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# **SPECIAL LIBRARIES**

"Putting Knowledge to Work"

## **METHODS SERIES**

### **SUBJECT HEADINGS**

By Julia Pettee

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### **PERIODICALS: THEIR COLLECTION, CARE AND USE IN THE SPECIAL LIBRARY**

By Elsie Rackstraw

•

### **EQUIPMENT PROBLEMS**

By Lillia M. D. Trask

**S. L. A. 24<sup>TH</sup> ANNUAL CONFERENCE  
LAKE PLACID  
JUNE 13-17, 1932**

Volume 23

**APRIL, 1932**

Number 4

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Volume 23

Number 4

# SPECIAL LIBRARIES

RUTH SAVORD, Editor

APRIL, 1932

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**MAY-JUNE ISSUE** is to be a Founder's number with contributions from Herbert O. Brigham, Guy Marion, Dr. Kenneth Walker, Samuel Ranck, Dr. C. C. Williamson, George Godard, D. N. Handy, George W. Lee and Dr. John A. Lapp. Full program and all plans for the 24th Annual Conference

**SPECIAL LIBRARIES** is published monthly September to April, bi-monthly May to August by The Special Libraries Association at 10 Ferry Street, Concord, N. H. Subscription Offices 10 Ferry Street, Concord, N. H., or 345 Hudson Street, New York, N. Y. Editorial and Advertising Offices at 345 Hudson Street, New York, N. Y. Subscription price: \$5.00 a year; foreign \$5.50; single copies 50 cents

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# SPECIAL LIBRARIES

APRIL, 1932

Volume 23

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Number 4

## Subject Headings: An Introductory Paper

By JULIA PETTEE

Head Cataloger, Union Theological Seminary, New York

IN NO other field of library science does one feel quite so inadequate, if asked for advice, as in the field of subject headings. Even the instructors in the library schools confess an incompetence to deal as thoroughly and systematically with subject headings as they deal with other topics. One teacher I once approached exclaimed "Oh, subject headings!" and threw up her hands with a gesture of despair.

There is a very good genealogical reason for this uncertainty. Subject headings on their mother's side have an ancient and honorable lineage. They are derived from the systematic or classed catalog. They inherit an innate instinct for order and completion. But on their father's side they spring from the index, a modern upstart, a quick-witted, impulsive, irresponsible fellow out after immediate results, throwing all system and order to the winds. It is this ill-mated pair that are responsible for the whole progeny of alphabetical subject catalogs as we know them today displaying oftentimes in fantastic ways both the strength and weakness of their forebears.

We have to understand this before we can make much progress in reducing them to anything like a systematic order. But just as in biology two opposite strains may produce an entirely new strain with superior qualities, so today this possibly is being realized in our best type of alphabetical dictionary catalog.

The index idea, dating back to Poole's first periodical index in 1853, dominated our first attempts to construct a dictionary catalog. "Enter topics directly under their immediate name," a book on oak trees under oak, is a fundamental direction taken from the index. It remains a fundamental direction and must be remembered as an organic idea underlying this type of catalog. Here both the catalog and the reader using the dictionary catalog must be instructed, for it is natural to our thinking to class our ideas, and, even when we want specific material, to search for it under more comprehensive captions; for example, if we want oak trees or pine trees or trees of any description we are likely to think of trees, or even, perhaps, forestry or botany.

This is the first law of the dictionary catalog, and to the user of it we say: Look directly under the name of the very specific topic you are dealing with. If you do not find material there, if the library has it, you should at least find a direction designating the heading under which it will be found.

Having said this and emphasized it, a whole chapter might be devoted to the assimilation of this index idea with our dictionary catalog's other heritage — a systematic order. This index direction, to enter topics under the most specific heading possible, though it must stand as our basic rule, should be applied with discretion. Exceptions many times better serve our purposes and this rule must always be

adapted to the size and nature of our collection of books. But only one who understands and appreciates the value of a rule is wise enough to make exceptions.

Our dictionary catalogs today are much better organized and much more efficient instruments than they were 30 or 40 years ago. At that date subject headings were still in the process of coordination. Many subject entries were simply inverted title entries. Each catalog was practically a law unto itself. Many stock jokes were made at the expense of the dictionary catalog, as for example the book on neat's foot oil that was found entered under two headings — NEATNESS and FEET. I will not vouch for the truth of this illustration, but ignorant catalogers did perpetrate many holy horrors of just this sort and for a time the dictionary catalog was somewhat in ill repute.

This danger made me very hesitant some years ago when the question of setting up a dictionary or a classed catalog had to be decided. It made other catalogers open their eyes to the function of the dictionary catalog and it has been gradually dawning upon us that, after all, the index gave us a method but that the catalog itself must be considered as a true descendant of the systematic catalog much modified by a new method.

Because it is a descendant of the systematic catalog the second law and commandment is "Consider your dictionary catalog as a 'whole.'" Think of it as a systematic arrangement of knowledge, just as truly as a classed catalog, but broken up into segments which are provided with names and scattered by an alphabetical order.

Now in this paper I am assuming two types of catalogers and I am going to talk to them separately.

First, I will assume a cataloger, who has some knowledge and experience in making a dictionary catalog, faced with a special library which she must organize or some library catalog, which is already made, which must be overhauled and revised, or a cataloger, who is responsible for the upkeep of the catalog.

To this cataloger who has an initial job of organization on her hands, there is one absolutely necessary essential to her task. She must, first of all, know her literature and know the purposes for which it is used. The special librarian must master thoroughly all material relating to her special field, know how it is used and be perfectly familiar with its terminology. If it is a psychological research library, she must be up to the minute in the literature of the field of psychology; if it is the rubber industry, she must know all about the production, manufacture and sale of rubber and rubber goods. If she doesn't know it when she takes the job, like the lawyer who pleads a case, she must get up this knowledge and master it. You cannot achieve real success and make a catalog of permanent value unless you know the subject matter of your literature.

To make an adequate subject catalog, the subject matter must be considered as a unit to be analyzed into its logical parts in the very same way that is done in building up a classed catalog. If your topic is rubber, you will have topics on the sources of rubber, the planting and culture of rubber trees, on the chemical processes of the extraction of rubber and the technical processes of the making of rubber goods. You will have geographical and descriptive works on rubber-producing countries, books on the economic and political control of these countries, books relating to labor in rubber colonies, books on the economic and financial problems of the rubber industry, on the tariff, on the rubber monopolies and on the sale and distribution of rubber products. You will study these topics in all their interrelations until you are familiar with

everything relating to rubber. You will know the history of the Belgian Congo, have the run of tariff legislation and know the names of rubber articles from hair brushes to rubber tires and the processes that go with their manufacture. Upon this basis of familiarity with the topics and their nomenclature, you are ready to select and define your headings. If your subject is very technical, secure the coöperation of some one who is an authority on your subject. The terms chosen should be comprehensive enough to avoid the use of largely overlapping terms. They should be explicit as to what is definitely included and excluded. If the heading itself does not show this clearly, an information card should precede the entries. The Library of Congress list of "Subject Headings" gives good examples of these explanatory cards.

For every special librarian considerable original work must go into the subject catalog. No general list of subject headings will exactly apply to the special material and the special uses made of it. Of course, general lists should be consulted but many questions regarding subject headings can only be settled out of a fullness of knowledge of the subject. For instance, whether the catalog for the rubber library is best served by using the Library of Congress heading *TIRES, RUBBER*, with subheads to cover all sorts of rubber tired articles from automobiles to doll carriages, or whether works on tires should be scattered alphabetically by kind, into *AUTOMOBILE TIRES, BICYCLE TIRES*, etc., not the layman but only a person familiar with the material can wisely decide. In this original work it will help greatly if a list of all the headings used with cross references is kept and counterchecked in the form of the old A. L. A. "Subject Heading List." I keep my list on cards for convenience.

If you are faced with the revision of an old catalog or making a new dictionary catalog for a general collection, perhaps you will be tempted to dismiss my advice as too big an order when I say the cataloger should master her material. "The whole sum total of knowledge! What do you think we are, walking encyclopaedias?" I hear you say. Well, yes, we would have to be just that if we retained all that we once had mastered. But, Blessed be! it's the things we forget (as well as the things we never knew) that fill the encyclopaedias, and excellent catalogers can still go along and be taken for very ordinary normal people.

With this happy provision for forgetting in mind, I still say, *master your subject material*. It is not so difficult if mastered piecemeal. If you are recataloging a library, plan to recatalog by subjects. It is a far more satisfactory method than taking your books hit or miss, now one on Africa and immediately after that, one on confetti. By taking up your sections by subjects, just as the special librarian does, you will have the opportunity of getting the relationships between your subject material correctly established and become familiar with the nomenclature of the subject. Analyze the subject material, search out the established forms of name or phrase by which each topic is known, then check with the Library of Congress or other recognized subject lists. Note my order. Do your own thinking first. Then you are ready to check an authoritative list.

In recataloging a subject, I actually save up the master cards before they are copied until I have the cards for the whole class together, then with all my material in hand decide upon the headings. By doing this one is not only able to select the better forms of heading but one can see to it that similar books are entered under the same headings. Books done hit or miss are very likely to go unrepresented under some headings which would be caught up if you are doing a number of similar books at the same time.



If one is revising a catalog and not reclassing, I would advise a similar method. Remove the main cards (or keep tabs on them in some other way, by cards or slips) for the whole subject at the same time and revise the headings *en masse*. Where possible, wholesale methods are preferable to the hit-or-miss-single-book-method in revision. This is not saying that each single volume should not be accurately sized-up for its particular subject matter. That of course goes without saying and is assumed in the first place.

Every head cataloger or cataloger responsible for the making of a dictionary catalog must look at the catalog as a whole, consider it as a unit of subject material. Its underlying structure must be built up as systematically and consistently as we build our classed catalog. The alphabetical order is an incident, a peculiar method of arrangement.

But now, how about the cataloger who does not have the overhead responsibility for making an original catalog or for the upkeep of the catalog — the cataloger who cannot choose her own part but is handed out books hit-or-miss, on every known topic and expected to catalog, class and assign subject headings and to do it quickly too. Would her practical chief tell her that she must master the whole system of knowledge before assigning a particular subject heading to a particular book? I expect if the cataloger put that idea into practice, she would run the chance of being dismissed at the end of the month when she handed in her record sheet. But let me whisper in her ear "*It's a good idea* — keep it in your head just the same, even if you are expected to earn your money by a pretty fixed output of work."

It is possible for her to realize the value of this as an ideal and to keep her eyes open to the possibility of applying it in her daily work without spending library time unnecessarily in covering the *whole* field.

She is provided with an authoritative list of subject headings which has already been carefully worked out and counterchecked and this list she is expected to accept instead of the whole sum total of knowledge her chief is supposed to be possessed of. (I am sorry for the chief I am creating, but chiefs *must* have ideals no matter how low they fall from them.)

It is not only a possibility but it is one of the essential qualifications of a good cataloger that she should consider the relationships of each heading she assigns at least as far as the "next of kin."

Here is a language book entitled "Life of Christ in a phonetic alphabet of 47 characters." The printed Library of Congress cards carry the single subject heading PHONETIC ALPHABETS. She checks this heading with the catalog and notes that similar works are entered under REFORMED SPELLING. Before she can dispose of her book, she must consider the various headings that have to do with phonetics and reformed spelling. To the extent of knowing how these various headings are defined, what cross references are necessary to bind them together and if the entries under the various headings are correctly made according to the contents of the books, the cataloger of that particular book is responsible. It is her duty to master this small topic SPELLING in all its relationships. And by mastering topic by topic in this way, in time and with ambition, she may approximate that encyclopaedia.

This is a minimum required of every cataloger who assigns subject headings. Without this care in seeing that the "next of kin" stand in proper relationship to the immediate book and that these kindred subjects occupy their own respective domiciles properly connected by references, the catalog becomes a hodge podge. Without this

careful definition of subject headings there will be an unnecessary duplication of entries and what is even more serious all the material on each subject will not be found under its own proper heading.

A warning should be given concerning the use of the headings on the Library of Congress cards. It is no reflection whatsoever on those headings themselves. As a rule, they give very careful and correct summaries of the subject matter contained in the books they represent and the recent cards conform pretty exactly to the Library of Congress list. Some of the older cards, however, bear headings which have been changed and consequently each heading should be checked for form.

As a rule the headings in the catalogs of our libraries have been set up independently. Lists other than the Library of Congress list of headings have been used in the past, and even if the Library of Congress list is adopted as a present standard, there are many variations from it. Unless there is some unusual advantage to be gained to offset the trouble of changing, it seems to me poor policy to change just for the sake of uniformity. It is better to check variations in a copy of the Library of Congress headings which is kept on hand at the cataloger's desk. Personally I prefer to check my headings by my catalog itself, using the list only for establishing new headings. In this way, I see what books are actually under the headings. But often the catalog is inaccessible and the ease of the desk chair makes a checked Library of Congress list desirable. Of course a special library should keep its own checked and counterchecked list.

There are several things of importance the cataloger should be on the lookout for in using Library of Congress cards. The cards may offer analytical headings not needed in your catalog. If you are in a special library, you will want to drop out many of them not important for your work. In a theological library, a general treatise on economic conditions in South Africa may have a chapter on carboniferous rocks which is brought out by a heading on the printed card. Now my readers are not particularly interested in the carboniferous period and I see no use in noting this material. So I drop it out. In dropping it out I have to size up future possibilities. If some professor is apt to go in for carboniferous rocks I'd better not drop it, but the chances are that we will never need that heading and if a book specifically on that subject comes along later and I have to use it no harm will be done if that particular chapter is missed.

A danger very closely allied to this is the temptation offered for setting up headings which we do not wish to build up. Here is a book on excavations in Palestine. The Library of Congress cards have the heading EXCAVATIONS (ARCHAEOLOGY) PALESTINE. Now my particular library has no interest in EXCAVATIONS as such — there is no reason why I should start this heading. ARCHAEOLOGY will cover the general material. The particular material I want under place or topic. So I discard it completely. Headings started but not kept up are misleading, for one expects to find under each heading a complete file of the subject matter the library has on that topic. Discarded headings should be kept in mind and may be listed or checked in the desk copy of subject headings. But in any case be warned. Do not start a heading you do not need and when a heading is once used keep it up — use it to full capacity.

In its present stage the Library of Congress list is necessarily incomplete and the headings on the Library of Congress cards must be supplemented from other lists. Here is a card for a book entitled "Community Religion." I need to supplement the Library of Congress headings with COMMUNITY CHURCHES which is lacking. Here

again it is necessary to know your own catalog. You are not building a universal catalog but one for your own collection.

Another danger is in the use of subheads. In a small catalog, few subheads are necessary. It is quite good form to use many cards and make several entries under different topics which as the catalog grows should be consolidated into fewer entries with subheads. For example, a book on public schools in New York City in a small catalog is represented by two cards: one, PUBLIC SCHOOLS; the other, NEW YORK CITY; but the time will come when a single entry with subhead is better. We should never duplicate synonymous headings. We can not run both headings PUBLIC SCHOOLS — NEW YORK CITY, and NEW YORK CITY — PUBLIC SCHOOLS, but we must choose one. So we cut out all New York City entries from our caption PUBLIC SCHOOLS and insert a cross reference to the effect that works on public schools in particular cities are entered under the name of the city and consolidate the cards under the single heading NEW YORK CITY — PUBLIC SCHOOLS. This shifting and consolidation as the catalog grows is a continuous process and as Miss Mann has well put it — in building up our subject catalog we take two steps backward to each step forward. Library of Congress headings printed on our cards have to be constantly watched here. Does the Library of Congress use a subhead when we have used two headings, or have we used a subhead when the Library of Congress has two? Do we want to establish in our catalog all the headings indicated on the Library of Congress cards? Have the Library of Congress cards omitted headings we have already established or that we wish to establish? These are questions we must keep well in mind.

I have one other bit of advice to offer makers of a dictionary catalog. The dictionary catalog, although I have emphasized the necessity for consistency in it, and its intrinsic nature as a systematic catalog, is not necessarily a *complete* subject catalog of all the literature the library possesses. Of course, it can be made complete, but that, in my estimation, would be work of supererogation. It is intended to be used in a library which is classed. If the library has no open shelves, it is always provided with a classed catalog — the shelf list. In most libraries the shelf list can be made readily available and we should not ask the dictionary catalog to do what the shelf list can more readily do. We should treat the dictionary catalog as complementary to the classification. For that reason, all form entries for literature may be omitted. Make the classification or its representative, the shelf list, do its full share of work. Do not duplicate the classification schedules in the dictionary catalog but develop the dictionary catalog as a supplement to the classification scheme.

I have tried to give my idea as to the essential nature of the dictionary catalog and some directions which I regard as fundamental and which every one having any responsibility for a dictionary catalog should observe. To go further and give more specific directions would be to repeat Miss Mann's excellent chapter on SUBJECT HEADINGS in her "Introduction to cataloging and the classification of books." Every cataloger, of course, should be familiar with these rules. This paper may be considered as introductory to them.

## Periodicals: Their Collection, Care and Use in the Special Library

By ELSIE RACKSTRAW, Librarian

Federal Reserve Board, Washington

**W**ITH the rapid growth of the special library, increasing importance is attached to periodicals, and the work of ordering, circulating, indexing and clipping current material assumes a place commensurate with, if not overbalancing, that of the collection and cataloging of book and pamphlet material. This emphasis has followed a vociferous demand to know what the world is saying and doing each day, each week, each month in particular phases of our life and work.

It has been necessary for special libraries to devise methods of meeting some of these demands as quickly and satisfactorily as possible, and through a process of trial and error certain rules of practice can be laid down as a workable basis for a periodical service.

### Order Routine

If the subscription list is small, the best results are obtained by placing orders for periodicals directly with individual publishers. The slight additional cost and detail work involved in handling subscription orders individually are offset by having a direct transaction, not complicated by a middleman. A subscription agency becomes a necessity, however, when the number of subscriptions is large enough to invite the saving of subscription rates by group ordering, and the saving of the time of a periodical clerk or purchasing agent who handles the orders. Such agencies are fairly numerous for both foreign and domestic subscriptions — G. E. Stechert, F. W. Faxon Company, Brentano's, Henry Goldberger, International News Company, Franklin Square Subscription Agency, to name only a few.

It is practical to have all subscription orders issued from the library, and all subscriptions expire at the same time each year. This facilitates the making of a complete record of publications received by an organization, and avoids a lapse in deliveries and a constant attention to renewals when expiration dates differ. In most organizations maintaining a library, a purchasing department performs the detail work of order and payment, and close coöperation between the library and this department must exist if this centralization is to be effected and the machinery, which regulates the flow of material to the library, is to be kept running smoothly.

Many libraries have found a great help and time-saver in the circulation of a complete list of periodicals received. Sometimes these lists have a simple classification, by country, by subject, etc., with notes on the frequency of issue, length of the file, the location of the file (if other than the library) and the source, that is, whether the publication is subscribed to, is received gratis, or in exchange for some publication of the organization — all very helpful information to the research worker whose desk is somewhat removed from the library.

### Circulation

When the group to whom periodicals are circulated is fairly small, it is found satisfactory to write or stamp the names of persons on a slip attached to the periodical.

cal or on the periodical itself, and check off the names as the issues are routed. But as the number of users grows, it is increasingly difficult to get this circulated material moved promptly and to locate a particular issue of a periodical when it is needed. Libraries of an intermediate size have had better results, therefore, by having the periodical returned to the library for recharging each person on the list. This helps to check the defaulters, and eliminates the question of locating needed issues, but the difficulty in promptness and successive handlings still remains.

A modification of the old routing slip has been cleverly devised by one library and described by the librarian as follows: "A new periodical is entered on the record card which shows in a pre-arranged order the names of the individuals to whom it is to circulate. This card also bears a short number which is a symbol of the title of the periodical. Thus the *Pacific Rural Press* is designated as P9. The name of each borrower is written on the successive segments of the perforated slip in inverse order, with the first name on the bottom slip. The symbol, which stands for the title of the periodical, and the number of the issue are written on each slip in the proper place and the date of the operation is stamped on the bottom of the first borrower's slip only. The slip is then creased in the bottom line of perforations and pinned on the cover and the periodical is ready for the outgoing mail. When it is returned this segment of the slip is torn off through the line of perforations and dropped into a waiting tray. The slip is folded at the next line of perforations above the second borrower's name and pinned to the cover page. The date of the operation is stamped on this segment and the periodical dropped into the outgoing mail. After all the returned periodicals have been handled in this way, the assistant arranges the torn off segments of the slips in order by the number symbols and transfers the record of discharges to the permanent card and the yellow segments of the slips go into the waste basket."\*

We reproduce the top segment of this form which consists of six in all with perforations between each.

|   |  |
|---|--|
| BUREAU OF AGRICULTURAL ECONOMICS<br>LIBRARY |  |
| PLEASE DO NOT REMOVE THIS SLIP              |  |
| Borrower                                    |  |
| Periodical                                  |  |
| Date  |  |
| (Loan limited to 2 days)                    |  |

Some libraries have solved the problem of routing by making a simple reference slip of articles which might interest members of the Staff and sending these slips instead of the current issue which might be idle on the Staff member's desk for several days. When he has time, he refers to these slips and secures those periodicals which he wishes to see.

\* Lacy, Mary G. "A Time-Saver in the Library." (In U. S. Agriculture Department *Administration Bulletin*, v. 2: 13-14, no. 1, Jan. 1932.)

### Indexing

Demands on the library for specific articles in current literature or a bibliography of articles on a specific subject make a catalog of periodical material an almost indispensable supplement to the first important record, the book and pamphlet catalog. A number of useful indexes are obtainable. The two most complete and commonly used services are those prepared by the H. W. Wilson Company and the *Public Affairs Information Service*, both of New York. The Wilson indexes are *Readers' Guide to Periodical Literature*, *International Index to Periodicals*, *Industrial Arts Index*, *Index to Legal Periodicals*, *Agricultural Index*, *Educational Index*, *Art Index*, all of which are sold on a service basis, that is, in accordance with the number of indexed periodicals the subscribing library is receiving. A list of periodicals, indexed in any one of these services, obtained from the Wilson Company will aid in determining which one of the services contributes most to your library equipment.

*Public Affairs Information Service*, an association of public, university and special libraries, publishes a bibliography of current material of an economic, social, and political nature, including references to articles in a large number of periodicals. These references number 900 in the cumulated annual volume for 1930. The bibliography has a subject arrangement, and a key to periodicals printed in each bulletin will help to determine their value to your library.

The Social Science Research Council publishes monthly *Social Science Abstracts*: an abstracting and indexing journal of the world's periodical literature in the social sciences. The editorial and executive offices are at 611 Fayerweather Hall, Columbia University. The subscription price is \$6.00 a year.

The Bureau of Business Research of the University of Illinois issues *Business Editorials* which is a compilation of extracts from newspapers throughout the United States. A number of enterprising libraries prepare similar services, primarily for circulation within the organization of which they are a part. These services vary with the needs and the resources of the library. It appears that a daily digest of newspapers is popular and well received, and with growing demands the weekly or monthly digest of periodicals finds favor.

If indexing of articles for the catalog is done in the library, help in choosing articles to be indexed can be enlisted from members of a research staff. They are always glad to check articles of a possible future interest to them. Rules for indexing should follow closely the catalog rules accepted by the library with extreme care given to keeping author and subject headings consistent. The cards can then be filed in the book and pamphlet catalog, or in adjoining drawers if so preferred. Unsigned articles are entered under subject. The following illustration shows how an indexed article may appear on a card.

*Periodical*

Agger, Eugene Ewald, 1879-

Silver's threat to itself. Decreasing demand and not excessive output the chief cause of shrinking price

(In: *A. B. A. Jour.*, v 24: 445-6, 481, Jan. 1932)

### Binding

The question of space looms so large in the problems of a special library, a careful consideration must be given to the choice of the periodicals to be bound. In the early life of a library, doubtful files can be tied, wrapped by volume numbers, and shelved with a label on the package, so that the file can have the test of time before a decision with regard to its binding need be reached. Files which are to be bound are best prepared early in the year, if the binding is done once a year, and again soon after the mid-year if done twice a year. The majority of periodicals have their volumes numbered in accordance with the calendar year, and missing issues are more easily obtained at an early date after the year is finished. Library buckram is the best, most durable material for binding, and moderate as to its cost. A binding record is an indispensable aid in keeping a file consistently lettered and bound. A typical card reads.

| <i>Name of periodical</i>        | <i>Binder</i> |
|----------------------------------|---------------|
| Bind as per dummy                |               |
| Dark green; buckram; marble edge |               |
| Trim edges, bind index in back   |               |
| Bind front covers only.          |               |

These instructions to the binder are copied on the binding slip sent in each volume upon which also appears the name of the periodical, the volume number, date, and all the printing which is to be placed on the back of the book.

### Clipping

Closely tied to the policy of binding is that of clipping, a policy which easily becomes established when the library contemplates the necessity for disposing of files to save space. Files of three months, six months, one year can be made to serve a very useful purpose, and space can be saved, if at the end of that time material pertinent to the needs of the library is clipped and a disposition made of the files. Periodicals to be clipped can be marked "File Copy" or "Clipping Copy" to insure good treatment until the clipped material is safely cared for. Various methods have been devised for care of clippings. One commonly used is an arrangement by subject in a vertical file. It is practical, too, if the clipped articles are indexed, to arrange them by number. This method provides a satisfactory and quick way of referring to indexed material from the catalog. The number is placed in the upper right-hand corner of the card, as a class number might be. To illustrate:

|   |     |
|---|-----|
|   | 131 |
| Agger, Eugene Ewald, 1879-  |     |
| Silver's threat to itself. Decreasing demand and not excessive output the chief cause of shrinking price. |     |
| (Clipping from: <i>A. B. A. Jour.</i> , v. 24: 445-6, 481, Jan. 1932)                                     |     |

Number 131 then appears also on the folder in which the clipping is placed or on the sheet to which the clipping is attached.

### Discards

If a library boasts a discard room or shelving for discards a quick way to handle duplicate or discarded material is to list each file on a separate card, tie up the file and number both the card and the file before the bundle is placed on the shelves. A duplicate list can easily be made from the cards, and the numerical arrangement on the shelves makes it easy to sort out the bundles. A library can usually dispose of duplicates by circulating the list to other libraries. If sale of the discards is desired a number of firms handle back numbers, Thomas M. Salisbury, Dixie Book Shop, of New York, to mention two firms. If accounts between cooperating libraries are desired, the agency of H. W. Wilson can be used. This company assembles data on old issues held by libraries who send in a record of their holdings, and issues a catalog of such available material. For this service the Wilson Company is allotted a small commission on sales.

### Filing

In filing periodicals, carefully follow the order used in the checklist upon which the receipt of the periodical is recorded. A general alphabetical arrangement by title is the common one used, though in some large collections certain divisions are necessary, for instance, (1) Official government publications; (2) Chambers of Commerce bulletins; (3) Other periodicals; (4) Newspapers. If files of periodicals are kept in any other part of the organization than the library, reference to that room can be made on the shelves and on the checklist.

## The Equipment Problem

By LILLIA M. D. TRASK, Librarian

Rockefeller Institute for Medical Research, New York

**B**EFORE speaking of the furnishing of the library, let us consider three necessities of the building itself — floor, ceiling and light.

There is a wide choice in flooring, but three features are essential to a good floor for a library — silence for the readers' sake, resilience in order not to tire the workers who travel many miles over these floors, and appearance for the benefit of everybody. The material which best combines all three features is inlaid cork, wax-filled that it may be polished like hard wood. But this is an expensive floor, somewhat delicate, and requires considerable attention. Don't varnish it. The price per square foot is approximately fifty-five cents, about twenty cents less than quartered oak. A cheaper covering, and one that furnishes quiet and elasticity is so-called "asphalt tile," costing from sixteen to twenty-one cents per square foot. This, if properly treated, grows better looking as it matures. Marble, terrazzo, or any form of stone is apt to be noisy and fatiguing.

Where expense is not an important consideration a sound-proof ceiling is a great asset. Lacking this, the use of acousticon plaster in ceiling and walls will do much toward attaining quiet.



It is the part of wisdom to look well to your lighting, for a good light adds materially to the joy of reading. Daylight is of course the best of all, so in addition to plenty of windows, have, if possible, daylight lamps on your tables and desks, and portable ones for your floors. A white light is more agreeable to the eyes than a yellow one. A small desk lamp with daylight lens may be purchased for \$9.50, while a double branched lamp for table use, similarly equipped, costs about \$28. For stack lights a cut lens may better diffuse the light and make it easier to read your bottom shelf. A new reflector also has recently been perfected that promises well for stack lighting. While not particularly ornamental, it does provide even diffusion.

For the stacks themselves we require strength and cleanliness as well as good looks. A steel stack is handsomer than a cast iron stack. If your steel shelf is flanged on all four sides, instead of only two, it gains supporting strength. A solid shelf is generally considered to accumulate less dust on your books than a slat shelf. If, in addition to these features, your shelf is wedge-shaped, narrower at the back than it is at the front, you will acquire protection for the backs of your books, as they will be less crowded. This form of stack is now on the market.

There is also a book-brace for this stack that carries out the wedge-shaped idea, and is taller than the ordinary brace. It reaches higher than the center of gravity of your books so there is less tendency for the books to fall, and less danger of their being scratched. It occupies less space at the front of the shelf than at the back.

A word of warning here — don't fail to have your stacks raised from the floor to make for ease in cleaning without danger of ruining the contents of your bottom shelves!

Before leaving the stacks, we might mention that a simple device which will add to the convenience of your readers is a drop leaf fastened to the end of each stack. When not in use this takes up little space, when raised it affords a reading shelf in close proximity to your books.

Aluminum stools are also a comfort in the stacks. They weigh so little that they are easily handled, and to preserve harmony of appearance can be stained to match your shelves. Waste baskets of the same material are a fire protection. If smoking is permitted in your library another insurance against fire is provided by the "Neva-smoke" ash receiver that extinguishes a cigarette at once. It is much more comfortable to have about on your tables than the ordinary open dish.

Shelf labels should be distinct, and white letters on a black ground are easily read and soil less quickly than black letters on a light background. Black pasteboard may be obtained already cut and with white gummed letters your labels can be easily and neatly made by an untrained assistant.

As a guide to your shelves there is a wall-index with removable cellular tubes, so that new titles may be inserted at will.

For the preservation of your leather bound volumes the U. S. Department of Agriculture has issued a pamphlet (Leaflet 69) giving directions for various dressings for an occasional rub-down. It is called "Preservation of Leather Bookbindings," by R. W. Frey and F. P. Veitch, and may be procured for five cents from the Superintendent of Documents, Washington, D. C. For further instruction in this line see "The Care and Repair of Books," by H. M. Lydenberg and John Archer (New York, Bowker, 1931).

Unbound periodicals need protection against undue handling. Steel bins keep them in compact form and free from dust. These are made in two sizes to accommodate

both the ordinary and folio size magazines. The initial expense is considerable, but they will "last forever" and the preservation of your journals precludes the necessity of duplicating worn issues when it comes to binding, an economy in the end of both money and labor.

In these days, when the necessity for economy is so close to our elbows and book-binding is such a large item of expense, it is well to bear in mind the pressboard covers ordinarily known as "pamphlet binders." These will serve to protect your unbound books until such time as the exchequer will permit binding. They can be ordered in almost any size, and at very low cost, from \$1.35 to \$5.25 per dozen. They come also in photomount and lithomount at slightly lower prices.

For unbound pamphlets the vertical file has several advantages over the more usual "pamphlet box." It presents a more dignified appearance, is more durable, and saves much space if your material is numbered and arranged by accession, as no interplace need be allowed for growth in odd spots. Your file is solid matter and merely lengthens at the end.

Aluminum guides for use in vertical files are indestructible and have a flexibility with which no other guide can compare. The entire guide is of aluminum with the top punched with square holes about every half-inch. The tips are of the angle variety and can be placed in any position to suit the occasion. By the use of colored windows with a different color for each position on the guide to indicate divisions of the classification, one need look only for the specific color which marks the class being sought, so that the finding of a particular folder in a drawer is a matter of a few seconds.

If your catalog is so situated that the rear of it is nearer to your cataloging room than is its front, many steps will be saved for your workers if you have it so constructed that the drawers are removable at the back as well as at the front. By a simple device a lock will automatically drop into place at the back when the drawer is shut, and prevent its being pushed out of place by those consulting the catalog from the front.

Those of us who have fussed over the frequently recurring necessity of renewing desk-blotters, in order to preserve any appearance of freshness at our charging desks, will welcome the pad made of deck linoleum. This furnishes an admirable writing surface, and while it is true that it does not "blot," a small size blotter can be tucked in the corner and easily replaced by a fresh one. The pad itself can be washed and kept as clean and fresh as the deck of a ship itself.

And finally, on your charging desk be sure to save space for a suggestion box. Many of the users of a library have practical ideas for bettering conditions that may never have occurred to those at the other end of the problem. Such an opportunity may evoke from some reader a happy thought for improved service that he would hesitate to put to the librarian in person, and such none of us can afford to miss.

## GROUP ACTIVITIES

### CIVIC-SOCIAL

Editor: Grace A. England

#### PERKINS INSTITUTION

By Mary Esther Sawyer, Librarian

THE library of the Perkins Institution and Massachusetts School for the Blind—to use the full term—is really divided into three parts, *vis.*: 1. The circulating library of embossed books; 2. The reference library; 3. The teachers' library.

1. In the circulating library there are approximately 20,000 volumes with which we supply reading to our pupils and to the "finger readers" of New England, to whom we send out about 19,000 volumes a year. These books are carried free through the mails by the United States Government. 1931 saw the inauguration of the new Government grant of \$100,000 for Books for the Adult Blind. Of this, each circulating library for the blind receives its quota of books, the division being made by the number of readers each library serves. This will very soon mean a large number of books added to our library, and the question of room for them looms large upon the horizon. I think this is the only school library which is also a circulating library for readers outside of the school. This is possible because of gifts made to the library almost since the founding of the Institution one hundred years ago and the Howe Memorial Press, owned by the Institution.

2. The reference library of literature on the blind and "blindness" is sometimes called the Blindiana. It comprises approximately 5,200 letter press books in English on the subject of blindness and several thousand more in other languages of which there are nineteen represented. German leads with 1,256 volumes; French, 677; Dutch, 193; Italian, 143; Japanese, 93, and so on. This part of the library was started over twenty-five years ago by Mr. Anagnos, the Director, and has been carried on by his successor, Dr. Allen. The books and pamphlets contained therein make possible the conducting of the so-called Harvard Class, which is Course N1, offered by the Graduate School of Education of Harvard University, the subject being The Education of the Blind. Each year students come from all parts of the United States and the world to study to be teachers of the blind or workers in some of the forms of social service.

3. The teachers' library of about 6,000 vol-

umes is just what the name would imply, for the use of the teachers, reference books, the classics, letter press books to use with the Braille editions, and perhaps 1,500 titles of "just books."

\* \* \*

Our group conference at the annual meeting in June at Lake Placid is tentatively scheduled for Friday, June 17. It is not too early to make plans to be at the meeting. Pooling knowledge is absolutely essential in this difficult and challenging year. A veritable deluge of pamphlets, bulletins and periodical literature has descended upon the harassed librarian in these fields. We have all experienced difficulties in uncovering research studies made through unfamiliar organizations. Plan to bring your problems to the Lake Placid meetings. Let others profit by your experiences. Ask your group chairman to arrange discussion groups on problems of interest to you.

\* \* \*

A special collection of material on rural local government is maintained in the library of the Bureau of Government at Ann Arbor, in connection with the work of the State Commission of Inquiry into County, Township and School District Government. Dr. Lent D. Upson, Director of the Detroit Bureau of Governmental Research, heads the Commission. Prof. Thomas Reed, Director of the Bureau of Government at Ann Arbor, is serving on the advisory committee to the Commission.

\* \* \*

According to *Public Management*, there are 61 taxless cities in the United States. The largest is Lubbock, Texas, with a population of 20,520. Fifty-three of these taxless cities are in Oklahoma.

### COMMERCIAL-TECHNICAL

Editor: Mary Ethel Jameson

#### HOW AN ADVERTISING AGENCY USES ITS LIBRARY \*

By Katherine D. Frankenstein, Batten, Barton, Durstine & Osborn

THE advertising agency uses its library first as a reference source. This use is obvious, but the questions which are asked are extremely varied, and a very large range of subjects is covered. The second use is for supplying material in the form of clippings, pamphlets, etc., in order to supply officers and account representatives with current news of the industries in which they

\* Abstract of address before the Commercial-Technical Group of New York at a meeting held on January 29, 1932.

are interested. . . . A third use is to supply background information either in the form of collections of material or digests and summaries. This information is used in planning advertising and marketing campaigns, in preparing for interviews with clients, as the basis of talks and lectures, in the preparation of magazine articles and books, to supply suggestions in connection with package changes, names of new products, advertising slogans and in the preparation of radio broadcasts. The last of these calls for a large amount of territorial, historical and musical information. Another extensive use which the agency makes of its library is to obtain reports involving real research. Here again the subjects covered are extremely varied, and the preparation of the reports involves the use of many outside sources of information. Another service which the library furnishes to the agency consists in looking up rulings and giving opinions on copyrights, trade-marks, prize contests and questions involving the right of privileges. In complicated cases, of course, these questions have to be referred to some legal authority. The library also gives assistance in the actual work of copyrighting advertisements and registering trade-marks. The agency calls upon the library for art material to be used in advertisements and magazines are constantly being clipped for pictures which may be useful in this connection. The agency also depends upon its library to do a certain sort of detective work in finding out where to get unusual articles or obtain certain services.

\* \* \*

"Those Who Help Us" was the theme of the second meeting of the New York Commercial-Technical Group, held on March 15 in the Auditorium of the McGraw-Hill Publishing Company, under the Chairmanship of Aina Ebbesen.

Dr. H. C. Parmelee, Vice-President and Editorial Director of McGraw-Hill, described the organization and editorial policies of the Company. He was followed by Alice Bunting, Superintendent of the Inter-Branch Loan Division of the New York Public Library, who gave an amusing survey of the early days of her Division, which now operates four motor trucks and loans almost 100,000 books annually.

Under the title "Our 'Bibles' and Their Publishers," H. W. Wilson told of the modest beginnings of the Wilson indexes, while Leona Kohn, Assistant Editor of the *Industrial Arts Index*, gave an account of the problems which arise in the compilation of that particular index.

\* \* \*

The Great Western Railway Company of Great Britain has prepared a report which should be of interest to our members — "Useful In-

formation Concerning Factory Location in Great Britain" — describing transportation facilities, power available, and labor supply. Copies may be obtained from the British Library of Information, 270 Madison Avenue, New York, or from Mr. H. Bolton, Great Western Railway Company, 500 Fifth Avenue, New York.

## FINANCIAL

Editor: Ruth G. Nichols

ONCE more the annual meetings begin to loom before us. Programs are already in preparation. Announcements of the plans of the general committee will appear in other parts of this magazine. It is tentatively suggested that the Financial Group assume responsibility for a program on Friday forenoon, June 17, which will be of interest to the entire association. It should be in line with the general theme of the conference — the increasing need for fact finding in the new era. No one knows better than the financial librarian that this need is increasing. It might be helpful if, when you read this, you would take pen in hand and write out for the chairman, from your experience during the past year or two, some of the specific lines in which you think more financial fact finding should be done. What particular questions have recurred on which it has been difficult to get facts and figures? We might be able to bring some of these problems to the attention of the proper persons and get something done about them.

It is probable, too, that we will have one or two luncheon and round table meetings. At one of these, there will be further discussion of the subject headings list presented last June. If you have been making any use or study of it, come prepared with your comments and suggestions. The only way to bring such a list more nearly to perfection is through working it over in actual thought-taking practice by the members of the group. Be ready to give us the benefit of your usage.

Please do not pass these requests over. They are not mere space-filling, but are as direct an appeal as though sent by letter to each group member.

It has been customary for the incoming chairman to appoint the exhibits committees of the group after the June meeting. As the conferences at which these exhibits shown are held in the early fall, this plan has made it necessary to do the preparatory work in the heated summer months when vacations are also disrupting work. The suggestion has been made that these committees should be appointed in the spring and thus allow them to work in less haste and under less

pressure. Backed by the recommendations of the past chairman and the President of S. L. A., the chairman has therefore moved to get the next A. B. A. exhibit committee appointed this spring. While it is not possible to make any announcements, organization of a local committee in Los Angeles is under way.

Two well-prepared book-lists of interest to financial librarians appeared in *The Booklist* for March, published by the American Library Association. The titles are "The Reparation Problem" and "The Gold Crisis." They were prepared by Mary Eastwood of the Book Information Section, New York State Library. These lists would be helpful in suggesting general reading on the problems indicated or as material to be used in discussions. In addition, they are excellent examples of technique in preparing reading lists.

Paul H. Nystrom, Professor of Marketing at Columbia University, has also prepared a list entitled, "Suggestions on Readings in Economics for Business People," which appeared in *The Publishers Weekly* for February 27, 1932. This is a very helpful general list.

## INSURANCE

Editor: Abbie G. Glover

WITH the completion of alterations to the eighth floor of the Fidelity Building at Los Angeles—the future home of District C of the Board of Fire Underwriters of the Pacific—definite plans for the removal of the Board offices are being made.

According to plans thus far, the Board will occupy practically 75 percent of the eighth floor of the building. Arrangements have been completed for the installation of a series of private offices along one side, while the main "work room" of the Board will adjoin the large center light court of the building. Generous space directly in front of the elevators has been allotted to the new library, provided for at the annual meeting of the Fire Underwriters' Association of the Pacific at San Francisco. It was expected that the Board would be open for business in its new location Monday, March 7, 1932, at 838 Fidelity Building

The Philadelphia Insurance Library is receiving excellent publicity in the *United States Review* which devotes weekly a column to the interests of the library. The librarian is Miss Jean McClay.

The Insurance Library, opened under the auspices of the Louisiana Pond, Honorable Order

of the Blue Goose, International, at 422 Canal Bank Building, New Orleans, is ready for use.

It is believed the Library will fill a long-felt need in New Orleans, and that it will furnish to the ambitious members of the fraternity the means with which to study insurance. It is hoped that the Library will result in lectures being given by executives and students of underwriting and will furnish opportunity for discussion of the problems of the business and the establishing of classes of the Insurance Institute of America, such as are successfully carried on elsewhere.

The Committee in charge of this important activity of the Louisiana Pond is not asking financial assistance, feeling that the substantial growth already accomplished through the efforts of those interested is the best evidence of its purpose and of the Library's possibilities.

\* \* \*

As long as the supply lasts, reprints of the "List of Selected Material on Unemployment and Unemployment Insurance," appearing in the *Wisconsin Library Bulletin*, November 1931, may be obtained without charge from the Wisconsin Free Library Commission, Madison, Wisconsin.

The Detroit Public Library Civics Division has also published a select list of references on "Unemployment Insurance."

\* \* \*

The following note appeared in the February 20, 1932, issue of *The Weekly Underwriter and The Insurance Press*.

While waiting for the elevator on the fourteenth floor of 100 William Street on Monday afternoon we overheard the following conversation of two distinguished appearing gentlemen who had just emerged from the rooms of the Insurance Society of New York:

"That's a splendid place to go for insurance information."

"True; those ladies not only know their business, but they treat one with real courtesy."

To which we added, mentally, of course, "Right you are, my dear Sirs!"

## MUSEUM

Editor: Minnie White Taylor

### THE RESEARCH LIBRARY OF THE BUFFALO SOCIETY OF NATURAL SCIENCES

By Ruth A. Sparrow, Librarian

THE Buffalo Society of Natural Sciences has maintained a library to some extent since its organization in 1861. The library was founded by Coleman T. Robinson and was free of access. There ensued periods when the library was in funds and a librarian was employed, and there

were times when the books were in storage, or in such a condition that they were not available for use. These conditions, and mostly the latter, existed almost until the time the Society moved into its own building in 1928. Since that time a trained, full-time librarian and a stenographer have been employed. Through the strenuous efforts of the librarian, volumes were assembled and bound, missing volumes sought, exchange relations reestablished; within a year and a half the library was brought out of its chaotic state into a well-organized unit in the Museum.

However, there was lacking much to make this fine-looking collection work. The catalog had been neglected for years, there was no record of serials, and the accession record had ceased to be a reliable key to the holdings of the library. The main work of the past two years has been to bring the records to date and to check and catalog the collection. At present the serial record and the accession records are about completed and the work on the catalog is progressing steadily. The Library of Congress cards and system are used. In addition to the catalog and periodical indices, there is a file of Wistar Bibliographic Service

German, and 21 miscellaneous foreign. There are over 14,000 bound volumes in the library with these serial publications forming the larger part.

The Research Library contains one of the finest collections of scientific material in this section. The principal classes are in Archaeology, Geology, Botany, Zoology, while the Oceanographic collection is one of the finest in the country. While primarily a working library for the staff, the public is admitted for reading and reference, but books do not circulate except to staff members in the building.

After almost seventy years of struggle, the Research Library is now an established department of the Museum with a chance to expand directly in proportion to the growth of the institution as a whole.

#### LIBRARY EXHIBITS AS A SUPPLEMENT TO LECTURE COURSES

By Mary Hamilton, Librarian, Worcester Art Museum

THE library of the Worcester Art Museum has had, during the past few months, an opportunity to arrange a series of small exhibi-



Courtesy of the Society

#### Library, Buffalo Society of Natural Sciences

cards and a set of lists of publications of about one hundred societies, institutions, etc., which supplement deficiencies in the catalog until the revision is completed.

The collection has been built up largely through exchanges. The Society publishes a *Bulletin* and *Hobbies* which are sent to 123 American and 180 foreign exchanges. From these the library receives 223 American publications and 222 foreign publications in return. The library subscribes to 91 periodicals — 52 American, 18 English, 20

tions in connection with a course of lectures given by members of the museum staff.

These exhibitions, consisting of mounted photographs or loose plates from books, have been arranged primarily to illustrate the subject of a lecture, or group of lectures; secondarily, to decorate the walls of the library. Decorative, homogeneous material, such, for example, as the plates from Wilpert's "Die Römischen Mosaiken und Malereien" . . . , has been used whenever possible. If, however, the points of a lecture are

better illustrated by a miscellaneous collection of plates from various books, the decorative quality of the exhibition has necessarily been sacrificed.

The hanging has been done as simply and inexpensively as possible. Photographs on stiff mounts can be hung without frames. Unstained wood frames, made originally for exhibiting Japanese prints, have been used for plates from books. Inevitably the frames never quite fit the plates! When frames are not available, celluloid cases are substituted. These cases, designed to hold plates loaned to Museum School students, are made of rather heavy celluloid fastened to a firm mount by a binding of tirro tape.

The results of these simple exhibitions justify their continuance and expansion. A mention by the lecturer of the fact that there is an exhibition in the library of material related to the subject of the lecture has always brought in at least a few interested members of the audience, who have seemed to enjoy the chance to examine at their leisure reproductions of illuminated manuscripts, or whatever the subject might be, while the lecture is still fresh in their minds. A special room with better wall space, making possible more effective arrangements, would undoubtedly attract a greater proportion of the class. Consequently, it is hoped that when the new museum now under construction is completed, one of the small galleries of the present museum can be used permanently for exhibition of library material in connection with the educational department lectures

\* \* \*

The New York Museum Group, under the Chairmanship of Vera L. Dodge, Librarian of the New York Museum of Science and Industry, has been particularly active this year. The Group met on January 23 at the recently opened Museum of the City of New York where the Director, Hardinge Scholle, outlined the purpose and program of this, New York's most recently established museum. The Director had invited the entire membership of the N. Y. S. L. A. to join the Museum Group in a private tour of the building. Many of the members took advantage of this opportunity for a visit under such expert guidance.

Another meeting was held on March 11 at another of New York's new museums — the Whitney Museum of American Art, where Edmund Archer, Assistant Curator, conducted the Group through the galleries. Tea was served in the library while Rachel T. Benson of the Newark Museum Library described the color-band system of classification for pamphlets.

The New York Museum of Science and Indus-

try will be the scene of the next meeting late in April or early in May.

## NEWSPAPER

Editor: Joseph F. Kwapil

### BOSTON HERALD-TRAVELER LIBRARY

By James McLeod

THE circumstance of being housed in a brand-new newspaper plant building made it possible for the *Herald-Traveler* Corporation to provide its library with unusually fine accommodations, consisting of about 2,500 square feet of floor space. While we function for the editorial departments first, practically every department of the paper — editorial, business and mechanical — calls upon us whenever there is a possibility of our serving them. We have more than 700 steel cabinet drawers, and all our equipment is modern.

We have in our library close to 7,000,000 clippings of all sorts — personal and miscellaneous — close to 1,000,000 photographs, more than 500,000 cuts and approximately 15,000 books and documentary reports. We never throw away any clippings, of course, but our cuts and photographs are always in process of change.

In addition to serving our own establishment, we daily have scores of telephone calls and personal visits from men, women and children seeking all sorts of help and information. We accommodate most of them as a matter of goodwill for the papers. Of course we have our full quota of pests with unreasonable requests which are not granted.

We maintain a staff of nine, five by day and four by night, and the premises are open from 7 A.M. to 3 A.M. daily. We open on Sundays shortly after noon.

This department also handles the exchanges, and, in general, is an information and reference department. We are well equipped with atlases and maps. Our cabinet of directories is complete and kept up-to-date. We have found, particularly during the recent bank cases, that state reports are most useful. Our books are so arranged by groups as to simplify reference. Of course we have our books cataloged and cross-filed. Cross-filing is carried to a considerable length with us, as, in our afternoon paper, seconds count when the editors are trying to make editions.

The day's work starts with clean-up and preparation. The assistants each have their own specific duty. One checks up the cuts for filing and for discard. The cut lines and the captions are checked for possible errors. The same general process is covered with the photographs. The attendants make liberal use of the directories and

occasionally errors are caught where they might prove costly.

We read carefully and mark all editions of our morning paper and the late editions of the other morning papers. Before filing, duplicate and triplicate stories from the various papers are checked to see if names and addresses given correspond. This enables us to file with accuracy, and we have nipped several libel suits by catching errors.

The clippings are filed alphabetically. If several names appear in a story, this clipping is filed under the name of the principal or of the organization, and the general subject of the story. We employ the same process of cross-filing in putting away cuts. Metal that is unlikely to be used again, such as cartoons, sporting illustrations or bridal couples, funerals and such, usually are thrown away. Frequently we present cuts to persons interested, who appear to appreciate them greatly.

In filing our photographs, we again continue the alphabetical arrangement, both personal and miscellaneous. We have a great many large containers, about 14" x 20", in which to keep pictures too large for the steel cabinets.

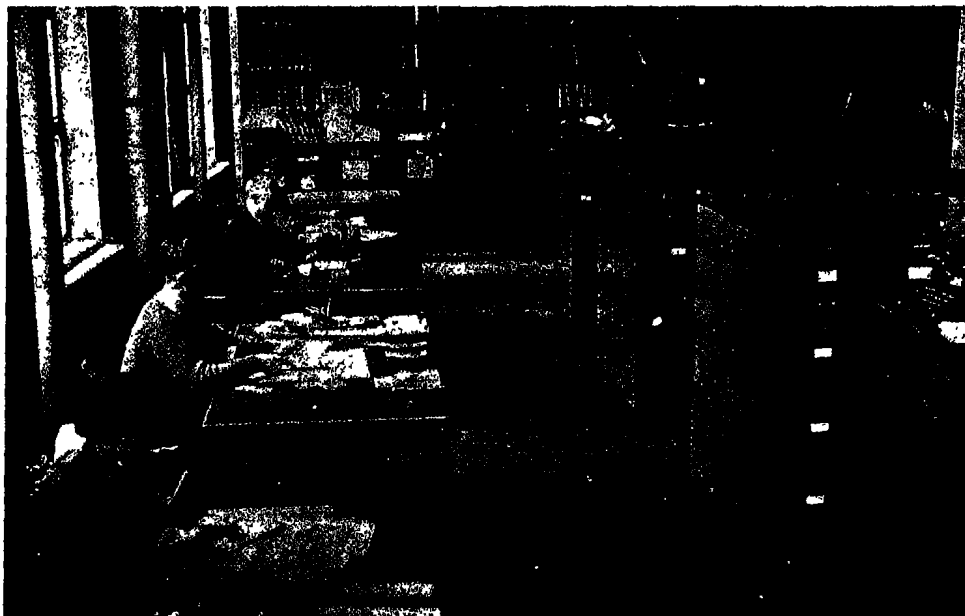
As fire hazards are with us always, we take all the precaution possible. For example, the janitors come around several times daily, and also by

night, to remove the large accumulation of waste paper. Because of the enormous number of photographs we have, our metal cabinets are so many potential bombs, due to the inflammable and explosive nature of the emulsions used in making photographic prints. Accordingly, by suggestion of the insurance companies, cigarette smoking is barred and the cabinets are always closed immediately after anything is removed.

We keep a news index, cut daily from our own morning paper and from the *New York Times*. These are pasted in separate scrapbooks, one from each paper, enabling quick service in looking up any story that might not have been filed for some reason.

Our telephone book system is quite inclusive. We have books covering all New England. We also have a telephone book listing every telephone in the Metropolitan District by streets and numbers. In addition, we have the New York, Washington, Chicago and other directories — even San Francisco is in the lot.

Although both the *Traveler* and the *Herald* are very old papers, the former having been established in 1825 and the latter in 1848, we have the complete files since the first issue, and thus we are able to keep in touch with the world and its affairs of more than a century far better than through any histories.





## PERSONAL NOTES

Fred A. Robertson, a member of our Executive Board, and Secretary to the Chief Engineer, Hydro-Electric Power Commission of Ontario, has recently been honored by the Engineers' Club of Toronto in his election as President of that organization.

\* \* \*

Hallie T. Shearer is at present engaged in organizing the printed material in the Division of Education of the Ontario Department of Health

\* \* \*

Henrietta Flaum, who has served for several years as head of the reference library of the New York City Board of Education's Bureau of Reference, Research and Statistics, has been appointed Secretary to the Board of Superintendents.

\* \* \*

Grace Studley, Librarian of the National Bureau of Economic Research, died on February 24. Miss Studley, a graduate of Pratt Institute School of Library Service, served in the Reference Department of Pratt Institute for several years, later going to the library of the Russell Sage Foundation.

\* \* \*

Boston Chapter lost one of its outstanding members by the death of Charles C. Eaton, Assistant Dean of the Harvard Graduate School of Business Administration and formerly Librarian of the Baker Library.

\* \* \*

Mr. F. T. Broadbelt has been appointed to succeed Percy L. Roberts as Librarian of the Insurance Institute of Montreal.

\* \* \*

Hazel Merry, formerly associated with the Museum of Science and Industry, Chicago, has accepted a position with the Carnegie Library, Hastings, Nebraska.

\* \* \*

Helena Richardson, who was formerly on the staff of the Los Angeles Municipal Reference Library, was recently married to Charles G. Brown and is living at 2420 Glen Road, Dayton, Ohio.

\* \* \*

Rosalind Wilson has been appointed to succeed Doris M. Andrews on the staff of the Gulf Oil Company, Research Laboratory, Pittsburgh.

\* \* \*

Mrs. Jeanne B. Foster, for many years Librarian of Kuhn, Loeb and Company and more recently the owner of Millefiori Apiary in Middle Haddam, Connecticut, has returned to library work. She has assumed responsibility for the legal files of the Federal Reserve Bank of New York.

\* \* \*

Mrs. L. T. Rose has replaced Mrs. Pauline J. Bullard in the library of the California Taxpayers' Association, Los Angeles.

## 1909      Special Libraries Association      1932 24th Annual Conference

### Program

THE Program Committee and Group Chairmen are knee-deep in plans for our Lake Placid Conference in June. Several speakers have been approached, but we are learning that the more important the person, the less sure he or she is of their plans three months in advance. So we are not announcing individual names at this time, but we have high hopes for a fine, stimulating and very practical Convention. As you know, we plan to build our program around the general theme of fact finding in the new era that will follow the present world depression. And we mean to have sessions devoted to a discussion of the political, social and economic changes taking place and the relation of S. L. A. as an association and as individuals to these changes.

One of the really gratifying things in this program work is the interest that is shown in our Association and in what all of us are doing. One college professor and author of note has just written me saying, "I am greatly interested in the work of the Special Libraries Association, since I believe that it will become an increasingly important tool of the specialized research worker." An executive of one of the largest publishing houses in the country pointed out recently that the "organization of knowledge, the most important thing just now in the business world, is the responsibility primarily of librarians and of publishers." It will help every one of us to be able to discuss our problems and our expanding opportunities with authorities in various fields and with each other. It is of the greatest importance to us personally to share in such discussions in critical times like these. Business corporations evidently recognize this value too because it is said that conventions are as numerous and as well attended as ever.

So get your chief executive's blessing *now* and plan to be with us at Lake Placid, June 13-17.

MARY LOUISE ALEXANDER  
*Chairman, Program Committee*

### Lake Placid Club

For those not acquainted with the many delights of Lake Placid as a convention meeting place, we give the following details:

The Lake Placid Club was formed some thirty years ago by Dr. Melvil Dewey to provide an ideal vacation place for people who were tired of the regulation hotels.

The Club is situated on Mirror Lake in one of the most beautiful parts of the Adirondacks (1865 feet elevation) with magnificent views of Mt. Marcy, MacIntyre, Whiteface and other peaks.

There are about 10,000 acres of forest lands, with drives and walks in all directions, making it ideal for long or short trips by auto or on foot. For those who like to hike,

there are all varieties of climbs from the easy one up Cobble Mountain to the very strenuous all-day climb up Marcy or MacIntyre.

The Club itself is delightful, with several central clubhouses with many cottages scattered through the woods.

Our Headquarters will be in Forest, the most modern of the clubhouses.

The table has always been one of the features of the Club. Privately owned farms and certified dairies supply the finest of fresh vegetables and milk and cream in abundance.

There are many tennis courts, indoor games of all kinds, water sports, concerts and movies in a beautifully equipped auditorium; all except the movies free to guests.

The Club maintains five golf courses (one free).

The rates quoted by the Club are \$7.00 and \$8.00 per day, American Plan. The \$7.00 rooms are without private bath and the \$8.00 rooms include bath. Rooms may be single or double as you prefer.

If you wish rooms in Forest where all meetings are to be held, or if you prefer a cottage, specify this when you are making your reservations.

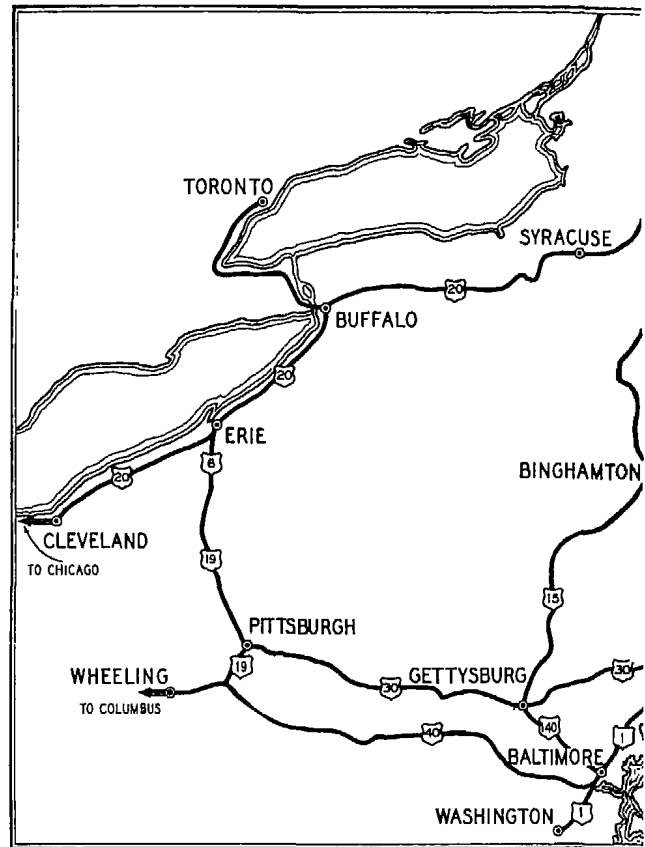
Reservations should be made direct to Mr. C. Holt, Manager, Lake Placid Club, New York.

### Travel Committee

Chairman — Gertrude D. Peterkin, American Telephone & Telegraph Co., 195 Broadway, New York City.

#### Members:

- Baltimore — Alice V. Reynolds, Consolidated Gas and Electric Co.
- Boston — William Alcott, *Boston Globe*.
- Chicago — Carrie Jones, National Association of Real Estate Boards.
- Cincinnati — Edythe Cowie, 855 Ridgeway Avenue
- Cleveland — Minnie Taylor, Museum of Natural History.
- Detroit — Jean Hathaway, Detroit Edison Co.
- Los Angeles — Not yet filled.
- Milwaukee — Esther Grob, Milwaukee Academy of Medicine.
- Philadelphia — Helen M. Rankin, Free Library.



Pittsburgh—Esther Fawcett, College of Fine Arts, Carnegie Institute of Technology.  
San Francisco—Mrs. Mary Carmody, Mercantile Library.

These members of the Travel Committee will be advised of all travel arrangements and members of the Local Groups are requested to get in touch with them when in need of information. The Chairman will, of course, be glad to answer any questions which come to her.

## How to Get to Lake Placid

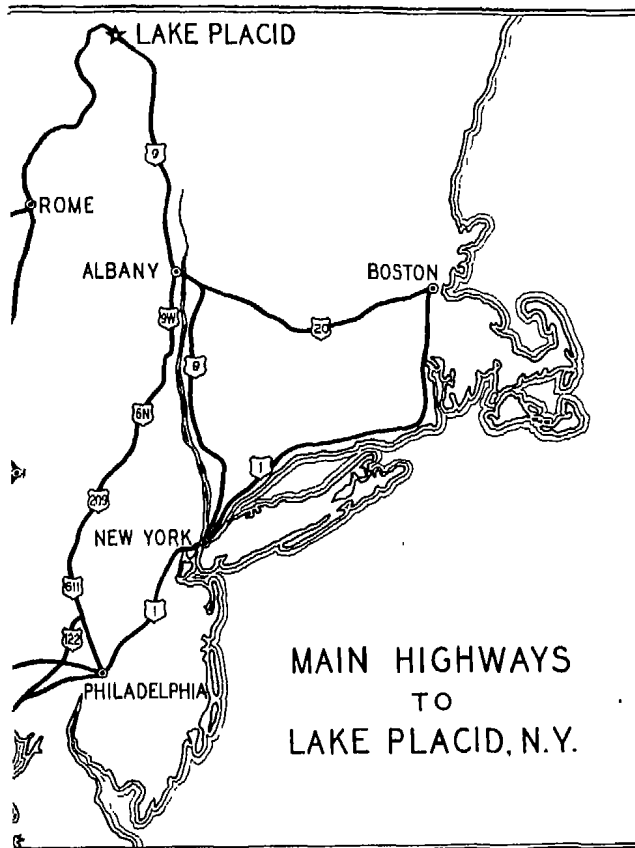
## Motor

The map shown here gives the main routes to Lake Placid from central points. There are, however, many alternate routes through beautiful country with good roads; as, for instance, from New York through the Berkshire country and Vermont and then over the Lake Champlain Bridge.

There is likely to be some construction work in Northern New York during the summer, definite plans for which are not yet announced. If you are planning to drive, get in touch with a Socony Touring Bureau or with Gertrude D. Peterkin, who will have accurate information as to road work.

A list of reliable and comfortable inns and hotels will be supplied to anyone wishing this kind of information.

For those who wish to stop over in New York City and avoid city hotels, suggestions as to near-by suburban inns will be furnished by the Chairman of the Travel Committee.



## Hudson River by Boat

It is possible that some members will wish to see the beautiful Hudson by daylight. Comfortable boats leave New York at 9 A.M., every day including Sunday, for Albany, arriving there at 6 P.M. Fare, \$3 25.

## Air

Direct connection from principal cities to Albany may be made by planes of the American Airways, Inc.

The summer schedules and rates are not yet complete, but will be announced in the May-June number of *SPECIAL LIBRARIES*.

Each local member of the Travel Committee will be advised of these schedules as soon as possible.

### Rail

Lake Placid is 12 hours from New York and 10 from Buffalo — through Pullmans from New York, via New York Central Lines.

### Fares

| From                                     | Fare and<br>One-Half | Summer<br>Tourist | Lower<br>Berth | Upper<br>Berth | Pullman<br>Seat |
|--|----------------------|-------------------|----------------|----------------|-----------------|
| Baltimore, Md. <sup>1</sup> . . . . .    | \$30.51              | \$33.21           | \$3.75         | \$3.00         | \$1.50          |
| Boston, Mass. . . . .                    | 23.61                | 26.67             | 3.75           | 3.00           |                 |
| Chicago, Ill. . . . .                    | 46.65                | 49.75             | 8.25           | 6.60           |                 |
| Cincinnati, Ohio . . . . .               | 42.12                | 44.92             | 8.25           | 6.60           |                 |
| Cleveland, Ohio. . . . .                 | 28.40                | 30.28             | 5.63           | 4.50           |                 |
| Detroit, Mich. . . . .                   | 31.92                | 34.05             | 6.00           | 4.80           |                 |
| Los Angeles, Cal. . . . .                | 164.30               | 144.72            | 31.88          | 25.50          |                 |
| Milwaukee, Wis. <sup>2</sup> . . . . .   | 51.24                | 54.65             |                |                | .75             |
| New York City. . . . .                   | 20.46                | 21.83             | 3.75           | 3.00           | 2.85            |
| Philadelphia, Pa. <sup>1</sup> . . . . . | 25.10                | 27.67             | 3.00           | 2.40           | .75             |
| Pittsburgh, Pa. <sup>1</sup> . . . . .   | 44.19                | 47.80             | 4.50           | 3.60           | 3.00            |
| San Francisco, Cal. . . . .              | 164.30               | 144.72            | 35.88          | 25.50          |                 |
| Toronto, Ont. <sup>3</sup> . . . . .     | 23.93                | 27.15             |                |                | .75             |
| Washington, D. C. <sup>1</sup> . . . . . | 32.67                | 35.51             | 3.75           | 3.00           | 1.88            |

<sup>1</sup> Pullman fares to New York, thence rates as shown from New York

<sup>2</sup> Seat to Chicago, thence rates as shown from Chicago.

<sup>3</sup> Seat to Buffalo, thence rates as shown from Buffalo

### Certificate Plan for Reduced Fares

The Trunk Line Association has granted a reduction of one and one-half fare on the Certificate Plan.

The following rules will apply if 100 certificates are deposited:

1. Buy a one-way ticket any day from June 9 to June 15, 1932.
2. Be sure when purchasing a ticket to request a *Certificate*.
3. *Deposit your Certificate* with Rebecca Rankin, Secretary, upon your arrival at Lake Placid.
4. The reduced fare is contingent upon an attendance of not less than 100 and, if 100 certificates are deposited, you will be entitled to a return ticket at one-half the regular fare, up to and including June 21.
5. The railroad suggests that tickets be purchased at the summer tourist rate, as the difference in rate is slight and the certainty of deposit of 100 certificates is doubtful, since many plan to motor.

### Wanted!

THE Lippincott Library, University of Pennsylvania, is anxious to secure a copy of the following: "The Panama Canal — An Engineering Treatise" in two bound volumes, prepared by General George E. Goethals and published in 1916 by the McGraw-Hill Book Company. (Also published in two volumes in 1916, Press of the

Neal Publishing Co., San Francisco, Calif., under title "Transactions of the International Engineering Congress, 1915, The Panama Canal, General Papers and Construction in Three Divisions of Canal.") Anyone, who has a copy for sale, or who can suggest a possible source of supply, is asked to communicate with Dorothy Bemis, Librarian.

### Nominating Committee Report

THE Nominating Committee submits the following list of candidates as officers for the year 1932-1933:

President — Mary Louise Alexander, Manager of Library-Research Department, Batten, Barton, Durstine & Osborn, New York City

First Vice-President — Sophia J. Lammers, Librarian, Joseph Schaffner Library of Commerce, Northwestern University, Evanston, Illinois

Second Vice-President — Adeline M. Macrum, Librarian, Tuberculosis League of Pittsburgh, Pittsburgh, Pennsylvania

Treasurer — Laura A. Woodward, Librarian, Maryland Casualty Company, Baltimore, Maryland

Director for Term of Three Years — Herbert O. Brigham, Librarian, Rhode Island State Library, Providence, Rhode Island

JESSIE CALLAN

DANIEL N. HANDY

K. DOROTHY FERGUSON

JOSEPH F. KWAPIL

MARGUERITE BURNETT, *Chairman*

The Directors whose terms have not expired are Angus Fletcher, who retires in 1933 and Fred A. Robertson, who retires in 1934. By the provision of Section 3, paragraph 5 of our Constitution, Alta B. Clafin, the retiring President, becomes a member of the Executive Board for one year. Attention is called to the Constitutional provision: "Further nominations may be made upon the written petition of ten active members."

### The Creation and Development of an Insurance Library

THE rapid growth of libraries and educational departments of insurance companies, the increased number of inquiries relative to the methods of organization, and requests for books, services and recommended equipment, have prompted the Insurance Group of Special Libraries Association to prepare for publication a pamphlet, known as "The Creation and Development of an Insurance Library."

The text part of the manuscript has been prepared by D. N. Handy, Librarian of the Insurance Library Association of Boston. Mr. Handy and his Committee, with the approval of each member of the group, prepared the appendices which include:

1. List of books recommended for fire, life, casualty, and miscellaneous and marine insurance.
2. A list of the principal insurance libraries of the United States
3. A list of the world's leading insurance year books.
4. Several schemes of classification of the subject of insurance

The 48-page pamphlet is available from the Special Libraries Association, 345 Hudson Street, New York, at \$1.00 a copy.

### A Music Subject Heading System

THIS new scheme of classification of music by subject and content rather than musical form has grown out of the new demands of the builders of broadcasting programs. The compiler, Hazel E. Ohman, formerly connected with the Music Library of the New York Public Library, devised this scheme in connection with her work as chief librarian of the Musical and Literary Research Department of the National Broadcasting Company. In her foreword, Miss Ohman says: "The logical arrangement of the subject answers the demands of the specialist more readily than the dictionary type of catalog. It brings all relative subjects together and enables the user of the catalog to survey the whole field of musical literature as it is spread before him in logical order, thus developing set ideas and suggesting new ones. While the system is expansive, it can, at the same time, be telescoped to meet the needs of the small library. In cataloging, the subject headings are indicated on the catalog card by the decimal system, which not only saves space on the card, but also provides a key to the file clerk. Every subject heading used in the catalog should be represented by a guide card."

Copies may be obtained from the author, 37-42 86th Street, Jackson Heights, New York at \$3.00.

## EDITORIAL BOARD

*Editor*, RUTH SAVORD, Council on Foreign Relations, Inc., New York

*Advertising Manager*, M. DOROTHY HOWARD, Standard Statistics Co., New York

### Department Editors

MARGARET BONNELL, Metropolitan Life Insurance Co., New York

ELIZABETH O. CULLEN, Bureau of Railway Economics, Washington, D. C.

LOUISE KELLER, Independence Bureau, Philadelphia, Pennsylvania

MARIAN C. MANLEY, Business Branch, Public Library, Newark, New Jersey

EMILIE MUESER, Engineering Societies Library, New York

M. E. PELLETT, Port of New York Authority, New York

MARIE K. PIDGEON, Consulting Librarian, 135 East 52d St., New York

A. A. SLOBOD, General Electric Co., Schenectady, New York

### Editors of Group Pages

GRACE A. ENGLAND, Civics Division, Detroit Public Library, Detroit, Michigan

ABBIE G. GLOVER, Insurance Library Association of Boston, Boston, Massachusetts

MARY ETHEL JAMESON, National Industrial Conference Board, New York

JOSEPH F. KWAPIL, Public Ledger, Philadelphia, Pennsylvania

RUTH G. NICHOLS, Federal Reserve Bank, Chicago, Illinois

MINNIE WHITE TAYLOR, Museum of Natural History, Cleveland, Ohio



### TWENTY-FOURTH ANNUAL CONFERENCE at Lake Placid, June 13-17!

That is not merely a title. It is not only a gesture. Conceived in the desire to make new contacts, to listen and learn, to know what our colleagues are doing and how they are solving their daily problems, the object of this getting together is to enable us to carry back the lessons learned and apply them to our own needs. The theme of the Conference — fact finding in a new era — is apropos of our times when there is an ever-increasing need of just the benefits that can be derived from such a gathering. They might be summed up thus: (1) Meeting of workers in your own, allied, and widely varying fields, through the knowledge of whose work you may many months later be able to provide the vital fact needed but which your own collection fails to supply; (2) Gaining ideas which will help you to improve your daily service to your own organization; (3) Adding to your own store of information through the addresses of nationally known speakers who will discuss the timely questions of today.

The time is long past when we could segregate ourselves within our own field and ignore the activities of other fields. Today the financial library must needs call on the international relations collections for material which the world crisis has brought to the fore; the library in the social service field must supplement its collection with occasional aid from the religious library; the library in the large advertising agency must maintain friendly contacts with libraries in all fields because of the widespread interests of its clients. And so we could go on indefinitely citing examples of the interweaving interests of our members and how these interests are served through the cooperative aid that our Association offers. Here are your supporting arguments for that all-important conference with the Chief in regard to the absolute necessity of your attendance at Lake Placid!

## PRESIDENT'S PAGE

**T**HE wonderful hospitality enjoyed by the Board and Council at the past three executive sessions in Detroit, Chicago and Baltimore, and by your President on other visits to local chapters, has been a fine indication of the strength and unity of our local organizations.

The "sitting-in" of Advisory Council representatives at Executive Board meetings has also proved the value of the policy in that respect which has been carried out this year. Council members have had better opportunity of judging their own problems in relation to those of other chapters and national committees, and of seeing more clearly how their work fits into that of the national association as a whole. On the other hand, we have all had the advantage of better acquaintance with the personal abilities and characteristics of members of local associations and national Groups who are destined to become our future leaders.

The future looks bright indeed. With Headquarters office in such smooth running order, with a Publications Committee putting out works of such high standard and usefulness, with coming editorial and Executive Board offices to be filled by members of such outstanding ability and devotion to the interests of the Association, we feel that we are about to make long strides ahead.

We must not forget, however, those who paved the way from the beginnings. Our Association is almost twenty-three years old. It has been most interesting and illuminating to look back through the files of our magazine and other publications, and to realize the high aims and breadth of vision of our predecessors. Go back and read some of the sayings of the founders of the Association, especially of John Cotton Dana, who saw so clearly the well-defined field of the special librarian in that of the library profession as a whole.

Our coming convention at Lake Placid will also be a constant reminder of one of the most important pioneers in the whole library world, to whose heart the progress of the library profession and the welfare of librarians was so dear.

ALTA B. CLAFLIN

## Report of Sub-Committee on Amendments to Constitution

**T**HE Amendments to the Constitution, approved by the Executive Board on February 23, 1931, and submitted for adoption to the Association at Cleveland on June 10, 1931, are to be voted on at the forthcoming General Meeting of the Association at Lake Placid on June 16, 1932.

The report of the Committee was printed in the July-August, 1931 issue of *SPECIAL LIBRARIES* and is therefore already in the hands of all voting members.

The Committee has since taken under consideration a number of additional proposals for the Amendment of the Constitution, but as its report on these is of a negative character, it is not published at this time.

ELIZABETH O. CULLEN  
HERBERT O. BRIGHAM  
ANGUS FLETCHER, *Chairman*



## WHO'S WHO

### GRACE A. ENGLAND

THE present Chairman of our Civic-Social Group started her library career in the Public Library of her native Detroit immediately after her graduation from Albion College. Four years later, she migrated to the University of Illinois where she took her B.L.S. and did graduate work in English literature under the delightful and scholarly Doctor Stuart Pratt Sherman. With this added equipment for her job, she returned to Detroit and began the organization of the Civics Division which she still heads and which has grown under her leadership and is now serving a very diversified clientele.

Outside her professional interests, Miss England waxes enthusiastic on dogs (especially her own Scotch collie), horses, cars (which she loves to drive), her garden—she challenges all special librarians to match their peonies against hers—her Minton and Belleek china, and music, chiefly the pipe organ, and here's a secret—Miss England is one of the very proud and haughty possessors of the Associate's degree in the American Guild of Organists!

### RUTH G. NICHOLS

RUTH NICHOLS' earliest memories are of the lovely old town of Marietta, Ohio, where she received her secondary education. She, like her mother, father, aunts, uncles, and all the rest of the family, graduated from Oberlin College, after which she left Ohio to attend Pratt Institute School of Library Service. Unlike most of us, Miss Nichols went immediately into the special libraries field, working for five years in the Legal Library of the American Telephone and Telegraph Company. Following her family to Chicago, she served successively as Librarian of the Chicago School of Civics and Philanthropy, the City Club of Chicago, and for the last eleven years the Federal Reserve Bank of Chicago.

Miss Nichols has been active in the Special Libraries Association, giving unstintingly of her time and energy. In 1923-1924, she was Chairman of the Methods Committee which

did such pioneer work along this line and whose Preliminary Report is still the best source material available. She was also Chairman of the Exhibits Committee for the convention of the American Bankers Association in Chicago in 1924. During the past year, she has served as Chairman of the Financial Group and as Editor of the Group page in the magazine.

### MINNIE WHITE TAYLOR

WORK and training in the Providence (R. I.) Public Library, while attending Brown University where she took her B.A. and M.A., probably led Minnie White Taylor back into library work, for she is primarily a plant pathologist, although well-versed in technical library methods. The Departments of Botany and of Education at Brown University held her for a few years, after which she joined the U. S. Department of Agriculture, working in Forest Pathology at Providence, Madison (Wis.) and Washington (D. C.) until 1924, when she accepted her present post at the Cleveland Museum of Natural History. Meantime, she had continued her scientific studies at the Marine Biological Laboratory, Cold Spring Harbor, Long Island, George Washington University, the University of Wisconsin, and the U. S. Department of Agriculture Graduate School.

Miss Taylor has served as Secretary and President of Cleveland Chapter, Special Libraries Association, as Secretary and Chairman of the national Museum Group and Editor of the Museum Group page. She is also affiliated with numerous other scientific, museum and university organizations. She is a charter member of the women's Amateur Art Club of Cleveland where her work was included in the 1930 exhibition. In addition to a long list of scientific publications, Miss Taylor has contributed to *SPECIAL LIBRARIES*, the *Cleveland Museum of Natural History Bulletin* and for three years, was Advisory Editor of *Your Garden Magazine*. Radio broadcasting, too, is another of Miss Taylor's accomplishments for she was on the schedule of the radio series presented in 1931 by her Museum.

## Across the Secretary's Desk

AS A result of the Executive Board's urging of a better representation of the Advisory Council at its meetings, there were twenty members in attendance at the Baltimore meeting representing twenty-eight of the committees, locals, and groups. Only those locals at great distances were not represented — for instance, Boston, San Francisco, Southern California, and Cincinnati. We hope this has now established a custom so that every member of the Advisory Council will always have an authorized representative at Executive Board meetings in the future. There is no better way for every part of the Association to be an active factor in the work undertaken.

The New York Special Libraries Association has transferred to the national Association a Publication Fund of about \$650. This has been accumulated during the past year from the sales of the "Union List of Periodicals in Special

Libraries of the New York Metropolitan District" and of "Special Libraries Directory of Metropolitan New York." The national is much indebted to the local for this financial assistance.

The Secretary's Office is to be responsible for the Information Desk at the Convention at Lake Placid Club, June 13-17. If any member has any suggestion to make, it will be welcomed.

Have *your* dues for 1932 been paid? Most of them have been, but there are some delinquents, of course. If *you* pay soon, it will not be necessary for the Secretary to send out a follow-up bill and a second notice. And we do hope *you* have secured at least one new member for the Association this year! The Membership Committee's report for July 1, 1931 to February 20, 1932 shows a total new membership of 144.

REBECCA B. RANKIN,  
Secretary

## New Members Since March Issue INSTITUTIONAL

The New York Public Library, Circulation Department, 5th Avenue and 42nd Street, New York City, Franklin F. Hopper, Chief  
Pennsylvania Legislative Reference Bureau, Box 27, Harrisburg, Pennsylvania, Irma A. Watts, Reference Librarian

### ACTIVE

Irene Benson, 298 Park Place, Brooklyn, New York  
Ethel R. Burkhart, Brotherhood of Railroad Trainmen, 820 Superior Avenue, West, Cleveland, Ohio  
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 National Industrial Conference Board, Inc., 247 Park Avenue, New York City

## LOCAL ASSOCIATIONS

AT ITS January meeting, Detroit Chapter heard R. L. Whaley of the Bureau of Foreign and Domestic Commerce speak on "Sources and Application of the Census of Distribution." Mabel True, Librarian of the new Downtown Annex of the Public Library, described this newest addition to Detroit's library facilities at the February meeting. The Business and Commerce Division is housed in this building under Louise Willis.

"Personality" was the theme of the February meeting of Milwaukee Chapter, when Dr. June Joslyn of the Milwaukee Mental Hygiene Council spoke. In March, D. W. Swiggett, editorial writer of *The Milwaukee Journal*, gave some "Sidelights from the 1928 Republican National Convention."

An unusually interesting meeting of the newly-formed New Jersey group was held on March 2 in the library of the Standard Oil Development Company, Elizabeth, of which Mr. D. F. Brown is Librarian. Fifteen librarians attended. After luncheon, which was served in the employees' lunch room, the group was welcomed by Dr. D. M. Maverick and Dr. P. E. R. Folich, and was then taken over the plant, laboratory, and library.

New York Special Libraries Association held its fifth dinner meeting of the season on March 29 at the Y. W. C. A. Headquarters. Dr. Paul Harrison, Medical Missionary in Arabia, gave an inspiring and enlightening address on his experiences in this most difficult field of work.

Falk Clinic held the interest of 21 members of Pittsburgh Special Libraries Association on March 10 when they were shown over the building by Myrtha Shreiber, Superintendent, and were addressed by Dr. Joseph H. Barach, Medical Director, who told of the aims and work of the Clinic.

Another government department — the Bu-

reau of Mines — was host to the San Francisco Chapter on March 17. Mr. Bowie, the Director, spoke on the work of the Bureau, showing motion pictures to further explain its activities. San Francisco reports 12 new members this year, bringing their total membership to 52.

The February meeting of Southern California Chapter was in the capable hands of their Commercial-Technical Group under the Chairmanship of Byron E. Edwards. Mr. Pierson, of the Gilmore Oil Company, spoke briefly of his library and research work, after which Monroe Butler, Chairman of the Democratic Committee of Los Angeles County, taking as his subject "Politics and the Business Man," gave a brilliant non-partisan talk on this timely subject. On March 15, the Association turned to finance when they visited the Security-First National Bank. A tour of the Transit Department allowed the members to follow the tortuous path of a check on a bank in some distant part of the country, presented at a branch of a great institution, and its final return to its home bank for payment. This was followed by an address on "The Spirit of Research" by Keith Powlison, Assistant Manager, Department of Research and Service of the bank, while Lawrence L. Hill, Publicity Manager, gave an illustrated lecture on "Early Southern California Landmarks."

We are watching with interest the possible organization of a local chapter in Montreal. In February, on the occasion of a meeting of the McGill Library School Alumnae Association, the matter was discussed and Mary Jane Henderson, Librarian of the Sun Life Assurance Company, was chosen to head a committee to report at a later meeting. Miss Henderson and others discussed the advantages to be derived from such an organization. We hope to have the pleasure of welcoming our first Canadian local soon.

# CLASSIFICATION and INDEXING

Louise Keller and Emilie Mueser, Department Editors

ADVISORY COUNCIL

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

## The Philosophy of Subject Headings\*

By Julia Pettee, Head Cataloger, Union Theological Seminary, New York

WHAT are subject headings, what is their nature, how do they differ from author headings, and how are they related to our classification schemes?

First, let us consider the distinguishing characteristics of the author heading. The author, corporate or individual, is a distinct and independent entity. We cannot define subject headings as entities in themselves. The subject matter of books is part and parcel of an impersonal and interrelated universe. Subject headings overlap each other. Each topic has a whole fringe of relationships falling outside the definition, and is part of a larger topical whole. It is this fringe of relationships that differentiates author entries from subject entries.

Relationships do not naturally fall into alphabetical categories. BEADS, BEETS, BOTTLES. We do not think that way; we think logically. BEETS may suggest beet sugar, then the sugar industry, and then the tariff. We cannot discuss subject headings without considering principles of classification.

Let us suppose we have a lot of missionary books for which we must make a classification scheme. Here they are, all mixed up, some general missionary periodicals, *The Chinese Christian Recorder*, books on leper missions, on Dr. Grenfell's hospitals in Labrador, some on missionary schools in the Philippines, on colleges in China and Japan, works, lots of them, on the various missionary fields, some encyclopedias of missions, a magazine devoted to medical missions, a dictionary of medical missions. Looking them over, we find we have just four main groups (the illustration is kept simple): GENERALIA, MEDICAL MISSIONS, SCHOOLS AND COLLEGES, MISSION FIELDS. Our problem is to deal with the overlapping relationships between these groups. The first book we take up is *The Chinese Christian Recorder* exclusively devoted to China. Two groups claim it. We are faced with a decision. Shall we make our class GENERALIA cover all the periodicals, or scatter our periodicals by coun-

try, and topic? We will probably decide to class GENERALIA by country and topic as far as possible, and *The Chinese Christian Recorder* will go with CHINA, and the dictionary of medical missions will go with MEDICAL MISSIONS. This decision settles the relationship of GENERALIA to the other groups.

Next, we take up a book on medical missions in Siam. We want that book both in MEDICAL MISSIONS and in SIAM. We can't have it both ways. Suppose we decide to build up our topical groups at the expense of the country groups. Our medical missions in Siam goes with MEDICAL MISSIONS and is unrepresented in SIAM.

These two decisions take care of the overlapping relationships of the four groups and have set the lines of our classification scheme. We limit our GENERALIA to material that cannot be classed in the other groups. We exclude from our MISSION FIELDS all books on special topics. We build up our special topics, MEDICAL MISSIONS, and SCHOOLS AND COLLEGES, running under these last two classes both form and country divisions.

Having made these decisions how shall we arrange our four groups? Hit or miss order? There is a perfectly good law of classification: Proceed from the more general to the more specific. GENERALIA first, next, MISSION FIELDS, and last the most specific groups MEDICAL MISSIONS and SCHOOLS AND COLLEGES. This order acts like a sorting board. The little marbles fall into the little holes, the bigger marbles into the bigger holes, and the biggest marbles in the biggest holes.

Proceeding in this way, studying our groups, making clear-cut decisions, then arranging the groups in order from the more general to the more specific, we build up a scheme which can be applied with the minimum necessity for directions.

One thing you must remember. Having made your initial decisions and set the lines of the classification, you must stick to these decisions. Temptation will assail you. This one lone pamphlet on a mission school in the Fiji Islands begs to stand with the other material on the Fiji Islands;

\* Abstracts from an address before the Special Libraries Council of Philadelphia and Vicinity, February 5, 1932.

or, along comes an amiable professor with a polite request: "I see this report on medical missions in Timbuctoo is not with the other books on Timbuctoo. I want to refer my classes to it. Please put it with the other books on Timbuctoo." Resist him. Use persuasion, and if that fails, save your soul by confessing that you are murdering your classification scheme. Better to use a scheme worked out upon consistent principles and do occasional violence to it, knowing that you do it, than to have a scheme in itself inconsistent and illogical. Give me a straightforward, rigid, clean-cut, ruthless scheme; something with a backbone you can depend upon, rather than a spineless one in which you can put a book anywhere and no questions asked.

Subject headings and classification, both dealing with the subject matter of books, are both concerned with the relationships of subject groups. Subject headings, like classification, have a bewildering maze of relationships that must be analyzed and sorted systematically into well defined groups.

Take such a simple topic as soap for instance. The practical man will say, "Put it under SOAP in your catalog. Why all this fuss about it?" (That is the great drawing card for the dictionary catalog.) An entry of subject material under a common, familiar term is so obviously sensible. But is that all there is to it? In a specialized library, your simple topic SOAP will branch out in all directions until it looks like the genealogical tree of some ancient and prolific family.

The cataloger in working out subject headings goes through the same first process as in considering classification schemes. The material as a whole has to be analyzed, and the relations of the various subject groups defined. In this process we will find that we are building a classed, or logical order of topics. If we are dealing with SOAP there will be the chemistry of soap, under which we will have as subtopics, fats and oils, alkalies and lyes, emulsions and the like, and under SOAP PRODUCTS another logical line of laundry soap, washing powders, scouring soaps, toilet soaps, scented soaps, perfumes, etc. Now all the topics used as subject headings bear these logical relations to each other just as truly as if they were groups in a classification scheme. In a classification scheme the order makes the logic obvious. In a dictionary catalog, instead of assigning symbols of notation and keeping these groups together, we name the groups, then scatter them far and wide in an alphabetical sequence, so that all outward appearance of logic is lost. The logic is all there, but is concealed, like buttresses in a wall, in the fabric of the dictionary catalog.

As a matter of fact our classification schemes furnish the natural basis for a primary analysis necessary in selecting subject headings. After a classification is once made, each book that comes into our hands must be fitted into it. When we know enough about the subject matter of a book to assign a classification number, we generally have the information we need for selecting names for the topical headings for the catalog, and for making the needed cross references.

Subject headings set over against the classification scheme bear two distinct and different relations to it:

I. Subject headings may be simply a transference of the classification groups to the dictionary catalog. There are many groups throughout the classification scheme which can be taken over and translated into subject heading terms just as they stand. ENGLISH GRAMMAR, for instance, has but a single place in the classification scheme, and instead of the Dewey symbol 425 to designate its place in the scheme, it takes its place in the dictionary catalog under ENGLISH LANGUAGE, GRAMMAR.

II. Subject headings may transcend the limits of the classification schedules, and do what a logical scheme cannot do, form new groups by interweaving these schedules. As an illustration suppose we consider SUGAR. As I have said, the main lines of division in a classification scheme are rigid. A classification scheme will have at least four absolutely separate main divisions under which various aspects of SUGAR must be classed. These are chemistry, agriculture, technical processes of manufacture, and economic problems, such as the tariff. The scheme cuts like a knife through this related material. There is absolutely no way in which this related material can get outside its own schedules and get together within the classification scheme. Here is where subject headings transcend the limits of the classification scheme. A single subject heading can gather up all this related material on SUGAR into a single group in the dictionary catalog. Subject headings take up the overlapping relationships of classification groups and weave them like an intangible woof between the warp of the classification schedules into new free groups. They are the fourth dimension of our classification schemes.

\* \* \*

Paragraph 2, line 6 on page 19 of the January 1932 issue should read: Medical Library Classification instead of Library Medical Classification, as at present.

## Digest of Business Book Reviews

Compiled by the Staff of the Business Branch of the  
Public Library, Newark, N. J.

**Arnold, F. A. Broadcast Advertising.** Wiley, 1931.  
\$3.00.

"Whether you are a listener or a business man you will be 50 years behind the times if you do not read the romance of broadcasting. Behind the scenes, into the details and a look into the future . . . are worthily and interestingly depicted. The author is not only an advertising man of years of experience but he is director of development of the NBC." R. L. Smitley. *Business Briefs*, November 1931, p. 156. 85 words.

"Arnold's 'Broadcast Advertising,' primarily designed as a supplementary reading for advertising classes, presents only a brief description of the field of radio as applied to advertising." L. C. Lockley. *Harvard Business Review*, January 1932, p. 218. 90 words.

"The radio listener who wants to know something of the history of radio, how programs are planned and similar information, will find the book interesting enough. But the professional radio man will be disappointed. . . . If Mr. Arnold is writing for the layman he has done a good job. If he is trying to add something to the knowledge of the professional radio man, as the jacket says, then we are a little doubtful about what he has contributed." R. W. Griggs. *Management Review*, February 1932, p. 64. 375 words.

"A treatment of radio broadcast advertising from its earliest days to the present time. The book discusses, among other subjects: obtaining radio circulation, planning of programs, reaching audiences, the advertising agency and broadcasting, and the results of broadcast advertising." *Sales Management*, February 13, 1932, p. 210. 40 words.

**Atkins, W. E. Economic Behavior.** Houghton Mifflin, 1931. \$8.50.

"A direct attempt to 'tie up' the concrete elements of economic laws with the abstract features of humanity. The underlying idea is based on the theory that business practice is the result of fixed habits and prejudices. An attempt is made to cover the whole set of complex details of modern business as applied to both individual and mob psychology." R. L. Smitley. *Business Briefs*, June 1931, p. 715. 60 words.

"A thorough review, in every day language,

of society from the economic and business standpoint. Here is a book that puts it competently and in an interesting manner." Paul Haase. *Credit & Financial Management*, December 1931, p. 38. 400 words.

"These two volumes are a thorough and worthy attempt to make economics more meaningful to the person not primarily interested in the subject. They make the subject a joy instead of a dismal science." *Journal of Business Education*, November 1931, p. 32. 220 words.

"The present work is admirably suited to the general though serious reader. The first volume describes the business processes of production and sale; the second, the various ways in which individuals and groups react to this process." *Personnel Journal*, February 1932, p. 382. 140 words.

**Bedell, Clyde. Seven Keys to Retail Profits.** McGraw-Hill, 1931. \$3.50.

"A book which tells in a direct, interesting way the precise methods by which modern stores produce profit. These methods are knit together into a complete, well-rounded merchandising program. Of even greater importance, it tells plainly how to use these proved profit methods — one step at a time — in the average retail store." *Bankers Monthly*, January 1932, p. 49. 115 words.

"This new book by the director of sales and advertising of Butler Brothers is both authoritative and definite. . . . The book includes a generous appendix of ideas on store operation collected from many sources and arranged according to the seven keys." *Journal of Retailing*, January 1932, p. 123. 250 words.

"A series of forewords by a number of persons, prominently identified with distribution, points out the book's adaptability to needs of trade organizations, wholesalers, manufacturers and salesmen. But to the retailer himself it presents a readable, human, practical, thorough and exceedingly helpful guidebook to increased success in business." *Nation's Business*, February 1932, p. 94. 275 words.

**Breyer, R. F. Commodity Marketing.** McGraw-Hill, 1931. \$4.00.

"Each chapter of the book is a case study of the entire marketing scheme of each of 14

non-agricultural industries and two public utility services, analyzing the function of each agency in the distribution of goods from producer to consumer, and pointing out the variations from the general scheme as they apply to the particular market." *Class & Industrial Marketing*, May 1931, p. 99. 240 words.

"Discussing with great thoroughness the intricate problems of marketing for fourteen non-agricultural products, the author has made available for both the student and the layman a most interesting survey. . . . It should be particularly interesting to the investor since it describes with much detail the various important and basic commodities." *Industrial Digest*, July 1931, p. 39. 275 words.

"The author has gathered in twenty-six chapters material dealing with the marketing of the principal non-agricultural commodities, with separate chapters on the marketing of public utility and telephone services. The purpose of the book, as the author alleges, is to provide a body of concrete material for illustrating and defining the scope of the so-called marketing functions." E. A. Duddy. *Journal of Business of the University of Chicago*, January 1932, p. 102. 250 words.

"The marketing structure is analyzed, and channels of distribution are thoroughly explained for coal, petroleum, iron, steel, cement, meats, textiles, tobacco, farm equipment, automobiles, electric and telephone service." *System*, May 1931, p. 389. 60 words.

**Collins, C. W. Rural Banking Reform.** Macmillan, 1931. \$2.00.

"'Rural Banking Reform' is a valuable discussion of a timely subject. . . . The facts are accurately and clearly stated, and the reasonings based upon them fair and candid." *Bankers Magazine*, September 1931, p. 417. 200 words.

"Mr. Collins shows the weaknesses of unit banks in rural communities, and in his chapters on branch, group and chain banking he seeks to determine which type will best serve the rural community." *Bankers Monthly*, September 1931, p. 564. 30 words.

"Mr. Collins' treatment is simple and the book may be recommended to the student of American banking problems." F. C. James. *Journal of Business of the University of Chicago*, January 1932, p. 87. 500 words.

"'Rural Banking Reform' interprets current movements in bank organization and management in their effect on rural communities. Various forms of banking analyzed such as:

city, rural, branch, group, trade area branch, and nation-wide branch banking." *System*, September 1931, p. 179. 30 words.

**Dickinson, Roy. Wages and Wealth.** Princeton Univ. Press, 1931. \$2.50.

"Mr. Dickinson boils wage-cutting down to a mathematical concept that any child or banker can understand . . . You do not have to be a wage-cutter to benefit thoroughly by a reading of this book." Sidney Senzer. *Advertising & Selling*, November 25, 1931, p. 30. 980 words.

"An entirely modern approach to the problem of wages, unemployment insurance and the dole." R. L. Smitley. *Business Briefs*, January 1932, p. 314. 70 words.

"Mr. Dickinson, associate editor, *Printers' Ink*, has collected the written and spoken thoughts of many industrial leaders on causes of, and remedies for, business cycles." *Fuel Oil Journal*, February 1932, p. 49. 200 words.

"The book describes a number of concrete situations and experiments, it is sprinkled with enlightening statistics and bits of philosophy, it is optimistic concerning the good intentions and ability of business men, it avoids following through any subject to conclusions which might seem drastic." George Soule. *New York Times Book Review*, December 27, 1931, p. 13. 150 words.

**Eldridge, H. F. The Evolution of the Science of Book-keeping.** Institute of Book-Keepers, Ltd., 1931. n.p.

"The book gives an excellent concise chronology of bookkeeping. The evolution is indeed fascinating to trace—a drama in itself." *American Accountant*, July 1931, p. 220. 230 words.

"Although this publication has only 82 pages, still it is a complete history of the profession from 2600 B.C. to date in outline. There is also a complete bibliography of early literature. Those who are keen on this subject will find this the most comprehensive outline of its history." R. L. Smitley. *Business Briefs*, August 1931, p. 876. 45 words.

"The description of accounting practices in early times, and the analysis of some of the important works on bookkeeping are pleasantly given, and the illustrations are excellent. The book is well worth reading by those who desire a cursory survey of practice and of literature." H. R. Hatfield. *Journal of Accountancy*, September 1931, p. 224. 340 words.

**Feldman, Herman.** *Racial Factors in American Industry.* Harper, 1931. \$4.00.

"Part I of this study summarizes the more objective facts with respect to racial discrimination in employment relationships; while in Part II the diagnosis of the author and his associates is presented, and a program of action for educational authorities, religious organizations, semi-public and social agencies, labor groups, and the government is suggested." R. E. Montgomery. *American Economic Review*, December 1931, p. 790. 480 words.

"Not only can this book be used to great advantage as a text book in the handling of conflicts between different races in industry but chapters eight and nine will be particularly helpful to those owners who wish to develop democratic policies of all kinds within their plants." W. P. Hapgood. *Bulletin of the Taylor Society*, June 1931, p. 138. 550 words.

"The book gives the conclusions of an extensive, dispassionate and socially minded survey of the points of contact and conflict between the races, and a survey of the means of dealing with these problems, which should be helpful to those who deal with aliens, either as employees or as fellow-members of the community." H. P. Dutton. *Factory & Industrial Management*, March 1931, p. 426. 110 words.

"This book presents a critical analysis of the *Racial Factors in American Industry*. . . . It is not only a source book of data of tremendous immediate importance, but it is an illuminating discussion that will aid the reader in evaluating the conflicting issues that are significant factors in American industry today." R. S. Uhrbrock. *Management Review*, August 1931, p. 254. 875 words.

**Ford, Adelbert.** *Scientific Approach to Labor Problems.* McGraw-Hill, 1931. \$4.00.

"The book gives a great deal of material which should be of value to personnel men. Various phases of the personnel problem such as its relation to broader social questions, and such phases as training and employment management are given incidental consideration, but the primary interest of the book is focused almost exclusively on the possibility of measurement of human characteristics." H. P. Dutton. *Factory & Industrial Management*, November 1931, p. 660. 275 words.

"The author has undertaken to describe the principles and some of the methods by which problems of labor may be approached scientifically. . . . As a specialized contribution to

a somewhat limited field, Professor Ford's book is of distinct value. It will prove a disappointment to the reader who expects to find a comprehensive treatment of the whole subject of labor problems." E. S. Cowdrick. *Management Review*, January 1932, p. 27. 750 words.

"The book is essentially a manual of industrial psychology, but by picturing this science as fundamental to real personnel research and hence to labor management, the author does indeed present a valuable scientific approach to labor problems." L. A. Frazier. *Personnel Journal*, February 1932, p. 375. 630 words.

"Laws of physiology and psychology applied to labor management, employee welfare, and production efficiency." *System*, December 1931, p. 411. 15 words.

**Greer, C. E.** *Advertising and Its Mechanical Production.* Crowell, 1931. \$5.00.

"The purpose is to explain the principles which underlie all advertising . . . and to briefly describe the technique of mechanical production." H. A. Graesbeck. *Advertising & Selling*, September 16, 1931, p. 44. 510 words.

"In this volume will be found information concerning advertising and printing processes such as are required by the advertising manager, the printer, or the student." *Bankers Magazine*, December 1931, p. 843. 35 words.

"In admirably clear fashion Greer reviews the various media (emphasizing the direct-mail method) and then proceeds to an explanation of engraving, half-tones and live etchings, color and color combination, design, and paper. All the mechanical processes are made clear by illustration. Added to the main text is a series of appendices giving a glossary of technical data not ordinarily made conveniently available." L. C. Lockley. *Harvard Business Review*, January 1932, p. 218. 125 words.

"A significant book for those who seek a reliable viewpoint on all types of advertising and the productive processes which are involved." *Inland Printer*, October 1931, p. 87. 275 words.

"A veritable encyclopaedia of useful, practical information; retail and national advertisers, practitioners, and students will find Mr. Greer's book a valuable, almost indispensable, reference." *Journal of Retailing*, January 1932, p. 124. 125 words.

**Myers, M. G.** *New York Money Market.* Columbia University Press, 1931. \$5.00.

"This book traces the reasons for the rise of the money market in New York City,



discusses the origins and development of the market for bankers' balances, for brokers' loans and commercial paper; and the domestic investment and capital markets, the inter-relationships of Treasury policy and of the various monetary controversies upon developments in the money market, the flow of capital from England to the United States during the period when this country was a debtor nation." *Bankers Magazine*, December 1931, p. 841. 150 words.

"This history, from earliest times to 1914, is the only compilation which develops the background of the capital market and indicates its proper significance. It is a stupendous work but thoroughly readable and authoritative." R. L. Smitley. *Business Briefs*, January 1932, p. 315. 55 words.

"The volume presents a detailed picture of the debtor-nation days of the United States up to the organization of the Federal Reserve System just before the World War." Paul Haase. *Credit & Financial Management*, February 1932, p. 34. 150 words.

"Money market is used in the broad sense to include 'all the funds available for productive, commercial or speculative purposes, as well as the mechanism by which these funds are gathered together from holders not immediately requiring their use, and redistributed in answer to the needs of various classes of borrowers.' Bibliography is included." *Industrial Arts Index*, November 1931, p. vii. 100 words.

"Dr. Myers' history of the New York Money Market will be of genuine interest to students of the world's financial machinery although its appeal to the general public will be limited by the wealth of detail which it contains." Evans Clark. *New York Herald Tribune Books*, January 31, 1932, p. 12. 175 words.

**National Industrial Conference Board.** Cost of Living in the United States, 1914-1930. \$3.00.

"Previous studies of the cost of living are brought down to date by the latest publication of the National Industrial Conference Board. . . . The study is of special significance because of the present interest in the relation of wages to living costs." H. P. Dutton. *Factory & Industrial Management*, November 1931, p. 660. 240 words.

"The National Industrial Conference Board is to be congratulated for further improvement in the quality of its work and for its fair,

scientific presentation of material that is fundamental to an understanding of many of our economic problems." *Labor Bulletin*, December 1931, p. 121. 1175 words.

"This volume presents a statistical analysis of changes during 1930 in the cost of living in the United States. The changes in the cost of living as a whole and in the cost of the various constituent items and of single commodities are shown in comparison with 1923, which is taken as the base." Walter Mann. *Sales Management*, December 19, 1931, p. 406. 315 words.

**Stoddard, W. L.** *Financial Racketeering and How to Stop It.* Harper, 1931. \$2.50.

"All lovers of detective stories will find this enchanting reading. From the mathematics of Ponzi to the Page & Shaw racket, there are human interest touches which suggest *True Story Magazine* rather than *Atlantic Monthly*. Oil rackets appear to offer the best bait to the great sucker list." R. L. Smitley. *Business Briefs*, January 1932, p. 315. 60 words.

"This volume narrates the financial swindles of the past years, from Ponzi to Page & Shaw, shows the details of these big jobs and gives those who will read a chance to run from glib-tongued stock salesmen." Paul Haase. *Credit & Financial Management*, January 1932, p. 34. 325 words.

"Exposes the many rackets used to victimize innocent investors." *Industrial Arts Index*, November 1931, p. vii. 40 words.

"Mr. Stoddard discloses the 'inside' on various and more generally known confidence games which have long been imposed upon the general public. They read more like fiction than the practical explanations they are." *Industrial Digest*, January 1932, p. 39. 120 words.

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FOL'S STUDIOS

Midland Park, N. J.

## EVENTS and PUBLICATIONS

Margaret Bonnell, Department Editor

**Careers in the Making; Readings in Recent Biography with Studies in Vocational Guidance**, edited by Iona M. R. Logie, and published by Harper & Bros., contains by way of an introduction, "Dialogue in a Library." We quote in part:

Alice: "Sometimes I wonder whether I could work among books, as a Librarian in a school or in a large office of some kind."

Jack: "Yes, my Dad often goes to the engineering society in the city, and he says they have a fine library there, and all the big newspapers have, too."

It is interesting to note that all references here in speaking of libraries are to Special libraries and not to Public libraries. That would seem to indicate that we have made a mark and are distinguished as a separate vocation.

\* \* \*

March will see the publication of the **Biographical Directory of Leaders in Education**, edited by Dr. J. McKeen Cattell. The directory has been in preparation for several years, and will contain biographies of about 11,000 American educators. It is promised that this work will maintain the editorial and mechanical standards of "American Men of Science," which in successive editions has been an important reference book for twenty-five years. Published by The Science Press, Grand Central Terminal, New York City.

\* \* \*

Number 55 of the American Library Association's "Reading with a Purpose" series of pamphlets is **American Life in Architecture**, by Philip Youtz, Curator of the Sixty-ninth Street Branch of the Pennsylvania Museum of Art.

Number 66 of the series is **Unemployment**, by Aaron Director, co-author with Paul H. Douglas of "The Problem of Unemployment" which set forth the results of the recent important study made under the auspices of Swarthmore College.

**Latin America** is the subject of No. 65 of the series. It is by James G. McDonald, Chairman of the Board of Directors of the Foreign Policy Association.

\* \* \*

In commemoration of the George Washington Bicentennial, an unusual list of publications is published in the February issue of the Italy America Society's *Bulletin*. It concerns the relations between George Washington and the Italians of his time, and consists of three sections: Works on the life of Washington, Italian books

on Washington; books on Washington and the United States with regard to the Italians.

The Casa Italiana of Columbia University purposes to publish a volume which will remain a symbol of Italo-American brotherhood. The book is to be written by specialists on the History of Italians in the United States, and will treat of the Italians at the time of Washington and after, and of problems connected with immigration.

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Very timely, in view of the wide discussion of the subject in the United States and the hearings before Congress, is a study of **Advisory Economic Councils** by Lewis L. Lorwin, published by the Brookings Institution in Washington, price 50 cents. There is a lack of up-to-date material on the subject in English, and this pamphlet summarizes the results of first-hand studies in countries in which the economic council idea has been spreading.

In the preface, Dr. Lorwin acknowledges his debt to Miss Adelaide R. Hasse, a former Editor of *SPECIAL LIBRARIES*, for the translation of documents in the Appendix.

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**Apartment House Increases and Attitudes toward Home Ownership** is the title of Research Monograph No. 4, published by The Institute for Economic Research, 337 East Chicago Avenue, Chicago, Ill. Although various sections of the Monograph have appeared in briefer form as articles in the *Journal of Land and Public Utility Economics*, the scattered material is here integrated with added discussion of methods, findings and interpretations.

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In the February issue of the *Industrial Arts Index* of the H. W. Wilson Co., we find a note of **Fortune's Favorites; Portraits of Some American Companies**, an anthology from *Fortune Magazine*. The articles, which have been revised and brought up to date, tell the stories of fifteen important companies and the men vitally connected with them. Published by Alfred A. Knopf, New York.

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Libraries which have had inquiries for books on the stock market and speculation will be interested in a book published by The Sears Publishing Co., New York, entitled **How Shrewd Speculators Win**, by F. C. Kelly and Sullivan Burgess, which is offered in *The Industrial Arts Index* as

"a guide to behavior when the market rises. Popular explanation of what goes on behind the stock market scenes serves as warning and precept for the amateur to follow."

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*The Publishers' Weekly* for February 27, notes that the Enoch Pratt Free Library in Baltimore has published "one of the loveliest historical maps that have been issued in this country, a **History Map of Maryland**, price \$2.50. The research has been directed by two of the library staff."

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**Pensions in Railway Service; References, with Notes**, by the Library of the Bureau of Railway Economics, Washington, D. C., is a very admirable bibliography which should be useful to anyone having more than a casual interest in pensions. The first part consists of general discussions and is arranged chronologically beginning with 1889. The early beginning is of value, of course, and added to that each reference has such an excellent annotation that its bearing on the problem in hand can be determined at sight. The second part is devoted to individual railroad's plans. Each part is indexed.

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Mrs. Katharine Maynard, Vail Librarian at the Massachusetts Institute of Technology, contributed an article on **Science in Early English Literature (1550-1650)** to the January issue of *Isis*, the organ of the History of Science Society and of the International Committee of the History of Science, published in Bruges, Belgium.

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A new H. W. Wilson Company enterprise, "The Vertical File Service" is described in the *Wilson Bulletin* for March. This new plan proposes to list worthwhile pamphlets in a monthly catalog and to assist in their distribution to libraries. Entries will be made in the catalog under recommended subject headings, with information as to the distribution of free and other pamphlets. Printed order slips will be supplied, which may be sent to the Vertical File Service for forwarding to publishers. It is felt that at this time, when many libraries are suffering from decreased book funds, a well-maintained vertical file can fill a vital need. The first catalog of the service will be forthcoming soon, to subscribers to *Readers' Guide*. For the present the subscription rate will be the same as for *Readers' Guide*.

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Several of the Michigan Business Studies, published by the School of Business Administration of the University of Michigan, are on real estate: **An Index of Local Real Estate Prices** (50

cents); **Real Estate Subdividing Activity and Population. Growth in Nine Urban Areas** (50 cents); **Catalog of Long Term Leases in Detroit** (\$5.00); **Subdivision Accounts** (\$1.00); **Problems of Long-term Leases** (\$1.00); **Real Estate Valuation** (\$1.00); **Real Estate Leases and Federal Income Tax** (\$1.00).

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*Engineering News Record* of March 3, 1932, carries a very good descriptive article on the library of Land and Water Transportation of the University of Michigan, and adds a paragraph on similar collections throughout the country.

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The Business Book League, 160 Fifth Avenue, New York City, has published a descriptive pamphlet of **The 100 Best Business Books of 1931**.

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It is interesting that since publication of **The Special Libraries Directory** which notes and indexes under subject a collection of books and articles on chess and checkers at the Montague Branch of the Brooklyn Public Library, there has been found to be a greatly increased demand for information about these games.

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The Library of the Wharton School of Commerce and Finance of the University of Pennsylvania compiled a list of suggestive references for use in connection with the Third Annual Wharton Alumni Institute of Business. The references cover the topics discussed at eight round table sessions. A member of the library staff made some attractive posters, one with the assistance of the Statistical Department.

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A bibliography of books in the St. Louis Public Library dealing with various aspects of the present economic crisis was published in the Library's *Monthly Bulletin* for February. The list is annotated and covers U. S. economic conditions, business cycles, four separate panics since the one in 1836, finance, and the gold standard.

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Libraries making use of foreign government publications will be interested in a forthcoming volume of the H. W. Wilson Co., **List of the Serial Publications of Foreign Governments**. Until now there has been no guide book to the source materials in this field. Every government publishing since 1815 is represented among the nearly 30,000 titles. The volume is sponsored by the American Council of Learned Societies, the National Research Council, and the American Library Association. It is sold on the service basis rate.

Two studies of business failures have appeared recently. **Business Mortality of Illinois Retail Stores from 1925 to 1930.** (Bulletin 41, Bureau of Business Research, University of Illinois) showed that of over 9,000 retail dealers in business in 1925, 46 percent were gone in 1930. The main purposes of the study were to discover changes which had taken place in the numbers of retailers in eleven trades, to compare mortality among certain trades, changes in various sizes of towns, and what factors had caused these changes.

The other study is of **Causes of Business Failures and Bankruptcies of Individuals in New Jersey in 1929-30.** It was made by the Bureau of Foreign and Domestic Commerce in cooperation with the Institute of Human Relations and the Law School at Yale University, and may be obtained from the Superintendent of Documents for 10 cents.

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As a rule, special libraries make no formal annual reports, though probably any one of them could furnish upon request their general statistics of use. In this connection we note in *Mechanical Engineering* of March 1932 a reference to the fact that the Engineering Societies Library in New York served 27,943 readers in the year 1931.

The Municipal Reference Library, a branch of the New York Public Library, likewise showed an increase in use in the year 1931 when 56,286 came to the library for assistance and in addition 19,172 inquiries by letter and telephone were answered.

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In *Library News*—books and pamphlets recently added to the Reference Library, Federal Reserve Bank of New York—we find note of two especially interesting publications: **Memorandum on Commercial Banks, 1913-1929**, by the League of Nations. This study, projected some years ago, after many delays and a gradual extension of scope now covers thirty commercial banking systems. The balance sheets, and where available, the profit and loss accounts of the commercial banks in each country are analyzed in a series of chapters, each of which contains an introductory note giving a brief description, in part historical, of the banking system concerned.

**Brokers Loans**, by Lewis H. Haney and others, reviews the general nature of brokers loans and explains and analyzes the primary data. The authors elaborate the relationship of loans to the security markets. Loans from non-bank sources are discussed, the effect of brokers loans on commercial credit, and finally some of the questions raised by various projects for regulation of these loans. The authors emphasize that plans for control should be studied and drawn up during

times of depression, should be mechanized and have definite limits, established in advance. They should depend as little as possible upon the discretion of some small group of men. The least objectionable form of control would be that of placing a definite limit on the amount of funds a broker may borrow. The publishers are Harper & Bros.

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The February issue of *The Library Association Record*, published by the Library Association in London, contains a four-page obituary of Dr. Melvil Dewey.

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Industrial Relations Counselors, 165 Broadway, New York City, publishes another of its semi-annual reviews of the current literature of industrial relations in the January 1932 issue of its *Library Bulletin*. We reprint the entire foreword because it is such an adequate description of the scope of the Survey.

The business depression is probably responsible for the unusual number of books published during 1931 concerning themselves with general economic questions, particularly suggesting the causes of our present depression on the one hand and remedies for it on the other. Only a few of these books have been included in the bulletin, although most of them discuss subjects and conditions that affect industrial relations policies and methods. Noteworthy among those included are the books by John Dewey (no. 2), Gerard Swope (no. 8), Sumner Slichter (no. 7) and J. A. Hobson (no. 45). A very pertinent report has been compiled by the U. S. Department of Commerce with the title "Forging Ahead During Depression" (no. 9) in which firms which have maintained or increased volume or profits give what they consider the most important reasons or policies for this success. Two general business manuals have been published during the past six months, one under the auspices of the American Management Association (no. 13) and the other edited by James C. Egbert of Columbia University and a group of associates (no. 14). Both have sections devoted to several phases of personnel management.

An unusual number of surveys have been prepared and published. The Bureau of Business Research of Ohio State University has made a survey of personnel practices among Ohio industries, the data being analyzed and prepared for publication by B. F. Timmons (no. 19). Three significant surveys have been made to discover the extent and characteristics of groups of unemployed persons and the types of persons most affected by unemployment. The Pierce School of Business Administration in Philadelphia (no. 26) made a study of conditions in 231 offices which shows the effect on office workers in that city of the business depression. The American Woman's Association (no. 27) made a study of their members to show how the trained woman was affected by the economic crisis. The National Urban

League (no. 28) gathered facts and figures respecting unemployment among negroes in 106 cities, and the Bureau of Business Research of the University of Indiana (no. 55) studied the occupational experience of 100 unemployed persons in Bloomington.

A study of mutual benefit associations has been made by Dean K. Brundage of the U. S. Public Health Service (no. 42) based on questionnaires sent to 600 companies. This is probably the most comprehensive collection of data on the operation of mutual benefit associations.

There have been several significant publications issued in fields not before covered by any important literature. The pamphlet on "Dismissal Compensation" published by the Industrial Relations Section of Princeton University (no. 64) analyzes the types of dismissal wage plans. The Metropolitan Life Insurance Company (no. 37) issued a pamphlet on the functions of an industrial eye clinic which outlines the procedure to be followed in establishing this type of health work.

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*The File*, the monthly bulletin of the Filing Association of New York, reprinted in its February number the article of Mrs. Louise P. Dorn, "Home Indexing of Periodicals," from **SPECIAL LIBRARIES** of October 1930.

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Wilmington (Delaware) Chamber of Commerce has compiled a **Survey of the Industrial Advantages of the Port and City of Wilmington on the Delaware**. The facts are cited briefly, tabulated and illustrated with photographs.

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The Minneapolis Industrial Committee, 1456 Northwestern Bank Building, Minneapolis, has issued a mimeograph survey, **Facts on Minneapolis — Industrial Center of the Northwest**. It is graphically presented.

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A collection of books taken from the Seligman Library of Economics at Columbia University has been placed on exhibition in Schermerhorn Hall, Amsterdam Avenue and 117th Street. The title pages reveal that the present economic depression bears a close resemblance to the eight which have occurred since 1700

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In the preface to **The United States in World Affairs, 1931**, just published by the Council on Foreign Relations in New York City, the authors, Mr. Walter Lippmann and Mr. W. O. Scroggs, "gratefully acknowledge their obligation to Miss Ruth Savord, who has prepared the bibliography and assisted at every point in the collection of the material."

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Under the new name of American Institute Publishing Co., Inc., substituted for the name,

The Journal of Accountancy, Inc., the publishing department of the American Institute of Accountants has embarked on an ambitious publishing program.

Each year a vast quantity of material on accounting and allied subjects is submitted to the Institute for consideration for publication. The enlargement of the scope of its publishing department now makes it practicable to increase considerably the amount of such material handled. It is planned during the current year to select at least six books of outstanding merit for publication.

To provide an outlet for its own stock, as well as for technical books of other publishers, the Institute has opened a bookstore on the ground floor of its headquarters (135 Cedar Street, New York). A mail order service in connection with the bookshop will further facilitate the securing of publications in all parts of the United States.

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A book that contributes to an understanding of the trouble in the Far East is **The Washington Conference and After**, by Yamato Ichihashi, Professor of Japanese History and Government at Stanford University. It offers a thorough, accurate discussion of the situation in the Pacific since the War, and makes clear the points at issue between Japan and China. It gives a key to the motives actuating various governments concerned in the affair, and provides a sound critical review of the causes behind present-day effects. The book is recommended by J. R. Condliffe in his booklet on the Pacific area in the A. L. A. "Reading with a Purpose" series. Published by Stanford University Press, Stanford University, Calif. Price, \$4.00.

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A valuable addition for business libraries will be found in the 1932 edition of **Market Research Sources, a Guide to Information on Domestic Marketing**. It is published by the Marketing Service Division of the Bureau of Foreign and Domestic Commerce and may be obtained from the Superintendent of Documents, Washington, D. C. The price is 30 cents.

The change in title from the previous edition known as "Market Research Agencies" serves to make the purpose of the publication much clearer as the book does not profess to be a complete directory of agencies carrying on research, but rather a guide to information in print or otherwise available to the general business public.

The present edition does not contain any material published before 1925, and it is, therefore, necessary to retain the 1930 edition of "Market Research Agencies" for records of earlier studies.

William E. Henry, long Librarian of the University of Washington Library and Dean of its Library School, leaves to the library profession a collection of his papers in one volume entitled **My Own Opinions Upon Libraries and Librarianship** (University of Washington Press, 1931). Special librarians may be interested to read a paper "requested and read before the Business Section of the A. L. A. in Seattle 1925" — "The Type of Education Needed by a Business Librarian." Most or all special librarians will agree with his thesis that such education should consist of (1) a broad academic education; (2) at least one year of library training; and (3) a fair mastery of the principles, purposes, technicalities and vocabulary of the business with which she is associated. But they may be amused at his introduction to the paper wherein he admits his sole purpose of attempting the task because he seldom gets his name upon the American Library Association programs except when held in the West!

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**How Publishers Win**, by Herbert Hungerford (published by Randsell, Inc., Washington, D. C., 1931), is a handbook for publishers and journalists. It is a fascinating presentation of the actual practices and processes used in making and marketing books and periodicals. To all who edit — be sure to read this book because you are bound to profit by it; to all who use books the

processes of manufacture should interest; to those who sell books here are many suggestions; to librarians who encourage reading of books and magazines Chapter X, "What Folks Read and Why," is sure to captivate and interest you.

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The American Academy of Air Law was incorporated in January 1931 as a medium for coordinating the efforts of organizations and individuals interested in the rational development of aeronautical and radio law and to promote scientific research and investigation of the many new phases of legal problems presented. The Academy, whose headquarters are at the New York University School of Law, publishes the *Air Law Review* and plans to publish the results of research to be carried on at various educational institutions which are members of the Academy. A library of literature on aeronautical and radio law is planned. The Committee on Library and Bibliography includes, among others, A. B. Lindsay, Assistant Librarian, Washington Square College, New York University; M. Alice Matthews, Librarian, Carnegie Endowment for International Peace; Mildred Pressman, Librarian, National Bureau of Casualty and Surety Underwriters; Denys P. Myers, Director of Research, World Peace Foundation; and C. E. Walton, Assistant to Librarian, Harvard College Library. Alison Reppy is President and Executive Director.

### Course in Special Library Administration

MISS LINDA H. MORLEY, Librarian of Industrial Relations Counselors, Inc., will offer in the Summer Session of the School of Library Service, Columbia University, a course in Special Libraries. The class will begin Tuesday, July 5, and end Friday, August 12, meeting every day, with the exception of Saturday which will be free after the first week. Application for admission should be made on blanks provided by the Director of Admissions.

The course aims to present the purpose and point of view of a special library and to discuss the technical methods adapted to such a library, whether established to promote the interests of an individual corporation, a government department, an association, or developed as a branch or department of a public or a university library. It surveys the conditions under which library service may exist, the different methods used in special libraries and the ways in which general library methods may be selected, adapted and applied to meet diverse conditions. The approach

throughout the course to each activity of the special library is that of the librarian organizing or assuming charge of such a library. Each subject is considered in the order and in the way required to plan the library program for a particular group or organization. The course aims to be functional rather than theoretic, to train the librarian familiar with general library methods in the principles of specialization in library service, both as to subject and as to type of clientele or organization served. It also familiarizes the student with the kinds of information the specialist needs and the printed and other sources from which it may be obtained.

Registration must be effected in person and should be completed for full credit on June 30, July 1 or 2 before classes begin. From July 5 to July 9, inclusive, only half credit is granted and a fee of \$6.00 is charged for late registration. After July 9 no credit is granted and no late fee is charged. The tuition fee for the course is \$20.00, and in addition there is a University fee of \$7.00.

# GOVERNMENT MATERIAL

Elizabeth O. Cullen, Department Editor

## Independent Offices Appropriation Bill for 1933.

Hearing before the Subcommittee on Appropriations in charge . . . House of Representatives. 72d Cong., 1st sess. Indexed. 740 p. Govt. Print. Off.

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**Defining and Limiting the Jurisdiction of Courts Sitting in Equity.** Hearing before the Committee on the Judiciary, House of Representatives . . . on H. R. 5313. Feb. 25, 1932 68 p. Govt. Print. Off.

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**Nomination of James H. Wilkerson** [to be United States Circuit Judge, Seventh Circuit]. Hearings before a Subcommittee of the Committee on the Judiciary, U. S. Senate . . . Jan. 21, 22, Feb. 9, 10 and 12, 1932. 115 p. "Printed for the use of the Committee on the Judiciary."

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**Panama Canal Legislation.** Hearings before a Subcommittee of the Committee on Interstate and Foreign Commerce, House of Representatives . . . on H. R. 7498 to H. R. 7523. Jan. 13 and Feb. 4, 5, 1932. 99 p. Govt. Print. Off.

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**Railroad Legislation** (Section 15a — Recapture Clause — I. S. Act) (Section 15a — Rule of Rate Making — I. C. Act) (Section 19a — Valuations — I. C. Act) Hearings before the Committee on Interstate and Foreign Commerce, House of Representatives . . . on H. R. 7116 and 7117 . . . Jan. and Feb. 1932. 584 p. Govt. Print. Off.

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**Regulation of Motor Carrier Transportation.** Hearings before the Committee on Interstate Commerce, U. S. Senate . . . on S. 2791. At present appearing in parts "Printed for the use of the Committee on Interstate Commerce." Part 1, Feb. 1-6, 8, 1932. 184 p.

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**Revenue Revision, 1932.** Hearings before the Committee on Ways and Means, House of Representatives . . . Jan. 13-27, Feb. 2-4, 1932. Revised and corrected edition, prepared under direction of the Clerk of the Committee. Indexed. 1237 p. Govt. Print. Off.

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**Regulations concerning Right of Way over Public Lands and Reservations for Canals, Ditches, and Reservoirs and Use of Right of Way for Various Purposes.** Approved Feb. 21, 1931.

General Land Office Circular No. 1237. 29 p. Govt. Print. Off.

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**Scholarships and Fellowships — Grants Available in United States Colleges and Universities,** by Ella B. Ratcliffe. Office of Education Bulletin, 1931, No. 15. 157 p. Indexed. Govt. Print. Off. 30 cents.

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**Classification Rule 34 Governing Size and Minimum Weight of Cars.** Decision of Interstate Commerce Commission in I. and S. Docket No. 3591, Feb. 17, 1932. 12 mimeo. p. Interstate Commerce Commission.

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**Trucking L. C. L. Freight in Lieu of Rail Service in Chicago District.** Report proposed by R. N. Trezise, Examiner. 4 mimeo. p. Interstate Commerce Commission.

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**I. C. C. Primary Values Brought Down to December 31, 1930,** on the Basis of the Annual Reports to the Interstate Commerce Commission — Four Eastern Systems . . . by Bureau of Statistics, Interstate Commerce Commission. 3 mimeo. p. Interstate Commerce Commission.

## Higher Education

THE American Council on Education, Washington, D. C., is responsible for that useful compendium of information on "American Universities and Colleges," edited by John Henry McCracken and published by Williams and Wilkins Co., Baltimore, Md., 1932, second edition revised and enlarged.

It is very convenient to have within the covers of one book all the salient facts concerning 521 institutions of higher education in the United States, together with the names of administrative personnel connected therewith.

"Part I is devoted to a general explanation of the organization and operation of higher education with a brief survey of preparation for the professions and of the facilities for graduate study and research." The library in the college, in the university, and in the graduate school is described well. In the latter we note attention is called to the "Special Libraries Directory."

One of the XVII Appendices at the back of the volume is devoted to a description of the Special Libraries Association and its activities and more useful publications.