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## Special Libraries, April 1929

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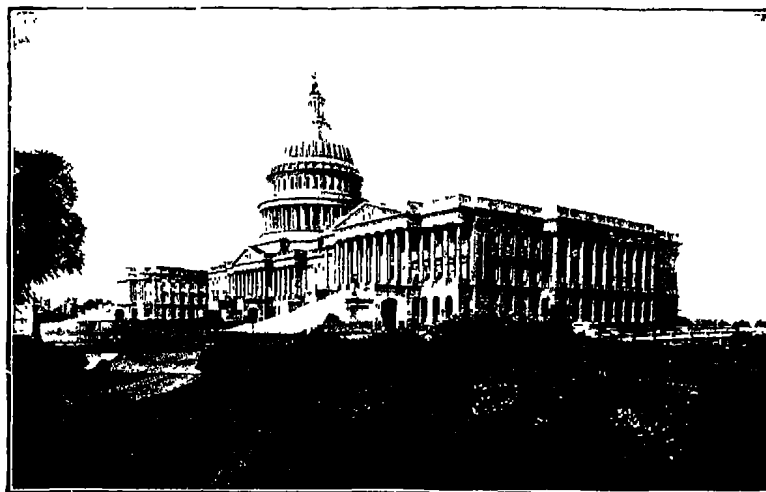
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# SPECIAL LIBRARIES

Vol. 20

April, 1929

No. 4



OUR NATIONAL CAPITOL

21st CONFERENCE

Washington, D. C.

MAY 13, 14, 15, 1929

Music Library Aids Broadcasting  
Safety Library Gives Service  
Knowledge Sources in Washington  
World-Wide Agricultural Data  
Convention Notes . . . Departments

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Sinclair Refining Co., New York  
Standard Statistics Company, New York  
The Port of New York Authority, New York  
United States Rubber Company, New York

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#### Canada

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Royal Bank of Canada, Montreal  
Toronto Transportation Commission, Toronto

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## Special Libraries

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# Special Libraries

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No. 4

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## Music Library of The National Broadcasting Company\*

By W. Perceval-Monger, Historian of Music, National Broadcasting Co.

IF I have understood my mission here correctly it is to try to explain to you the functioning of a modern music library, as applied to the business of broadcasting. It is through the courtesy of my genial manager of department, Mr. Nicholas de Vore that I am here. He assures me that I am in the same position as the average book reviewer—I speak fluently of my subject because I know very little about it.

It has been my privilege to watch the growth of our National Broadcasting Company's music library from four blank walls to 25,000 pieces valued at \$150,000, and this does not include the 5,000 pieces of the New York Symphony Orchestra's library, valued at \$60,000, which has been quite recently added. From a handful of books we now have a rather comprehensive and steadily growing reference library of books in four languages. A mass of musical and literary research material has been collected. With a rapidly growing organization on our hands, books and music are being added at a daily rate that is a little

staggering. We get music and books from varied sources, complimentary from the publishers, and gifts from friends all across the country, with, of course, the necessary additions by purchase. The rental of music which we do not require to buy, for temporary use, is a separate section of our department, as this music is returned to its owners, and does not add to our stock.

May I explain briefly what I have seen at the National Broadcasting Company's studios at 711 Fifth Avenue, in my term of service with this organization, rather than burden you with the details of library economy, with which you are already familiar. Our building was specially constructed, and we had the pleasure as well as the tremendous labor of moving in from 195 Broadway, (where WEAJ was installed), and from the old Aeolian Building, 33 West 42nd Street, (where WJZ had its temporary home), into a brand new house. The business of broadcasting over two huge networks went on uninterruptedly. We did not lose a minute of "air," nor a

\*Address before New York Special Libraries Association, February 27, 1929.

single word of speech, nor a note of music in this transfer. This was made possible only by careful planning, by the minutest dovetailing of departmental work, and by the use of every conceivable emergency measure, mechanical and human, to avoid a possible slip-up anywhere.

As I say, the library moved in orderly procession into a large room which contained four walls and the usual lighting. Into this room specially made steel shelving was set-up under a scheme devised by Mr. DeVore, manager of the department. It required also a service counter for the delivery of music, and large pigeon holes—rather like the General Post Office delivery boxes—into which the various "hours of music" could be placed by the assistant librarians and taken out by the artists and conductors responsible for rehearsals and performances, and returned in the same manner, but by the return route.

If you are interested in the personnel required to handle this work, we have a Manager of Department in charge of literary and musical property and of performing rights and copyrights, with three assistants; Chief of Library Maintenance, with four assistants; Chief of Programme Supply with six assistants; Chief of Musical and Literary Reference with three assistants; Chief of Musical and Literary Research with three assistants; Chief of Purchasing Books and Music Department, with two assistants; Chief Arranger, with nine assistants. While this Department is a vital one, it is only one of many others, similarly important which make up our organization. When the Musical and Literary Research Department, which includes the music and book library, becomes unwieldy, it is "multiplied by division," that is, a sub-department is broken off and allowed to develop under its own immediate chief. This has happened twice already. The arrangers of music have their own room and the music-supply department has two adjoining rooms.

As we are doing seventy programmes, either entirely musical or partly musical every day, a rigid routine is necessary. Our networks have an average of thirty cities each as key-stations, or fifty cities

on both networks, while for events of national importance, such as Washington's Birthday, the Inauguration, or Christmas Greetings, we reach out to a hundred key cities covering practically the entire country and a good part of Canada. If the music required for these programmes is not on our shelves, it must be purchased or rented. If—already in our possession or available by purchase or rental—it is not in the arrangement for the special 35 or 50 piece orchestras that we use, or for the smaller combinations, then our arrangers are set to work on the scores and the work is reduced to the proper key required and to the proper instrumentation that will produce the effect we require in the studio. If the "hour" be made up of several separate operas or works, then our arrangers may be called upon to write original connecting links of music to connect up the existing music, or they may have to write special incidental music if the hour be a dramatic one, calling for special music, martial or romantic, for example.

I have tried to explain that the music for each programme is routed out in a complete set, that is, each instrumentalist receives on his desk all the parts, violin, oboe, or bassoon, in which only he is interested. He is not involved in that which concerns other instruments. The return of the music to the library is made by one of the assistant librarians. He collects it directly from the desks in the studio, it is returned to the music library, resorted into *works*, instead of *parts*, and it is then returned to the alphabetic file, where, under the composer's name, it is available for immediate use the next day, or the next hour, if occasion demands.

One of our major problems is to find the time and the place for the pressure upon us caused by steady expansion. Every facility in the music library must be elastic, in practically all directions. The physical equipment of the library must also have a large degree of elasticity. Already one room has grown into two large rooms. With the increasing vogue for chamber music and part-music these two sections are clamouring for a room to themselves. Popular music of the jazz type is setting up a clamour that is even a little louder.

The functioning of the Musical and Literary Research Department includes the finding and writing of historic and descriptive notes about the music itself, something of the composer's life, a little sketch of the origin of the music, its mood, its words, if any, and its special significance on a certain programme. Incidental music may have to be written for a special dramatic or commercial programme, and if this incidental music be not available, then our highly-skilled department of arrangement and composition sets to work and original music is soon written. In this last department we claim a large success for we have American, French, German, Hungarian, Polish and even English arrangers and composers, all of whom have musical history well above the average, and technical skill that amounts in some cases to genius.

I would like to explain the difference between a sustaining and another form of programme—the commercial or subsidized one. When you hear a purely artistic programme given on the air, it is rendered as a direct gift, without the hope of any reward, for the purpose of "sustaining" your interest in listening to the radio. It is this state of mind that prepares you, we believe, for the commercial programmes which have to do with some product which the manufacturers claim should find a place in your homes.

We also have a large library of copyright-law volumes, in which are registered all the copyrights on books and music in recent years. This is our guide, in the hands of Mr. De Vore, against any possible violation of copyright law, and it protects us from suit for the use on the radio of any piece of music against which there are copyright restrictions. We are most anxious to keep faith with the composers, authors and the owners of copyrights, and this department requires constant watching. Its success is proclaimed in the fact that we have never been sued under copyright law in our entire existence.

Our work is done in co-operation with the gentlemen of our selling force, with the program department itself, with the advertisers and sponsoring corporations, such as the Radio Corporation of

America, with our announcers and with the ladies and gentlemen of the press. This requires a triple index or catalogue of all the music that we have available. We must first have a complete title index, an index of composers (in case the titles are unknown or forgotten), and in addition we have a very necessary subject index. Here the grand operas, light operas, cantatas, symphonies, concertos, and chamber music can be readily found. Also the music of peace, of war, of moonlight, of roses, of home and mother—and sometimes father is found in the index. Songs of children and childhood must be readily available, symphonies of victory or of loss, works of floods and disasters, the songs of birds, the humming of insects, and even the rustle of leaves in the Spring . . . these have their places on "atmospheric" programmes, and we must not forget the old-timers, the fireside songs—for the American fireside (which the pessimists claim is rapidly disappearing) remains a great symphony to many good Americans—the songs of hopeful longing, and the sad songs of hopeless, blighted romances. (These latter varieties add a great deal to the lives of those who have not yet entered the romantic age . . . or to those who have long since abandoned that ideal state.) These simpler programmes have preference, in the minds of many, to the Hours with Great Composers, the Lavender and Lace Programmes of Milady's Court Musicians, Great Moments in the World's History, Great Figures of All Time, and Great Events of Our Day, when national figures, presidents, generals and admirals of glorious history speak to you. But the radio is a truly democratic institution and we must find something for everybody.

In conclusion it is my duty to invite you to inspect at any time with the briefest notice—and preferably in the evenings—the actual working of the National Broadcasting Company's studios, its library and its musical and literary research department. I would like to thank you all for this opportunity to appear before you, and explain, as I have said a fascinating business of which I know very little.

## Answering and Analyzing Special Requests for Information

By Mary Bostwick Day, Librarian, National Safety Council, Chicago

ONE of the administrative duties of the librarian of a large national association is to see that all inquiries for information, requiring some investigation and research should be answered completely and promptly.

The requests will be received by mail, by telegram, by telephone and by personal calls.

Handling such requests for information in any association should be an integral part of the service of the organization. It is a job which should be fraught with interest, pleasure and much hard work to the librarian who has been building up, by systematic and intelligent acquisitions a highly specialized library, and feels now in a position to advertise and render a dynamic information bureau service to his organization.

Taken for granted that the librarian has an intelligent knowledge of sources of information, acquired through professional library training plus a college background, years of experience, is patient, faithful to his trust, persistent in his search for information, has a good sense of humor and a real spirit of helpful social service, we are now ready to take up some of the more concrete problems which will confront him.

The requests for information that pour in from the four corners of the earth, will be varied in scope. Some requests will require considerable research in his own library and elsewhere, others will be almost instantly answered. Some will come from big business and industrial executives, others from engineers, foremen, schools and colleges, students, technical and trade organizations, Chambers of Commerce, governmental departments, and many other sources. If the request is a legitimate one, the maximum of service will be rendered, and every effort put forth to solve the particular problem asked for. If the request is outside our field, we will endeavor to turn it over to the librarian

who is a specialist in that particular field.

With these more or less general remarks, I am going to confine the balance of this paper to my own personal observations during the past 13 or more years in administering two association libraries.

Over 700 requests for definite information, requiring some research are received each month in the National Safety Council, Library and Information Bureau. These requests are all opened by a clerk at the central mail desk each A. M. and periodically during the day, and are, immediately, upon receipt, regardless to whom directed, forwarded to the Library for the fulfillment of the request.

Upon receipt in the Library, each request is stamped with the date and time received, and date and time completed. This record stamped on the letter or telegram gives the information on just how long the Library held up the request in the process of compilation of the desired information. A "reference statistical" sheet is also kept for each inquiry. Each sheet contains the history of the request from the time it entered the Library—date and time received and answered, firm and individual name, who asked for the information, subject of the inquiry and just what was furnished—how many books, pamphlets, clippings, photographs, etc. On the right hand corner is noted the initials of the person who wrote the reply. If the request has some especially interesting feature, such as some item of news value for the monthly report, it is starred in the left hand corner. These slips are kept for two purposes—

1. As a protection to the librarian. If, by any chance, the correspondence should be lost in the office, the whole history of the inquiry will be found in the Library.

2. These sheets will also be used as a basis for the librarian's monthly report

to the management. All the necessary statistical information, such as circulation, number of requests, etc., will be readily available.

These sheets are arranged chronically by results and kept for six months. There seems to be no need, in our Library, to keep them longer. If the request is of a bibliographical nature, the librarian handles the request. If of an engineering nature, one of the engineers receives the assembled portfolio to write the letter. If the request covers health of the worker, occupational diseases and allied subjects, the request goes to the staff physician. And so in the office there are many specialists ready to co-operate with the library staff and supplement the library service by their expert opinion. When an informational letter has been dictated in the office a carbon copy is sent to the library files rather than to the central correspondence files. The information embodied in a letter, as you know, may be far more important and up-to-date than any data published in books, magazines and pamphlets.

I am going to give a few samples of diversified inquiries received recently in our Library.

*Inquiry:* "As natural gas is more and more replacing artificial gas in the sections of the country where natural gas is readily accessible, we are interested in learning if this change increases the liability of accidents. We would like to know if there are any statistics of the number of accidents and of explosions that have occurred to the consumers of natural gas as compared to consumers of artificial gas and if these records would be available to us. Also, can you furnish us with the names and percentage of the components of both gases, together with their chemical and physical properties, particularly those which render them hazardous."

*Answer:* "Reference is made to your letter of February 12, captioned 'Hazards of Natural and Artificial Gas.' We are sending you a copy of the report of the Committee of the Accident Prevention Committee at the 1927 Convention of the American Gas Association. This report includes statistics on accidents caused by manufactured gas and by natural gas. On page 13, under the caption 'How to adjust gas burners' information is given as to the appearance of the flame when introduced

into burners that have been using artificial gas. On page 14, the necessity for proper ventilation is emphasized. On page 2 of Technical Paper 362 of the U. S. Bureau of Mines, appears the information you requested regarding the components of natural gas. On pages 38 and 39, in the book 'Outline of Industrial Chemistry, by Tholt, is given a complete description of natural, coal and water gas, which, I believe covers the information you have requested . . ."

*Inquiry:* "Will you kindly send me the name of the concern that manufactures guards for water glasses for locomotives and locomotive cranes?"

*Answer:* "I am giving you the names of several companies that manufacture gauge glass guards. You will find these companies listed on the attached sheet and in order that you may save time and trouble in getting in touch with them I have taken the liberty of asking them to send you descriptive literature and prices."

*Inquiry:* "Please send me material for the organization of a safety patrol in our school."

*Answer:* "We have a 100-page handbook on the subject of Junior Safety Councils, including safety patrols . . . This pamphlet contains the most complete and up-to-date information that is available. It sells for 50 cents."

*Inquiry:* "We have had several cases of dermatitis which we believe due to the use of an accelerator known as trimene base. Have you any report on this accelerator or have any other users of this product reported difficulties along this line?"

*Answer:* "The answer necessitated a questionnaire to our members. The final portfolio of replies consisted of some eight letters from firms having the same problem."

Periodically it is essential that we take an inventory of our reference work. We should then ask ourselves such questions, as the following:

1. Are the majority of members using the Library?
2. Can we advertise our service in a more attractive and comprehensive fashion.
3. Can we increase our output in less time? Are there any short cuts which we can take?
4. Can our library resources be built up along more definite lines? What, in other words, are our weak spots?

We next should inventory our actual inquiries to obtain the trend of interests. We can arrange our reference slips, by

company name, by individual name, by type of industry and by subjects. We can compare the current months circulation and number of inquiries with the corresponding months of the past five years. This will show us whether we are going forward, or slipping backward.

With monthly analysis of the reference work, and by an annual analysis we can obtain an exact status of where we stand. Such a taking of stock of our activities, gives us a prospective and a yardstick to use in the future.

## Foreign Files in the Library of the U. S. Bureau of Agricultural Economics

By Mary G. Lacy, Librarian

FOR many years office files of manuscript material relating to agriculture in foreign countries have been maintained in the U. S. Department of Agriculture. This material came chiefly from the consular offices and much of it was very valuable but very little of it was utilized in such a way as to make it immediately useful to those who could profit by it. A few years ago the foreign statistical work of the Department was reorganized and greatly strengthened and as one of the means to this end these "foreign files" were completely overhauled and a system worked out co-operatively between the library of the Bureau of Agricultural Economics, which was given charge of the files, and the Division of Statistical and Historical Research of the same Bureau, which became the chief user of them. The two outstanding prerequisites in working out a system were that this material should reach the ultimate user within an hour or so of its receipt and that it should have been recorded and charged in such a way that some knowledge of its contents was available and its whereabouts known.

This material covers acreage, production and yield of crops grown in foreign countries, crop and livestock conditions at frequent intervals, statistics of production and slaughter of livestock, co-operative marketing, possibilities of export trade and many other subjects of importance to the American farmer.

A special messenger goes to the State Department every afternoon and brings back the consular reports which have

come in that day. These are entered, prepared for circulation and charged to individuals the first thing the next morning. The very heart of the system is the knowledge of the assistant in charge as to the subject matter with which the men and women in the Division of Statistical and Historical Research are working. This changes from week to week and even from day to day and "eternal vigilance" is necessary to keep informed of changes in assignment as work is completed.

Unless the day's work is unusually heavy the subjects are all assigned and reports are ready for distribution before noon, sometimes much earlier. Those reports destined for members of the Division of Statistical and Historical Research and the Library are delivered by our own messengers; those for other divisions or bureaus by the regular mail service of the department. The number of reports accessioned, varies widely. The amount of labor required for a given day's allotment of consular reports varies as much as the number, although not in the same ratio. Half a dozen reports that have to be clipped can easily take as much time as 30 or 40 routine ones that exactly fit the subject headings of the file and present no difficulties in circulation.

Each report is assigned a subject heading, which is stamped or written on the upper right hand corner. In the upper left hand corner are stamped the name of the country reported on, and the date. Beneath the date is placed the circulation arranged to fit each report. There are rubber stamps for nearly

all the countries from which a large number of reports are received, for most of the subject headings, and for those persons or offices who receive any large amount of material. The stamps save a great deal of time, insure legibility, and give a much neater appearance to the work.

Nearly every day reports are received dealing with more than one subject. There are two methods of treatment in such cases. One is to cross index. The other, and usually better way, is to clip the various items, stamping on the first page the subjects under which the remaining parts of the report are filed, and at the bottom of each clipped sheet: Original filed:—, placing the subject of the first page in the place of the blank given here. The latter method makes it possible to send different parts of a long report to several people at the same time and also to save time in looking up information in the files.

After all the reports have been given a subject heading and the circulation arranged, the mailing date of each is underlined for convenience in filing. Then each is stamped: "Return to B. A. E. Library, Foreign Files, Room 303," or, in addition: "Two day loan limit. For further use put your name at the bottom of the list." This helps a good deal in keeping the reports moving. Next the reports are arranged alphabetically by country and under each country by date. Then all are listed on letter size paper by country, date and title. Under the title of each is typed the order of the circulation, initials of the individuals to whom it is sent being used, and last of all the number assigned by the State Department. The following is given as an example:

Cuba 3-16-29 Export of Cuban vegetables to United States during the first half of March, 1929  
LCW AGP F&V LCC  
303549

When the first person on the list has finished with the report, it is returned, a line is drawn through his initials and the report is again sent out.

When the entire list has been typed, each report and its title in the list are given the same accession number with a

numbering machine, so that it is always easy to locate a report on the list if the number is known. The report mentioned above, for instance, has the number 62371 at the left of the word Cuba on the accessions sheet and also near the upper right hand corner of the report itself. When a report has finished circulating, it is stamped "File" and the same stamp is placed beside the State Department number on the margin of the accession sheet. These accession sheets are filed in a loose leaf binder for permanent record and constant reference.

About 70,000 reports, mostly type-written, are now filed in this unit. About 7,500 consular reports were received during the fiscal year 1927-28, about 1,350 from U. S. Department of Commerce, and more than 1,900 newspaper clippings from our Agricultural Commissioner in London, making a total of 13,588 items of this type handled. In addition, there are about 150 market reports received currently, the most of which are circulated, as also a rather large number of paper-covered books and pamphlets. Circulation of consular and commerce reports and those from our agents abroad for 1927-28 was, within the bureau, 15,921, and without the bureau, 3,692, making a total of almost 20,000.

As stated before, the determination of the circulation is probably the most important part of the work. On its accuracy depends whether the material reaches the proper person in time to be of any use in getting out the various publications of the department, in preparing letters, addresses, and cables, and in keeping the office records up to date.

Visits are made to the different offices and individuals to whom reports are being circulated. Contacts thus made result in improvements in the circulation, and a much better idea of the work of the department gained than can be acquired in any other way. Cards are made for the persons and offices visited, giving a statement of the type of reports desired, together with the person's office address, room and telephone number. A bureau or office card gives the type of material circulated with a cross reference to the personal card, which gives the contact. While this card

index is constantly at one's elbow, it is necessary to know it practically by heart in order to make any speed in getting out reports. The circulation and therefore the card index are constantly changing to correspond with changes in assignment of the various workers who study the foreign situation. This adds to the difficulty and also to the interest of the work.

When the reports are returned from circulation, they are placed in the assorting drawer, which has guide cards for subject only, thus automatically sorting them by subject; later they are sub-divided by country and filed, one subject at a time. They are then available for research and comparison. The file is divided by broad subject headings, such as beverages, breadstuffs, hides and skins, oils and oilseeds, vegetables, wool. These files are arranged alphabetically around three sides of the room. Under each subject the reports are arranged in folders by country, and, in many cases, so many reports have been received from one country for one commodity that it has been necessary to subdivide by date, or to place certain series of reports in different folders.

Beginning in the fall of 1927 a special index has been kept of some of the more interesting reports, covering a series of years, giving country, subject, number, title, author, date and a definite statement of the exact nature of the information contained therein. Practically no tables have been listed for less than five years' figures, and, as a general thing, only those commodities that seemed to be of especial interest to the Bureau of Agricultural Economics. The greater part of this information is on acreage, yield, and production of the various agricultural products, with a

number of cards on livestock. A few reports have a certain amount of historical text with a lengthy description of some industry like tobacco in Sumatra or coffee in Sao Paulo, some reports being 100 pages or more in length. These are manuscript reports, usually consular. This is the only attempt made in this unit to index the material for reference.

During the past few months there has been an unusual amount of research work done here. Various organizations have found these files a source of data for presentation at the tariff hearings. Other information required has included material on fruit, nuts, oils, olives, breadstuffs and crop conditions from Italy, France, Spain, Tunis, Algeria, and Morocco; agricultural wages in Italy and several other countries; agricultural labor in the Balkan states and Latin America; cost of production of turnips in Prince Edward Island; prices of fertilizers in Germany; prices of Philippine copra in London, 1924-28; land values in Germany, England, and Belgium.

The system which has been described was worked out to meet a particular need. It has been adapted and changed to meet changes of conditions. It has been from the beginning most fortunate in the character and ability of the two persons who have had the responsibility of carrying it on—both of whom have been eager to see the files made as useful as possible in the work of the Department and have brought a high degree of mental alertness to the task. The system was inaugurated under Miss Jessie Ham, now in the Birmingham Public Library, and is being carried on and kept flexible and efficient by Miss May Coult.

## Nominating Committee Report

The nominating Committee, Howard L. Stebbins, Chairman, submits the following list of candidates as officers for the ensuing year:

President: William Alcott, Librarian, *Boston Globe*, Boston, Mass.

First Vice-President: Miss Florence Bradley, Librarian, Metropolitan Life Insurance Co., New York, N. Y.

Second Vice-President: Miss Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wis.

Secretary: Miss Marion Bowman, Librarian, Old Colony Trust Co, Boston, Mass.

Treasurer: Miss Elizabeth O. Cullen, Reference Librarian, Bureau of Railway Economics, Washington, D. C.

Members of the Board:

Angus Fletcher, Librarian, British Library of Information, New York, N. Y.

Arthur E. Bostwick, Librarian, Public Library, St. Louis, Mo.

## What's Wrong With Conventions?

EVERYONE should read in *Nation's Business* for March the bright satire on the modern conference by Seth Dunham, under the title "I Know What's Wrong with Conventions." Mr. Dunham, a graduate of the Indiana School of Free Arm Movement Oratory, was a reporter in the press gallery at Washington for many years and pays his respects to conventions in an outspoken manner.

He states "The outstanding difficulty with most conventions is that they are deadly dull. The reason for this is perfectly obvious: The people who plan conventions usually forget that delegates are just boys and girls away from home on a holiday." He continues: "Entertainment is a thing apart at most conventions. Usually, it is injected with apologies, two hours after the audience has passed out for lack of it. True, there always is an appropriation for music, paper hats and, possibly, roller chairs, but that is not the type of entertainment I mean. I refer to entertainment running through all addresses, comments by the presiding officer, and the entire routine part of the program. Do not infer that I mean programs should be made more frivolous. There is a vast difference between frivolity and information served in attractive style. One would be foolish to urge that more space be given Swiss bell ringers and musket jugglers but there is no reason why every address should not be entertaining."

The writer comments upon the continued practice of securing speakers with big names and pays his respects to the speaker who overtalks his time. The writer adds. "The average speaker can tell much more than he knows, or at least more than will interest most people, in twenty minutes. If he can't there is something wrong with his grasp of the subject. What most speakers do not understand is that if they register one thought in a single address they will do very well, and that almost any thought in a single address they will do very well, and that almost any thought in the world can be expressed in fifty words."

Mr. Dunham humorously comments upon the paid speaker who delivers canned speeches and the methods of preparing a speech on the part of the average big executive. He gives this suggestion: "The ideal plan for an untrained man to follow is to sit down with a trained writer, or speaker, work out a skeleton, have it cast into smooth form, and then learn to discuss it offhand. Memorizing it is a mistake. Few can do it. But all can get the high points, and, possibly with the aid of a card, talk them. Even if a speaker must read his piece, he always can have it well prepared. He always can get a trained man to help him."

The writer warns against the use of stories as illustrations as any story found in print is old. On the question of prepared addresses read by the author, Mr. Dunham delivers a barrage. He condemns the presiding officer for leniency with long-winded speakers and makes a strong appeal for shorter and better speeches. He states: "Personally, I should do away with all speeches of more than ten minutes and have fewer and better ones. My idea of an ideal convention, and I firmly believe it is the idea of most of those who attend conventions, is to have as many persons speak as possible. Several years ago, in Washington, I ran a banquet and instead of having two or three speakers harangue the crowd for half an hour each, I let everyone present make a one minute speech. It was a glorious success, and I became convinced then that the way to make people enjoy any gathering is to give all of them an opportunity to be heard."

He suggests the use of speakers planted in various parts of the hall as an inducement to floor discussion. He cites the experience of political conventions and the clever way in which the convention routine is handled, even including the well planned applause and stimulated excitement.

After a shot at the standardized banquet, Mr. Dunham strongly attacks the literature output from the average convention. He suggests that instead of

handing out the complete texts of speeches delivered at the convention, a careful summary be prepared and placed in a booklet of twenty-four pages for distribution after the close of the convention. Mr. Dunham from his own experience states that by using this method he was able to summarize every speech in an introduction of less than one hundred words, and in addition put the most important excerpts from each speech in from fifty to four hundred words. The proceedings of the entire convention, covering thirty speeches, were summarized in approximately seven thousand words.

He summarizes his ideas, as follows:

"Book only speakers who know the subject in which delegates are interested.

Compel speakers to prepare their talks well in advance, after consultation with convention officials.

Prohibit the reading of papers in so far as possible.

Limit speakers to twenty minutes and stop them at the end of that time.

Try feeding delegates instead of banqueting them.

Get as many different individuals to participate in your programs as possible.

Find something new for the women to do.

Summarize your high points in a brief booklet and deliver it to the delegate at home so he may get a cross section of your convention in the cool of the evening when his feet are not tired."

## The Central Research Library of the Maryland Casualty Company\*

By Laura A. Woodward, Librarian

THE Central Research Library, as it is known to the personnel of the Maryland Casualty Company, was organized on April 12, 1926. The remarkable progress made since its inception date is most gratifying. With the limited amount of space at present allotted to the library it has been necessary to choose most carefully the material for its shelves. Information relative to every branch of insurance the Company writes has been accumulated and numerous reference books, books on advertising, economics, psychology, business correspondence and technology have been purchased. The library aims to be ready at a moment's notice to supply facts, figures and any specific information needed by an executive, department manager or representative of the Company.

At the present time approximately 5,500 books and pamphlets are on file and some 2,000 odd clippings. The average monthly circulation of books and pamphlets is 450. This does not take into consideration the large number of readers who use the reference books in the library or the numerous inquiries and incidental services.

Another service rendered is the routing of over one hundred magazines, all of which are looked over by the librarian for the purpose of calling to the attention of those interested any new development or thought along the lines in which each is interested.

Needless to say, the library staff works very closely with the research section of the Engineering and Rating Division which renders service to assured both in accident prevention work and puzzling problems such as the increase in production and the obtaining of material and equipment which may be useful on plant processes and operation. Every co-operation possible is extended to the students of the Home Office training school who are eager to learn more about the Company's business and the forms of coverages written.

The library publishes bi-monthly a bulletin called "The Library Scope," which is distributed to all employees of the company. It contains messages of interest, an occasional book review and the additions to the library. Those interested may obtain copies from the librarian, Laura A. Woodward.

\*The February issue of Special Libraries presented on the front cover a view of the Library of the Maryland Casualty Company.

## Some Unusual Sources of Knowledge in Washington

By Elizabeth O. Cullen, Reference Librarian, Bureau of Railway Economics

KNOWLEDGE sources in Washington before and after libraries are those persons and places from whom or from which are obtained the results of compilation, accidental discoveries, or careful research that are too new or too incomplete to have been made available in any form that librarians can get hold of.

They are even more scattered than the libraries so that visitors proposing to go the rounds "for to admire and to see" are wise to plan their journey in easy stages arranged with regard to Washington geography so that speed without haste can be made and much of the unique atmosphere and beauty of the city imbibed in progress.

Otherwise exhaustion is inevitable. More than one person has arrived confident of performing the improbable like "doing" the Department of Agriculture which is housed in forty-odd buildings with experimental stations in adjoining sections of Maryland, Virginia, in a single day, only to wind up the day so worn out that the next two are spent in bed,—the best possible way to waste time in Washington.

As for a general starting place, why not the Capitol? It is the most prominent item on the maps, and although time and real estate developments have caused a rearrangement of L'Enfant's plan to have the Capitol the center of the city, it remains the logical point of departure for expeditions in search of unusual sources of knowledge.

It is unusual enough in itself to repay hours of exploration of the building and the grounds. "Art and Artists in the Capital," published by the United States Government Printing Office points out many things that most visitors miss and the appropriate place to begin reading it as well as to mark one's pet map is on the stone bench shaded by the Washington Elm in the east plaza grounds.

There is usually parking space in the east plaza, too, and it is convenient to a number of street-car lines connecting with all portions of the city. East, South, West, North,—it is a matter of personal choice as to which way one goes first, and afterwards.

*Stage 1*, however, can well be the southeast section, the land boundaries of which are East Capitol Street from the Capitol to the Eastern Branch, South Capitol from the Capitol to the Anacostia River and which is entered via East Capitol Street with half a glance at the Library of Congress to see what trees and shrubs in the grounds are in bloom and a whole glance across the street at wistaria to the third story of an old house and clear to the top of a huge old tree in the front yard. The trees arching over the street for blocks and Lincoln Park with its tiny formal garden, its statue of Lincoln freeing the slaves, and some of the largest trees in Washington blocking the way at 11th street will interest city planters and gardeners on a small scale. Sociologists may want to visit the jail at 20th and B Streets, and Gallinger Hospital, the city hospital at 20th and D Streets. Historians will stop off at Congressional Cemetery on E, between 17th and 20th, while at 17th, Potomac Avenue leading to the Navy Yard on M between 4th and 9th Streets, provides a direct route.

Providence Hospital with its interesting connection with the history of Washington and its rehabilitation and social service work will interest some and is at 2nd and B Streets, S.E. A return to the Capitol Grounds can be made up 2nd Street to B and west on B via the House Office Building between 1st and New Jersey Avenues to the present quarters of the Coast and Geodetic Survey where persons interested in maps can collect a number they hadn't known were in existence before.

Maps and map collecting are excellent reasons to make the first trip in *Stage 2*, the Southwest section, the land boundaries of which are South Capitol Street on the east and the Mall on the north. The first trip is down to the Engineer Reproduction Plant. General directions may read "Go to the foot of 4½ Street by motor or street car (marked Wharves) and ask the sentry at the gate of the Engineer Barracks which building." Here are land maps galore obtainable at small

prices. Beyond, on the point is the Army War College.

Rather than return to the Capitol for the second trip in Stage 2 one can proceed via motor or street car to 7th Street and north on 7th Street to 7th and B Streets, S.W. One block east on B, at 6th, is the Bureau of Fisheries to which persons interested in fish, decorative, commercial and sporting, arrive sooner or later to ask questions, view specimens, and collect data. At 7th and B there is the Army Medical Museum with its gruesome exhibits, and a little farther west is the old Museum Building. In it the most popular exhibit is Lindbergh's plane, "The Spirit of St. Louis." Others of wide attraction and some amusement are the clothes of the various fashion periods of the Republic exemplified in the gowns of the First Ladies, shown on figures, while nearby in cases are other famous and handsome gowns and an exhibit of ladies' hats and men's uniforms worth going miles to see, as are also the laces, embroideries, and the transportation exhibit of old vehicles, motor and horse-drawn, and old locomotives. Across a drive looms the brown, turretted Smithsonian Building, and a squat, ugly temporary building housing aircraft. In the middle of the lawn between is a handsome tree under the heavy foliage of which on one rainy afternoon a grubby small boy sat, completely absorbed in a huge book, and apparently, completely protected from the weather.

The Smithsonian and its western neighbor, the Freer Gallery will fascinate many visitors, while west from the Gallery are some of the numerous buildings of the Department of Agriculture. Those having landscape and garden problems might pause at the formal garden in front of the old red brick Departmental Building which is famous for pansies, before entering the Bieber Building at 14th and B and consulting the guard on the location of the offices and bureaus one would like to visit. A block south on 14th Street is the Bureau of Engraving and Printing. Beyond lies a bridge leading to Potomac Park and the public motor camp which is a model of its kind, beyond the Tidal Basin noted in the spring for the bloom of the pink Japanese Cherry blossoms which have been photographed and reproduced from every possible angle.

Potomac Park is probably the loveliest and one of the most extensive and complete public

playgrounds in the world. Built up from the mud flats of the Potomac by the Army Engineers it is truly a revelation of what can be developed from nothing much attacked by ideas. Here are walks, tennis courts, fields for baseball in summer and football in winter, for soccer and cricket, two polo fields where all that has to be done is to go down to them on game days to see some splendid playing, two golf courses, miles of bridle paths along which ride distinguished horsemen and horsewomen on the finest of saddle horses, odd but happy youngsters on ponies, and now and then solemn and somewhat self-conscious small colored boys on very large draft horses more accustomed to the hard streets than the springy paths and not quite knowing what it is all about. There is a tea-house at Hain's Point from the lawn of which the aircraft at the Naval Air Station and at Bolling Field can be watched. There is a rose garden just across from the entrance to the public motor camp, while the river drive is made more beautiful by successions of seasonable flowers and plants. On the west side, along the river is the statue of Ericsson, and just beyond the Arlington Memorial Bridge is under construction that will connect the Lincoln Memorial with Arlington by a direct route. On the hills across the river lies Arlington. Naturally Potomac Park is a mecca for persons who just want to enjoy themselves, who are engaged in planning public and private parks and recreation grounds, in making gardens, but for details, problems, what to do and what to avoid in developing similar areas, one must wait until the journey through Stage 3, the Northwest section.

The Northwest section, *Stage 3*, covers an extent of territory and contains so many "not to be missed" that it can very well be divided into at least six trips. If one's hotel or stopping place is somewhere near 17th and H Streets, N.W., the first trip could conveniently include the points of interest near there. Seventeenth and H is better known generally as a traffic center than a research center and yet within a few blocks there are to be found the following: the Barr Building on 17th between H and I, the directory of which gives the location of such research and educational associations as the Masonic Service Association of United States. Catcornered across the street at 17th and I is the Hill Building where one may stop to see how the Dictionary of American Biography is coming along.

Around the corner on I Street is the clubhouse of the American Association of University Women in which are the offices of the Executive Secretary and the Educational Secretary. Down 17th Street at the corner of H is the Transportation Building containing the offices of the American Railway Association, the Association of Railway Executives, the Bureau of Railway Economics, numerous individual railroads, the National Lumber Manufacturers' Association and other organizations where knowledge that is both unusual and in process of discovery may be obtained.

One block south at 17th and Pennsylvania Avenue is the Court of Claims while out the lettered streets H and I other offices are located including the National Cannery Association offices and laboratory on H near 18th.

On 18th between H and I is the Federal Reserve Board, and at 18th and Pennsylvania Avenue is the Interstate Commerce Commission whose Section of Indices and various Bureaus hold so much data of importance in transportation history that is scarcely known that sometimes one wonders why. If one has no special commodity of interest take Strawberries, ask the Section of Indices for ten important decisions of the Commission relating to rates and transport for this delectable former luxury, and the Bureau of Statistics for their most striking statistics, then read the decisions and study the statistics. How much recent and absorbing economic and social history that one has missed will soon be apparent.

Down 17th Street going south are the Corcoran Gallery of Art, the Bureau of Mines, the Bureau of Efficiency, the Red Cross, Memorial Continental Hall of the Daughters of the American Revolution with Constitution Hall being completed just back of it, and the Pan-American Union Building.

West along B Street at the farther border of the Pan-American Union grounds are the Navy and Munitions Buildings housing the Navy and War Departments, along with the Isthmian Canal Commission and the National Capital Park and Planning Commission mentioned earlier which has been so effective a force in the beautification of the capital.

The Headquarters of the National Academy of Sciences is at 21st and B, where one can not only have explained the latest developments in scientific research but actually work

some complicated instruments oneself. Proceeding north on 21st Street to New York Avenue and making a right turn one comes upon the Washington Auditorium between 19th and 20th, and the huge Interior Department Building across Rawlins Square on E Street between 19th and 18th, which fortunately for casual visitors has exhibits in the corridors from which an excellent introductory idea of what the Department accomplishes may be obtained.

So may the Octagon House at 18th and E, famous in the social annals of Washington and now the headquarters of the American Institute of Architects. Emergency Hospital is farther on along New York Avenue and then one is back at 17th Street again, and may proceed north for a couple of blocks to the headquarters of the American Automobile Association if for no other reason than to study the collection of license tags to see what one does or does not want to urge in one's home state and city for next year's licenses. A well-equipped research department has readily available all sorts of statistics regarding motor progress, sources of accidents, and subjects not usually thought of in connection with the extension of highway transport for pleasure and for commercial uses.

Whether trip 2 to the Department of Commerce at 19th and Pennsylvania Avenue, then on to the Weather Bureau at 24th and M, and the Volta Bureau at 35th and Volta Place returning through Georgetown for glimpses of the fine old houses like Tudor Place at 31st and N, Evermay nearby, Bellevue, the Carroll Place now owned by the Colonial Dames, via the Q Street Bridge with its bison to Massachusetts Avenue with its handsome homes, many of them embassies and legations, to Dupont Circle, commences at the end of trip 1 or waits until the next day, depends somewhat on the time an explorer starts out in the morning, and to some extent upon the relative powers of endurance.

Trip 2B may be a visit to the Naval Observatory reached via Wisconsin Avenue, on Thursday night, after the requisite permission has been secured.

Trip 3 of Stage 3, the Northwest section can well be a thoroughgoing investigation of the unusual things to be learned and seen at the Bureau of Standards. A stop-off at the Zoo is recommended to balance the concentration on scientific research, particularly

since sociologists, child specialists, and psychologists have been making special journeys to the Zoo to see N'gi, the baby gorilla, one of the few in captivity, and a completely interesting animal. The Zoo can be studied, too, for its constructional and engineering features though one will be interrupted by a scolding from the peacocks in the midst of it.

Circular No. 24 of the Bureau of Standards with its supplements constitute a descriptive list of the publications of the Bureau. There is hardly a shorter way to obtain an idea of the extent and diversity of the researches carried on there than by consulting the indexes to them, and in this way an appreciation of what unusual sources of knowledge are there.

"Aberration equations" may not be of moment, nor "Absorbency of paper towels" but "Acoustics" might be, as well as "Artichoke, Jerusalem, levulose from," "Ballast for airships," "Bleached cotton pillowslips," "Buildings, wind pressures on" down to "Zirconium arc and spark spectra." A form of mental diversion not often indulged in is thinking up something that the Bureau of Standards staff has not studied.

A car line on Connecticut Avenue in front of the Bureau leads directly back to the Capitol and if there is time one might visit Statuary Hall to see how many scientists are represented there in marble and bronze.

After the outlying districts in the trips just mentioned, one—the 4th in the Northwest Section—relatively near the Capitol is in order. The boundaries to be marked on the map are North Capitol Street to H, west on H to 4th, south on 4th to Judiciary Square where the old Pension Office Building now houses the General Accounting Office under the Comptroller General of the United States, and the city hall or "Courthouse" as Washingtonians call it share a stately park with a statue of General San Martin, the South American liberator, the Court of Appeals, and numerous fat and frisky squirrels and pigeons.

Perhaps more interesting to knowledge seekers, however, on this trip, is the United States Government Printing Office at North Capitol and H Streets. Known for its extraordinary output of government publications from simple bulletins to volumes notable for typography, it can also be studied for the filing and record system developed in the Office of the Superintendent of Documents,

for the heroic use of such space as it has—an annex soon to be completed will help the space situation somewhat, its facilities for employees' recreation and convenience that comprise a roof garden from which there is one of *the views* of Washington, Harding Hall with a stage and floor that can be danced upon, a cafeteria, and the labor-saving equipment that makes it possible to pack and mail the thousands of publications dispatched daily. The highly curious are restrained from putting themselves down the mail chute to see how they will turn up in the City Post Office, catcornered across the street at North Capitol and G.

The really indefatigable may proceed out North Capitol Street by street car, motor, or feet to Macmillan Park and the city Filtration Plant which seems to be a park ornamented with reproductions of the so-called Viking round tower at Newport, but is really the place where water for city use is filtered for safety.

Beyond it is the Soldiers' Home with its farm and its buildings housing old soldiers. Permission secured from the Farm Superintendent's office enables one to obtain data on one of the finest small farms in the country with its celebrated herd of Holsteins and its flocks of Leghorn chickens.

Be sure to pause at Capitol Vista (near the poultry houses) for the glimpses of the Capitol, and if driving a car, persuade someone else to do it going south on North Capitol Street so that one can look peacefully at the dome.

The 5th trip of *Stage 3* may be to the Geophysical Laboratory at 2801 Upton Street, N.W., reached via Connecticut Avenue, the Department of Terrestrial Magnetism at 36th and Broad Branch Road farther out, returning to the main offices of the Carnegie Institution of Washington on 16th and P.

The 6th trip should comprise a leisurely progress down 16th street stopping in the unusual sources of knowledge at the various corners. The Scottish Rite Temple at 1733 16th Street is remarkable for its beauty and grandeur—and one may geologize to a limited extent by examining its limestone walls.

The National Education Association at 1201 will be of particular interest for its researches and for the section of a huge California redwood exhibited in front of the building. Not far from 16th and H is the Veterans' Bureau at H and Vermont Avenue, and the Chamber

of Commerce of the United States at H and Connecticut Avenue. Across Jackson Square from the latter are the Brookings Institution conducting specialized researches in economics and government at 26 Jackson Place, and the Carnegie Endowment for International Peace at 2 Jackson Place, remarkable for its researches in international law and relations.

Across the street is the State, War and Navy Building. In it the Chief Geographer's office is located where exact information as to when some little town with a hard name to pronounce belonged to X or Y nation, and other involved points in geography are worked out. Pleasant watchmen in this vast building assist the lost to find themselves and what they want whether it is Adjutant-General's office for war records or a passport. The green cars marked 17th and Pennsylvania Avenue at the car stop in front of the building will return one to the Capitol.

Now we come to Stage 4—the last, the Northeast Section. Union Station, the Senate Office Building, the Columbia Institution for the Deaf—or Gallaudet, the oldest house in Washington at 2nd and B Streets, N.E., these are the present important unusual sources of knowledge.

The reproduction of the "Best Friend of Charleston" and its cars are on exhibit at Union Station Concourse. It was the first locomotive built for actual service in the United States nearly a hundred years ago. The Senate Office Building and Gallaudet are of somewhat specialized interest.

Change will soon affect this section. The oldest house in Washington is to become the headquarters of the National Women's Party. The houses in the squares between 1st and 2nd, East Capitol and Maryland Avenue are to be torn down to make way for a building for the Supreme Court of the United States.

And so it goes. Washington is a charming city, stormed every year and almost every day by hundreds of persons hunting for things. Some find them. Others fail. Those who find do so mainly through strolling around observing and asking questions. In this article only suggestions as to what can be found can be given. There are so many things that have to be left out.

But those who will take the time to explore will be more than repaid. They will discover not only what they look for but many things of whose existence they had not dreamed. The witch city on the Potomac rewards effort—and takes her own ways of conferring rewards.

## National Association of State Libraries

### Headquarters, Hotel Washington

**Monday, May 13th, 2 P. M.**

Address of Welcome—Dr. H. H. B. Meyer, Director, Legislative Reference Service, Library of Congress, Washington, D. C.

Address—Frederic A. Godcharles, Director, State Library and Museum, Harrisburg, Pennsylvania.

Report, Secretary-Treasurer—Miss Irma A. Watts, Pennsylvania Legislative Reference Bureau, Harrisburg, Pa.

**Tuesday, May 14th, 2 P. M.**

"Legislative Reference," by Louis J. Bailey, Director, Indiana State Library, Indianapolis, Ind.

"Department of Archives," by Miss Georgia Osborne, Illinois Historical Society, Springfield, Ill.

"Uniform organization for State Library activities," by Miss Harriet M. Skogh, State Library, Springfield, Ill.

**Tuesday Evening, 7:30 P. M.**

Joint meeting with the Special Libraries Association and the American Law Library Association. See program elsewhere in this issue.

**Wednesday, May 15th, 2 P. M.**

"Uniform system of State Document Exchanges," by H. J. Conant, Librarian, Vermont State Library, Montpelier, Vt.

"State Author Collection," by Mrs. Ella May Thornton, State Library, Atlanta, Georgia.

"Membership in the National Association of State Libraries," by Mrs. Clare Aushermann, Librarian, State Library, Cheyenne, Wyoming.

Business Meeting; Reports of committees; Election of officers.

Note—Each address on Tuesday and Wednesday afternoon will be followed by a round table discussion.

## 1909 • Special Libraries Association • 1929

### Executive Board

PRESIDENT—Francis E. Cady, Research Laboratory, Nela Park, Cleveland, Ohio.

1ST VICE-PRESIDENT—Ethel Cleland, Business Branch Indianapolis Public Library, Indianapolis, Ind.

2ND VICE-PRESIDENT—Angus Fletcher, British Library of Information, New York City.

SECRETARY—Rose L. Vormelker, Business Research Librarian, Cleveland Public Library, Cleveland, Ohio.

TREASURER—Elizabeth Baxter, Haskins and Sells, New York City.

BOARD MEMBERS—Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C.  
Joseph Kwapił, Public Ledger, Philadelphia, Pa.

### General Office

EXECUTIVE SECRETARY—Mrs. Mary H. Brigham, 11 Nisbet Street, Providence, R. I.  
Phone, Plantations 0798

### The Locale of the Convention

To all who register at the convention headquarters we present a map showing the central portion of Washington with the important Government buildings and non-Government buildings numbered on the map.

Washington is called "the city of magnificent distances" and the map in its condensed form scarcely indicates the breadth and range of the city.

The activities of the library associations will center about the area in the vicinity of the White House. Here are located a group of prominent buildings, including the Treasury Department, the State, War and Navy Building, the Interior Department and the Labor Department; also a group of important non-Government buildings, such as the Chamber of Commerce of the United States, and on 17th Street in a southerly direction facing the Executive Grounds, the Corcoran Art Gallery, Red Cross Building, Continental Hall of the Daughters of the American Revolution, and the Pan-American Union.

In this section also are the principal hotels, including the Carlton, Mayflower, Powhatan, Washington and Willard. On adjacent streets are the quarters occupied by the Bureau of Railway Economics, Carnegie Endowment for International Peace, Institute of Economics and the National Geographic Society.

At the opposite end of famed Pennsylvania Avenue stands the Capitol surrounded by the Senate Office Building, House Office Building and the Library of Congress. North from the Capitol over Delaware Avenue are the

Union Station, the Government Printing Office and the Post Office, and at the intersection of New York and Massachusetts Avenue on the axis of the Union Station and the Treasury may be found the District of Columbia Public Library.

In the area between the Capitol and the Washington Monument is a fine group of gardens and public buildings facing the Mall. This group includes the Botanical Gardens, Union Square with the Grant and Meade Memorials, the Smithsonian Institution group, including the National Museum, and the Freer Art Gallery, Agricultural Buildings, beyond the Washington Monument, and in the extreme distance at the end of the axis the Lincoln Memorial.

To the south of this area facing the Tidal Reservoir is the Bureau of Engraving and Printing. To visualize what is planned for the future, one should read Major Carey H. Brown's article in SPECIAL LIBRARIES for May-June, 1928, entitled "Washington of Tomorrow," and study the map which is used as a center page spread in that issue.

There are a few other buildings which are not indicated on the map, such as the Patent Office and the Old Pension Building, both located on G Street.

The leading theatres are on Lafayette Square, Pennsylvania Avenue and 14th Street, all convenient to the headquarters hotels. There are numerous restaurants and cafes in the immediate vicinity, a list of which may be obtained at the Registration Desk.

# Washington, D. C., May 13, 14, 15, 1929

## Conference Officers

ANNIVERSARY DINNER—Elizabeth Wray, Ch., U. S. Rubber Co., New York City  
 HEADQUARTERS—Mrs. Mary H. Brigham, Executive Secretary, Providence, R. I.  
 HOSPITALITY—Rebecca B. Rankin, Ch., Municipal Reference Library, New York City.  
 Florence Bradley, Vice Ch., Metropolitan Life Insurance Co.  
 LOCAL COMMITTEE—Elsie Rackstraw, Ch., Federal Reserve Bank, Washington, D. C.  
 PROGRAM—Eleanor S. Cavanaugh, Ch., Standard Statistics Co., New York City.  
 TRANSPORTATION—Herbert O. Brigham, Ch., State Library, Providence, R. I.

S. L. A. headquarters will be at the Hotel Mayflower, Connecticut Avenue and L Street, near 17th Street. The headquarters of the A. L. A. will be at the Washington Auditorium, New York Avenue E. and 19th Streets. The shortest route between the two headquarters would be over L Street to 18th Street, then seven blocks to New York Avenue—thence, one block west to the Auditorium. There will be a group of exhibits under the auspices of the A. L. A. at the Washington Auditorium. The registration desk for the A. L. A. will also be at that location.

Full details concerning convention rates, identification certificates, also travel plans for the two *New England* parties and the *Chicago and Western* party were given in March issue of *SPECIAL LIBRARIES*.

## TRAVEL

The first New England party on arrival at Jersey City will join New York group leaving on Sunday morning.

In order to be present at the first session of the Convention on Monday morning, New York members will have to leave not later than Sunday night. The following are trains on Sunday by the Baltimore & Ohio, R. R.

*Eastern Standard Time  
 Sunday, May 12th, 1929*

<i>Bus Terminal        42nd Street</i>	<i>Jersey City</i>	<i>Washington</i>
7:40 a. m.	8:27 a. m.	1:27 p. m.
12:30 p. m.	1:30 p. m.	6:19 p. m.
1:26 p. m.	2:20 p. m.	7:20 p. m.
4:05 p. m.	4:58 p. m.	9:50 p. m.

There is also a night train leaving Jersey City at 1:12 a. m. Monday morning (sleepers ready at 9:30 p. m.), for which busses leave at 9:25 p. m., 10:30 p. m., 11:30 p. m., and 12:25 p. m. This arrives at Washington at 7:25 Monday morning.

The first Eastern party is leaving by the 8:27 a. m., Sunday morning, the second Eastern party by the same train on Monday morning.

In order to obtain the reduced fare (\$12.21 for round trip), please secure your certificates from Miss Rose Vormelker, Business Research Librarian, Cleveland Public Library, Cleveland, Ohio, (or from A. L. A. headquarters if you are a member). Tickets are on sale from May 9th to 15th, inclusive, available for return till May 24th. Fare includes bus journey in New York. Time of departure of Baltimore & Ohio busses given above is from the terminal opposite Grand Central in 42nd Street, but busses may also be boarded at the Hotel McAlpin, Hotel Pennsylvania, and Wanamakers. Ask Ashland 4401 for time schedule.

In order to provide sufficient accommodation, please notify the Baltimore & Ohio, 122 East 42nd Street, New York (Ashland 4401), and ask for Mr. Adams State which train you desire to travel upon and whether you wish to join any of the travel parties.

Philadelphia members may join the travel parties by taking trains leaving Chestnut Street Station, Baltimore & Ohio, at 10:27 a. m., 3:23, 4:19, 8:24 p. m. on Sunday; 10:27 a. m. on Monday. Special cars may be available dependent upon number of applicants.

Mr. Faxon, 89 Francis St., Boston, Mr. Adams at New York or Mr. Brigham at Providence, would be glad to furnish travel information.

Please remember that if sufficient number apply, delegates will be furnished with special cars, Pullman coach type, from Jersey City to Washington.

## Library Meetings

The advance announcements printed in the March bulletin of the American Library Association present tentative programs for thirty-two sections, groups and affiliated organizations. The meetings of these various bodies will be of interest and value to the members of S. L. A. The *Business Libraries* section will hold one session, the *Public Documents* round table, one session, the *National Association of State Libraries*, three sessions. The *American Association of Law Libraries* will hold five sessions, the *League of Library Commissions*, two sessions and the *Bibliographical Society of America*, two sessions with the topic: Pan-American Relations.

The *College and Reference* section will hold three sessions discussing uses of Maps, the Union Catalog, Public Library Reference Problems and other topics. The committee entitled *Library Co-operation with Hispanic Peoples* will hold a session under the leadership of Dr. L. S. Rowe, Director General of the Pan-American Union. A *Publicity* round table is planned with a period devoted to critical publicity analysis, by Professor Leon Whipple of the School of Journalism, and a discussion of publicity high spots of the year.

Radio Broadcasting becomes the subject of a round table. *Theological* libraries will convene at the National Cathedral Library, as the guest

of Canon Fletcher of the Cathedral. There will be a *Periodical* round table in two sessions, including an interesting discussion on Regional Grouping of Libraries for Purchase of Periodicals by Carl L. Cannon of the New York Public Library, also an *Art Reference* round table with discussions on Music in the Public Library, Reference Work in the Fine Arts and Co-operation between the Library and the Museum.

*Agricultural Libraries* will have a session with the topic: Relation of Agricultural Libraries to the Federal Department of Agriculture. *Hospital Librarians* will gather at the Walter Reed General Hospital for an informal meeting with an address by Surgeon-General Ireland. The Committee on *Visual Methods* under the title *Visual Aids and the Library*, will discuss motion picture problems, and other meetings will consider *Work with the Blind* and *Work with the Foreign Born*.

There will also be round tables for *Library Buildings*, *Order and Book Selection*, *Small Libraries* and *University Library Extension Service*, also the usual section meetings devoted to *Catalog*, *County Libraries*, *Lending*, *Professional Training*, *School Libraries*, *Training Classes* and *Trustees*. To complete the list the *American Library Institute* will hold one open and one closed session.

## Convention Notes

We suggest that everyone who can, arrange their travel plans so as to arrive Sunday evening or surely by Monday morning prior to the opening session

\* \* \*

Washington is at its best in May, and we have the assurance of Mr. George F. Bowerman, chairman of the A. L. A. local committee, that we shall have mild spring weather

\* \* \*

Headquarters will be maintained at the Mayflower Hotel during the period of the conference. Please register immediately after arriving in order that your friends will know that you are at the conference. Watch the bulletin boards for important announcements

Meetings as in previous years will begin promptly at the hour scheduled and as a general rule will not exceed two hours in length. Meeting places for Groups will be posted on bulletin board

\* \* \*

It is anticipated that the airplane trips which were so successful last year will be repeated in substantially the same form this year. Full details may be obtained by inquiry at headquarters or by consulting the bulletin board

\* \* \*

Following the practice established in 1928, formal reports from committees, local associations and groups will be distributed at the sessions

Breakfast Conferences inaugurated last year will again be conducted by the Newspaper Group. The Civic-Social Group also plan a breakfast conference on Tuesday morning.

\* \* \*

The hospitality committee will be in the capable hands of Miss Rebecca B. Rankin, as chairman, and Miss Florence Bradley, as vice-chairman. We understand they are making plans so that everyone will enjoy the conference. Those who are attending their first conference should make themselves known to either Miss Rankin or Miss Bradley.

\* \* \*

The Twentieth Anniversary Dinner on Wednesday evening at the National Press Club will be the last formal event of the conference. It is hoped that the nine former Presidents of S. L. A. will be able to be present at this dinner.

\* \* \*

Complete membership files will be available at headquarters, and the Executive Secretary would be glad to consult with anyone who desires to adjust dues, correct mailing address or place orders for publications.

\* \* \*

While the conference officially closes on Wednesday evening at the completion of the 20th anniversary dinner, the Commercial-Technical Group will hold a session on Thursday morning. Everyone who has an opportunity should remain in Washington for the remainder of the week in order to attend the interesting sessions of the A. L. A. and affiliated societies.

\* \* \*

Although it is not planned to have a formal library exhibit of S. L. A. at the Washington conference, Miss Alma C. Mitchell, Chairman of the Exhibits Committee, has suggested that librarians issuing special bulletins, lists or other publicity methods suitable for display, should bring them to the conference where they can be exhibited at S. L. A. headquarters. Further particulars can be obtained from Miss Mitchell, Room 4251, 80 Park Place, Newark, N. J.

The Program Committee desires to place on record their deep indebtedness to Miss Anna G. Cross of the Department of Commerce Library, who was extremely helpful in her assistance to the committee. We should also add that Miss Mary A. Lacy, Miss Elsie Rickstraw and Miss Elizabeth O. Cullen have performed yeoman work in connection with the conference and in the preparation of this issue of the magazine.

\* \* \*

Through the courtesy of Warren Bishop, Managing Editor of *Nation's Business*, we are permitted to reprint a portion of a satirical article on conventions by Seth Dunham, which appeared in *Nation's Business* for March. We doubt if Mr. Dunham has yet met our program-maker, Miss Eleanor S. Cavanaugh, whose success in building programs is obvious to all of us. We printed this article just to show the contrast.

\* \* \*

The American Association of Law Libraries has planned eight sessions extending from Monday morning until Friday afternoon. The opening sessions will have addresses of welcome by a group of local librarians and a round table on pagination of books. The second session on Tuesday will be the joint session with S. L. A. During the week there will also be round tables on subject headings as used on LC cards; problems of library cataloging and classification; problems of law school libraries; problems of the bar association and county libraries and a final round table on Friday afternoon with the topic "Educational requirements for law librarians and how library schools can assist." Complete programs can be obtained from Mrs. Lucile Vernon Clark, 42 W. 44th Street, New York.

\* \* \*

The A. L. A. travel committee has issued in pamphlet form itinerary of the A. L. A. European trip, details of which were printed in *SPECIAL LIBRARIES* for February. Copies of the itinerary may be obtained by addressing Frederick W. Faxon, Chairman, 83 Francis Street, Back Bay, Boston, Mass.

## Providence Industrial Exhibit

The recent industrial exhibit in Providence has given the Public Library an opportunity to advertise extensively the resources of its Industrial Department and its Business Branch, to call attention to the specialized departments that give service to the business man and the mechanic.

The scope of the service was indicated by a very complete and attractive exhibit, occupying four tables. A model of the Library, showing the proposed new wing, in which the Industrial Department will have more extended quarters, was the central figure of the exhibit on the left hand table. This model was lighted up every night. On the left of the model were arranged thirty or more industrial books—on textiles, rubber, engineering, machinery, aviation, radio, chemistry, paper, paint and varnish, etc. Fifty covers of industrial periodicals were exhibited on the other side. At the back of the centre table was arranged a selection of some thirty-five books on business subjects, including accounting, advertising, salesmanship, merchandising, banking, investments, real estate, insurance, business correspondence, business economics, etc.; on the front, the covers of thirty business periodicals. The right hand table contained a model of the front of the Providence Chamber of Commerce building where the Business Branch is located, and the rest of it was devoted to business periodicals, directories, (city, telephone and trade), Moody's and Poor's Manuals, financial services and the non-classified material that is kept in the vertical file. A table placed directly in front of these three contained a display of free material: printed lists on Textiles and Jewelry, the principal industries of Providence, mimeographed lists on investments, accounting, advertising and salesmanship, monthly annotated lists of the current additions to the Business Branch; and leaflets announcing the service and the hours of the Business Branch. A bulletin board placed conspicuously, emphasized the service of both departments by attractive posters.

In order to explain the exhibit and to emphasize still more the service rendered by both of these departments, an attendant was on duty at the exhibition every evening and on Saturday afternoon.

Many new contacts and a keen interest displayed by the spectators made the Library feel amply repaid for the efforts that it had put forth.

## Bibliographical Survey

The Bulletin of the Pan-American Union for March, 1929 describes the important bibliographical survey now being conducted by the United States Technical Co-operating Committee of the projected Inter-American Conference of Bibliographers which came into existence by virtue of a resolution of the Sixth International Conference of American States. The members of the committee are: Ernest Cushing Richardson, Chairman, William Warner Bishop, Charles Wilson Hackett, Herbert Ingram Priestley, James A. Robertson, Martha L. Gericke.

The text of the survey, which is printed in the Bulletin of the Union, should be read by all librarians and it is to be regretted that space will not permit a complete reproduction of the valuable information contained therein. In the introduction the committee stresses the great increase in the demand for Latin-American books.

The lines of the survey, states the committee, follow closely those of a similar survey prepared three or four years ago for the Committee on Intellectual Co-operation of the League of Nations. Under the heading of "Authorship" the annual production of books in the United States is recorded. Directories of authors and authorship, especially Who's Who and the various bibliographical guides, are noted and the analytical indexes to serial literature which are naturally familiar to most librarians. Organizations of authors are given place in the report.

Under the heading "Publishing and Book-selling" some valuable statistics are presented, and in addition the publishers of book trade aids, the R. R. Bowker Company and the H. W. Wilson Company, are noted as outstanding examples of co-operation. A brief note names the principal associations devoted to bookselling.

Under the heading of "Libraries" statistics are presented which unfortunately do not go beyond 1923. *Special Libraries* is mentioned, as well as the *Special Libraries Directory*.

The geographical distribution of libraries is treated extensively, featuring the chief centers as Washington, New York, Boston, Chicago and San Francisco. Philadelphia, Ithaca, Buffalo, Detroit and Ann Arbor are called effective sub-centers. The report might well

have noted the importance of Providence and Worcester in the Boston district

Under "Co-ordinating Factors" the report mentions the group of library and bibliographical associations affiliated with the American Library Association, the Library of Congress; the Superintendent of Public Documents and the Smithsonian Institution. To these factors are added state agencies; associations, including local clubs, state associations and national library bodies; technical library periodicals and library schools.

### Educational Exhibit

At the invitation of the Board of Education of the City of New York, the Municipal Reference Library, Rebecca B. Rankin, librarian, the Bureau of Libraries under Mr. Claude Leland, and the Supervisor of School Work of the New York Public Library, Miss Mabel Williams, conducted a joint exhibit at the United Parents Association Exposition, February 23 to March 2, 1929. The exhibit was prepared with the parents and teachers in mind. The purpose was to show how these libraries assisted the schools in its educational work. The Municipal Reference Library by means of city departmental reports, maps of various kinds of books relating to New York City, stressed the work done in the study of civics.

An automatic stereopticon display machine in which we displayed photographs of our daily work in the libraries was loaned through the kindness of the Special Libraries Association.

The average attendance in the booth was estimated at seven hundred per day.

### Civil Service Examination

The United States Civil Service Commission announces an open competitive examination for Hospital Librarian.

Applications must be on file with the Civil Service Commission, at Washington, D. C., not later than May 7.

The examination is to fill vacancies in the Veterans' Bureau throughout the United States, and in positions requiring similar qualifications.

The entrance salary is \$1,800 a year. Higher-salaried positions are filled through promotion.

Competitors will be rated on mental tests, library economy, cataloguing and classification, and a modern language.

Appointment may also be made from this examination to the position of assistant librarian at the entrance salary of \$1,620 a year.

Full information may be obtained from the United States Civil Service Board of Examiners, at the post office or customhouse in any city.

### English Usage

Mr. George W. Lee, as chairman of the committee on English usage, is busily at work preparing a preliminary report. His letter describes the "six inch" shelf and he suggests the following titles as suitable for inclusion: Ball's Constructive English, Krapp's Comprehensive Guide to Good English, Opdycke's English of Commerce and Putnam's Correspondence Handbook. The letter follows.

A committee of the Commercial-Technical Group of the Special Libraries Association is at work on a "six inch" shelf for books on English Usage as perhaps a minimum collection for any library that pretends to go into the subject at all. To produce this shelf calls for a selection from a long list. The committee is open to suggestions and it welcomes lists from all sources. Every librarian, general or special, interested in the subject is invited to communicate with the Chairman, Geo. W. Lee, Stone & Webster Library, Boston.

### Magazines Wanted

The Maryland Casualty Company is anxious to obtain *Industry Illustrated* for December, 1927 and the Rhode Island State Library needs for its files *Engineering News Record* for February 16, 1926, Vol 96: No. 7. Anyone possessing a duplicate of these volumes would confer a favor by sending a copy to the libraries interested.

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We suggest that you journey to the Convention with the travel parties where you will find congenial friends. In some instances you can make a material financial saving.

Complete details in special circular issued by Association or in current issues of library periodicals.

## We Do This

Margaret Reynolds, Department Editor

**Rental Libraries**—The Insurance Library of Chicago inaugurated a rental department October 15, 1928. Here is the letter which they issued on October 10 on a letterhead printed Rental Department, Insurance Library of Chicago, 2132 Insurance Exchange, 175 W. Jackson Street, Chicago.

"To Library Patrons:

The Insurance Library of Chicago announces the opening of a Rental Department effective October 15, 1928. In this department will be found the newest books—adventure, biography, fiction, travel—as they are published week by week.

An annual registration fee of one dollar \$1 00 will be required from each person using the Rental Department. Rental rates for books will be on a graduated scale, depending upon the cost of the book.

A registration blank is enclosed. This should be filled in as indicated and presented at the Insurance Library of Chicago, 2132-175 West Jackson Street. Upon payment of one dollar, the annual registration fee, a membership card will be issued.

*The rental service will not apply to insurance books and magazines.*

*Our regular insurance service will be maintained free of charge as heretofore.*

Yours truly,

Pyrtha B. Sheffield,  
Librarian."

Accompanying this letter was a blank mimeographed on paper using the same letterhead with the following wording:

"Please enroll me as a subscriber in the Rental Department of the Insurance Library of Chicago for the year ending.....

Name.....

Home address..... Phone.....

Business address..... Phone.....

*Note!* Membership card will be issued upon presentation of this application and payment of one dollar, (\$1.00)."

The mimeographing was done in black on pink paper to attract attention.

On the first of February a list of the new titles available in the Rental Department was sent out. This was also done on pink paper. This was a list of almost three pages, comprising twenty-one titles which were annotated. Such books as the charming memories of Bacheller, "Coming Up the Road," "Pennagan Place,"

by Eleanor Chase, an Oshkosh, Wisconsin writer, "Paradise Court," a new Fletcher detective story, Anne Carroll Moore's edition of the "Knickerbockers' History of New York," Gilbert Parker's "Promised Land" and Rachel Taylor's, "Leonardo the Florentine," are included. Enough titles have been quoted to give one the scope of this rental collection.—Pyrtha B. Sheffield, Librarian, Insurance Library of Chicago.

Another successful circulating library established in connection with a special library is the one operated by the Dennison Manufacturing Company at Framingham, Massachusetts. Their list contains annotated titles, with mention of some pamphlet. Their charge for renting books is three cents a day with a minimum of five cents. They merely list the title and author's name in brief and the books are the more popular best-sellers in the fiction field.

**Package Libraries**—The American Bakers Association and the American Institute of Baking, 1135 Fullerton Avenue, Chicago, maintain a package library division of their library. In an article in their house organ, Miss Rosabelle E. Priddat, describes what a package library is and how it may be used and suggests that it should be returned within the time specified in the letter so that the collection may be of use elsewhere.—Rosabelle E. Priddat, Librarian, American Bakers Association and the American Institute of Baking, Chicago.

**Publicity**—How many institutions are giving their libraries publicity along with the other printed matter? In a pamphlet, "A Neighbor Who Can Help You," the First National Bank in Detroit, gives the better part of a page to a small photograph of the interior of their library and then runs this paragraph:

"You need not be a customer to enjoy the use of this library on the third floor of our main office, at Woodward Avenue and Cadillac Square. You will find a competent librarian in charge who will aid you in looking up the information you want. Current financial and general magazines are available here and there are more than 1,500 reference volumes. Making reservations at New York hotels is another service given by the library."

We suggest that you show it to some of your

Publicity division who may take heed and give you a similar piece of publicity.

**Publicity**—In advertising the Dartnell Photostat Service the Dartnell Corporation of Chicago devotes the center page of the folder to a view of their library and then has some salient facts about what the special library they maintain does. From this circular we learn that every week "The Dartnell Editorial Staff, each man specializing on some phase of advertising or sales work, reads more than a hundred current business papers, general magazines, reports, new books and speeches in search of material which should be called to subscribers' attention. This is digested and indexed for the *Dartnell Magazine Digest and Reference Service*."

Photostats of any articles not already indexed for the Service are supplied at the regular photostat rates."

**Publicity—Leaflet**—The Bank of Italy has issued a leaflet which is simply printed in good

size type in black on bluish gray, a cadet blue really, which was distributed amongst their employees. The heading is YOUR LIBRARY: WHAT IT COLLECTS AND HOW IT SERVES. The second page gives the list of associations with whom the library makes contact. They are:

1. Chamber of Commerce; 2. State Department of Agriculture; 3. Bureau of Foreign and Domestic Commerce; 4. State Chamber of Commerce; 5. Research Bureaus of: Industrial Organizations, Stock and Bond Houses, Consulate Offices, Other specialized libraries.

The third page tells how the contacts serve your departments by answering various kinds of questions. The fourth page tells what their weekly library bulletin does and concludes with this sentence: "Make the library your best tool for your own advancement and for better service to your clients and stockholders."—K. Dorothy Ferguson, Librarian, Bank of Italy, San Francisco.

## Research Activities

Miss Rebecca B. Rankin, an associate editor, contributes a group of Research Notes. The editor would welcome other items on this subject *Editor*.

Perhaps by coincidence, there have come to our attention, a number of interesting books and periodical articles or speeches by individuals on "Research."

\* \* \*

The Carnegie Corporation of New York provided a subvention which made possible a survey conducted for the American Council of Learned Societies by Professor Frederic A. Ogg of the University of Wisconsin. In the field of the humanistic and social sciences this survey makes known "what research organizations and facilities now exist, what research projects are in progress or in prospect, under favorable or unfavorable conditions such projects are carried forward, and what steps are necessary to be taken if advances in the humanities are in coming years to be in any degree commensurate with those almost daily recorded in the domains of natural science."

"Research in the Humanistic and Social Sciences," (New York: Century Company, 1928), has an amazing amount of information about such research which Professor Ogg explains thus:

"Man learns a good many things by accident—by simply stumbling upon them. In the main, however, he adds to his knowledge by definite, deliberate inquiry—by coming up against a question or a problem and casting about for an answer or solution. This process of conscious, premeditated inquiry we call research. There is no need of laboring over a definition of research. The term obviously excludes (although there is much popular confusion on the point) that which is only search by one man for what another already knows, or the mere rearranging of facts and materials. But the name is worthily bestowed on any investigative effort—in library, laboratory, field, or shop—which has for its object an increase of the sum total of human knowledge, either by additions to the stock of actual present knowledge or by the discovery of new bases of knowledge, which for the research worker, and ultimately for the future of intellectual life, is of course far the more important. Research may or may not come to success; it may or may not add anything to what is already known. It is sufficient that its objective be new knowledge, or at least a new mode or orientation of knowledge."

No librarian can afford not to study this survey on research. It is so important in our work. True, only one of its seventeen chapters is devoted to "Libraries as aids to research." In this chapter the author touches upon seven categories of Special Libraries.

Mr. Edward A. Filene of Boston, delivered an address before the Sixty-Ninth Convocation of the University of the State of New York, October, 1928, which has been reprinted as "Contributions of Research to Business." He contends that the "miracle" of American prosperity has been due largely to research and goes on to prove his point.

In the *Educational Research Bulletin*, published by Ohio State University College of Education, in the October, 1928, issue, we find an article giving a resumé of research in the educational field, by Harold B. Chapman, entitled "Bureaus of Research and Statistics in State departments of Education."

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Mr. Maynard M. Metcalf, of Johns Hopkins, spoke on "The Research Attitude of Mind," at the University of Buffalo, and his address is printed in the *University of Buffalo Studies*, September, 1928. This article may give ideas to the librarian doing research.

## Associations

### Boston

The regular monthly meeting of Special Libraries Association of Boston was held on Monday evening, March 25th, in the Library of Metcalf and Eddy, 1300 Statler Building, Boston.

Miss Ruth Canavan, librarian of this library, told about the mechanical equipment of the library, and explained her system of routine to the members present.

A report of the Executive Committee was read in regard to Mr. Lee's proposal for a centralized bureau of information. It was decided by this committee that such a project should not be undertaken at this time.

It was voted that the report of the committee on revision of the constitution be considered progressive and the committee be continued.

Reports of the various standing committees were read at this meeting.

The following speakers were heard and brought out sources of information heretofore unknown to many of the members.

Miss E. Gertrude Mealy, librarian, Associated Industries; Miss Aletta Spence, librarian, New England Bureau of Public Service Information; Miss Laura R. Gibbs, formerly librarian of Tel-You-Where, John H. Reardon, in charge of Information Office, Boston Public Library; Frank H. Chase, reference librarian, Boston Public Library.

The following Nominating Committee was appointed.

Miss Ruth V. Cook, librarian, Harvard University School of Architecture, Chairman; Miss Mildred R. Bradbury, assistant, Boston

Public Library; Geo. W. Lee, librarian, Stone & Webster.

The next meeting of the Association was held in the Insurance Library Association of Boston on April 22.

### Cleveland

During the month of February the Cleveland Chapter held two meetings, one business and the other social. A report on the national side of S. L. A. by our national president, Mr. Cady, featured the session of February 8, held in the Cleveland Public Library. Mr. Cady reported the events at the Business Round Table at the Chicago A. L. A. Council Meeting, with the passing by the Council of the motion for a Business Section for A. L. A. Action taken by the S. L. A. Executive Board Meeting in New York, plans for the forthcoming convention, and other projects before the Association were also discussed by Mr. Cady.

What bids to be an annual affair is the Washington's Birthday dinner and social meeting held at the suburban home of one of our members, Mrs. Grace Birdsall. This is the third year for this holiday celebration.

Perhaps the most outstanding meeting of the year for the Cleveland Chapter was the dinner-meeting held at the Cleveland Chamber of Commerce Club in the new Terminal Tower Building, on the evening of Thursday, April 4th.

After the delicious dinner, delightfully served, Miss M. E. Woods, Foreign Trade Secretary of the Cleveland Chamber of Commerce, presented a comprehensive report of the work of her office. We were much im-

pressed by the scope of the work, the responsibility of assembling and distributing valuable information accurately and efficiently, and the variety of her duties which occasionally include that of detective. For instance, when information is received from another city that someone is representing a foreign firm which does not exist, it is her duty to send out a warning through the district and, if possible, catch the culprit.

Miss Rose Vornelker, Secretary of the Special Libraries Association, gave an extremely interesting talk on the work of the Association, especially that of the several committees and groups. She emphasized the different ways in which the local chapters or individual librarians might receive assistance from the Association.

The meeting closed with an informal reception in Miss Woods's offices on the seventeenth floor of the same building. The view of the city by night was a most fascinating picture—the many twinkling lights and the reflections in the winding Cuyahoga River tempting us to stay on indefinitely.

#### Detroit

At a recent meeting of the new Detroit Chapter there were fifty-two persons present for luncheon and a talk by Miss Margaret Mann, of the Department of Library Science, University of Michigan. Miss Lutz, Librarian of the General Motors library, had general charge of this meeting, and arranged for the group to see her library and for tours through the General Motors Research Laboratories where some most interesting experiments and instruments were demonstrated.

#### Illinois

The March meeting of the Illinois Chapter of the Special Libraries Association was held in the assembly hall of the Chicago Historical Society on March 18, 1929.

Mr. L. Hubbard Shattuck, Director of the Society, delivered an address on the subject of the Chicago Historical Society as a Public Institution. Mr. Shattuck described the history and growth of this organization, its present methods of operation, the future plans of the Society for extended activity, its proposed new building in Lincoln Park, and its widening usefulness.

At the conclusion of Mr. Shattuck's talk, an inspection trip was made by the members of the Illinois Chapter through the museum and

library of the Society, viewing at first hand some of the treasures and historic records which they may have occasion to refer to in their work. The members of the Illinois Chapter showed their appreciation of the courtesies extended to them by the Chicago Historical Society at this meeting by a large attendance, at the same time taking advantage of the opportunity to increase their knowledge of the resources and services of libraries in Chicago.

#### New York

The New York Special Libraries Association held its third dinner-meeting on February 27th in the auditorium of the John Wanamaker Company. The evening was devoted to music.

Dr. Alexander Russell, director of music of the John Wanamaker Company, played a beautiful composition on the organ.

Mr. Waldemar Ricek, well-known reviewer and writer, formerly with the New York Public Library, now associated with "Musical America," discussed the service of the library to the music writer.

Mr. W. Percival Monger described the library of the National Broadcasting Company. Mr. Monger's interesting article appears in another portion of this issue of SPECIAL LIBRARIES.

Miss May Gadd, Director of the New York branch of the English Folk Dance Society, accompanied by her class, gave several delightful country dances. Miss Gadd described the development of the country dance and explained how the figures of the dance had been collected in England and the country sections of America. The music for the dance was furnished by Mrs. Haig, with violin accompaniment by Andre Chambellan.

#### Philadelphia

The Special Libraries Council of Philadelphia and vicinity, held its February meeting on the first, at the new home of the Philadelphia College of Pharmacy and Science, and the speaker was Professor Ivor Griffith, editor of the *American Journal of Pharmacy*.

Professor Griffith talked on the "History of the Literature of Pharmacy." In tracing the science of medicine back into the remote ages through old books, Professor Griffith told of many amusing things found in those old records. Ebers' Papyrus, 1554 B.C., he said, speaks of specialists whom we think of as being purely and totally modern. From this old

record, Professor Griffith was good enough to give us a prescription for hair tonic, one especially compounded for an Egyptian princess, consisting of such ingredients as powdered mummy, the heel of an Abyssinian guy hound, a quantity of putrified mice and an ass's hoof. Speaking of the slow progress of medicine up to the modern times, Professor Griffith said that many of the ingredients in medicines in the pharmacopœia as late as William Penn's time, were quite as unusual as those in the hair tonic.

After the meeting had adjourned, the members had an opportunity to visit the library, and the model drug store in connection with the College.

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On March 1 the Special Libraries Council of Philadelphia and vicinity held its regular meeting at the library of the United Gas Improvement Company. Mr. Richard H. Oppermann, assistant librarian, made an informal exposition of the scope of the library, while showing us the various charts, files, and indexes which are the important tools of the library. The library itself includes one of the most complete collections of public service commission reports in the country.

Mr. William E. Saunders, librarian, and one of the leading spirits in the early days of the council, gave us some retrospective thoughts which were very interesting.

Each one of us was presented with a copy of the U. G. I. Circle as well as a copy of an abstract of current literature on scientific and economic subjects. This abstracting of literature is done regularly as a part of the library's research activities.

On April 5, the council will have its annual dinner at the Bellevue-Stratford. We are glad to announce the speaker of the occasion—David Lawrence—on "The National Outlook."

On May 3, the annual business meeting will be held at the American Philosophical Society, 134 South 5th Street, with committee reports and election of officers.

#### Pittsburgh

March 23, 1929 was the date of a meeting of the Pittsburgh Special Libraries Association held at the Tuberculosis League Hospital, at which 13 members and 2 guests were present.

After a delicious luncheon served by the League, the minutes of the last two meetings were read and some announcements concerning the National Convention to be held in May were made by the President.

Miss Macrum gave an interesting talk on the Vocational Library which she has started for patients in the Tuberculosis Hospital, telling of the vocations open to them, and also of the sources from which material for the Library was gathered.

#### San Francisco

Mr. Nathan van Patten, Director of the Stanford University Library at Palo Alto, was the honor guest and speaker at a special dinner meeting of the Special Libraries Association of San Francisco, February 19th, at the Bellevue Hotel. In his discussion of "Union Lists," Mr. van Patten emphasized the necessity for co-ordination and co-operation in the compiling of such indexes, especially in the terminology employed, and cited numerous examples both American and foreign. As a member of the American Library Association committee, under whose guidance its Union List was prepared, Mr. van Patten was particularly enabled to discuss the problems involved in the preparation of such lists. We especially appreciated the informal discussion which answered many of the problems which have arisen in the compiling of our own Union List.

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Mr. C. H. Judson and Miss Simmons, his assistant, were the host and hostess at a most enjoyable "at home" in the library of the Pacific Telephone and Telegraph Company on Thursday, March 21st. The library was open to the members of the Special Libraries Association of San Francisco after a brief luncheon held nearby. In spite of an exceedingly lovely and distracting view from three sides the library indicates that a great deal of careful thought and labor has been spent on it, and the files of periodicals and shelved material contain a wealth of information. The collection of telephones of all ages and sizes was of particular interest. Unfortunately, not everyone was able to remain for the tour of the building and the flashlight picture of the group. It is uncertain to what use this latter is to be put—some say the rotogravure section—others the rogues' gallery! In either case it portrays a group of librarians who have just acquired a variety of ideas and inspirations and consequently are looking very pleased and happy.

### Southern California

Special Libraries Association of Southern California had a very enjoyable meeting on the evening of February 19, at the Western Precipitation Company, Los Angeles. Miss Anna M. Frey, President of the Association, who is also librarian of the Western Precipitation Company, showed the members around the various departments and explained the details of the work. After a short business meeting, Mr. Marcel A. Lissman of the Western Precipitation Company, demonstrated his *True-tone Analyzer*, a device to guide the music student to the true pitch during practice.

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The March meeting of the Southern California Chapter of the Special Libraries Association was held at the Research Library of

the Paramount-Famous-Lasky Corporation, Hollywood.

There were about fifty members present, with San Diego and La Jolla sending representatives to the meeting. The hostess, Miss Gladys Percy, librarian, assisted by Miss Rena Clark, provided a most enjoyable and unusual program. After a short inspection of the library, dinner was served in the Studio cafe, which was quite an event due to the wandering in and out of the various movie directors and stars. Following a short business meeting Mr. Albert De Sart, head of the Sound Department, gave a most interesting talk on Sound Pictures and later conducted the members on a tour of the studio and grounds, affording the opportunity of seeing and hearing a Talkie in the making.

## Personal Notes

Mary C. Parker, Department Editor

Lewis A. Armistead, librarian of the Boston Elevated Railway, is recovering from a serious illness.

Mrs. Virginia C. Bacon of Portland, Oregon, has been elected State Librarian of the Portland State Library. She succeeds Miss Cornelia Marvin, who was recently married. Mrs. Bacon comes to the position from the Portland Public Library, where she was advisor in Adult Education.

Dorothy G. Bell, librarian of the business branch of the Providence Public Library, discussed on March 18th, "Business Books for Business Folk," in a series of talks sponsored by the library.

Ruth S. Brown, cataloger at the National Industrial Conference Board, New York, has recently resigned.

Mrs. Edith J. Clark, a recent graduate of the New Jersey College for Women Library School, is now doing a special job of filing with The Port of New York Authority Library.

Dorothea Collins, formerly librarian of Jackson & Moreland, has taken a position in Cleveland Public Library.

Joseph L. Crandell, night librarian of the Boston Globe, died February 10. He left a widow and a nine-months' old son.

Mary Culver has been appointed assistant in the library of the New York Academy of Medicine.

Marion G. Eaton, librarian, Federal Reserve Bank of Boston, sailed for Italy on March 22, for a visit of two months.

Mr. William Prescott Greenlaw, for 27 years librarian of the New England Historic Genealogical Society, has become librarian emeritus. Miss Josephine Rayne, former assistant librarian, has been made librarian.

Hennietta Herz, formerly assistant at the New York Public Library, has been appointed librarian for Alfred Knopf, Inc.

Mark Kiley, assistant librarian at the Amherst College library since 1924, has been appointed librarian of the University Club Library, New York City.

Julia King has been appointed librarian of the Silk Association of America.

Leona Kohn has resigned her position in the Library of the Federal Reserve Bank of Cleveland and on April 1st assumed new duties with the Industrial Arts Index in New York City. Miss Kohn has been Secretary-Treasurer of the Cleveland Chapter for the past year.

Miss Ann Jamba is in charge of the new library of the National Investors Corporation, 120 Broadway, New York City.

Mrs. Mary Watkins Deitrichson, formerly with the Baker Business Library of Harvard University, is now with the Boston Public Library, where she is modernizing the Statistical Department.

Estelle Liebman has resigned her position in the Baker Library of the Harvard School for Business Administration.

Mary V. Lynch has accepted a position with the Standard Statistics Co. of New York.

Ruth A. Phillips, formerly librarian of Lockwood, Greene & Co., Boston, is now librarian of Jackson & Moreland.

Marian D. Reeve, assistant in the library of Redmond & Co., New York, has resigned her position to be married soon.

Frances M. Reitmeyer is now employed in the library of Batten, Barton, Durstine & Osborn.

Sarah de C. Ruth is now librarian in the sales division of the Edison Lamp Works.

Jeannette Moore Smith is now connected with the H. W. Wilson Company. Miss Smith was formerly with the Cleanliness Institute.

Mrs. J. R. Smith has accepted a position as librarian in the general laboratories of the U. S. Rubber Company at Passaic, N. J. Mrs. Smith comes from the Carnegie Library at Pittsburgh, Pa.

Helen G. Stewart, formerly with the New York Public Library, has accepted a position in the library of the general laboratories of the U. S. Rubber Company at Passaic, N. J.

Mr. P. S. Stoddard, formerly with Crayath, de Gersdorff, Swain & Wood, 15 Broad Street, New York, is now librarian of Reynolds, Richards & McCutcheon, 68 William Street.

Wilhelmina Taylor, librarian of the New York Telephone Company, has recently resigned to be married. Miss Dorothy Avery has been appointed librarian.

Basil Turner has resigned his position with the Marland Oil Co., Ponca City, Okla., and is librarian of Pettigrew & Meyer, 120 Broadway, New York.

Miss Margaret D. Bruce, a graduate of Drexel Library School, is assistant librarian of the library of the Experimental Station of the Chemical Department of Du Pont de Nemours & Co. in Wilmington.

Miss Katharine D. Brownfield has accepted a position as abstractor and indexer with the Carnegie Steel Co. in Pittsburgh.

Miss Mildred A. Lee, for sometime assistant in the library of Ford, Bacon & Davis in New York City, has accepted a position of a newly organized library of the Selected Securities, Inc., 65 Broadway, New York City.

Miss Emily G. Davis is the new librarian of the Johns-Manville Corp. library, 292 Madison Avenue, New York City.

Miss Frances Walsh until recently with the Party Factory Saks, is now librarian of the Cavendish Trading Corporation, 180 Madison Avenue, New York City.

Charles Alexander Nelson, "dean of American librarians," recently celebrated his ninety-second birthday at his home in Mt. Vernon. Mr. Nelson received during the day a hundred guests and many telegrams of congratulations from librarians in New York and other cities. He has been engaged for the past three years in translating Johann Schoepflin's "Vindiciae Typographicae" and in preparing a volume of poems. Mr. Nelson retired in 1905 from the position of deputy reference librarian of the Columbia University Library.

Bertine E. Weston has become managing editor of the Library Journal, in place of Eleanor H. Duncan, who resigned after a decade of service. Miss Weston has been identified with the Brooklyn Public Library, Dayton Public Library, and the Fort Wayne and Allen County (Ind.) Library System, and brings to her new position a wealth of experience in children's work, school library development and library journalism.

Miss Adeline Zachert, supervisor of school libraries for the State of New York, has joined the staff of the World Peace Foundation as Field Secretary. During the year she will visit university, public and school libraries throughout the United States, assisting librarians in the selection of authoritative and suitable material on international relations and international co-operation.

## Events and Publications

Rebecca B. Rankin, Department Editor

The Detroit Edison Library devotes a page in the *Synchroscope* to new books received and articles of interest.

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The 1928 edition of *Market Research Agencies*, from the U. S. Department of Commerce, (Domestic Commerce Series—No. 6), is as useful as previous editions and is right up-to-date.

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*Glances of Banking History*, a pamphlet nicely illustrated with line drawings and used for publicity purposes, has been distributed by the First Wisconsin National Bank of Milwaukee.

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The Municipal Administration Service, 261 Broadway, New York City, is responsible for a pamphlet *Photostat Recording*, by George C. Havenner. It is designed primarily for public officials but may be equally useful to business men who make use of copying methods.

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Miss Margaret Kehl of the staff of the New York Municipal Reference Library, broadcast over WNYC, the New York City's municipal radio station, on the subject "New Yorkers," in February.

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The Birmingham Fire and Casualty Insurance Exchange of Birmingham, Alabama has established a Central Insurance Library and Service Office. Works of recognized authorities have been purchased and placed in this Library for reference. A full-time assistant secretary is in charge of the library and office.

Indiana is to have a new State Library building, and a Commission of nine have been appointed by the Governor to consider plans. Mr. K. Louis Bailey is ex-officio secretary of the Commission.

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The *Industrial Relations Counselors, Inc.*, Miss Linda H. Morley, librarian, has prepared its third library bulletin containing a semi-annual review of the current literature on industrial relations and a bibliography on mutual benefit associations.

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The Municipal Reference Library of New York has issued a four-leaf pamphlet on the resources of the library. The closing sentence reads: "Make it a habit to come to the Municipal Reference Library for any facts about city affairs or municipal activities."

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A leaflet issued by the Business Branch of the Newark Public Library, reprints in its March issue an article on "Business Libraries," which first appeared in the *New York Credit Men's Association Bulletin*. We only regret that space will not permit reproducing this worth while article in *Special Libraries*.

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In 1930 occurs the 300th Anniversary of the establishment of the Massachusetts Bay Colony, in which all New England will celebrate a Puritan Tercentenary of National Significance. The Massachusetts Bay Tercentenary, Inc., 44 School Street, Boston, issues a bulletin every month, telling of their plans and progress being made.

In the *Economic Review of the Soviet Union*, published by the Amtorg Trading Corporation, 165 Broadway, New York City, beginning with February 15, 1929, will be printed a bibliography of books, periodicals and articles in periodicals dealing with economic conditions in the Soviet Union, which have appeared in the United States in English language since 1920

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The Massachusetts Horticultural Society Library, Miss Dorothy St. J. Manks, librarian, held a special exhibition of rare and interesting garden books, March 19th to 23rd, in connection with the 100th anniversary celebration of the Society.

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The Committee on English Usage, under date of March 1, 1929, issued a bibliography on English Usage, signed by George W. Lee. A preliminary report has been prepared by the chairman and sent to the committee members, consisting of the chairmen of the various subcommittees of the Commercial-Technical Group. Copies of this preliminary report may be obtained upon application to Mr. Lee, Stone & Webster, Boston.

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Dr. Koopman and Mr. Drury of the John Hay Library, have sent to members of the faculty of Brown University a circular letter relating to the "Union List of Serials in the Libraries of the United States and Canada," presenting in succinct form the merits of this notable bibliographical undertaking. This practice should be emulated by other colleges and universities.

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The Boston City Council has accepted an order deeding to Louis E. Kirstein, President of

the Board of Trustees of the Boston Public Library, certain land on which he has proposed to erect and present to the City a building for a business branch of the public library.

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*The Detroit Synchroscope*, the house organ of the Detroit Edison Company, in a recent issue, has a lead article on "Office Filing," by Mary Giblin of the Chief Engineer's Office. A classified filing system, based upon the Dewey System, has been installed and the classification is performed by a trained librarian supervising clerks in charge of filing and typing. The article has some good suggestions for corporation filing.

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The National Bureau of Casualty & Surety Underwriters, through its librarian, Miss M. B. Pressman, has recently issued its Second Annual Index to Current Literature dealing with casualty insurance, suretyship and related subjects received in the library of the National Bureau of Casualty & Surety Underwriters, during the year 1928. The bulletin practically constitutes a yearly bibliography on the subject of casualty insurance.

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Waller Carson & Company, investment counselors, recently opened new offices in the Investment Trust Building, Milwaukee. A portion of the third floor is devoted to the library of the company, which it is stated will be the largest and most complete source library of financial and statistical material in the Milwaukee section of the Middle West. The organization, which was founded only three years ago, is described in a well illustrated article in the *Mid-Western Banker* for February.

The Barlow Medical Library of Los Angeles, Miss Mary E. Irish, Librarian, recently issued an attractive 24-page report which, in addition to the detailed work of the library, mentions the participation of the library in the exhibit of the S. L. A. at the meeting of the California Library Association. Inter-library loans are noted, especially courteous favors from the Army Medical Library at Washington, and a financial statement, statistical record and gifts complete the pamphlet.

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The Institute for the Study of Law at The Johns Hopkins University, is preparing a survey of "research in law" and research in other fields bearing on legal questions and legal institutions now in progress throughout the United States. Questionnaires have been sent to legislative reference bureaus in all the states, also to faculties of law schools, bar associations, legal aid societies, faculties of economics, political science, sociology and psychology, foundations, institutes, organized research groups and other organizations and associations engaged in research. The results of the study will be printed by the Institute at a later date.

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*The Worker and the Library* is the title of a pamphlet published for the Workers Education Bureau of America, by the A. L. A. The pamphlet in brief forms outlines the value of the public library to the user, presents it as a democratic institution for the use of everyone and notes a few books of value, including the "Reading with a Purpose" series of the A. L. A. and the "Workers Bookshelf" sponsored by the Workers Education Bureau of America. The writer stresses the library as an information

bureau and quotes the words of William Green, President of the American Federation of Labor, that the library is "a necessary part of the educational equipment of every city—a storehouse of the tools of education."

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The latest edition of *Women of Today* by Ida Clyde Clarke, compiler and editor, published by Women of Today Press, briefly discusses women in public libraries, special libraries and library school work. Many well-known members of Special Libraries Association are mentioned, including Miss Ruth Nichols, Miss Margaret Burnett, Miss Alexander and Miss Bradley of New York; Miss Krause of Chicago and Miss Margaret Reynolds of Milwaukee.

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The Bureau of Mines in co-operation with the American Petroleum Institute and the S. L. A., has prepared under the direction of H. Britton, bibliographer, a pamphlet entitled "Recent Articles on Petroleum and Allied Substances." The publication is distributed by the Petroleum Field Office, U. S. Bureau of Mines, 506 Custom House, San Francisco. The pamphlet, containing 46 printed pages, discusses the history, geographic occurrence and geology of petroleum, its development, production, transportation and distribution. There are also sections devoted to properties and their determination; to refining and refineries; utilization; legislation and legal regulations.

On March 11, 1929 the *New York Times* commented editorially upon the annual report of the Newark Public Library, noting the statement of Mr. John Cotton Dana in a recent library bulletin. The words of Mr. Dana are well worth reprinting: "A library is not a school house. A new world of print and picture in newspapers and magazines surrounds us. What service can a library render in this new world? In obedience to the demands of this new world of printed information, wisdom and speculation, libraries have in some slight degree modified their methods and extended their field of work. My suggestion is that they go further, that they withdraw somewhat from a part of the book lending field, popular fiction for example, and devote more of their time, skill and energy to the making of themselves guides, keys, indexes, abstracts of the latest findings in the field of knowledge."

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The London School of Economics and Political Science, Houghton Street, London, has prepared a London Bibliography of the Social Sciences, being the subject catalogue of the British Library of Political and Economic Science at the School of Economics, the Goldsmith's Library of Economic Literature at the University of London, the Libraries of the Royal Statistical Society and the Royal Anthropological Institute and certain special collections at University College, London, and elsewhere. The publication was compiled under the direction of B. M. Headicar, Librarian, and C. Fuller, Assistant Librarian. The bibliography contains half a million entries with the Library of Congress classification symbols and is issued in four volumes at an advance price of five guineas.

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The Division of Simplified Practice of the Department of Commerce has issued a release

on the relation of advertising men to simplification. Mr. S. F. Tillman, who has prepared the release, notes that simplification is equally the problem of the manufacturer, distributor and consumer. Simplified practice has not only had the support of the manufacturer and the distributor, but the advertising profession can so influence consumers that purchasers would tend toward simplification. In the simplified practice projects the Division has had the co-operation of trade papers and the daily press. The Division also prints its own monthly bulletin called *Commercial Standards Monthly*, which reports current progress in the field of simplification. Advertising agencies can obtain this publication and lists of completed recommendations for file in their reference libraries upon application to the Division of Simplified Practice, Department of Commerce, Room 316, Commerce Building, Washington, D. C.

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The Insurance Group has recently issued a booklet outlining the organization of an insurance library. The booklet is the result of a suggestion by Mr. Rollin M. Clark, Assistant Manager of the Insurance Department, Chamber of Commerce of the United States of America, and was prepared under the direction of Miss Pyrrha Sheffield, Chairman of the Insurance Group, and Miss Grace Stephens of the Retail Credit Company, Atlanta, Georgia. The booklet was printed through the courtesy of the Retail Credit Company. Copies may be obtained from Mrs. Alice F. FitzGerald, Librarian, National Life Insurance Co., Montpelier, Vermont; Manager, Insurance Department, Chamber of Commerce of the United States of America, Washington, D. C.; or Librarian, Retail Credit Company, Atlanta, Georgia.

Pages 141-152 deleted, advertising.