founded testimony. Most of the conversation we hear among men of our acquaintance touching books deals with fiction or biography—which is often not far removed from fiction. There seems to be room for the adult education movement of which we have been hearing a good deal lately. . . ."



## Editorial Board

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The Newspaper Group presented at the Washington conference a fine series of addresses, which should be of interest to the members of the other groups. Our associate editor, William Alcott, a veteran newspaper man, has edited the proceedings of the group as a contribution to this number.

\* \* \*

Our Personal column frequently mentions courtesies to visiting librarians by members of our local associations. The affairs are usually informal and give the visitor a fine impression of hospitality among librarians and a sense of friendliness within the profession.

\* \* \*

The advance publicity issued by the Special Libraries Council of Philadelphia and vicinity is most attractive. The secretaries of the locals should write to Miss Helen M. Rankin, Free Library of Philadelphia, for a copy of the unusually interesting advance program.

\* \* \*

In the September issue, through a slip of the types, the Civic-Social Group was misnamed Civil-Social Group and in the July-August issue the word "American" on page 182 became transposed in the final lockup. We regret these slight errors which seem to be the inevitable accompaniment of printing.

\* \* \*

This month we have adopted a new editorial layout which we hope will meet with the approval of our readers. We are constantly striving to make improvements in the magazine, and will appreciate comments both favorable and

unfavorable. To those persons who have felt that certain features of special library work have been overlooked, the editor calls attention to a short article on page 231 of the September issue.

\* \* \*

The Editor has had an inquiry concerning the pamphlet entitled "Raffinage et Blanchiment des Huiles, Graisses et Cires a L'aide du Frankonit," published in 1912 by the Pflirschinger Mineralwerke at Kitzingen, Germany. An edition dated 1915 is entitled "Das Raffinieren und Bleichen von Olen, Fetten und Wachsen mittelst Frankonit." Possibly some of our technical libraries may possess these publications.

\* \* \*

Publicity was a strong feature of the twentieth annual convention. Mr. Dorsey W. Hyde, Jr., Chairman of the Local Committee on Arrangements, has prepared a scrap book containing references to the conference and during the three days of the conference the papers contained numerous articles about the activities of the convention and even after the conference closed five articles appeared in the local press. Mr. Hyde is to be congratulated upon the value of this publicity and the widespread interest which the work of the local committee created in Washington circles.

\* \* \*

Angus Fletcher, of the British Library of Information, attended the annual conference of Special Libraries and Information Bureaux at New College, Oxford, England, from September 14 to 17, as a representative of Special

Libraries Association. He was invited to address the conference and conveyed to them a message of good will from our Association. In his remarks he commented upon the similarity of the problems of the two associations and congratulated the conference upon the high standards achieved by their discussions and upon the excellent directory which the Association had recently published.

\* \* \*

The recent edition of the Bibliography of Rubber Technology, issued as Information Bulletin No. 7, has aroused considerable interest throughout the United States and requests for the publication have come from a wide range of purchasers. *Le Caoutchouc and la Gutta-Percha* for September 15, 1928, contains an appreciative review which states that the brochure is indispensable in all rubber libraries and a recent order received from Madrid, Spain, indicates that this type of publicity is of considerable value. The rubber sub-committee deserves great credit for the undertaking.

\* \* \*

It is noteworthy that the representatives of the special libraries in this country have taken an active part in recent meetings of state library associations. At the New England States Association conference at Portland, Maine, on June 26-29, Mr. William Alcott was in charge of a session devoted to the interest of special librarians and at the annual meeting of the New York State Library Association at Richfield Springs, September 4-9, a Round Table discussion on "What the public library can do for the business man" was conducted by Miss Mary Louise Alexander of Batten, Bar-

ton, Durstine & Osborne. Miss Elizabeth Wray, librarian of the United States Rubber Company accompanied Miss Alexander and took part in the discussion.

At the Danville meeting of the Illinois Library Association short talks on special libraries, in a program arranged by Miss Mary B. Day, librarian of the National Safety Council, were a special feature of the session on Thursday, October 18.

Meetings of this type help to foster the contacts between the special library and the public library.

\* \* \*

The Editor recently received a friendly letter from Theodore H. Price, editor of *Commerce and Finance*. The writer states:

"My attention has been especially drawn to Mr. Harold G. Moulton's article upon 'The Special Library and Research.' I have enjoyed reading it, but I must disavow the authorship of the final paragraph in which Mr. Moulton attributes what *Commerce and Finance* said about the tact, graciousness and consideration of special libraries to me."

"I like to give credit where credit is due, and I take the opportunity of calling to your attention the fact that the paragraph in question was written by my co-editor, Mr. McCready Sykes, and not by me."

On behalf of the Association, we take this opportunity to extend to Mr. Sykes sincere thanks for the kind words of commendation.

## Executive Board

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## Conference of Newspaper Group

THE sixth annual conference of newspaper librarians was called to order by Miss Agnes J. Petersen, librarian of the *Milwaukee Journal*, and chairman of the Newspaper Group of Special Libraries Association, at the Hotel Washington, Washington, D. C., on Monday afternoon, May 21. The attendance exceeded any previous conference of the group, and the program attracted to the meetings dozens of other special librarians who were interested in certain phases of the newspaper program.

Miss Petersen spoke of the increasing interest in the newspaper library movement and the increasing efficiency of the newspaper libraries through the development of better methods and wider contacts, and she spoke of four members of the group who had recently passed away.

Miss Marie A. E. Walker of the *New York Times*, gave the report of the secretary-treasurer, showing membership to be 83, of whom three were institutional members, 57 active members, and 26 associate members.

William Alcott of the *Boston Globe*, as chairman of the membership committee reported the following accessions during the year: Institutional members 3, active 9, and associate 16, total 28.

Paul P. Foster of the *Philadelphia Inquirer*, as chairman of the committee on ethics, reported two drafts of a code, which were later referred to a committee.

Harry Pence of the *Cincinnati Enquirer*, reported for the committee on methods, a recommendation for further study of the questionnaire prepared last year, for a report next year.

A series of 15 questions on copyright problems, prepared in advance, most of them by John H. Miller of the *Public Ledger*, Philadelphia, and submitted to Hon. Thorvald Solberg, register of copyrights, was read by Mr. Alcott. Hon. Richard C. DeWolf, legal adviser to the copyright division, was present to answer further questions on the subject, and there was an interesting period as questions of many kinds came from all parts of the room, and were promptly answered or discussed by Mr. DeWolf.

The closing feature of the first session was a meeting at the Map Division of the Library of Congress, to which the members went in taxis, and where Col. Lawrence Martin, chief of the division, discussed government maps, and answered many questions.

The second session was held on Tuesday afternoon at the Washington Hotel, but it was preceded by a visit to the library of the *Washington Star*, where Col. C. Fred Cook, librarian, explained the system employed in the library of that paper. Then everybody adjourned to the Hotel Raleigh, where the *Evening Star* management entertained the company at luncheon. Forty-five plates were set about a large oval table, and an exquisite luncheon was served. Col. Cook presided, and afterward he introduced Dr. George F. Bowerman, librarian of the District of Columbia Library. Dr. Bowerman explained the intimate relations which exist between the library and the *Star*, and told how the district library was the result of the long editorial agitation of Theodore W. Noyes, editor of the *Star*, who upon the creation of the act establishing a tax-supported library, was made chairman of the board of trustees, a position he has since held, so that relations between the two institutions, the library and the *Star* were unusually intimate, and the closest and friendliest co-operation existed. Incidentally, in welcoming the newspaper librarians to Washington, Mr. Bowerman said he was one of them, as he had served in that capacity on the *New York Tribune* more than 25 years ago.

"Recent Developments in Newspaper Libraries," was the first subject considered on Tuesday afternoon, and the contributors to the discussion were David G. Rogers of the *New York Herald-Tribune*, Ford M. Pettit of the *Detroit News*, and Harry Pence of the *Cincinnati Enquirer*. This was followed by brief addresses on three Washington Institutions: By Dr. Allen Johnson, director of the Dictionary of American Biography, by Dr. Edwin E. Slosson, director, and Mark Watson, managing editor, of *Science Service*, and by David Lawrence, editor of the *United States Daily*, who spoke for their respective interests.

The third session was held Wednesday afternoon, and was opened with a symposium on "One-Man Libraries and Their Problems," in which Miss Ethel L. Harper, Dayton (Ohio) *Herald and Journal*, Miss Marion Koch, *Sheboygan (Wisconsin) Press*, Miss Nettie S. Lindsay, *Decatur (Illinois) Herald*, Miss Irene Swencicka, *Camden (N. J.) Courier and Post*, and Joseph Sheridan, *Akron (Ohio) Beacon Journal*, contributed. Miss Koch's paper was read by the secretary.

"Getting What You Haven't Got," was the striking subject of a paper submitted by Will

C. Conrad, former librarian of the *Milwaukee Journal*, and now editorial writer for that paper.

Willard E. Keyes of the *Boston Herald and Traveler*, as chairman of the nominating committee, presented the following names for officers for the ensuing year, and they were elected: Chairman, Maurice Symonds, *New York Daily News*; vice-chairman, Col. C. Fred Cook, *Washington Star*; secretary-treasurer, Ford M. Pettit, *Detroit News*; members of the executive committee, Miss Agnes J. Petersen, *Milwaukee Journal*, and Joseph F. Kwapil, *Philadelphia Public Ledger*.

Mr. Kwapil brought up the matter of a standard classification for clippings, and the matter was referred to a committee consisting of Mr. Kwapil, Mr. Rogers of the *New York Herald Tribune*, and Mr. Pettit of the *Detroit News*.

Each morning at 8:15 an extension conference was held at breakfast time, the members of the newspaper group meeting together in the main dining room, and having a definite subject for discussion. On Monday morning Mr. Alcott of the *Boston Globe* was chairman, and the subject was "Duplicates, Discards and Exchanges." James F. Ballard, director of the Boston Medical Library, and chairman of

the Medical Library Exchange, had planned to be present to tell of the development of that exchange system, but was prevented from attending, and his paper was read by Mr. Alcott. Subsequently a committee consisting of Miss Petersen of the *Milwaukee Journal*, Miss Lindsay of the *Decatur Herald* and Mr. Alcott of the *Boston Globe* was appointed to consider the subject.

On Tuesday morning Maurice Symonds of the *New York Daily News*, was chairman of the breakfast conference, and the subject was "Alphabetting."

On Wednesday morning Harry Pence of the *Cincinnati Enquirer* was chairman, and spoke on the work of preparing "Events of the Year," a task he has done for the *Enquirer* for many years. All the conferences were well attended.

The room in which the group sessions were held contained two notable exhibits. The first was an exhibit of 18 front pages from as many daily newspapers in various parts of the country, marked for cutting and filing. The other exhibit contained the folders used for filing clippings and photos and office forms from many libraries. Both of these exhibits were later sent to various parts of the country for inspection and study. The conference was the best yet held.

## Fifteen Questions on Copyright

Fifteen questions were prepared by members of the Newspaper Group of Special Libraries Association and submitted to Hon. Thorvald Solberg, Register of Copyrights, for answers. They supplement the eight questions asked and answered a year ago by Mr. Solberg.

The questions and answers are as follows:

Ques. 1.—Has the copyright fee of registration recently been increased?

Ans. 1.—There has been no increase in the copyright fees as yet, but a bill is pending which has passed the House increasing the registration fee with certificate from \$1 to \$2, and this bill has been favorably reported by the Senate.

Ques. 2.—Has the cost of a copyright receipt been increased?

Ans. 2.—If by "receipt" in the second question you mean a certificate, there has been no increase, but an increase is proposed from 50 cents to \$1.

Ques. 3.—Is it necessary to obtain a copyright receipt at the time of registration?

Ans. 3.—The law provides now for registration with certificates. There is, however, an exception in behalf of photographs, that if an

application is filed for registration of a photograph, with a statement that a certificate is not required, then no fee is charged for a certificate, and the same provision is in the new fee bill.

Ques. 4.—Can a copyright receipt be obtained at any time during the term of copyright? Assuming so, would it not reduce the amount of detail work for the copyright office if newspapers were to eliminate the practice of requesting receipts except when necessary? And would it be economy to newspapers to do this?

Ans. 4.—A certified copy of any registration made may be obtained at any time. There would be no advantage to return to the provisions of the old law, to divide the fee into two portions, one to pay for registration, and one to pay for the certificate. The simple fee, in-

cluding a certificate, is obviously a great gain and it has proven so in the years during which this provision of law has been in effect.

Ques. 5—Is it necessary to save marked copies returned from the Copyright Office?

Ans. 5—It is highly desirable that the returned copies which have been received at the Copyright Office and are returned to the claimant of copyright bearing the marks to show such receipt in the office, and the class and entry number when registration has been made, shall be retained to show exactly what the copyright covers and because if suit is necessary in relation to any one such article it would be a great advantage to be able to take it into court as an exhibit in the case.

Ques. 6—Is the postmaster authorized to accept newspapers addressed to the Register of Copyrights without postage? If so, is there a limit as to the amount of material he may accept at one time? Must he give a receipt for copyright matter left in his charge?

Ans. 6—The postmaster is authorized to accept and transmit without postage copyright deposits. As to any limitation of amount, that is a matter which the postmaster only can authoritatively answer

The law does provide—

"That the postmaster to whom are delivered the articles deposited as provided in sections 11 and 12 of this act shall, if requested, give a receipt therefor and shall mail them to their destination without cost to the copyright claimant."

Ques. 7—Please tell us why some newspapers deposit advance funds with the Register of Copyrights, and the procedure for so doing.

Ans. 7—Newspapers and other clients of the Copyright Office find it distinctly convenient to deposit sums to be credited to them on the trust fund ledger of the Copyright Office upon which can be drawn as applications are filed the statutory fee for registration.

Ques. 8—How can a situation like this be avoided? A newspaper, which we will call the *Daily Dot*, publishes an exclusive news picture made by its own staff photographer. Reproduction carries proper copyright line. A competitor, the *Dash*, reproduces the same photograph from the *Dot* in its second edition. How can the *Dot* prove infringement when the *Dash* undoubtedly published the photograph before the *Dot* had copyright application in the mail?

Ans. 8—Copyright vests under the law now in force upon publication with notice. The

registration in the Copyright Office of the claim of copyright is a condition subsequent and is required in order to permit suit to be brought when the copyright has been infringed. The application, copies and fee should be mailed at the earliest possible moment after the paper goes out.

Ques. 9—Another case: A newspaper obtains the translation of a diary left by the dead crew of a sunken Japanese steamer, and publishes it with proper copyright notice. A reporter for a rival newspaper embodies the facts of the diary, not verbatim, in a story which is published in his paper. Is the latter newspaper guilty of infringement? If it is published verbatim with proper credit to the first newspaper, but without permission, would infringement exist?

Ans. 9—The answer to question 9 could only be authoritatively made by a competent court upon full expression of all the facts involved. It is not within the scope of the duties of the Register of Copyrights to express opinion upon questions concerning litigation.

Ques. 10—Is there a blanket copyright privilege available to American or foreign publishers? And if so, what is it?

Ans. 10—The word "blanket" copyright is not authorized and it invariably leads to misunderstanding. There seem to be two general notions as to "blanket" copyright, one that a copyright claimed upon a newspaper followed by registration for a single number, secures protection for all future issues of the newspaper without further registrations. This is an error. Each issue of the newspaper must be copyrighted, that is, must be published with notice and duly registered in order to protect the contents of that particular issue. The other notion is that copyright for a newspaper protects all its copyrightable contents. That is correct, but the term "blanket copyright" is undesirable for use in this connection.

Ques. 11—A newspaper reproduced a photograph from a foreign magazine, which carried no American copyright line. Is the newspaper liable for infringement? If the magazine carried a blanket copyright, what would be the status of the case?

Ans. 11—Section 9 of the Copyright Act requires the notice of copyright to be affixed to each copy of work "published or offered for sale in the United States by authority of the copyright proprietor, except in the case of books, seeking ad interim protection under section 21 of this act." It follows that the notice

is not required on copies of foreign works circulated in foreign countries, and, if copies of such works are brought to the United States, they presumably do not lose protection because of want of a notice. Therefore, a newspaper which took material from such a foreign periodical might be liable for infringement.

Ques. 12—Is it a fact that a foreign magazine may carry an American blanket copyright, and are foreign magazines printed in the English language, unless the latter have duplicate type, cuts, etc., made in the United States and are printed simultaneously with the English edition, excepted? If so, why are foreign periodicals not included in this ruling?

Ans. 12—A foreign periodical may be copyrighted in the United States, in which case, all its copyrightable contents are protected. A foreign magazine in the English language cannot be copyrighted for the full term of protection in the United States, but may obtain ad interim copyright, in which case, it is protected for a limited length of time (four to six months from date of publication abroad), and, if within that time any of the contents are reprinted in the United States with permission of the copyright owner, the protection may be extended for the full term of copyright. This is true as to all kinds of periodicals, if the necessary steps are taken to secure ad interim copyright.

### Three Questions on Photo Service Photos

A photo service company sends out a copyrighted photo with this stamped on the back: "Copyright and all non-copyright photographs may be reproduced for the price charged and the following credit line under each reproduction: Hancock & Everett, Washington, D. C."

Ques. 13—Does the credit line requested properly cover the copyright? And is it infringement to publish a copyrighted photo without the copyright notice?

Ans. 13—The statement quoted as appearing on the back of the copyrighted photograph is not the form of copyright notice required by law. The law, however, does not expressly require the notice on unpublished photographs. Where the owner of a copyrighted photograph stipulates that it may only be reproduced upon

compliance with certain conditions, then it is possible that a court would hold that reproduction without compliance with those conditions amounted to an infringement.

A photo service company sends out a non-copyrighted photo with this stamped on the back: "Copyright and all non-copyright photographs may be reproduced in your publication on the condition that the following credit line is printed underneath each reproduction. Overton and Overton Studios, N. Y."

Ques. 14—If in the haste of preparing the photo for publication the word "copyright" is placed on the cut made for the photo, does that error carry liability for violating the copyright laws? Is a photo service company justified in using the word copyright in this way?

Ans. 14—The answer to question 13 seems also to cover this case. If the Photo Service Company owns the photograph, and the photograph has not been published, then the company has a common law right under which it could prevent publication, except on the conditions stipulated by it. The extent to which such conditions might be departed from and the measure of liability against one who published a photograph without complying with the conditions would be matters which only a court could decide.

A news association sends out a photo bearing on the back this stamped notice:

"Note to Editors:

"Under each reproduction of this copyrighted picture must be carried the following credit: 'Blank News Photo.' This picture may not be syndicated, rented or loaned, nor used for advertising purposes. The News Association."

There is no other notice of copyright than the assertion in the stamped notice.

Ques. 15—Does this copyright notice conform to the law?

Ans. 15—The statement quoted is not a notice of copyright in the form prescribed by the law, but, as was stated above, the law does not expressly require the notice to be placed on copies, unless and until the work has been published. Unpublished photographs are frequently copyrighted, and the absence of a notice on any particular copy does not invalidate the copyright.

## Associations

### Boston

Special Libraries Association of Boston held its first meeting of the season on Monday evening, September 24, 1928, at the library of Boston University, College of Business Administration.

Professor Roy Davis, assistant dean of the College of Business Administration, addressed the meeting.

Miss Ruth Canavan, librarian of Metcalf & Eddy, civil engineers, spoke in detail of her work and demonstrated the why and wherefore of her system in a very interesting manner.

Mrs. Frances R. Coe of the education committee, led a discussion about a class in library methods for the current season. Much interest was evidenced in the matter and undoubtedly a large class will be formed to take advantage of this splendid opportunity to study library methods from an excellent teacher.

The following chairmen were announced by the president: Education—Mrs. Frances Rathbone Coe, State Library; Hospitality—Mr. Joseph Grandell, *Boston Globe*; Membership—Myra E. White, Northeastern University; Methods—Marion Bowman, Old Colony Trust Company; News—Susan M. Meara, *Boston American*; Registration—Ethel M. Turner, State Library.

Prior to the meeting supper was served at the Brunswick Shoppe.

Ten years have elapsed since the formation of the Special Libraries Association of Boston, and indication point to rapid progress in the future development of this interesting organization.

### Philadelphia

On October 5, the Special Libraries Council of Philadelphia and vicinity, held its first meeting of the 1928-29 season at the Philadelphia Electric Company Library, which is now in the new Edison Building at 9th and Sansom Streets. There were reports of the S. L. A. conference by our chairman, Mrs. G. W. Maxwell and Mr. J. F. Kwapil. We had an unexpected opportunity to hear from Miss Ada L. Bush, in charge of the Special Inquiry Section of the Department of Commerce, Washington, D. C., who told us about her work. These reports were followed by an illustrated presentation of the Conowingo Hydro-Electric development of the Philadelphia Electric Company, given by Miss Gertrude H. Shearer of the Public Relations Department of the Company. Whether we remember all the gigantic dimensions which Miss Shearer gave us or not, we all came away with imaginations stirred

and with a realization of what this development will mean in serving the Philadelphia region with uninterrupted electric service. Miss Shearer distributed a little booklet describing the project.

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The Special Libraries Council of Philadelphia and vicinity has issued a program for 1928-29 in a most attractive form. This announcement which was printed by courtesy of E. F. Houghton & Company contains tabloid sketches and photographs on the margin of each monthly notification. In addition to the opening session on October 5th, which is noted in another section of SPECIAL LIBRARIES, the November meeting will be held at the Regional Planning Federation Office. The leading feature will be a lantern slide talk by Mr. Howard Strong, of the Regional Planning Federation, upon the plans for the Philadelphia region. The December meeting to be held on the 7th, at the Wharton School, will give an opportunity for Miss Dorothy R. Bemis, Librarian of the Lippincott Library of the Wharton School, to tell about the organization of a departmental library. In January the Council selected the fourth of the month to visit the library of the Department of City Transit in the New City Hall Annex. The principal address will be by Mr. Charles H. Stevens, Engineer of Design of the Department of City Transit, on "The Construction and Equipment of the Broad Street Subway." All meetings will be held at eight o'clock in the evening.

### International Library Congress

From June 15 to June 30, 1929, an international library conference will be held in Rome. The conference, which has received the approval of the Prime Minister of Italy, Minister of Foreign Affairs, will be convened by the International Library and Bibliographical Committee, a Committee formed by representatives of fifteen nations at the fiftieth annual meeting of the British Library Association in 1927.

Invitations will be extended by the Italian Minister of Foreign Affairs to different countries to send official delegates as guests of the Italian government.

As the S. L. A. conference will be held at some point on the Atlantic seaboard during the month of May, there will be opportunity for persons desiring to attend the international conference to join a special party which will leave for Italy shortly after the close of our annual meeting.

## Events and Publications

Rebecca B. Rankin, Department Editor

The library of Ford, Bacon and Davis is now located at 39 Broadway, New York, N. Y., John Henry Parr, librarian.

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The Kansas City Testing Laboratory has issued a 1928 edition of their *Handbook of Petroleum, Asphalt and Natural Gas*, by Roy Cross.

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*Stone and Webster Journal* of August, 1928, has an interesting and well illustrated article on the Library of the "World Peace Foundation," Boston, Mass.

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*Cummings Register*—the Blue Book directory and manual of the building Industry, New York and Metropolitan Area edition, may have escaped your notice.

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The *Illinois Journal of Commerce* for August, 1928, carries as its leading article, "Corn is King of the Prairie State," by Jennie Lee Schram, a member of S. L. A.

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"Business Book Stores" is the title of a readable article in *Publishers' Weekly* for July 28th. It describes the activities of a group of these stores in lower New York.

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The Library of the Ohio Wesleyan University has issued a "List of References on Protocol for Pacific Settlement of International Disputes, Geneva, 1924."

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*Municipal Reference Library Notes*, issued by the New York Municipal Reference Library, for October 3, 1928, is a Public Recreation Number.

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Radio Reallocation is the subject of the *Congressional Digest* for October, 1928. Each number of the magazine takes up a national subject of interest.

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Attractive little leaflets giving the title of some interesting travel books have recently been issued by the Bank of Italy. They are unsigned but bear evidence that Miss K. Dorothy Ferguson prepared them.

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The First Wisconsin National Bank of Milwaukee entertained the librarians of the Wisconsin Library Association at tea on

Thursday, October 4. Miss Margaret Reynolds, the librarian, acted as hostess.

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The September issue of the *Journal of the American Bakers Association and American Institute of Baking* describes the "package library" operated by Miss R. E. Priddat as one of the library services of the Institute.

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A Bibliography of Retailing, a selected list of books, pamphlets and periodicals, compiled by P. A. Nyström, is published by the *Columbia University Press*, priced at \$2.50; it is a valuable tool which may have been overlooked during the summer.

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The Michigan State Library celebrated the one hundredth anniversary of the establishment of the State Library on October 18, 1928. One of the features of the celebration was a banquet at the Olds Hotel, Lansing.

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*Commercial West* for June 2d describes the library of the First Wisconsin National Bank of Milwaukee in a readable article by Miss Margaret Reynolds. The article contains a picture of the library and its efficient librarian.

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An article by Joel N. Eno in the *Americana, Illustrated* for October, 1928, discusses in a valuable way American Genealogical Sources and Genealogical Limitations. A short bibliography accompanies the article.

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*The Rem Rand News* for June 15, 1928 describes the reorganization of the Library Division under the direction of Miss Flora Lilienthal. The article mentions in considerable detail the work of Miss Lilienthal as a library organizer in this country.

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The University of Missouri has issued a history of the library of the University as Library Series No. 15, prepared by Henry Ormal Severance, Librarian. The publication is well illustrated and accompanied by graphic charts.

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*Adult Education and the Library*, one of the valuable publications of the American Library Association, describes in a recent number the library of the Phenix Mutual Life Insurance



Company, especially featuring the employee's use of a business library.

Two articles entitled "Value of the Public Library to Manufacturers" and "The Special Library and its Fine Growth," originally printed in *American Industries*, the national organ of the National Association of Manufacturers, have appeared in pamphlet form.

The September issue of the *National Safety News*, in the report of the Managing Director, describes the consultation service maintained by the Council. Over seven thousand requests for information were answered by the Library and Information Bureau.

"Engineers" is a new reference book published by the Neo-Technic Research Corporation, General Motors Building, New York, N. Y., valuable to every technical and industrial library. It possesses the features of a directory, a handbook and a manufacturers' directory—useful in all branches of engineering.

*The Index to Legal Periodicals and Law Library Journal* offers as a valuable aid to subscribers a photostat service. Any article indexed in the *Index to Legal Periodicals and Law Library Journal* may be secured by writing to the Editor, Professor Eldon R. James, Harvard Law School, Cambridge, Mass.

We believe that we have not yet noted the description of the research library at the Whiting Refinery of the Standard Oil Company of Indiana, which is mentioned in *The Library Occurrent*, the publication of the Library Division of the Indiana Library and Historical Department.

The *Financial Post* of Toronto, the leading financial newspaper of Canada, publishes a complete annual service on Canadian securities, including Survey of Corporate Securities, Yearbook of Canadian Business, Survey of Mines, Government and Municipal Survey and Record of Prospectuses. The *Post* has a New York office at 80 Wall Street.

In connection with the seventeenth annual safety congress in New York City, an exhibit was arranged by the Library and Information Bureau of the National Safety Council. Miss Mary B. Day, librarian, and other members of the staff were in attendance at the specially designed booth at the Pennsylvania Roof Garden.

Library Bulletin, no. 2, July, 1928, of the Industrial Relations Counselors, 165 Broadway, New York, N. Y., contains a survey of current literature in that field. Fifty-three references were selected from a possible three thousand considered—here is real selection. A bibliography of employee handbooks and list of firms using handbooks may be suggestive to many industrial librarians.

*Ex Libris*, the house organ of the A. W. Shaw Company, presents in the May issue an article on "The Growth of the Private Business Library," by L. L. Briggs, Professor of Economics, University of Vermont. Articles of this type written by persons outside the profession are of great value in helping the business world to appreciate the value of special libraries.

Alexander B. Andrews, attorney-at-law, Raleigh, North Carolina, is chairman of the committee of the American Bar Association on Judicial Salaries. He offers to send gratis a copy of Senate Document 81, 70th Congress, 1st Session, which gives valuable details concerning the salaries of the United States judges and judges in the several states.

Some recent studies in traffic regulation will be desired by many special libraries. For instance, have you seen "The Speed Traffic Control Problem of the City of Boston," prepared by the Erskine Bureau of Harvard University, the "Traffic Survey of the City of Providence," prepared by Miller McClintock, Director of the Erskine Bureau, and Pittsburgh's "Central Business District Street Traffic Survey?" All these studies are comprehensive and splendid technical pieces of work.

The little leaflet issued by the Business Branch of the Newark Public Library, discusses in each monthly issue a particular group of material. The September number dealt with directories. October will discuss investments and the following month magazines. Earlier issues contained references to maps, business condition surveys, and the executive's book shelf. Persons desiring to complete their files may obtain the earlier numbers by application to the Business Branch at 34 Commerce Street, Newark, New Jersey.

The Rate Research Committee of the National Electric Light Association, New York City, has prepared a report on the electric light and power rates in the United States. A

partial bibliography of the literature on electric rate making, compiled by Charles E. Neil, secretary of the Rate Research Committee, has been appended to the pamphlet. A reference is made to the exhaustive bibliography prepared by O. E. Norman and published in the 1926 proceedings of the American Gas Association.

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At a meeting of the American Chemical Society, held at Swampscott in September, states the *New York Times*, large sums of money were contributed to aid the cause of chemistry. Among various items, 118 industrial concerns contributed \$250,000 for the publication of chemical abstracts, and, in addition, the Society itself appropriated \$110,000. The Society also announced the raising of \$500,000 this year toward its proposed endowment fund of \$2,000,000 for the permanent financing of this project of getting the news of science to leaders of industry and education in America who need to keep abreast of scientific advances. Francis

P. Garvan, head of the Chemical Foundation, subscribed \$250,000 to this fund.

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Those in the educational field must not fail to secure a new cataloging tool—"List of Educational Subject Headings," prepared by L. Belle Voegelien, reference assistant in the Bureau of Educational Research at Ohio State University. The undertaking was initiated by the National Educational Association Commission on Co-ordination of Research Agencies and its Committee on the Classification of Educational Materials is responsible for the results. The book can be secured from the Ohio State University Press, Columbus, Ohio. In the educational field an up-to-date list of subject headings was certainly needed, hence this scholarly attempt by Miss Voegelien, who is well qualified to do it, is a most comprehensive list, logically made, fully cross-referenced, uses up-to-date terms and seems to be a practical tool.

## Personal Notes

Mary C. Parker, Department Editor

Miss Estelle Brucker has been appointed acting librarian for the Research Library of the White Motor Company, Cleveland.

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Miss Helga Linde, formerly of the cataloging department of the New York Public Library, is now with the Standard Statistics Company, Inc., of New York City.

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Miss Dorothy Lenthold, a recent graduate of the Columbia Library School, who was with the Standard Statistics Company, Inc., during the summer has accepted a position in the cataloging department of Princeton University.

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A luncheon was given in New York on Thursday, October 4, for Miss Mary B. Day, librarian of the National Safety Council of Chicago, by a number of her friends in the New York Special Libraries Association. Miss Day was in charge of the library exhibit.

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Heliodore Valle, chief of the bibliographical section, library division, Ministry of Education, Mexico City, has been appointed curator of the

Mexican and Central American collections in the Hoover War Library, Stanford University.

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Mr. Angus Fletcher, former president of the Special Libraries Association of New York and the present librarian of the British Library of Information in New York, was a visitor in Boston in June, when he was entertained at luncheon by the executive committee of the Boston Special Libraries Association.

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Theodore L. Haman has been appointed business librarian to Mr. Joseph R. Warner, 61 Broadway, New York. *The Library Journal* states that Mr. Haman's position, which has recently been created, covers general research in commerce, economics, and finance.

\* \* \*

Miss Margaret Withington, who, to the regret of her multitude of friends and admirers in Boston, has left Boston to become the librarian at Scripps College, Claremont, California, was the guest of honor at a luncheon given by the executive committee and former presidents of the Boston Special Libraries Association at the Hotel Bellevue on Tuesday, June 26.