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Special Libraries, November 1932

Special Libraries Association

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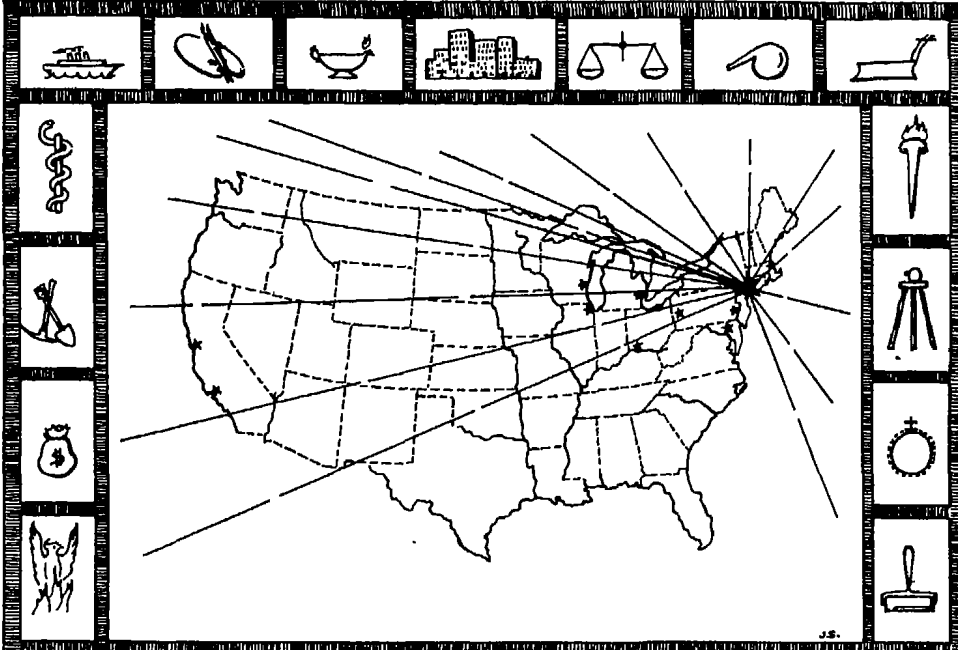
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SPECIAL LIBRARIES

"Putting Knowledge to Work"



Special Libraries Association
establishes arteries of communication
through which the knowledge of
all subjects and places
is put to work

Volume 23

NOVEMBER 1932

Number 8

SPECIAL LIBRARIES

FLORENCE BRADLEY, Editor

NOVEMBER, 1932

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SPECIAL LIBRARIES

NOVEMBER, 1932

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Number 8

PRESIDENT'S PAGE

The Year Ahead

WHEN the Editor suggested a number of SPECIAL LIBRARIES devoted almost entirely to "us," it seemed to me an especially happy and wise plan. This is a year in which everyone is taking stock of themselves; individuals, business corporations and organizations of all sorts are inquiring into their methods and accomplishments of recent years, are tightening their belts and making the wisest, safest possible plans for the future. Funds may be low but courage is high and the depression has generated a new ingenuity in all fields of endeavor which is very stimulating and challenging.

Special librarians everywhere are conscious of change. First it is reflected in the type and volume of requests for help that come into the library and secondly we are constantly reminded of it because nearly all of us have had our staff or budget cut at a time when it is necessary to give a better, fuller service than ever before to the company that employs us. Of course this has been very good for us as individuals. Some may have felt that it was easier and more pleasant to jog along in the good old days before 1930, but I will wager that the faster pace and new adjustments have made each one of us a better librarian.

Our Profession

There is no possible doubt that the next few years will be a period of great expansion for special libraries. As our Lake Placid Conference showed, there is a far greater need for fact finding than ever before in the business and professional world. Libraries played an important part in a great many companies during the boom times when business was comparatively easy to get; how much more necessary then that in these changing times every organization should make use of every bit of experience and information available.

There is a large educational job to be done by us, however. Numerous as we are, the vast majority of corporations still have no idea what a special library is and no conception of what an information service can mean to them. S. L. A. naturally is the one organization fitted to promote this idea and we mean to make promotion of new libraries an important part of our plans during the year. So there should be new and interesting jobs opening up everywhere. Are we ready for them? Are there enough good special librarians to sell the value of library and research service and to fill the jobs as they develop? Is our Association prepared to advise organizations that want to install a library on the proper administration policies, on the most efficient equipment, on the basic source materials and on similar practical problems? I am afraid the answer is that we are not ready.

Our Association

This brings us to an appraisal of what S. L. A. has done and to plans for its future. The several articles in this copy of the magazine, especially the one by Rebecca Rankin, give in detail the record of this association in membership, publications, the magazine, headquarters office and other activities. It is a fine record. I personally am amazed when I consider the strides S. L. A. has made and realize that this has been done almost entirely through the voluntary work of its members. No other association with which I am familiar receives the same devotion and effective service from its members. To be sure most of us give the time we do to S. L. A. because we enjoy doing it and because it helps us personally. It is not an accident that the people that have been most active in Association work in the local chapters and in our groups are usually the ablest special librarians. A chance to work on common problems and keep in touch with others who are accomplishing things, cannot but make us more effective in our own jobs. The librarians who have no interest in Association affairs or claim to be too busy to work on committees, are not nearly so apt to expose themselves to new ideas or to keep in the forefront of their profession. Possibly a little self analysis would be good for all of us in these days when the race is to the swift.

What then shall S. L. A. do in the next few years to be of the greatest possible help to each member and to the profession? The Board and Advisory Council mean to study this problem pretty thoroughly this year but obviously it is necessary that we have the advice and help of the entire membership.

First, we feel that more would be accomplished if we could decide on a few major projects and then concentrate the efforts of all Locals and Groups on those projects. We believe there is no limit to the number of things S. L. A. can sponsor if we can only learn the special desires and aptitudes of the entire membership and organize our man power properly. To do this we are undertaking a national census through which we hope to gain a knowledge of every single member. Only with such knowledge can S. L. A. be 100% effective therefore I urge each person to return this census questionnaire promptly.

Assuming that each member will enlist for work on some professional problem, we must decide which are of first importance. I shall mention a few projects which seem to us worthy of consideration in the hope that by some miracle I may have letters from a great many of you expressing your opinions and wishes. Our membership is notoriously inarticulate, yet I cannot tell you how much the Board would appreciate a fuller participation in association affairs this year.

Projects

1. The Methods Committee is beginning work on a manual of business library service, methods, administration policies and basic source materials. This manual will report the best practices in use in key libraries of seven different types. It will be a valuable tool for librarians and a guide to organizations that install new business libraries. Locals and Groups have already been asked to cooperate on this. We later hope to enlarge the scope of this manual to include special libraries other than business.

2. If there is one thing which the world has a right to expect of S. L. A. it is an appraisal of books covering the subjects on which we specialize. All of our national

Groups should prepare a basic list of books similar to the bibliography in the pamphlet *The Creation and Development of an Insurance Library* prepared by the Insurance Group. The Financial Group has long sponsored such a bibliography in the booklets distributed at their exhibits at the A. B. A. and the I. B. A. conventions. Strong book review committees in each Group should be ready to give advice on all new books covering their subjects.

3. Clipping files are equally as important as books in most libraries, yet subject heading schemes are as varied as the individual libraries and standardization of terms is a crying need. Again only our Financial Group has made a start in this direction.

4. One of the most effective means of spreading the knowledge of special libraries is the preparation of exhibits for the annual conventions of the important associations in our fields. The Financial Group has been outstandingly successful in this; the Insurance Group has just won its spurs. Which will be next?

S. L. A. could be widely and actively represented in the work of trade and professional associations in ways other than through exhibits. It should be the especial responsibility of officials of local chapters to take an interest in other associations to increase the appreciation and understanding of our profession.

5. As part of our plan to acquaint the world with the value of special library service, we hope to inspire a series of articles in all important trade papers. For these we need very specific, human interest examples of the practical worth of an information service. Through the local chapters and groups we hope to collect an impressive number of such news stories.

6. A series of manuals for the more effective management of our association would be useful. Two such would be *The Operation of a Local Chapter*, and *The Management of a Group*. These would cover programs, finances, membership activity and coöperation with the national organization.

We shall be in constant touch with Local and Group chairmen throughout the year in an effort to accomplish some of these. Such projects will form a groundwork for a much larger future program and will prepare S. L. A. to occupy the place which an increased membership and adequate financial support make possible. From past experience we are sure of the interest and ability of many, many faithful members. We hope for that same interest and participation from every special librarian. Won't you please write me your opinion of the above projects, suggest others and volunteer for work on the thing that interests you most?

MARY LOUISE ALEXANDER

Once Again—An Ideal!

THE Special Libraries Association was formed by a small group of librarians in the Eastern cities, principally New York and Boston, who were aware that the libraries in business, professional, and civic firms and organizations must function for daily business needs in a different way than the public library had been functioning for the average reader. The "special librarian," as he chose to call himself in contradistinction to a general librarian, was an active selector, user, applicer, interpreter, and compiler of printed and unprinted facts in special fields which concerned one type of business in which he was employed. At the time of organization in 1909 the membership in the Association consisted of 26 librarians in the fields of finance, municipal and legislative reference, and business.

Each year brought more members to the Organization and there was a gradual increase as business firms established new libraries. In 1915 S. L. A. had grown to 354 in number, and each section of the country, not only the East, had a goodly representation. A wide diversity of business was represented in this number of special libraries.

A monthly magazine, *SPECIAL LIBRARIES* was begun in January, 1910, to serve as the mouthpiece of the Association and to broadcast the principles and ideals of special librarians and stimulate the growth of special libraries which it has done admirably. In the early years this publication printed many useful lists of books and subject bibliographies which served as tools. One on Efficiency and Scientific Management — a bibliography of 41 pages — proved to be a best-seller in those days. A City Planning list in 1914 first printed in *SPECIAL LIBRARIES* was the forerunner of an annual compilation by Miss Kimball which is generally accepted by the city planner's profession as their standard tool.

SPECIAL LIBRARIES is now in its twenty-third volume, 1932, and is, as it always has been, a credit to the Association. John A. Lapp was its efficient editor in the early years and carried the responsibility from 1910 until 1917. Herbert O. Brigham did the Association an equal service in his editorship from November 1924 to June 1931. *SPECIAL LIBRARIES* showed unusual development as to quality of content and typography during this period. Mr. Brigham had ideals for the magazine which he attained. One means of doing so was his success in securing advertisements.

In the intervening years from 1917 to 1924 Ralph L. Power and J. H. Friedel and Adelaide R. Hasse each served as capable editors for a period of two years, while Lenore Tafel and Laura R. Gibbs aided in this capacity for some months each. Ruth Savord as editor this past year we think has improved the magazine even more in both typography and in the quality of the contributions.

Today the three most important indexes used by most special libraries are *Public Affairs Information Service*, *Industrial Arts Index*, and the *New York Times Index*. Each and every one of these originated in the fertile minds of the first special librarians and they have become realities because backed by and encouraged by S. L. A.

Another important phase of S. L. A.'s activities is its publishing. During the years from 1921, when Dorsey W. Hyde, Jr., published the first *Special Libraries Directory* until today, the Association has a long list of titles to its credit. Every publication was compiled in response to definite demands by special librarians, and each one has

been the outgrowth of cooperative effort and of cumulative experience and each one has paid for itself in cost and in many instances has made money for the Association which has enabled it to pay for more useful publications. I need not go more into detail — of course, you read SPECIAL LIBRARIES of November 1931 where the history of our publishing efforts was set forth by the Publication Committee. To Linda H. Morley the Association is much indebted for devoted and efficient work on this Committee.

At the Saratoga Springs Convention in July 1924 (eight years ago now) as an Association we had under discussion the adoption of a new constitution; the old one no longer served our needs and it was re-written to fit the then present situation for an S. L. A. of 800 members. The important principle advanced then was a closer affiliation of the local associations with the national. A second consideration was types of memberships, which we decided should be active, institutional, and associate. The day was won! But only as the result of three years of hard work done previously by your Executive Board in educating the body of the membership to these two important principles, which it was convinced were the necessary elements in building up a vital S. L. A.

Your present Secretary was in 1924 a member of the Committee which rewrote that constitution; and felt so strongly that it should be adopted by the members that she prepared an outline of a "future program" to show how it might work out in practice. There were some members of the Association who could not agree with those predictions and laughed gaily at them and considered them a dream. It was a dream but not beyond the realm of possibilities!

May I go over now that "future program" advanced in 1924 and show you point by point how after *eight years* nearly every one of them is an accomplished fact? I do this in order that you may have just pride in your Association, and with the ulterior motive of proving that you must plan ahead for another period of years.

(1) "The local associations and the national may be combined into one working unit for the benefit of all." I predicted that by this arrangement we could readily increase our membership to 1,475 instead of 800. That goal has been reached and last year and this year we have exceeded it — our total membership is more than 1,600. I estimated the furthest extent as 2,000; perhaps we may soon reach even that membership. The strength of S. L. A. lies in the fact that the national association is merely the sum-total of the local chapters. Each local touches all its members intimately, and the national through the Secretary's Office tends to make all work to the advantage of each local. The subdivision of the national into Groups lends itself to accomplishments along lines of subject interests. This is natural development which makes for a real unity of interest.

(2) The second point was a paid secretary. Through the determination of Mr. Francis E. Cady, president, that became a reality in 1927, and Mrs. Mary Brigham served as secretary very loyally for four years. Splendid growth in the Association resulted from this internal improvement in the Organization. As the secretary was the wife of the editor they worked very closely together — the secretary serving as business manager and assistant to the editor — as well as having her hand at the helm of all association matters. This is as it should be at Headquarters, editor and secretary working closely together.

Included in the second point was the recommendation that "advertisements should be carried in the magazine." Mr. Brigham did that admirably and this pres-

ent year the Executive Board appointed an Advertising Manager as well as an Editor—(two offices instead of one) Dorothy Howard, who has done valiant work in advertising for us.

(2) The third point advocated Employment work to be done by the Secretary's office. It has been done for the past four years to some extent, and this present year the Employment Chairman of the N. Y. S. L. A. and the Secretary, being one and the same, the local employment actually became national.

(4) Advice to employers and concerns helping in installation of new libraries. This has been done fairly adequately for the past five years by the Secretary.

(5) A reservoir of knowledge at Headquarters to serve as a Clearing House of Information. This has been attained only in part.

(6) Permanent headquarters and a paid secretary, with an estimate that it would require an income of \$9,000 to do it at all adequately. That ideal was attained in 1927 and continues a reality — with more improvements at Headquarters taking place constantly.

A point I wish to make is that S. L. A. in its first year 1909/10 received \$219.85 in membership fees and in the calendar year 1931 the income from memberships and publications was \$12,768.79. There were 26 persons present at the meeting of organization in July 1909, a membership of 128 in November 1910 and our membership now is 1650. Special librarians have been good economists because the Association has always lived within its income and never shown a deficit in any year, not even in the bad years of 1930 and 1931. The good effect of a permanent headquarters with a paid secretary is plainly discerned in the increase in income in 1928-1929 and in the years following.

Financial statistics are the tangible evidence of growth. The real work of the Association was shown in its publications, its official organ, its meetings, and accomplishments of committees, groups, and locals.

S. L. A. was never in a healthier or more robust condition than at the present time. The "future program" of 1924 has become its present program of 1932; within eight years the goals we set ourselves have been attained which are due to the spirit of our members and to their coöperative labors, to a single minded Executive Board under a capable and tactful President, to much volunteer work, and to the work of a paid Secretary who looks out for details and draws together the efforts of all members so that all aims toward a given end. A paid Secretary, even if she had a large headquarters staff can never take the place of volunteer work of our members. The volunteer work will continue and must continue — and all ideas spring from individual members or groups of members — but the better organized a Headquarters' staff is and the more detailed work it can carry at Headquarters, the faster the Association will be enabled to expand its activities and its usefulness to the members.

REBECCA B. RANKIN, *Secretary*

In Union There Is Strength

By MARIAN C. MANLEY

Chairman Membership Committee

EACH member of S. L. A. costs \$9.00 a year! Taking as a basis the present supporting membership of S. L. A. as a national body, and the annual expenditures, the Association spends \$9.00 on every member. The national body is supported by three groups — institutional and active members, and subscribers to SPECIAL LIBRARIES. It is not affected in this way by associate members, since they do not share in its financial support but contribute only locally. IN UNION THERE IS STRENGTH is a sound but well-worn slogan. For all associations there is a less familiar but as important corollary, IN ADEQUATE NUMBERS LIES ECONOMY. S. L. A. has clearly demonstrated that in union there is strength and effective, coöperative action through its record of publications and activities that, with all due modesty, is unequalled by any other association in the same field. What we have failed to realize is that in numbers lies economy!

Overhead expenses do not materially increase or decrease according to the numbers involved, but the cost per member is decidedly affected by that factor. We do not wish to increase either our dues for active members nor our magazine price to subscribers, but if we do not increase individual amounts, we must increase our totals. Our present overhead can be supported only by a membership of some two thousand members.

We are proud of our Association. We know that we receive in professional encouragement and exchange much more than we pay in dues. We do not wish to be parasites, accepting more than we contribute, nor could the Association long survive such an attitude on our part. The solution is obvious. We must each fortify our appreciation of the Association by bringing others to share in our benefits, thus reducing individual overhead costs to the amount now asked for in dues.

Although institutional members are only 12% of our membership, they contribute almost 44% of the total income. In other words, a small part of the whole number pay \$6.00 a year over and above current expenses, while the remaining 836 members and subscribers pay \$4.00 a year less than the Association spends for them.

Benefits of Coöperative Activity

Active membership in S. L. A. means the opportunity for close participation in work that will result in coöperative projects beneficial to a great number. We cannot all accomplish all the work that we would wish to in our own limited institutions, but through a membership in our Association we are offered the opportunity to share in the development of such tools as we need to improve the quality of our day-to-day work. For our technical members such compilations as the *Electrical Engineering Bibliography* are invaluable, but impossible to develop except coöperatively. The *Handbook of Commercial and Financial Services* is another outstanding illustration of the great benefit of such combined activity. Projects that would be insuperable if undertaken by individuals can be conquered through coöperation of our officials and members. Time and time again this has been clearly demonstrated. The

only barrier to the full development in this line is our own indifference to opportunities.

The mere technique of handling the routine business in connection with an association and the great labor involved in the production of a magazine as outstanding as SPECIAL LIBRARIES means certain definite expenditures must be met regularly. This has to be reckoned with even though much of the labor that goes into the production of these things is so generously contributed by keenly interested members of the Association. The high standard attained by S. L. A. in developing our publications is further evidence of what we mean by our slogan *Putting Knowledge to Work*. But, here again we must not forget that costs are less if the number by which they are divided can be increased.

How to Share

The modest budget of the Association could be met and its work easily promoted if each member would reduce her own cost to the Association, by bringing in another member. Such an invitation is an easy one to give, if we have conviction that not only will this be profitable to the Association but even more profitable to the new member.

Classes of membership were designed for several specific purposes. Institutional membership provides a supporting back-bone of financial security; the active membership should include everyone whose professional pride warrants a modest expenditure in a professional investment; the associate membership acts as a temporary expedient. Each Local includes dozens of associate members whose interest in S. L. A. is strong but who are unaware that through their slowness in taking advantage of the opportunity for full cooperation and professional support, they are limiting the efficiency of their Association.

Associate members undoubtedly fail to realize that they contribute no financial support to the national Association since the full amount of their small dues goes to the locals. They are loyal, interested supporters and their numbers help to give a wide range of contacts and a sense of unity in the work. In fact, we could not do without their moral support, but has it been brought home to them that in order to be effective in cooperative action, we must have their financial support?

Cannot each chapter definitely set to work to increase its number of institutional members to its proper quota and to convert a proportion of its associates into active members? But the work of the locals need not rest with that. Every semi-special or special library in the vicinity should be approached for membership. The range of interests is wide. As Miss Morley showed us recently, about 41% of the membership falls in the field of economics and business, 26% in science and technology, 20% in sociology, 6% in fine arts, and about 7% in other interests. Most of us are only "waiting to be asked," and a definite invitation would crystalize vague friendly sentiments into active cooperative effort and support.

Where Do Our Own Libraries Stand?

The question can be brought nearer home. How many librarians have stopped to consider their own peculiar situation? Are their libraries institutional members? Are they themselves carried by their companies as institutional representatives? Are they, in addition, paying their own professional obligations by individual active memberships? To how many of their assistants have they extended a cordial invita-

tion to become active members — professional minded, keenly interested? To how many others whose present circumstances will not permit the full membership have they recommended a temporary associate membership, to be developed into an active membership as the future permits? An invitation to an active membership is not an embarrassment to one's assistants.

Are we remembering why we joined S. L. A.? Was it not to make contacts with research workers having common grounds of interest, to keep in touch with the latest developments in print, and to share in fostering progress in research and methods of making records of such research accessible? Should we therefore hesitate for one moment before this opportunity to apply the Golden Rule and to offer to others the advantages in which we have been fortunate enough to share?

Best Sellers

An Interview

"SOME job!" said Mr. Ordway Tead at his end of the telephone to Miss Linda Morley at hers. Miss Morley as chairman of the Publications Committee was looking for advice and had just told him — Mr. Tead, the head of the Business Book Section of Harper & Brothers, in case you do not know — that she intended to put S. L. A. publications on a paying basis. Mr. Tead's remark was a heart-felt tribute to the difficulties ahead.

If you can imagine Miss Morley's needing any additional spur — we can't — "Some job" was all that was necessary. She and the present chairman, Adelaide C. Kight, went researching on their own. They asked pointed questions of other learned societies. Mr. Tead was not let off with simply an expression of magnitude of the job. They figured and estimated. They used far too many Industrial Relations Councillors' P slips and far too many of their own week-ends, but finally they emerged with a cost system that worked. They discovered that their formula, independently arrived at, is the accepted one for successful technical publishing. Now that all the work is done, it sounds simple enough: any publication must return three times its manufacturing cost, in order to pay its way.

In other words, if your Group submits a bibliography, or a directory, or handbook, the Publications Committee first of all gets bids from three printers. When these are in, the formula of three times the cost is worked out and the selling price is arrived at. Since the Committee isn't made up exclusively of idealists it knows that even good wine needs a bush and it allots 20% of the hoped for returns to publicity purposes. After which paper process comes the pertinent question, "Will enough of these sell to meet the cost of printing them?" That is another story which if your patience holds out will be told in a later paragraph.

Has the scheme worked? Comparisons may be odious but they are very stimulating for the profits the Association has made on its publications are larger than those of other learned societies. If you read your July-August issue of SPECIAL LIBRARIES you saw a little item in the Secretary's Report, "The sales of all publications during the year 1931 totaled \$2,080.61. For the first five months in 1932 the sales have equaled \$594.95." Of course you skipped the financial statement in the Publications Committee's Report in the same issue (you know you did), so you missed one of the most exciting bits ever published in SPECIAL LIBRARIES. A plain unadorned

statement that the Publications Committee had made a clear profit of \$870 during the year; \$870 is an attractive sum at any time; this year our officers are finding it a bonanza.

Any association can use red ink in its bookkeeping. Writing the figures in black is the achievement. Who and what is this Committee that can earn almost a thousand dollars a year for us? Well, in the first place it is Miss Kight. Then it is Linda Morley, Gertrude Peterkin, Edith M. Phelps, Ruth Savord, Elizabeth Wray and, as advisory members, Daniel N. Handy and Thomas Cowles, all of whom are described with magnificent foresight in the staid Toronto Report of 1927 as "a Committee on Publications [composed] of capable persons who are experienced in editing and publishing." If they do not mind being called "persons," could anything be more appropriate? Every one of them has something to show, some both inside and outside the Association. Of course you can't mention business books without seeing on your shelves,

Morley & Kight 1,600 *Business Books*
 Morley & Kight 2,400 *Business Books*
 Morley & Kight *Mailing List Directory*
 Morley & Kight *Business Books 1920-1926*

Miss Phelps we all know through the Wilson Publications. Ruth Savord has made herself an authority on foreign affairs. Already the *Cumulative Book Index* shows the entry "Savord, Ruth. Directory of American agencies concerned with the study of international affairs." The excellent bibliography in Walter Lippmann's *United States in World Affairs* is hers and she has had more than one finger in the forthcoming "Foreign Affairs Bibliography."

In the November 1931 issue of SPECIAL LIBRARIES you will find a complete history of the Publications Committee.* Turn back to it and reread it (or read it!) and you will realize how much hat tipping is due the Association as a whole and particularly the Committee as the *deae ex machina*. Do you know that every time you run your forefinger down a page of the *Industrial Arts Index* or *Public Affairs Information Service* you are using a brain child of S. L. A.? You probably could not get along without your *New York Times Index*? Well, neither could the earlier Specials, although they had to from 1909 to 1913, four years of persistent insisting until they got the *Index* reinstated by the *Times*. For this act alone the Association deserves a minor sainthood.

The *Historical Review* lists on two and a half pages of smallish type all the publications that could be traced from 1916 to November 1931. If you add to this the three new pamphlets: *Basic List of Current Municipal Documents*, First Supplement to *Hand Book of Commercial and Financial Services*, and *The Creation and Development of an Insurance Library*, the list will be up-to-date. Now what is your guess for the "best seller"? We asked Miss Kight so we know. It's the *Hand Book of Commercial and Financial Services*. Almost 1,000 copies of it have been sold. The second place in all-time popularity is held by that old-timer, *The Directory of Special Libraries, 1925*.

From the cash on hand we gathered that someone must buy these directories and handbooks. We were sure we knew who and so we asked our next question in rather an offhand manner. The answer to "Who buys your publications?" seemed too obvious, but that, my fellow members, is where your reporter was all wrong.

* *Historical Review of Special Libraries Association Publications 1910-1931*, p. 415.

Who really buys S. L. A. publications? Public Libraries, university libraries, business organizations, bankers, brokers, and maybe bakers and candlestick makers, but Special Libraries? Oh no! At least, oh no! in the majority of cases. While it suggests good salesmanship and management to let outsiders balance our budget, the situation from the inside seems to call for some head-hanging on our part.

A few paragraphs back we referred to the question of cost and sales possibilities of a proposed publication and since that question is really part of a larger one we asked Chairman Kight, How do you decide what to print? She intimated ever so gently that we had asked a mouthful. If you want the complete answer, you will find it in that same *Review* to which we referred before, but briefly it seems to be as follows. The Committee recognizes two types of publications — one intended primarily as a professional tool for members, the other useful to special librarians but equally valuable to outsiders. We need both types for our professional prestige, but the pamphlet that sells to outsiders is the one that pays our bills. We can afford to publish something needed only by S. L. A., something that a publisher could not touch because of limited demand, if occasionally we publish a pamphlet like the *Hand Book of Commercial and Financial Services* which brought in such high returns. This ratio between publications which will more than pay their way and those which are headed for the red ink side of the ledger is watched very carefully by the Committee

Now anything which goes out with the approval of the Publications Committee must like Caesar's wife be above reproach. When you submit a plan for a piece of work, as you must if your job is going to bear the imprint of the Association, it is all weighed very carefully — the need is considered, the market investigated and the technical methods of compilation checked. This check on method has saved many a Group from confessing after it is too late "We have left undone those things which we ought to have done and we have done those things which we ought not to have done," bibliographically speaking.

There are any number of other bits that we learned from Miss Kight that we would like to pass on to you. For instance, not all the Groups are equally well represented in the Association publications. The sub-committee on Publications is doing a continuously good job. Its scrap books filled with notices are eye openers. Reading them, the value to the Association of its publications aside from money becomes very evident. It is really a fruity case of being known by our good works.

What are the future plans? we asked. The immediate plans are circumscribed by the budget, Miss Kight explained, which does not need to be translated for anyone these days. However, the Committee has plans and hopes. It wants to revise the United States Government Periodical Mimeographed Statement, which has been such a useful tool that it has paid for itself many times over. It hopes to issue a list of business glossaries and make a museum survey. It may get around to publishing a national directory which we all need and want. Most exciting of all, it will sponsor in the distinguished company of the American Library Association and Columbia University a text book on "Business Library Administration" which Miss Morley is working on now.

The members of the Publication Committee are doing a professional piece of work in a professional manner, almost all of it in what is amusingly known as their leisure time. They ought to know that we are back of them, ready to suggest, ready to help, AND ready to buy.

EDITORIAL BOARD

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How Shall We Contrive?

PERHAPS the readers of SPECIAL LIBRARIES think their new Editor is not editing as industriously as she should, according to the theory of "new brooms." Therefore a word of explanation is due as to this double-decker issue of the Magazine. All during this year we have had brought to us the emergency of doing without things. Sometimes in our personal life, sometimes in our official capacity — until we know what it means to contrive and to face necessity. To keep SPECIAL LIBRARIES within its 1932 budget is one such necessity.

May I ask our readers to consider the matter of their monthly magazine somewhat in the light of this emergency — can we do without SPECIAL LIBRARIES, and if not just how much does it mean to us? I am sure what the answer to the first question would be, but the second could be answered variously. Some would welcome it quarterly, while others would like it weekly; some want more personal and local news, while others are for the substantial type of articles. So the new Editor has been very busy discussing and corresponding, trying to draw conclusions as to the future of our Magazine. But, because it is not possible to reach the whole membership in any other way than through these pages, I asked our President if we could not spend an issue of the Magazine discussing some immediate problems of the future, as the time has come for us to contrive and face necessities.

I used to think the work of the Membership Chairman was more vital to the Association than anything else when I held that office; but now as Editor I must admit that I was wrong — it is the Magazine. That being so, why should I not tell you that we have all got to back a financial fight for SPECIAL LIBRARIES if we are going to keep it in its present form and frequency. By that, I do not mean there has been no fight-

ing and contriving in the past — there has, but only by one or two people at a time. Now certain issues must be met and met by everyone. In the past who did the fighting? Mainly the Editor. From John A. Lapp who was first responsible for the development of the Magazine to Herbert Brigham who was not only Editor for seven years but acted as Advertising Manager as well, on to Miss Savord, who devised ways and means of improving appearance and quality of SPECIAL LIBRARIES — always we have accepted generously from Editors. Is it not time that we give a little instead of accept, impose, demand?

Do you realize that when you appoint an Editor you are imposing a full-time job on that member? Do you comprehend that when you delegate that full-time job, you are demanding an enormous contribution from the firm for which that librarian works? Do you not think more members should impose upon themselves the larger forms of membership that will contribute not in commensurate amount but in an honest effort to help support the financing of a good magazine?

Will you read the various statements of your officers in this issue and try to visualize their hour to hour efforts to administer S. L. A.? If you can picture what they do for you, if you appreciate what it means in professional pride to have the standards established that produce the kind of publications we now have or the quality of magazine we want to maintain, you will relate all these items to the matter of next year's Budget.

Budget is the answer to the opening questions of this discussion. Your Editor wants to keep within our 1932 finances if possible, and as an economy measure suggested a joint issue for the two months of October and November. But in addition I want to ask you not to let the matter rest as an emergency matter. What I ask of you as the new Editor is to help support SPECIAL LIBRARIES by the simple method of paying dues. It is not enough to contribute precious time and golden interest. We must have from you an "income that will come in" — more readers who are Active Members, more subscribers who will reckon with what it would mean not to have their magazine every month, in other words, moral support backed up by a full realization that S. L. A. needs much from you, perhaps even to the point of sacrifice.

FLORENCE BRADLEY

List of New Members from September 15th to October 3rd

INSTITUTIONAL

University of Chicago Libraries, Graduate Library School, Chicago, Illinois, William Randall

ACTIVE

Agnes Henebry, Librarian, Decatur Herald-Review Library, Decatur, Illinois

ASSOCIATE

Winifred W. Britton, 1270 South Boynton Street, Glendale, California

Mary Dale, County Free Library, 204 North Broadway, Los Angeles, California

Adalia Haass, Sociology Department, Los Angeles Public Library, Los Angeles, California

Mrs. Ruth M. Welton, Lybrand, Ross Bros. & Montgomery, 1204 Chamber of Commerce Building, Boston, Massachusetts

Our Membership Chairman

MARIAN C. MANLEY was born in Atchison, Kansas, but promptly shifted to Summit, New Jersey, the home base for dozens of Manleys. The theories of her liberal, independent parents led to entire avoidance of standardized school systems for their children. At nineteen, equipped with theoretical knowledge of the public school system, she passed the examinations for grade school teachers in New Jersey. Normal school graduates were more in demand, however, so she joined her father in business until his retirement in 1914, when she worked for the suffrage amendment. It was through the resulting association with Louise Connolly, at that time educational expert for the Newark Public Library, that she was fortunate enough to be offered a position there under the stimulating leadership of John Cotton Dana, librarian, and Beatrice Winser, assistant librarian.

In that liberal atmosphere, with countless plans for intellectual progress under way, a keen interest in professional activities was the natural development. With a brief interval spent as executive secretary of the Library Workers' Association and head of the Adult Department of the Sioux City Public Library, she has remained in Newark in various capacities.

In 1924 she was married to Gerald H. Winser, a nephew of her chief, and because of this has retained the "Miss Manley" for professional work. In 1926 she became Branch Librarian of the Business Branch, succeeding Linda Morley. The Washington Convention in 1929 was her first S. L. A. meeting. Since then, however, she has enjoyed the opportunities for constructive cooperative action afforded by S. L. A., serving on the Program Committee for the San Francisco Convention, as chairman of the Commercial-Technical Group, as chairman of the Committee on Cooperation in Business Library Service, and now as chairman of the Membership Committee.

She believes in getting into convenient printed form all types of useful business information and, once printed, seeing that the publication gets profitable distribution. She enjoys working out statistical or financial bases for problems. At committee meetings she is apt to be unheard unless a stormy session is under way, when her training as a lifelong Democrat comes to the fore. Except for this enjoyment of occasional brisk discussion her tastes are quiet. The city, except for its libraries and pleasant contacts, is to her a place to avoid. Books, not first editions, are her extravagance, and country life her pleasure.

* * *

SOME pay their dues when due;
Some, when overdue;
Some never do.
How do *you* do?

SNIPS and SNIPES

Changes and Chances . . . Clare C. Czarnecki is the new librarian at the Three Schuster Stores in Milwaukee. . . . Agnes V. Schultze, who has been with both The American Relief Administration in New York and the Hoover War Library in California, is substituting in the Economics Division of the New York Public Library. (We wonder if Mr. Hoover will have a librarian for his new cartoon library?) . . . Alberta Hillman has resigned her position as librarian of Jones and Laughlin, Pittsburgh. . . . Geraldine Rammer writes us that Mariane Thurber, University of Wisconsin and Wisconsin Library School, has joined her staff at the Hardware Mutual Casualty Co. at Stevens Point. Miss Rammer has just celebrated a third anniversary, and admits that the past three years have been swell. . . . Pearl

M. Keefer, Josephine Curry and Frances Kirkwood are putting the files of the International Match Co. in order. . . . Marian Swayze has resigned the librarianship of the Western Electric Kearney Library and is now head of the State Teachers College at Albany. . . . Amy Winslow, who used to be at Indianapolis, is librarian of the new Industrial Department at Enoch Pratt Free Library in Baltimore, and Marion Brace is chief of the Civics and Economics Division. . . . Anne G. Cross, librarian of the Department of Commerce Library, has resigned her position after a long illness. * * * *Depression or No* . . . Matrimonial vows are still being exchanged. . . . We can report Ethel Slattery of the Three Schuster Stores, Milwaukee, and Ione Ely, librarian of the Public Administration Library at the University

of Michigan, married, but not to whom because we weren't told. Miss Ely stays on as a Lucy Stoner. . . . Eleanor Sweet is still librarian of the Museum of Comparative Zoology, Harvard, although she is now Mrs James Lee Peters. . . . And Mary R. Furness, who used to be at the Museum Library in Philadelphia, is Mrs. Henry Savage of Open Hearth, Jenkintown P. O., Pa. (Would we be forgiven one reference to an Open Hearth Furness?) . . . And William F. Jacob, librarian of the G. E. in Schenectady, was married to Miss Lillian F. Lindborg of Brooklyn last June. * * * *Casualties List* . . . Reports continue encouraging. . . . Florence Wagner is back in New York making a phenomenal recovery from her smash-up in Penn Yan. . . . Elizabeth Cullen has returned to her desk for a few hours a day, and hopes to be there full time in November. . . . We're sorry to have to add two more names to the List . . . Ina Clement of the Municipal Administration Department of the Princeton Library after visiting municipal libraries along the way, getting out to Missouri safely for her vacation, damaged herself and her car in Ohio on the way back. . . . Mrs. Jeanne Foster, who is doing a special job at the New York Federal Reserve Bank, was backed into by a taxi on a recent Sunday afternoon in downtown New York. If you know downtown New York on Sundays, you wouldn't believe such a thing possible. Mrs. Foster is proof that it is. She's at the Beekman St. Hospital. * * * *Faint Praise* . . . In a cherished and (we hope) unknown poem there occur these lines:

"The lay-brothers said with a wag of the head,
'Ain't he the glutton for discipline!'"

And we all, lay-brothers and sisters chant the above in unison as we contemplate the long arduous year which Ruth Savord has completed as Editor of SPECIAL LIBRARIES. No one but Miss Savord knows the hours of thought and concern and plain hard work she spent. A magazine is a living thing, cared for and lived with twenty-four hours a day. Publishing an association organ is a bit like virtue, apt to be its own and only reward. Unlike the lay-brothers of the poem who gave Ambrose a beautiful aureole, we can give Miss Savord only our appreciation and thanks, and a figurative five-pointed star for her figurative crown with the following words inscribed — one on each point — "A good job well done." * * * *Affairs of State* . . . By the time you are reading this the Executive Board of the Association and the Advisory Council will have had their meeting in New York at Batten, Barton, Durstine and Osborn on October 29th. After the meeting they will be entertained at a luncheon at the American

Women's Association Club House, and at tea at Eleanor Cavanaugh's Fifth Avenue apartment. In the evening there will be theatre parties to suit all tastes, and hope to be able to tell you next issue who chose Earl Carroll's Vanities. . . . We have offered to serve as substitute at any one of the functions. * * * *Honorable Mention* . . . We hear that Helga Lende has edited the Proceedings of the recent World Conference on Work for the Blind. Miss Lende is the librarian of the American Foundation for the Blind. . . . And that Eugenia Raymond of the Cincinnati Museum of Art is one of five on the A. L. A. Committee on Visual Methods. The Committee is going to find out how library methods and visual material are related. . . . And that Adeline M Macrum spoke at the Hospital Libraries Round Table at the Thirty-second Annual Meeting of the Pennsylvania Library Association. * * * *Lucky Dog Department* . . . Europe, dat ole debbil siren, called this summer, and some of our less indigent members answered. Those whose peregrinations reached our envious ears are: Detroit Chapter, President Frances Curtiss, librarian of Detroit News . . . Alan Dudley, assistant purveyor of Information (British Bureau of), who was plenipotentiary of SLA to the ASLIB Convention . . . Hollis Hering, who jaunted about France and Europe in a motor car *en famille* and who never again can say: "And I — have not looked on Carcassonne" . . . Ruth Savord (the sly minx) managed to combine business with pleasure to the distinct advantage of pleasure. Officially she went To Get Things Done at the League of Nations in Geneva and at the Royal Institute of International Affairs in London. * * * *Good Management* . . . Gertrude Peterkin, librarian of A. T. and T., has taken on the job of Advertising Manager for Special Libraries. . . . Our ex-A. M., Dorothy Howard, resigned her first assistantship at Standard Statistics this spring as well as her SPECIAL LIBRARIES job, sang "California here I come," and, just to show how anxious she was to get "right back where she started from," drove out to the Coast in nine days — in her Ford. She's going to do something at the University of California at Berkeley, but we don't know what. * * * *In Rhyme* . . . You remember Mark Twain and the pink trip slip? We have always felt that was an exaggeration until, in an idle moment, we got started on — M. L. A., S. L. A. — S. L. A., M. L. A.

Now we can't stop —

Said S. L. A.

To M. L. A.

"
"

Oh, well, you finish it . . .

LOCAL ASSOCIATIONS

BALTIMORE CHAPTER

THE Baltimore Chapter Special Libraries Association met at the Legislative Reference Library in the City Hall, Tuesday evening, October 11, at eight o'clock.

The annual election of officers was held, those elected for the ensuing year being: John P. DuVal, Librarian of the Pennsylvania Water & Power Company, President; Miss Alice V. Reynolds, Librarian of the Consolidated Gas Electric Light and Power Company, Vice-President, and Miss Ella S. Hitchcock, Assistant Librarian of the Legislative Reference Library, Secretary-Treasurer.

The retiring President, Miss Laura A. Woodward, Librarian of the Maryland Casualty Company, was elected Treasurer of the National Special Libraries Association at the annual meeting held this year at the Lake Placid Club, New York.

Mr. DuVal, who is also President of the Maryland Library Association, announces that the program for the coming year will have as its motive a continuing effort to promote cooperation between the Special Libraries, serving the professional, industrial and business interest of Baltimore.

BOSTON CHAPTER

TRUE to style, Boston has been very busy with its regular schedule of meetings. On September 26 President Redstone acted as host at his own State Library. An attraction that caused much interest was an exhibit by which Mr. Redstone showed the growth in bulk of printing in the century 1832-1932, particularly of government documents. The address of the evening was delivered by Mr. Edward L. Hartman, Director of the Division of Town Housing and Planning of Massachusetts. He urged librarians to assume the duty of selecting from the mass of material published the few books which the student will need in order to get the basic and sound approach to his problems. Taking the modern industrial economic situation as an example, he mentioned a few books which provide such an approach:

How did we start?

The Spirit of American Government — J. Allen Smith

Social Forces in American History — Simons

The right principles

Christianizing the Social Order — Walter Rauschenbusch

Industry and Humanity — W. L. Mackenzie King

Actual development and its results.

Wealth against Commonwealth — Henry D. Lloyd

Economic Consequences of Power Production — Fred Henderson

The way out.

Towards Civilization — Charles A. Beard

America Faces the Future — Charles A. Beard

Again on October 25 the Association held a meeting, this time at the Harvard School of Architecture. Much business seems to be on hand, with Miss Sullivan calling on the Technological Group to organize, and those interested in French conversation to meet for suppers during the winter. Do they talk about bibliothèques specials?

ILLINOIS CHAPTER

A Bulletin from Chicago

CHAIRMAN JOSEPH A. CONFORTI reports that the Congress Hotel, Chicago, has been selected for our 1933 Conference.

"The Congress Hotel has a magnificent location on the most famous Boulevard in America and a view which is incomparable; convenient proximity to the American Library Association headquarters and the most convenient transportation direct to the Century of Progress. All meeting rooms, reception parlors and committee rooms with lake frontage, natural light and ventilation, quiet, seclusion of the convention floor and fine acoustic properties."

Date — October 16-20, 1933.

Place — Chicago, Illinois.

Hotel — Congress, Michigan Avenue.

MICHIGAN CHAPTER

THE 42nd annual meeting of the Michigan Library Association was held this year on October 6-8 at Traverse City. The special librarians were represented at a sectional meeting on Thursday afternoon at which Donna Watkins, Technology Department of the Detroit Public Library, presided.

The Michigan Chapter of S. L. A., Miss Frances E. Curtiss, President, planned the pro-

gram and was responsible for this section, which was attended by thirty librarians from many cities in the state. Mrs. Mary E. Frankhauser spoke for the State Library; Maud Ellwood of the Dow Chemical Library, Midland, represented the industrial library; Miss Curtiss discussed recent books of interest to all special libraries and Floyd Miller of *Royal Oak Tribune* brought forward the newspaper library viewpoint. Mrs. Dorn of Detroit Edison Co. reported most graciously on the national Lake Placid Convention; and rental collections in an industrial library is a new discussion in a special library program to which Mrs. M. M. Appleton of Detroit Edison contributed.

MEETING OF OHIO SPECIAL LIBRARIANS

*At the Maramor, Columbus, Ohio,
October 6, 1932*

Anna Marie Hardy, President of Cleveland Chapter, Presiding

UNDER the chairmanship of Emma Boyer, Union Trust Company (Cleveland), this luncheon meeting of Ohio special librarians was planned in connection with the Annual Convention of the Ohio Library Association at Columbus, October 5-7. The fall meeting of the national Board and Advisory Council of S. L. A. had also been set for that day in Columbus, but had to be postponed for lack of a quorum, to the great disappointment of the Ohio librarians.

Following greetings from Miss Pauline Reich, Vice-President of the Ohio Library Association, Miss Hardy announced the general theme of the afternoon's discussion:

Cooperation Between Special and Public Libraries

Dr. Arch D. Schultz, Director of Research, Ohio Chamber of Commerce, very informally presented his reactions as a library user, from the viewpoint of both business man and research worker. The average library, he said, cannot meet the needs of the business man. It is the special library that is really helpful in solving problems which the business or research man has to meet. In considering the facilities of general and special libraries, Dr. Schultz looks upon the former as distributing agencies, and the latter as producing agencies. The special library is the place where knowledge is generated. Dr. Schultz ventured certain criticisms of some of the libraries which he had used. He especially deprecated the museum attitude which is still encountered among librarians. Business and research men, he maintained, have a right to expect more liberalism in library privileges. Dr. Schultz briefly suggested what the business man is likely to want to know, and with what expectations he comes to the li-

brary. Moreover, if librarians could demonstrate more fully the usefulness of their libraries to the business man, they would have far better chance of securing his support in tax matters and financial aid, he concluded.

As a member of our national Board, Alta Claffin was asked to comment on the work of S. L. A. She emphasized Dr. Schultz' definition of the special library as primarily a production tool, and the appropriateness of the S. L. A. motto, Putting Knowledge to Work. She urged all librarians to make greater use of the facilities of the national Headquarters, and assured them of the willing cooperation of the national officers. Examples of outstanding publications were shown, and some of the activities of the Association enumerated.

Consideration of the subject of coöperation between the public and the special library, and their service to business generally, followed. Discussion from the standpoint of the public library was led by Rose Vormelker, Chief of the Business Information Bureau, Cleveland Public Library. The following questions were presented:

What is the policy of issuing "firm cards"? In answer to this, Gertrude Avey of the Extension Division, Cincinnati Public Library, explained the "firm cards" which have been used successfully for about two years in Cincinnati. On these cards of which about 21 have been issued, business firms are allowed an unlimited number of books, but the privilege is granted only to firms employing special librarians who can be held responsible for the care of the material loaned.

Is any effort made to adapt "reference only" rules to needs of special librarians or business men? Helen L. Purdum (Akron) reported that the Reference Division of the Akron Public Library had been liberal in allowing business men and special librarians to take out reference material and bound periodicals, for as short a time as possible, for consultation or copying. The Lima Public Library, Elizabeth Ferguson said, believed theoretically in liberalism, but lack of funds prevented such policy. Mr. Schunk of the Technology Department, Toledo Public Library, stated that the very liberal privileges which had previously been in force in the Toledo Library had had to be curtailed quite drastically, partly because undue advantage had been taken of them but chiefly because the library facilities through lack of funds could not keep pace with increasing demands of the business users.

Has any effort been made to effect cooperative purchase by business firms of specialized and prohibitively expensive material, to be placed in the public library for the use of all? Miss Vormelker cited the case of furniture manufacturers in

Grand Rapids who financed the purchase of a special collection on furniture in the public library. Miss C. E. Renke of the Technology Department, Cincinnati Public Library, related the instance wherein the engineers of the city contributed to the purchase of the Engineering Index Service, a matter of \$1,500 a year.

How much time is spent in getting actual information for special librarians? What is the policy in refusing requests for data entailing definite research work? What effort is made to make the resources of the public library known to special librarians and business men? An account of the practice followed on each of the above questions by various librarians present, closed this division of the program.

Miss Boyer, after mentioning the splendid cooperation which the Cleveland Public Library has given, led the discussion from the point of view of the special librarian, based on the following sub-topics:

How far can the special library serve other organizations and the general public? Thelma Reinberg of the Battelle Memorial Institute, Columbus, said that she tried to give the same service to the public as to the Institute staff. Eugenia Raymond of the Cincinnati Art Museum said the general public was welcome to use the library, but that art magazines were not loaned out. Hilda Albaugh of the Firestone Tire and Rubber Company's Chemistry and Physics Library (Akron) spoke of the highly specialized library maintained by her company, and said that while the libraries of the large rubber companies had cooperated with each other to a certain extent, yet each had its own fairly adequate scientific library, and loans among them were infrequent. The Cleveland Plain Dealer Library, Edith Osborn reported, freely answered questions from outside, but could not loan its clipping and picture material.

How far does the special library reciprocate with the public library? It was the general opinion that the special libraries should cooperate to the fullest extent consistent with their own resources and company policies.

If the special library specialized in a certain subject, does the public library also build along the same lines? Cards in the public library catalog indicating material in special libraries, and union lists of periodicals, were cited as means of preventing duplication of collections.

The disposal of duplicate and out-of-date material was discussed at some length. Miss Avey said that exchanges in Cincinnati had been effected by assembling lists of duplicates and passing them around at meetings of the local special libraries chapter. Mr. J. H. Shera, of the Scripps Foundation for Research in Population Problems (Oxford), remarked that his library was deluged with duplicate copies of documents and other works, foreign as well as local, and that he would be glad to pass them on to any librarians who could use them.

Twenty-nine special and public librarians and guests were present at this luncheon meeting, and the fact that they were interested enough to continue the discussions till late in the afternoon seems to prove that such meetings in connection with State Library conventions are of general value and should be encouraged.

ALTA B. CLAFLIN

S. L. A. OF SAN FRANCISCO

"WORK in Russia for Library Unification with an exhibit of materials used in educational and library work" is quoted from San Francisco's July Bulletin. This Bulletin is always full of such interesting items that the Editor has come to the conclusion that there should be an S. L. A. plane service in time for each monthly meeting. In September Miss Smith of the Berkeley Public Library gave one of her delightful book talks, while in August they had moving pictures of California showing scenery from Death Valley to Shasta, so beautiful that "some of us did not realize before how lovely California can be." (We would ask if that comment is in keeping with the true California spirit?) Space for Periodical Exchange notices is given in each issue of this Bulletin, and one or two full pages of nice crisp book notes that do credit to S. L. A.

GROUP ACTIVITIES

CIVIC-SOCIAL

Editor: Ina Clement

WHAT NEW YORK'S CITIZENS' BUDGET COMMISSION IS DOING

"REALIZING that New York City's finances were in a condition no business house would countenance in its affairs a group of men organized the Citizens' Budget Commission with a view to giving the city in the settlement of its difficulties the assistance of citizens of professional and commercial standing. All of these men are thoroughly experienced in their own particular lines, and are giving their time and attention to the problems confronting those who are making up the 1933 budget. The Commission also has an expert staff which thoroughly understands and is capable of handling New York's intricate business system

"The Citizens' Budget Commission was organized early in June of this year, and on July 8, 1932, was incorporated under the laws of the State of New York.

"June, July and August are the budget-making months in New York and the Commission at once devoted itself to the study of municipal affairs in all their ramifications. It speedily found itself in a position to offer suggestions based on business experience combined with a careful consideration of existing conditions. The time for work was short before requests for appropriations in the 1933 budget were made public at City Hall. Therefore the Commission focused its attention on the departments more or less obviously in need of pruning.

"By its publicity policy the Commission has enabled the taxpayer to learn the why and wherefore of many things in which he has a vital interest, and of which he had little knowledge. The work of the Commission has been educational. As it has garnered facts and reached conclusions it has immediately placed them at the command of the public.

"The work of the Citizens' Budget Commission has not been destructive. It wants to help constructively, not to hinder. Mayor McKee has welcomed its advice and fallen into line with many of its suggestions. The Commission aims to awaken the average citizen to the real situation and to put him in a position to judge for himself the difficulties — such as mandatory legislation and fixed charges — that tie the hands of those seeking to put the City's finances on a sound business basis. The Commission wants the tax-

payer to know the position in which he stands with relation to these facts, the reason for their existence, and the unescapable and disastrous consequences if proper steps are not immediately taken to protect him and restore the City's credit.

"In the United States New York is our most important city. With the exception of London it is the biggest in the world. It is the aim of the Citizens' Budget Commission to help prove that municipalities even of this size can be honestly and economically governed." — Radio talk, Sept. 28th by Hon. Henry Morganthau.

* * *

The Municipal Finance Officers' Association of the United States and Canada succeeds the International Association of Comptrollers and Accounting Officers and presents in a new style The Comptroller for August 1932. No civic librarian will fail to notice the appeal to members asking for reports and budgets of their respective cities. We hope the Association will let us know the results. Their new address is Carl H Chatters, Executive Secretary, 850 East 58th Street, Chicago.

A new library is numbered among those in the Civic-Social Group. The "Joint Reference Library," established by six cooperating organizations —

American Municipal Association
 American Public Welfare Association
 International City Managers' Association
 American Legislators' Association
 Municipal Finance Officers' Association
 Public Administration Clearing House

with Mrs. Lucile L. Keck as librarian, Drexel Avenue and 58th Street, Chicago, Ill. Mr. Charles S Ascher of the Public Administration Clearing House attended the Special Libraries Convention at Lake Placid and gave generously of his time and experience to the stimulating discussion of library problems. He was interested to know of other libraries established to serve a group of affiliated organizations and was reminded of the Engineering Societies Library and the National Health Library in New York City. If others come to the readers' minds we will be glad to hear of them.

The number of times that Mr. Anderson's article on "The Other Side of the Tax Problem," *Minnesota Municipalities*, January 1932, was copied gave evidence of appreciation of clear thinking in terms of human values. The August

issue of *State Government* contains another article of similar tone — "The Waring plan, a suggestion to drunken sailors in the relief of unemployment," by Hendrick Carol Giles.

MILLIONS FOR RELIEF

According to a report of the Research Bureau of the Welfare Council of New York City, the total expenditures of private, semi-official, and public organized agencies for relief in the period from October 1929 to September 1932 in New York City amounted to \$124,448,334. Detailed figures are as follows:

	Oct. 1929 to Sept. 1930	Oct. 1929 to Sept. 1931	Oct. 1929 to Sept. 1932 ^a
Board of Education School Relief Fund		\$393,487	\$1,701,967
Mayor's Official Committee		1,394,144	1,725,893
Private agencies ^b	\$3,340,794	13,843,291 ^d	19,698,262 ^d
Public agencies ^c	8,517,965	21,898,006	51,934,525
Total	\$11,858,759	\$37,528,928	\$75,060,647
Grand Total.			\$124,448,334

^a Estimated on basis of actual to June 1932.

^b Family service agencies, Red Cross, Salvation Army, etc.

^c Including certain aid to blind, aged, mothers, and veterans.

^d Includes Emergency Work Bureau.

INSURANCE

INSURANCE LIBRARY EXHIBIT

By Laura Woodward

THE true value of an insurance library was unquestionably demonstrated recently when the Insurance Group and the Philadelphia Insurance Library exhibited a "Model Library" at the 37th annual convention of the National Association of Insurance Agents, held at the Benjamin Franklin Hotel, Philadelphia, September 19-23.

Through the courtesy of publishers of insurance books and trade journals, over 500 books and approximately 100 periodicals were displayed. Daily issues of the most prominent newspapers of the country were available for those who wished to keep posted on current events. Bulletin Board displays of the pamphlets issued by the Insurance Department of the U. S. Chamber of Commerce, the booklets comprising the Insurance and Financial Management Service of the American Management Association; publications of S. L. A. and reports of the F. W. Dodge Corporation were exhibited. The Agent's *Three-Foot Shelf* of recommended books attracted much attention. This set consisted of eight special types of reference material; exhaustive textbook information

on each line of fire and casualty insurance; statistical publications; texts on business and insurance law; books on sales ideas; a manual for claim adjusting and an almanac.

Opposite the registration desk and just outside the Crystal Ball Room, where all general sessions were held, were large hand-painted posters directing attention to the Insurance Library Exhibit. A leaflet telling the delegates what the library offered was distributed at the time of registration. Through the medium of indirect advertising, we aimed to keep the Library constantly before the delegates. *Who's Who*, a pamphlet giving a short but interesting biography of the speakers at the convention, was found at each place at the Get Together Dinner.

The theme of the convention, "Admitted Assets," was the title of a pamphlet handed the delegates on the opening day; other leaflets entitled *Insurance Puzzlers* and *The Agent's Library* were distributed at later sessions. The contents of these pamphlets were taken from books, magazines, and newspapers displayed at the exhibit. A daily mimeographed bulletin, containing abstracts of articles appearing in the newspapers delivered in the morning, was distributed at each morning session of the convention. Much interest was displayed in these bulletins.

Research and reference questions were solicited, and a great many took advantage of this opportunity to have the librarians on duty help find information and assist with their perplexing problems. In addition to distributing complimentary copies of trade journals, booklets on Philadelphia, memorandum pads and pencils, a free copy of "One Hundred Years," a book published by the Franklin Fire Insurance Company, was mailed to delegates registering their names at the exhibit. More than 1,000 persons visited the exhibit during the convention, which is real proof of the interest displayed by those agents who desired to prepare themselves for the competitive strife of the reconstruction period.

The Franklin Fire Insurance Company of Philadelphia provided clerical help during the entire convention and sent a messenger, twice daily, to our headquarters to take care of any detail that we wished to assign to him. Much credit is due Mr. Frederick W. Doremus, Chairman, Library Committee, Insurance Society of Philadelphia, who kept in touch with the Philadelphia companies and Executive Committees of the National Association of Insurance Agents, and made it possible for us to carry out our exhibit plans without expense to S. L. A. Philadelphia Librarians assisting during the convention were: Louise Keller, Henry W. Brown and

Company; Jeanne McClay, Philadelphia Insurance Library; Helen M. King, Provident Mutual Life Insurance Company; Edith Knight,

Franklin Fire Insurance Company; and, from New York, Mildred B. Pressman, National Bureau of Casualty and Surety Underwriters.

CLASSIFICATION and INDEXING

Editor: Emilie Mueser

THE DECIMAL CLASSIFICATION AT COLUMBIA UNIVERSITY LIBRARY

By Harriet B. Prescott, Supervisor Catalog and Classification Department

THE question is often asked us here at Columbia, Do you find the Decimal Classification satisfactory for a University Library? In view of the many modifications which we have made it is perhaps hardly correct to say, Yes, and yet even with all the changes, the Decimal principle remains the same, and we find the revised Dewey which we use fairly satisfactory. May I indicate some of the more important modifications, for the benefit of any who may be interested?

The first change is in 016 subject bibliographies. In the Reference Collection the subject bibliographies are classed together in 016, but in the General Collection they are classed with the subject, the book no. being preceded by the letter *A* in order that the bibliographies may stand together at the head of the subject. For example, Smith's Bibliography of education is classed 370-ASm5.

Printing and publishing have been transferred to 017 and 019, two numbers which are practically unused at Columbia in the Decimal signification. We have done this to emphasize the bibliographical rather than the technical side of this material. This is especially important because of the establishment of our Rare Book Department, which includes the history of printing and publishing as well as rare and early printed books.

The 130* and 150* have been united and a new classification made based on that of the Psychological index.

Texts of the Bible except modern versions and all literature relating to the history, philology, criticism, etc., of the Bible or Old Testament are classed with Hebrew literature for the use of the Hebrew scholars.

In order to bring anthropology and prehistoric archaeology in close relation to sociology the

classes 571 to 573 have been transferred to the 300*, using the numbers 302 and 303 with subdivisions. Compendis and outlines in sociology are now classed in 300, and dictionaries in 301.9. Anthropology is now numbered 302 with subdivisions somewhat the same as in Dewey, and prehistoric archaeology is 303, likewise with divisions as in Dewey. Under 302 we have brought out especially the races, Aryans, Negroes and Indians.

The entire class of 400* with the exception of the general numbers 400-419 relating to general philology has been transferred to the 800*, in order that philology and literature may stand together. This has been made possible because of the different arrangement of the literature section, and consequent different notation. Instead of a division by form and then by period as in Dewey, literature has been divided by period first and then by form. This arrangement is an advantage for university study where courses are divided by periods. Authors' works are kept together irrespective of the form in which they write, which is also important in a University library. A disadvantage in this arrangement is that you cannot so readily answer the question, What have you on English drama? or, Where is your French poetry? The period divisions are as follows:

- 821 Anglo Saxon
- 822 Up to 1558
- 823 1558-1702
- 824 1702-1800
- 825 1800-date

Under each period we have added form divisions as follows:

- 821.11 Collection of Anglo Saxon poetry
- 821.119 History and criticism of Anglo Saxon poetry
- 823.12 Collection of English drama
- 823.129 History and criticism of English drama

* * *

"SIR, my friend John Baynes used to say that the man who published a book without an index ought to be damned ten miles beyond Hell where the Devil could not get for stinging-nettles."

— *What Is an Index?* by Henry P. Wheatly.

Government Statistics

Mary G. Lacy, Department Editor

This list was compiled by the Staff of the Library of the Bureau of Agricultural Economics, U. S. Department of Agriculture, Washington, D. C. Subsequent lists of statistical publications may be compiled wholly or in part by other groups. In this list only annual publications have been included, but the attempt has been made to show how the statistics may be brought to date, by noting the titles of the weekly or other publications which carry current statistics. An attempt has been made to indicate in the case of each issuing agency the scope of its statistical work, but it is not intended to imply that all of the recent Government publications which give statistics have been included. Suggestions for changes which will make the list more useful will be welcomed. Each publication may be ordered from the Superintendent of Documents, for the price indicated.

U. S. Department of Agriculture. Yearbook of Agriculture, 1932. 975 p. Price \$1.00, cloth.

The Department of Agriculture, in addition to its other activities, collects, compiles, summarizes, interprets, and makes public, statistical data relating to agricultural production. The Yearbook contains a section of Agricultural Statistics each year.

"It brings together what seem from experience to be the most important agricultural statistics for the United States, and for the world so far as the agriculture of this country is concerned. Historical and geographical series have been given.

"For greater detail on individual commodities than can be shown in the Yearbook, the Statistical Bulletin series of the Department may be consulted.

"For current statistics to supplement Yearbook statistics, the following sources should be used: (1) Crops and Markets — a monthly publication of the Department carrying the latest current statistics on agriculture in the United States; (2) Foreign Crops and Markets — issued weekly by the Bureau of Agricultural Economics and devoted to current world statistics; (3) Foreign Commodity News — published by the Bureau and showing the latest world information on single commodities and released as important information is received; (4) Market news reports of the Bureau — issued daily, weekly, monthly, quarterly, or at irregular intervals, at Washington and at the principal markets."

A descriptive list of these market reports entitled, *Agricultural Economic Reports and Services of the Bureau of Agricultural Economics*, may be obtained from the Division of Economic Information of the Bureau.

The statistical tables are grouped by commodities and will soon be reprinted as Separates from the Yearbook similar to Separates from the 1931 Yearbook. Examples are: Statistics of Grain, Statistics of Miscellaneous Crops;

Farm Business and Related Statistics (including gross income and cash income from farm production, etc., etc.).

U. S. Federal Reserve Board. Eighteenth Annual Report . . . covering operations for the year 1931. Published in 1932. 316 p. Price 20 cents.

The report consists of the text, tables, appendix and index. The text, which was issued also in separate form in June 1932 before the full report, is "a brief discussion of business and banking developments in 1931 and of the policies pursued by the Federal Reserve System during the year," and a more detailed account of the operations of the Federal Reserve Banks and of administrative matters. The tables contain weekly, monthly and annual figures for a series of years. Much of this information appears currently in mimeographed reports and then later in the Federal Reserve Bulletin published monthly by the Board. The appendix contains general information (membership, salaries, etc.) connected with the Federal Reserve System.

U. S. Treasury. Comptroller of the Currency. Annual Report . . . December 7, 1931. 1056 p. (Treasury Dept., Doc. 3046.) Price \$1.50.

The first 172 pages are text and were issued last December as a separate. The present volume contains an appendix consisting of detailed operating statistics of national banks and other financial institutions, including data for foreign countries. Tables for a series of years are given in many cases such as no. 94, *Abstract of Resources and Liabilities of All Reporting State and Private Banks on or about June 30, each year, 1834 to 1931.*

Some of the information contained in the Annual Report is issued currently in the *Monthly Statement of Capital Stock of National Banks . . .*; *Abstract of Reports of Condition of National Banks*; and a weekly mimeographed bulletin.

U. S. Department of Commerce. Bureau of Foreign and Domestic Commerce. *Commerce Yearbook, 1932* (Tenth number). Vol. I—United States. Price \$1.25, buckram.

The Commerce Yearbook is issued annually in two volumes. Volume I comprises statistical information originally collected by numerous Government bureaus, trade associations and trade journals, on such subjects as recent movements of production and trade; general economic position and progress of the United States, employment, unemployment, wages, wholesale, retail and farm prices, foreign trade of the United States.

Volume II, 1932, which will soon be ready for publication, will contain similar data, though in less detail, for about 75 foreign countries. Each volume contains an index.

U. S. Department of Commerce. Bureau of Foreign and Domestic Commerce. *1932 Annual Supplement, Survey of Current Business*. 311 p. Price 40 cents separately; including subscription to *Survey of Current Business* \$2.00.

This volume, the second Annual Supplement of the *Survey of Current Business*, affords "in readily available form back data for the statistical series carried in the regular monthly issues, covering practically all of the available measurements of economic activity which are issued on a monthly basis. Monthly statistics are given from 1923 through 1931 and monthly averages for earlier years since 1913, where available.

"Most of the statistics . . . are not compiled by the Survey, but represent a careful selection of material available from all sources. . . . The Survey . . . computes indexes of domestic and world stocks, new and unfilled orders, agricultural, live-stock, and forest-products marketings, foreign trade, five- and ten-cent store sales, and department store sales by districts.

"As the series have all been reviewed and necessary revisions made in the current edition, they supersede the data carried not only in the semi-annual numbers issued in February and August of each year prior to 1931, but also that in the 1931 annual supplement. It is not the intention to publish in each annual supplement the monthly data for nine years, as in the present instance, and it is suggested that subscribers preserve the current volume. In the future, it is expected that the annual number will cover monthly data for only four years with annual averages for earlier years.

"The 12 monthly numbers of the Survey of

Current Business for 1932 will carry these statistical series forward, giving in each issue comparative data for a 13-month period, as well as 20 pages of charts and analytical comment prepared by the staff of the Division of Economic Research. With the June 1932 issue the classification of material in the monthly number has been rearranged so as to facilitate the joint use of the two volumes.

"A 4-page supplement containing weekly data, and certain monthly statistics in advance of publication in the monthly number, is mailed to all subscribers on Thursday of each week."

U. S. Department of Commerce. Bureau of the Census. *Financial Statistics of States, 1930*. Published in 1932. Price \$0.25, paper.

"The statistics relate to the financial transactions of the 48 States for the fiscal year 1930 and to the financial condition of each State at the close of its fiscal year; receipts from revenues and from the principal classes thereof; the total and per capita payments of States for expenses, or operation and maintenance, for interest, and for each of the principal classes of expenses, and the total for outlays, the total value of State properties; the total and per capita indebtedness of States, and the total and per capita assessed valuation of property subject to taxation, and the total and per capita levy of taxes. The report for 1930 also presents financial data relating to the Territory of Hawaii."

The statistics for 1931 are being issued as press releases. Each release gives a summary for a particular state covering Expenditures, Revenues, Indebtedness and Assessed Valuation and Tax Levies.

U. S. Department of Commerce. Bureau of Mines. *Mineral Resources of the United States, 1929*. Published in 1932. 2 v. Price \$1.50, cloth.

In his Introduction to this forty-seventh Annual Report, O. E. Kiessling, chief economist, describes Part I as containing a general summary of all mineral products, the prefatory note to the chapters on gold, silver, copper, lead, and zinc giving average prices at which values of the metals are calculated, and 31 chapters of which 15 are State or regional reports relating to gold, silver, copper, lead, and zinc mining and 16 are general reports on various metals or metalliferous mineral products. Part II consists of 30 chapters, each relating to one, or a group, of the non-metallic mineral

products, including the mineral fuels—coal, oil, and gas.

The summary which constitutes the first chapter of Part I comprises: (1) General summary tables of production; (2) Detailed tables giving data on domestic production and on imports and exports of the various minerals, arranged in alphabetic order, for a series of years, and giving data on consumption, stocks, etc., for some important products, (3) State

tables in alphabetic order. Thus, it is a recapitulation of the statistical material contained in both volumes of Mineral Resources of the United States.

The material for 1930 is being preprinted in pamphlet form, each one giving the statistics for 1930 for a metal or nonmetal. The summary arranged alphabetically by minerals and conforming to earlier issues was published November 9, 1931.

Digest of Business Book Reviews

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

Bradford, F. A. Banking. Longmans, 1932. \$3.00.

"Certain indispensable accounting fundamentals are treated, such as the ratio of net worth to deposits, which the general run of texts overlooks." E. A. Kincaid *American Economic Review*, September 1932, p. 524. 950 words.

"The most comprehensive study of banking to be found in any recent work. . . . A feature of the book especially to be commended is the bibliography at the end of each chapter." *Bankers Magazine*, June 1932, p. 720. 150 words.

"The treatment is partly historical, partly descriptive, and partly analytical, with the major part devoted to an analysis and description of the banking process." *Barron's*, April 11, 1932, p. 18. 125 words.

"A history of the development of American banking from its beginning to 1932. This is followed by an elaborate exposition of banking mechanics as now practised." F. W. Thornton *Journal of Accountancy*, July 1932, p. 69. 180 words.

See also, R. L. Smithey. *Business Briefs*, June 1932. 30 words. Leona Kohn *Industrial Arts Index*, April 1932, p. V. 75 words.

Clark, F. E. Marketing Agricultural Products in the United States. Macmillan, 1932. \$4.25.

"The authors hold to the conservative position that marketing improvement must and will be gradual and that the present system is working efficiently. . . . The treatment is clear and the material well organized for college class work. . . . The index is comprehensive and serviceable." J. C. Knapp. *American Economic Review*, June 1932, p. 300. 900 words.

"Up-to-date illustrative data and voluminous references to source materials appear throughout this thorough going, well-written exposition of agricultural marketing practices." *Bulletin of Business Research* (Ohio State University), April 1932, p. 12. 100 words.

"The authors have drawn wisely on the specialized literature of agricultural marketing, thus providing the reader with the main contributions of the specialized books and researches. Descriptions of functions, institutions, and operating problems are adequate, authentic and well documented." E. P. Learned *Harvard Business Review*, April 1932, p. 332. 500 words.

"The approach used meets with favor quite generally among teachers of courses in the principles of agricultural marketing. It presents a picture of marketing services and

functions without becoming unduly enmeshed in unnecessary descriptive detail. . . . One very commendable feature of the book is the extensive use of footnotes which cite references and add supplementary information." O. B. Jesness *Journal of Business* (University of Chicago), April 1932, p. 195. 1225 words.

Clay, C. M. Regulation of Public Utilities. Holt, 1932. \$3.50.

"The theme of the volume is the close relationship between economics and law in current controversies with respect to public utility policy. . . . The viewpoint of the author is liberal and the treatment is sane." Elliot Jones. *American Economic Review*, June 1932, p. 335. 1,000 words.

"Presents from an unbiased viewpoint the broad outlines of the public utilities regulation problem for the non-technical reader." Leona Kohn *Industrial Arts Index*, February 1932, p. IV. 50 words.

"This volume touches one of the sensitive spots of the body economic—the fair regulation of public utilities. . . . While the book lacks an index it has a selected bibliography of genuine merit. The notes at the end of each chapter are trenchant and pertinent." Frank Parker. *Management Review*, September 1932, p. 287. 300 words.

Gregory, T. E. Gold Standard and Its Future. Dutton, 1932. \$1.50.

"This book is one of the few amongst the rich crop of recent publications on the crisis of the gold standard which is certainly worth reading. . . . Although favoring the return to gold, the author does not suggest the restoration of the old parity." *The Banker*, February 1932, p. 268. 180 words.

"There is an optimism in his analysis which is based on fundamental economic elements which should be cheerfully read and understood." R. L. Smithey. *Business Briefs*, June 1932, p. 556. 45 words.

"Amid the welter of gratuitous and frequently irrelevant discussion concerning the relation between gold and prices, this volume of Professor Gregory of the University of London has all the delectable charm of sweet reasonableness." Frank Parker. *Management Review*, August 1932, p. 256. 315 words.

See also; *Barron's*, May 9, 1932. 200 words. *Nation's Business*, June 1932. 115 words.

Hansen, A. H. Economic Stabilization in an Unbalanced World. Harcourt, Brace, 1932. \$3.00.

"The book is frankly theoretical and a fine example of keen, scholarly analysis . . . The author has addressed his book to a mature audience possessed of some knowledge of general economic principles. Very probably only such will have the patience to read this book or the background to comprehend it." F. R. Fairchild. *American Economic Review*, September 1932, p. 470. 1,680 words.

"Professor Hansen's book is worthy of more than passing consideration, because of its thoroughness, its disinterestedness and its inclusiveness." Paul Haase. *Credit and Financial Management*, July 1932, p. 28. 360 words.

"Professor Hansen has enriched our economic library by a work which not only sets forth carefully weighed ideas, conclusions and possible remedies, but one is strikingly impressed with the wealth of material from which he quotes liberally." Jacques Cohen. *Magazine of Wall Street*, February 6, 1932, p. 502. 500 words.

Javits, B. A. Business and the Public Interest. Macmillan, 1932. \$2.50.

"The goal which the author sets for American industry is reasonable profits, economic security, and the elimination of unemployment — with a six-hour day, a five-day week, and a 48-week year." *Barron's*, April 18, 1932, p. 18. 150 words.

"Mr. Javits is arguing for a broadening of the present anti-trust legislation by including a provision that where combinations are acting in the public interest, they shall be considered legal." Ordway Tead. *Bulletin of the Taylor Society*, August 1932, p. 142. 125 words.

"This book offers a plan for the coordination of industry — 'The only hope of business is to organize itself now at the eleventh hour and under existing law.'" Leona Kohn. *Industrial Arts Index*, April 1932, p. IV. 50 words.

"The book lays a foundation of rational reconciliation of public interest and private profit, which will be easily digested by that great majority of Americans who believe that harmonious collaboration between the state and private ownership and operation of industry is the ultimate way out of our economic troubles." *Magazine of Wall Street*, May 28, 1932, p. 192. 800 words.

Lebhar, G. M. The Chain Store — Boon or Bane? Harper, 1932. \$3.00.

"This volume presents facts which, in spite of the close association of the author with the chain-store movement, will make opponents of the chains do some thinking . . . A high-school student can understand the analysis, yet a business executive or teacher will find the manuscript of interest." Albert Haring. *American Economic Review*, June 1932, p. 327. 300 words.

"It may be some time before the answer is known and the author seeks the answer to these questions. Do chain stores impoverish the community? Do they pay too low wages? Do they fail to participate in local activities? Do they pay less taxes? Do they hurt local banks? Do they limit individual opportunity? Are they a dangerous monopoly?" R. L. Smitley. *Business Briefs*, March 1932, p. 476. 75 words.

"The book is of far greater interest to critics and opponents of the chain system than it is to chain store adherents. The entire volume is a contrast of the chain store system of distribution and the wholesaler-retailer system of distribution." C. H. McCall. *Credit and Financial Management*, August 1932, p. 28. 450 words.

Leffingwell, W. H. Textbook of Office Management. McGraw-Hill, 1932. \$3.00.

"With the current necessity in business for cutting down costs, greater efficiency is necessary in every department. How to attain that efficiency in the office is explained in this book." *Bankers Magazine*, April 1932, p. 485. 100 words.

"Mr. Leffingwell has accepted present-day conditions but has not found it necessary to change his philosophy of the subject . . . It will certainly pay every office manager to get a copy of this book and use it." R. L. Smitley. *Business Briefs*, March 1932, p. 476. 50 words.

"It contains all the theory and principles underlying the practice of *Office Management* which are but the essence of the principles of scientific management formulated by the famous industrial scientist, Frederick Winslow Taylor, applied to the conduct of the clerical office." *Cost Accountant*, August 1932, p. 78. 550 words.

"The new book is just what its title indicates, a textbook for use in business schools and colleges; it is not a further development of the Leffingwell philosophy and technique." *Management Methods*, March 1932, p. 170. 90 words.

Soule, George. Planned Society. Macmillan, 1932. \$2.50.

"Everyone who wants to know what economic planning means, why we are talking about it, and what it might involve in terms of ideas and structures, should read this book. . . . It is perhaps the most important book on the fundamentals of permanent economic recovery to be published in recent years." Ordway Tead. *Bulletin of the Taylor Society*, August 1932, p. 140. 260 words.

"An effort to explain planning, to convince readers of the need for it, to explore some of its conditions and possibilities." Leona Kohn. *Industrial Arts Index*, May 1932, p. V. 85 words.

See also. *Barron's*, June 20, 1932. 450 words. *Industrial Arts Index*, May 1932, p. V. 85 words. *Management Methods*, August 1932. 160 words.

Whitney, Richard. Short Selling: For and Against. Appleton, 1932. \$1.25.

"This discussion by experts should prove useful and interesting at a time when the congressional attack on the New York Stock Exchange is edging sports and gangster exploits from the front page." *Barron's*, May 9, 1932, p. 20. 120 words.

"Although the book is replete with logical errors, it does restate the important general arguments pro and con that the historical battle over short selling has developed. It will serve to introduce the uninitiated to the field of the fray, and it is written in a forceful, interesting style." S. P. Meech. *Journal of Business* (University of Chicago), July 1932, p. 305. 300 words.

See also. *American Economic Review*, September 1932. 575 words. *Commerce and Finance*, June 8, 1932. 175 words.

Woodward, W. E. Money for Tomorrow. Live-right, 1932. \$2.00.

"The author presents his views in picturesque and vigorous language. Dealing with economic problems, he abjures completely the style common to treatises on these subjects. You will not go to sleep in reading his pages." *Bankers Magazine*, June 1932, p. 720. 425 words.

"Here is a book that in a direct, simple and understandable manner discusses the economic ills that sorely vex this country. . . . One may not agree with a number of Mr. Woodward's conclusions but his book is well worth

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reading His viewpoint is fresh and original and his ideas are presented simply and directly" *Commerce and Finance*, June 15, 1932, p. 808. 200 words.

"Seeks to explain the business depression in this country—'The chief cause of the present depression is the segregation of profits and the consequent inability of the great mass of our population to buy the products of their own toil.'" Leona Kohn *Industrial Arts Index*, May 1932, p. V. 55 words.

"The book is worth reading by business men as an expression of what is in the minds of men concerning conditions of today. The diction is superb and the argument set forth in terse and understandable form. The free conversational style adds a personal touch which gives the effect of shortening what would otherwise be a dry and uninteresting dissertation." C. M. Jespersen, *Management Review*, September 1932, p. 288. 625 words.

Woodward, D. B. Primer of Money. McGraw-Hill, 1932. \$2.00.

"The purpose of this book is to give the layman the facts concerning money, banking and finance in plain, understandable English." F. A. Bradford, *American Economic Review*, September 1932, p. 530. 250 words.

"The fact that the book is called a primer need not repel the banker who thinks he knows all about money and banking. It is one of the few volumes on these sub-

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jects that can be read without a headache." *Bankers Magazine*, July 1932, p. 109. 210 words.

"It is especially intended for those who are uneducated economically concerning money. And it is a splendid example of a class of economic books in ABC terms that we have been wishing some one would write." *Nation's Business*, June 1932, p. 88. 315 words.

See also: R. L. Smitley, *Business Briefs*, June 1932 85 words. *Factory and Industrial Management*, May 1932 65 words. *Management Review*, September 1932 100 words.

Statistics of Librarianship

TOTAL population of persons in the United States of 10 years old and over in 1930 is 98,723,047, and of this number 48,829,920 or 49.5% are gainfully employed, according to the latest U. S. Bureau of Census "Occupation Statistics." Of the number gainfully employed 10,752,116 are women.

In the professional service we find that a total of 3,253,884 persons are classed, almost equally divided between men and women — to be exact, 1,727,650 men and 1,526,234 women. Librarians are included in this class of professional pursuits, and the total thus employed is indicated as 29,613; 2,557 of which are men and 27,056 are women.

Other professions which have approximately the same number as librarians are the architects, of which only a small percentage are women, and social and welfare workers wherein women predominate as they do in the library profession. Teaching, a profession similar to ours but much older and more established, has more than a million in its ranks.

The library professional ranks are filled almost entirely by native whites; there are only 1,497 foreign whites and 210 Negroes. It may surprise us to know that about one-fifth of the librarians of the country are within the age group of 20 to 24 years, and about half of the profession are between the ages of 20 and 34 years of age. It happens also that 73.9% of the women librarians are single. This condition of single blessedness seems to be a fact in most of the professions; the striking exception to it is that of the clergymen.

REBECCA B. RANKIN

Pages 419-420 deleted, advertising.