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# SPECIAL LIBRARIES

Vol. 22

February, 1931

No. 2



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# Contents

## ARTICLES

Abstracts in the Social Sciences. By Dr. F. Stuart Chapin . . . . .	39
Problem of Unemployment, The. By Louis Bloch.	44

## DEPARTMENTS

Associations . . . . .	61	Editorials . . . . .	50
Classification and Indexing . . . . .	54	Events and Publications . . . . .	64
Digest of Business Book Reviews . . . . .	56	President's Message . . . . .	51
		Research Activities . . . . .	53

## NOTES

Cleveland Convention . . . . .	50	Information Services . . . . .	62
Directory Publications . . . . .	52	Insurance Library, An . . . . .	49
Earnings of Women in Business . . . . .	60	Library Quarterly, The . . . . .	52
Engineering Literature . . . . .	60	Research . . . . .	49

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Supplement . . . . . Index, 1930

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October 1, 1930--January 31, 1931

The List of Members issued in 1930 was corrected to May 1, 1930. A Supplementary List printed in the November issue of SPECIAL LIBRARIES was corrected to September 30. This List brings the record up to January 31, 1931.

The abbreviations used in this list are obvious, and are in accord with the abbreviations used in the original list.

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## Abstracts in the Social Sciences\*

By Dr. F. Stuart Chapin, Editor-in-Chief, Social Science Abstracts,  
New York City

THIS article describes a sequence of the factors that led up to the establishment of an international co-operative effort in which more than 1,700 scholars now participate. It analyzes the process of organizing a scientific journal which will publish in 1930 some 15,000 abstracts, based upon the systematic examination of about 400,000 articles contained in 4,000 serials which are printed in 26 languages. As a voluntary effort Social Science Abstracts is of sufficient magnitude and stability to be regarded as an institution.

The origin of *Social Science Abstracts* can be interpreted only in the light of its historical background. Three major factors appear to constitute the important influences in this background.

The first of these was the enormous increase in the volume of scientific information published in the field of serial literature. During the twenty-six years that elapsed between 1899 and 1925 the increase in circulation in millions of copies per issue of monthlies and quarterlies was 174%. In 1927 the Wilson Union List of Serials showed that the libraries in the United States and Canada contained the tremendous total of 75,000 serials in all branches of periodical literature. To keep up to date in the reading of this growing volume of scientific literature had become a serious problem to all social scientists.

The second background factor was the institutionalization of social research. Owing to the great complexity of modern society and the vast amount of material which must be examined before a generalization is valid, it became necessary to organize research by setting up cooperative groups of scholars. This is illustrated in the creation of the National

Bureau of Economic Research, The Harvard Committee on Economic Research, various Bureaus of research in government, The Russell Sage Foundation and other institutional agencies. The era of a free lance scholar in the social sciences appears to be on the wane.

The third background factor consisted in the existence of successful abstracting services in the physical sciences, such as *Biological Abstracts*, *Chemical Abstracts* and *Science Abstracts*.

The immediate threshold of the invention and establishment of *Social Science Abstracts* embraces several organizing efforts which converge in their attempt to solve the problem of how to make the enormous mass of complex serial literature in the social sciences accessible to the research scholar. The first of these factors in the immediate threshold was the existence of limited abstract services in the *American Journal of Sociology*, illustrating a continuity of effort since 1896, and in the *American Economic Review* since 1911. A second factor was the existence of a Committee on Social Abstracts of the American Sociological Society which had been active in a study of the problem since 1919. The annual reports of this Committee are printed in the *Publications of the American Sociological Society*. A third factor was the establishment in 1923 of a Sub-Committee on Bibliography in the Economic Sciences by the Committee on Science and Bibliography of the Committee on International Intellectual Cooperation of the League of Nations. During the period 1923/28 this International Committee held several meetings in Geneva and Paris. A fourth factor to the creation of a comprehensive abstracting service in the Social Sciences was the active interest

\*Presented at the meeting of the Museum Section, Special Libraries Association, Buffalo, N. Y., June 4, 1930.

of the officials of the Laura Spelman Rockefeller Memorial in promoting scientific research in the social sciences and in the study of the problems of social relations.

It was upon this historical background that the culture traits essential to the new institution were integrated.

The Committee on *Social Science Abstracts* was reconstituted early in 1928 in order that the experience of the editors in the different fields of the social sciences might be directly available in attempting to solve the considerable problem of establishing this comprehensive new journal. F. Stuart Chapin was selected as Editor-in-Chief and was authorized to visit the leading research institutes in the social sciences of the capitals of Europe during the summer of 1928, and to represent *Social Science Abstracts* officially at meetings of the Sub-Committee in International Economic Bibliography of the League of Nations at Geneva.

Prior to this visit to Europe a partial editorial staff was selected to begin work in June, 1928. It consisted of Robert M. Woodbury (Economics) Associate Editor, Laverne Burchfield (Political Science) Assistant Editor, H. C. Engelbrecht (History) Assistant Editor. The early work in Geography was done by Elizabeth Platt. In December, 1928, Virginia Dewey (Geography-Anthropology) joined the staff as Assistant Editor. During the winter 1928-29 Mildred Palmer (Political Science) served as Assistant Editor, and Walther I. Brandt (History) as Associate Editor in the spring and summer of 1929 to help the organization over the peak load of its first year's effort.

#### CLASSIFICATION

One of the first difficulties to be surmounted was the problem of classification. In some instances this had been a rock upon which other international scholarly enterprises had split. The successful enterprises had avoided the danger by obtaining the support of representative specialists in attacking the problem. As early as December, 1927 the hazards of the problem of classification were well recognized and it was then proposed that the secretaries of the several national learned societies

be requested to appoint for each society at the time of its annual meeting in December, 1927, a committee of scholars charged with the responsibility first, of drawing up for their field the framework of a practical scheme of classification of its subject matter, and second, to advise with the organizing Committee on *Social Science Abstracts* in the selection of editors and scholarly collaborators. Seven Committees were accordingly appointed, one in each of the following fields: Cultural Anthropology, Economics, Human Geography, History, Political Science, Sociology and Statistics. It was suggested that the several classifications avoid logical and systematic formulations and concentrate their efforts on the preparation of plans of classification which represented practical experience in research in certain specific problems. The result of the acceptance of this suggestion was that controversies which would have been ruinous to the enterprise at this stage were avoided. Carefully thought-out plans of classification were turned in by each Committee of specialists to the general Committee on organization, and this Committee in its meetings of the spring of 1928 succeeded in integrating the seven schemes into one synthetic plan which, although it was obliged to compromise on many points, did nevertheless provide for such basic categories as the chronological, the functional and the geographic. The scheme of classification went through four drafts and its practicability is indicated by the fact that, except for minor modifications, it is still in operation as a basis for the classification of materials printed in *Social Science Abstracts*.

Librarians are naturally averse to classifications which follow a schematic rather than an alphabetic order. The founders of *Social Science Abstracts* discussed not once, but several times, the advisability of an alphabetic arrangement of categories, and decided that for the time being a schematic order of material was advisable. This decision does not commit us to the schematic order for all time. Whenever the research workers who use the *Abstracts* are ready for an alphabetic arrangement, the mechanical details of



making the change will not prove to be an obstacle. In fact, the whole subject of classification will receive thorough discussion at the Hanover Conference of the Social Science Research Council in September, 1930. Meanwhile, the annual index of Vol I, 1929, will be published and the subject index of some 35,000 entries will be strictly alphabetical in arrangement.

#### ORGANIZATION

The assumption upon which *Social Science Abstracts* is based is this: If a considerable number of specialists will agree to send to a central office on request abstracts of the important articles that they would read in following the regular course of their special interests it would then be possible to pool the results with a minimum of effort and expense and publish them in a common medium to the mutual advantage of all. The success of this assumption is indicated by the fact that even before any issue was published (No 1 of Vol. I bearing the imprint of March, 1929 was published on February 20th, 1929) there had accumulated in the editorial offices over 3,000 abstracts. Furthermore, by the spring of 1930 more than 1,500 scholars, representing all parts of the world, were cooperating by preparing abstracts.

Another transfer of policy from the experience of other abstract service of international character was that of seeking to obtain the cooperation of foreign scholars by making individual and cosmopolitan contacts rather than by semi-political connection through formal national committees in each nation. This policy succeeded in enlisting the assistance and support of many of the leaders of thought and research in social science in other parts of the world, and avoided committing the new enterprise to any particular national school of thought. Perhaps one indication of the wisdom of this procedure is the fact that *Social Science Abstracts* has subscriptions from 45 European nations, and collaborators in all parts of the civilized world. Indeed, the organized cooperation with groups of scholars covers Czechoslovakia, China, Denmark, Italy, Japan, The

League of Nations, Norway, Poland, Russia and Switzerland. Each summer at least one member of the editorial staff has visited some foreign country, and in this way direct contacts have been established in many European countries and in Mexico. Besides this a continual stream of visiting scholars from Europe, the Far East and from South America passes through our editorial offices. Our correspondence is extensive and reaches all parts of the world.

Building the structure of *Social Science Abstracts* required more than the transfer of general procedures, it also required the transfer of especially devised techniques whenever these had been perfected, and in order that needless waste of time should be avoided. How could a list of periodicals be obtained? was one question of very particular importance. Here we found the *Wilson Union List of Serials* invaluable and this great storehouse of information has been continuously drawn on since the initial organization of the enterprise. It was supplemented by special lists obtained from the Ost-Europa Institut of the University of Breslau (900 titles), from the Institute of Economics and History of Copenhagen (174 titles), from the Anthropological Museum at Leningrad (100 titles), from the Institute of Economics at Kiel (1500 titles) as well as from the kind cooperation of individual scholars in Europe, the Far East and in South America.

What is the best procedure in assigning articles to be abstracted? This question was one of very considerable practical importance and we saw an answer to it in studying the experience of the older abstracting services. Two alternatives appeared to be practicable for the new enterprise. One was for the editors to select the titles of articles to be abstracted and then send the citations to scholars who had promised to make abstracts. The other was to assign responsibility for both the selection of the article and the abstracting of it to one scholar by asking him to examine systematically all numbers of one or more specialized journals. It was decided to try both methods. After two years of operation we now have over 800 journals assigned to scholars, and

the editorial staff itself examines titles in some 3,200 journals.

#### MATERIALS COVERED

Taking 3,000 periodicals in 26 languages as the first year's total requiring examination, it can be conservatively estimated that 300,000 articles a year appeared in these serials and required consideration. The task of handling this enormous mass of material selectively was performed by breaking up the problem. Some 1,200 of these periodicals were accessible in the library of Columbia University. Every morning two of our editors go to the accessions department of the library, and before the periodicals are put on the shelves, their contents are examined and titles which meet the test of selective criteria are marked for abstracting. 700 additional periodicals are covered at intervals in the same manner at the other libraries in New York City. 500 periodicals are received in the editorial offices and similarly covered, but 600 journals are examined by responsible collaborators in other parts of the world. These scholars examine the contents and select the titles worthy of abstracting. They then make the abstracts and mail them to us. In this way 48 Scandinavian periodicals are covered by scholars at the Institute of Economics and History at Copenhagen; 100 Russian periodicals are covered by scholars at the Anthropological Museum in Leningrad; 12 Scandinavian periodicals are covered at the Museum in Gotenberg; 24 periodicals in Polish are covered by scholars of the Sociological Institute of the University at Poznan; 60 periodicals are covered by scholars at the University of Geneva and the International Labor Office. A National Committee of Chinese scholars is preparing abstracts of Chinese material and a National Committee of Japanese scholars is doing the same for Japanese periodicals. In addition to these contacts with foreign research institutes and organizations a large number of journals are assigned to individual scholars in the United States and in other countries.

The editors have studied carefully the relative merits of the two procedures, the one of making their own selection of titles which are then assigned to

abstractors, and the other of assigning responsibility for an entire journal to one scholar. The other abstract services have the same problem and no conclusions as yet have been reached other than that the two methods are expedient in order to get the work done.

Let us now turn to the problem of avoiding duplicates and making a permanent central record of all the material received. In justice to the hundreds of scholars throughout the world who have responded so splendidly to our call for cooperation and who have generously given of their time in the preparation of abstracts, it is of utmost importance that the editors keep faith with these scholars by providing every guarantee that is humanly possible that their efforts will not be wasted because of duplicate assignments. The problem of duplicates has been practically solved by the creation of a central record and clearing house. It operates in this way: when a title is selected to be abstracted, a stenographer types a complete citation on a 3 x 5 green slip with a pink carbon. As soon as the day's selection of titles has been typed in this way they are taken to a central periodical file. In this file there are especially designed cards, each one bearing the name, address, subject, etc. of one of the 4,000 periodicals now regularly examined. The typed titles are then cleared on this central file by the simple procedure of noting on each periodical's card the volume, year, issues, and the number of pages of each citation taken. It is obvious that when a duplicate occurs, there is a citation already written on the card like the new citation. When this duplicate is discovered it is immediately traced down so that the title is not assigned to two different people. If there is no duplicate, and, as a matter of fact, the duplicates are now discovered at this stage of the process and so avoided, then the pink and green slips are punched. All punched pairs of slips are then distributed to the editorial departments. This is done at least once daily. The editor in each department then classifies the titles so received by the subdivisions of his field. The more general of these subdivisions are indicated in the Table of Contents of the monthly issues of the *Abstracts*.

## PROGRESS

Vol. I for 1929 was completed with the publication of the December issue in December, 1929. This issue was a large one and contained 1576 abstracts. In the last 20 pages of this issue we printed an alphabetic list of the 3,000 serials systematically examined in the preparation of Vol. I. I estimate that these 3,000 serials contained 300,000 titles of articles. Of this vast number we selected 16839 as worth abstracting. Of this total 12,260 abstracts were received from 1,300 abstractors distributed over the civilized world, and 11,093 were published in Vol. I. The distribution of these abstracts by subject was Geography, 453; Anthropology, 399; History, 2,962; Economics, 3,609; Political Science, 1,862; Sociology, 1,608; Statistics, 200.

Progress on Vol. II for 1930 shows 9,865 abstracts published inclusive of the July 1930 issue. This indicates a total for the twelve numbers of Vol. II of 15,000 abstracts as compared with 11,093 for Vol. I.

## THE ANNUAL INDEX

In the monthly issues the abstracts are arranged in logical scheme of classification desired by the scholars who use the material. The finding devices provided in each monthly issue are the alphabetic author's index and the topical table of contents. We publish in each issue instructions on how to find materials.

The annual index will be the finding device *par excellence*. Preparation of this index is a gigantic task. It will be published in July 1930 for Vol. I, 1929. There will be three parts: part I, an alphabetic subject index of some 35,000 entries elaborately cross-referenced; part II, the cumulated table of contents or systematic index; and part III, the alphabetic author's index of about 9,000 names. Since each abstract has a serial number from 1 to 11,093, it will be possible to trace down the contents of any abstract in several ways by use of the subject index, and in supplementary ways by use of the other indexes. This index is a monumental work because it represents for the first time an integration of the rich and varied subject matter of the social sciences made by scholars themselves and in accordance

with the best practice of professional indexers.

Scholars and librarians all over the civilized world have written us enthusiastically welcoming the establishment of this vast international enterprise in bibliography and abstracting. The ways in which the abstracts are used are innumerable and our monthly issues carry testimonials of many sorts, but it may be of interest to know that besides social scientists and librarians, the *Abstracts* are used by editors, heads of government departments, banks, insurance companies, chambers of commerce, research institutes, social workers and social agencies of many sorts.

## THE LARGER FUNCTION

Science has progressed by virtue of the principle of specialization, but this trend has led to divergencies of such a marked nature that compartmentalism has developed to a positively vicious degree. The question is how can the whole mass be drawn together? By what means will it be possible to integrate the work of critical specialists? *Social Science Abstracts*, in common with other great abstracting services, does this by printing the results of research in one specialty in close juxtaposition and in organic relationship with the results of other specialties. Thus there is no offense given to the sensibilities and habits of thought of the specialist and yet the evils of compartmentalism are also avoided. For the specialist may now read on the borderline of his subject and pick up new leads. He may delve into the literature of allied subjects and discover critical cross-lights on his own narrow interest. The synthetic type of mind can draw together from the broad record those elements that may integrate into a new and significant unity. Scholars of different nations and with different cultural heritages may pool the results of their individual research in a common medium of international language and scope.

These larger functions, first dimly seen at the beginning, now emerge out of the detail of such practical and concrete services as time saving, the avoidance of duplication of effort and the making accessible of materials, and so encourage us to believe that the abstract service will increasingly perform a valuable educational service.

## The Problem of Unemployment\*

By Louis Bloch, Statistician, California Department of Industrial Relations

*I*NSECURITY of Employment is the greatest evil of modern industrial society; it is the curse of modern civilization; it is the most damaging indictment of our so-called capitalist society.

We have been making tremendous progress in the production of economic goods; we have developed gigantic and uncanny machines which are speeding up output even beyond our expectations, with the end of this marvelous progress not yet in sight. But what have we done for the position of the workers in our scheme of things? True enough, statistics of wages and the cost of living show that the economic conditions of the wage-earner has improved one-third since 1914; but this improvement in the economic status of workers applies only to those who are fortunate enough to be regularly employed. But what of the millions of workers who are in constant dread of losing their jobs? What of the mental agonies and the devastating fears of the hundreds of thousands of workers who are constantly forced to look for employment to keep their families from starvation?

### PROBLEM NOT NEW

The problem of unemployment is not new; it is as old as is industrial society itself. The Walsh Commission on Industrial Relations of 1912, which reported in 1915, had much to say concerning this evil. This commission found that unemployment was one of the prime causes of industrial unrest. Said the Commission:

"To be forced to accept employment on conditions which are insufficient to maintain a decent livelihood is indeed a hardship, but to be unable to get work on any terms whatever is a position of black despair. \*\*\*The unemployed have been aptly called 'The shifting sands beneath the State.' Surely, there is no condition which more immediately demands the attention of Congress than that of unemployment, which is annually

driving hundreds of thousands of otherwise productive citizens into poverty and bitter despair, sapping the very basis of national efficiency and germinating the seeds of revolution."

Many volumes have been written on the subject of unemployment before and since the report of this Commission, the latest being the report on Unemployment in the United States by the Senate Committee on Education and Labor, published in 1929. This report, as well as other reports, which have preceded it are unanimous in their conclusions that no social problem is more important than that of unemployment and every effort must be made to do away with the fear of losing one's job which is the most demoralizing factor in the lives of the workers.

### CYCLICAL UNEMPLOYMENT

The causes and types of unemployment may be divided into three classes, (1) cyclical, (2) seasonal, and (3) technological. We will briefly consider these types of unemployment. In the first place, we have cyclical unemployment, which comes and goes at almost regular intervals, throwing millions of workers out of employment and compelling them to resort to charity for their barest necessities of life. We are too familiar with the recurrent periods of prosperity which are always followed by periods of depression. We only need to mention the latest panics of 1907, 1914, and 1921 to bring to memory the armies of unemployed who hopelessly tramped the street in vain search for honorable employment. Bread lines and soup kitchens have been our method of alleviating the dire distress among the unemployed during such hard times.

It is indeed a sad commentary upon our social intelligence that within a century the frequency and severity of these depressions have not decreased. In fact, while between 1825 and 1884, a period of 59 years, the average frequency of cyclical depressions was

\*Address before the Civic-Social Group of Special Libraries Association, Twenty-Second Annual Convention, Clift Hotel, San Francisco, June 20, 1930.

about 12 years, between 1884 and 1920, a period of 36 years, the average frequency of cyclical depressions was 6 years. It has been estimated that during cyclical depressions as many as 25 per cent of workers are separated from their jobs, depending upon the severity of the depression.

In its report on Unemployment in the United States, the Senate Committee on Education and Labor states that employment of labor in manufacturing industries in 1920-1921 declined by as much as 25 to 30 per cent. According to this report,

"Factory employment during 1921 fell to 76 per cent of its former peak. Within manufacturing industries, however, employment in the metal and metal products industry declined by 43 per cent while the producers of mineral products, such as chemicals, stone, glass, etc., employed 18 per cent fewer workers than at the height of activity. Employment in the lumber industry declined 16 per cent; in transportation, the railroads decreased their force by 22 per cent; and the mining industry cut its employment rolls by 27 per cent.\*\*\* Taking labor as a whole, the depression of 1921 forced out of employment approximately one-seventh of the working population, or approximately 4,000,000 who had jobs at the crest of the 1920 boom."

#### SEASONAL UNEMPLOYMENT

Seasonal unemployment is the unemployment within employment which characterizes our methods of production. Practically every industry is suffering from irregularity of employment. During some months of the year some plants operate to full capacity working their men overtime at nerve wrecking speed, while during other months of the year these plants are compelled to curtail production and send their workers looking for jobs elsewhere. These irregularities of employment are too well known to require elaborate description and are present most notably in such occupations as farming, coal mining, building, canning, lumbering, clothing, and other industries.

Many government and private investigations have been made showing

the extent of seasonal unemployment. One investigation of the extent of such unemployment in urban centers between 1902 and 1917 shows that the minimum annual number of unemployed during these 15 years was 1,000,000, the average proportion of unemployed varying from 16 per cent of the possible workers in 1915 to 5 per cent of the possible total in 1917.

In 1924 the Russell Sage Foundation estimated that in any one year the minimum number of unemployed in the United States is 1,000,000 reaching a maximum of 6,000,000 in years of industrial depressions.

The Committee on Waste in Industries of the Federated Engineering Societies, in its report published in 1921, stated that even in the most prosperous years of 1917 and 1918, when all plants were working to capacity, the number of unemployed was over 1,000,000 and that 1 out of 40 workers are always unemployed.

Examples of seasonal fluctuations in employment may be found in practically all industries and places in the United States. I shall cite a few examples taken from California manufacturing establishments. Seasonal unemployment may be measured by taking the percentage which the minimum month of employment in any year is of the maximum month of employment in the same year. The figures that follow are for the year 1929.

1. A large glass factory which employed 589 workers in November, employed in April of the same year only 443 workers, or only 75 per cent of the maximum employed in November.

2. Another factory manufacturing porcelain products had 130 employees in July and only 17 employees in December. The minimum number of employees was only 13 per cent of the maximum in this plant.

3. A brick manufacturing establishment had 105 employees in April and only 65 in August. The minimum number of employees in this plant was 62 per cent of the maximum.

4. In another plant, manufacturing concrete pipe, there were 481 workers in December and only 200 in August. The minimum number of employees

in this plant was only 42 per cent of the maximum.

5. A garment factory, which employed 138 workers in November employed only 78 workers in January. The percentage which the minimum was of the maximum number of employees in this plant was 56.

6. Another garment factory which employed 447 employees in September employed only 224 workers in July, or only 50 per cent of the maximum in September.

The problem of seasonal unemployment is primarily a problem of human relations in industry. While captains of industry have devoted their energies to increasing production and lessening costs, they have paid but little attention to human factors in production which demand regularization of employment in individual plants. Attention to this problem is not only essential to the happiness and contentment of the workers but is also essential to greater efficiency and more economical production.

#### TECHNOLOGICAL UNEMPLOYMENT

We are now come to a consideration of the latest form of unemployment which is caused by the mechanization of industry and which has been most pronounced since the close of the World War. According to the United States Department of Commerce the outstanding fact of American industry is its ever increasing efficiency. Thus, during the first quarter of the present century, the number of wage earners in our manufacturing industries increased about 88 per cent while factory production increased by 178 per cent. From 1899 to 1925 production per wage earner increased 48 per cent.

Owing to the introduction of labor saving devices the physical volume of production in manufacturing industries increased 29 per cent between 1919-1925 but the number of persons engaged in these industries declined, during the same period, by 9 per cent. This decline of 9 per cent in the number of persons employed was accompanied by an increase of 22 per cent in the use of primary horse power and by an increase

of 41 per cent in output per person employed.

The following instances of displacement of labor by this new industrial revolution were cited before the Senate Committee on Education and Labor which held hearings during December, 1928 and January and February, 1929:

"Seven men now do the work which formerly required 60 to perform in casting pig iron; 2 men now do the work which formerly required 128 to perform in loading pig iron; 1 man replaces 42 in operating open-hearth furnaces.

"In machine and railway repair shops 1 man replaces 25 skilled machinists with a gang of 5 or 10 semi-automatic machines; 4 men can now do in 3 to 7 hours what it formerly took 8 men 3 weeks to perform in repair work on locomotives, due to the oxyacetylene torch. Fifteen years ago it took 15 to 30 hours to turn one pair of locomotive tires; now it takes 8 hours to turn 6 pair with the same number of men by use of modern processes.

"A brick-making machine in Chicago makes 40,000 bricks per hour. It formerly took one man 8 hours to make 450.

"The most up-to-date automatic bottle-making machine makes in 1 hour what it would take more than 41 workers to make by hand in the manufacture of 4-ounce oval prescription bottles. In 25 and 40 watt electric bulbs the man-hour output of the automatic machine is more than thirty-one times that of the hand process.

"In New York from 1914 to 1925 the number of workers in the paper-box industry decreased 32 per cent, while the output per wage earner increased 121 per cent."

#### MACHINES IN PLACE OF MEN

Technological unemployment is the substitution of horse-power for man-power. Evidence of this substitution in the United States and in the State of California is presented in the following tabulation:

	Per Cent of Increase or (-) Decrease	
	Wage Earners	Horsepower
United States		
1899-1925 (25 yrs)	79.9	256.5
1919-1925 (6 yrs)	-6.8	22.0
1923-1925 (2 yrs)	-4.5	8.1
California		
1899-1925 (25 yrs)	225.1	803.9
1919-1925 (6 yrs)	3.0	49.8
1923-1925 (2 yrs)	1.4	16.7

The decline of 7 per cent in the number of wage earners between 1919-1925 was accompanied by an increase of 29 per cent in the physical volume of production, by an increase of 22 per cent in the use of primary horsepower and by an increase of 41 per cent in the output per person employed.

What becomes of the men displaced by machines? An answer to this question is also found in the report on Unemployment in the United States by the Senate Committee on Education and Labor, to which I have already referred. According to this authoritative report, newer industries, such as artificial silk, radios, automobiles, oil products, etc., do not absorb the displaced man and women as rapidly as is commonly supposed.

An investigation recently made by the Institute of Economics of the Brookings Institute reveals that most of the displaced workers have great difficulty in finding other work. Of the 800 unemployed interviewed in this investigation, one-half had still been out of jobs for more than three months, 8 per cent had been out of work for a year, and only 10 per cent had been successful in finding employment within a month.

But the kinds of jobs secured by those who were displaced were not always the jobs for which their training and experience had fitted them. Thus, trained clothing cutters had become gasoline station attendants, watchmen

in warehouses, timekeepers in steel plants, and clerks in meat markets. Rotary press operators were pressing clothes in tailor shops. Welding machine operators had become farm hands, and skilled woodworkers were mixing salves for patent medicine manufacturers. "A significant number of the 800 admitted frankly that after some months of enforced loafing they had taken to bootlegging."

#### PRESENT UNEMPLOYMENT

Elaborate statistics are unnecessary to show that we are at the present time going through a period of widespread unemployment. Accurate statistics as to the extent of this unemployment are not available. Estimates as to the number of unemployed vary, but whatever the exact number of unemployed, the fact of unemployment is too well known in all parts of the United States.

While we do not have facts concerning the actual number of persons unemployed and looking for work, we do have data which show changes in employment conditions.\* The latest figures released by the Bureau of Labor Statistics of the United States, Department of Labor show that the number of persons employed in manufacturing establishments in March, 1930 was only 91 per cent of the average monthly number employed in 1926; or, in other words, 9 per cent less persons were employed in March, 1930, compared with the monthly averages in 1926. The Federal Bureau of Labor Statistics also shows that in March, 1930, compared with March, 1929, there was a decrease of 9 per cent in the number of wage earners employed in manufacturing establishments in the United States and a decrease of 13 per cent in the total amount of payroll in these establishments. According to this Bureau, the index of employment on Class I steam railroads in February, 1930 was 85, which represents a decrease of 15 per cent when compared with the average monthly number employed on such railroads in 1926.

\*Since the presentation of this address the United States Government has completed a census of the unemployed and preliminary figures received by the Editor on August 23, 1930 showed that the total number of persons usually working at a gainful occupation who were reported in April, 1930, as without a job, able to work and looking for a job, amounted to 2,608,151. Ed.

The June, 1930 issue of the California Labor Market Bulletin, published by the Division of Labor Statistics and Law Enforcement of the California Department of Industrial Relations, shows that in May, 1930, compared with May, 1929, there was a decrease of 12 per cent in employment and 14 per cent in the amount of payroll in California manufacturing establishments. Further evidence of lack of employment in our own state is shown by the placements made by the ten California state free employment agencies located in ten different cities. In May, 1929, these offices filled 13,699 jobs, but in May, 1930, the number of jobs filled was only 10,695, a decrease of 22 per cent

#### REMEDIES SUGGESTED

The summary statistics presented in this paper are illustrative of the importance of the problem of cyclical, seasonal and technological unemployment. I shall now enumerate some of the remedies suggested to do away with this economic evil.

I would first call your attention to three unemployment measures introduced by Senator Robert Wagner of New York, namely, S.3059, S.3060, and S.3061. These bills have already been passed by the Senate but are still pending before the House of Representatives

1. One of these three measures, S.3059, is intended to provide for the advance planning and regulated construction of certain public works, for the stabilization of industry, and for the prevention of unemployment during periods of business depression. This measure would appropriate not in excess of \$150,000,000 in any one fiscal year for expenditure on public works during periods of business depression.\*

2. Another measure, S 3060, would create a national employment service in the United States Department of Labor, under which would be main-

tained a system of free nation-wide employment offices, operated in co-operation with the State employment services.†

3. The third measure, S.3061, provides for the more extensive collection of data relating to employment and unemployment by the United States Department of Labor.‡

These three measures are important steps in combating the problem of unemployed.

4. A very important remedy suggested is that which puts the responsibility of unemployment upon each industrial establishment. Employers of labor are urged to pay attention to the problem of irregular employment in their own plants and seek ways and means of regularizing work for their employees. Numerous industrial plants throughout the United States have already accomplished this purpose and have thereby demonstrated the feasibility of attacking the problem in this manner.

5. Another remedy suggested is the introduction of the five-day week in all American industries. It is urged that this measure would give work to more people. Many employers of labor have already introduced the five-day week, and its universal adoption should be urged.

6. Perhaps the most effective step that should be taken in our efforts to do away with the unemployment is to amend the Constitution of the United States to give Congress the power to pass such legislation as it may deem necessary to combat periods of business depression and unemployment. Unemployment is a national problem and must be dealt with accordingly. At the present time Congress is handicapped by constitutional limitations and is unable to adopt certain measures which would be effective in doing away with the evil of unemployment.

\*This bill passed the House, but the Senate failed to concur and asked for a conference. There was no agreement and the bill was lost. Ed.

†This bill did not pass either house of Congress. Ed.

‡This bill passed Congress and was approved by the President on July 7, 1930. Ed.



## Research

SPECIAL librarians should read a worth while article by Charles F. Kettering, Vice-President of the General Motors Corporation and General Director of the General Motors Research Laboratories, which appears in the *Executives Service Bulletin*, October, 1930, published by the Policyholders Service Bureau of the Metropolitan Life Insurance Company. The article entitled "This Thing Called Research," discusses the shifting change in people's lives and habits that causes the need for research and the marked changes which research produces upon business conditions.

Mr. Kettering states: "The world hates change, yet it is the only thing that has ever brought progress. The problem of instilling into industry the importance of systematic change-making which will keep step with everyday progress of the scientific world, is one of the greatest contributions that research can make."

Mr. Kettering continues: "Let us assume there *is* an excuse for research. What kind of research is it that you want? Do you want a research department with a nice brass rail around it which should be charged up as an advertising luxury? Or do you want the kind that fits into your particular business, helps outline its future policies so that the company will grow from year to year to a better position, so that it will better its products? Those are the two choices and, if your research department doesn't pay something or lay a foundation for the business, it is a white elephant. Personally, I want industry to consider research as a self-sustaining operating department. Mis-directed research is as bad as no research at all. Some people seem to think research is a panacea for all the ills of modern industry. All the concern has to do is set up a laboratory, hire engineers, and its future prosperity is assured. But nothing could be more ridiculous. Before the research comes the problem and not vice-versa. We have a great tendency these days to set the cart before the horse."

He also states: "The research problem is not solved with apparatus. No

one has ever solved anything in a research laboratory. It is solved in a man's head. The research laboratory is the means through which likely ideas may be made practicable."

## An Insurance Library

THE Hardware Mutual Casualty Company at Stevens Point, Wisconsin, has always had a collection of business books and periodicals available for its employes, but only within the past few years has this collection been placed in charge of a librarian. The material can be grouped as follows:

1. A legal library which includes reporters, statutes, digests, dictionaries, and textbooks. These are arranged alphabetically within four classes.
2. A collection of books on insurance, particularly casualty insurance, and business. These are classified by recent expansions of the 331, 368, 651 and 658 classes of the Dewey Decimal System.
3. A collection of pamphlets, clippings, and government publications arranged by subject in vertical files.

The periodical subscription list includes more than fifty insurance and business publications, which are routed and later bound or clipped. The library supplements its collection by loans from the Extension Division of the University of Wisconsin and from other special libraries. Material can be used in the reading room or can be sent to any department by messenger service, which is scheduled every twenty minutes during office hours.

Both the reading room and the librarian's office are furnished in olive green steel equipment. Library publicity is secured by the use of bulletin boards throughout the building, personal memorandums, and a library page in "Casualite," the company house organ.

The staff numbers one librarian, who serves all departments of the Home Office and the various branch offices. She selects and circulates valuable books, reviews periodicals, and provides general reference and information service. In addition she purchases personal copies of books for employes of the company.

## Editorial Board

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## The Cleveland Convention

THE Cleveland Convention Committee is working "days, nights, and Sundays" making plans for the Conference to be held in Cleveland, June 10-12. Miss Rose L. Vormelker, Business Reference Librarian, Cleveland Public Library, is Chairman.

Other members of the Committee are: Miss Ruth Barber, Federal Reserve Bank—Secretary-Treasurer of the Cleveland Chapter; Miss Emma M. Boyer, Union Trust Company—Hospitality; Miss Alta B. Clafin, Federal Reserve Bank—Program; Miss Mary H. Clark, Municipal Reference Library—Printing; Miss Gladys R. Haskin, Cleveland School of Art; Miss Edythe A. Prouty, Supervisor of Stations, Cleveland Public Library; Miss Helen G. Prouty, Commonwealth Securities, Inc.—Information; Miss Nell G. Sill, Cleveland Museum of Art—President of the Cleveland Chapter; Miss Mildred Stewart, Technology Division, Cleveland Public Library—Registration; Miss Minnie W. Taylor, Cleveland Museum of Natural History—Publicity; Miss Elizabeth W. Willingham, Y. M. C. A., School of Technology—Vice-president of the Cleveland Chapter.

Miss Clafin and her committee are planning a splendid program, details of which will be announced as definite arrangements are completed.

The Hotel Cleveland, a part of the Terminal Group, is the Convention headquarters. Reservations should be made with the Hotel at an early date. Cleveland is waiting to welcome you!

Minnie W. Taylor, Chairman,  
Committee on Convention Publicity.

\* \* \*

IN another column we review at some length the new *Library Quarterly* which comes from the press after elaborate heralding as the new scholarly journal of research. We hope that subsequent issues will more nearly achieve its high purpose. Dr. Williamson's opening article is wordy and many of our readers will feel that he has done an injustice to general and library research by his pessimistic comments. In his fling at library periodicals now in the field he has apparently ignored reader demand, which, after all, is considered to be an important factor in periodical circulation. If *SPECIAL LIBRARIES* leaves out personal notes from one issue or fails to include news from various associations, criticisms appear within a few days after the issuance of the magazine. We will take his comments to heart and try to eliminate the trivial from our columns.

## President's Message

**W**E are just mid-way in the work of the association for the year. From the beginning in San Francisco we have walked in the middle of the road.

Some of our newer members may not realize that we are affiliated with the American Library Association. Because we are an affiliated organization the president of the Special Libraries Association is the representative in the American Library Association Council. We went to Los Angeles for this very reason. The Mid-Winter meetings of the American Library Association have always had a strong attraction for your president who has attended the sessions quite regularly. This year as your representative we have *listened* hard at the sessions which were held at The Drake in Chicago, December 29-31. On the sidelines we were delighted to see some of the members from the Illinois Chapter and three from the Cincinnati Chapter. Some of our members from other states, including Massachusetts and Missouri were represented. We wish you might all have watched President Strohm preside and heard his rapid-fire comments.

Several years ago the Pittsburgh Chapter asked me to speak in Pittsburgh. It was not possible. Last fall they asked me to come again not realizing that they had a circuit-riding president who planned on holding a board meeting there on February twenty-third. The Pittsburgh Chapter will entertain the Cleveland Chapter at dinner that evening.

To those of you who sent holiday greetings, my cordial thanks. I want to mention particularly the Christmas greeting which the members of our newest and youngest chapter, Cincinnati, signed at their December meeting.

Making your plans for Cleveland, June 10-12?

MARGARET REYNOLDS.

January 15, 1931.

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**M**ISS Mary E. Ahern is rapidly recovering from the eye trouble which was erroneously reported as being far more serious than it really was. We extend to our fellow editor best wishes for a complete restoration of the eyes, which in editorial work are such an essential requisite.

\* \* \*

**M**ISS Margaret Reynolds, President of the Association, is anxious to obtain information concerning bulletins published by special libraries which index material in magazines or newspapers. Miss Reynolds would be glad to receive one or two copies of these publications. She should be addressed at the First Wisconsin National Bank, Milwaukee, Wisconsin.

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**T**HE American Library Association will hold its fifty-third annual conference at New Haven, Connecticut, from June 22 to 27. The new Sterling Library at Yale University will be completed and one of the outstanding places to visit while in New Haven.

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**T**HE National Association of State Libraries will hold its forthcoming conference at New Haven, Connecticut, in conjunction with the A. L. A. during the week beginning June 22d. We shall print in future issues of SPECIAL LIBRARIES an outline of the program.

## The Library Quarterly

The Library Quarterly, sponsored by the A. L. A., strongly endowed by the Carnegie Foundation and organized with a managing editor, six associate editors and fourteen advisory editors, made its initial appearance in January. Planned as a scholarly journal of research, or as the sub-title states, "A Journal of Investigation and Discussion in the Field of Library Science," it offers 120 pages of solid reading matter.

The leading article by Dr. Williamson, entitled "The Place of Research in Library Service," is an attempt to justify the value of research on the part of the librarian. The writer is somewhat pessimistic and believes that libraries are not doing their jobs much better than they did ten or even twenty years ago and notes that it is difficult to detect improvement in the professional status of the librarian. He urges the application of the spirit and method of research enabling the library to become a social institution and educational force. When he comments upon the library field he is even more pessimistic, no money appropriated for research in library service, no one studying problems of library service, no research fellowships, no research professorships, no journal presenting reports of research studies except in popularized form. He hardly finds justification for the words "library science." He finds a hopeful sign in the prospect that the new library journal, with its appropriation of twenty-five thousand dollars, will remedy matters. He considers that the library periodicals now in existence do not meet the

requirements of contributions to knowledge through original research. He believes that these publications consist of current news, gossip, scraps of bibliographical and literary information, and interesting sometimes informative addresses, lacking results of scientific study.

Ten more pages of the magazine present to the librarian Dr. Williamson's solution of the problem. In conclusion he points out that the librarian, in spite of the fact that he may not engage in serious research, should be able to grasp readily the significance of scientific studies made by others.

Another lengthy article describes the Graduate Library School at Chicago with a list of problems considered by the school during the period 1928-1930, but none of these problems would especially interest special librarians. The Service Loads of Library-School Faculties" is a highly technical article and doubtless will be of value to the library school group. Other articles included are an excellent statement concerning the consultants at the National Library by Dr. Putnam; relationship between the Carnegie corporation and the graduate library school by Dr. Keppel; a lengthy article on the relation of the college library to recent movements in higher education; a readable story concerning visits to Roman libraries and a statistical study of book sources for foreigners in the public library.

The magazine concludes with a review of a group of books of interest to librarians issued within the last three years.

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## Directory Publications

At the San Francisco meeting of the Special Libraries Association, problems in connection with the trade directory collection were discussed before the Commercial-Technical Group by Miss Sattie E. Warn of the Newark Business Branch. The fact that there was no annual list of trade and general directories with any pretensions to completeness was presented and as a result it was suggested that the Commercial-Technical Group take steps to secure the publication of such a list.

Public Affairs Information Service Bulletin has always listed, under their subject headings, a great number of these directories. Through the co-operation of Mr. Sawyer, chairman of

the publication committee, the general heading "Directories" is now included as well. Miss Claribel R. Barnett, librarian of the U. S. Department of Agriculture, is chairman of a Sub-committee of the Commercial-Technical Group to co-operate with Mr. Sawyer in securing information on new editions of these directories. The committee will be composed of members closely in touch with new publications in this field. The result of this step is that through P. A. I. S. there is available a weekly record of new directory publications under that heading where before they were listed only by subject, and in the annual volume there will be a check list of publications of this type.

## Research Activities

The Mellon Institute of Industrial Research, Pittsburgh, recently announced plans for a new building which will occupy the site of the Institute's Building No. 2. It will be an attractive structure built upon classical lines and will provide ample space for housing the industrial Fellowships. These added facilities for handling its work will enable the Institute to conduct its problems with a greater degree of efficiency and will give more commodious quarters for the general departments. The present library contains 11,000 volumes; the new library is planned to accommodate 250,000 volumes. The facilities of the Chemistry Department will be expanded and a special room set aside for investigations and experimentation.

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The field of educational research is the subject of a bibliography prepared by Edith A. Wright of the Library Division, U. S. Office of Education. The bibliography is issued as Bulletin, 1930, No. 23 and is entitled "Bibliography of Research Studies in Education, 1928-1929." This is the third attempt to present this material in one volume. The first volume was issued in 1928 as No. 22; the second in 1929 as No. 36. The material in the volume also supplements the bibliography of masters' and doctors' theses in education, 1927, issued by the Bureau of Educational Research at the University of Illinois. Quite a number of subjects of interest to general libraries are included in the volume and an author and subject index is appended.

\* \* \*

The United States Department of Agriculture continues to issue valuable bibliographies on agricultural subjects. The latest publication, prepared by Everett E. Edwards, Associate Agricultural Economist, Division of Statistical and Historical Research, Bureau of Agricultural Economics, is a bibliography of the history of agriculture in the United States. The subject matter covers the first three decades of this century and includes only the pertinent items in publications of state departments of agriculture and in agricultural periodicals. Brief annotations follow the more important entries and on certain topics of interest, such as the agricultural bloc, farm relief legislation, the McNary-Haughen movement and other items, the material will be of unusual value to special librarians.

5 ★

The Executives Service Bulletin of the Metropolitan Life Insurance Company, issued by the Policyholders Service Bureau, gives considerable space in recent numbers to the problems of research. In the September issue "The Value of Technological Research" is discussed by Arthur D. Little, well known chemical engineer. The October number presents a leader article entitled "This Thing Called Research" by Charles F. Kettering of the General Motors Corporation. In the November issue President Phelps of the American Can Company discusses "Mergers" with the sub-title "Not Economic Aladdin's Lamps." While not strictly a research subject, it illustrates certain important corporate problems. The current number presents an article by Lord Melchett of the Imperial Chemical Industries, Ltd, on "Economic Stabilization."

\* \* \*

The annual report of the Bureau of Foreign and Domestic Commerce for the year ending June 30, 1930, shows the great amount of research which this invaluable Bureau of the government is conducting. Among the noteworthy reports which have come from the Bureau are the Market Data Handbook of the United States which won the Harvard award in advertising research, the Commercial Survey of New England and the Commercial Survey of the Pacific Southwest.

The Bureau has prepared several cost-of-distribution researches in the field of wholesale dry-goods, paints and electrical appliances.

The report notes the vast amount of research conducted by the various departments of the United States Government and the non-governmental organizations which are applicable to business. The Bureau has organized a central clearing house for the results of authoritative business research. This section of the Bureau endeavors to analyze available information from all sources, to co-ordinate the results of business research which will apply to each question, and to put the inquirer in touch with experts in any department of the government whose work bears upon the problem submitted.

This is only a small cross-section of the important work conducted by this Bureau.

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To appreciate the scope of modern research read "Industrial Research, Preferred" in *Forbes* for January 1, 1931. The author, Maurice Holland, director Division of Engineering and Industrial Research Council, knows his subject.



## Classification and Indexing

Louise Keller and Emilie Mueser, Department Editors

Advisory Council

Florence Bradley, Constance Beal, Harriet D. MacPherson, Isabel Rhodes  
and Kathrine Malterud

From a survey of professional literature on library records, it is evident that the shelf list has not received its due share of attention. With a view to emphasizing some of the special and less known functions of the shelf list, the

following symposium is therefore presented. As many different types of special library as possible have been included, besides one article from the teaching point of view.

### Shelf List Symposium

**T**HE combined order and shelf-list card method is used in this library. The order cards are made out giving the author's name as taken from the recommendation slip, as well as the title, and publisher. Doubtful entries are checked when possible in bibliographical aids. Library of Congress cards are ordered and the order cards filed. Upon receipt of the book, price, etc., are added. The card now ceases to be an order card and becomes a shelf-list. The book is classified and cataloged, and the shelf-list is filed as a permanent library record.

This method of combining order and shelf-list saves time and duplication of records. The shelf-list records information not usually kept unless an accession book or a duplicate order file is maintained. Much cataloging information is verified through bibliographical aids when the order card is made and the Library of Congress cards have been ordered. While this process retards order work, the cataloging goes more speedily for new books because necessary verification has been done and L. C. cards are ready for the book. Such careful verification of entry before the book arrives requires close association between the order and catalog departments.

The system often proves inadequate and inaccurate when it is not possible to verify the entry before the book is received. The shelf-list entry should correspond with the catalog entry and Cutter number; therefore, the shelf-list must often be rewritten or changed to make the entries identical. This results in permanent records which are not always neat. The larger sized card used in this library to contain shelf-list and order information makes a very bulky file. There is some question as to whether the seldom consulted order information might better be preserved elsewhere.

College Library.

**I**N our library the shelf list is housed in the same cabinet as the catalog, so it is an easy matter to turn from one to the other.

Noticing that at times the shelf list was used in preference to the catalog, it occurred to me that the shelf list cards could be used to cut down cataloging time. Wherever the class is such that all, or nearly all of the books would have the same main subject heading, a general reference is made from that heading to the particular class in the shelf list. The subject heading is traced on the back of the main entry card, but is followed by an X. Secondary subject cards are made as usual.

The rule can not be applied to the more general classes, yet in spite of the fact that it has brought about as full an entry for the shelf list cards as for the catalog cards, it has made a real economy in cataloging time, without hindering the reference work. Many times it is not necessary to obtain full details from the catalog, it being sufficient to learn the location on the shelves of the class to be consulted, and then run over the entries back of the reference card for the exceptions not filed with the class.

Engineering Library

**I**N one library totaling approximately 31,000 volumes the shelf list represents not only the current collection of books and bound volumes filed in the library and the several departments of the institution, but also records accessions now discarded. As 2 x 5 cards are used the author entry is in secondary form followed by brief title, the volumes or edition, and the date of publication. The accession number for each copy is then added. Arbitrary letter symbols placed above accession numbers indicate copies filed in other departments; copies not so marked filed in the library. When a book or copy is lost or discarded, the necessary notation is made on the shelf list card—thus

if copy one has been discarded a capital "D" in red is placed over cop. 1; if copy five has been lost, "Lost" in red is printed over cop. 5, and in the latter case if a book has been paid for the legend reads "Lost & pd. for," while on the reverse of the card is penciled the name of the borrower, the copy number and the date of payment. Shelf list cards for reference books do not appear in this file but in a separate one. The call number for such books is capped by a capital "R" in red, but the treatment is otherwise the same as for circulating or department books.

Arranged by call numbers the shelf list is occasionally used by the staff as a classed catalog, but it is not available to the public for this purpose. It is also used in the taking of inventory as it is both the key to the position of the books upon the shelves and a complete record of the volumes added to and still remaining in the library.

#### Sociological Library.

GIVEN a supply of some three dozen different pamphlets and leaflets used as letter enclosures, how was one to keep them readily accessible for any one to use. Title arrangement was impossible, as the titles were not of the kind readily memorized. Author arrangement was equally as difficult to apply, many pamphlets being of the type which drives a cataloging class distracted. A simple subject arrangement seemed the only solution, but even this brought about irritating moments. To avoid these, we made a shelf list (rather a file list), in which an actual sample of the pamphlets replaced the well known card record. The sample pamphlets are filed in order in a ring book, with tabbed leaves marking the classes. This is much more readily consulted than the actual files, and all is quiet on that front of the Library.

As the result of this, and other little conveniences, the librarian is occasionally consulted about matters in other departments. Our latest suggestion to Business is, that anything so vital as the policy folders of our clients should have a record in the File Department, which would permit a rapid check-up to be made, and for certain purposes be accepted in place of the folders. We had in mind our old friend the shelf list, a card for every folder, and on each card just as much information as is necessary to identify the folder, and to allow of its contents being replaced should it be lost. We fear Business is going to shy at so much red tape, but we know

the File Department has already wasted a part of the time required to make the record cards.

#### Insurance Library.

THE shelf list is such a vital record in any library that the teaching of it must be included in the library school curriculum. But to what course does the shelf list legitimately belong? It might well be included with the teaching of cataloging, of classification, of general library records, or even with order work in cases where there is a combined order and shelf record.

Quite apart from its connection with cataloging or classification, the shelf list becomes indispensable whenever an inventory is taken. Lost or missing books are generally made note of first through the shelf list. Then shelf list trays are always in demand by the circulation department, particularly in closed shelf libraries. If a page has failed to find a book on the shelf, and the call number on the catalog card is in question, the shelf list must be consulted for verification.

If an order or accession record is combined with the shelf list, a much fuller form of card has to be used than normally. But how full is a normal shelf list card? Certainly the call number must be there, the author's name in at least secondary fullness, a brief title, and the date. Also if accession numbers are used, or the book is in more than one volume, such additional information should be added. Many libraries make the shelf list form part of the unit card system, so that this record is an exact duplicate of the main author card. If, in addition, certain order or accession records are added, such as date of ordering, date of arrival in the library, and date of binding, the shelf list indeed becomes a full card.

The ordinary cataloger frequently makes the shelf list card, or indicates how it is to be formed from the author card. In addition, he may consult the shelf list for a record of volumes, comparing it with the catalog card in case of doubt. Aside from this, however, the cataloger is not so intensely interested in the shelf list as one might imagine. It is the classifier who makes constant use of the shelf list, whether or not he himself assigns the Cutter numbers and finally files each new card in its particular tray. Since the shelf list is filed according to the classification system of a library, and not in alphabetical order, it is the classifier who really decides where a certain shelf list card

is to stand in relation to other cards, just as he decides where the book which this card represents is to be shelved in relation to other books. More than this, the shelf list, particularly in the large library, comprises one of the classifier's most important tools. Experienced classifiers are frequently heard to remark that they do their classifying far more from the shelf list than from any printed classification schedules, like Dewey or the Library of Congress. If he knows his field, the classifier in a closely classified library immediately consults the shelf list to see if the book in hand will fit exactly into the place where he will find all similar books listed. If not, he searches through the surrounding territory for a better place.

It is evident, therefore, that some mention of the shelf list must be made in connection with nearly every subject taught in a first year library school course. The real question is to select the course in which the underlying principles and form of the shelf list are to be emphasized. Probably this could be done most easily in a cataloging course, when teaching the different forms of cards, though the arrangement of the shelf list will certainly have to be stressed in connection with classification. At some future time, when there is a likelihood of the universal adoption of a combination cataloging and classification course, this problem may take care of itself.

Teacher in a Library School.

## Digest of Business Book Reviews

Compiled by the Staff of the Newark Business Branch Library

**Bangs, J. R., Jr. Industrial accounting for executives. McGraw-Hill, 1930. \$5.00.**

"It is perhaps a touch of misfortune that the title of this book was not 'Industrial Accounting for Engineers' It probably would have sold as well, for there are any number of engineers who know nothing about accounting but who would like to." American Accountant, October, 1930, p. 471. 680 words.

"I should recommend it as a text only in schools giving a thorough course in accounting to engineers. The book would also be useful to instructors for its numerous diagrammatic illustrations which are excellent, even though it would seem that a few are too intricate for the beginner." David Himmelblau. American Economic Review, September, 1930, p. 507. 90 words.

"The diagrammatic ledger form of presentation is of especial value, whether the book is to be used as a text for students or to enable the busy executive to gain a first-hand knowledge of the subject. Excellent treatment of the subject of standard costs and a very interesting chapter on the use of modern accounting machinery are but two of many." H. P. Dutton. Factory and Industrial Management, May, 1930, p. 1098. 140 words.

"The author expounds fully all pertinent subjects of general and cost accounting in such a manner that it leaves very little contest in the minds of either the accountant or engineer on the principles of good accounting practice." J. E. Hughes. Management Review, November, 1930, p. 391. 750 words.

"Essentials of accounting principles and procedures as a fundamental requirement for administrative training." System, August, 1930, p. 133. 30 words.

**Bezanson, Anne and Hussey, Miriam. Wage methods and selling costs. U. of Penn. Press, 1930. \$4.50.**

"A statement of the opinions of executives on the administrative difficulties in operating their own forms of compensation is also included. Numerous tables and charts complement the text of this comprehensive study." Management Review, December, 1930, p. 422. 130 words.

"It is a thorough and scholarly presentation of a subject that heretofore has been much neglected." Nation's Business, October, 1930, p. 186. 56 words.

"A study of salespeople's compensation. Undertaken by the Industrial Research Department of the Wharton School of Finance and Commerce, in cooperation with the National Retail Dry Goods Association." System, August, 1930, p. 133. 35 words.

**Bowers, E. L. Is it safe to work? Houghton Mifflin, 1930. \$2.50.**

". . . In truth the smug satisfaction regarding workmen's compensation which has long prevailed among employers and administrators is wholly unjustified. The great merit of this new book is that it brings home this truth and provokes thought as to how the compensation laws can be made to serve better



the purposes for which they were intended." E. E. Witte. *American Economic Review*, December, 1930, p. 782. 880 words.

"The book contains so much food for sober thought by those concerned with the human element in industry, that it ought to be widely read. For its breadth of viewpoint and fresh outlook on the industrial safety problem, it is to be commended to industrial engineers and employers, and, in particular, to safety engineers and the insurance fraternity." Lewis DeBlois. *Bulletin of the Taylor Society*, August, 1930, p. 207. 704 words.

"Edison Bowers discusses present accident compensation laws and finds many of them inadequate. There is need for a more logical basis for compensation for permanent disabilities, one taking into account the age and earning capacity of the injured person, rather than a flat rate. Carelessness should be made more costly to the employer." H. P. Dutton. *Factory and Industrial Management*, June, 1930, p. 1369. 140 words.

**Butler, Ladson and Johnson, O. R. Management control through business forms. Harper, 1930. \$3.00.**

"The outstanding point to be gained is the fact that well designed forms to be used for inter-departmental correspondence between officials, branches and subsidiaries of corporations will have a tendency to eliminate personalities in correspondence which, in a good many corporations, create dissension and friction. The impersonal nature of a specific form on a particular function or activity accomplishes considerably better results than a long drawn out letter of a department head or official." H. G. McLean. *Management Review*, September, 1930, p. 320. 497 words.

"This practical manual is based on a nationwide study of the form systems used by hundreds of business concerns and it covers such problems as safeguarding managerial time, cutting down overhead, and creating a more coordinated organization." *Dartnell Reference Index*. 120 words.

"Misdirection and waste of managerial time cut heavily into the profits of business organization. 'Management Control Through Business Forms,' a book by Ladson Butler and O. R. Johnson, shows how such waste may be avoided by the use of a method of reports, records, communications, and instructions governing all office operations." *System*, August, 1930, p. 132. 90 words.

**Church, A. H. Overhead expense. McGraw-Hill, 1930. \$5.00.**

"This book shows how overhead expense, whether of the plant as a whole or of a single process, can be precisely costed. It also demonstrates how, once this is effected, the further determination of overhead expense in whatever detail required, may be maintained most easily." *Certified Public Accountant*, October, 1930, p. 318. 85 words.

"No work by A. Hamilton Church should be omitted from the library of the cost accountant. This book is the most important and the best work on cost accounting that your reviewer knows." F. W. Thornton. *Journal of Accountancy*, August, 1930, p. 150. 550 words.

"At the end of many chapters, there is a brief 'conclusion' which boils down in a few words the main points discussed . . . Mr. Church has done a splendid job and there is no doubt that 'Overhead Expense' will be widely read and carefully studied." C. A. White. *Management Review*, October, 1930, p. 347. 630 words.

**Crossley, A. M. Watch your selling dollar. Forbes, 1930. \$5.00.**

"His book is both informative and sound and he advises the manufacturer to look at 'cost per sale' rather than at gross figures. His is a book for executives." John Carter. *Forbes*, June 15, 1930, p. 95. 135 words.

"The author explains why profit leaks occur in marketing goods and tells how to prevent such leaks. He discusses the proper method of handling market research and describes some of its weaknesses." *Dartnell Reference Index*. 144 words.

"The author is the former director of research of *The Literary Digest* and has directed his work in the line of manufacturing where he advances a policy of watching profit instead of sales. He seems to base his study on methods of distribution rather than on production, and throws the purchaser in the spotlight rather than the seller." *Journal of Business Education*, October, 1930, p. 41. 144 words.

"Although it is written in popular style its contents are practically beyond criticism from a technical standpoint. More scholarly, better organized and more comprehensive treatments of sales management have appeared but no one has yet succeeded in approaching the problems of the sales executive with better judgment or sounder reasoning than has Mr. Crossley." J. L. Palmer. *Management Review*, October, 1930, p. 348. 364 words.

"It is a guide to the scientific study of selling. It is highly recommended to sales executives." William Feather. *Nation's Business*, September, 1930, p. 148. 35 words.

**Grodinsky, Julius. Railroad consolidation. Appleton, 1930. \$3.50.**

"Dr. Grodinsky treats the entire question from a purely economic standpoint. Important conclusions are supported by specific evidence. The text is illustrated throughout with maps and each chapter includes a comprehensive list of references." *American Bankers Association Journal*, July, 1930, p. 50. 100 words.

"The basic idea underlying the consolidation movement is, therefore, a traffic problem; not financial; not operating; not one, directly and necessarily, calculated to preserve the so-called weak roads. Dr. Grodinsky devotes the major part of his book to a detailed exposition of this central theme." C. S. Morgan. *American Economic Review*, December, 1930, p. 730. 916 words.

"It is a comprehensive and practical review based on a study of all the information afforded by the exhaustive hearings of the Interstate Commerce Commission and other data. Well planned and readable, it brings the entire subject in all its vital aspects within the grasp of the average man while going beyond him in setting forth the undeniable principles that must underlie consolidations if they are to be satisfactory at once to carriers and shippers." *Industrial Digest*, July, 1930, p. 23. 225 words.

**Hunt, E. E. Audit of America. McGraw-Hill, 1930. \$2.00.**

"The summary is in no sense a substitute for the original and is not intended to be; for one thing, there is not a single statistical table in the volume. But what is lost for the specialist is gained for the layman. The volume is concise and readable, and withal contains an excellent index." H. B. Davis. *American Economic Review*, June, 1930, p. 277. 197 words.

"It reviews post-war developments in the fields of industry, transport, marketing, labour, management, agriculture, price changes, credit and money movements, foreign trade, and distribution in the national income." *Anglo-American Trade*, August, 1930, p. 428. 125 words.

"The findings of the Committee on Recent Economic Changes of the President's Conference on Unemployment (Herbert Hoover, Chairman), were published in two substantial

volumes . . . Mr. Hunt, who served as Secretary of the Conference, realized that the bulky two-volume report would reach only a limited audience, and has prepared this 200-page scenario which brings out in clear relief the essential facts stated and conclusions reached in the Report itself." F. A. Fall. *Credit Monthly*, March, 1930, p. 48. 365 words.

"This comparatively brief resume contains none of the tabulated material which marked the almost encyclopaedic nature of the previous two-volume report." *Management Review*, September, 1930, p. 317. 217 words.

**Mawson, C. O. S. Secretary's guide to correct modern usage. Crowell, 1930. \$2.00.**

"Dealing in a concise and practical manner with such matters as punctuation, capitalization and spelling, and including a number of simple rules for correct English usage, this volume is designed primarily for the instruction of secretaries, but will be found equally useful to all who value precision in the use of language." *Bankers Magazine*, October, 1930, p. 582. 63 words.

"The 1930 printing of this practical book offers first aid to the harassed secretary who wants to know when to capitalize, when to abbreviate words and when not to, how to punctuate, something about style in letter writing, how to address various dignitaries, the proper use of figures and numerals, etc." *Dartnell Reference Index*. 77 words.

"This book, which has been prepared by the head of the Mawson Editorial School, a lexicographer of wide experience, may be pronounced an invaluable help for all letter writers." *Industrial Digest*, November, 1930, p. 42. 525 words.

**Riefler, W. W. Money rates and money markets in the United States. Harper, 1930. \$4.00.**

"Mr. Riefler aims in this book to furnish a background of the entire money market, particularly the relation of the Federal Reserve System to the money markets." *American Bankers Association Journal*, July, 1930, p. 78. 105 words.

"The author's study is chiefly concerned with rate movements in the American money market since the establishment of the Federal Reserve System. It presents in detail an analysis of the factors that make for an increase or decrease of reserve credit to member banks." *Bankers Magazine*, October, 1930, p. 581. 217 words.

"This is really the first authoritative book on this subject which has appeared in the United States. The problem of money rates has been little understood by business men and since the advent of the Federal Reserve System in 1914, there has been tremendous confusion." R. L. Smitley. *Business Briefs*, November, 1930, p. 152. 140 words.

**Robinson, L. N. and Stearns, M. E. Ten thousand small loans. Russell Sage Foundation, 1930. \$2.00.**

"This book is an outgrowth of the Russell Sage Foundation's study of the small loan problem, a study resulting in the writing of the Uniform Small Loan law sponsored by the Foundation and now adopted, with some modifications, by twenty-four states. The law is based upon the assumption that licensed companies, charging three and one-half per cent per month on unpaid balances, perform a useful service to the necessitous borrower and relieve him from reliance upon the grasping loan shark." C. O. Fisher. *American Economic Review*, September, 1930, p. 533. 495 words.

"The study was undertaken to afford some description of the borrowers from the small loan offices operating under the Uniform Small Loan Law—to show who they are and under what circumstances and in what amounts they borrow." *Bulletin of the Taylor Society*, October, 1930, p. 252. 180 words.

"In times when unemployment is widespread, the worker is forced to borrow to pay rent and bills for food, light and other necessary goods and services. The small loan office, under proper supervision, has greatly decreased the rate he must pay on his enforced borrowings, and this study, in the light of present business conditions, is most timely." F. A. Fall. *Credit Monthly*, August, 1930, p. 42. 540 words.

"Dr. Robinson and Miss Stearns have made a splendid study of the business of lending to consumers, particularly under the jurisdiction of the Uniform Small Loan Law." Burr Blackburn. *Journal of Business of the University of Chicago*, October, 1930, p. 481. 832 words.

**Vawter Lectures, Northwestern University.**

**Ethical problems of modern finance. Ronald, 1930. \$2.00.**

"Messrs. Heilman and Donham who contribute the two general discussions of the ethical problems in modern business are both well aware of the fact that there is a great deal more to the solution of these problems than amiable intentions and moral exhortation.

Dean Heilman is careful to point out that in an increasing number of modern business situations the difficulty is not in the lack of willingness to be virtuous; it is in knowing what is virtue." P. M. O'Leary. *American Economic Review*, December, 1930, p. 742. 530 words.

"The appeal this book should make to all interested in finance and banking in their ethical aspects is certainly strong. It is an exceedingly interesting book representing as it does the considered views of men eminent in education and banking." *Bankers Magazine*, November, 1930, p. 796. 400 words.

"All of the writers agree that economic changes bring forth new ethical problems and that our old codes of ethics are wholly inadequate or inapplicable. They also agree that considerable research is required to ascertain the degree of right or wrong in complicated business transactions." Edward West. *Journal of Business Education*, September, 1930, p. 37. 475 words.

**Wolfe, F. E. Principles of property insurance. Crowell, 1930. \$3.00.**

"Though designed primarily as a textbook for college students, this book will prove useful to the business man who desires to know more about this part of his economic environment, and to technical experts in underwriting. There is a lucid description of the various classes of insurance covering property and property interests, with special attention to fire insurance." *Barron's*, February 17, 1930, p. 24. 124 words.

*Credit Monthly*, July, 1930, p. 42. F. A. Fall. 560 words.

"This clearly written text-book portrays the part played in modern social economy by risk-bearing organizations in the field of fire and other property insurance. The author has been a teacher of economics, statistics and insurance in various universities." *Industrial Digest*, March, 1930, p. 32. 258 words.

**Younger, John. Work routing in production. Ronald, 1930. \$2.50.**

"He discusses rather briefly the practices to be followed in planning production in a machine shop and the advantages which should result from this procedure. This book contains very little material which is not already known to executives of all well-managed plants." *Bulletin of the Taylor Society*, October, 1930, p. 250. 130 words.

"He considers each detail, laying special emphasis on the economic factors involved in selecting machines for operations and de-

termining size of lots The synchronizing of operations, or 'simulation,' and the relation of routing to sales planning and production control are also considered." *Factory and Industrial Management*, May, 1930, p. 1098. 120 words.

"I suppose that much of this material would be considered elementary but the statement made so often when new improvements are pointed out, 'why didn't someone think of that before?' indicates that a consideration of fundamentals may prove very stimulating to the man on the job." *Management Review*, December, 1930, p. 422 265 words.

### Earnings of Women in Business

† Elliott, Margaret and Manson, G. E. *Earnings of women in business and the professions*. Ann Arbor, Univ. of Michigan, 1930. 215 pp.. graphs, charts.

"An adventure in cooperative research in the occupational achievement of business and professional women!" The study results from an analysis of 14,073 questionnaires sent out by the Bureau of Business Research of the University of Michigan in cooperation with the National Federation of Business and Professional Women's Clubs through their local organizations. The book will aid vocational counsellors in advising women in their choice of work and will remove from the realm of conjecture some debated questions concerning the economic position of women workers above the wage earning level.

Here are a few samples of the thought provoking statements made in the book:

"The years from 35-50 are the period of women's maximum earning capacity."

"One-job women have consistently lower median earnings than women in the next lower experience group who have held six or more different positions."

"College women do not tend to select occupations where changes of high financial rewards are best. 70% of all these college women are in the employ of educational, social or welfare organizations."

"Impossible to say how much of the variation in earning is due to education, but how much to native ability which would have been reflected in higher earnings without additional training."

"A typical American independent single woman divides her budget as follows:

Food . . . . .	26%
Shelter . . . . .	15%
Clothing . . . . .	19%
Sundries . . . . .	40%

From the reports of upwards of 200 librarians the following figures are given as median earnings:

Librarian . . . . .	\$1,595
Assistant librarian . . . . .	1,275
Reference librarian . . . . .	1,700

The term median earnings is defined as meaning that 50% of the women included in the study are earning less than that amount and 50% are earning more. Only 5.5% of all the librarians reporting are earning \$3,000 or over.

The presentation of these facts in graphic form makes them very striking even though some of the facts have been fairly definitely known before, such as the difference in the salaries of men and women of the same age and educational qualifications. Considering the relatively short time women have been in business and the professions, the accomplishments have probably been remarkable, but a feminist will see the rewards of women in a man's world pitifully small.

Reviewed by Gladys McCaskie,  
Newark Business Branch Library

### Engineering Literature

The U. G. I. Circle, house organ of the United Gas Improvement Company, in its issue of December, 1930, under the heading "Engineering Literature—Its Availability, Use and Value" describes a system of abstracting important information for employees of the U. G. I. system. The article is prepared by R. H. Oppermann, Librarian of the Company, and shows the great use which is made of the weekly abstracts of engineering papers prepared in the library.

The writer in his concluding paragraph states: "The investment in a library consists of money and space—for the provision of properly trained personnel, equipment and supplies—provided by the company. Consistent use of the engineering literature supplied by the library is also an investment. The return from the total investment by the company is an intangible—information. The return to individual readers of the literature is in proportion to the use they make of it."

## Associations

### Baltimore

The Baltimore Chapter of the Special Libraries Association met for its second meeting on January 26th, 1931, with sixteen members present. The speaker of the evening was Mr. Frederick William Ashley, Chief Assistant Librarian of the Library of Congress, who gave a brief history of the origin, growth and present extent of the National Library. His address dwelt especially on the endowments and the establishments of the chairs which with the aid of experts will open still further the resources of the collection.

Mr. William S. Hamill, vice-chairman of the Chapter discussed the form of a questionnaire which will be distributed to the members describing their libraries with the idea of eventually listing all special collections and services in Baltimore.

The officers of the local Chapter are Chairman, Miss Laura A. Woodward, Librarian of the Maryland casualty company; Vice-Chairman, Mr. William S. Hamill of the Maryland development bureau; Secretary, Miss Ella S. Hitchcock, Department of Legislative reference.

### Boston

The January meeting of the Boston Chapter was held at the State Library on Monday evening, January 26th, with sixty-eight members present.

After the reading of the secretary's and treasurer's reports the following persons were admitted to membership: Mr. Abraham Kalish, Miss Edith M. Kimball, Miss Ruth Moffette, Miss Gertrude Palmer, Miss Martha G. Staples

The Education Committee reported that a library class was recently started at the Massachusetts Institute of Technology.

Resolutions were presented on the death of Mr. Frank H. Chase and it was voted that these resolutions be spread upon the records of the Association and that a copy be sent to Mrs. Chase.

At the conclusion of the business meeting several librarians discussed the outstanding reference tools in their particular group. Miss Marion G. Eaton of the Federal Reserve Bank of Boston, spoke for the Financial Group; Miss E. Louise Lucas, Librarian, Fogg Museum, Harvard University, and Miss Eleanor Sweet, of the Harvard University Museum

of Comparative Zoology, for the Museum Group; and Mr. William Alcott of the Boston Globe for the Newspaper Group.

Mr. Alcott stated that the newspaper library, like the newspaper which it serves, deals with life, with persons and things, with good and evil, joy and sorrow. Its demands are encyclopaedic. Mr. Alcott showed the relationship of the library to the large newspaper plant with its many activities. He showed the strong demands brought upon the department in case of great emergency, citing the Japanese earthquake as an example. He described most interestingly the various forms of news-gathering associations and the services maintained by certain national newspapers. He discussed news photos and syndicate services. Mr. Alcott outlined the functions of the newspaper library with its various departments. He called especial attention to the clipping file, describing the methods used at the Globe library. Photographs and their handling were also discussed, also the valuable collection of metal cuts which in an emergency saves reproduction from the photograph. Mr. Alcott cited the value of school and college catalogs for data concerning athletes. He also noted that phonograph catalogs were valuable in obtaining the names of popular songs and last he mentioned the best tool of all in the newspaper library—the telephone with help often coming from the friendly librarian at the other end. He concluded his address with a list of the outstanding reference tools in the Globe library.

The President announced that the next meeting would be held on March 2d at the Federal Reserve Bank with Mr. Roy A. Young, Governor of the Federal Reserve Bank, as speaker. Supper will be at the Insurance Society of Massachusetts.

The regular March meeting will be held on March 30th.

### Cleveland

Twenty-two members of the Cleveland chapter met for dinner on January 15 at Bohanon's. Later in the evening the group went to Mr. Otto F. Ege's home. Mr. Ege has an extraordinary collection of illuminated manuscripts and part of the evening was spent in examining some of them and listening to their history.

### Detroit

The Special Libraries Association of Detroit held a luncheon meeting at the Wardell on Monday, on February 9th. The proposed constitution for the organization was considered in detail and adopted with minor amendments. This constitution provides for two officers, a President and a Secretary-Treasurer. It also provides for membership, program and publicity committees, and for meetings from October until May at intervals of approximately six weeks. The membership committee reported a very satisfactory increase in membership.

Mr. Pettit commented on the meeting of the Michigan Library Association held last fall in Marquette and especially upon the interesting work done in the prison library in that city. The President was instructed to appoint a representative of this Association for this year's meeting of the Michigan Library Association.

The Carnegie fellowships for librarians were brought to the attention of the group and considerable interest shown in them.

### New York

The first meeting of 1931, held at Schrafft's tea-room on 57th Street, on Wednesday, January 21, offered a pleasant innovation in the form of the first joint dinner of the N. Y. S. L. A. and the N. Y. Regional Catalog group. Miss Marguerite Burnett, the Association's president, and Miss Emilie Mueser of the Catalog Group shared honors in conducting the meeting.

Miss Lillia M. D. Trask, Librarian of the Rockefeller Institute, the first speaker, gave her interesting version of "Special library services for a specialized public" ending this inspiring message to all search-weary librarians:—

(It is) "Finite to fail  
But infinite to venture"

Miss Winifred Gregory's adventures in "Compiling a reference tool for research workers" led her to the capitols of all European countries in an attempt to compile a union list of official documents. While her task was eminently a serious one, the hilarities of attempting to use a hand written Danish catalog in three volumes, of not finding Egypt's own last year's documents in their national library at Cairo, of visiting the Cambridge jail in search of British colonial documents, were not lost on Miss Gregory nor her audience.

Mr. Adolphe Law Voge, research engineer of the Carbide and Carbon Chemical Corpora-

tion, read a paper telling what a research worker expects and requires of a general library and what, he finds, usually—alas, so different from both expectations and requirements.

Miss Savord spoke briefly of the union list. Miss Rankin suggested that SPECIAL LIBRARIES filled a need in public libraries and Miss Cavanaugh reported on the large number of orders received for the Directory of Commercial Services.

### New York Regional Group of Catalogers

At the Autumn meeting in November, 1930, the New York Regional Group of Catalogers were fortunate enough to hear a series of papers on the classified catalogue which was once the most approved type of catalogue in American Libraries, but which in later years was superseded in popularity by the dictionary catalogue.

Mr. Harrison W. Craver, Director of the Engineering Societies Library, New York City, spoke on "A classified index to current literature and the especial adaptability of the Brussels scheme to such an index." He declared himself a confirmed advocate of the classified catalogue and told of the establishment and success of the one in his library. In the technical subjects much of the material worked with is in periodical form. The great number of indexes and bibliographies to be consulted as keys to current literature creates the need of a master index. His library has started a classified index to current literature. The Brussels scheme was adopted because of the flexibility inherent in its being a classification of ideas rather than of books. A classified catalogue has far greater potentialities than the shelf list to which it is sometimes compared. A different classification than the one used for shelf arrangement can often be successfully used. The demands of the reader upon the catalogue in a large or scientific library can best be met by the classified catalogue.

Miss Grace O. Kelley, of the John Crerar Library, Chicago, read a paper on "The classified catalogue in a reference library."

The next talk, on "The adaptability of a classified catalogue to a university library," was by Dr. Eleanor S. Upton of the Yale University Library.

The papers by Miss Kelley and Miss Upton have appeared in recent issues of SPECIAL LIBRARIES.

The discussion was summed up by Mr. R. H. Gjelsness of the New York Public Library in a paper on "The classified catalogue vs. the

dictionary catalogue." The fundamental elements of both types are the same, i.e. author, title and subject lists. Having them all together is an advantage to the uninitiated user. The particular virtue of the classified catalogue is its logicalness. The survey of a whole field of knowledge in all its ramifications is simple in a classified catalogue but practically impossible in a dictionary catalogue. Of course the latter must have a basic structure as logical as that of the former if it is to function properly. The greatest handicap of the dictionary catalogue is inherent in its medium—words. New subjects create a new terminology which takes years to crystallize. The makers of the dictionary catalogue cannot wait that long but must decide at once on terms which may be outmoded in the long run. Some subjects are so general that it is hard to name them. The dictionary catalogue is, however, rarely just that. It is usually a compromise with classed subdivisions, form headings, date arrangements and such. Whatever the catalogue of the future may be classification will play a part in it.

A discussion by various members followed the reading of the last paper. It was emphasized that the dictionary catalogue is easier for the uninitiated reader while the specialist prefers the classified catalogue. The use of the shelf list as a supplement to the dictionary catalogue was discussed. That the classified catalogue proper is much more flexible and detailed than the shelf list was brought out. The classified catalogue need not be based on the same system as the shelf arrangement at all.

## Information Services

The new edition of the *Handbook of Commercial and Financial Information Services*, which came from the press early in January, has had an unusually good sale. Publicity released by a committee of the Association was sent to all the services noted therein and to a wide group of newspapers and periodicals. The response was instantaneous and it is probable that the edition will soon be exhausted. The committee deserve great credit for their success in issuing this Handbook. In order to insure accuracy each one of the services included in the volume was given a copy of the statement which was to appear in the book and all information was inserted with their approval. The new Handbook lists 214 important services, describing the type of information each offers, its costs and frequency of publication. An introduction contains an appraisal and a functional analysis of the services by experts in the fields of finance, sales, advertising and insurance. The price of the volume is \$2.00; special price to members of the Association, \$1.50. The publicity chairman, Miss Mary L. Alexander, is anxious to ascertain the publications that mention this new book in their columns and seeks the cooperation of the members of S. L. A. requesting anyone who sees a review of the Handbook in any publication to kindly clip and mail to Miss Alexander, c/o Batten, Barton, Durstine & Osborn, Inc., 383 Madison Avenue, New York City.

## 1909 - Special Libraries Association - 1931

### Executive Board

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### General Office

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

## Events and Publications

Rebecca B. Rankin, Department Editor

Harper and Brothers have issued a catalog of Business Books for 1930-1931.

\* \* \*

The *New York Herald Tribune* is the publisher of a pamphlet of 33 pages entitled "Market Averages, 1925-1930." It can be useful to the financial librarian for it contains a day by day statistical record of the stock market as reflected in the composite average of 100 stocks.

\* \* \*

The Annual Statistics Number of the *News Notes of California Libraries*, published by California State Library is a compendium of information about all the libraries in the State. It serves as a splendid directory. Would that more states issued such a splendid compilation of library facts.

\* \* \*

"Preserving Newspaper Files" by R. P. Walton in the January *Scientific American*, refers briefly to a process used by Princeton University to preserve World War clippings, and describes fully the practice of the New York Public Library for its more important newspaper files.

\* \* \*

The Library of the Federal Reserve Bank of New York boasts the possession of a large geographical globe. It is an attractive one mounted on a mahogany stand. It has a unique attachment manipulated by a handle underneath the globe which revolves two reels inside the globe viewed through glass windows into the body of the globe. The reels contain a gazetteer of towns giving population and location on the globe—and also a short economic summary of countries and states.

The Edward W. Bok Memorial Committee are planning to establish a library in one of the public schools or an American university as a memorial to Edward W. Bok. A group of persons interested in the project met in New York recently and a committee will be formed to work out the details of the library and to confer with various universities concerning the method of housing the collection.

\* \* \*

The intense pressure on library facilities has caused the New York Public Library to deny the use of the reference department to high school and college students. The *New York Herald-Tribune* of January 9, 1931, explains the reasons for the restriction and prints interviews with various officials.

\* \* \*

The Public Affairs Information Service again make their annual report dated December 6, 1930. The P. A. I. S., originally sponsored by the Special Libraries Association, is in prosperous condition with net profit for the year of \$894.47, and a surplus as of September 30, 1930, of \$8,417.03.

\* \* \*

Charles E. Babcock, librarian of the Pan American Union, has written interestingly of the history, description, and aims of the Columbus Memorial Library for the November number of the *Bulletin of the Pan American Union*.

\* \* \*

It is announced that Don Rafael Helodoro Valle, has begun in Mexico City the publication of a new bibliographical bulletin, *Bibliografia Mexicana*, the first number of which appeared recently.

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