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Special Libraries, May-June 1931

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SPECIAL LIBRARIES

Vol. 22

May-June, 1931

No. 5

CLEVELAND NUMBER



FINE ARTS GARDEN, CLEVELAND MUSEUM OF ART IN BACKGROUND

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SUPPLEMENT

Trade Directories compiled by The Committee on Trade Directories for First Purchase.

Special Libraries

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Special Libraries Association

SCOPE AND PURPOSE

The Special Libraries Association was formed in 1909 to promote the interests of those engaged in collecting and applying information of all kinds.

Its membership includes the librarians of manufacturing concerns, banks, insurance companies, museums, newspapers, transportation companies, research organizations,—in fact nearly all phases of business and professional activities.

By pooling the knowledge and experience of its members, the Special Libraries Association acts as a clearing house of information.

It helps firms to organize libraries and data collections, or it keeps those already organized in touch with the development of more efficient methods and of new material.

ORGANIZATION

Groups

There are at present more than 1100 members and subscribers scattered throughout the United States and 12 foreign countries. Groups within the national association have been formed as follows:

Civic-Social	Insurance
Commercial-Technical	Museum
Financial	Newspaper

Local Associations

There have also been organized twelve local associations in

Baltimore	Los Angeles
Boston	Milwaukee
Chicago	New York
Cincinnati	Philadelphia
Cleveland	Pittsburgh
Detroit	San Francisco

These chapters hold regular meetings and afford members opportunity for contact and for discussion of common problems.

MEMBERSHIPS

Institutional - - - - - \$15.00
Designed for those organizations which maintain Special Libraries and require wide contacts for the conduct of business

Gives membership in nearest Local Association, and in the Group preferred, and in the National Association, with voting privilege in all, and privilege of naming representative in them; gives the magazine, SPECIAL LIBRARIES, and all other publications issued by the Association, and carries name of Institutional Member monthly in the magazine.

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on

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When you buy your one way railroad ticket to Cleveland, be sure to request a CONVENTION CERTIFICATE.

YOUR Convention Certificate may be the one needed to make up the quota necessary to secure the fifty percent discount on the return ticket.

Whether you intend using the Convention Certificate on your return trip or not please get one.

Certificates will be available June 6th to 12th inclusive.

Special Libraries Association Convention, June 10-12. Cleveland.

Travel Committee,
Jos. A. Conforti,
Chairman.

Special Libraries

Vol. 22

MAY-JUNE, 1931

No. 5

Cleveland Conference



¶The Editor dropped into New York recently and felt much heartened by several favorable comments.

¶Someone said "After I had read the April number of the magazine I really wanted to go to the conference."

¶Someone else added "Doesn't the Cleveland program look attractive with everything that is planned?"

¶This May-June issue should induce even the most reluctant to attend the Cleveland convention.

¶The program exceeds our expectations. Colonel Ayres as a speaker is a fine drawing card.

¶The local committee are literally straining every nerve and they are ready with a fine welcome.

¶Our colleagues in Detroit are also waiting to give us a day long to be remembered.

¶In succeeding pages we describe the great Cleveland Public Library system directed by Miss Eastman.

¶We depict in a varied way a score of special libraries each covering a selected field of activity.

¶We tell you about some vacation plans suggested by the Cleveland Chamber of Commerce.

¶We also bring a message from the President and include our usual departmental features.

¶Come to Cleveland to hear the talks, share in the debates and enjoy the social pleasures.

¶Finally, be sure and ask for a certificate when buying your ticket. The ticket agent will help you.



Cleveland Public Library

The activities of the Cleveland Public Library are so extensive that it has been thought advisable to prepare a group of articles on the varied functions of the library.

The Divisional System of the Cleveland Public Library

By Linda A. Eastman, Librarian

NEARLY twenty years ago the executives of the Cleveland Public Library became convinced that a very large library can give better service if its book collections are organized into a divisional system, each division in charge of a staff interested in specializing in its particular field. Rearrangement of the Main Library on such a plan became possible in 1913, when it was moved into its last temporary quarters, and each succeeding year has strengthened the organization and made it more effective; especially has this been true since the completion in 1925 of the Library Building, which was planned with careful consideration for the special requirements and equipment of each division. Generous book funds for several years have resulted in a systematic rounding out and building up of all of the collections. Division staffs have also been enlarged, and specialization within divisions is gradually developing as opportunity comes to add new members offering preparation for work in specialized fields of knowledge.

These divisions are in effect special libraries, but all inter-related and supplementing one another in their overlapping subjects.

The General Reference Division and the Business Information Bureau are the chief co-ordinating divisions. In addition to the divisions whose description follows, there are the Literature, Foreign Language and History divisions, and the Library for the Blind; also the Popular Library (the quick-service circulation division), the Periodical Division, and the Newspaper Division. In the building also, but organized under the Children's Department, is the Lewis Carroll Room with its model collection of juvenile books; and, under the School Department, the Stevenson Room for Young People (of high school age).

These divisions give specialized service, each to its own clientele as well as to the branches, school branches and stations, thus strengthening the entire system in all of its departments.

Board of Education Branch

By Helen B Lewis, Librarian

THE Board of Education Library is operated jointly by the Cleveland Public Library and the Board of Education, and is under the direction of the Head of the School Department of the Cleveland Public Library. Its resources are at the disposal of the entire school system. During the ten years of its existence every effort has been made to build up an adequate educational collection for the use of the Board of Education, the Superintendent's staff, and all principals and teachers.

The Board of Education makes an allowance in its budget for the purchase of educational publications. All important educational books are ordered as rapidly as they are published. The periodical list includes 80 educational magazines and bulletins. In addition, the collection includes city school directories and reports, educational year-books, (and their name is legion), educational monographs and pamphlets, courses of study, reports of educational foundations, and bulletins published by the Research Division of the National Education Association, and the Office of Education.

A quota provided by the Cleveland Public Library makes possible the purchase of the most outstanding new books of general interest. As a result, while ample provision is made for those who require professional sustenance, close at hand are books of biography, travel, science, fiction, and psychology, to counterbalance too great a devotion to theory and method. Here are educational vitamins, and here are also sedatives for impatience, stimulants for a faint heart, remedies for myopic vision of the

inner eye, and books of high voltage to act as accelerators for sluggish blood.

One of the most useful functions of the Board of Education Library is to act as a clearing house for school library matters concerning both the Board of Education and the Cleveland Public Library. It also renders an important service by making available to the Headquarters Staff all of the popular and scholarly book resources of the Cleveland Public Library. Daily delivery service from the Main Library, special trips and telephone calls, and the ready co-operation of all of the Divisions of the Main Library help to provide immediate service.

Housed in temporary quarters on the twentieth floor of a business building—overlooking the city and harbor,—the Board of Education Library is looking forward to new opportunities in the Board of Education Administration Building now almost completed.

The Business Information Bureau

By Rose L. Vormelker, Librarian

BUSINESS men began using the Cleveland Public Library in ever increasing numbers in 1925 when the new Main Library building was opened in the heart of the City's business and financial district.

An urgent need was soon apparent for some centralizing agency to make quickly available the vast resources of business information scattered throughout the various divisions of the Library.

To meet this need the Business Information Bureau was organized in December, 1929. While its main function is to give a business service in coordinating work in various divisions—still it has within its room 300 trade directories on approximately that number of trades; 20 investment services—said to be the largest collection in any one place in Cleveland; numerous periodicals and newspapers on business subjects; and recent books on the stock market, statistics, business economics, business organization and management, advertising, marketing, salesmanship and other related subjects.

Frequently there is a "waiting line" to use the investment services and such

tools as *Standard Advertising Register* and *Thomas' Register of Manufacturers*.

Since it is not possible to buy "everything," attempt is made to have at least a sample copy of any business service published and full information concerning it—so that the client may determine for himself whether it may be of value to him.

Another important collection is that for the market analyst. Numerous reports and press releases issued by the Government, trade associations, bureaus of business research, banks, brokers, and advertising agencies are housed within the Bureau.

The subject file of newspaper clippings and various reports, studies and surveys, and the corporation file are constantly growing. The house organ collection has supplemented other corporation material and won much appreciation on the part of its users.

A monthly bulletin is issued to call attention to the kind of information and service available through the Bureau. Many firms and individuals are having this mailed to them regularly. Those issued to date cover the following subjects:

- Sources of Information for the Investor
- Retail Trade—Part I
- Retail Trade—Part II
- Recent Business Books
- New Business Publications
- Foremanship and Foreman Training
- Marketing and Distribution
- Recent Business Publications
- Cleveland Retail Clinic
- Advertising
- Statistics in Business
- Cleveland Business—Part I
- Cleveland Business—Part II
- Prices

That the service has found a place in Cleveland business circles may be seen in that several banks, brokers, research workers and special librarians have taken a "co-operative" interest in it and frequently present us with valuable material gratis or make pertinent and worthwhile suggestions.

Long before the Business Information Bureau had been in existence a year a new meaning was evident for its initials—Bursting Its Bounds.

Fine Arts Division

By Ruth Wilcox, Librarian

THE Fine Arts Division houses collections which appeal to a varied clientele. Here are found not only the books on painting, sculpture, architecture and design, but also flower gardening, music, the theatre, games and reports. Biographies of artists, composers and actors are grouped with books on the history and technique of the related arts.

The needs of architects, designers and commercial artists are served through a collection which is strong in both historic and "modernistic" design. At the south end of the division are the files of over 125,000 pictures on all subjects, never failing resource of artists and teachers.

The section at the north end of the division includes music for circulation, as well as the literature of music. Opera scores, song albums, piano, violin and organ music are the principal features, but there is a growing collection of orchestral music, as well as some music for the banjo, guitar, ukulele, accordion and other minor instruments. There is also a small collection of phonograph records for circulation. The sound-proof room near the music shelves contains a grand piano and a victrola for the use of musicians. Of special interest to the musicians are the Emil Ring Memorial Collection of orchestral music, and the generous gifts from the libraries of the late Johann Beck and Wilson G. Smith, distinguished Cleveland composers.

Prominently featured in the division is the architectural library of Charles F Schweinfurth, presented to the Library by his widow, who has provided for an eventual endowment which will make large additions possible. This collection now numbers about 800 volumes.

The John G. White Collection

By Gordon W. Thayer, Librarian

THE White Collection, as its name indicates, is a monument to a single man, John G. White, lawyer, scholar, book collector, long president of the Library Board of Trustees. For thirty years he gave the Library books

on folk-lore and Oriental subjects; to these were added, upon his death in 1928, his private collection of books on chess and other move games, the finest in the world. Over 75,000 books are due to his generosity, the income from his estate is devoted to future purchases.

There are books in 2,000 languages, including thirty fifteenth century books and nearly a thousand manuscripts. There are no better collections in the country on proverbs, gypsies, and the literatures of Java and Ceylon. It is hoped soon to publish a catalog of the editions of English ballads. There are translations of the Arabian Nights into forty-five languages, the largest collection known. Such items are only a small part of the resources that cause scholars far and wide to borrow books here that they can obtain nowhere else.

Visiting Special Librarians should see the collection, especially the cases of chessmen and the lovely bronze figurines from the tomb of the Egyptian king, Tutankhamen.

Municipal Reference Library

By Mary H. Clark, Librarian

THE Municipal Reference Branch Library, a Division of the Main Library, is located in the City Hall for the convenience of municipal officials. Its function is to furnish them with statistical and technical information, as well as to give personal assistance in assembling data relating to their problems. It serves the City Hall primarily, but is also of service to organizations working for civic betterment, and to all Clevelanders whose interests connect with municipal problems.

Besides general books on municipal and county government, the collection includes charters, ordinances, council proceedings, departmental reports and reports of investigations on special subjects in other large cities. Some features of the collection are books on special subjects like paving, sewage, street lighting, water supply and purification. There is much material on garbage collection and disposal and on food inspection, subjects vital to every citizen, while the collection on city planning is the largest in Cleveland.

The Municipal Reference Library is able to co-operate with the Public Health nurses and the laboratory assistants who have charge of the analyses of milk, water and sewage, food and drug analyses, bacteriological investigations, pollution of air and water by smoke or trade wastes, and criminal investigations such as cases of poisoning or the analyses of hair or shreds of clothing left by criminals.

Books on housing and recreation are found at the Municipal Reference Branch as well as the Main Library; also books on street railway and subway problems. Although this Branch is primarily for reference use, books are loaned to those who are making a study of municipal affairs and assistance is given in gathering any information that may be desired. It has at its command all the resources of the great Main collection to meet the demands of its patrons.

Philosophy and Religion Division

By Elima A. Foster, Librarian

THIS Division contains the works of ancient, medieval, and modern philosophers, from Aristotle to John Dewey; also, histories of philosophy and books on metaphysics, logic and ethics. Psychology, in all its modern ramifications, fills many shelves, and child psychology and training are well represented.

The chief philosophical and psychological magazines, both bound volumes and current numbers, may be consulted here. Nor should the many books of inspirational nature go unmentioned.

In the section devoted to Religion are books giving the history and beliefs of the principal religions of mankind. In the field of oriental religions, this division is splendidly supplemented by the John G. White Collection of Folklore and Orientalia. The history of the Christian church fills many volumes, and histories of the various denominations are also here. There are books on religious education and a large section devoted to Biblical history, commentary, and exegesis. To mention sermons of noted preachers, hymn books and books on missions, Bibles in many languages and versions, liturgies of both the past

and the present, indicates the scope of the collection. Not the least valuable portion is that occupied by the principal Biblical and religious encyclopedias and the long sets of many religious periodicals, the current numbers of which are also on file

The Sociology Division

By Alma Schultz, Librarian

A VISITOR entering the Sociology Division finds himself first in the Education Section, where material for the use of teachers and students of education is brought together. Here are the books on the history and philosophy of education and on methods of teaching from the nursery school to university. In the reference collection are bound volumes of educational magazines and serials, proceedings of educational associations, courses of study, catalogs of colleges and special schools, and a collection of college seals.

The rest of the division contains circulating and reference material on sociology and social problems, economics with its many subdivisions, political science and government, law (national, international and local), real estate and insurance, history of the changing status of woman, etiquette

The Ohio State Reports are here, used largely by evening law students, the United States Reports used by business men and students of constitutional history and a file of the civil service questions given in previous municipal examinations.

The Division of Science and Technology

By Gilbert O. Ward, Librarian

THIS division of the Cleveland Public Library musters about 80,000 volumes of which approximately 52,000 are for reference use. Subjects in which it is notably strong are engineering, industrial chemistry, and patents, but the whole field of technical arts is covered together with their related sciences.

Periodicals, government bulletins, and journals of scientific and technical societies — many of them in foreign languages — are received to the number of over

2,000. Nearly all are bound and preserved for reference. In addition to the usual indexes for making this material available, the division receives the complete Engineering Index card service.

The division has an unusually complete file of U. S. patent publications, and the abstract patent records of Canada, Great Britain, Germany, and Cuba. It has a partial file of the Brevets d'Invention.

With this equipment, thousands of specific questions are handled every year for very practical minded inquirers. The staff looks up subjects,

advises researchers, and prepares selective lists for study or reference.

When information is not at hand, effort is made to locate it elsewhere and to make the necessary connection for the searcher, perhaps by borrowing or by procuring a photostat copy. The Library's own photostatic equipment is constantly in service for supplying facsimiles of its own material.

Altogether, the aim of the division is to divine and respond to the very diversified technical needs of the city which it serves.

Some Special Libraries of Cleveland

The special libraries of Cleveland are varied in type and content and the sketches of these libraries are also unlike in treatment and method. During the conference week many of our members will visit these libraries and are assured of a cordial welcome.

The Case School of Applied Science

EACH department has its separate library and reading room in which are to be found important reference books and treatises of a technological character as well as the leading scientific journals and the transactions of scientific societies. All the students of the institution have the privilege of using these various libraries and reading rooms during certain hours designated by the heads of the different departments. Books may be drawn by consulting the attendants.

A general reading room, located on the second floor of the Main Building, contains the standard encyclopedias, dictionaries, and other reference works, and well-chosen collections of books in history, economics, science, education, and literature. A small number of general magazines are also on file. This room is equipped with individual tables and is reserved for quiet study.

Libraries and reading rooms are found in the following departments: Astronomy, Mathematics, Engineering, Drawing, Modern Languages, Economics, History, Geology and Mineralogy, Civil Engineering, Mechanical Engineering, Electrical Engineering, Mining Engineering, Mechanics, Physics and Chemistry.

Church of the Covenant Library

By Reverend Victor Obenhaus

THE library of Religious Education contains about four hundred volumes dealing with various phases of the Religious Education program. Much of it is quite antiquated but we have kept adding constantly. The idea in establishing it was to impress our staff with the great amount of material in their fields, lest they come to feel that their job was a simple one. We have requested that each one be held accountable for either one or two volumes a year in the field of teaching itself and have hoped information material would be read as a result of a heightened interest through this means.

Perhaps it is a misnomer to call this an organized library for although it was at one time, it has not been kept up in that way. Additions have been made merely to sections, rather than to any rigid form and a very simple card system has been used for keeping track of it. There are, at the most, thirty people using this library, so it is not difficult to keep track of the books.

Below is a list of headings—

About the Bible; Administration; Bible Stories; Character Education; Christian Biography; Drama; Education; Handwork; History of Religion; Hymnology; Life of Christ; Methods;

Missions; Old Testament—New Testament; Other Countries; Philosophy of Religion; Sex Instruction; Stories—All Ages; Texts; Worship.

The Cleveland Clinic Foundation Library

By Helen L. Roberts, Librarian

THE Library of the Cleveland Clinic Foundation may be said to have had its origin in the private libraries of Dr. F. E. Bunts, Dr. George W. Crile and Dr. William E. Lower when they were practising in the Osborn Building prior to 1915. At that time the books in the cases in each office were brought together, classified and made available for general use. When the Cleveland Clinic Foundation at East 93rd Street and Euclid Avenue was organized in 1921 with the above doctors and Dr. John Phillips as Founders, these books formed the nucleus for the library which now contains about 3500 volumes. Since moving to its new location, the library has been open to any physician or student who may desire to use it and books and journals may be withdrawn by members of the Clinic Staff.

The volumes now owned include outstanding authorities in the Medical, Surgical and associated fields as well as a small collection of old books and a growing collection of books on general subjects related to the medical profession.

About 175 journals are subscribed to so that with the co-operation of the Cleveland Medical Library Association and the Library of the Surgeon General, almost any journal or book may be secured for reference.

The Library occupies the entire east end of the fourth floor of the Cleveland Clinic Building at the corner of Euclid Avenue and East 93rd Street.

Cleveland College Library

By Blanche V. Watts, Librarian

PERHAPS an article about the library of Cleveland College should be about the Cleveland Public Library. During the five years of Cleveland College's existence the Cleveland Public Library has rendered invaluable service to the College through its vast book

collection and its capable staff. With such extensive library resources available within one block of the College it has been unnecessary to build an extensive and expensive College library.

As the College grows there is an increasing demand for library service within the institution. To meet the special needs of faculty and students the College now has a modest collection of about 6000 volumes, a pamphlet collection, and a periodical subscription list of about 240 titles. This material is supplemented by loans from other libraries of Western Reserve University, and the Cleveland Public Library.

A Division of Library Science, added in 1930, requires a special collection of material for laboratory work. This collection now numbers about 2500 volumes.

A new library in a new type of institution presents interesting problems. The aim of Cleveland College is to minister to the higher vocational, professional and cultural needs of those for whom the typical college is inaccessible or not well adapted. The College is a major division of Western Reserve University and is affiliated with Case School of Applied Science.

The College library is located on the second floor of the College building, facing Cleveland's Public Square.

The Cleveland Medical Library

By John C. Harding, Librarian

THE Cleveland Medical Library Association was organized in 1894 and for a few years the small collection of books and journals occupied a corner of the main room of Case Library. This arrangement continued until 1898 when the Library purchased and occupied a building on Prospect Avenue. The Library remained at this address until 1926, and in November of that year, removed to the present palatial building on Euclid Avenue and Adelbert Road.

In 1898, the Library possessed about seven thousand volumes and subscribed to about sixty periodicals. At the present time, the Library has on its shelves about forty-five thousand volumes, and about eighteen thousand pamphlets and reprints.

The Library is devoted entirely to Medicine, Surgery, and the allied sciences, and subscribes to about four hundred journals.

The main reading room is open to the public and is also largely used by students from the Medical School, although the Library is not in any way connected with the Western Reserve University. There are also beautifully furnished reading rooms exclusively for the use of members and on the upper floor are ten study rooms for the use of members who may be doing extensive research and writing of papers or books.

There are also two auditoriums, one seating five hundred and forty-five and the other seating ninety-six. These are equipped with facilities for the use of stereopticons and moving picture machines. In the basement, are the kitchen and dining room.

In addition to the privilege of borrowing books and bibliographic service, there is a delivery service. Any member who may desire certain books or articles can have them delivered to his home or office within at least twenty-four hours

Cleveland Museum of Art Library

By Nell G. Sill, Librarian

ARTISTS have a reputation for being very temperamental. But it was very practical consideration which caused the founders of the Cleveland Museum of Art to establish an art reference library as one of its departments at the very beginning of the Museum organization. They realized that the Museum staff of specialists would need information close at hand on all art subjects, usual or remote, and that the avowed policy of public education could not be successfully carried out without books to be read and illustrations of all kinds to be studied and enjoyed.

Since the opening of the Museum in 1916 the library has acquired over 10,000 books representing art in all its phases, besides files of pamphlets, clippings and current magazines. The public as well as the staff has access to all this material for use in the building. From a large collection of lantern slides nearly 121,000 were lent last year to carry on the work

of art education largely outside the Museum building, and illustrations from postcard size to the framed wall picture are lent freely in the city.

The collections aim to supplement the more popular books in the Public Library and duplicate as little as possible the expensive reference works. The purpose of the Museum as expressed in the will of one of its founders—to foster "a love and knowledge of art in the community"—is the principle directing the work of the library.

The Cleveland Museum of Natural History Reference Library

By Minnie White Taylor, Librarian

WHEN the Cleveland Museum of Natural History was organized ten years ago, there was a question in the minds of a few of the Trustees as to the need of a library; or, if a library, the necessity for a librarian. However, this doubt was evidently soon dispelled since the Reference Library was the second department to be established, Education being the first.

The present attitude toward the Library is made clear in the Director's report for 1927: "No one department of the Museum touches so vitally the work of all members of the Staff as does the Library." In 1928, "The Museum Library may be regarded as a research staff of eminent scientists in absentia."

The collection at present contains approximately fifteen thousand books and pamphlets, primarily for the use of the Museum Staff but available to the Public for reference and reading. Special attention has been given to the acquisition of institutional publications, files of scientific serials, and scientific monographs, relying in general upon the Cleveland Public Library for the more popular works. The Stations Department lends us a collection of nature books for use with the school children, and each week delivers books for the reference and recreational reading of the Staff. Occasionally, books are borrowed from the Library of Congress and other out-of-town libraries.

The cataloging of our collection was begun in March, 1930, the Library of

Congress classification having been previously selected. Our strongest classes are probably Geology and Ornithology, since these Departments of the Museum have been especially emphasized. A scrapbook file of Museum publicity is maintained, also a file of newspaper clippings on natural-history subjects and expeditions; a picture collection is being developed, as well as a collection of autographs of scientists.

In October, 1930, the Library was moved from its rose-bedecked, white-tiled, bedroom-and-bath quarters in the Hanna House to the more dignified and professional atmosphere of the living room of the Brown House. (The adjoining "front hall" has degenerated into an overflow and storage room!)

Due to the confusion of the cataloging carnival and the moving melee, formal "at home" cards have not been issued. However, a cordial welcome awaits all Special Librarians.

The Cleveland Plain Dealer Library

By Edith Osborn, Librarian

THE library of the Cleveland Plain Dealer is located on the fifth floor of the Plain Dealer Building, East 6th Street and Superior Avenue, East 6th Street entrance.

The Plain Dealer files from 1923 to date are there (the older files being in the Public Library next door), the steel files for the photographs and clippings, a few reference books, (few are needed as the Public Library is so convenient), and the out-of-town papers

The library takes care of all incoming mail and telegrams and keeps all necessary stock for the editorial department.

The antiquated photographs are gradually being weeded out, new ones indexed and filed; also, the papers clipped, indexed, and filed; each day there are many calls from outsiders as well as from the Plain Dealer editors, reporters, etc.

The Plain Dealer library is open from 9 A. M. to 2 A. M. each day and has a staff of four.

The Cleveland School of Art

By Gladys R. Haskin, Librarian

JUST a few blocks from Western Reserve University and the Cleveland Museum of Art, in one of Cleveland's finest residential sections, you will find The Cleveland School of Art. With an enrollment of about 365 day students and 600 night students, our school library has no doubt as workable a collection as any art school library. We have approximately 9025 volumes mostly on art and allied subjects, although we have the histories and literary classics that we find necessary.

We also have a collection of mounted pictures on all possible subjects of nearly 24,143, taken from magazines, books, and wherever they are procurable, often by taking books apart when we have two copies. Our lantern-slide collection consists of about 4,000 slides on a great variety of subjects and is for the use of the teachers. We subscribe to 35 periodicals, not only art magazines but any we find use for, such as National Geographic, Saturday Evening Post, etc.

The Art School Library is both reference and circulating, as all of our pictures and a great many of our books circulate. It is for the use of our teachers, students and members of the Alumni Association, although we are sometimes called upon to answer questions on special art subjects by the general public, and are glad to help when we can.

We shall be glad to show you the school as well as the library during your stay in Cleveland.

The Euclid Avenue Temple Library

By Eda Wolpaw, Librarian

THE Euclid Avenue Temple Library was reorganized into a special Judaica collection in 1924. It endeavors to secure books on all phases of Jewish subjects. The 6000 volumes on Philosophy, Comparative Religion, Sociology, Palestine, Literature, History, Biography, Fiction and the growing Hebrew collection, are well used by teachers, pupils and members. Reference questions from the very simplest to the most

complicated are answered. The Station of the Cleveland Public Library helps the various activities and the recreational reading of the members.

The ceremonial objects, pictures of Jewish life, and the unique furniture add greatly to the beauty of the well-lighted room housing the library. A great deal of attention is given to displays of ceremonials and customs in connection with special holidays.

The Library is open on Fridays from 4:00 to 6:00 P. M., and on Saturday and Sunday mornings, with a weekly circulation of about 250. The greatest use of the Library is made on Sunday mornings. Until 10:30 about 100 visitors are engrossed in looking up references or selecting recreational reading. On Saturday morning classes of the Sabbath School have been assigned to a period in the Library for reference work. A careful explanation of the use of the Library by the Librarian has shown good results. Great effort has been made to introduce the Library to those who have not been acquainted with books and has proven to be very successful.

The intellectual and cultural backing of Rabbi Brickner and Mr. Brilliant, the Educational Director of the Religious School, have helped the upbuilding of the Library.

Research Service Corporation

By Helen G. Prouty, Librarian

RESEARCH Service Corporation, located at room 613 Cuyahoga Building across from the Post Office, celebrated its first birthday December 16, 1930 and so is the youngest of all the special libraries in the city. This library was organized for reference and research work along industrial and investment lines. At present the collection is small, consisting of 50 reference books and considerable pamphlet material. Twenty periodicals are subscribed to, and four newspapers are read daily and clipped for filing.

The Stations Department of the Public Library maintains a delivery station at "Research Service" and when necessary supplementary material is borrowed from this department and from Business Information.

Federal Reserve Bank

By Ruth Barber, Assistant Librarian

THE Library windows overlook
Lake Erie,
That restless, constantly changing carrier
Of iron ore, wheat, pleasure boats, and coal.
T. A. C. amphibian planes dock
Within the range of vision of
A library staff of six which has little
Time to watch goings on, because
Of the demands on this busy Library,
located,
With offices of executives of the bank,
On the eighth floor of the Federal Reserve

Bank building.
Sentinel rows of vertical files hold
Clippings, pamphlets, periodicals,
Newspapers, maps, and
Material too varied to enumerate.
Late in 1918, the Library was
Founded by Miss Alta B. Clafin,
Who has watched it grow from
Nothing at all to its present size—
Two large rooms full of
Material carefully indexed and
Classified. (Strictly L.C.)
Besides having subscriptions for approximately

Three hundred periodicals and
Eleven newspapers, the Library
Receives and distributes, and later
Files for reference, statistical material,
Government releases, and bank and
Business reports from all over the world.
Thirty-six hundred and seventy
Books have been accessioned.
Publications include the *Service Bulletin*,

Library News Sheet and *Bank Notes*.

The circulation count is more than
Five hundred fifty books and 11,000
Periodicals, yearly.

The station from Public Library, the
Circulation of which is
Counted separately and which
Amounted to 10,318 in 1930, is a
Popular division of the original Library.
Enough of statistics—

We cordially invite you, when you come
To S. L. A., in June, in Cleveland,
To visit our Library.

Nela Park Library

Incandescent Lamp Dept. of the
General Electric Company

By Mrs. Irene Moore, Librarian

WHEN the Nela Research Laboratory was established in 1908 at Nela Park—now the Incandescent Lamp Department of the General Electric Company—a technical library was organized for the benefit of members of the laboratory staff. As it grew and developed it was consulted also by other departments and not infrequently by persons not employed at Nela Park. In 1929, just when the library had reached the point of overflowing its quarters, the entire research laboratory moved into the Lamp Development Laboratory building and became part of that laboratory.

The library now contains 6800 volumes and receives 138 periodicals, many of which are in French and German. Of these periodicals, 92 are circulated regularly within the department, records being so kept that any copy can be located at any time. Special requests for information range from questions such as "Who was the man that was plowing a field when he was told that he had been made Emperor of Rome?" to "What is the diameter of the pupil of the eye for dark adaptation?" Translations of German and French letters are often requested and accomplished with more or less wear and tear on dictionaries.

As one of the main considerations of the library is the convenience of those who use it, adherence to the rules of library practice, although gently suggested to patrons at opportune moments, cannot be strictly enforced, and the librarian does not come into the possession of another gray hair whenever a borrowed book fails to reappear within two weeks, two months, or—it must be admitted—in rare cases, two years. Periodic checking takes care of such cases, satisfies the librarian's conscience, and keeps happy the engineers for whom the library is maintained.

Otis & Co. Library

By Mrs. Vida T. Western, Librarian

ROOM 423 Cuyahoga Building (on the Public Square) houses the statistical library of Otis & Co., one of the oldest and largest investment and brokerage houses in the country.

Collection of material for this library was begun about fifteen years ago, with the purpose of making available to the members, employees and clients of the firm accurate financial information in readily accessible form.

A most interesting, extensive and valuable active corporation file is maintained, which is fed by interim and annual reports, stock exchange listing applications, special analyses, and clippings from leading daily and weekly papers. This file at present numbers about three thousand folders, and three women are engaged in selecting, systematizing and filing the data which they contain.

The collection also includes technical books, magazines and services treating with corporation statistics, financial statements, stock and bond markets, etc., in addition to government releases concerning industrial output. Of special interest is the complete file of the Manual of Ohio Securities from 1916 to date, a unique publication prepared annually by Otis & Co., and devoted to the important field of Ohio corporations.

Hotel Statler Library

By Mrs. Sarah Renfrew, Librarian

FEW things in the Statler Hotels have afforded more satisfaction to the guests than the libraries, for books can always offer something to make up for the absence of familiar faces in a strange city, and can turn to pleasure and profit many an evening or Sunday which would otherwise be lost or lonesome. No attempt has been made to keep abreast of the present-day press which turns out a stream of books every month. There are new books, and old ones; the selection has been largely governed by public approval.

The nucleus of each Statler library is made up of such standard works as Balzac, Dickens, Thackeray, Dumas,

etc., with a good collection of History, Biography, Travel, Poetry, Fiction and General Literature. Each Statler is a subscriber to the Literary Guild, and their selections make a worthwhile addition. The books may be read in the Library or taken to the rooms, or the guest may telephone for them to be delivered by a bellboy, the selection being made from a catalog which is found in the room. There is no charge for books, provided they are returned for credit.

Clippings from the local papers containing Statler publicity are made daily by the librarian and pasted in scrap-books, which are kept for reference.

The location of the Library is off the Mezzanine and is appropriately furnished for a quiet, restful retreat from the busy lobby.

The Temple Library

By Miriam Leikind, Librarian

IN a charming and attractively furnished room is housed our special library of Judaica, consisting of over 4500 books, as well as magazines and art objects.

Most of the books are circulating, both fiction and non-fiction. In our reference collection we have many rare and beautifully illustrated books as well as a complete reference shelf on Jewish history. For the children we have both English and Hebrew books. The books are used a great deal for recreational reading as well as for school work. For the year ending April, 1930, the circulation was 4388.

About 40 magazines and newspapers, are available, dailies, weeklies and monthlies, in English, Hebrew, German and French. The periodicals come from all parts of the world, one written in English from China and another in Hebrew from Palestine.

A small but interesting museum of Jewish ceremonials and art objects is on display in the library. Many of the articles coming from the Bezelel School of Art in Palestine.

Our library is a very busy and popular room every day, not only for the borrowing of books or the doing of reference work, but also to browse around.

The Union Trust Company Library

By Emma M. Boyer, Librarian

ORGANIZED in 1924 as a part of the Statistical Department, the Union Trust Company library is located on the third floor of the bank at Euclid Avenue and East Ninth Street. An interesting feature of this library is the very extensive corporation file which has been developed to meet the growing demand for complete and accurate investment information. This file consists of annual reports, clippings, security circulars, and analytical reports, which together with a complete collection of investment services, pamphlets, and clipping material covering various phases of banking and economic developments, are available for use within the bank and for consultation by customers. There has been built up a collection of books relative to financial subjects such as corporation finance, economics, business statistics, and financial statements in addition to a working library of reference books and directories. The outstanding financial and business periodicals are indexed and placed on file after they have been sent to those interested in some special articles which they may contain. A summary of the magazine articles of interest is issued twice each month.

In addition to a business library, a station of the Cleveland Public Library is maintained in the lunch room. This collection contains about 1,000 volumes which are changed from time to time. New books are added twice each week by regular deliveries and special requests are supplied by messenger.

Y-Tech Library

By Elizabeth W. Willingham, Librarian

SITUATED in the new Fenn Building of the Y. M. C. A. School of Technology, Y-Tech Library has, in the two and a half years of its existence, become an important factor in the life of the institution it serves. A beautiful room, carefully planned and equipped, it affords an ideal place for quiet and study, and many students lured from corridors and class-rooms take advantage of the facilities offered.

A collection of books covering a wide field is demanded by the many courses offered by Fenn College, with its departments of Engineering and Business Administration, Day Co-operative and Evening divisions, and by Y-Preparatory, Day and Evening divisions. The co-operative plan of education, which is being successfully employed in the day courses of Fenn College and in the junior and senior years of Day Y-Preparatory; the opportunities for adult education offered by the evening classes; the new methods used in Day Y-Preparatory, the "laboratory" of Dr. Goodwin B. Watson of Columbia University for his experiments in character education, constitute a challenge to a librarian—a challenge which is more easily met because of the fact that, in addition to its own collection of books, Y-Tech Library, as a "special library" of the Cleveland Public Library, has back of it the resources of that institution.

Visitors to the school and library are always welcome. The address, the same as the telephone number, may be familiar to many as it was recently cited in Ripley's "Believe It Or Not"—2200 Prospect.

The Western Reserve Historical Society Library

By Wallace H. Cathcart, Director

MUSEUM workers at this Society in Cleveland are always able to gain a wealth of information concerning museum acquisitions from its large and adequate library which is a part of the Society. This started as an Historical Literary organization collecting history, biography, and antiquities of Ohio and the West. In recent years it has grown to be one of the finest purely American historical libraries of the country including material on practically all of the United States, and books on special collections.

The library, of late years, is making a "Special Collection" of books to correspond with the museum "Special Collection,"—such as Glass Ware and Early American Porcelains, Snuff Boxes, Portraits of Prominent Americans, Relics of American Wars, including the Terry

collection on the World War, Coins and Paper Money of the World, Indian Archaeology and Basketry, Historical Medals, and Stamps, which latter collection is one of the largest and most excellent in this section. This project is of extraordinary service to the museum workers and enables them to become well informed about the materials for which they are responsible.

The library special division also boasts of books on Costume, which collection ranks with the foremost in the country. The most important works on costume are here included as well as many lesser works, which fill in all the little gaps, until it would be hard to find anything more complete on any subject. What could the museum worker and lecturer do without them?

The Society, out of recent experience, has found a way to create a new interest in books among its museum visitors. The museum not only makes a special display of library books, such as Early School Books, Early American Psalm Books, and Children's Books of a Century Ago; but also displays books with its regular museum collections relating to the material exhibited. Visitors in this way learn to know where such books are to be found on the material in which they may be particularly interested, whether it be World War material or Early American China.

As you may well imagine, the museum of the Western Reserve Historical Society operates on an absolutely educational basis with a co-operating library behind it containing over two hundred thousand books and pamphlets of great range and of unique value.

Correction

The *Handbook of Commercial and Financial Services* records on page 27, Revisions published daily by the Fitch Publishing Co. Inc., with price at \$15.00. The correct figure is \$150.00.

In January 1924, a *Handbook of Libraries in Cleveland and Vicinity* was issued. This volume may be useful to convention visitors. Enquire of Miss Rosalie A. Brooker, Secretary, Library Club of Cleveland and Vicinity, 2820 East 116th St., Cleveland.

Vacation Suggestions

WITH spring actually here, it is not a bit too early to begin to make vacation plans. The Cleveland Convention offers splendid opportunities in this respect, as the American Bankers' Association discovered in October, 1930.

Such possibilities were so well described in the September, 1930, number of the Southern Banker that we quote the following extracts:

"Many who are not acquainted with Cleveland do not know what delightful vacations are available to visitors to the city and Northern Ohio. Early explorers found the rolling wooded hills bordering on Lake Erie thoroughly pleasing. Their descendants have found it equally pleasing and have settled by thousands along the shores of Lake Erie to enjoy its cool, invigorating breezes during the summer months. Much of the woods remain, and many former clearings have been replanted to native trees which now have grown up, lending to a settled territory the charm which only trees can impart to landscape. Clevelanders have been quick to see the advantages of the surrounding territory and large tracts are now devoted to fox hunting and parks. Smooth sections of turf have been laid out for polo games, and bridle paths through woody parks offer many attractive horseback rides.

"In this territory about Cleveland are many finely developed golf clubs, with beautiful club houses and well-planned courses. Country estates abound, enjoying the advantages of the untouched countryside. Yet all these beauties are readily accessible to city dwellers by well-paved roads.

"The city of Cleveland itself has much to offer to visitors. The Museum of Art is one of the finest in the country, and its Public Library is the third largest in the United States. The Terminal area right at the Public Square in the heart of Cleveland has some of the most beautiful and charming restaurants in the city. The dining salon under the Harvey management surpasses any of the Harvey restaurants,

while the Guild Hall in the Medical Arts Building and the Chamber of Commerce in the Terminal Building are places which should not be neglected by the visitor. The new Terminal Station with its shops, offices, and hotel in its fifty-two story building, offers a study in city planning. One of the most interesting places in the Terminal area is the "home in the sky," a completely furnished home on the fourteenth floor of the Builders Exchange. The Shaker Square development on the Rapid Transit Line east from Cleveland is a model much sought after by planners of such developments, and is well worth a visit.

Parks

"A motor trip through the parks will prove a delight to delegates. Extending like a girdle around the greater part of the city, the park and boulevard system is unrivaled in the beauty created by deep ravines, waterfalls, fine old forests, shady stretches of beach and huge rock formations of Lake Erie's shorelines, all combining to give these pleasure grounds rare charm.

"Twenty parks, with more than forty-three miles of well-paved driveways and boulevards, comprising 2,435 acres, make up this great system. It contains thirty children's playgrounds, fifty baseball diamonds, seventy-three tennis courts, twenty-five skating ponds, fifteen football fields, and a sporty thirty-six hole municipal golf course.

"In addition to this splendid park area, Cleveland and its surrounding territory embraces what is known as the Metropolitan Park District. This system combines into one continuous outer encircling parkway the more important valleys and glens in Cuyahoga county and parts of the neighboring counties. The project consists of nine park reservations ranging from 100 to 3,000 acres each. These will be connected by a parkway approximately ninety miles in length. The area now in use totals 10,000 acres and includes two golf courses in Rocky River Valley.

Lake Navigation

"During the season of lake navigation, Cleveland is particularly attractive as a convention city. Delegates and visitors traversing the Great Lakes district have the added advantage of traveling by rail or by rail-and-water, as Cleveland is connected by steamer with nearly every port on the upper lakes. Delegates to conventions during the season of navigation are enabled to combine business with pleasure by taking a tour up or down the Great Lakes, either before or after the convention. Opportunity is also afforded for outings at numerous summer resorts near by.

Post-Convention Tours

"Many requests for automobile road maps to Cleveland and the surrounding territory suggest that some delegates may make after-convention tours.

"With Cleveland as a point of departure, many attractive tours are available. Detroit, with its many attractions, is only 180 miles from Cleveland. Or, going to Erie, Pa., one may take the Erie-Dover Ferry over to Port Dover, Ontario, Canada, then up beyond Georgian Bay and Little Current, the Gateway to Manitoulin Island. Jamestown, N. Y., with Chautauqua Lake, Bemus Point, and other summer resorts, is 150 miles from Cleveland, while Niagara Falls is 210 miles to the east, and is on the main route around Lake Ontario, up the St. Lawrence river and on to Montreal.

"A tour through New York state and the Finger Lakes may include Rochester, Auburn, Aurora, Geneva, Seneca Falls, and Watkins Glen. Fifteen miles west of Poughkeepsie, in Ulster county and in the Shawangunk Mountains, is Lake Mohonk—"The Lake in the Sky," the Indians called it—which for more than half a century has been widely known for its unspoiled natural beauty and unique scenic charm. In Essex county, New York, there is Ausable Inn, in the Adirondacks, facing Lake Champlain, close to Plattsburg and Saranac Lake. Lake Placid Club with its many attractions is a natural haven for librarians.

Many other delightful summer resorts are to be found in New York state and New Jersey, accessible from Cleveland over good roads.

"Another pleasant after-the-convention trip leads east through Pittsburgh, continuing through the mountains of Pennsylvania into Gettysburg, with all of its historic sights, down to Hagerstown, stopping at Uniontown for a round of golf at the Summit Hotel and Golf Club. Then on to Baltimore, where are found historic relics from the settlement of the Colonies, through the Revolution, War of 1812, and the Civil War, together with the birthplaces of many of the nation's founders and other notables.

"And just a few hours' drive farther is the nation's capital and the world's financial and industrial centers, and many scenic features. To travel through this country is to see some of the prettiest scenery in the Western Hemisphere. Starting at the seacoast there are the wonderful views of the Atlantic Ocean, the Chesapeake Bay, and its numerous tributaries; thence westward over level, then slightly rolling land, to the valleys and forges of the Blue Ridge and the Alleghanies. Nowhere within such a short radius can the traveler find such a diversity of mountains, valleys, plateaux, sea and river scenery.

"From Washington one may take either the upper route, stopping at Annapolis, Wilmington, Philadelphia, or Atlantic City, or the southern route into Virginia. This route includes the Massanutten Caverns at Harrisburg, the Natural Bridge, in the heart of the Blue Ridge, and the King's Highway route to Portsmouth, South Norfolk, Berkley and Norfolk, and the Petersburg Crater, reminiscent of the Civil War. Then down to Chattanooga, where the roads are marvelous on the Lookout Mountain highway. There is golf, tennis, swimming, fishing, playing all day amid cool mountains, and restful nights so cool that blankets are welcome."

We may well adopt the convention slogan of the American Bankers Association: "It's going to be a vacation as well as a convention."

READ AND ACT

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Good Times Ahead

PLANS for activity during the conference are well under way. Each of the twenty-four hours can be filled with interesting things to do. In addition to the splendid program which has been carefully planned, the entertainment and hospitality committee have planned many social activities in order that the visitors may have the opportunity to see and enjoy some of Cleveland's outstanding places.

The Cleveland Chamber of Commerce, noted for its excellent cuisine, has been selected for the Wednesday evening dinner. Under the same roof as headquarters hotel it will be quickly reached after a busy day. The evening will then be spent at The Playhouse, Cleveland's famous little theatre.

The annual dinner will be held on Thursday evening at Hotel Cleveland. With Miss K. Dorothy Ferguson as toastmistress and Mr. Randolph Eide as the principal speaker, it promises to be an event that none will wish to miss. At this time the Cleveland Chapter will welcome all guests.

Possibly the best has been saved for the last day. There will be a drive thru the residential section of the city and around the University Circle where are located the Cleveland Museum of Art, Severance Music Hall, Lakeside Hospital and other medical buildings, as well as Western Reserve University and Case School of Applied Science.

Owing to the very full program, there is little time for play. Since "all work and no play . . .," we are accepting the Detroit Chapter's invitation to visit their city on Saturday.

Golf and riding enthusiasts will find opportunity to indulge in their favorite pleasure if they will notify the committee of their interest and desire to spend a part of their time on one of Cleveland's many golf courses or delightful bridle paths in the Metropolitan Park.

The committee especially urges those who are attending their first conference to make themselves known. This committee is composed of one member from each group and one member from each local chapter, and will be at your service during the conference.

EMMA M. BOYER, *Chairman,*
Hospitality and Entertainment Committee.

President's Message

WHEN you have finished reading this pre-convention issue you will realize what careful plans have been made for the general arrangements for the Cleveland conference by Miss Rose L. Vormelker. You will also realize how Miss Alta B. Clafin has planned a timely and constructive program for us. The various groups are presenting good speakers and well-planned papers which should provoke good discussions. Cleveland itself because of the number of places which come within the five hundred mile radius makes almost an ideal convention city. The plans for Detroit and the day there are a happy combination of visits to highly specialized libraries and fun.

We expect a good attendance. If you cannot come yourself, try to persuade someone from your Library to come. Remember what the contacts made at our annual conferences mean. They are mighty good assets for all of our organizations and employers.

Meanwhile, try to help us exhaust the supply of the Handbook of Commercial and Financial Services. A good many business houses and some public libraries have placed orders. We want our active members to have copies in their own libraries for daily consultation.

The last official engagement of your president before the Cleveland conference will be to attend the annual meeting of the Illinois Chapter, which will be held on May twenty-eighth at the Merchandise Mart in Chicago. Then we will be ready for the Cleveland conference. Come prepared to see, for seeing is believing. A new feature will be the carefully planned exhibits.

Remember

The Time, Advisory Council, Cleveland, June 9

The Conference, Cleveland, June 10-12

Post-conference day, Detroit, June 13

The Places, Cleveland and Detroit

MARGARET REYNOLDS,

President.

May 18, 1931.

Hear Ye! Hear Ye! Hear Ye!

AS Moses Cleveland and his companions journeyed out to the Western Reserve back in 1796—on foot, by ox-cart, and covered wagon—so come ye, June 10-12, 1931, in your air-planes, automobiles (or even by train and boat!).

Moses had to blaze his own trail, but your trails have been carefully marked for you—and you can not mistake the Chagrin River for the Cuyahoga, as he did.

Furthermore, no one was waiting to welcome the early pioneers, and they had to provide their own program and entertainment (if any). But when your eyes behold what the Program, and Hospitality and Entertainment Committees have arranged for your pleasure and profit, you will be "just a-rarin' to go."

Meanwhile, a pleasant journey—with good visibility, no air-pockets, fewer flat tires, good road-beds, and smooth water!

READ AND ACT!

A Word from Cleveland

THE Special Libraries Association will be welcomed to Cleveland not only by the librarians of the special libraries of the city, but also, I am sure, by all librarians of Greater Cleveland.

The Cleveland Public Library is at the service of the Association for any facilities it can offer in the way of conference or committee rooms, local information, and staff assistance plans.

We most cordially invite all members of the Association to come to Cleveland, and to visit its libraries while here.

LINDA A. EASTMAN.

Detroit in History

DETROIT is a city of legend and romance. It is situated on a narrow strait between Lake St. Clair and Lake Erie and its name comes from the French *d'etroit*, meaning "the strait."

Cadillac established a French post at Detroit in 1701 and in 1703 Madame Cadillac joined him, "the first white woman to set foot on Michigan soil." A palisaded enclosure about 200 ft. square was set up and called Fort Ponchartrain; within a year over 6,000 Indians pitched their tents within sight of the fort. Detroit remained in French possession until Quebec and Montreal surrendered to the English; all French territory then came in to British hands and Fort Ponchartrain passed to British control. On July 11th, 1796, "the American flag was raised for the first time over this soil."

In 1805 the entire town except the fort and one house was destroyed by fire. Judge Woodward visualized the metropolis of the future and laid out the plans for the broad radiating avenues which distinguish the city today.

The very interesting murals by Gari Melchers in the Detroit Public Library illustrate the dramatic and colorful history of old Detroit.

Detroit To-day

YOU will see the fourth largest city in the United States, a city that has increased its population by over a third each decade for a hundred years. A city of broad avenues, fast moving traffic, dynamic restlessness and stupendous projects.

Detroit has over 2,000 manufacturing establishments. They put out over \$3,500,000,000 worth of products annually.

It is the home of Ford, Dodge, Cadillac, Hudson-Essex, Packard, Chrysler, Hupp and Graham-Paige automobiles and leads the world in automobile production.

Leading to Canada, Detroit has the first international vehicle subway ever constructed and, also leading to Canada, the Ambassador Bridge, with a span exceeded only by the new Hudson bridge.

Detroit has a municipal art centre, an excellent municipal zoo, the finest of recreational parks, and a noteworthy municipal airport. It owns and operates its own waterworks and street railways.

Detroit is a young man's town. It is vigorous, excitable, and busy, and its spirit is in the making. Some one has said that it is a condition as well as a community. It is interesting philosophically as well as physically.

"Seeing is believing." Let us show you on Detroit Day, June 13th.

Detroit Local Committee

MEMBERS of the Detroit chapter of Special Libraries Association in charge of various activities for Detroit Day are as follows:

Miss Caroline Lutz, General Motors Corporation, Transportation.

Miss Louise Thompson, Bureau of Governmental Research, Registration.

Mrs. Louise Dorn, The Detroit Edison Company, Luncheon.

Mrs. Laronda Gilbert, Detroit Trust Company, Finance.

Miss Frances Curtiss, Detroit News, Hospitality.

Miss Grace England, Detroit Public Library, Garden Party.

Miss Mary Giblin, Detroit Edison Company, Party and Breakfast on boat.

Miss Jane Hicks, Ford Motor Company, Theatre party.

Miss Ione Ely, Detroit Public Library, Publicity.

Miss Louise C. Grace, Grace & Holliday, General Chairman.

Sunday In Detroit

AT the close of the Convention many S. L. A. delegates will not only take in Detroit Day but spend Sunday in the Michigan city. Here are some suggestions for the day:

General Motors Proving Ground is at Milford, only 40 miles from Detroit. Here you can travel 100 miles an hour, believe it or not.

Canada lies just across the river. Take a bus through the International Tunnel and return by Ambassador Bridge. Canadian hotels are hospitable and the cuisine excellent. You will enjoy the trip. This is your chance to travel to a foreign country.

Ann Arbor, where the University of Michigan is located, lies 40 miles away. The bus carries you directly to the campus and the charm and inspiration of the University is yours. Ann Arbor hills and boulevards are something to be remembered, and you know what a University campus is like at Commencement time. Green leaves—shady walks—happy days!

Travel by water from Detroit to Port Huron via the St. Clair ship canal. This is an all day boat trip, restful and beautiful.

The Municipal Zoo, right out the main thoroughfare from Detroit, is well worth a part of your day.

Cranbrook, a country estate on which is located a famous school of the English type, lies north of Detroit. The bus takes you there, past lovely homes and green hills. We would suggest attending the morning service at Christ Church at Cranbrook and lunching at a near-by inn.

Guest cards will be available for the various golf clubs.

Tell us what interests you and we will help you find a happy way to spend the day. "We'll be seeing you."

Detroit Libraries

ADVERTISING

Advertiser's, Inc.,
Miss Cecile Carden, Librarian.
Campbell-Ewald Company, Research Department, Library,
Miss Mildred Treat, Librarian.

FINANCIAL

Guardian Detroit Company,
Miss Bernice H. Foster, Librarian.

GOVERNMENT

Bureau of Governmental Research,
Miss Louise Thompson, Librarian.

LAW

Detroit Bar Association,
Miss Olive C. Lathrop, Librarian.
Practitioners' Library.

MEDICINE

Henry Ford Hospital,
Miss Helen E. Boyce, Librarian.
Medicine and Small Patients' Library.
Medical Science Department, Detroit Public Library,
Miss Marjorie Darrach, Librarian.

MUSEUM

Detroit Museum of Art,
Miss Agnes Savage, Librarian.

NEWSPAPER

Detroit Free Press, Library,
Mr. D. B. Stewart, Librarian.
Detroit News, Library,
Miss Frances Curtiss, Librarian.
General Staff Library. Reference and Research.
Reference Department,
Mr. Ford M. Pettit, Director.

PUBLIC LIBRARY

Detroit Public Library,
Mr. Adam Strohm, Librarian.

TECHNICAL

Detroit Edison Company, Library,
Mrs. Louise Dorn, Librarian.
Ford Motor Company,
Research Library—Dearborn,
Miss Jane Hicks, Librarian.
General Motors Corporation, Library,
Research Laboratories,
Miss Caroline W. Lutz, Librarian.

UNIVERSITY

University of Detroit,
Rev. Bergin, S. J., Librarian.

Note: The Classified Files of the Detroit Edison Company were described in Special Libraries, October, 1930, p. 712. Miss Mary Giblin is in charge.

Special Libraries Association

Twenty-Third Annual Conference

Hotel Cleveland - Cleveland, Ohio.

June 10, 11, 12, 1931

PROGRAM

Tuesday, June 9.

2:00 P. M. Meeting Advisory Council,
Room 34.

Wednesday, June 10.

8:30 A. M. BREAKFAST CONFERENCE:
Rose Room
Newspaper Group

9:30 A. M. FIRST GENERAL SESSION:
Ball Room

10:00 A. M. Call to Order, and Preliminary
Business

1. ADDRESS OF WELCOME: Miss Linda A. Eastman, Librarian, Cleveland Public Library.
2. WELCOME BY PRESIDENT OF LOCAL CHAPTER: Miss Nell G. Sill.
3. RESPONSE: Mr. Joseph A. Conforti, President, Illinois Chapter.
4. ADDRESS: "Museums and Their Libraries,"—Mr. Lewis B. Williams, President Board of Trustees, Cleveland Museum of Natural History, Member Advisory Council, Cleveland Museum of Art.
5. ADDRESS. "A New Index of Industrial Activity,"—Col Leonard P. Ayres, Vice-President, Cleveland Trust Company.
6. PRESIDENT'S ADDRESS. Miss Margaret Reynolds.

12:30 P. M. GROUP LUNCHEON MEETINGS
Commercial-Technical; Financial

1:00 P. M. *Museum*

2:00 P. M. GROUP SESSIONS

Civic-Social; Financial; Insurance; Newspaper

2:30 P. M. *Museum Group*

4-5 P. M. *Commercial-Technical Group*

6.30 P. M. *Dinner at Chamber of Commerce—*
Terminal Tower Building.

8:30 P. M. *The Play House, 3040, E 85th*
St.—"Lady Windermere's Fan"
Informal dress.

Thursday, June 11.

8:30 A. M. BREAKFAST CONFERENCE:
Rose Room
Newspaper Group

SECOND GENERAL SESSION:
Ball Room

9:30 A. M. BUSINESS SESSION

10:00 A. M. ADDRESSES

1. "The Steel Industry in Relation to General Economic Conditions,"—Mr John Love, Industrial Editor, Scripps-Howard Syndicate.
2. "The Agricultural Situation,"—Mr O. S. Powell, Statistician, Federal Reserve Bank of Minneapolis
3. "The Money Market and its Relation to Business,"—Mr. David C. Elliott, Economist, Midland Bank, Cleveland.

12:30 P. M. LUNCHEON MEETINGS

*Civic-Social Group; Federal Reserve Librarians;
Museum Group*

1-6 P. M. *Newspaper Group—Akron Trip.*

2:00 P. M. GROUP SESSIONS

Commercial-Technical; Insurance; Museum
4 00 P. M. *Commercial-Technical Group—Visit*
to Penton Publishing Co.

Financial Group—Tea at Federal Reserve
Bank

6.30 P. M. BANQUET AND RECEPTION BY
CLEVELAND CHAPTER.

Ball Room

K. Dorothy Ferguson, Toastmistress

ADDRESS "Planning Ahead—The Use of Commercial Research,"—Mr. Randolph Eide, President, Ohio Bell Telephone Company; President, Cleveland Chamber of Commerce.

SUPPLEMENT TO SPECIAL LIBRARIES

MAY-JUNE, 1931

TRADE DIRECTORIES

Compiled by

The Committee on Trade Directories for First Purchase, of the Commercial Technical Group

THE trade directory occupies a substantial place in the rapidly developing group of special reference sources for business and industry. Perhaps only the librarian in constant touch with the average business man's reaction to these lists in all their infinite variety can estimate just how essential they are to the conduct of modern business.

Before the rise of the special library and before public libraries located in large industrial and commercial communities had even thought of specialized collections of books and information for business interests, the trade directory was relegated to some secluded corner in the factory or business office along with trade catalogs and any other stray printed matter frequently consulted in each particular type of enterprise.

Only in comparatively recent times has the public library admitted the trade directory to any equality on the reference shelves with the universally accepted reference volumes. In many libraries it is still a debatable question whether these practical aids to business should be added.

The lists submitted below are designed to help any special or public librarian interested in building up a trade directory collection and confronted with the difficult problems of selection and of how much to allow in the annual budget for such a group.

Many trade directories are expensive, sometimes almost prohibitive in price for any but larger libraries. Well-established directories, catering to large fields of industry or trade, can afford to fix their price. Many of the lesser trade directories, however, cost very little and a large number are placed, by far-sighted publishers, in libraries free of charge while other publishers allow libraries ample discounts. There seems

no fixed rule as to price or gifts and all such information quoted in this report is subject to revision.

But the initial outlay on directories is not the end of the matter nor does it even serve for a brief period of years as is the case with many reference volumes which are only revised at intervals. Trade directories are for the most part annual issues, and in an ideal collection the current issue should always be on file. Buying certain directories on alternate years and thus spreading part of their funds over a two year period is an expedient adopted by some libraries, through necessity, not choice.

The first step in assembling a collection of trade directories is to provide a background of all possible local lists, beginning with the city and telephone directories, the state gazetteer, any city or state industrial lists, local blue book or social register, local and state club and association directories, state manual and any other lists issued by state departments such as those of automobile owners, incorporated companies, county agents, teachers, etc. Many of these will be free or obtainable at small cost. General biographical reference volumes, large atlases and gazetteers can be called upon to supply their lists of wide scope. City and telephone directories of nearby large cities it is imperative to have, and as large a collection as possible of both city and telephone directories from all over the country, especially from the larger cities, should be built up through various known methods. All these resources will form a nucleus around which to build the larger collection of trade directories.

In this report four lists for first purchase of directories are submitted, the scope of each group being briefly outlined at the beginning of each list. To

say that the selections and groupings finally submitted were made in some agony of spirit is literally true. It is only due to the cordial cooperation of all members of the Committee in sending in lists of the directories they had found most valuable and important, indicating their first, second and third choices and carefully annotating many titles, that any decision could be reached. No first attempt to compile such lists could be satisfactory and these lists must merely represent the first step, a starting point from which the next Committee on Trade Directories can proceed.

In choosing the titles finally included, it became more and more plain that no one library can possibly select wisely trade directories for another, when one considers differences in geography, location and size of cities; their proximity to larger cities, big industries and large fields of natural resources; strong local and community interests, etc. One city is a port through whose harbor exports and imports come and go, another is an inland city whose central location has made it a convenient center for publishing interests, warehouses, or salesmen's headquarters, railroads have developed the shipping interest in another community; a city in the center of an oil or coal or lumber region or one which has a single highly developed type of industry is dominated by that special enterprise. The directory most highly prized by one library will lie idle on the shelf of another.

List I.

This first group includes the ten trade directories that seemed most generally used and most essential to any library. None is limited to a small field. While most librarians will admit that each of these volumes is a valuable source, in many cases the first reaction will be to miss some favorite volume which in their experience should be in "the big ten."

Ayer, N. W. and sons. *American newspaper annual and directory*. N. W. Ayer and sons, Phila. \$16.50. annual.

Kelly's *directory of merchants, manufacturers and shippers of the world*. 2 v. Kelly pub. co., N. Y. \$25.00. annual.

Market data book. G. D. Crain, jr., Chi. \$2.00 or free with subscription to Class. annual.

A directory of industrial, trade and class publications, classified by subject with valuable production and consumption statistics heading each classification.

Moody's investors' service. *Manuals of investments and security rating service*. 5 v. with weekly supplements; Government section: Bank and finance section: Industrial section: Railroad section: Public utility section. Moody's investors' service, N. Y. \$125.00. annual.

The least expensive of such services among which otherwise there is little choice. Single volumes can be purchased. The Industrial section is used most.

Official guide of the railways and steam navigation of the United States, Porto Rico, Canada, Mexico and Cuba. National railway pub. co., N. Y. \$18.00. monthly.

Official hotel red book and directory. American hotel ass'n dir. corp., N. Y. \$5.00. annual.

Rand McNally bankers' directory. Rand McNally co., N. Y. \$15.00. semi-annual.

Published in January and July. One edition a year might be sufficient. A similar volume at the same price, Polk's bankers' encyclopedia, published in March and September, is of equal value. The two might be purchased alternately.

Thomas' register of American manufacturers. Thomas pub. co., N. Y. \$15.00. annual.

United States. Congress. *Congressional directory*. Gov't printing office, Wash. Issued for each session of congress, free, from Congressmen.

United States. Bureau of foreign and domestic commerce. *Commercial organizations of the United States*. Gov't printing office, Wash. \$.60. 1929, irregular.

List II.

This second carefully chosen list of directories offers a wide selection for expansion among lists of broad scope in the larger fields of industry, com-

merce, public utilities, finance, investment, insurance, real estate, railroads, etc. Several lists of larger retail outlets are included here for early purchase, in these days when the product is so definitely seeking a market.

American book trade directory. R. R. Bowker and co., N. Y. \$10.00. irregular.

American iron and steel institute. Directory of the iron and steel works of the United States and Canada. American iron and steel inst., N. Y. \$15.00. 1930. irregular

American labor year book. Rand school of social science, N. Y. \$3.00. annual.

Lists national and international trade unions, labor conventions, labor banks, cooperative societies, etc.

American medical directory. American medical ass'n, Chi. \$15.00. bi-annual.

Best's insurance guide with key ratings. Alfred M. Best co., N. Y. \$5.00. annual.

Best's life insurance reports. Alfred M. Best co., N. Y. \$15.00. annual.

Chemical engineering catalog. Chemical catalog co., N. Y. free if returned on publication of next issue, otherwise \$10.00. annual.

Custom house guide of foreign and domestic commerce. Custom house guide, N. Y. \$5 00. annual.

Lists all ports in the United States and possessions, with classified business directories of their export and import concerns. Includes United States customs tariff.

Davison's textile bluebook. Davison pub. co., N. Y. \$7.50. annual.

Exporters' encyclopedia. Thos. Ashwell co., N. Y. \$20.00. annual.

Fairchild's list of men's wear stores. Fairchild pub. co., N. Y. \$15.00. annual.

Fairchild's list of women's wear stores. Fairchild pub. co., N. Y. \$15.00. annual.

Fitch bond book. Fitch pub. co., N. Y. \$25.00. annual.

Not necessary if Moody's or other complete financial service is subscribed to. (List I.)

Hardware age's verified list of hardware wholesalers, hardware retail dealers, manufacturers' agents, 5c, 10c and 25c stores . . . Hardware age pub. co., N. Y. \$15.00. annual.

Hayes' druggists directory and commercial rating book. Edward N. Hayes, Detroit. \$9 00 annual.

Lists and rates wholesale and retail druggists of the United States.

Insurance year book. 3 v. Spectator co., N. Y. \$20.00 a volume, \$50.00 for 3 volumes. annual.

Lists life, fire and marine, casualty, surety and miscellaneous companies.

Keane's manual of investment trusts. Financial pub. co., Bost. \$25.00. annual.

Covers the subject more fully than Moody. (List I.)

Lockwood's directory of the paper and allied trades. Lockwood trade jour. co., inc., N. Y. \$7.50. annual.

McGraw central station directory. McGraw-Hill co, N. Y. \$25.00. annual.

McGraw electric railway directory. McGraw-Hill co., N. Y. \$10.00. annual.

MacRae's blue book and Hendrick commercial register. MacRae's blue book co., Chi. \$12.00. annual.

While not so good as Thomas' register of manufacturers, (List I), this list furnishes some data not found there.

Martindale-Hubbell American law directory. Martindale's American law directory, inc., N. Y. \$25.60. annual.

One of several excellent legal directories.

National real estate directory (successor to Jackson's real estate directory). Directory press, Kansas City. \$8.50. Ed. 1, 1930.

National research council. Research information service. *Handbook of scientific and technical societies and institutions of the United States and Canada.* National research council, Wash. \$3.50. 1930. irregular.

Patterson's American educational directory. American educational co, Chi. \$6.00. annual.

Pocket list of railroad officials. Railway equipment and pub. co., N. Y. \$6 00 a year, \$2.50 an issue. quarterly.

One edition a year will prove sufficient in many libraries.

Poor's register of directors of the United States and Canada. Poor's pub. co., N. Y. \$40.00. annual.

Alphabetical and geographical arrangement.

Security dealers of North America. Herbert D. Seibert, N. Y. \$6 00. annual.

Less expensive and in some ways better than Investment bankers and brokers of America. (List III.)

Sheldon's retail trade of the United States. J. S. Phelon co., N. Y. \$5.00. annual.

Standard rate and data service. Standard rate and data service, Chi. \$30.00 a year. monthly and supplements.

Gives and keeps up to date advertising rates of United States newspapers and periodicals.

Sweet's architectural catalogues. 4 v. Sweet's catalogue service, N. Y. free.

Sweet's engineering catalogues. Sweet's catalogue service, N. Y. free.

Thomas' wholesale grocery and kindred trades register. Thomas pub. co, N. Y. \$10.00 annual.

United States. Post Office department. *Official postal guide.* Gov't printing office, Wash. \$1.50. annual, with supplements.

List III.

The third group supplements the second. Here are directories of basic industries and extensive business operations of value and merit but not so much in demand or so constantly consulted as those in the previous lists. Some of these might well be purchased in alternate years not only to conserve funds but to test their value in the individual library—the librarian will not be left long in doubt if he allows any of his directories to fall far behind the times for his public will promptly call his attention to any directory they consider too old.

The temptation was very strong to include in this list at least a number of the most used, highly specialized lists in industries of more limited scope. They are so valuable when needed and each library has favorites of its own among these lists of manufacturers of pottery, soap, glass, hats, toys, sporting goods, lists of furriers, hospitals, warehouses, etc., etc. There are hundreds of them among which each library must choose for itself. The demand of

the local public is often the best guide as to which very special trade directories should be added to the library.

Accountant's directory and who's who. Prentice-Hall, N. Y. \$10.00. 1925.

Too old to be of much value—wait for new edition.

Advertiser's rate book. Nelson, Chesman and co., St. Louis. \$5.00. annual.

Not so good as Standard rate and data service (List II) but less expensive.

American directory of collection agencies. Service pub. co., Wash. \$3.00. semi-annual, June and December.

American institute of accounts. Yearbook. Inst., N. Y. \$1.65. annual.

Useful since Accountants' directory (above) is so old.

American institute of actuaries. Yearbook. Inst., Chi. free. annual.

American library directory. R. R. Bowker co., N. Y. \$5.00. 1930. irregular.

American society of certified public accountants. Directory. Society, Wash. free. annual.

American mining and metallurgical manual. Mining manual co., Westminster, Colo. \$50.00. annual.

Expensive but valuable until new edition of Mines handbook (below) appears.

Bankers and brokers directory with list of lawyers and accountants. Williams and co., N. Y. \$7.00. semi-annual.

Includes list of transfer offices.

Bonbright's survey of power and light companies. McGraw-Hill, N. Y. \$10.00. annual.

Brown's directory of American gas companies. Robbins pub. co., N. Y. \$15 00. annual.

Bullinger's postal and shippers guide for the United States, Canada and Newfoundland. Bullinger's monitor guide, inc., N. Y. \$5.00. annual.

Buyers for export, comp. by Thomas D. Ashwell. Exporters' encyclopedia, N. Y. \$10.00. Ed. 3, 1930. irregular.

Chilton catalog and directory, a classified buyers' guide and reference book for automotive wholesalers, retailers, fleet owners, service stations, etc. Chilton class journ. co., Phila. \$5.00. annual.

- Dartnell direct advertising guide*, comp. by J. C. Aspley. Dartnell corp., Chi. \$3.00. annual.
- Lists principal producers of direct mail advertising, trade directories, house organs, etc.
- Davison's knit goods trade*. Davison pub. co., N. Y. \$6.00. annual.
- Lists manufacturers, agents, jobbers, chain and retail stores
- Davison's silk and rayon trade*. Davison pub. co., N. Y. \$6.00. annual.
- List manufacturers, jobbers, large retailers.
- Directory of rock products industry, the producers of cement, lime, crushed stone, sand-and-gravel, etc.* Rock products, Chi. \$3.00. Ed. 1, 1929-30. biennial.
- Gift and art shop buyers' directory* Andrew Geyer, inc., N. Y. \$1.00. annual.
- Hardware age catalog for hardware buyers*. Iron age pub. co., N. Y. \$10.00. annual.
- Not necessary if Hardware age's verified list (List II) is purchased. American wholesale hardware directory is much cheaper than either.
- Huff's national fair directory*. Edward L. Huggman, Camden, O. \$.25. annual.
- Includes both state and county fairs, stressing Ohio and Indiana fairs.
- Investment bankers and brokers of America*. A. C. Babize, Chi. \$17.50. annual.
- Keystone coal buyers catalog and mine directory*. McGraw-Hill, N. Y. \$15 00. annual.
- Mac's coal directory and buyers guide*. Coal information bureau, Pittsburgh. \$10.00. annual.
- McCourtie, W. E. *Where and how to sell manuscripts, a directory for writers*. Home correspondence school, Springfield, Mass. 5th ed., 1929. frequently revised.
- Marvyn, Scudder *manual of extinct and obsolete companies*. Marvyn Scudder co., N. Y. 3 v. \$25.00 a vol. 1926, 1928, 1930.
- More inclusive but more expensive than Smythe's valuable extinct securities.
- Mines handbook*. Mines handbook co., Tuckahoe, N. Y. \$15.00. irregular.
- Wait for new edition which has been promised—last edition is 1926.
- Municipal index, a yearbook for city, town and county officials*. American city magazine corp., N. Y. \$5.00. annual.
- Lists manufacturers, consultants, products and services of interest to city activities and officials of cities of 10,000 and over.
- National canners assoc. *Canners' directory and list of members of the Canning machinery and supplies association and the National food brokers association*. Association, Wash. \$2.00. annual.
- Penton's foundry list, directory of gray and malleable iron, steel, brass and aluminum foundries in the United States and Canada*. Penton pub. co., Cleveland. \$25.00. 1930-31. irregular.
- Roggenburg, I., and C. P. Keane. *Institutional holdings of securities classified*. Financial pub. co., Boston. \$35.00. biennial.
- Lists holdings of insurance companies, savings and state banks, trust companies, fraternal and benevolent organizations, large universities.
- Sheldon's jobbing trade*. J. S. Phelon and co., N. Y. \$3.00. annual.
- Southern lumberman's directory of American sawmills and planing mills*. Southern lumberman, Nashville, Tenn. \$20. 1928. irregular.
- Special libraries association. *Handbook of commercial and financial information services*. Association, Providence. \$2.00. 1930. irregular.
- United States. Census bureau. *Official register of the United States*. Gov't printing office, Wash. \$ 60. annual.
- United States. Department of commerce. Aeronautics branch. *Aeronautics trade directory*. Gov't printing office, Wash. Ed. 1, 1930. free.
- United States. Bureau of education. *Educational directory*. Gov't printing office, Wash. \$.30. annual.
- United States. Bureau of foreign and domestic commerce. *Market research agencies; a guide to publications and activities relating to domestic marketing*. Gov't printing office, Wash. \$.25. annual.

Who's who in advertising, ed. by J. J. Rogers. Harper, N. Y. \$7.50. Ed. 1, 1931.

A first but not altogether satisfactory attempt to list United States advertisers.

Wilson, W. G. *Directory of agricultural and home economic leaders*, United States and Canada. Author, Cambridge, Mass. \$15.25. annual, with supplements.

List IV.—Foreign

In this fourth group are found just a very few out of the many foreign directories and these few are largely those of quite universal scope or of our near neighbor, Canada, of England and of South America. *Kelly's directory of merchants, manufacturers, and shippers of the world*, in the list of first ten directories, of course belongs also in any first group of foreign directories. Many inland cities will find they need few foreign directories. Port cities, on the other hand, will have to have many such volumes on the shelves of their libraries but even among these cities so occupied with foreign trade there will be a great difference in volumes selected. Pacific coast cities will want different trade directories of foreign countries from those most in demand along the Atlantic coast or the Gulf of Mexico. So, here again, the imperative needs of the users of the library will guide the librarian. As this Report goes to press, an invaluable guide to the selection of foreign directories has been issued by the United States Bureau of Foreign and Domestic Commerce, *Foreign Directories*, compiled by Oscar N. Kolquist.

Baedeker's international travel book. International transportation ass'n, Wash. \$10.00. annual

Lists hotels, railroads, steamship lines, bus and truck lines, travel bureaus, airlines, warehouses, banks, etc.

Canadian trade index. Canadian mfrs' ass'n, Toronto. \$6.00. annual.

Directory of directors, list of directors of principal joint stock companies whose securities are known to the stock markets of the United Kingdom. Thos. Skinner and co., London. 25s. annual.

Financial post directory of Canadian directors and officials. McLean pub. co., Toronto. Ed. 1, 1931. \$10.00.

Financial post survey of mines, Canada and Newfoundland. McLean pub. co., Toronto. \$2.00. 1930. annual.

International banking directory. Bankers pub. co., N. Y. \$10.00. annual.

Lloyd's directory of manufacturers, merchants and shipping trades. Lloyd pub. co., London. 60s. annual.

Very similar to Kelly's directory of merchants and manufacturers. (List I)

Morris's business directory; London, suburban, provincial and foreign trade. Morris's business directory, London. 25s. annual.

Post office London directory, with county suburbs. Kelly's directories, ltd., London. 60s. annual.

Sell's national directory of large commercial houses in Great Britain and Ireland, with special export-import section. Business dictionaries, ltd., London. 12s 6d. annual.

U. S. A. bluebook of South America. P. W. Tinan, Buenos Aires. \$5.00. annual.

Lists U. S. residents, branch houses, local firms, manufacturers' representatives, clubs, chambers of commerce, etc.

Winkler's manual of foreign corporations and banks. Overseas statistics co., inc., N. Y. \$15.00. annual.

The consideration of first selections in trade directories cannot be left without some mention of the very valuable lists supplied in the pages of many business and trade papers, usually in an annual number often called a yearbook or directory number. Keeping in mind such annual issues as the *January Yearbook of Editor and Publisher*, *Sales Management's Media and reference number*, appearing each September, the *Annual issue of Chain store progress*, the *Roster number of National real estate journal*, the annual statistical issues of various automobile journals with their lists of new cars, specifications, prices, no librarian can afford to ignore the

wealth of lists and trade directories supplied in business periodical literature.

Just a word as to checking for trade directories and keeping in close touch with new publications and new issues of old ones. Good sources of current information in regard to these sometimes quite elusive volumes are: the text and advertising pages of business, trade and financial journals; the daily column in the *United States Daily* listing all new publications received at the Library of Congress exclusive of fiction and children's books; and, best of all, the *Weekly bulletin of Public Affairs Information Service*, which just recently has begun a record of new directory publications formerly listed under specific subject only under the single heading "Directories." Cumulated in the annual volumes, this record will in time perhaps take the place of that very comprehensive and still useful volume, now out of date in many entries, however, *Mailing list directory*, by Morley and Kight, published in 1924. Or perhaps libraries may still hope for a new edition of that priceless volume. The Dartnell Company has just announced that it will shortly issue a very complete *Mailing List Directory*.

In addition to the large problems of evaluation and selection of trade directories, the Committee found lesser ones of entry and imprint. Indulgence is asked not only for omissions and

inconsistencies in the selection of titles but also for errors in form of entry, details, prices, etc. Some such confusion is almost inevitable in a composite list assembled within such a short period. It is hoped that suggestions as to titles included or excluded and corrections of all kinds will be freely submitted. For final selections, for errors in judgment, for mistakes in imprint, the Chairman of the Committee takes all responsibility and again expresses appreciation and gratitude for the cordial cooperation and assistance given her by all members of the Committee.

ETHEL CLELAND, *Chairman*,
Librarian, Business Branch of the
Indianapolis Public Library.

DOROTHY G. BELL, *Librarian*,
Business Branch of the Providence
Public Library.

ANNA S. BONSALE, *Librarian*,
E. F. Houghton and Co., Phila-
delphia.

RUTH DAVIS, *Head Cataloger*,
Library of the U. S. Dept. of
Commerce, Washington.

MARY W. DIETRICHSON, *Librarian*,
Business Branch of the Boston
Public Library.

Friday, June 12.

8:30 A. M. BREAKFAST CONFERENCE:
Rose Room

Newspaper Group
—:—

THIRD GENERAL SESSION:
Ball Room

9:30 A. M. Business Session.
10:00 A. M. Address. "Labor and Unemployment,"—Mr. Whiting Williams.
10:45 A. M. Business session, annual election.
—:—
12:30 P. M. Luncheon, *Executive Board*.
Room 5.
—:—

2 P. M. GROUP SESSIONS

*Civic-Social; Commercial-Technical
Financial; Museum; Newspaper*
—:—

4:30 P. M. Scenic Drive—Visit to National Library Bindery, Art Museum, and Medical Library en route.
10:00 P. M. Board boat for Detroit.
10:30 P. M. Informal Get Together on Boat.
11:30 P. M. Boat leaves Cleveland for Detroit.

Saturday, June 13.

Detroit Day

HEADQUARTERS: BOOK CADILLAC HOTEL

7:30 A. M. Breakfast on boat.
9:00 A. M.—12:30 P. M. Visit Special Libraries (Transportation provided).
1:30 P. M. Luncheon — Grosse Point Yacht Club (\$2.00).
3:00-4:30 P. M. Sight Seeing Trip (No charge).
4:30 P. M. Garden Party, Detroit Public Library.
8:00 P. M. Theatre Party, Detroit Civic Theatre, followed by Buffet Supper (\$2.00).

¶All morning sessions are scheduled to close at twelve o'clock. All afternoon sessions at four o'clock.

¶For meeting places of the Groups, see the group programs. Each group has been assigned a specific meeting place in the Hotel Cleveland.

Group Sessions

Civic—Social Group

GRACE A. ENGLAND, *Chairman*

Wednesday, June 10.

2 P. M. ROOM 31

1. "National Unemployment Relief Statistics: the Registration of Social Statistics of the United States Children's Bureau as a source of Social Service Data,"—Mr. Raymond Clapp, Director, Cleveland Welfare Federation.
2. "Program of the Recently Organized Public Administration Clearing House,"—Mr. Louis Brownlow.
3. To be announced later.

Thursday, June 11.

LUNCHEON, 12:30 P. M. ROSE ROOM
Election of officers, and discussions of committee reports.

Friday, June 12.

2:00 P. M. ROOM 31

Subject: "A program for the Civic-Social group: Group activities."

Commercial—Technical Group

MARIAN C. MANLEY, *Chairman*

Wednesday, June 10.

12:30 P. M. ROOM 3

Luncheon meeting: Librarians of college and public business libraries

4:00 P. M. ROOM 29

Subject Heading Problems—Open discussion.

Thursday, June 11.

2:00 P. M. EMPIRE ROOM

1. Report of Group activities.
 2. "Trade and Technical Associations and the Library."
 - a. Trade Association speaker to be announced.
 - b. Library speaker—Miss Linda H Morley.
 3. "Some Aspects of Trade and Technical Literature,"—Mr. C. J. Stark, President, Penton Publishing Company.
 4. Report of Nominating Committee.
- 4.00 P. M. Visit to plant of Penton Publishing Company, publishers of trade journals and directories.

Friday, June 12.

2:00 P. M. ROOMS 27-29

Technology Round Table

Mrs. Louise Dorn, Presiding

"Subject Headings for Technical Periodicals,"

—Mr. J. E. Hannum.

General discussion.

Financial GroupVIRGINIA SAVAGE, *Chairman***Wednesday, June 10.**

12:30 P. M. LUNCHEON MEETING: ROOM 5-7

2:00 P. M. EMPIRE ROOM

1. Reports

- a. A. B. A. Exhibit Committee. Emma M. Boyer, Union Trust Company, Cleveland.
- b. I. B. A. Exhibit Committee. Virginia Savage, Halsey, Stuart and Co., Chicago.
- c. Summary of suggestions for future activities of the Group, with discussion, Josephine Curry, Redmond & Company, New York.
- d. Plan for a permanent Committee on Publications to evaluate current financial literature for the benefit of the Group. K. Dorothy Ferguson, Bank of America National Trust and Savings Association, San Francisco.

2. The "low down" on the financial publications of the year (Florence Wagner, Wall Street Journal, New York; Mildred Robie, Lee, Higginson & Company, Boston; Marion Bowman, The First National Old Colony Corporation, Boston; and others will discuss just how valuable some of the new material is, or isn't).

Thursday, June 11.

12:30-1:30 P. M.

Federal Reserve Librarians' luncheon at Federal Reserve Bank.

4-5 P. M.

Tea at Federal Reserve Bank for Financial Group and guest speakers.

Friday, June 12.

2-4 P. M. EMPIRE ROOM

1. Uniform subject headings for financial literature. Ruth G. Nichols, Federal Reserve Bank of Chicago.
2. When and where you may expect to find certain statistical information used by banks and investment houses. Sue M. Wuchter, Continental Illinois Company, Chicago.

3. What are the sources of information on foreign countries which are available in English and which are authoritative? Marie Ginsberg, Economic Librarian, League of Nations. Eleanor Cavanaugh, Standard Statistics Company, New York.
4. Election of officers.

Insurance GroupMABEL B. SWERIG, *Chairman***Wednesday, June 10.**

2:00 P. M. ROOM 26

1. Insurance Educational Work in Cleveland. Mr. Charles W. Hippard, Chairman, Educational Committee, Cleveland Life Underwriters.
2. Discussion of Pamphlet on Insurance Library. Reading of manuscript prepared by Mr. D. N. Handy, Librarian, Insurance Library Association of Boston. List of casualty insurance books. Discussion led by Miss Mildred B. Pressman, Librarian, National Bureau of Casualty & Surety Underwriters, New York. List of fire insurance books. Discussion led by Miss Abbie G. Glover, Assistant Librarian, Insurance Library Association of Boston. List of life insurance books. Discussion led by Mrs. Alice F. Fitzgerald, Librarian, National Life Insurance Company, Montpelier, Vt.

Thursday, June 11.

2:00 P. M. ROOM 26

1. Discussion on lists of books continued.
2. Report on List of Insurance Libraries. Miss Laura A. Woodward, Librarian, Maryland Casualty Company, Baltimore, and Secretary of the Insurance Group.
3. Election of officers.

Museum GroupETHELDRED ABBOT, *Chairman***Wednesday, June 10.**

1:00 P. M. Luncheon at Museum of Art.

2:30 P. M. Meeting at Medical Library Auditorium.

Speakers: Mr. William M. Milliken, Director, Cleveland Museum of Art.

Mr. Harold L. Madison, Director, Cleveland Museum of Natural History.

Thursday, June 11.

- 12:30 P. M. Luncheon at Guild Hall, Builders' Exchange Building.
 2:00 P. M. Meeting at Museum of Natural History.
 Report of Committee on a Survey of Science and Art Museums.
 Discussion.

Friday, June 12.

- 2:00 P. M., AT HOTEL CLEVELAND, ROOM 28
 Round table discussion of problems.
 Business and election of officers.

Newspaper Group

FORD M. PETTIT, *Chairman*

Wednesday, June 10.

8:30 A. M. ROSE ROOM

- BREAKFAST CONFERENCE. Mr. Ford M. Pettit, director of reference department, Detroit News, chairman of the Group, in charge.
 Subject: "Events of the Year in the Newspaper Library."
 Discussion. Report of Secretary-Treasurer.

2:00 P. M. ROOM 34

FIRST FORMAL CONFERENCE

- "The Practical Development of the Newspaper Library,"—Mr. Paul Bellamy, Managing editor, Cleveland Plain Dealer.

SYMPOSIUM: "The Cleveland Newspaper Libraries."

Mrs. Dorothy Ford, librarian, The Cleveland News.

L. Schreiber, librarian, The Cleveland Press.
 Miss Edith S. Osborn, librarian, The Cleveland Plain Dealer.

Miss Winifred Clark, librarian, The N. E. A. Service.

"The Seattle Times Information Bureau,"
 Miss Florence M. Walsh, supervisor.

"A New Alphabetic Diversion," Mr. William C. Waugh, director of the Russell Soundex System, Buffalo, N. Y.

"British Newspaper Libraries," Mr. J. J. Eaton, librarian, The Yorkshire Press, Leeds, England.

8:30 P. M. ROOMS 34-36

SECOND FORMAL CONFERENCE

- "The Function of the Newspaper Library,"
 Mr. Floyd J. Miller, publisher Royal Oak Tribunal, Royal Oak, Mich.

ROUND TABLE DISCUSSION

- a. "Indexing Newspapers," Miss Agnes J. Petersen, librarian, Milwaukee Journal.
 b. "Care of pamphlets," Miss Marie A. T. Walker, librarian, The New York Times.

- c. "Keeping a record of material issued and getting it back. What penalties are provided and are they enforced?" Mr. David G. Rogers, librarian, The New York Herald-Tribune.

Thursday, June 10.

8:30 A. M. ROSE ROOM

- BREAKFAST CONFERENCE. Mr. Joseph F. Kwapil, librarian, Public Ledger, Philadelphia, in charge. Subject: "Some New Classifications and Helps for Old." Members are requested to write out questions on classification problems and hand or send them to Mr. Kwapil.
 1.00 P. M.

Buses will leave the Hotel Cleveland for Akron to visit the plant of the Akron Beacon Journal and the hangar of the Goodyear-Zeppelin Corporation, where the U. S. Navy dirigible "Akron," the largest airship in the world, will be inspected. John S. Knight, managing editor of the Akron Beacon Journal, will welcome the visitors to his office and will speak on "The Value of the Newspaper Library." Reservations for this trip must be made through Mr. Sheridan at the Hotel Cleveland by 6 P. M., Wednesday. Return in time for the S. L. A. banquet and reception. Visitors are welcome.

Friday, June 12.

8:30 A. M. ROSE ROOM

- BREAKFAST CONFERENCE Mr. William Alcott, librarian, The Boston Globe, in charge. Subject: What is best in library equipment—desks, cabinets, floor covering, sizes and material for containers—and why?" Discussion. Miss Blanche L. Davenport, Librarian, Christian Science Monitor, will open the discussion.

2:00 P. M. ROOMS 34-36

THIRD FORMAL CONFERENCE**ROUND TABLE DISCUSSIONS**

- a. "Value of the Newspaper Library as a Maker and Saver of Money," Prof. Robert W. Desmond, Department of Journalism, University of Minnesota, Minneapolis.
 b. "Problems of Elimination," Mr. Ford M. Pettit, director, reference department, Detroit News.
 c. "Successful Ways of Obtaining Local Biographic Material and Photos," Mr. Joseph Sheridan, librarian, Akron Beacon Journal.
 d. Annual business meeting. Election of officers. Resolutions.

1909 **Special Libraries Association** 1931
Executive Board

PRESIDENT—Miss Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wis.

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Miss Eleanor S. Cavanaugh, Librarian, Standard Statistics Co., New York City.

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

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

General Office

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

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Minnie W. Taylor, Publicity Chairman, Cleveland Museum of Natural History

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Ruth Barber, Federal Reserve Bank

Genevieve Newel, Business Information Bureau, Cleveland Public Library

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Alta B. Claffin, Chairman, Federal Reserve Bank of Cleveland

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Commercial-Technical — Else L. Schulze, Proctor & Gamble Co., Chemical Division, Ivorydale, Ohio

Financial — Marguerite Burnett, Federal Reserve Bank, New York.

Insurance — Geraldine Rammer, Librarian, Hardware Mutual Casualty Co., Stephens Point, Wis.

Museum — Eugenia Raymond, Librarian, Cincinnati Art Museum, Cincinnati, Ohio.

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 Boston — Abbie G. Glover, Insurance Library Association of Boston.
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 Cleveland — All Local Chapter Members.
 Detroit — Mildred Treat, Librarian, Campbell-Ewald Co.
 Illinois — Marion Mead, Director of Research Department, Illinois Chamber of Commerce.
 Milwaukee — Erma S. Schneider, Librarian, Morris Fox & Co.
 Agnes J. Petersen, Librarian, Milwaukee Journal.
 Minneapolis — Alta I. Hansen, Librarian, Bus. & Mun. Br. Library.
 New York — Miriam N. Zabriskie, Librarian, Western Electric Co.
 Philadelphia — Deborah Morris, Librarian School of Fine Arts, University of Penn.
 E. Mae Taylor, Librarian, Philadelphia Electric Co.
 Pittsburgh — Esther E. Fawcett, School of Fine Arts, Carnegie Institute of Technology.
 San Francisco — K. Dorothy Ferguson, Librarian, Bank of America.
 Margaret Hatch, Librarian, Metropolitan Life Insurance Co.
 Washington — Elsie Rackstraw, Librarian, Federal Reserve Board.

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- Group Members
 Civic-Social — Grace England, Civics Department, Detroit Public Library.
 Commercial-Technical — Marian C. Manley, Business Branch, Newark Public Library.
 Financial — Florence Wagner, Wall Street Journal.
 Insurance — Mabel B. Swerig, Insurance Society of New York.
 Museum — Mrs. Clara H. Josselyn, Popular Library, Buffalo Museum of Science.
 Newspaper — Joseph Sheridan, Akron Beacon-Journal

Chapter Members

- Baltimore, Md. — Ella S. Hitchcock, Legislative Reference Bureau, City Hall.
 Boston, Mass. — Abbie G. Glover, Insurance Association of Boston.
 Cincinnati, Ohio — Elsie Flynn, 234 Stetson Avenue, Cincinnati.
 Cleveland — Ruth Barber, Federal Reserve Bank.
 Detroit, Mich. — Ione M. Ely, Civics Department, Detroit Public Library.
 Illinois — Joseph A. Conforti, Peoples Gas Light & Coke Co., Chicago.
 Milwaukee, Wis. — Ethel Slattery, The Three Schuster Stores.
 New York City — Marguerite Burnett, Federal Reserve Bank.
 Philadelphia — Helen M. Rankin, Municipal Reference Division, Free Library of Philadelphia.
 Pittsburgh — Esther E. Fawcett, School of Fine Arts, Carnegie Institute of Technology.
 Southern California — Marjorie G. Robertson, Bank of Italy, Los Angeles.
 San Francisco — Mrs. Amy M. Caya, California State Chamber of Commerce.
 Washington — Elizabeth O. Cullen, Bureau of Railway Economics.

Member-at-Large

Grace Stowell, Proctor & Gamble Co., Cincinnati.

Local Members

Minnie W. Taylor, Chairman, Cleveland Museum of Natural History.
 Genevieve Newel, Business Information Bureau, Cleveland Public Library.
 Ethel Quaintance, Advertising Department, Nela Park.
 Harriet H. Thwing, Cleveland Museum of Art.
 Gertrude Warnicke, Penton Publishing Co.
 Harriet Woodard, Cleveland Museum of Natural History

Travel Information, Cleveland Convention

Travel Committee

CHICAGO—Joseph A. Conforti, The Peoples Gas Light & Coke Co., *Chairman*.
 BALTIMORE—Laura A. Woodward, Maryland Casualty Co., 40th & Cedar Sts.
 BOSTON—Blanche L. Davenport, Christian Science Monitor, 107 Falmouth St.
 CINCINNATI—Grace Stowell, Procter & Gamble Co.
 DETROIT—Louise Thompson, Detroit Bureau of Governmental Research, Inc. 51 Warren Ave., W.
 LOS ANGELES—Guy E. Marion, Chamber of Commerce.
 MILWAUKEE—Agnes J. Petersen, Milwaukee Journal.
 NEW YORK—Nelle Barmore, General Education Board, 61 Broadway.
 PHILADELPHIA—Joseph F. Kwapil, Public Ledger.
 PITTSBURGH—Jessie W. Callan, 203 W. Hutchinson Ave., Edgewood, Pa.
 SAN FRANCISCO—Annette Windell, American Trust Co.
 TORONTO—Frederick A. Robertson, Hydro-Electric Power Commission Library.

RAILROAD FARES

For railroad fares see table on page 126, April issue *Special Libraries*. Toronto fares should read as follows: Toronto to Cleveland, one way fare, \$10.23, lower berth \$3.75 upper berth \$3.00, parlor car \$2.10. Chicago to Cleveland via Nickel Plate, only \$11.26.

Persons from Denver and points further west will find it advantageous to buy the summer excursion round trip fare which is approximately as follows: From Colorado points, \$60.65; from Pacific coast points, \$105.65. If the trip is made by the Nickel Plate Railroad there is a reduction of \$1.60 from all points.

DETROIT MEMBERS who are going to Cleveland by railroad may return to Detroit via Detroit and Cleveland Navigation Company. This company will accept the railroad tickets marked "reduced convention fare."

Regarding Reduced Convention Fares

The chairman of the Travel Committee has made application for special fares to the Cleveland Convention to the various passenger associations.

The following rules and regulations will apply, *provided there are 150 certificates deposited*.

1. Certificates must be requested from the agent where you buy your ticket to Cleveland.
2. Buy only a one-way ticket, anytime from June 6 to 12, 1931.
3. Deposit your certificate with the Secretary of the Special Libraries Association at Hotel Cleveland on the day of arrival.
4. If 150 certificates have been deposited with the Secretary, then you will be entitled to buy a return ticket at one-half the regular fare, anytime up to and including June 16.

Complete schedules via air, water or rail from principal cities to Cleveland are on file with the Chairman of the Committee, also at the General Office of S. L. A.

Announcements

Meetings will close promptly at twelve noon and four p. m.

* * *

It is strongly urged that hotel reservations be made beginning Tuesday night, June 9, in order to register and be in readiness for the important morning sessions on Wednesday.

* * *

Promptness in opening and closing meetings is absolutely essential in order to comply with the very full daily schedule.

* * *

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

* * *

It is reported that the Detroit Chapter plan some special stunts before the boat leaves on Friday night.

* * *

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

* * *

The Newspaper Group of S. L. A. have invited Mr. J. J. Eaton, Librarian of the *Yorkshire Post*, Leeds, England, to attend the Cleveland convention of S. L. A. and make an address on the British Newspaper Libraries. Mr. Eaton is a member of the Council of ASLIB.

* * *

The A. L. A. has supplied the General Office of the Special Libraries Association with reduced fare certificates which are available for members of the S. L. A. who are not A. L. A. members and who are planning to go to the New Haven conference. These may be obtained on application to Mrs. Mary H. Brigham, Secretary, General Office, and they will also be available at the Registration Desk during the Cleveland conference.

Our Speakers

Col. Leonard P. Ayres is of national reputation, known as a keen analyst, a statistician of rank and an authority on economic problems. He has performed notable work in connection with the statistical problems of the A. E. F. and the after-war negotiations.

* * *

Mr. Randolph Eide is not only President of the Ohio Bell Telephone Company, but also President of the Cleveland Chamber of Commerce. He speaks with authority on the subject of commercial research.

* * *

Mr. David C. Elliott, economist for the Midland Bank of Cleveland, was formerly connected with the Federal Reserve Bank as statistician and editor of its "Monthly Business Review." He is one of the most thorough students of financial conditions in the city.

* * *

Mr. John W. Love was until recently industrial editor on the Cleveland Plain Dealer, and is now connected in a similar capacity with the Cleveland Press. His daily column on industrial affairs is widely read.

* * *

Mr. O. S. Powell, statistician of the Federal Reserve Bank of Minneapolis, was recommended to the Program Committee as one of the best authorities on agricultural conditions. His presence in Cleveland at the time of the Convention is made possible by the Minneapolis bank through the good offices of Governor Fancher of the Cleveland bank.

* * *

Mr. Lewis B. Williams is a partner in the firm of Hayden Miller & Co., investment bankers, and is vice-chairman of the Federal Reserve Bank of Cleveland. We are stressing on the program, however, his close connection with, and deep interest in, the two important museums of the city.

* * *

Mr. Whiting Williams is a well known authority and an adviser to large employers on personnel and public relations. He always writes with an understanding of the laborer and his problems.

Books For Reference

[A few books from the publishers which are not strictly business books, but some of which are useful desk books. A footnote explains the initials.—Editor]

Ellsworth, William Webster. Creative Writing. New York. Funk & Wagnalls Company. 1929. \$2.00

Qualified to advise by reason of experience as lecturer, editor, author and formerly president of The Century Company, Mr. Ellsworth, with enthusiasm and forcefulness of literary style, conveys the ripe wisdom of years in chapters which relate to the joy of authorship, the value of a college education in training for creative writing; the field of poetry and of the magazine short-story; plots, characters and titles; where authors live; great books; best sellers and good writing.

As a reference book for the library shelf, its importance is enhanced by Appendices which list the leading American authors of the Nineteenth Century, the authors in the United States, and certain style rules of conservative magazines which are safe to follow in writing for the press. This book tells us there is no joy like that of creative writing, that it is worth while to try to write if one has anything in him which tells him that perhaps the power is there, finding effects in putting words together,—no day without a line

G. M. S.

Larsen, Thorleif and Walker, Francis G. Pronunciation, A Practical Guide to American Standards. Oxford University Press. 1930. \$2.50

"Good speech is an essential part of the equipment of every educated man," state the authors in the preface of this new volume on pronunciation. Taking their guidance from Professor G. P. Krapp of New York and Professor Daniel Jones of London, the authors, respectively educated at Oxford and Harvard, have tried to harmonize pronunciation of the English-speaking people. There is a readable chapter on the factor of locality in relation to good usage. A chapter on Proper Names would be of considerable value in a special library. Foreign words are also given a place and a brief bibliography completes the volume.

H. O. B.

H. O. B. Herbert O. Brigham.
G. McC. Gladys McCaskie

Mawson, C. O. Sylvester. The Secretary's Guide to Correct Modern Usage. Crowell, 1930. \$2.00.

There comes to the desk of the Editor a new edition of Dr. Mawson's handbook which was originally printed in 1926 under the title "Style Book for Writers and Editors." The volume is not only important to the secretary but to the executive himself. Dr. Mawson is well qualified for this task as lexicographer and scholar. Of English birth he came to America twenty years ago and during the World War was identified with the A. L. A. War Service. Incidentally, his volume contains a useful study of British and American forms of spelling. The volume should find its place in every special library.

H. O. B.

Taintor, Sarah Augusta and Monroe, Kate M. The Secretary's Handbook. Third Edition. Macmillan. 1930. \$3.50.

Dedicated to the secretaries of America "to whose untiring and often unheralded work the world of business owes much of its success," this publication by Miss Taintor and Miss Monroe will be a useful handbook in the special library. Originally issued in July, 1929, it has had several reprints. A special chapter on "Correct Usage in Letter Parts" will be found convenient. Chapters on the framing of resolutions and constitutions are an innovation in a book of this type, and chapters on the writing of reports, the preparation of manuscript, proofreading, indexing and citations are helpful. Under the heading "Sources of Information Useful to Secretaries" the authors have compiled a list of a hundred reference books of importance.

H. O. B.

A Reading List on Business Administration, issued by the Committee on Research, Amos Tuck School of Administration and Finance, Dartmouth College, 1930. 35c.

This short selective list of books on the major business subjects will constitute a valuable guide through the maze of business literature of the past ten years. Written from the point of view of a school of business administration, it speaks as one having authority. It is not a

G. M. S. Grace M. Sherwood.
H. B. V. H. Henry B. Van Hosen.

exhausting list of business books. It chooses some of the best books of recent years and gives brief annotations. The subjects covered are: Administration, Industrial Relations, Marketing, Foreign Trade, Finance, Accounting, Statistics, and Business Law.

Designed as an aid to Dartmouth alumni and others in assembling their libraries, this list should also prove helpful to general librarians who have "that guiltiest feeling" that something more should be done with business books in their collection, but hardly know where to begin and what to pick. The books selected by the Amos Tuck School are all so standard, no great mistake would be made in selecting any of them.

This bibliography is an interesting way of meeting the after-college-slump-in-reading. Perhaps in business administration this slump is to be more guarded against than in any other field.

G. Mc.

West, Clarence J. and Hull, Callie. Bulletin 81 of the National Research Council. Fourth Edition. Washington. 1931.

The fourth edition of this publication shows commendable progress in the field of industrial research with 1,600 laboratories listed in this edition as compared with 1,000 in the third edition. The list, arranged alphabetically, gives little concept of the range of activity of these research laboratories, but the subject classification with its groups of numbers indicating the laboratories, presents an illuminating picture of the wealth of laboratory work in this country. Metallurgy alone notes 226 laboratories; paints, oils and varnishes, 177 laboratories; iron and steel, 166 laboratories; and foods, 155 laboratories. In the field of chemistry there is a wealth of laboratory organizations and the industrial activities of the country should be notably enhanced by the addition of these 1,600 laboratories. The list does not include laboratories maintained by Federal, state and municipal governments or educational institutions. A geographical index is included in the volume and addresses of directors of research arranged alphabetically are a useful feature. The publication bears the authoritative mark of the National Research Council and is sold at \$2.00 a copy.

H. O. B.

Walsh, John W. T. The Indexing of Books and Periodicals. New York. R. R. Bowker. 1931. \$2.00.

Will be reviewed in a later issue by the Classification and Indexing Committee.

13 ★

Wykaz Drukow XV, XVII i XVII w. znajdujących się w Bibliotece Publicznej j Miasta Stołecznego Warszawy, Opracował Kazimierz Kardaszewicz. Warszawa, 1930. 320 pages.

The public library of Warsaw has acquired since its foundation (1907) about 250,000 volumes—entirely by gift. This catalog of some 3,000 older titles is arranged in ten groups: Incunabula (40 titles, none of which are Polish imprints), Polish imprints and Polonica, Latin and Greek books, French books, etc. The most extensive and useful section is the Polish list (pp. 14-148) although, even here, it is disappointing in the incompleteness of the lists of works and editions by individual authors—in fact, some of the famous Polish authors are not represented at all.

H.B.V.H.

The Amos Tuck School of Administration and Finance, Committee on Research of. Manual on Research and Reports. Baltimore. Williams & Wilkins Company. 1931. \$1.25.

The development of research, especially in colleges and universities, has caused the Committee on Research of the Amos Tuck School of Administration and Finance, Dartmouth College, to prepare this working manual. The compilers of the Manual, who do not present their names, refer to the need for appreciation of library facilities as a valuable asset in any work involving research. The committee refers to the organizations which have installed industrial libraries and employ librarians. The committee adds: "Helpful as the industrial library may be, however, it is no substitute for training in ways of finding information for oneself. The number of concerns which have such libraries is small, and the problem assigned for investigation may not be one which can readily be looked up in the books at hand." The chapter, "Gathering Information," notes source material from government bureaus, trade associations, periodicals, societies and research agencies and industrial consultants. There are also chapters on recording information, analyzing data, preparing the manuscript and preparing the report. A short chapter entitled "Guarding Against Error," refers to rechecks during preparation. Appendices include a few general guides and official material from the United States Government and the States. The book is somewhat sketchy and there are many omissions.

H. O. B.

Classification and Indexing

Louise Keller and Emilie Mueser, Department Editors

Advisory Council:

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

Classification is a live subject and the minor differences of opinion only intensify the keen interest which classification creates. We trust our readers will share in the discussion.

Editor.

Engineers on Bibliography and Classification

An eager concern on the part of technical men to find adequate means of orientation among the enormous accumulation of literature in their field is sometimes reflected in articles by them on library organization in technical periodicals. No matter what the particular writer has on his mind, these articles as a rule contribute something of value to the subject, which can't always be said to be true of what one reads in librarians' publications, any librarian will admit. These comments written by someone directly concerned with the subject, have a definiteness that does one good after a perusal of librarians' periodicals.

A typical article of the kind is found in "Power" for June 12, 1928, pp.1067-1068. Its title is "Post-college training for engineers," and the author is Mr. Thos. M. Gunn. In discussing how engineers may keep and expand the knowledge acquired in their training, especially in cases where a man is not able to work in his chosen field. Mr. Gunn makes the suggestion that they use decimal classification for their own notes. He also points to ways of expanding Dewey, evidently being ignorant of the Brussels expansion (the Classification décimale universelle). He shares the opinion of a German engineer, Herr Hesse, writing in *Telegraphen-und Fernsprech-Technik* for Mar. 30, 1930 (pp. 78-82), that current scientific and technical literature might most advantageously be classified at the publishers and enormous expenses and duplication of work would be eliminated. Herr Hesse even thinks the time will come when writers themselves will supply their products with decimal class numbers. He praises the Classification décimale universelle and gives detailed graphs of the expansion of 621.39, electric distance communication, which make a good illustration both for those who want to find out about it for themselves and for any one wishing to

introduce others to the system. Mr. Hesse even visualizes the time when the Universal Decimal Classification will become so universally used that anyone will be familiar with decimal numbers as a sort of intellectual shorthand. No matter in what language a piece of printed matter is written, a person will then know at a glance whether the contents is of interest to him or not, when it bears the decimal number. Thus unnecessary translation would be avoided, and unnecessary reading would be eliminated, in the many cases where a title does not give an accurate indication of the contents.

Revista de obras publicas, published in Madrid, has an article in its issue for October 1, 1928 called *La classification de documentos tecnicos segun el sistema decimal*, by F. Espino (pp. 347-349) calling the attention of technical men to the necessity of following each successive step of advancing technology. This is done most satisfactorily through periodical literature. He finds the classification *décimale universelle* the most adequate system for classifying this material.

A development peculiar to bibliography of scientific and technological literature is the printed "index" card. Bibliographic activity within this youngest field of literature is more feverish than in any other, with the push of commercial and industrial competition back of it.

Revue générale de l'électricité for April 12, 1930 (pp. 593-598) has a very interesting article on *Le service de documentation de la Compagnie de Produits chimiques et électrométallurgiques Alais, Froges et Camargue*.

The highly organized indexing activity of an important industrial concern is here described in detail. Five sources of material for the indexing are taken up separately: periodical publications, patents, publishers' catalogues and announcements, test reports and books, including those of other libraries. The indexing of patents is given special attention, and this index is kept separated from the others. The general divisions of *Classification décimale universelle*, and its schemes for chemistry, mineralogy, mechanical engineering, heating

and miscellaneous minor divisions are used, but applied chemistry has been developed in the library, and new subdivisions are constantly introduced in the other classes. An important expansion has been made for aluminum, the principal product of the concern. The writer says that results gained during ten years have proved the value of the indexing, which now occupies three engineers, one librarian and several stenographers and typists. He stresses that the system is not held up as a model, feeling sure that many other ways might be found to reach just as good a result and that such a system might not even be advantageous under different circumstances. Still we think this article would be of much interest to anyone concerned with similar problems. It is very inclusive, and clearly written.

Those not having read "Why the Science Library adopted the Universal Decimal Classification," in *Library Journal* for Dec. 15, 1930, should do so. If anyone should wish to find out more about this excellent expansion of the D. C. to which unfortunately the English copyright has not been granted, although it is translated partly or in full into other languages, there are articles by Dr. Bradford in the *Engineer*, for 1928, pp. 176, 357 and 685

The same periodical for Nov. 15, 1929, p. 527, comments on a reference index of technological literature, *Mededeelingen van het Nederlandsch Instituut voor Documentatie en Registratuur*. The *Engineering Index* and the similar German publication, the *V.D.I. Literatur-Karteien* are discussed by an engineer, Herr Voss, in *Electro-technische Zeitschrift*, Sept. 25, 1930 in an article called *Wertsteigerung und Literaturnutzung*. Other current technological bibliographies are also mentioned. An article in *Teknisk Tidskrift* (Swedish), April 26, 1930 also recommends the use of card indexes to current literature, and the Mexican *Ingeniera*, Dec. 5, 1929 reports that enthusiasm was aroused among engineers in that country when the *National Engineering Faculty* decided to subscribe to card-service résumés of technical literature.

Rural and Urban Sociology—Further Thoughts

In the April issue of *SPECIAL LIBRARIES* we gave our ideas as to the place in Dewey which might be assigned to rural and urban sociology when it was desirable to keep these two aspects of social work in close proximity to one another. One of our readers thinks differently on this point and has been sufficiently interested to share the thought with us.

We quote from the letter, following it with a further statement of our own preference.

"I have read your material and suggest that you recommend to your questioner a reference to Miss Claribel Barnett of the U. S. Department of Agriculture.

Surely 308 is altogether too miscellaneous and the rural problem is largely tied up with agricultural life and is a subject of considerable literature by the U. S. Department of Agriculture.

Urban sociology has been in the past principally a question of social surveys and similar undertakings. Possibly an enlargement of 323 might afford an opportunity to place urban life in this classification, although technically 323 is a subdivision of political science."

In regard to the new suggestions, we should like to say that after having given the matter thorough consideration, we stand by our original recommendations.

Miss Claribel Barnett would undoubtedly offer valuable information about rural sociology, but the question of urban sociology would be somewhat outside her sphere.

We admitted in our original answer that 308 in Dewey is a miscellaneous number. Since this question of combining rural and urban sociology would require a general place, and not a one-sided place, a miscellaneous number seems the best possible solution if one is following Dewey. Brussels plainly includes both sides of the question in 308, though 308 in Brussels has a slightly different content than in Dewey, and more specifically provides for material of this sort.

In regard to the third suggestion, 323 seems much less desirable than the more general and miscellaneous 308. In the first place, it is offered as a possible number for urban sociology only, while the inquirer is anxious for a number to include both rural and urban material. In the second place, 323 is decidedly a political science number, though the term in the Dewey heading may seem to indicate a more general scope. Taken by itself, this heading is, in fact, slightly misleading. After consulting with various expert classifiers, this number has been ruled out as a possibility because the question of rural and urban sociology is, in their opinion, economic as well as political. It is a general problem in the social science field, somewhat allied to social surveys, but not necessarily so formal as to presentation. We did not for this reason include 309.1 as a serious possibility

Digest of Business Book Reviews

Compiled by the Staff of the Newark Business Branch Library

Durand, E. D. American industry and commerce. Ginn, 1930. \$4.00.

"The book should be judged primarily as a work on economic interpretation and economic philosophy." Royal Meeker. American Economic Review, March, 1931, p. 105. 825 words.

"The more recent economic developments, international comparisons, and the interrelations of various economic activities are stressed in this book." Management Review, November, 1930, p. 389. 45 words

"The author has written an excellent book on his subject, systematically treating income and standards of living, economic progress and population, natural resources, manufacturers, transportation, communication and trade." Nation's Business, February, 1931, p. 78. 100 words.

Filene, E. A. Model stock plan. McGraw-Hill, 1930. \$2.50.

"The base for the plan is the department store but the author believes that the principles are applicable to all retailing." R. L. Smitley. Business Briefs, November, 1930, p. 151. 140 words.

"It will give the student of merchandising a philosophy of retailing that will illuminate his thinking." Journal of Retailing, January, 1931, p. 122. 170 words.

"The book points the way to increased profits through advanced and scientific merchandising and distribution." System, February, 1931, p. 133. 55 words.

Frederick, J. G., editor. Philosophy of production. Business Course, 1930. \$4.00.

"This book has most of the merits and defects of any symposium. Each contributor is well known in his own line, and several have achieved world-wide fame; hence their words command careful attention." Royal Meeker. American Economic Review, March, 1931, p. 140. 370 words

"It is a forward-looking book . . . but it is too general. It approaches the problem from the standpoint of all industry." Class and Industrial Marketing, January, 1931, p. 116. 346 words.

"In this book the attempt is made to get at the deepest question of all—why, and whither."

H. P. Dutton. Factory and Industrial Management, December, 1930, p. 1183. 325 words.

Hanson, A. W. and Coffman, P. B. Problems in auditing. McGraw-Hill, 1930. \$6.00.

"One would need many years of field work before meeting all the situations introduced in these cases . . . The student is taught to think through a situation, to analyze its component parts and to combine it all into a logical and sound answer." W. S. Krebs. Accounting Review, September, 1930, p. 273. 424 words.

American Accountant, July, 1930, p. 328. 400 words.

Certified Public Accountant, February, 1930, p. 63. 245 words.

"This volume may be considered as a companion to Professor Walker's in the Harvard curriculum, and is devoted entirely to the problems arising in making an audit." W. H. Lawton. Journal of Accountancy, May, 1930, p. 386. 561 words.

Hepner, H. W. Psychology in modern business. Prentice-Hall, 1930. \$5.00.

"The book shows how modern psychological knowledge can be applied to the many problems that call for adjustment throughout business." Advertising and Selling, September 17, 1930, p. 77. 42 words.

"Having thus indicated the general nature of the problems of business psychology, the author develops his thesis under six chief divisions." F. A. Fall. Credit Monthly, October, 1930, p. 42. 440 words.

"His book should be of real assistance to the executive and the student of commerce, for it suggests methods of analyzing and influencing employees, customers, and associates." Journal of Retailing, January, 1931, p. 122. 180 words.

"To this reviewer the book seems lacking in a point of view or attitude toward the problem of human relations in economic life." Ordway Tead. Management Review, March, 1931, p. 95. 530 words.

Huebner, G. G. and Kramer, R. L. Foreign trade principles and practices. Appleton, 1930. \$5.00.

"This product of the Wharton School of the University of Pennsylvania is a complete treatise on foreign trade, and is destined to

become a deskbook in constant use by both exporters and importers." *F. A. Fall Credit and Financial Management*, March, 1931, p. 42. 600 words.

"This volume . . . is by far the most comprehensive discussion of the subject that has come off the press in recent years." *Nation's Business*, February, 1931, p. 78. 120 words.

"Includes information regarding the new tariff and changes brought about by the Customs Service Act." *System*, March, 1931, p. 215. 40 words.

Mead, E. S. Corporation finance. Appleton, 1930. \$4.00.

"The text is one primarily for the use of advanced students in corporation finance." *W. F. Gibbs. Accounting Review*, March, 1931, p. 78. 500 words.

"The volume contains information of special value to bankers and business men." *American Bankers Association Journal*, February, 1931, p. 730. 110 words.

"The revised sixth edition of the best known book on this subject . . . The chapter on consolidations of companies is especially up-to-date and worthy of consideration." *R. L. Smitley. Business Briefs*, December, 1930, p. 235. 125 words.

"The first section deals with normal corporate activities, the second with the more technical subjects of expansion and reorganization." *John Carter. Forbes*, December 15, 1930, p. 60. 40 words.

"The author has completely revised his authoritative study of this subject and has added much new material." *System*, January, 1931, p. 50. 60 words.

Reed, H. L. Federal reserve policy, 1921-1930. McGraw-Hill, 1930. \$2.50.

"His presentation is little concerned with the basic ends of policy; it is chronological and episodic rather than analytical . . . It tends to obscure the underlying banking theories which motivate the Board's specific policies." *L. B. Currie. American Economic Review*, March, 1931, p. 162. 1060 words.

"The book is divided into six chapters, each one containing a critical analysis of the Federal Reserve policy during a certain period." *Bankers Magazine*, December, 1930, p. 937. 260 words.

"A careful, detailed, and critical analysis of the efforts of the Federal Reserve System to adapt and adjust its policies to meet changing business and economic conditions." *Bankers Monthly*, April, 1931, p. 251. 50 words.

"This volume . . . is designed to inform the reader of the salient forces which have moulded the Federal Reserve policy since the depression of 1921." *Frank Parker. Management Review*, March, 1931, p. 94. 260 words.

Sanders, T. H. E. and Coffman, P. B. Problems in industrial accounting. McGraw-Hill, 1930. \$6.00.

"The object of the book is to provide a number of instances or examples, classified and arranged so as to exhibit the underlying working of certain principles." *A. H. Church. Accounting Review*, September, 1930, p. 269. 1088 words.

"When this volume is combined with the text previously published by the same author, there results an outstanding contribution to accounting literature." *American Accountant*, August, 1930, p. 376. 540 words.

"The book is a series of case studies of cost accounting applied to a large number of industries . . . and states each problem from different points of view, using arguments for and against various suggested methods." *W. J. Greenwood. Journal of Accountancy*, March, 1931, p. 230. 350 words.

Sanford, E. R. Applied accounting principles. Crowell, 1931. \$4.50.

"A logical order of development has been followed, and the pages of the text are replete with illustrative forms." *American Accountant*, March, 1931, p. 90. 330 words.

"Its special strength seems to lie in the clearness and detail with which it tells how to meet the numerous situations met by the accountant." *H. P. Dutton. Factory and Industrial Management*, April, 1931, p. 639. 100 words.

"The text is generously illustrated with six forms which familiarize the student with the technique so essential in the proper presentation of facts and figures." *Industrial Digest*, March, 1931, p. 31. 145 words.

"To a beginner in the study of bookkeeping one may safely recommend it provided that the student use it only for its intended purpose and not as a textbook in English." *F. W. Thornton. Journal of Accountancy*, April, 1931, p. 306. 480 words.

Schell, E. H. Technique of executive control. McGraw-Hill, 1930. \$2.00.

"This third edition has added a series of questions in connection with the problems interspersed throughout the text." *Bulletin of the Taylor Society*, June, 1930, p. 195. 77 words.

"Simple, practical, and sound, the book has found a wide use among executives, detail executives, and foremen." H. P. Dutton. *Factory and Industrial Management*, April, 1930, p. 843. 40 words.

Secrist, Horace. Banking ratios. Stanford University Press, 1930. \$10.00.

"It is an unusually comprehensive analysis of the business of banking and is designed primarily to serve as a reference work." *American Bankers Association Journal*, February, 1931, p. 731. 140 words.

"The study is a careful analysis of the results of operations of national banks, by cities, for the entire country, and of the individual member banks in the Twelfth Federal Reserve District and in California." *Bankers Magazine*, November, 1930, p. 795. 305 words

"The findings are stated in the form of generalizations and supported by detailed analyses." *Bankers Monthly*, November, 1930, p. 57. 240 words

"This book of Dr. Secrist, formerly Professor of Economics and Statistics, and Director of the Bureau of Business Research of Northwestern University, is a disinterested piece of research work for the purpose of determining and measuring the outcome of bank operations." Frank Parker, *Management Review*, January, 1931, p. 30. 320 words.

Stronck, H. N. and Eigelbrener, J. Bank loan management. Rand McNally, 1930. \$5.00.

"Its nineteen chapters are a presentation of principle and methods governing the detailed operations of a bank in making and administering every type of loan." *Bankers Magazine*, December, 1930, p. 938. 440 words.

"Comptroller of the Currency Pole characterizes the book, in his foreword, as 'a technical and scientific production suitable as a handbook for bankers of all classes.'" *Bankers Monthly*, November, 1930, p. 57. 315 words.

Surrey, R. W. Copy technique in advertising. McGraw-Hill, 1930. \$4.00.

"Everything helpful or essential is contained in this interesting book." *Dartnell Reference Index*. 120 words.

"It is difficult to conceive of a printer reading this volume thoughtfully without benefiting immeasurably through a better understanding of how forceful, salesmaking advertising is created." *Inland Printer*, February, 1931, p. 64. 290 words.

"Being practical, this book is bound to be appealing to the veteran as well as to the advertising cub." *Lefax*, January, 1931, p. 27. 200 words.

"Experience gained through years of active advertising makes this book a valuable and practical help to all copy-writers." *System*, February, 1931, p. 132. 75 words.

Taylor, J. B. and Miller, H. C. C. P. A. problems. McGraw-Hill, 1930. \$5.00.

"The value of the book would have been greatly enhanced had the authors devoted a section of the work to a series of questions and problems illustrating the application of the various articles contained in the income tax regulations." H. T. Chamberlin. *Accounting Review*, September, 1930, p. 265. 360 words.

"Since problems and questions have their value both from the view-point of the practitioner who is reviewing in order to take the C. P. A. examinations and from the standpoint of the student, there is a definite place for this book." *American Accountant*, June, 1930, p. 282. 560 words.

"While this book is intended primarily for the university student during college years, he will do well to add it to his permanent working library." W. H. Lawton. *Journal of Accountancy*, May, 1930, p. 383. 407 words.

American Accountant, February, 1931, p. 61. 375 words.

Wagemann, Ernst. Economic rhythm. McGraw-Hill, 1930. \$3.00.

"The book is well annotated, and includes a valuable bibliography." W. A. Paton. *Accounting Review*, March, 1931, p. 75. 1500 words

"Considerable degree of attention is devoted to the well-known forecasting services of this country." H. L. Reed. *American Economic Review*, March, 1931, p. 190. 600 words.

"This book makes available a thorough and comprehensive review of business cycle theory and advanced methods of forecasting." *Automotive Abstracts*, December, 1930, p. 305. 55 words.

"In addition to presenting a complete survey of the methods used, both here and abroad, in analyzing the march of business, this book develops a new technique of forecasting." *Bankers Monthly*, April, 1931, p. 251. 55 words.

"The international aspect is stressed rather than the local." R. L. Smitley. *Business Briefs*, October, 1930, p. 71. 125 words.

"The discussion is remarkably concise, interesting, well organized, and authoritative. An important book." H. P. Dutton. *Factory and Industrial Management*, November, 1930, p. 975. 140 words.

Wallace, B. B. and Edminster, L. R. International control of raw materials. The Institute of Economics of the Brookings Institution, Washington, D. C. 1930. \$3.50.

"Their report indicates, by means of an analysis of typical cases, the objects, methods, and results of this control. The policy of our own country in regard to our raw materials, and also concerning restrictions imposed by foreign countries, is fully described." F. A. Fall, *Credit Monthly*, September, 1930, p. 42. 476 words.

"The economic study presented in this volume is most illuminating and significant." *India Rubber World*, July, 1930, p. 73. 155 words.

"The book is not burdened with tiresome statistics, but is entertainingly written in a clear, direct manner, materially aided by the use of italics for leading points in the outline, which are then amplified." *Industrial and Engineering Chemistry*, August, 1930, p. 917. 440 words.

Whyte, John and Otte. F. R. Letters that collect. Prentice-Hall, 1930. \$5.00.

"The authors have approached the collection of accounts from the standpoint of 'selling' the customer on the necessity of paying his bills and paying them promptly." *Dartnell Reference Index*. 120 words.

"Contains 500 collection letters which have consistently produced favorable results." *Advertising and Selling*, November 12, 1930, p. 84. 35 words.

"The psychology of selling is combined with that of collecting." R. L. Smitley. *Business Briefs*, November, 1930, p. 151. 100 words.

"This volume presents new solutions to the collection manager's problems." *System*, February, 1931, p. 132. 55 words.

The Business Library

"The most essential requisite of a business library is its simplicity . . . an arrangement of books, easily locatable, and pamphlets and clippings which can be found as readily as filed, can be the result only of a carefully thought-out system adapted to the particular needs of the library in question." *Office Economist*, April, 1931

Research in Public Administration

The Advisory Committee on Public Administration of the Social Science Research Council asked Professor John M. Gaus of Wisconsin to make a survey of the current status of research in public administration. Professor Gaus' document, issued as a mimeographed publication of 143 pages, avoids crossing into the territory covered by Dr. Ogg's report, "Research in the Humanistic and Social Sciences," Dr. Willoughby's "General Survey of Research in Public Administration" and the two annual volumes which have thus far appeared on "Current Research in Law" issued by the Institute of Law.

Dr. Gaus presents an opening chapter on "The General Background of Public Administration in the United States. In the second chapter, entitled "The Staff Regulatory and Advisory Functions of Government," Dr. Gaus pays tribute to the development of staff assistance which is being supplied to the legislatures in the technique of legislation. He notes the pioneer work of Parkinson and Chamberlain at Columbia University, of Charles McCarthy in the Legislative Reference Library at Wisconsin, the work of Freund of Chicago on legislative standards, the compilations of Luce on legislative organization and procedure and the work of Mr. E. L. Bennett of the Cincinnati Municipal Reference Library on standards of legislation. Mention is made of the legislative reference library as a factor and a paragraph is devoted to the Legislative Reference Service of the Library of Congress.

The close kinship of the reference library to legislative investigations is noted by the author and the establishment of investigations without special legislative authorization is presented. The work of the Federal Government in connection with investigations is given a place and the "staff agencies of the Federal Government," a phrase first employed by Dr. Willoughby, is commented upon. Other chapters are devoted to "Organized Public Officials and Functional Groups," and "Semi-public Organizations Engaged in Studies of Public Administration." The work of universities is given prominence and a final chapter links together the ideas expressed in the previous chapters. This last chapter is somewhat discursive and lacks the definite conclusion of the early portion of the document.

Associations

"ASLIB"

ASLIB Information, the Bulletin of the Association of Special Libraries and Information Bureaux, presents its seventh number in March, 1931, and within this small compass a vast amount of information is condensed. The Association is planning a group of Public Meetings organized by the Local Correspondent. Under this auspices a meeting was held at Leeds, Yorkshire, on February 3d. Mr. W. B. Woodhouse presided and explained the object of the Association and its relation to trade and industry. Professor J. H. Richardson and Mr. A. N. Shimmin of Leeds University, supported the work of the Association and stressed the need of adequate trade information. Dr. R. S. Hutton, Chairman of *ASLIB*, showed how the Association brought together experts who pooled their experience.

Another local meeting was held on February 10th at the Textile Institute, Manchester. Dr. Withers, of the British Cotton Industry Research Association, presided. Dr. Hutton was the principal speaker on the program and suggested the value of making a study of research salesmanship. Among those present were Mr. A. R. Thomson, the American Consul at Manchester.

There was a joint meeting of *ASLIB* and the Library Association on March 25th. Among the speakers were Mr. A. R. Stock, Librarian of the Institution of Mechanical Engineers, who discussed "George Stephenson's Institute and its Library." Brigadier-General Magnus Mowat, C.B.E., presided.

It was announced in the Bulletin that the next meeting of the Association will be held at Lady Margaret Hall during the week-end commencing Friday, September 18th.

The Bulletin also contains a brief list of amendments and additions to the *ASLIB* Directory.

Baltimore

The Baltimore Chapter held a dinner meeting Monday, March 30th. Miss Elizabeth O. Cullen of the Bureau of Railway Economics, Washington, D. C., gave a talk on the Science of Bibliography, and Mr. Edgar Ellis of the *Baltimore Sun* described the library of the Sun Information Service. There is much interest in the activities of the Chapter, regular attendance at meetings and several prospective members.

On April 25th Washington librarians came to Baltimore to visit the Welsh Library, the Library of the Baltimore Bar, the Baltimore Museum of Art, and the beautiful grounds and specially designed buildings of the Maryland Casualty Company. At the dinner which closed the afternoon of pleasure, Mr. Joseph R. Wheeler, Librarian of the Enoch Pratt Free Library, discussed the new Public Library.

Boston

The Boston Chapter met at Schraff's on West Street, on Monday evening, April 27, 1931, in a joint dinner and meeting with the Boston Group of Catalogers and Classifiers. Sixty-two persons were present at the dinner and eighty-one attended the meeting which followed.

After a speech of welcome by Miss Lucas, Chairman of the Catalog group, President Glover opened the business meeting of the Boston Chapter. The secretary's and treasurer's reports were read and accepted and Miss Glover spoke a few words on the Cleveland convention.

Mr. Stebbins, chairman of the nominating committee presented the following slate of nomination for 1931-1932, to be voted upon at the May meeting.

President: Loraine A. Sullivan, Executive Assistant Special Libraries Department, Boston Public Library; Vice-President: Raymond L. Walkley, Librarian, Tuft's Coll.; Secretary-Treasurer: Elizabeth S. Downes, Librarian, Boston University School of Education; Assistant Secretary-Treasurer: Mildred E. Robie, Librarian, Lee, Higginson & Co.; Executive Committee Members: Blake Beem, Reference Librarian, Boston Medical Library, Abbie G. Glover, Asst. Librarian, Insurance Library Association.

President Glover concluded the business meeting with an announcement that the next and annual meeting of the Boston Chapter would be held on May 25, at the Administration Library of the Boston School Committee.

Miss Lucas presided over the business meeting of the Boston Group of Catalogers and Classifiers, at which the officers for the ensuing year were nominated and elected.

Mrs. Maynard, Vail Librarian at Massachusetts Institute of Technology, opened the joint program with an exceptionally fine talk on the application of the research spirit to the

library profession, especially in reference to bibliography and subject heading work.

Mr. Cutter, of the Baker Library at Harvard School of Business Administration, spoke on the value of his business classification which will enable one to bring out the subject by letter notation, the geographical division by figures; and the industrial viewpoint by figures preceded by a colon. He closed his address with a plea for library publicity outside of the usual library publications.

Mrs. Maynard announced the publication of the Electrical Engineering bibliography which is soon to appear.

Miss Lucas extended her thanks to both groups and the meeting was adjourned at 9.50

Cincinnati

The Cincinnati Chapter held its March meeting at the University of Cincinnati's new library and the Ohio Historical and Philosophical Society library.

Dinner was served in the staff room of the University and the members later went to the Ohio Historical and Philosophical Society library for a business meeting. At the conclusion of the meeting the members examined the treasures of both library. The Historical library is a very interesting one, founded February 11, 1831 at Columbus and is a private organization.

This Library boasts of some very valuable and rare books and papers relating to Ohio and Cincinnati. Some of the treasures are: The first newspaper in the Northwest Territory, "The Sentinel," 1793; The first book published in Cincinnati "The Laws of the Northwest Territory," 1796; the first Cincinnati Directory and a complete set to date; The Thomson collection of books on Ohio, all beautifully bound and other special collections. A large collection of newspapers, including the only copy in the city of the first volume of the "Enquirer," 1841. The Enquirer recently bought the Commercial Tribune, the other morning paper in Cincinnati, and gave this Library about 700 volumes of the Commercial Tribune.

The University library is also interesting, possessing everything that is possible in comfort and convenience in a college library. It has been cleverly arranged, some of the decorations being very striking. Several unusual ones are the use of the old Printer's colophons as decorations in the halls and the ancient inscriptions on the chandeliers. One study hall has four of these inscriptions each in a different language.

The April meeting of the Cincinnati Chapter was held at the Cincinnati Art Museum, Miss Eugenia Raymond acting as hostess.

Dinner was served in the Art Museum dining room. After dinner Miss Grace McCann, Curator, spoke on the Emery collection, calling attention to the special characteristics and merits of these gems and many others in the Art Museum.

The business meeting was held in the library which is a very interesting collection of books, pictures and pamphlets now being reclassified.

Miss E. Gertrude Avey, President, appointed Mrs. Mary Condit, chairman of the nominating committee to present the candidates for the officers for the coming year. Election of officers will be held at the May meeting.

* * *

The Cincinnati Chapter held their May meeting at Mariemont Inn on Monday, May 11th

May 12th the Chapter was four years old. Four years ago Miss Grace Stowell, Miss E. Gertrude Avey, Miss Virginia Hickman, Miss C. Edythe Cowie, Miss Eva Kyte, Miss Elsie M. Flynn, Miss Etheldred Abbott, Miss Anne Mackay, and Mrs. Lillian Gruber, met at the Procter & Gamble Co. Library, Gwynn Bldg., and decided to form a Special Libraries Association. Miss Grace Stowell was the first President. Today the organization numbers 42 active members.

The Chapter had their annual election of officers and selected the following: Miss C. Edythe Cowie, President, Mrs. Lillian Gruber, Vice-President, Miss Margaret Downing, Secretary and Miss Katherine Strong, Treasurer.

Miss Cowie appointed the following committees for the coming year, Program Committee, Mrs. Mary Condit, Miss Mary Moss and Miss Ella Reik; Membership, Miss Elsie M. Flynn; Current Events, Miss Elizabeth Stewart.

The next meeting will be a picnic at Avey Acres (Miss Avey's farm) at Clermont County, Ohio, on June 20th.

Illinois

The April meeting of the Illinois Chapter of the Special Libraries Association was held Saturday afternoon, April 18, in the Crystal Room of Marshall Field & Company. There were thirty present at the luncheon.

Mr. Conforti, the president, took charge of the meeting. He suggested that the minutes of the last meeting stand approved according to copies mailed to all members unless there was some omission or addition to be made.

The National Membership drive was mentioned and members asked to change their membership from associate to active where possible and secure the added advantages—a vote in the National organization and the S L. A. magazine.

The chairman of the nomination committee, Miss Rawls, presented the following names to be voted on at the next meeting:

Miss Marion Mead, President
 Librarian, Illinois Chamber of Commerce
 Miss Etheldred Abbot, Vice-president
 Librarian, Ryerson and Burnham Libraries
 Mrs. Mary Wells, Secretary-treasurer
 Librarian, National Safety Council

Mr. Conforti introduced the speaker of the day, Mr. O. W. Smith of Marshall Field & Company. Mr. Smith talked on the character and personality of Mr. Marshall Field and his influence on the store which bears his name.

After the meeting adjourned, members visited the Employees' Library of Marshall Field & Company.

The final meeting of the season was a dinner meeting at the Merchandise Mart on Thursday, May 28, at 6 p. m. Later the members visited the studios of the National Broadcasting Station on the twentieth floor of the Merchandise Mart.

Milwaukee

The second regular meeting of the Milwaukee Chapter was held on March 10, in the library of The Three Schuster Stores, with the president, Miss Ethel Slattery as hostess. Dinner and business meeting at the City Club preceded the visit to Schuster's Library.

Miss Slattery gave a very interesting description of the functions of a department store library, bringing out the fact that it is a library for the store employes, and showing the important part the library plays in the personnel work of the store.

In addition to her work as librarian, Miss Slattery is the editor of the store magazine, K. I. T. The contacts made in collecting material for K. I. T. are splendid opportunities for offering library services.

Twenty-three members and guests were present.

Twenty-seven members and guests of the Milwaukee Chapter were present at the dinner and business meeting at the City Club on April 14. They were joined later at the library of The Milwaukee Electric Railway & Light Company by five members who could not attend the dinner.

Since the function of The Milwaukee Electric Railway & Light Company library is so similar to that of Schuster's library, Mrs. McClure talked mainly on the operation of her library and the close tie-up which it has with the educational work of the company. Since the educational program attracts some four thousand employes to classes on job training and related subjects, the library has an excellent field for labor.

This library is very important also, as a source for reference material and engineering studies.

At the close of the meeting the guests were invited to inspect the psychological laboratory of the educational department, where selection tests are given to men applying for jobs as trainmen, substation operators, bus drivers, linemen, troublemen, and trade-apprentices.

* * *

The Milwaukee Chapter met for dinner at the Blatz on Tuesday, May 12. After dinner the members visited the Municipal Reference Library as guests of Richard E. King, librarian and Ellen Terry, assistant librarian.

New York

The April meeting of New York Special Libraries was held Monday, April 13. The members gathered about one hundred and fifty strong for dinner at the Rockaway Restaurant, West 42nd Street, at 6 P. M. A little surprise was brought to the assemblage when a radio was turned on and everyone was given the opportunity of hearing one of the members, Miss Esther Johnston, give a brief talk over WNYC on the subject, "The Library and the Family."

After dinner everyone gathered in the novel lobby of the News Building, and then, through the courtesy of Mr. Maurice Symonds, Librarian of the Daily News, groups of twenty were arranged and taken over the several floors of the Daily News plant.

From this adventure they gradually collected in the quarters of the Museum of Science and Industry on the fourth floor of the same building, and it was with an effort that people tore themselves away from the fascinating color exhibit and other displays, as well as the library, which is under the direction of Miss Vera Dodge, to finally gather in the main auditorium for the program of the evening.

Miss Marguerite Burnett, President of the Association, presided and after a few words of greeting introduced Professor Charles R. Richards, Vice-President of the Museum, who

briefly pointed out the aims and purposes of museums of the type of this one. Then, with the help of stereopticon views, he described four of the large museums in Europe. Bringing us back to our own country he spoke briefly about the Rosenwald Museum in Chicago and the Franklin Museum in Philadelphia. He finished his talk by giving a clear picture of the plans and hopes of the museum in New York which has only recently moved into its present quarters at 220 East 42nd Street and where it is hoped that all the exhibits will be opened to the public by this fall. He closed his talk with a plea for the good will and support of all business librarians towards the success of the museum.

Miss Elizabeth Onativia, who has established her own clipping bureau, was the other speaker of the evening. She spoke briefly on "How to Read a Newspaper" stressing such points as the importance of reading between the lines; reading the paper as a serial, or following through from day to day in order to get all the news on any one story; comparing the same story in different papers in order not to get a biased view; and the value of scanning the whole paper so that one would not miss small items that are often important news.

Miss Rankin made a short announcement on the progress of the new Directory of Members. Miss Burnett announced the following appointments: Miss Dorothy Howard, Chairman of a Committee on Advertising in SPECIAL LIBRARIES, Miss Nelle Barmore, Chairman of the Travel Committee for the 1931 Convention.

Philadelphia

The annual dinner meeting of the Special Libraries Council of Philadelphia and Vicinity was held on April 9, 1931 in the Banquet Room, St. James Hotel, with a large attendance.

The speaker of the evening was Dr. Michail M. Dorizas, Assistant Professor in the Department of Geography and Industry, Wharton School, University of Pennsylvania.

Dr. Dorizas, extensive traveler and world famous Greek athlete, chose as his subject "India and the Dutch West Indies." In his delightfully informal way he told of his experiences in these countries. It was a great privilege, and thoroughly enjoyed by all.

An announcement of the coming Convention of the Special Libraries Association in Cleve-

land was made, and all who could possibly go were strongly urged to do so.

Pittsburgh

On April 25, 1931, members of Pittsburgh Special Libraries Association met at the Library of the Aluminum Company of America in New Kensington, Pa. The party was conducted through the various rooms by one of the staff of research chemists. At the business meeting which followed the annual election of officers was held, at which all of the present officers were re-elected.

President—Miss Adeline Macrum, Tuberculosis League of Pittsburgh; Vice-President—Miss Edith Portman, Koppers Research Corporation; Sec.-Treas.—Miss Esther E. Fawcett, College of Fine Arts Library, Carnegie Inst. of Tech, Exec. Comm.—Miss Jessie Callan, Miss M. Lynch

Following this the annual report of the Secretary-Treasurer was read. The S. L. A. Conference to be held in Cleveland was discussed. The matter of the revision of the "Union list of periodicals in some of the Special Libraries in Pittsburgh" came up for discussion, but no Mary definite action was taken.

Southern California

The regular monthly meeting of the Southern California Chapter of the Special Libraries Association was held on April 21, in the California Taxpayers Association library. The main speaker, Mr. Harold A. Stone, Director of Research, told how governmental research was carried on by the association, illustrating his lecture by charts showing the growth and costs of government, and by reports made on various governmental institutions and projects. This was followed by a group of short talks on the subject of library training, this meeting having been arranged by Miss Faith E. Smith, Principal, Los Angeles Library School. One of Miss Smith's library school students gave a report on library publicity she has planned, with the co-operation of our Membership and Publicity Committees. Miss Marion Horton told of the Correspondence Courses in library work which she organized in Columbia University, and Miss Jessie W. Luther gave a brief account of the extension courses she conducts at the University of Southern California.

The revised Constitution for our association was read and discussed at the business meeting, and will be voted upon at the May meeting.

Events and Publications

Rebecca B. Rankin, Department Editor

The Cincinnati Chamber of Commerce have eliminated their Research Department and have released Miss C. Edythe Cowies, who has been in charge of the Department for eleven years, and her assistant, Miss Alma Best.

The Yarn Carrier is the name of a new house organ published by the Wyomissing Industries for its employees. The initial issue appeared in April and was edited by J. Earl Ruthardt. The Wyomissing Trade School recently became an institutional member of the S. L. A.

Recent issues of the Research Bulletin of the National Education Association relate to "Current Issues in Teacher Retirement," "Ethics in the Teaching Profession" and "The Principal at Work on His Problems."

"Married Women Workers" is a contribution in the *American Federationist* by Ethel M. Johnson, Assistant Commissioner, Department of Labor and Industries of Massachusetts. Miss Johnson was formerly librarian of a special library in the city of Boston.

The publications of the Bureau of Business Research of the University of Illinois are always of value. Recent issues relate to "A Test Analysis of Unsuccessful Industrial Companies," "The Financial Plan of Department Stores," "The Banking Structure of the Seventh Federal Reserve District."

The Bolter, the monthly magazine of The Buckeye Cotton Oil Company, a subsidiary of The Proctor & Gamble Co., describes in its March issue the Company Libraries operated at Cincinnati and Ivorydale by The Proctor & Gamble Co. Illustrations accompany the article.

The Municipal Reference Library of New York, in an effort to increase interest among city officials, is holding "open house" for various important departments. For a period of fifteen days a department is given special attention with displays arranged of books relating to that particular department drawn from the extensive book resources of the library. Already the "open house" plan has borne fruit as one important official engaged in a major city project has made a special study of sewage disposal.

The New York Times Index is described in an article prepared by Charles N. Lurie, Editor of the Index, which appears in the *Wilson Bulletin* for April, 1931.

F. Highland Burns, President of the Maryland Casualty Company, Baltimore, recently gave approval for an enlargement of the library, tripling the available space for its use.

The Office Economist for April presents an article on "Library Management and a Management Library" by Miss Mary E. Mitchell, Librarian of the American Management Association.

Miss Ethel B. Slattery, Librarian of The Three Schuster Stores of Milwaukee, edits the store magazine *Keeping in Touch*. The publication is filled with newsy items concerning the activities of the store with a column devoted to recent books. Miss Slattery is President of the Milwaukee Chapter.

The University of Minnesota Press has recently issued, as publication No. 9 of the Bureau of Research in Government, a study on "The Administration of Workmen's Compensation in Minnesota," by Lloyd A. Willford. The item is priced at 50 cents.

The Press has also issued a monograph entitled "The Small City and Town," edited by Roland S. Vaile, Professor of Marketing at the University. It constitutes the report of a conference on the problems of small cities and towns held at the University of Minnesota in the summer of 1929. Special emphasis is laid upon the economic position of towns in relation to the general social set-up.

A new "Directory of House Magazines" has just been compiled by *Postage and Mail Bag*, 68 35th Street, Brooklyn, N. Y. The Directory lists alphabetically all the known internal and external publications in the U. S. Complete address of each is given and in about 80% of those listed the editor's name, class of business, size, format, circulation, and class of distribution are included. A preface by John Howrie Wright summarizes the results of the research and contains advice to house magazine editors. It is priced at \$3 00. It is planned to issue the Directory annually.

Thirty-two members of the Class of 1931, University of Illinois Library School, visited the First Wisconsin National Bank of Milwaukee, on April third. Some of the officers of the Bank entertained the visitors at luncheon, after which a tour of the Bank was made, ending at the Library, where Miss Reynolds discussed financial libraries.

* * *

Editor and Publisher, The Fourth Estate, has been running a series of articles on Newspaper libraries. The issue for March 28th presents a story by William Alcott, Librarian of the *Boston Globe*, under the heading "Weeding Out' Process Perfects Library." A photograph of Mr. Alcott accompanies the article.

* * *

The National Advisory Council on Radio in Education has issued as Information Series, No. 3, a pamphlet entitled "The Broadcaster and the Librarian," prepared by Francis K. W. Drury, Executive Assistant in Adult Education, American Library Association. A copy may be obtained by communicating with the Director of the Council, Levering Tyson, 60 East 42nd Street, New York City.

* * *

Dr. John A. Lapp, formerly secretary of the S. L. A., was recently reelected President of the Milwaukee Forum. Dr. Lapp on April 16th addressed a dinner meeting of the United Typothetae of America and the Milwaukee Printing House Craftsmen. The speaker urged co-operation to end depression and pointed out the evils of too much saving. Dr. Lapp is also one of the sponsors of a campaign of education and information on the enforcement of prohibition started by a group called "The Allied Forces."

* * *

The Public Administration Clearing House, states a recent issue of the *Municipal Library Notes*, was formally organized by the election of Frank O. Lowden, former Governor of Illinois as Chairman, Harry F. Byrd, former Governor of Virginia, as Vice-Chairman, and Richard S. Childs of New York, President of the National Municipal League, as Treasurer. Other members of the Board are Newton D. Baker, former Secretary of War, Chester H. Rowell, of California, and Louis Brownlow of Radburn, N. J. The seventh member of the Board of Trustees, who will be a Canadian, is yet to be chosen. Chicago was selected as the headquarters. Louis Brownlow was chosen as Director of the Clearing House.

14

The Library of the University of Texas at Austin has been given quarters in the new million dollar Chemistry Building recently erected. The library has been named in honor of John William Mallett, the first chairman of the University faculty. The building, the "Mallett Library" and its treasures was described in *The Daily Texan* for April 17th. Miss Alice Wupperman is librarian.

* * *

The Filing Association of New York, Sara A. Young, president, arranged a visit for its members to the Municipal Reference Library on Monday evening, May 18th. A group of 25 or more members evinced great interest in the files of the library. An unbound map file, the vertical file arranged by subject, and the association file of geographical arrangement brought forth many inquiries.

* * *

The Library of the Dartnell Corporation is preparing for publication a group of bibliographies on various subjects which are issued in connection with the Dartnell Sales Data. The issue for October relates to "Selling Quotas and Sales Tasks" and the January number "Branch Office Management and Expense Control." The material is distributed to subscribers as part of the Dartnell service.

* * *

A new building for the Christian Science publications is being erected in Boston. In the plans the library has been given spacious quarters on the second floor. Special attention will be given in the building to the installation of modern heating and ventilating devices with a central heating plant on the eastern end of the building. The lighting system will provide ample brilliancy without any accompanying glare. Special requirements for intensity of light will be provided for the departments which will require it. Miss Blanche L. Davenport is in charge of the library.

* * *

"An Account of Government Document Bibliography in the United States and Elsewhere," prepared by James B. Childs, Chief, Division of Documents, Library of Congress, is a Federal publication of great importance which should be in the hands of every special librarian. The bibliographical data not only covers the United States Government, but also the several states and various foreign countries. A page is devoted to bibliographies relating to the League of Nations. Introductory pages contain a summary of bibliographical undertakings in the United States, the several states and foreign countries.

Librarians interested in standards and specifications may wish to obtain a copy of the 1931 American Standards Year Book which gives information regarding the activities of the American Standards Association and a review of the progress made in national and international standardization during the last year.

The Year Book lists 185 approved American Standards and 178 projects in course of development. Copies of the Year Book and lists of American Standards may be obtained by addressing American Standards Association, 29 West 39th Street, New York City.

* * *

The Municipal Administration Service, 261 Broadway, New York City, issued as No. 19 in their Publication series, a pamphlet on "Public Reporting with special reference to Annual, Departmental and Current Reports of Municipalities." The volume, prepared by the National Committee on Municipal Reporting, represents the following organizations: American Municipal Association, Governmental Research Association, International City Managers' Association and the National Municipal League. A study is made of the preparation of public reports, including a suggested outline for the annual reports and specifications for departmental and functional reports. Mention is made of the public library in the grouping. Illustrations, charts and graphs are interspersed throughout the text and a selected bibliography is appended to the volume.

* * *

H. M. Stationery Office, Adastral House, Kingsway, W.C 2, London, England, has prepared a useful pamphlet entitled "List of Subscription Rates for Government Periodical Publications and Parliamentary Papers, 1931." The list includes publications relating to naval and military affairs, trade, agriculture and botany, meteorology, transport and communications, population and public health statistics, research, judicial matters and, in addition, parliamentary papers. Reference is also made to a "Guide to Current Official Statistics" prepared annually by the British Government. It is called an expert survey of all statistics published by the Government and includes a catalog of titles. These lists and the various publications may be obtained from the British Library of Information, 5 East 45th Street, New York City.

Mellon Institute of Industrial Research, Pittsburgh, Pa., has just issued the Fourth Annual Supplement to its *Bibliographic Bulletin No 2*. This supplement lists the books, bulletins, journal contributions, and patents of the institution's members during the calendar year 1930. The Institute has also published the *18th Annual Report* of its director, Dr. E. R. Weidlein, to the board of trustees of the institution, which describes the investigational activities throughout the fiscal year, Feb. 28, 1930 to Feb. 28, 1931. Complimentary copies of these booklets will be sent to research workers, science teachers, and librarians upon request

* * *

Mr. A. T. Erwin, in his presidential address before the American Society of Horticultural Science, which appears in *Science* for March 20th, states: "I am sure that we can all testify to the fact that librarians as a class are ambitious to serve every field of science, including agriculture, and stand ready to co-operate with other departments, but with limited funds they naturally respond to the calls from the fields where there seems to be the greatest interest, so perhaps one way of remedying this situation is for us as horticulturists to get behind a library program and make it a more significant factor in our teaching and research work. The interest and support of the department heads in behalf of more adequate appropriations for library work would, no doubt, also help."

* * *

The Insurance Age-Journal for April 10th contains a feature article prepared by Daniel N. Handy, Librarian, Insurance Library Association of Boston, entitled "What a Survey by The Insurance Library Association Shows as to Local Library Service." Mr. Handy, in preparation for this article, ascertained the public library circulation for the insurance books recommended by the Insurance Institute. Twenty-four libraries were selected and the number of books was twenty-seven. All the volumes were found in the Boston Public Library and the Providence Public Library possessed twenty. Huebner's "Property Insurance" was the most popular volume, not only in ownership but in circulation. Reference is also made to the obsolete editions which many of the libraries were carrying on their shelves

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Personal Notes

Emily Mueser, one of our department editors is recovering from a serious illness which caused an absence of several weeks from her library.

* * *

Dorothy Whitehill has been appointed assistant in the library of Goldman Sachs Trading Corporation.

* * *

Helen McElroy, formerly librarian at the home office of the American Appraisal Company, Milwaukee, has accepted a position in the Research Division of the A. O. Smith Corporation.

* * *

Elise Hauck, of the Lithographic Research Department, University of Cincinnati, and Secretary of the Cincinnati Chapter, 1929-30, was married to William Goering on April 8th.

* *

Eleanor Kerr, formerly with Potter & Company, has opened a consulting office at 551 Fifth Avenue. She will be a free lance

statistician and is prepared to analyze securities, make financial surveys and prepare material for clients. *The New York Evening Post* for April 17th calls Miss Kerr "Wall Street's outstanding woman financial statistician."

* * *

Elsie Weierich, Librarian of the Union Gas & Electric Co., Cincinnati, is recovering from a serious illness.

* * *

Josephine Marzorati has been appointed librarian of the Fort Lee Public Library, Fort Lee, New Jersey.

* * *

Edward J. Tschimbke is the new librarian of the Port of New York Authority library, appointed to fill the vacancy made by the death of Mr. Vance.

* * *

Word has recently been received that Mrs. John Cotton Dana, widow of the former librarian of the Newark Free Public Library, passed away on April 7th. Mrs. Dana was an invalid for many years.

Useful Federal Document

Market Research Agencies, A Guide to Publications and Activities Relating to Domestic Marketing, will be found to be a useful volume in the special library. It includes investigations collected by the federal government, the state government, colleges, universities and foundations, publishers of trade directories and commercial organizations. Under this latter class there are grouped advertising agencies, business services, chambers of commerce, co-operative marketing associations, individual businesses, magazines, newspapers, societies and trade associations.

The director in his foreword shows the value of business research as a factor in increasing business efficiency and points the high character of the research work indicated by the analysis of the surveys noted in the pamphlet.

This edition covers researches collected during the year 1929 and the issuance of annual editions is of great help in increasing the usefulness of the publication. An adequate index is appended to the volume.

Bibliographical Association

The Inter-American Bibliographical Association has recently issued its Constitution and By-laws, which, in Spanish and English, show the scope and purposes of the Association. Organizing and co-ordinating Inter-American activities in the field of bibliography, it plans to co-operate with bibliographical associations, organized libraries and other agencies in each country of the Americas. The Association proposes an Organizing and Co-ordinating Committee to co-operate with National Bibliographical Committees, and also plans to co-operate with the Pan American Union and with all other agencies engaged in similar work. The present board consists of Chairman: Senor E. Gil Borges, Director, Pan American Union, Washington, D. C.; Vice-Chairman: Mr. C. K. Jones, Library of Congress, Washington, D. C.; Secretary and Treasurer: Mr. Ernest Kletsch, Library of Congress, Washington, D. C.; National Committeemen: Dr. James B. Childs and Mr. Charles Martel, both of the Library of Congress, Washington, D. C.

Pages 193-196 deleted, advertising.