


7-1-1935

Special Libraries, July-August 1935

Special Libraries Association

Follow this and additional works at: http://scholarworks.sjsu.edu/sla_sl_1935

 Part of the [Cataloging and Metadata Commons](#), [Collection Development and Management Commons](#), [Information Literacy Commons](#), and the [Scholarly Communication Commons](#)

Recommended Citation

Special Libraries Association, "Special Libraries, July-August 1935" (1935). *Special Libraries, 1935*. Book 6.
http://scholarworks.sjsu.edu/sla_sl_1935/6

This Book is brought to you for free and open access by the Special Libraries, 1930s at SJSU ScholarWorks. It has been accepted for inclusion in Special Libraries, 1935 by an authorized administrator of SJSU ScholarWorks. For more information, please contact scholarworks@sjsu.edu.

SPECIAL LIBRARIES

"Putting Knowledge to Work"

PROCEEDINGS
of the
TWENTY-SEVENTH ANNUAL
CONFERENCE

At Boston, Hotel Statler, June 11-14, 1935

•

FEDERAL PARTICIPATION IN SCIENTIFIC WORK
BY DR. KARL T. COMPTON

•

THE EXECUTIVE USES THE LIBRARY
BY DR. EVERETT W. LORD

•

A PHILOSOPHY FOR THE SPECIAL LIBRARIAN
BY RUTH McG. LANE

Volume 26

JULY-AUGUST, 1935

Number 6

Volume
26

SPECIAL LIBRARIES

Number
6

MARIAN C. MANLEY, Editor

JULY-AUGUST, 1935

Federal Participation in Scientific Work — <i>Dr. Karl T. Compton</i>	147
A Philosophy for the Special Librarian — <i>Ruth McG. Lane</i>	151
The Executive Uses the Library — <i>Dr. Everett W. Lord</i>	155
The Work of the Committee on Government Statistics and Information Services — <i>Joseph B. Hubbard</i>	156
Association Activities	161
They Had a Good Time!	162
President's Page	163
Reports of Officers and Committees:	
President's Report — <i>Ruth Savord</i>	165
Secretary's Report — <i>Elizabeth Lois Clarke</i>	168
Financial Summary	169
Treasurer's Report — <i>Laura A. Woodward</i>	170
Nominating Committee Report — <i>Alta B. Claffin</i>	171
Report of the Editor — <i>Marian C. Manley</i>	171
Report of Publications Committee — <i>Adelaide C. Kight</i>	172
Report of Advertising Manager — <i>Elizabeth Lois Clarke</i>	173
Report of the Trade Association Bureau — <i>Mary Louise Alexander</i>	175
Report of the Liaison Officer — <i>Dorothy Bemis</i>	176
Report of the Committee on the Allocation of Dues and Budgets — (Mrs.) <i>Jolan M. Fertig</i>	176
Report of the Membership Committee — <i>Adeline M. Macrum</i>	177
Membership Standing by Chapters	177
Report of Convention Committee — <i>Elizabeth Burrage</i>	178
Report of the Technical Book Review Index Committee — <i>Granville Meixell</i>	178
Report of the Classification Committee — <i>Mildred E. Robie</i>	179
Report of Methods Committee — <i>Ruth G. Nichols</i>	180
Report of the Employment Committee — <i>Rebecca B. Rankin</i>	180
Report of Duplicate Exchange Committee — <i>Mildred C. Chamberlin</i>	181
What Each National Group Has Done During the Year	182
What the Local Chapters Have Done During the Year	184
Snips and Snipes Goes to Boston	187
Publications of Special Interest	189
Lost and Found	192

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

Entered as second-class matter at the Post Office at Concord, N. H., under the act of March 3, 1879

SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

JULY-AUGUST, 1935

Volume 26

+ + +

Number 6

Federal Participation in Scientific Work

By DR. KARL T. COMPTON

President, Massachusetts Institute of Technology

IT IS interesting first to think about the magnitude of the scientific work done by the Government. Mr. Watson Davis, *Editor of Science News Letter* with which many of you are doubtless familiar, made a survey of the amount of expenditure by all organizations in the country per year for scientific work, and came to the conclusion that the figure was not far from one hundred million dollars. One of his colleagues in the National Research Council made a survey of expenditures in the Federal Government, and found that here the figure was approximately fifty million dollars. It is thus seen that about half of the scientific work in the country is carried on by the Federal Government.

This scientific work by the Government is distributed among a number of bureaus. These Government bureaus are all organized under one department or another. Each bureau has a chief, ordinarily appointed by the secretaries of the departments concerned, and confirmed by Congress.

Since chiefs of bureaus have to be confirmed by Congress, there may be a great deal of political pressure over the appointment. In spite of this, however, one of the very fine things about the scientific bureaus of our Government is the extent to which they have been kept free from political appointments. Perhaps it is because only about one half of one percent of the budget is involved. The secretaries have very frequently sought the best technical advice possible in the appointment of one of these bureau heads, and have generally followed advice given.

Perhaps the most important type of problem that these bureaus face is that of their program. I believe one of the most important things that will have to be solved in the efficient operation of these bureaus is to find some way whereby the chiefs can plan ahead for their programs, in order that they may deal with the most important problems for the people of the country as a whole and

yet do so without running the risk of losing the appropriations under which they carry on their work.

Another difficult problem is that of the transfer or consolidation of bureaus. This again runs into difficulties of a very human type. No department secretary likes to see his organization weakened by the loss of a bureau. It implies perhaps that his administration is not efficient, reduces the number of people over whom he has charge, and also reduces the appropriation for his work. Thus a transfer, however well defended, meets no easy path in being put into effect.

These are typical problems, and I will give a few examples of some experiences of our Science Advisory Board in attempting to aid in their solution.

The Science Advisory Board was appointed by the President nearly two years ago. The appointment came as a surprise to all of us. The Board is composed of fifteen men, pretty generally distributed among the fields of science. The purpose of its formation was to advise the Government in such matters as might be referred to it by Government officials. However, no funds were provided for the operations of the Board. The Rockefeller Foundation, being greatly interested in matters of government relations, etc., very generously made an appropriation to cover operations over the two years of the Board's existence, terminating July 31st next. The Board has held meetings on an average of every two months, but has operated almost entirely by the work of committees. It has been the finest board I have ever known, in that every member who has been physically able to do so has taken in hand every problem referred to him and proceeded as if he had sole responsibility for seeing the thing through. These committees have been selected from the entire scientific personnel of the country for particular assignments.

One of the first problems that came to the

Board was a problem of the Bureau of Standards, in the Department of Commerce. The Bureau of Standards was established about thirty years ago for certain definite technical purposes. One was to maintain national standards of measurement and to conduct the research necessary for the developing of such standards. Another purpose was the calibration of certain instruments in terms of definite standards. A third was to develop improved methods of measurement and a fourth to determine physical constants when such data are of great importance to the public, and not otherwise available.

During the war the Bureau of Standards expanded tremendously. Because of its laboratory facilities, it became a tool very useful to the government in the development of information for war purposes.

After the war, the Bureau was faced with the problem of curtailment. It then embarked upon a policy of advertising for consulting purposes, thereby hoping to render a valuable service to industry and keep its organization intact. Then the depression came along and the Bureau's appropriations shrank again. In fact, in the attempt to balance the government budget the scientific services were hit more heavily than any other services of the government.

The Bureau of Standards suffered a reduction of approximately 50 per cent in 1932 and 1933. That was more serious than would appear on its face, as will be seen in the following situation. The Bureau of Standards had been found very useful to the government for a number of purposes, especially for making tests on materials purchased by the government bureaus, for it was the logical place to set up the standards for the purchases of government supplies such as blankets, tires for trucks, thermometers, etc.

This work had grown to such an extent that approximately half of the budget of the Bureau of Standards was being used in testing the government materials. When the budget was slashed in half, it was not possible to quit the testing of Government materials, and it is easy to see how the real program was nearly wiped out.

Certain steps were taken to remedy the two situations described. One was to stop entirely consulting for individual industrial firms. Another was to drop some of the less important projects. Then there was the work on the setting of commercial standards. This, which had been headed by the Bureau, has been transferred largely to the American Standards Association. The Science Advisory Board cooperated with the Director of the Budget in making a strong case for the basic importance of those things left on

the program in an endeavor to get sufficient funds to carry the work through.

Another type of problem which came before us was in connection with the U. S. Weather Bureau. The old saying that nobody ever does anything about the weather is not strictly true, for the Weather Bureau does do something — it records and tries to predict it. The Weather Bureau has worked out a method which is excellent in many respects. It is based largely on precedent. Reports are obtained from different parts of the country pertaining to various meteorological conditions and maps are drawn. By long experience with similar maps, the weather forecasters are able to predict rather accurately what will happen next.

Within the last few years there has been developed in Norway a method known as the "Air-mass Analysis" method, based on a study of the motion of the great air masses which keep flowing across the continent.

The operation of this new method is greatly facilitated by sending up airplanes or balloons provided with recording instruments to find out conditions in the atmosphere not only along the ground but as high up as these instruments can be sent. A three-dimensional map of the atmosphere is obtained. By this means it is possible to predict with far greater precision than before what the weather changes are going to be and when they will occur.

The Science Advisory Board recommended that this air mass analysis method be adopted in the Weather Bureau. This was approved, but its adoption has encountered several difficulties. One was cost, for it costs more to send up balloons than not to send up balloons. Fortunately there were a number of other bureaus in the government interested in accurate weather prediction. The War and Navy Departments need knowledge of the weather. The Department of Commerce through the Bureau of Aeronautics operates the Air Mail service and, of course, is very much interested. These bureaus were all ready to cooperate.

The Army and Navy were able to furnish planes to send up for the data, so that there was no cost for planes or gasoline since the flying was done as a part of the routine training procedure of these services. At various stations all over the country the pilots who went up regularly took along special recording meteorological instruments and on landing handed them to a weather bureau man who sent the data to headquarters. The Department of Commerce cooperated by the saving of some money through helping to reduce duplications in reporting weather data.

Engineers were critical of the Weather Bureau

because they could not get enough information regarding the amount of water which flows down the rivers. They could not get sufficiently accurate data on wind velocity for some of their calculations on the strength of buildings. But it was rather difficult to find fault with the Weather Bureau service on that score, because practically all information along these lines is obtained for nothing. Over four thousand weather "fans" all over the country read meteorological instruments as a hobby and send in reports without cost to the government except for the instruments and the messages. But it is necessary to have inspectors to get around more frequently to talk to these men and see that their instruments are properly calibrated.

One of the most interesting problems run into in improving Weather Bureau service is the training of personnel. To put into effect the air mass analysis method requires a degree of training in the technique of this method which the present Weather Bureau staff did not have to learn. Consequently a program of training is necessary and there is a certain difficulty in getting trained men for this program.

One way would be to discharge the present staff and set up civil service examinations which would take into the Bureau men with proper qualifications. There are two difficulties here. One is the humanitarian objection to dropping faithful public servants unnecessarily, and the second is that there are not enough people in the country who have the training to pass these examinations. Only two schools in the country are qualified to give the courses on this method, the California Institute of Technology and the Massachusetts Institute of Technology.

The Navy had adopted this new method of forecasting some years before. It has a goodly number of competent men who have been trained by detailing them for duty as graduate students to learn the air-mass analysis technique at one of the above mentioned institutions. The desirable thing to do would be for the government to grant leave of absence on pay to some of the Weather Bureau staff to enable them to take a year's postgraduate work and build up a small group — perhaps ten a year over a period of five years — trained in this work. It is possible to grant the leaves of absence but there is no money available for these men to live on while on leave without special Congressional appropriation.

Another interesting field of scientific work by the government is the Mapping Service. That, perhaps, comes closer to you in the libraries than the other services which I have mentioned, since maps are in great public demand. For a great

many years recommendations have been made from time to time advocating the consolidation of these mapping services in the interests of efficiency. We were asked by the Director of the Budget to investigate this matter anew and after examination convinced ourselves that wholesale consolidation would not be in the interest of efficiency. In other words, those bureaus which used maps as tools should be allowed to handle their own tools. The case is different for bureaus whose sole objective is to produce maps. For example, it would be possible to put them all under one chief, — the most progressive, forward-looking man to be found. It would be possible to shift personnel from one part of the country to another in different seasons depending upon conditions most favorable for the survey work. For example, if the Coast and Geodetic Survey and the topographical branch of the Geological Survey were consolidated, estimates indicate that it should be possible to save between 10 and 20 percent of the cost of an extensive mapping program.

A big program of mapping lies ahead. Our country is the only one of the "civilized" countries of the world which is not entirely mapped to the internationally accepted scale of accuracy. It is less than half so mapped. There is a huge amount of work yet to be done, and this is an ideal type of emergency work project in which the administration is known to be very much interested. It would necessitate the hiring of civil engineers, camp cooks, road men, truck drivers, and many laborers to carry the project through. The work done would be not only work that must be done eventually, but it is work that would involve a definite saving to the country through avoidance of duplicating surveys for temporary purposes in districts not now surveyed by standard methods.

A recommendation looking toward consolidation along these lines was received favorably and so reported to the press, but obstacles soon arose in regard to the proper location of the proposed consolidated service and also in regard to the legal authority to effect the necessary transfers. In the meantime there may be a possibility of realizing some of the desired economies through a coordinating board with certain advisory powers in respect to the organization of new projects.

The Department of Agriculture has some very interesting problems I will mention briefly only one outstanding difficulty. Of the eighteen or so bureaus in the Department of Agriculture, ten are scientific. Each bureau has a chief and these chiefs are of equal grade except for seniority. Over these chiefs there is the Secretary, who is

changed every four or eight years and is a political appointee, and the Assistant Secretary is also likely to change along with the Secretary. There is no permanent, technically qualified coordinating officer over these bureaus, and the natural result is that they are practically autonomous. Duplication of effort, competition and lack of coordination are inevitable, and exist to an unfortunate degree. The thing needed is a change in organization which will coordinate research, — such an arrangement as would at once be put into effect in any efficient industrial organization. The ideal solution would appear to be the appointment of a quasi-permanent technical head of scientific work as an Assistant Secretary or as a Coordinator of Scientific Work in the Department. The success of such a plan would, of course, depend critically upon the ability to find and secure the services of a man of high scientific qualifications, good administrative ability and of personal character to gain the cooperative respect of the Bureau chiefs as well as the confidence of the Secretary. In the absence of such a solution there is now in operation a departmental coordinating committee which has some value but which falls far short of achieving the desired effectiveness in coordination and farsighted planning of the scientific work of the department.

These are but a few examples of the various types of problems which have come before the Science Advisory Board. In all, the Board has handled some forty or more projects.

The policies of some of the foreign countries in regard to scientific research are quite different from ours. The greatest contrast is Russia. We are spending less than half of one per cent while Russia is spending more on that field than on any other aspect of her activities; more even than on military and defense programs.

Another striking contrast is in Great Britain. When Great Britain ran into the depression, which was felt earlier there than here, instead of immediately curtailing scientific services, she increased appropriations for scientific work and set up scientific advisory councils composed of Great Britain's most prominent scientists, nominated by the President of the Royal Society of London. A special fund has been appropriated by Parliament and put at the disposal of the Privy Council for expenditures on advice of these advisory councils.

Italy has adopted a forward-looking policy aimed at stimulating research under government pressure. In addition to having a dearth of national resources, Italy is trying to force industrial

organizations to a scientific research program by means of a financial lever. No company in Italy is now allowed to borrow money from banks controlled by the Government unless it can demonstrate to the satisfaction of the Italian Research Council that it is carrying on a satisfactory program of research and development.

I do not know how soon our present government will take seriously the suggestion that one of the ways out of the depression and one of the ways toward a more permanent economic security is through attention to some of the technical problems that now stand in the way of economic and social development.

I believe that the government is gradually realizing the force of these arguments. Certain it is that the planners and operators of government policies have frequently come face to face with situations in which the path ahead was blocked or indistinct because of absence of information which a well defined research program might have afforded. For example, the control of soil erosion has been an objective from the beginning of the National Industrial Recovery Act. Many men have been engaged and many proposals made for controlling this devastating evil. While many of the proposals are certainly sound in principle, it soon came to be realized that there was not enough information in regard to their relative effectiveness under the various conditions of application and it was therefore necessary to lay out a careful program of scientific measurement by which the effectiveness of the various methods of erosion control could be determined. This scheme was outlined by a committee of the Science Advisory Board and is now in operation under the Soil Erosion Service.

Similarly, in many other fields the Government agencies are discovering the necessity of more adequate data and better scientific methods in the attempt to put into effect an extensive program of national planning. We may well wish that the government had adequately foreseen this necessity many years ago so that we might now have adequate knowledge to justify embarking upon a program with a reasonable degree of confidence as to its success. In any case, however, the securing of this essential knowledge should not longer be delayed, and I am convinced that there could be no wiser expenditure of government funds at the present time than in the strengthening of its scientific bureaus to enable them to secure the needed information as rapidly as possible with the advisory cooperation of the best technical talent in the country.

A Philosophy for the Special Librarian

By RUTH McG. LANE

Vail Librarian, Massachusetts Institute of Technology

A Coordination of Some Recent Philosophical Thoughts as Expressed in Library Literature and a Suggestion for Their Application to Special Librarianship

THE library profession is about to begin the tenth year of its second half-century. It was born 59 years ago, a promising younger member of the professional family of books. Its ancestry traces back to the mediaeval monasteries and the invention of printing. Electrical engineering as a profession was born 53 years ago. It also traces its ancestry back through the middle ages to the guilds of merchants and craftsmen. Between the two professions there is a striking parallel even in the face of one vital, temporary, discrepancy. Electrical engineering has been accorded wide recognition as a profession. Librarianship has not attained the professional dignity which it craves. Why?

Dr. W. E. Wickenden, President of Case School of Applied Science, Cleveland, Ohio, has said: "The marks of a profession include not only a body of knowledge and an elaborate technique, but also a clear and articulate conception of social function and duty. A profession, to have recognition, must define itself in terms of social function and personal qualifications, as well as specific activities."¹ In other words a profession, after self-criticism and reflection, must state its purpose, its reasons for being, its philosophy. It must prove that it is contributing constructively to the progress of human society. Electrical engineering has done this. Librarianship has not. But my thesis is that librarianship has just as clear a philosophy as electrical engineering, even as the entire engineering profession. It has simply not been interpreted in articulate form.

Library literature of recent years has challenged the profession again and again to state its aims, define its goals, and claim its place in the professional world. We are willing to admit, I think, that up to the time of the World War librarians had been well occupied with developing mechanics, perfecting techniques, and evolving economics. The amazing contribution of libraries to the amelioration of war conditions awoke the profession at large to a new conception of its worth and a process of self-examination began which lasted over a decade. By 1926, the semi-centennial year, such projects were on foot as the Library Survey, Classification of Library Per-

sonnel, Standardization of Library schools, the Charters curriculum studies, and a study of Adult education which led to wide expansion of the Library Extension movement into special State projects and County library systems. In a few years the Graduate Library School was established at the University of Chicago; the Carnegie Corporation donated an annual contribution for scholarships in aid of advanced study in library science; and the *Library Quarterly*, "a journal of investigation and discussion in the field of library science," was begun with the specific purpose of publishing the results of research studies.

I enumerate these activities which have to do with the library profession as a whole because we special librarians are an integral part of the larger body, and because I hope to prove to you that we form the most progressive group in that body, the group which has it in its power to offer a definite philosophy for the profession as a whole.

All these projects attained a measure of success, but something was still lacking. Voices of criticism, open or implied, continued to rise above the roar of activity. "Librarians are lacking in a comprehensive view of their profession." "We have taken little time to philosophize over our motives or our status." "It is difficult to detect improvement in the professional status of the librarian." Then in 1933 there appeared a volume — two volumes, to be exact — which caused a volcanic eruption of protest. The Report of President Hoover's Committee on a Survey of recent social trends gave scant recognition to the library profession — in fact, mentioned it only incidentally, even tho many librarians had helped in gathering facts for the Survey.

The philosophically-minded accepted the challenge with a knowing smile. Now, if ever, was the time to produce that philosophy of librarianship so long demanded. Now, if ever, could the profession be aroused to the importance of its formulation.

Before going further, let us briefly enumerate the factors in the problem and state a few definitions so that our meaning will be clear.

We have mentioned *librarianship*, the *library profession*, *library science*, *research*, and *philoso-*

phy. We have said that librarianship, to be recognized as a profession, must state its philosophy. What do we mean by these terms? What do we mean by *philosophy*? Not the classical idea of philosophy as the investigation of general principles, laws, or causes in an attempt to explain the universe. We need not concern ourselves with rationalism, materialism, idealism (tho both engineers and librarians are idealists), pragmatism and the other schools of philosophic thought, except as bases for our own life philosophies. The philosophy we seek professionally is the more limited, applied philosophy which shall explain the aims, the functions, the reasons for the existence of libraries and librarians in the complicated social structure of the modern world — an applied social philosophy.

We seek this philosophy, this statement of aims and functions, primarily to establish our reputation as a profession. What do we mean by *profession*? By profession we mean (as Dr Wickenden said)¹ a distinctive body of organized knowledge and technique, administered by a body of persons with a definite conception of their social function and duty. The mere mention of such a definition stimulates a natural bristling of our pride. Why, of course — we have all that — what's the matter anyway?

Have you ever seen in print an impressive explanation, an adequate definition, of that social function of librarianship?

That brings us to the term *librarianship*. There have been many excellent definitions. One recent one suggests "the transmission of the accumulated experience of society to its individual members thru the instrumentality of the book."² Another which is specially applicable to this Group consideration was given by Miss Donnelly in her address before the American Library Association in 1928.³ She compared the definitions of engineering and librarianship. Engineering: the art of directing the great sources of power in nature for the use and convenience of man. Librarianship: the art of directing the great sources of power in *books* for the use and convenience of man. The close parallel between the two professions, of which I spoke earlier, is here evident. Engineering works with tangible instruments, spectacular machines. Librarianship works with intangible thoughts, the hidden mechanism of the human mind. The instrument of the printed page which mirrors the human mind, though less spectacular than the million-volt generator, is equally inspiring and is basic to the development of the generator. *But* the profession dealing with the spectacular machine has won the greater recognition.

Many of the definitions of librarianship insist upon the phrase "library science." In the first article of the first issue of the *Library Quarterly* Dr. Williamson⁴ questions the right of *library service* to call itself *library science*. "Is there, or can there be, such a thing as library science?" he queried; and then went on to show that research in library science was absolutely necessary to the development of library service as a profession. That was in 1931. What have we accomplished since then? Library periodicals have been full of articles on reading interests, methods made more scientific, surveys, greater publicity — but we librarians are still looked upon as technicians skilled in the handling of books rather than as members of a profession with a position of importance in the social organism.

The work of these years, following Dr. Williamson's very timely advice, has been of vital importance. It has definitely established a *library science*. It has collected and organized facts about our techniques. We are simply on the verge of overdoing it in the typical American manner which plunges us into new ideas, new schemes, with such public vehemence that we too often lose our footing, fall over the cliff, and become engulfed in the waves of temporary enthusiasm. The relationship between science and philosophy, however, is very close. Where science specifies, philosophy generalizes. In every field of knowledge there is progression from the specific to the general. Library science constructs the catalog. Library philosophy should explain it to the community concerned. To any who are interested in this philosophical interpretation of librarianship I recommend a little book called "Sources of a science of education," by Professor John Dewey.⁵ Dr. Williamson, in the *Library Quarterly* article previously mentioned, suggests the substitution of the term, library, for education throughout the book, and it is a most interesting experiment. Dr. Pierce Butler, in his "An introduction to library science,"⁶ stated the case for our scientific specifications. (I recommend this slender volume also to your attention and, in connection with it, be sure to read the discussion of Dr. Butler's views by Arthur Berthold in the *Young Librarian* pages of the *Wilson Bulletin* for October 1933.⁶) Dr. Butler recognizes the close connection between scientific research and the theory which is basic to philosophy and claims that this rapidly developing library science *is* our professional philosophy. With the latter statement Mr. Berthold disagrees and mentions a certain discussion of recent research theses in professional schools by Dr. Flexner.⁷

And so we have arrived at our last definition —

research. Here lies our greatest problem in terminology. In a single recent article comprising two pages of print five different combinations of the word, *research*, were used: research librarian, research assistant, research secretary, research director, faculty research assistant. Furthermore, two other expressions were applied to the same type of library work: reference librarian, and reader's adviser. To members of S. L. A., especially to members of this Science-Technology Group, that term *research* is so self-evident that to define it in concise words seems almost sacrilegious. The spirit of research is in our very blood. All our work is done in the contagion of its inspiration. We are where we are because we love the intricacies of its demands for the systematic investigation of phenomena, the coordination of facts found, and the crystallization of all existing knowledge on a special subject. Because we of all librarians understand the meaning of pure research, I maintain, *not only* that we are capable of formulating a professional philosophy, but also that we owe it to our profession to do so. *The keynote of library philosophy is inspirational and creative research.*

The dearth of articles of a philosophical nature in library literature is deplored by Dr. J. P. Danton in his "Plea for a philosophy of librarianship" in the *Library Quarterly* for October 1934,⁸ which by the way is in my estimation a most stimulating dissertation. He enumerates five results of the formulation of a philosophy:

1. Recognition of the library in our social cosmos.
2. Validation of our evolving library science.
3. Consciousness of our purpose.
4. Explanation of personnel distinctions.
5. Recognition of professional unity.

I think we will all agree with his belief that library philosophy must be derived from predominating social ideals. It must be a *modern interpretation* of individual needs plus a strong sense of social responsibility. What then *are* our functions in the modern social order?

"Middletown," that dynamic study of contemporary life by the Lynds,⁹ described the functions, the major life activities, of a typical American community. One of the conclusions reached was that Middletown is conscious of discrepancies in its social system but is loath to change. Middletown does not like to *think*.

The Report of President Hoover's committee on Social trends¹⁰ continues in greater detail the explanation of American social and economic forces. Some of the Committee's findings are: modern life is specially complicated in the U. S.; there is great indifference to interrelation among

parts of our huge social structure; social change is constant, but irregular; synchronism is lacking in the developments of our technological and economic organization; this constant social change is producing problems which *require keen individual thought and research*, and one of these problems is the recognition of the intimate relationships between social techniques, interests, education and purposes. As librarians we are able to interpret these interrelationships to those Middletown readers who do not want to think.

The implications of all this for the library profession were emphatically stated by J. H. Shera in the *Library Quarterly* for October 1933.¹¹ Mr. Shera affirmed that the library must be recognized as the product of social and economic forces; that the library is not an inert, static adjunct of contemporary civilization, but a dynamic, mobile phenomenon responsive in every way to the vicissitudes of social organization; and that future library progress demands a basic, all-inclusive plan of development coordinated with our economic and social life. Progress, Mr. Shera said, must come from socialized thought and action. Librarians must create vision and venturesome leadership; they must engage in self-criticism and more radical professional thought. They should be thankful for the raw material in "Social trends" for the reconstruction opportunities it offers rather than feel slighted because the library profession was not included in the Survey. And so the library profession began to *plan* — coordination of library resources, regional libraries, national support — but Will Rogers says the best place for plans is in a nut shell where most plans start, and the shell should not be cracked! Some planning there must be, nevertheless, but we must guard against those American extremes of enthusiasm.

How many of you read Arnold K. Borden's article, "Regional cooperation," in the *Library Journal*, January 1, 1934?¹² In it there is much food for thought, even though its suggestions are not new to a special librarian. Regional understanding, pooling of resources, increasing research consciousness, research as a function of library work — all such phrases have a very familiar ring to our ears. Mr. Borden has proposed a plan, modern and comprehensive. We special librarians are ready for just such plans; for many years we have been preparing the way. Mr. Borden is also philosophically-minded. He says the "directing force (of his plan) would need to be motivated by an active philosophy." Mr. Borden's position at the University of Pennsylvania by the way is one of these new (?) Research librarian positions sponsored by the Carnegie Corporation. Mr. King

described his similar position at Cornell University in *Special Libraries* for February 1934.¹³ Highly though I commend the enthusiastic recognition of these positions, I question the use of the title "research librarian" as something *new* in the library world. Where have the rest of us been that our existence means so little to the profession at large? We have evidently not justified our position in the library cosmos, and, if not in our own professional cosmos, what recognition can we expect in the greater social cosmos in which we seek it?

The term "*special librarian*" means nothing to the world at large. *Research librarian* has more dignity, but little more meaning. And so we *must* give expression to that philosophy which we all have and when it is adequately expressed we must proclaim it loudly so that the world, the professional world at least, will understand. My formulation is only a suggestion. I hope this Group will accept it and perfect it as our contribution to librarianship as a profession.

We are technical research librarians. Our libraries were established because our clientele — scientists, technologists, engineers — required a high degree of intellectual energy and cooperation. We belong to creative organizations. Our work is research work of a high order and extends into unusual realms of knowledge. Sometimes we have to find information not yet in print, and we have to use ingenuity and speed in finding it. Our own working knowledge must orient the details of our special technical field against a broad background understanding of national and international economic and social developments. We must have sympathetic understanding of the individual interests and problems of our clientele. We must organize and prepare for their use all information available in whatever form, in order that their efforts may be conserved for experimentation and construction. Our methodology must be efficient and exact, but it must be subordinate to the greater visualization of creative and cumulative knowledge in action.

Professor Whitehead,¹⁴ in discussing modern social philosophy, has said that progressive thought plus progressive technology make our transition through time a true migration into uncharted seas of adventure. There is instability, there is insecurity, but great ages have been unstable ages.

Special librarianship aims to keep abreast of the tide of creative progress surging in that sea of adventure; building storehouses of special knowledge as men produce and record it; organizing the printed records for future dissemination of the information; and guiding its use into the proper channels. Special librarianship shares with the university classroom, the engineering school laboratory, the scientific experiment station, the industrial office, the responsibility of developing a more perfect social and economic order for the good of mankind. The special librarians of this Science-Technology Group, working in the same spirit of creative research which characterizes the electrical engineering profession, aim to develop such a philosophy of leadership, cooperation and effectiveness as research workers that professional recognition in the modern social cosmos cannot be denied.

BIBLIOGRAPHY

1. Wickenden, W. E. Toward the making of a profession. *Electrical Engineering*, v. 53 (1934), p. 1146-48.
2. Butler, Pierce. An introduction to library science. University of Chicago Press, 1933.
3. Donnelly, June R. Library education more abundant. *Library Journal*, v. 53 (1928), p. 542-48.
4. Williamson, C. C. Place of research in library service. *Library Quarterly*, v. 1 (1931), p. 1-17.
5. Dewey, John. *Sources of a science of education*. N. Y., Liveright, 1929.
6. Berthold, Arthur. Science of librarianship. *Wilson Bulletin*, Oct. 1933, p. 120-21.
7. Flexner, Abraham. *Universities — American, English, German*. N. Y., Oxford Univ. Press, 1930.
8. Danton, J. Periam. Plea for a philosophy of librarianship. *Library Quarterly*, v. 4 (1934), p. 527-51.
9. Lynd, R. S. and Lynd, H. M. *Middletown*. N. Y., Harcourt, 1929.
10. President Hoover's Research Committee. *Recent social trends in the U. S. N. Y.*, Macmillan, 1933.
11. Shera, J. H. Recent social trends and future library policy. *Library Quarterly*, v. 3 (1933), p. 339-53.
12. Borden, Arnold K. Regional cooperation. *Library Journal*, v. 59 (1934), p. 16-17.
13. King, Henry H. Cornell experiment. *Special Libraries*, v. 25 (1934), p. 33-34.
14. Whitehead, A. N. *Science and the modern world*. N. Y., Macmillan, 1929.

The Executive Uses the Library

By DR. EVERETT W. LORD

Dean of the College of Business Administration, Boston University

THE executive is the man who decides things — with due recognition of the fact that the man who decides is often a woman. In our form of political government great care has been exercised to limit the executive by providing that other departments of the government shall have the function of deciding what shall be done, — *i.e.*, shall make the laws — but the effort has not been entirely successful. Even with rigid enforcement of the Constitution, which once again seems to be in favor, the chief executive of the nation must make the most important decisions. The President of the United States is almost a dictator: and in the field of business the executive must be a dictator. Any attempt to deprive the business executive of the duty and responsibility of making decisions has always resulted in failure or greatly decreased progress.

In other fields the situation is the same. The captain of the ship must decide when to shorten sail and when to set the skysails; if the decision were to wait for a vote by the crew, shipwreck could not long be averted. The physician called to attend a patient must decide on the treatment to be prescribed: he cannot refer the case to a caucus or a jury, though he may consult with others. The teacher must set the lessons and maintain order, in spite of interesting pedagogical theories which maintain that children in school should be self-governed.

In short, in all occupations and in all positions decisions must be made — the very life may depend upon their making — and some one must make them. The one who thus decides is the executive.

And now, having sufficiently, I hope, defined the executive, let me also give my idea of a library. I think of a library not as a mere collection of books, scientifically catalogued and shelved, but as a repository of records of all sorts, a certain source of boundless information, a convention of reports and records and charts and graphs, all under the supervision and direction of a superior type of human, whose patient perspicuity supplements and completes the material evidences of knowledge stored within his grasp.

Now, with my terms defined, let me go on.

Since first one person has worked with another there have been executives, great and small. Some of them have found a place in history and

their direction of affairs has changed the world, but most of them are forgotten. Some, like Moses leading the children of Israel to the Promised Land, got their inspiration and their information directly from God: some gathered their information themselves; and others drew upon their subordinates and their counselors for guidance: but it is safe to say that only those who secured the facts before they made their decisions were uniformly or ultimately successful.

The man in an executive position is called upon to decide questions of many different kinds, many of them involving technical problems in part or whole far removed from the special sub-division of activity in which he may claim a degree of expert knowledge. Subordinates submit all kinds of problems to their executive superior and so pass on to him responsibility for decisions on which the success of the enterprise may depend. It is vitally necessary that the chief give right answers to these questions and that he give them promptly. He may make an occasional mistake and still survive as an executive, but if errors are too frequent they will prove fatal to the organization or to the executive, or to both.

Of old, executives often attacked their problems with force and vigor but without extended knowledge: they knew little or nothing of what had been accomplished by others in the same or similar fields and so could not profit from the mistakes nor build upon the successes of their predecessors. A leading scientist once said to me, "There is hardly a problem in science upon which some one has not studied and made some progress towards solution, but it often happens that we know nothing of what others have done and spend years in merely repeating experiments which have already been performed and in reaching conclusions which have already been established." Self-reliance and individual initiative are indeed admirable characteristics but for great achievements we must have cooperation and mutual assistance. We must use what others may contribute.

It has been my custom to give my freshmen classes a series of lectures on the mechanics of judgment. In these classes we have hundreds of future executives and business leaders and I want to impress upon them their responsibility for making decisions. The first rule for action after a prob-

lem is formulated is an obvious requirement, yet one that must be stated and urged, for it is too often neglected, even by men of some experience; it is simply: "Get all the facts." Until that is done intelligent judgment is impossible. It is true that one may have the information and fail to act; it is true that one may have the facts and fail to appreciate their significance; but only with a full knowledge can one feel safe to act or give a reasonable interpretation to underlying conditions.

In my work as an executive I have tried to use the findings of other people as well as my own, and what little success I have had has been due to my fortune in building upon that material. That, I believe, is true of all directors of successful enterprises, whatever their nature.

In our research laboratories thousands of patient investigators are demonstrating facts, but those facts are of little use until they are recorded and made available to the world. It is a wise requirement that a Ph.D. dissertation be published, even though we may sometimes wonder just who can be interested in some of the minutiae so elaborately presented.

All this points to the library as the first aid of the executive; there and only there is the reser-

voir of essential information, and the executive who fails to draw upon it fails in his greatest resource. The library is the storehouse in which supplies are kept against the hour of need.

Thus it is to the library that the prudent executive will turn for information before he launches his projects. He will ask the librarian to find what has been done by others before he devotes his energies to any apparently new course of action; not that he will allow the results reached by others, or their failures, to be the determining factor in his own decisions, but that he may make full and honorable use of what others have accomplished and avoid mistakes which may have hindered accomplishment in other cases.

For this reason in every important enterprise a special library becomes an essential feature of the organization, as essential, indeed, to the executive and consequently to the success of the enterprise, as the chart room is to the navigator. The librarian is the high priestess of the oracles whom the wise executive will freely and frequently consult. No position is more important. To the skilled librarian the honest executive owes a meed of praise which too often has been overlooked. All honor to the one who holds that strategic place in the business organization.

The Work of the Committee on Government Statistics and Information Services

By JOSEPH B. HUBBARD

Assistant Professor of Business Economics, Harvard Graduate School of Business Administration

I AM going to talk in part this morning concerning one of the organizations developed with the "New Deal" which is little known outside of Washington, but in Washington is well known by all those concerned in the statistical work of the federal government, and has played an important part in the statistical planning of the New Deal. This body is the "Committee on Government Statistics and Information Services." The Committee is not a governmental body, but was established jointly by the American Statistical Association and the Social Science Research Council, for the purpose of cooperating with certain of the departments of the government in their statistical work. Funds were supplied from private sources and not from the government. The services of the Committee were offered to the Departments of Agriculture, Commerce, and Labor in June 1933. These services

were promptly accepted by these three departments. The Committee was given offices in the Commerce Building. An affiliated body—the Advisory Committee to the Secretary of Labor—was housed in the Department of Labor.

I became familiar with the work of the Committee through my service on its staff during the summer of 1933 when the work of the numerous New Deal agencies, especially the National Recovery Administration, was getting under way. The members of the Committee were drawn in part from the universities, and in part also from other organizations interested in statistical work. The active membership of the Committee shifted somewhat from time to time; it has included: Frederick C. Mills of Columbia University; Edmund E. Day of the Rockefeller Foundation; Meredith B. Givens of the Social Science Research Council; Donald R. Belcher of the Ameri-

can Telephone and Telegraph Company; John D. Black of Harvard University; Robert E. Chad-dock of Columbia University; Morris A. Copeland of the University of Michigan; W. L. Crum of Harvard University; Stuart A. Rice of the University of Pennsylvania; W. L. Thorp of Amherst College; Bryce M. Stewart of the Industrial Relations Counselors; and Samuel A. Stouffer of the University of Wisconsin.

The Committee performed two functions. The first of these was to assist in the study of current statistical problems of the various governmental agencies when request for such assistance was made. Such requests were frequent, for the Committee, as a temporary non-governmental body outside the regular departmental organization and routine, was in an advantageous position to consider impartially the problems arising within the government bureaus. There was very real need for services of this kind. The economy program of the Administration meant the drastic cutting down of the work done by the established agencies—a very difficult task for bureau officials. In cooperation with such officials and in making recommendations, the Committee represented the interest and point of view of the consumer of the statistical output of the government. With its staff, it comprised a body of technically trained men who could evaluate impartially the various statistical activities of the governmental agencies. Its influence was important in maintaining the continuity of certain valuable statistical data which might otherwise have been lost.

A second part of the Committee's current work related to the governmental agencies set up under the New Deal. There were two distinct problems in respect to the work of such bodies: first, the problem of the statistical techniques to be used in the collection of information by these agencies; and secondly, the problem of coordinating their efforts with those of the old. The first of these involved chiefly the drawing up of statistical questionnaires which would obtain the information required, and—an equally important point—would not overburden the persons from whom data were requested. To an extraordinary extent, the work of the new statistical organizations was centered about the construction of such schedules. Whatever the title of a person taking a statistical position in Washington, his work was pretty sure to consist largely of preparing statistical schedules. The technical statistical problems involved in this work were referred, to a great degree, to the Committee and its staff—so largely so, indeed, that it became in many cases a matter of routine procedure.

Much of the time of the Committee and its

staff was devoted to the current activities which we have been discussing. They involved frequent conferences with administrative officials, detailed consideration of the statistical problems involved, and the preparation of memoranda on such problems for the information of the Committee and the administrative officials concerned. Much of their value obviously lay in the establishment of personal contacts with the governmental officials in charge of statistical work.

With the new statistical work arising from the establishment of such agencies as the National Recovery Administration, the need of coordination of the various statistical activities of the government was obvious from the start. I think there has been some misapprehension of the degree to which lack of cooperation existed when the New Deal was getting under way in 1933. So far as my observation of the statistical activities of the government went, a very high degree of such cooperation was apparent. Certainly most of the duplications and trouble which might be expected from the existence of a large number of different statistical agencies was avoided. A good part of this cooperation was achieved through the Committee on Government Statistics and Information Services.

An official step toward a more lasting form of cooperation was made shortly after the work of the Committee was initiated. This consisted in the establishment of the Central Statistical Board,¹ an advisory body drawn largely from government administrative officials interested in various branches of statistical work. The Central Statistical Board was created by executive order on July 22, 1933, under the National Industrial Recovery Act. The Board has proved an effective body, and a bill has been introduced to continue it under congressional authority. Winfield W. Riefler, of the Federal Reserve Board Staff, has served as chairman, and Professor Morris Copeland, one of the most active of the members of the Committee on Government Statistics and Information Services, has served as executive secretary. The chief functions of the board are review and coordination of the statistical work of the government; negatively, it has been influential in forestalling unwise statistical investigations and preventing duplication of activities. The Board is not, itself, a fact-finding agency, and has avoided such activity which would impair its usefulness as an advisory, planning, and coordinating body. The establishment of the Board was strongly urged by the Committee on Government Statistics and Information Services in its first important memorandum.

¹ See SPECIAL LIBRARIES, July-August, 1934, pp. 145-148.

In the aspects of its activity which have been described, the Committee performed yeoman service in facilitating changes, forestalling too rapid shifting of functions from one agency to another, and in preserving continuity of valuable statistical materials. In addition to such work, the Committee was giving constant attention to the broader problem of the general organization of the collection and compilation of numerical data by the government, their publication, and the analysis of results. Intimate and constant contact with the practical working of the governmental agencies producing statistics, plus the detailed knowledge of specific problems and policies, supplied the Committee with a comprehensive background in considering the more general problems relating to the government's statistical services. The Committee itself was drawn from men of the highest statistical qualifications and achievements, with full knowledge of present statistical needs and of modern statistical technique.

This general study began as soon as the Committee and its staff were set up. The Committee was originally established to operate for a year, from June 1933 through June 1934, and a contemplated extension of its funds to the end of December 1934 was later made. A summary of its general recommendations is now being prepared for the printer, and certain of its tentative conclusions are of general interest to the users of governmental statistics. Of chief interest are those relating to the problem of the governmental organization of statistical activities, which involves the general question of the centralization or decentralization of the federal statistical organization. This is not a new question; and before considering the Committee's conclusions on this point, I shall review briefly the preceding discussion of the problem.

The history of the efforts to coordinate statistical research of the federal bureaus and agencies goes back to the period following the World War. Many governmental agencies set up during the war had undertaken statistical work of various kinds, and these activities had been subjected to criticism on the ground that there was much duplication of effort, confusion, and waste of funds. As a result, the Deficiency Appropriation Act of November 4, 1919, directed the Bureau of Efficiency

to investigate the scope and character of statistics needed by the Government, and the methods of collecting, compiling, and presenting statistical information by the several executive departments and independent Government establishments, and to submit to Congress a report of its findings together with such recommendations as it deems proper.

The investigation was under the direction of Herbert D. Brown, and the findings were published by the Bureau of Efficiency in 1922, under the title of the "Report on the Statistical Work of the United States Government."

The recommendation of the Report was that the collection of statistics be, for the most part, centralized in a new government agency called "The Bureau of Federal Statistics." In accord with the customary departmental procedure, this Bureau was to consist of various divisions, one for Analysis and Research, and others having to do with Population, Farms, Factories, Occupations, Foreign Trade, Internal Commerce, and Cities. The Bureau was also to include a Division of Printing and a Geographer's Division. In addition to the change to a centralized administration, these recommendations provided for important changes in the relationship existing among the different units performing statistical operations. There were some exceptions to the general recommendation of centralization,¹ but as a whole the proposal was for a sweeping and far-reaching change in the entire governmental organization supplying statistical information.

The recommendations were based on the ground of efficiency and no attempt was made "to evaluate the quality, or pass judgment on the technical aspects, of the statistics." The report was made to Mr. Hoover, the then Secretary of Commerce, and referred by him to the Committee on the Census. This was an advisory body outside the government, including Professors Seligman, Doten, Gay, Mitchell, and others. This Committee failed to recommend that the proposed reorganization be carried out.

The next publication of interest on this general subject was the volume of Laurence F. Schmeckebier of the Brookings Institute on "The Statistical Work of the National Government," published in 1925. It forms one of the numerous volumes of the Service Monographs of the United States Government, published by the Institute for Governmental Research. This work is a lengthy and comprehensive review of the statistical activities of the federal governmental agencies. Incidentally, its author comments upon the question of centralization, and it is of interest that his conclusions in the matter are adverse. Doctor Schmeckebier points out that a large central office of

¹As the transfer of the Bureau of Vital Statistics to the Public Health Service of the Treasury Department, the recommendation that the Interstate Commerce Commission continue to collect railroad statistics, but transmit them to the "Division of Internal Commerce Statistics" for compilation and publication. The corps of Engineers of the Army was likewise to transmit its data for publication to the last mentioned Bureau.

statistics might mean a sacrifice of accuracy. He indicates in addition an undoubted advantage of decentralization; namely, that with decentralized administration the man with the greatest technical interest in his subject is in charge of the compilation of statistics in his field, and, from his thorough knowledge of the subject matter and its ramifications, is probably best able to gather and analyze such statistics. He does, however, urge an agency to coordinate the many governmental organizations carrying on statistical work. Such a board — the Federal Statistics Board — was later appointed, and some efforts were made in the direction of coordination before the appointment of the Central Statistical Board in 1933.

The forthcoming recommendations of the Committee, in contrast with the earlier report of the Bureau of Efficiency, are made after the most careful appraisal of the economic value and technical validity of the statistics under consideration. They urge, in substance, the maintenance of the present division of labor and decentralization of authority in the compilation and publication of the government's statistical services, combined with coordination of such services through the maintenance of the activities of the Central Statistical Board. Legislation providing for such a board has been introduced in Congress, and hearings upon the bill are now being held. The result under present conditions at Washington cannot be predicted. Continuance of the Board in its present status as a part of N.R.A. activities is, of course, rendered obscure by the recent Supreme Court decision, for it seems unlikely that Congress, if unwilling to authorize the Board by specific legislation, would do so in its general remaking of the N.R.A. There can be no doubt that the Board proved distinctly helpful as a means of coordination among various governmental bodies during the rapid changes of 1933 and 1934.

On the question of centralization, it is interesting to note that there is a considerable variation of practice among other countries. Diversification of responsibility has been maintained in Great Britain and France, where there have been only slight attempts at central planning. In Russia, considerable coordination has been established despite the maintenance of decentralization of collection and control. In Germany, most of the nation-wide inquiries are conducted by the Statistical Office directly, or in conjunction with state and municipal offices. Other departments collect data independently, plans and schedules sometimes being reviewed by the Statistical Office. This office also furnishes expert advice, and has been active in promoting standards of statistical

work. Italy, Poland, Czechoslovakia, and the Balkan and Scandinavian countries show a trend toward complete centralization. In Australia and Canada, a very considerable degree of integration has taken place. The central agencies have determined standards and forms, done a considerable amount of direct collection, and some central tabulation of data collected by other agencies. They have also acted as the chief agencies for summarizing and reviewing statistical data.

In its recommendation for decentralization, the Committee points out that the growth of the statistical services of the government has been haphazard, and that these services have sometimes developed in illogical places. But frequently the contact of statistics with other functions of government is responsible for their vitality, and this connection the Committee believes should be preserved. Rigidity of procedure, and the following of customary routines in an unthinking way appear most often in those agencies whose activities are remote from the users of the data. Nevertheless, much realignment will be necessary, if the services within each field are to provide a comprehensive insight into American conditions. One of the difficulties is the unevenness in the methods of preparing and handling statistics as among the different governmental agencies; another, the fact that the bases upon which different series are collected — exports and production, or employment and production, for instance — are not the same. To eliminate such difficulties, the Committee believes that vigorous leadership of a cooperative and advisory character will be effective, and that central control must be avoided.

The Committee points out that there are many instances in which statistical data are merely a by-product of the operation of a regulatory agency — for instance, the figures for slaughtering which result from the federal inspection of meats. No question arises in such a case as to where this particular statistical service should fall. The income statistics which are obtained through income tax returns to the Treasury are another case in point. Where the statistics do not arise as a direct and inevitable product of the operations of an enforcement or regulatory agency, the allocation of the collection of statistics may involve some difficult questions. As the basis for decision, the Committee urges that the collection agency should be close to the technical problems and sources in the particular field in which the material in question lies. The Committee points out that reallocation of the responsibility for collection may sometimes be necessary "in the interest of greater utilization of spe-

cialized personnel and advantageous contacts with sources."

Regarding duplication, the Committee reaches an interesting conclusion. Duplication of collection of the statistics themselves, it, of course, regards as wasteful and to be avoided. Not only is it expensive, but it has obviously unfortunate adverse effects upon business organizations and other respondents who are the primary suppliers of the data required. Considerable progress has been made in the elimination of such duplication, but much still remains to be worked out.

Regarding duplication of the analysis of the data, as against its collection, the conclusion is quite the reverse. Such duplication, in the view of the Committee, should often be encouraged. It finds, indeed, that lack of adequate and intelligent analysis of the abundance of material available has been a frequent weakness under the present organization.

The Committee recognizes that, under the decentralized organization proposed, there must exist also agencies for specialized coordination of statistics in particular subject-matter fields. It urges that key organizations be built up and strengthened to make such cooperation effective. Organizations of the kind contemplated exist for agriculture in the Bureau of Agricultural Economics; for labor, in the Bureau of Labor Statistics; for population, in the Bureau of the Census. It is of particular interest that the financial statistics of the government present a serious problem of coordination. "Financial statistics," the Committee states, "are collected and analyzed by the Federal Reserve Board, the Bureau of Internal Revenue, the Comptroller of the Currency, the Securities and Exchange Commission, the Federal Deposit Insurance Corporation, the Federal Home Owners' Loan Corporation, the Reconstruction Finance Corporation, the Farm Credit Administration, and a number of other agencies." All the agencies enumerated publish significant and timely financial data. To obtain coordination, the Committee proposes, as a temporary expedient, a committee formed from these agencies to operate under the Central Statistical Board.

One other of the Committee's findings in respect to statistical organization is also of general interest. It concludes that the field of consumer services requires a new federal department or an independent office which would serve, among other things, as a key organization for special coordination of statistical and informational services relating to the consumer. The statistical services which would be included relate to individual and family consumption and expendi-

tures, to prices which consumers pay, and to the national income. Consumers' data are now compiled by the Bureau of Labor Statistics in the Department of Labor and the Bureau of Home Economics in the Department of Agriculture, and among certain other agencies of the new and the old organizations.¹

The remaining recommendations of the Committee relate to the allocation of collection and tabulation, including the collection of data by private agencies; to statistical standards and practices; to personnel; and to the use of advisory committees from professional associations and other groups. These detailed recommendations will be included in their final printed report to be published shortly by the Social Science Research Council. A more comprehensive account of certain of the activities of the committee may also appear in the publications of the American Statistical Association. These forthcoming publications, the 1925 volume by Doctor Schmeckebier upon "The Statistical Work of the United States Government," and the so-called "Brown Report" of the Bureau of Efficiency in 1922 are the chief documents relating to the statistical work of the federal government. To these should be added the reports of the Central Statistical Board: an interim report issued in February 1934, and an annual report now in process of publication.

CURRENT FINANCIAL LITERATURE

To this treatment of the work of the Committee on Government Statistics and Information Services, it has been suggested that I add an appraisal of the relative value of various publications in the current literature upon financial subjects, particularly with a view to their permanence.

I have great skepticism in any appraisal of the value which the future will attach to recent publications in finance, business, and economics. But I realize that choice has to be made by librarians from one day to the next, and I have certain conclusions about the present literature in this field which may be of interest.

It is my conclusion that a very large proportion of the best discussion of the past few years has appeared in magazine articles, chiefly in monthly and quarterly publications. Only a general library could, of course, be expected to have a sufficiently large collection of such magazines to cover the field. For a smaller library, the difficulty might be met by certain books of selections which have been recently published. This diffi-

¹ National income in the Department of Commerce, for instance

culty the editors of "Current Economic Policies" had in mind when the book was brought out last fall. "Current Economic Policies" reprints over 45 articles, selected from the periodical literature of 1933 and 1934, in the economic aspects of government policy. Professor Horace Taylor of Columbia has edited a collection of reprints from current discussions from a somewhat different point of view. Its title is "Contemporary Problems."

A further comment may be added regarding periodical literature. For current discussions of economic and financial conditions in Canada and England, I have found the monthly publications of the banks in these countries especially helpful. I refer to such reports as those issued by the Midland Bank and the Westminster Bank in England, and by the Bank of Nova Scotia and the Royal Bank of Canada in Canada. You are all familiar with the similar publications of our own banks, such as the Guaranty Survey and the Monthly Letter of the National City Bank. A file of documents of this kind may well prove of some permanent value for the future.

Along with periodical discussion, and partly as an offshoot from it, there have appeared a considerable number of books, which, for lack of a better title, have been referred to as "timely" books. These are often short and inexpensive; I refer to such books as Professor Sprague's "Recovery and Common Sense"; "Kemmerer on Money"; Colonel Leonard P. Ayres' "The Economics of Recovery"; Eleanor Dulles, "The Dollar, The Franc, and Inflation." There are many others, some of greater length than those mentioned. The great outpouring of such books, the improvement and expansion of magazine discussion on economic and financial subjects — including even the establishment of new magazines during a period of depression — is to be regarded as simply an integral part of the disturbance through which we have been passing in recent years. The outpouring of books is in itself of very real historic interest, in which each of them will share. Some may share because of their success (if any have such success) in presenting a picture of today which will be recognized as sound five, ten, or fifty years later. Others may prove of interest only as vagaries in the history of human thought, and drop into the class of the theories of advocates of the Assignats in France some 150 years ago. Profound differences of opinion are an outstanding feature of much of this literature. It is perhaps not surprising that the most orthodox opinions seem to have been best justified by the course of economic developments so far. But the permanent value of any

one of the recent books can be determined only in the future.

If we must choose and pick among the books now offered, the only serviceable basis of selection seems to be our particular interest in the field covered, or the standing of the author. Certain of the books have a broader scope than the general run; among them Lionel Robbins' volume on "The Great Depression" may be mentioned. It is a thoroughly workmanlike job covering the problems of the depression in a comprehensive fashion. The point of view is orthodox. For less orthodox opinion, Warren and Pearson's two books — the earlier entitled "Prices," and the latter "Gold and Prices" — may be mentioned.

One important characteristic of recent publications in such fields has been the extensive use of statistical material. For this, the development of statistical technique and statistical data during the preceding decade paved the way. An obvious danger is involved, to which I wish to make reference in closing. This is the danger of accepting as conclusive proof such statistical data as may be advanced in support of a given thesis in the type of discussions with which we are dealing. Statistics, competently handled, are an indispensable tool for the understanding of current developments, they are equally capable of misuse, and must be accepted only warily when advanced as rigorous proof. Rarely do they furnish proof; most of the time they can only supply evidence, the value of which is often dependent upon technical statistical considerations. Yet they have at times been advanced as conclusive proofs of arguments logically faulty and with little contact with the economic and social realities.

Association Activities

THE Executive Board, at its meeting with the Advisory Council on Tuesday, June 11th, approved of the establishment of the Technical Book Review Index. The first number is planned for late September. This project of the Association, was first discussed at the meeting of the Executive Board on June 22, 1934. The articles that appeared in the October 1934, and January 1935 issues of SPECIAL LIBRARIES, and the current report of the chairman in this issue give full details of the Index. This publication will be one of the most useful tools for technical librarians, and indicates great strides in the service to this group, including the public, college and special libraries. An extremely interesting sample page was distributed at this meeting, and did much to visualize the project for the members.

At the 1934 Convention, the Connecticut Chapter was added to our list of local associations. 1935 finds two additional Chapters — that of the Albany Capitol District, and the New Jersey Chapter. The formation of the Albany Chapter had been approved at the February meeting of the Executive Board. The New Jersey Chapter, organized at a meeting in April, was approved at the Executive Board meeting June 11th.

* * *

The members of the Executive Board and the Advisory Council in session June 11, 1935, were grieved to hear of the death of one of the Association's older members, and the following resolution was presented and spread on the minutes:

In the death of our honored associate, William Parker Cutter, the members of the Special Libraries Association share with his many friends a sense of enduring loss.

Since the inception of the Special Libraries Association, Mr. Cutter had been an active, creative and loyal member. He has served on our Executive Board; he has been a frequent contributor to our professional discussion both at meetings and in the columns of *SPECIAL LIBRARIES*, to his ingenuity and vision we owe our "Statistics on Commodities Chart"; his work on a business classification is the outstanding development in this field.

It had been with much distress that his friends had heard of his illness and many had counted on an opportunity to visit him during the Convention. The news of his passing on May 20, 1935, came as a great shock. In recording the loss sustained by the Special Libraries Association the members of the Executive Board feel deep personal sorrow and sincere sympathy with the members of his family.

* * *

The Executive Board for 1935-36 met for its first executive session Friday, June 14th, at 1 o'clock and disposed of much current business, including the appointment of a number of committee chairmen. The problem of the Convention meeting place is always one for thought. Different points must be considered, such as ease of access by members as a whole; the possibility of Chapter cooperation, the feasibility of meeting with the A. L. A., etc. After consideration of all these points, the Executive Board decided to hold the 1936 meeting at Montreal, since prompt action in setting a meeting place facilitates the work of the local Chapter in planning such a meeting.

* * *

The Association has done active work in connection with membership development in the past several years, particularly since the institution of the membership award. This consists of

the guardianship, between Convention dates, of the gavel wielded by the President of S. L. A. The award was first instituted in 1933, and was carried off by Montreal, for the highest percentage of increase in paid-up active members or their equivalent. In 1934 Philadelphia received the award. In 1935 Boston has captured the trophy, while honorable mention goes to New York for the greatest number of new members, and the greatest average dues per member; and to Connecticut for the highest per capita dues for the whole Chapter. The report of the Membership Chairman gives details of Chapter standing.

* * *

The final report of the Joint Committee of the A. L. A., S. L. A., and other bodies for the purpose of securing uniform practices in connection with reference data in periodicals was reported at this meeting, showing that the American Standards Association approved a tentative standard for reference data in periodicals; that this standard had been submitted to 2,400 publishers of magazines and had met with unusually good cooperation, and that the prospect was that the standards as tentatively produced would be definitely approved by the American Standards Association.

They Had a Good Time!

"THOUGH I have been a member of the Association for years this was my very first appearance at a Convention. Now I wonder why I did not make desperate efforts to attend earlier meetings."

* * *

"This year was my first Special Libraries Association Convention. It was certainly a thrilling and profitable experience. I have never before seen so many enthusiastic and interesting people together. I think that is the most vivid impression I received — intense interest in what everyone was doing and how it differed from home practice."

* * *

"First I liked the friendliness of the whole gathering. It was my first S. L. A. meeting and I knew no one but found companions quickly for whatever I wanted to do."

* * *

"It was my first convention of S. L. A., so I was tremendously interested. As far as I am concerned, I was delighted with the whole program. The only difficulty was not being able to be in two or three places at once!"

PRESIDENT'S PAGE



HOWARD L. STEBBINS, President

HOWARD STEBBINS is not a new name to the members of S. L. A. He has for many years taken an active part in Boston Chapter affairs, serving as Vice-President and later as President for two terms, 1927-29. He has also served on various national committees and been a pretty regular visitor at our annual conventions.

A native son of Massachusetts, Mr. Stebbins attended public schools in Springfield, and took his A. B. degree at Amherst College. Completing the two-year course at New York State Library School at Albany, he received a B. L. S. in the year 1908. Professionally, he has been anything but a rolling stone. His first job was as Assistant Librarian of the Association of the Bar in New York City, and he remained there for eleven years. From that position he went to Boston as Librarian of the Social Law Library, and he has been there ever since. When asked for details concerning his work, Mr. Stebbins' reply was so interesting and to the point that we quote verbatim:

Since 1919 I have been Librarian of the Social Law Library, Boston. This is a library of 91,000 volumes containing a very complete collection of the law books of the United States and its subdivisions, Canada and England. Because we can supplement our own books by using numerous other libraries, the Social Law Library is concentrating more and more on being a workshop

where lawyers can work up their current cases in the courts. We buy very few books nowadays of an historical or non-legal nature. We do not specialize on "social" law, whatever that may be, and the word is utterly meaningless as a description of our material.

I am not a lawyer and have never studied law in a technical way. My problem has always seemed to me to be the application of my general knowledge of library work to a particular type of library and of patron. Lawyers are well versed in the use of their technical tools, they are more apt to need help when their problems lap over into the fields of economics, government, business and general information. From the flood of legal literature that has been crossing my desk for many years, I think I am learning the main trends of legal thought and its impact upon many problems. But I do not know how to draw up a legal paper.

To complete the picture, Mr. Stebbins is married (his wife, Lucy Poate Stebbins, author of many novels); has three children, and lives in the suburb of Newton Center. He is fond of music and good movies, but the only hobby he will confess to is railroad trains. This passion began during his childhood when a busy railroad operated almost through his backyard. Now, as a hardened commuter, he swears that trains offer the best possible opportunity for reading and relaxation.

Those who know Howard Stebbins relish his delicious sense of humor, admire his thorough, impartial approach to the fundamentals of a problem, and rely on his excellent judgment. He has a great zest for this new job of National President, and will contribute a great deal to S. L. A. and to the progress of the profession.

One member summed up our good luck in these four words: "Thank Hebbins; it's Stebbins." So say we all!

His Message

I BELIEVE that Special Libraries Association made material progress in its 1935 Convention. This is because we demonstrated anew that in the presence of major problems we can discuss the situation fully, advocate strenuously our own proposals and, in the end, accept with entire good feeling the decisions reached through a majority opinion of the members.

The very troublesome problem of the allocation of funds to local Chapters seems now in a fair way to be adjusted to the satisfaction of all. A new basis of distribution will be tried for the calendar year 1936 which, it is believed, will work to the mutual advantage of the local Chapters and of the Association as a whole.

For many years the large number of Associate

members has constituted a perennial financial problem. With a high percentage of their dues being returned to local Chapters, they brought no increase to funds that were being expended in a broad way for the good of all classes of members. On the other hand, many were very justifiably interested only in the social and professional contacts to be gained in local meetings and could hardly be expected to jump their annual payments from one dollar to five.

I believe that the answer has been found.

On January 1, 1936, these "local" members will be released from direct affiliation with Special Libraries Association. They will receive no bills nor other communications from Headquarters. They will remain in the care of the local Chapters, which will collect their dues and retain the money for local activities. They will continue to be a stimulating and sustaining force in a very restricted field.

These members are not, however, to be pushed out of the nest and left to fly whither they will, without guidance. Very many of them, it is hoped, will wish to continue as Associate members of Special Libraries Association. Associate membership next year will cost two dollars, of which one dollar will be returned to local Chapters and one dollar retained at Headquarters. Associate members will reap very tangible benefits. They will be affiliated with national groups, and they will have a vote in national meetings. Most important of all, they will receive four times a year a bulletin which will keep them in direct touch with the wide field in which the Association operates.

This bulletin will be edited by Miss Ruth Savord, retiring President. Miss Savord was the Association's first liaison officer. She has experience and background in both national and local affairs and is exceptionally equipped to make this bulletin worthwhile. An issue explaining the new set-up will go this fall to all the present Associate members in the hope that they will weigh carefully the alternatives and that many will continue their national affiliation.

The status of Active and Institutional members will remain unchanged. Fifteen percent of their dues will be allocated to local Chapters. Tables show that practically every Chapter will be better off under the 1936 arrangement and that the funds to be expended for national projects will not suffer if a fair proportion of the present As-

sociate members accept the new basis of affiliation.

And if results do not meet expectations, we still have power to plan and adapt and modify.

The conflicting and confusing elements in the problem of constitutional revision have been partially resolved by the formation of a committee to study carefully the entire situation. A committee of five people in whom you will have great confidence will shortly be announced. This committee will need all the help you can give it in the form of letters and interviews expressing your opinions on different angles of the problem. To simplify the study the constitution and by-laws as they stand today will be reprinted in a very early issue of *SPECIAL LIBRARIES*.

The committee will report at the earliest date consistent with due deliberation and careful weighing of the elements involved. On the contrary, it will *not* rush its work to completion at any fixed arbitrary date. Matters of this nature are too important to be tied irrevocably to any calendar.

Because in four days last June we went so far toward the solution of controversial problems, my own faith is strengthened that as an Association we can carry on, surmount our difficulties as they develop, consolidate the ground already gained and press forward to the new opportunities that await us.

It is not too early in the season to urge Chapter presidents, Group and Committee chairmen to bring new blood to the personnel of their committees. With the tried and experienced people whose capabilities we know, let us mix some new members who have not hitherto taken part in Association activities. There is much talent lying dormant, and how shall we find it unless we give it the opportunity to reveal itself? Here and there a mistaken selection may be made; but the net result, I am convinced, will be an influx of new ideas and a new stimulation of the older members.

It has been my personal experience that my interest in both the local and national parts of the field and the benefits I have received therefrom have varied in direct proportion to the amount of work I was doing. In failing to give our newer and younger members work to do, are we not depriving them, as well as the Association, of something worthwhile?

HOWARD L. STEBBINS

Reports of Officers and Committees

A record of the year's activities showing the many creative contacts of the national organization, and the impressive contributions to professional progress made possible through thoughtful analysis, and cooperative effort

THE PRESIDENT'S REPORT

ONCE more we are assembled for our annual stock-taking of accomplishments and for the making of plans for the future.

In spite of the continued world depression, our Association has not only held its own but has made considerable progress. Later you will hear detailed reports on the activities of the Groups, Chapters and Committees. These reports will speak for themselves, and it needs no word of mine to point out to you the inestimable value of the unselfish service rendered by our members to their profession through these activities.

Two events stand out in my mind as of vital importance to every member of the Association — the publication of the S. L. A. Organization Chart and the President's letter to every member setting forth in detail the financial plans for the year.

Great credit is due to Miss Dorothy Bemis, who originated the idea of the chart and carried it to completion with the aid of the Misses Mary Louise Alexander, Laura A. Woodward, Marian C. Manley and the Secretary, Miss Clarke. Here, as never before, we had presented a visual outline of the work of the Association, with all its ramifications and interlocking activities — an invaluable aid in explaining the Association to new and prospective members and to employers.

The President's letter was an attempt to make every member realize the problems of financial management, as well as an appeal for aid in solving those problems. Only a well-informed membership can cooperate intelligently with an Association's executive officers. The response to this letter was most gratifying. In every case members expressed interest in the exposition of our affairs and many were kind enough to compliment the Board on the management of the Association. The suggestions presented in these replies are being passed on to my successor.

The Treasurer's report will set forth in detail the financial operations for the year 1934 and the first five months of 1935. While we have done well in living within our income, still you will note

that our working surplus at the end of 1934 was only \$275 more than at the end of 1933, although our income from almost every item increased during the year. For this very reason, the Board's budget estimates were made extremely conservatively in the hope that we might be able to build up this reserve for emergencies. The question in my mind is are we to be satisfied merely to live within our present income when that income covers really only the necessities of management, or are we to contrive ways and means to increase appreciably that income so that we may do some of the really constructive things which are crying to be done and which would aid every member and add to the prestige of the Association?

In an Association such as ours, our finances are dependent to a large extent upon our return from membership dues. While our increase this year does not quite equal the 20 percent increase of last year, I feel that our Committee under the able leadership of Miss Adeline Macrum deserves great credit for the addition to our rolls of 24 institutional, 146 active and 306 associate memberships — a total of 476. This is a remarkable record in the sixth year of depression.

Yet there is much to be done, especially in persuading our Associate members to change to Active or Institutional.

I have often wondered if our approach to prospective members is not wrong. How many of us in our zeal to secure a new member mention only the Associate membership rather than setting forth in detail the advantages and privileges incident to Institutional or Active membership. I recently received a report on seven people who said that they would have joined the Association if they had been asked; that they would take a \$5.00 membership if they had not been told of the cheaper one, and if they had been given a better idea of the value of our magazine. After examination of several issues, they all reported that the magazine alone would have been good return for their \$5.00 membership. I am convinced this is not an isolated incident but fairly typical. We have, in the past, approached prospective mem-

bers in the spirit of asking a favor of them when, as a matter of fact, we are extending a privilege to them in offering them affiliation with the Association and it is their loss if they fail to take advantage of it.

I am not recommending the abolishment of the Associate membership. I think it has its place but this class was always intended for the new recruit, for those whose interests and needs were somewhat remote and yet who felt that we had something to offer.

A suggestion came to me recently and I think so well of it I am passing it on for your consideration. It was that the period during which one might maintain Associate membership be restricted to three years except by vote of the Executive Board which might extend the period for sound reasons. It seems to me that a member who, in three years time, has not realized the advantages of changing his status, if financial considerations will allow, has not the proper professional spirit and is not carrying his full share in supporting his professional organization.

Our next great income producing activity is our magazine — SPECIAL LIBRARIES. Our Editor, Miss Marian Manley, who took over this office last July, has carried on the splendid work of her predecessors. The series of articles dealing with the various types of special libraries is especially noteworthy. To date, eight of these have appeared and others are in preparation. Most favorable comment has been received and, in a number of cases, these articles are being used as texts in library school courses.

To Miss Manley also and to our Secretary, Miss Clarke, we owe a debt of gratitude for their unceasing work in securing advertising. For the first five months of this year we have received \$612.32 from this source, and contracts are in hand for July to December totaling an additional \$195.50. No one who has not seen the vast amount of correspondence, reinforced by personal calls and appeals, can realize the amount of labor involved in this activity. As Miss Clarke will tell you later, several of our Local Chapters and individual members have been most helpful either in giving leads or in helping to close contracts. Much more of this should be done.

This year the entire time of the Publications Committee was devoted to editing our new Directory. You will hear later just what this involved and how it was financed. I cannot refrain from mentioning here the five people who have contributed so much to the success of this undertaking — Miss Eleanor Cavanaugh as Chairman of the Directory Committee was responsible for the compilation; Miss Adelaide C. Kight and Miss

Linda H. Morley for the Publications Committee edited the copy, prepared the indexes, and put it through the press. Miss Clarke, our Secretary, and Miss Marian Manley, our Editor, secured the advertising which brought in a total sum of \$524. I am sure that everyone of you has already had occasion to be grateful for this worthwhile tool. Sales of the Directory have been so unusually good that it has already paid for itself.

The Publications Committee has also arranged for the planographing of the Canadian Commodities Chart, which was prepared by members of our Montreal Chapter. This is a splendid piece of work on which the Chapter is to be congratulated.

It is interesting to note that during the period 1928 — date we have made a net profit on our publications of \$2,144, or 37 percent of invested capital — due to the splendid work of the Committee.

At our Convention last June the Science-Technology Group recommended that the Association sponsor a Technical Book Review Index to replace the similar index which had been published for years by the Carnegie Library of Pittsburgh. The Board approved the idea in principle, appointed a committee under the chairmanship of Miss Granville Meixell to investigate and report. It was agreed that such an undertaking, while sponsored by the Association and produced by its members, could not be considered as a publication which should be included in our offer to send all publications to Institutional members. It must be self-supporting and the Board approved its inauguration provided a minimum of 300 advance subscriptions could be obtained. I am happy to say that this has been achieved and it is hoped to issue the first number in September of this year. So, once more, S. L. A. has seen the need of an important reference tool and has set out to fill that need. We ask your support and help in making it known.

We have had the pleasure of welcoming two new Chapters this year. The Albany Capitol District Chapter, organized at a meeting held in Albany on November 23, 1934. The petition for affiliation was approved by the Executive Board on February 9, 1935. This group includes members from Albany, Troy, Schenectady, Saratoga Springs and surrounding towns in New York within a fifty-mile radius. Heretofore, New Jersey librarians have been assigned to the New York Chapter. It was found this year that there was considerable sentiment for a separate group. A survey was made as a result of which a most enthusiastic organization meeting was held April 24. The Executive Board on June 11th approved their petition for affiliation.

One of the most desirable ways of maintaining a close link between the Local Chapters and the National Association is through visits of the President and Board members. While I was able to speak personally only at Philadelphia and New York this year, several other visits were arranged to forge this link. Miss Rebecca Rankin spoke on the National Association at the Organization meeting of Albany Capitol District Chapter, and Miss Elizabeth Cullen of Washington attended one of their later meetings; Miss Mary Louise Alexander visited Montreal on invitation of the Chapter and brought to a well-attended meeting greetings from the National Association explaining plans and projects in progress. A group of several New York members attended a meeting of the Connecticut Chapter and the organization meeting of the New Jersey Chapter. Miss Alexander and Miss Eleanor Cavanaugh went to Baltimore for a joint meeting of Baltimore Chapter with a group of invited librarians from Washington. Every Chapter has reported that these visits have meant a great deal in promoting enthusiasm and interest. I hope that the practice cannot only be maintained but carried out on a much larger scale as soon as our finances will allow. I want to express my appreciation to all of these people, but especially to Miss Alexander, who has responded so willingly to every request of mine this year to serve as my substitute.

While we have had no official Committee on Training and Recruiting, the seeds of our past work seem to be taking root as evidenced by invitations from colleges, vocational groups, etc. Three invitations had to be refused but the following were accepted: 1934 — December 12, School of Library Service, Columbia University, New York, Miss Eleanor S. Cavanaugh, *et al.* 1935 — January 25, Goucher College, Baltimore, Miss Isabel L. Towner; March 9, Y.W.C.A., Westfield, New Jersey, Miss Linda H. Morley; March 21, Carnegie Library School, Pittsburgh, Miss Esther E. Fawcett; March 30, Life Career Conference, Institute of Women's Professional Relations, Hotel Astor, New York, Miss Mary Louise Alexander; April 16, Vassar College, Poughkeepsie, Miss Florence Bradley.

The invitations to conduct the round tables at Columbia and the Life Career Conference seem to be especially complimentary to our standing in the professional world. Since the Columbia day was really conducted by the New York Local Chapter, Miss Cavanaugh will give details of that later. The Life Career Conference was a successor to a similar Conference held last year by the American Woman's Association, at which Miss Alexander and I conducted round tables. This

year there were forty occupations for women represented by 220 women who gave their time over a period of three days to setting forth the situation in their respective professions. We were asked to arrange the round table dealing with all phases of library work. Miss Esther Johnston, Librarian, Central Branch, New York Public Library, spoke for public librarians; Miss Eleanor Witmer, Librarian of Teachers College, Columbia University, for the school librarians; Miss Mary Gould Davis, Supervisor of Story Telling, New York Public Library, for special work in public libraries; Miss Alma Jacobus, Librarian of *Time-Fortune*, New York, for newspaper libraries, and Miss Mary Louise Alexander, Manager of the Library Research Department of Batten, Barton, Durstine & Osborn, New York, for business libraries. The whole aroused much discussion and made known the many ramifications in the library profession. A total of several hundred attended during the course of the three-day session.

In this connection our San Francisco Chapter arranged a joint meeting with students of the School of Library Service, University of California, and New York Chapter a similar meeting with students of Columbia following the Columbia round table.

So much for the year that is past. What of the future? Out of my experience this year I should like to present certain definite recommendations:

1. I want to repeat here Miss Alexander's recommendation made at our Conference last year — the formation of a Finance Committee whose duty would be long-range planning to insure a continuity of financial policy. I feel strongly that we need an intensive study of our financial set-up, plans for a percentage to be segregated each year into a reserve fund, with the possibility of segregating all funds received from publications into the Publication Fund. This would simplify and make more understandable our publication transactions which now are complicated by retention of 25 percent for general funds and 75 percent transfer to our Publication Fund.

I should also like to see a definite set-up, which would provide that all income from subscriptions and from advertising, plus a percentage of institutional and active dues, should be allocated to SPECIAL LIBRARIES, whose size would then be determined accordingly. With the increased advertising we should increase the number of pages in fairness to our advertisers. We cannot do this with a limited budget of \$2,400. As you will note, we have received in the first five months of 1935, \$1,218 from subscriptions and \$612 from advertising, which means that the magazine is practically supported by these two items. With the

addition of a percentage of dues, which is fair and equitable since subscription to the magazine is included in the cost of dues, we could publish a greater number of pages and a better magazine generally. We owe it to ourselves to set this as a goal for the near future.

2. We must secure greater publicity for the Association and for the profession. Back in 1929, Mr. Fletcher said: "In these days there is no time to wait while sheer merit sells itself. We must advertise our Association and we must sell our Association or the great world will pass it by. . . ." This is even more true today if we are to induce future employers to organize libraries, if we are to maintain those already in existence and if we are to draw in desirable recruits. We need an active Publicity Committee which should plan a continuous campaign for the country at large and make the name of S. L. A. known as it deserves to be known as a leader in "Putting knowledge to work."

3. We must interest our younger members and become better acquainted with their capabilities. New York has shown the way during the past year with the organization of its so-called Junior Conference Group. The Chapter next year is to be administered by a new group of younger members. I recommend the attention of other Chapters to this so that we may not continue to call on the same group of members to conduct our affairs. We need more leaders and workers. We must have more active participation by a greater number.

4. Extension of the work of the Liaison Officer. This was originally conceived as a means of closer contact between the Locals and the National, bringing news of National undertakings and problems to the attention of the Locals and vice versa. However, we have not been able to secure any response from the Locals as to the value of this contact, and I have often wondered whether the information contained in the Bulletins which were sent ever reached the membership as a whole. I should like to see this office serve as a means of informing all the members.

That the accomplishments of the past year are not greater is largely due to the handicap under which your President has labored. For that, I must beg your indulgence. I can only say that what has been done reflects great credit on the Groups, Chapters and Committees and is an indication of the splendid spirit which exists in the Association.

I cannot close this report without special mention of every member of the Executive Board, and especially of Miss Bemis and Miss Alexander, who carried so much of the burden during my inability to serve. No words of mine can give you

any idea of the spirit of cooperation and loyalty evidenced by Miss Clarke and Miss Barth in conducting the work at Headquarters. It must be experienced to be appreciated.

I have the greatest confidence in the future of any Association which can close so trying a year with so much on the credit side of the ledger

RUTH SAVORD

REPORT OF THE SECRETARY

DURING the Convention year from June 1, 1934 to June 1, 1935, the constantly increasing activity of the Headquarters office is indicated by the following routine statistics:

Mail:	
Incoming	11,616 pieces
Outgoing	16,510
Telephone inquiries	954
Conferences	347

The accounting practice and the audit for the calendar year 1934 included the handling of five bank operations:

- General Fund, checking account;
- Publication Fund, savings account;
- Trade Association Fund, savings account;
- Trade Association Fund, checking account;
- Financial Group, Trust fund.

New publications have been distributed to Institutional Members during the last year as follows:

1. Union List of Services in 34 Libraries in Manhattan;
2. The Trade Catalog Collection;
3. Association Membership Lists;
4. Trade Associations in the United States: A Finding List of Directories;
5. Trade Associations in the United States: A Reading and Reference List.
6. Rubber Periodicals Reference List;
7. Special Libraries Directory of the United States and Canada, third edition;
8. Statistics of Canadian Commodities.

Exhibits averaging twenty-six copies of publications and SPECIAL LIBRARIES have been used by the following Chapters: Albany Capitol District, Baltimore, Boston, Cleveland, Connecticut, Milwaukee, Montreal, New York, Philadelphia Council, Pittsburgh, San Francisco.

Publications and the magazine have been displayed through the cooperation of the following institutions: American Institute of Chemical Engineers, American Political Science Association, Association of Special Libraries and Information Bureaux, Columbia University School of Library Service, New York State Library Association, The Queens Borough Public Library, and Russell Sage Foundation.

A complete inventory of all publications, directories, and SPECIAL LIBRARIES issued during

SPECIAL LIBRARIES ASSOCIATION

1934 Financial Summary

RECEIPTS

	Total	Dues	Subscriptions	"Special Libraries"	Advertising	Publications	Publ. Directory	Publ T/A Bureau	Convention	Misc.
January	\$1,528 05	\$1,222.50	\$ 261.05	\$	\$ 7 00	\$ 37.50	\$	\$	\$	\$
February	751 50	523.90	51 50		33 00	43.10				100.00
March	635 50	533.00	20.50	2.00	28 00	46.50				5.50
April	501.13	381.03	10.00	1 75	74 00	34 35				
May	708 20	531.00	25.00	7 00	97 00	41.20				7.00
June	1,905.92	360.50	30.50	1.00	48.00	51 05			1,414 45	42
July	271.99	107 50	48.75	14 50	43.86	47 25			8 40	1 73
August	155 36	62 50	5 00	1 50	22.00	64 00				36
September	310 60	135 50	21.00	50	88 86	64 74				
October	297 61	122 00	63.00	1 50	52.86	47 75		10 50		
November	584.10	168.50	272 95	4 00	59.00	29.90	35 25	14.50		
December	976 86	534.13	290 45	3 00	69.23	28.95	22.50	13.50		15.10
Total	\$8,626.82	\$4,682 06	\$1,099.70	\$36 75	\$622 81	\$536 29	\$57.75	\$38 50	\$1,422.85	\$130 11

DISBURSEMENTS

	Total	Operating Expenses	Salaries	"Special Libraries"	Budgets	Travel	Transfer to Publ. Fund	Transfer Publ. T/A Bureau	Publ. Directory	Convention	Misc.
January	\$ 708 33	\$ 104.69	\$ 190.00	\$ 228 62	\$ 131 15	\$16.50	\$ 25 50	\$	\$ 11 87	\$	\$
February	610 99	82.56	140 00	136 61	87 35		29.33		25 39	9.75	100.00
March	649 56	120 84	195 00	165.95	128 02		27 00		12 75		
April	591 97	94 22	140 00	231 08	72 25		15 75		4.17		34.50
May	459 98	139 21	140.00	1 00	85 64		23.25			40 98	29 90
June	1,708 36	101.21	195 00	182 81	11.00		27 64			1,190.70	
July	462 14	246 21	140.00	7 50	39 18		25.50			3 75	
August	664 79	90 57	195 00	347 77	89		30 56				
September	666 67	110.55	140.00	228 18	127 25		37 49		12 72		10 48
October	1,004.68	139.65	140.00	275 60	223.33		30 19	10 50	185.41		
November	804 17	100.19	275 00	217 94	111.95		20.74	14 50	63.85		
December	890 41	80 97	220.00	295 44	77 31	25 98	10 80	13 50	156 41		10 00
Total	\$9,222 05	\$1,410.87	\$2,110 00	\$2,318.50	\$1,095 32	\$42.48	\$303.75	\$38 50	\$472.57	\$1,245 18	\$184 88

GENERAL FUND — SUMMARY

Cash Balance, January 1, 1934	\$ 3,228 54
Receipts 1934	8,626.82
Total	\$11,855 36
Disbursements	9,222 05
Cash Balance December 31, 1934	\$ 2,633 31
Petty Cash Account	50 00
Total Cash Balance	\$ 2,683.31

July-August, 1935

SPECIAL LIBRARIES

the twenty-six years since the organization of the Association has been completed.

In order that all membership records may be kept in constant agreement, notifications of all changes in address, group affiliations, additions, and deductions are furnished weekly to the following officers:

1. Membership chairman (two copies for alphabetical and geographical reference files);
2. Chapter Secretaries (and also to Chapter Treasurers when separate local offices are maintained),
3. Group chairman;
4. National treasurer;
5. Mailing list for sales promotion, and
6. Directory committee for future addenda.

In checking the membership records last December, in connection with the invoicing of 1935 dues, it was found that approximately five hundred members were operating without Group affiliations. Therefore, with the bills were enclosed memoranda requesting this information, in order that closer contact might be maintained with the various activities of the Association. Nearly three hundred replies have been received, and the cooperation of both Group and Chapter officers is requested in sharing such data with the Headquarters office.

After the printing of the revised membership application blank, copies in quantity were distributed to all members of the Executive Board and of the Advisory Council, to all Chapter Secretaries and Treasurers, and to the ninety-two representatives of the National Membership Committee, together with copies of the organization and activities chart reprint, and reprint of "The Librarian in the Field of Research," for use in the work of membership extension.

In addition to the regular daily routine of handling memberships, subscriptions, publications, advertising, and general administrative matters, your Secretary has cooperated with the projects of special committees, including the Trade Association Bureau, the National Directory, and the Technical Book Review Index. It may be a matter of interest to note that the time schedule of the Headquarters staff has averaged 125% during recent months.

Special acknowledgment and thanks are due Miss Eleanor S. Cavanaugh and the Standard Statistics Company, Inc.; Miss Jean C. Taylor and The Queens Borough Public Library; Miss Josephine I. Greenwood and the Consolidated Gas Company of New York, and two volunteer workers requesting anonymity; for cooperation in the maintenance of the central office, in furnishing headquarters and storage space, for mimeographing, and for mailing assistance, as well as

various other services in helping to clear the schedule at peak times.

ELIZABETH LOIS CLARKE

TREASURER'S REPORT

PRESIDENT SAVORD'S letter of April 24, 1935, mailed to each member of S. L. A., gave a most complete picture of the Association's financial set-up. I hope every one present has read this communication.

At the beginning of the year 1934, we had a balance of \$3,228.54 in our treasury; \$2,249.50 of which represented dues and subscriptions for 1934 which were paid in advance. To this balance was added \$8,626.82 received in the calendar year of 1934, making a total of \$11,855.36. Our expenses for the year were \$9,222.05, leaving a total balance as of December 31, 1934, of \$2,683.31. This amount is approximately \$500 less than the previous year's balance, but the dues and subscriptions collected in advance for 1935 amounted to about \$800 less than the figure given for 1934; consequently, we really closed our books in a healthier state and with a balance of \$1,254.03 over and above that collected for the forthcoming year's dues and subscriptions.

The Board was somewhat conservative in estimating its income for 1935, but even so the results to date have far exceeded our expectations. As Miss Savord said in her letter, we felt it wise to work toward maintaining the standard of our membership as of January 1 rather than counting on an increase. However, in the five months just ended, the dues and subscriptions paid total \$6,538.96, which is \$39 more than our budget estimate. We still have over \$700 outstanding in dues alone, to say nothing of the new members that will be added to our roster in these seven remaining months.

A goal of \$800 for advertising was set by the Board for the year, but to date we have signed contracts representing nearly \$1,000; and those of you who know Miss Clarke and Miss Manley as I do, realize that nothing in this world is going to stop them from increasing this amount considerably.

Budget allowances to Chapters, Groups, and Committees will exceed the 1934 figure, but will not, I am sure, exceed the estimate included in the Association's budget for the year.

As of June 1, 1935, the Association's balance was \$4,827.12, and I am glad to say we had no outstanding bills.

The Publication Fund balance as of June 1st was \$982.02. This is a decrease of approximately \$350, which amount will be returned to the fund when the Directories already sold are completely

paid for and the 75 percent credited to the account.

The Carnegie Trade Association balance is \$2,823.36.

Laura A. Woodward.

NOMINATING COMMITTEE REPORT

THE Nominating Committee submits the following list of candidates as officers of the Special Libraries Association for the year 1935-1936:

President, Howard L. Stebbins, Librarian, Social Law Library, Boston

First Vice-President, William F. Jacob, Librarian, Main Library, General Electric Company, Schenectady

Second Vice-President, Etheldred Abbot, Librarian, Ryerson and Burnham Libraries, The Art Institute of Chicago

Treasurer, Mildred B. Potter, Librarian, Business Department, Hartford Public Library

Director for Term of Three Years, Marguerite Burnett, Librarian, Federal Reserve Bank of New York

Maria C. Brace Charlotte Noyes Taylor

Lucile L. Keck Florence Wagner

Alta B. Claffin, Chairman

The Directors whose terms have not expired are: Ford M. Pettit, who retires in 1936, and Mrs. Jolan M. Fertig, who retires in 1937.

By the provision of section 3, paragraph 5 of the Constitution, Ruth Savord, the retiring President, becomes a member of the Executive Board for one year.

The officers were unanimously elected at the annual meeting, June 14th, 1935.

REPORT OF THE EDITOR

IN REPORTING on my year's work as editor of SPECIAL LIBRARIES, I must first acknowledge what I gained through following the Biblical instruction, "Ask and ye shall receive." Generally speaking, nearly 200 members came to my assistance in producing the magazine this year. The Presidents of Chapters, and the Chairmen of Groups helped me in the early part of the year with suggestions for survey writers. The 48 members of the Association who contributed these long studies, the special articles and the letters in the symposium on "Important Books of the Year," as well as those who have contributed book reviews and other notes—all receive my whole-hearted thanks. The 70 members who gave me facts for a study of our advertising effectiveness, and the 60 who have responded to my requests for comment on the year's work, have

done much to help in current problems, and to discover possibilities for development.

Besides the generous help of these members, I must acknowledge with warm appreciation the assistance given me by the President, and other members of the Executive Board, the ever-ready response of Miss Clarke, and the unfailing consideration given my convenience, and the intelligent assistance rendered by various members of The Rumford Press— notably Mr. Johnson and Mr. Shaw.

The Purpose of the Magazine

The magazine, as I see it, has three phases. First, it is an association record; second, a current tool; and third, a reference source. The departments in the magazine that serve as an Association record are the President's page; Board meeting notes and other official communications; and Snips & Snipes. The departments that come under the heading "Current Tool" are "We Do This," the Duplicate Exchange List, "Publications of Special Interest," and last, but most decidedly not least, the advertisements. The "Surveys," and other leading articles provide the reference material.

"Special Libraries" as an Association Record

The most important development of this phase is found in those pages in which the President discusses current problems and informs the members of progress in the Association. A careful re-reading of this material, for the past ten months, shows a statesman-like consideration and analysis that commands respect, and insures the intelligent understanding of Association problems by those who have given these pages due consideration.

Board meeting notes and other official communications such as the Nominating Committee reports are self-explanatory and are included as occasion demands. Snips & Snipes carries the news. As one correspondent said, it is "the indispensable spice of the publication." Through the medium of a witty and acute observer, we are informed of the progress of Chapter and Group projects, shifts in positions, interesting developments in special fields, and news of individual members. This contributor receives my whole-hearted respect for the skill with which she manages to develop the scattered items that are all that Miss Clarke, the President, and I have to pass on. Some Group chairmen, and Chapter presidents, and individual members have been helpful in sending us interesting news. It is, however, one way in which we can all do much more to contribute to the magazine, and to the information of all other S. L. A. members.

As a basis for my report, I wrote, in May, to 100 members in order to get reactions on the management of the magazine with particular reference to this matter of Association news. The general consensus of opinion was that Association news was adequately treated. Some felt that more and some felt that less space should be given to it; but the great majority were satisfied with the treatment of the past year.

It was interesting to discover vigorous feeling on the subject of Snips & Snipes. The majority of the members felt that this department was a decided addition to our publication. One librarian in Chicago said, "Don't let Snips & Snipes escape under any conditions!", while another in Cincinnati wrote, "I like the news of members, even though I know only a few, personally."

On the other hand, there was some caustic criticism. One librarian considered that the facetious style was beneath the dignity of a professional publication, and another one felt that the note of levity in Snips & Snipes was not well placed, although he admitted it might be necessary in order to get the magazine read. Others said that the inclusion of notes on Chapter and Group activities would be a better use of space. These advisors, however, overlooked the fact that Snips & Snipes included all the news of Chapter and Group activities of which the editor and secretary had been informed.

All in all, the majority opinion was ably expressed by one librarian who said, "It does sometimes strike me that some of us need to cultivate a bit the saving grace of seeing the funny side of ourselves. It is just possible that we aren't quite as important as we know we are! Snips & Snipes is unquestionably a life saver to the periodical in this respect." This opinion I heartily endorse.

"Special Libraries" as a Current Tool

The departments in the magazine that serve this purpose are "We Do This," the Duplicate Exchange List, "Publications of Special Interest" and advertisements. "We Do This" proved most popular according to the letters. Would that more items of this kind would be sent in. The publication of the Duplicate Exchange List has done much to increase the usefulness of this committee.

In the replies from readers, the publication notes provoked much comment. Several practical suggestions for changes have been made and are now under consideration. It was most encouraging to find, however, that in general the readers feel that more material of interest to all members of the Special Libraries Association has been included and that great stress on business material has been avoided. Even greater improve-

ment could be made in this respect. As one librarian said, "Why not treat the Business Book Review Digest section as you are planning to treat the Technical Book Review Index and make it a separate publication for those interested?" I feel as does this librarian — "Why not do this?"

It is the advertising pages, however, that need our close attention. Without question, they form one of the most useful current tools furnished by the magazine. I am speaking now not only as the editor but also as one who recommends purchases for a good-sized institution. In SPECIAL LIBRARIES we should have a recurring guide to the new books, to the new services, to the new equipment devices that may be developed. Editorial space cannot, and should not be devoted constantly to all these different phases. It is, however, a matter of common sense, and ordinary business intelligence for the advertiser who wishes to sell his products to special librarians, to advertise in the columns of the magazine. We need not be at all hesitant in suggesting advertising space in SPECIAL LIBRARIES as a practical step for any of the business firms with whom we have had satisfactory dealings. SPECIAL LIBRARIES has not a large circulation, but it has, probably, as high a degree of purchasing power per issue as any magazine now in circulation. There is no waste mailing. The advertising rates are not high because we wish to afford advertisers, without large funds, but offering specialized services, an opportunity to present their wares in its pages.

We have here a real opportunity for fruitful cooperation. We are not seeking advertising to support the magazine. We want advertisements *as a convenience for ourselves*. Let us find in SPECIAL LIBRARIES notes of new publications and suggestions for better equipment as a result of our concentrating our library shopping in the columns of SPECIAL LIBRARIES. If we make such a program plain to those who wish to serve us, we can expect results.

Such a program requires definite action. We must say to advertisers, and *promptly*, "We saw your 'ad' in SPECIAL LIBRARIES and are interested in finding out the details." On the other hand, we must also advise those with whom we deal of this policy. To a publisher, we can well say, "We wish to simplify our ordering processes and reduce the number of pieces of paper that come over our desks. Will you see that your advance notices of publications appear in SPECIAL LIBRARIES so that we may check them there?" An equipment dealer will think twice before failing to advertise if he has heard, "Will you see that your new devices in library technique are advertised in SPECIAL LIBRARIES? We can rely on its pages for advertis-

ing of this kind. Such advertisements will get our first consideration."

The proper and intensive use of the advertising pages of SPECIAL LIBRARIES and the definite stress laid on their value as a shopping center could do as much, perhaps, as anything to make the magazine of value as a current tool.

"Special Libraries" as a Reference Tool

It has been a delight to realize how cordially the readers approve of such special developments as the Survey of Special Libraries. These, as well as articles by outside writers on problems of interest to our readers, and the series on "Important Books of the Year" received special commendation from many.

"Special Libraries"—Statistics

To summarize a few formal facts; the editorial content of the magazine from September through June has been divided about as follows:

Special library problems	40%
Articles by non-members	8%
Association business and news	20%
Conference news	6%
"We Do This," etc.	2%
Book notes, including Important Books Symposium	22%
Duplicate Exchange	2%

Besides this, we are delighted to have included 37 pages of paid advertising, representing 36 accounts.

MARIAN C. MANLEY

REPORT OF ADVERTISING MANAGER

"Special Libraries"

SINCE June 1, 1934, the monthly revenue has increased from seven advertisements amounting to \$53 for the July-August issue, to twenty-four accounts, amounting to \$238 for the May-June number with a coverage of eight and one-half pages.

The total contracts for the convention year amounted to \$1,053.50.

The contracts for the calendar year 1934 amounted to \$768, with cash receipts for the same period of \$662.81.

For the calendar year 1935, contracts are in hand amounting to \$925.50. The cash receipts from January 1 to June 1 of this year were \$612.32, with bills receivable amounting to \$363, including advertisements in the Convention Number.

Special acknowledgment is tendered the Editor for her zeal and cooperation in increasing interest on the part of prospective advertisers in the merits of the magazine.

The Boston, Michigan, New York, Philadel-

phia, San Francisco, and Southern California Chapters have been especially cooperative in furnishing names and information regarding advertising prospects for SPECIAL LIBRARIES. It is urgently requested that data regarding advertising possibilities be shared with Headquarters by members of the National Committees and Groups and of the Chapter organizations, in order that an intensive advertising campaign may be undertaken during the remaining months of 1935.

"Special Libraries Directory of the United States and Canada"

Through volunteer clerical assistance, a mailing list of 5,500 names received pre-publication reply order cards. The advance orders totalled 386.

Twelve page advertising contracts amounting to \$524 were secured for publication in the Directory. In connection with the advertising campaign, nearly 1,100 names of individuals or companies were approached through individually typed letters, telephone calls, and interviews.

It should be particularly noted that, including an amount of \$264.57 remaining on hand from a special publication grant from the Carnegie Corporation of New York, the sum total of advertising contracts and pre-publication orders exceeded the total amount of compilation, printing, and binding costs of the Directory, leaving a net profit of \$19.30 as of April 1st. Therefore, all monies received from the sale of the Directory during the last two months and in the future will replenish the special Publication Fund.

Appreciation is gratefully extended to all those who assisted in the advertising campaign, as well as other friends of the Association who volunteered extra service in the routine handling of distribution and mailing.

ELIZABETH LOIS CLARKE

REPORT OF PUBLICATIONS COMMITTEE

IT IS a pleasure to read this report to you this morning because I may say some of the things about the Committee's work that the Chairman has failed to mention. The amount of planning, the degree of vision, the hours of copy reading and proof correction are none of them accounted for in this too brief statement. We take things very much for granted, when a new S. L. A. publication reaches our desks—a finished product of this committee. How many of us try to picture the complete handling of any one title? To do so, we must think, not of our one copy that we keep on our desk for daily use, but of the whole edition as it comes from the printer—hundreds of copies of each publication to be publicized and sold to the point of exhausting the

supply, that our invested money may be covered with some return. We must have a full appreciation of all this, in order to comprehend the full significance of the following percentages and total.

FLORENCE BRADLEY

* * *

THE principal activity during the year has been editing and publishing the *Special Libraries Directory of the United States and Canada*. This has involved:

1. Editing of copy prepared by the compiler.
2. Preparation of three indexes:
 - Organization
 - Personnel
 - Subject
3. Putting completed manuscript through the press, which involved:
 - Choice of type
 - Choice of paper
 - Choice of cover
 - Choice of layout
 - Proofreading

Six people worked more or less steadily on the editing and proofreading at different times. A

number of volunteers helped a few hours at a time on the proofreading. The total cost of the Directory was \$2,156.78. The receipts from 386 advance orders and from the advertisements, \$524, secured by the Headquarters Office, practically covered the cost of compilation and of printing. Review copies of the directory have been sent to 12 periodicals. A news release was prepared and sent to 312 newspapers by Miss Jacobus and Miss Alexander. Miss Jacobus also arranged for releases through the Associated Press and the United Press. Advertisements for the directory have been run in the *Library Journal* and *Industrial Arts Index* to date.

An activity of the year has been the placing of exhibits of Special Libraries Association publications in a number of large public libraries. These exhibits have been arranged through the cooperation of members of the Association in the various Chapters.

Attached is a statement showing expenditures, profit, and loss on S. L. A. publications between 1928 and May 31, 1935. We have shown a profit on all but four, and a profit on all publications of \$2,144, or 37 percent on our invested capital.

ADELAIDE C. KIGHT.

SPECIAL LIBRARIES ASSOCIATION PUBLICATIONS, 1928-May 31, 1935

Capital Invested and Profits Made

	<i>Expenditures</i>	<i>Net Loss</i>	<i>Net Profit</i>
1928 Bibliography on Illumination, 1927-28	\$210.33		\$48.10
1929 Bibliography on Illumination, 1928-29	235.09		26.36
1929 Descriptive List of U. S. Mimeographed Periodical Publications	288.38		269.14
1931 Handbook of Commercial and Financial Services	1,338.01		528.59
1931 Statistics of Commodities (Chart)	124.69		203.31
1931 Trade Directories for First Purchase	54.53		24.97
1931 Bibliography of Bibliographies in Electrical Engineering	671.37		2.13
1932 Supplement to Handbook of Commercial and Financial Services	161.55	\$6.58	
1932 Creation and Development of an Insurance Library	321.45		156.95
1932 Basic List of Municipal Documents	31.36 ^a		269.64
1933 Guides to Business Facts and Figures	48.43 ^b		484.07
1934 Business and Trade Dictionaries	212.73	11.23	
1934 Association Membership Lists	92.28	47.28	
1934 Union List of Services in 34 Libraries in Manhattan	38.26	19.36	
1934 Trade Catalog Collection	59.80		12.20
1935 Special Libraries Directory of the United States and Canada	1,845.89		203.27
	\$5,734.15	\$84.45	\$2,228.73
Total Net Profit, 1928 to June 1, 1935, to Special Libraries Association			\$2,144.28 or 37% on invested capital.
Total spent by S. L. A. on publications (including preparation, printing, mailing, publicity)			\$5,734.15
Grants used for printing in addition to S. L. A. funds			626.00
Total expenditures			\$6,360.15
Net profit on above investment — 33% or			\$2,144.28

NOTE. — Stock of most of above publications is on hand and sales will continue on many of them, especially on the Special Libraries Directory and those published within the past year. During the past 12 months sales have averaged about \$66 per month. All of these publications have been supplied to Institutional Members free.

^a For actual production cost of Basic List of Municipal Documents, a grant of \$376 from the Carnegie Corporation, for printing, must be added to the \$31.36 specific cost to the Association.

^b For actual production cost of Guides to Business Facts and Figures, a similar grant of \$250 must be added.

REPORT OF THE TRADE ASSOCIATION
BUREAU
June 1935

FIRST let me refresh your memories on our Trade Association project. You will remember that when the N.R.A. first came into being, it was said that trade associations were to be called upon to perform many new services to their industries. The collection of statistics and research work of various kinds were indicated in connection with the making of codes. S. L. A. felt that many of them not equipped with libraries would need files and information service if they were properly to represent their industries, and that S. L. A. was the organization to help them. We presented this idea to the Carnegie Corporation of New York, and were given \$7,500 on January 25, 1934, to promote library service in trade associations.

Miss Dorothy Bemis, of The Lippincott Library of the University of Pennsylvania, directed this work on a half-time basis from February to June 1934. Her full report of the activities was presented at last year's Convention, and appears in full in our magazine for July-August 1934.

When Miss Bemis found it necessary to be relieved, the work was taken over by Miss K. Dorothy Ferguson, Librarian of the Bank of America, San Francisco, California. Miss Ferguson stayed on in New York following the S. L. A. Convention and directed the Trade Association Bureau until November 1, when she returned to her own library. She, too, made full reports of the work done. Following the organization work done by Miss Bemis, we devoted last summer to contacts with individual trade associations, discussing their problems and advising with them on library methods and information service. In the course of the summer we talked with more than sixty major trade associations, and to many of them were able to render a very definite service. To facilitate our contacts with them, we published a bulletin, called "Facts for Trade Associations," which was a digest of current information. This was a three-page mimeographed bulletin which went regularly to some 250 associations in or near New York City. As requests and comments on this bulletin came to us, we followed them up with personal interviews. We also distributed the bulletins prepared by the Trade Association Bureau and published by S. L. A., called "Trade Associations, a Finding List of Directories," and "A Reading and Reference List." All of these publications received good reviews and interested comments from the associations themselves.

Simultaneously with visits to trade associa-

tions, we built at the Headquarters office a model file of codes and of code authorities. We received complete material from the N.R.A. in Washington, and were able to give service from our files to associations which did not have the material in their own offices.

In September 1934, we were invited to participate in the Annual Convention of the American Trade Association Executives in Washington, D. C. We were the only organization to have an exhibit of publications, with the exception of the U. S. Department of Commerce. And we were given a place on their program to describe the work of our Bureau and the value of library service.

In spite of the good job which we all feel was done by those connected with this project, we soon realized that we were a victim of all of the confusion that attended the N.R.A. Trade associations were so harassed with the making and administering of codes that much of their regular work was discontinued, and there was neither time nor money for developing new services. Our interviews show that the associations agreed with us in principle and that they were definitely interested in organizing information files in their offices, but the time was not ripe to take any definite step. Therefore, we did not feel justified in continuing to spend our money, and the Board voted to suspend operations until N.R.A.'s fate was settled.

Within the last few weeks, its fate has very definitely been settled by the Supreme Court, and we believe that developments have justified our decision. There still remains in our treasury \$2,823.36, and we have the Carnegie Corporation's permission to hold this amount until we can determine more safely what service we can best render with it. The Steering Committee, which has served from the beginning, has advised on this project through the winter, and I personally have handled many inquiries which have come in from trade associations as the result of our contacts. The Steering Committee is composed of Ruth Savord, Linda H. Morley, Eleanor S. Cavanaugh, Dorothy Bemis, and myself.

I have mingled feelings in making this report, regret that we were ahead of our time and the victims of the growing pains of N.R.A., yet I believe that we can all take satisfaction in the educational job that has been done. One of S. L. A.'s great needs is to be known and recognized by the outside world. In our constant contacts with Washington and with important trade groups, we have become known, and great interest in library work has been stimulated. Our publications are selling well and are a credit to us. I believe that none of this effort has been wasted but

that we can later cash in on the good will created.

There is still a large, fertile field for libraries in trade associations, and I believe that we can afford to be patient for another few months until business feels more secure and trade associations more sure of their future activities.

MARY LOUISE ALEXANDER, *Chairman*

REPORT OF THE LIAISON OFFICER

WHEN the possibilities of this office and the medium which it provides for contacting local Chapters is considered, it would seem logical to expect an active and enthusiastic progress report as an annual survey of its activities. It is regrettable, therefore, to be obliged to present a résumé of such brevity and so lacking in accomplishment. The reason for its limitation is, unfortunately, to a great extent personal; but it also provides an opportunity to survey our S. L. A. membership with rather a critical attitude.

The Liaison Officer has prepared one *Chapter Activities Bulletin*, which Headquarters distributed in October 1934, and one communication directed to Chapter Presidents transmitted on May 2, 1935, as an accompaniment to an official report. The first communication was an attempt to acquaint Chapters with National news of general interest; with local happenings of value to other Chapters; and with information with which your Association wished to familiarize its members. Suggestions were offered relative to matters on which it was felt assistance might be welcome. In this initial *Bulletin*, an appeal was made for an expression of opinion as to what should be the future trend of this medium, in order to more genuinely meet the needs of the Chapters and of the Association as a whole. This plea was made with the idea that it would be desirable to have a measuring-stick for the development of the *Bulletin*. There was only *one* response to the communication, and that because of a personal interest in the undertaking.

As you all know, our operations budget has been curtailed, and for this reason, every expenditure must be carefully weighed. In preparing and distributing the *Chapter Activities Bulletin*, an expenditure is involved, and the publication must be made to justify itself.

To keep our membership informed of activities in our Association and advised of how other locals are meeting their problems should be a valuable activity. SPECIAL LIBRARIES serves a definite purpose for us as a National organ. The local bulletins are becoming increasingly popular and have undoubtedly established themselves as permanent instruments. Our President and our Secretary have agencies by which they communicate

with the membership. Group Chairmen likewise contact Group members through their individual media. It would seem desirable, therefore, to have the *Chapter Activities Bulletin* serve as their link or tie-up. This publication *should* be continued and developed; but in these days of required economies, it is essential that it be definitely organized to conform to the wishes and needs of those whom it is to serve.

Will YOU, individually, let us have an expression of opinion on this matter, so that such public sentiment may be a gauge for the incoming Liaison Officer?

DOROTHY BEMIS

REPORT OF THE COMMITTEE ON THE ALLOCATION OF DUES AND BUDGETS

THE Committee was appointed on November 24, 1934, to devise an equitable method for the allocating of Chapter dues. The complete files of correspondence during 1934 and the budget estimates of Chapters for 1935 served as the basis for the study.

The Committee communicated with the Chapters to point out the possible economies, and also to make them acquainted with the necessity of changing the present system of allocation of dues. The problem of the Associate membership was also discussed with the Chapters.

On the basis of answers to this circular letter sent to all Chapters, the Committee reported its findings to the meeting of the Executive Board and Advisory Council on Tuesday, June 11, 1935.

After thorough discussion by the entire group, the following plan was approved:

THAT the present Associate Membership be discontinued as such, and that these Members become Local Members affiliated only with the Local Chapters with no National affiliation;

THAT the Associate Membership provided for in the Constitution be a National Membership with dues of two dollars, giving the following privileges.

1. A vote in the National Association;
2. National Group affiliation;
3. Quarterly Associate Bulletin;

THAT \$1.00 of each \$2.00 be returned to the Chapter;

THAT \$1.00 of each \$2.00 be retained by the National Association,

THAT, in addition, Chapters receive from the National Association 15% of Institutional and Active membership dues; and

THAT the whole plan be tried as an experiment for the calendar year of 1936.

(MRS.) JOLAN M. FERTIG
LAURA A. WOODWARD
HERBERT O. BRIGHAM

REPORT OF THE MEMBERSHIP COMMITTEE

THE campaign for 1934-35 got off to a rather slow start, because of the new membership unit plan (reported in SPECIAL LIBRARIES for April 1935) suggested by Miss Manley to Miss Macrum. Nine chapters adopted the plan, five did not. So little correspondence was received from the appointees, with three or four exceptions, that it is difficult to know whether the enlargement of the Committees was a help or a hindrance.

In addition to many individual letters to old, new, and prospective members, seven special series were sent out, these were all written individually, as the use of mimeographed letters in the past was usually unproductive: in October, letters to the ten Group chairmen asking for suggestions for group representatives on the local units, and explaining the new plan, in October also, letters to 13 Chapter presidents, explaining the plan and asking for appointment of a Chapter-as-a-whole representative; in November, letters to all Chapter presidents, giving the suggested names for the local group representatives and asking for suggestions to fill gaps, on February 3, letters to all Group membership appointees, with carbons to chairmen, listing final Group representative appointments in local Chapters, and asking that they contact them to urge good work in the March membership drive; in February, also, a letter to all local membership chairmen, announcing March campaign and urging good teamwork; on April 15, a letter to all local chairmen announcing the paid-up-by-June campaign on all memberships; and one on April 25 to give preliminary figures on the new membership work and on the

paid-up-by-June drive, and giving the dead-line of May 31.

Three statistical tables, "New Members by Chapters, June 1934-June 1935," "S. L. A. Membership Statistics, 1934-1935," and "Membership Standing by Chapters," are attached. These were prepared by the National Secretary because records are now all at headquarters, but they are properly a part of this report.

Due to the great difference in size in the various Chapters of the Association, it is not easy to provide a fair basis of comparison, but this year three distinct phases deserve special attention.

First is the number of new members added by certain Chapters; second is the increasingly high per capita dues or average of Institutional, Active, and Associate dues in the various Chapters; and, third, the basis that governs the award of the Gavel is the high percentage gain over last year in paid-up Active members or their equivalent.

For noteworthy effort in adding new members, the New York Chapter deserves special mention for the addition of 136 members, 15 of whom were Institutional, 52 Active, and 69 Associate, with average dues of \$4.27.

For recognition of broad national policies as expressed in high per capita membership dues, the Connecticut Chapter is first with \$5.38.

For special effort in raising the entire Chapter membership standing as shown in a percentage gain of paid-up Active members or their equivalent over the preceding Convention year, the basis for the Annual Membership Award, the Boston Chapter is first with a percentage of 50.7.

ADELINE MACRUM

Membership Standing by Chapters
As of June 1, 1935

Chapter	PAID				UNPAID				Grand Total
	Inst.	Act.	Assoc.	Total	Inst.	Act.	Assoc.	Total	
Albany	2	12	16	30	1	1	31
Baltimore	2	10	23	35	..	3	4	7	42
Boston	13	50	229	292	..	6	38	44	336
Cincinnati	2	8	30	40	..	1	10	11	51
Cleveland	1	16	16	33	1	1	14	16	49
Connecticut	4	9	8	21	..	2	..	2	23
Illinois	10	34	32	76	..	8	25	33	109
Michigan	7	14	22	43	..	3	13	16	59
Milwaukee	4	17	16	33	1	3	3	7	40
Montreal	2	10	22	34	1	2	3	6	40
New York	63	147	239	449	3	19	57	79	528
Philadelphia	11	34	91	136	..	1	27	28	164
Pittsburgh	3	14	19	36	..	3	6	9	45
San Francisco	5	23	36	64	..	2	12	14	78
Southern California	1	13	30	44	..	3	18	21	65
Members At Large	8	72	20	100	..	22	7	29	129
Total	138	479	849	1,466	6	79	238	323	1,789

S. L. A. MEMBERSHIP STATISTICS
June 1, 1935

	1934	1935
Total number of members	1,570	1,789
Institutional	128	144
Active	465	558
Associate	977	1,087
Possible dues	\$5,828	\$6,037
Paid-up dues	4,465	5,314
Paid-up members	1,219	1,466

NEW MEMBERS BY CHAPTERS
June 1, 1934-June 1, 1935

Chapter	Inst.	Active	Assoc.	Total	Dues
Albany	7	15	22	44	50
Baltimore	2	8	10	18	18
Boston	3	29	74	106	264
Cincinnati	7	7	14	7
Cleveland	2	8	10	18	18
Connecticut	1	3	5	9	35
Illinois	8	13	21	42	53
Michigan	1	7	8	15	12
Milwaukee	4	9	13	26	29
Montreal	1	10	11	22	15
New York	15	52	69	136	554
Philadelphia	2	8	31	41	101
Pittsburgh	2	12	14	28	22
San Francisco	6	10	16	32	40
Southern California	1	14	15	30	19
Members-at-Large	3	20	14	37	159
Total	24	146	306	476	\$1,396

REPORT OF CONVENTION COMMITTEE

THE Boston Chapter felt proud and honored when last December the National Association accepted our invitation to hold the Annual Convention here. We have been working busily, more or less ever since, in the hope that we could build up for the Association a Convention that would be professionally stimulating and occasionally, at least, diverting.

The Convention Chairman appointed five sub-committees to work locally. National headquarters appointed the News and Travel Committees, and most of the members were Boston people. The chairmen of the ten national Groups appointed their own program chairmen, six of whom were Boston members. The chairmen of our local committees, the six Group program chairmen, the chairmen of the News and Travel Committees, our regular Chapter officers, and a few others especially invited were twice called into conference by the Convention Chairman to discuss Convention plans as a group. At these meetings, lengthy ones, we discussed fully the plans of each individual committee, in order to pool ideas and in order to have each chairman get a picture of the workings of the Convention as a whole.

The general meetings of the Convention were planned by our Program Committee. The Group meetings were planned by the Group program chairmen. The News Committee this year made an innovation. News releases were prepared and sent at intervals as plans progressed—four bulletins in all—to persons especially designated in Chapters and Groups to bring this news to S. L. A. members, newspapers, and magazines

over the country. Formerly releases were sent directly to newspapers and magazines, and whether they were used was problematical. This year's method seems to make for a little more definite result. The bulletins going out regularly from news headquarters with advance information have also given our publicity representatives, wherever they were, concrete material to work with. This year we have had also a Local Hospitality Committee.

The program shows that we have had three General Sessions (two for business), the Annual Dinner, twenty-five Group meetings, eighteen breakfast and luncheon conferences, one day (Harvard Day) devoted to visits to special libraries, an afternoon tea, an evening reception, and a trip to a historic spot of literary interest.

We plan to hand on for the use of the next Convention Committee a rather full written record of the organization and working out of this Convention. We ourselves greatly felt the need of some records of past Conventions, and in making our plans we have had to work too much on mere conjecture. We feel that our successors may find our experience useful.

In closing, may I earnestly recommend that the place of convention be determined each year at or soon after the Annual Meeting? To make plans successfully for a convention, a local Chapter should have nearly a year in which to work.

ELIZABETH BURRAGE

REPORT OF THE TECHNICAL BOOK
REVIEW INDEX COMMITTEE

TENTATIVE investigations having indicated a demand for the reissue of such a *Technical Book Review Index* as was issued up to 1928 by the Pittsburgh Carnegie Library, the Technical Book Review Index Committee was appointed to report on this matter. A questionnaire was sent to the members of the Committee and the need for and the possibilities of such an index thoroughly discussed. The Committee considered the project feasible and the Executive Board's approval was asked for a campaign to demonstrate the possibility of producing this service to the technical field.

It was felt that by furnishing such a service, S. L. A. would prove of definite value to a group of public, college, and special libraries not now served to any marked degree by any library association. It will bring added prestige to the Association both as an instrument for scholarly research and as another evidence of the Association's ability to discover needs and meet them. It will once more demonstrate that, as Randall French said in the *Library Quarterly*, "The librarians note a definite need for an instrument

to increase their efficiency in a special field and proceed to make one."

A minimum budget for the project was worked out and the Executive Board decided that the undertaking could be self-supporting on a basis of 300 subscriptions at \$5.00 each, and approved the campaign. Articles discussing the development appeared in the October 1934 and January 1935 issues of *SPECIAL LIBRARIES*. One thousand announcement letters and order blanks were sent to a carefully selected list, with follow-ups by individual members of the Committee, with the result of a 33½ percent return in orders, a very high percentage of return in a subscription campaign.

The orders are divided as follows: 25 percent from cities with 100,000 population or over, 22 percent from smaller cities, 31 percent from colleges and universities, 14 percent from special libraries, 3 percent from state and county libraries, and 5 from individuals. These orders have been received from all but six states.

In the meantime, careful analysis and check was made of the periodicals which yielded reviews to the *Pittsburgh Technical Book Review*, and a list of over 400 periodicals were checked from the first of January to discover how many periodicals might yield reviews. From these a list of 200 periodicals most apt to have review material was secured.

The plan for the publication of the *Index* was worked out and a brief outline made as follows:

Purpose. To provide condensed quotations from authoritative reviews of books on science and technology, and to act as a guide to more detailed comment.

Why Planned. To satisfy the need for more adequate and timely book selection aids in the scientific and technical fields.

Scope. The *Technical Book Review Index* will cover the reviews in 200 or more technical and scientific publications.

Arrangement and Data Included. Arrangement will be by author: Date, publisher and price, where possible, will be included. Complete reference to review will be given, together with approximate length and indication of trend of review by + or - symbols.

How Soon Is Book Noted? The reviews of books will be included in the issue of the *Index* next following their appearance. Subsequent reviews will be noted in later issues.

Special Features. A subject index under broad subject headings, cumulating monthly; and author index appearing in January and June.

Number of Issues. The *Index* will appear ten times a year, with the volume running from September through June.

Size. About 16 pages, including indexes.

Annual Subscription. \$5.00.

Publisher. The *Technical Book Review Index* will be published by the Special Libraries Association, 345 Hudson Street, New York, N. Y., and edited by Granville Meixell, Applied Science Librarian, Columbia University.

GRANVILLE MEIXELL

REPORT OF THE CLASSIFICATION COMMITTEE

THE work of the Classification Committee has been chiefly advisory in character during the year 1934-35. Requests have ranged from simple questions on standard library classifications to questions of creating new classifications to meet the needs of a specific field.

Many requests for information have been on insurance, sociology, and art. The survey on lantern slide and plate classifications, made by the Museum Group for the Classification Committee, has been of great value. Regional planning, finance, and rubber libraries have come to us for assistance, but the most unusual request was for a complete classification on dogs. In this project the Classification Committee enjoyed the opportunity of helping the American Kennel Club librarians make a fairly complete classification.

We have not been able to answer every request in a satisfactory fashion: two requests are still among the unanswered, one for a detailed perfume classification, the other for a classification for a printing form. If any one can supply us with these, we shall be delighted to receive them.

In addition to the advisory work, the Classification Committee has collected many new classifications. The Commerce Group has cooperated in particular by sending out a questionnaire on classifications used by the Group. The results should be of great value in the future.

We have been fortunate in receiving a loan copy of parts of Mr. Bliss' classification and of the Harvard University Graduate School of Business Administration, Baker Library Classification. Some of the most interesting new additions to the collection are Miss Pettee's classification for religious books; Mr. Lehmann-Haupt's classification of the Book Arts and Industries; Mr. Slobod's Extension of the Dewey System as applied to illuminating engineering; the *Institut International d'Agriculture Classification Scheme of Agricultural Science*; and Miss Penfield's Classification for the Emergency Measures of the Federal Government.

The individual members of the Committee have advertised the work of the Committee in their Chapters and have assisted in collecting

classifications from their subject groups. Correspondence has been carried on with workers on the Classification Decimale Universelle.

In closing, the Committee wishes to thank all those S. L. A. members who have helped them during the past year and to solicit their aid during coming years in the work of a committee whose existence depends solely on library cooperation.

MILDRED E. ROBBE

REPORT OF METHODS COMMITTEE

IN THE fall of 1934 a plan of organization for the Methods Committee was adopted, based on the plan which had proved successful in the previous Methods Survey. This involved the organization of a Methods Committee in each Chapter city, the chairman of each local committee to be a member of the national committee.

It was also decided in the fall to prepare questionnaires on two main topics of library methods and send these to 200 representative libraries. The chief objective of these studies was to secure information which would serve as a basis for chapters in the text book on Special Library Methods to be written by Miss Morley. The topics selected for this year's study were "The Management and Service of Special Libraries" and "Publicity for Special Libraries"

In November, the chairman of the Methods Committee worked out a questionnaire on the general administration of special libraries, based on the questions which had been used in the New York Methods Clinic. This questionnaire was organized under such headings as Plan of Operation; Types of Service and Clientele, Collections and Organization; Regulations and Procedures, Library Work; Records and Costs; Activities Outside of Informational and Library Service; Use of Library Statistics; and the Value of Library Service, which included about 165 questions and subdivisions.

A selected list of 200 libraries to which these questionnaires were to be directed was also compiled in November. The selection was made from the 1925 Directory for two reasons. It was thought we would thus get the names of the older and better established libraries, and the new directory was not yet ready for use. Both the list of libraries and the tentative questionnaire were sent to New York for checking and revision. But Miss Morley and her committee found their tasks of compiling the Directory and other projects so much more formidable than expected that there was no opportunity for attention to the Methods study until spring. Then it was realized that it would be impossible to circularize the libraries, do the follow-up work, compile the information and

make any adequate report for this meeting. Therefore, at the suggestion of the President, the work was dropped for this year with the idea that a new committee could take up the project early in the coming year and proceed, with very little loss of effort, on the basis of the list and questionnaire already prepared — thus having a full year to accomplish the desired results. It is the recommendation of the Committee that this be done.

RUTH G. NICHOLS

REPORT OF THE EMPLOYMENT COMMITTEE

THE Employment Committee has been available to all members of the Association, and to others wishing to enter this field, every working day of the past year. And each day has brought one or more applicants for consultation on personal problems.

One hundred and nine new registrants have called. We have a total of 380 persons on our list of applicants at the present time. Of this number, 144 are now employed but hope for better opportunities, while 236 are entirely without present employment. Forty-seven names have been dropped from our active list for various reasons.

During the same period of 12 months, the Committee has received requests from 29 employers to fill library positions demanding special qualifications. The Committee has attempted to find the best qualified special librarian for each opening and has recommended from one to seven applicants, as judgment dictated, for each position. The types of positions offered varied from a low-grade clerk to librarian in charge of a collection. Interestingly enough, there was not a single request for a cataloger but a number for file organizer and file clerks, an indexer, an abstractor, and three positions as reference worker. The highest salary offered was \$2,300, another at \$2,000, and at \$1,800, and all others below that figure with the average at \$25 a week, and several as low as \$20.

Of the 29 positions which came to the Committee, we succeeded in having our candidates fill 14 of them. Some few of these were temporary positions. Unfortunately, as many as eight of the positions proved to be will-o-the-wisp.

Your Committee's work centers in New York as the Chairman is located there, but every local Chapter except Baltimore and Cincinnati has this year an employment committee chairman who has cooperated in the national work. We have registrants from all parts of the country. The openings which we have attempted to fill have most of them occurred in New York City, but a few came from New York State and from New Jersey, and some from a southern state.

From early in the summer until late in the year, December, the Employment Committee was much encouraged by the number of requests for new positions which came to us. Again there occurred a very decided drop in the demand for special librarians, and for five months we seem to be lolling on a quiet stream. We can not predict what the future may have in store for us.

Our year's record of employment is equal to that of last year, a trifle better, and not as bad as the previous year 1932-33. The increase we had hoped for has not materialized yet, but the conditions are slightly better than at the worst of the depression for librarians.

All those librarians who were employed on C. W. A. and E. R. B. (Federal pay) rolls of last year were continued on them during this year.

The Employment Committee, which has functioned continuously for 11 years under the same chairman, has registered in that period 1,723 — that number represents nearly the present total membership of the Association.

This Committee has aided the membership work to the extent of seven active and fifteen associate members added this year.

Your Committee has cooperated with the American Library Association in employment work, and with several state and local associations which have requested it and with several individual public libraries. Our correspondence is considerable as may be judged by the fact that we have spent \$30 on postage, such funds supplied by S. L. A. The clerical and stenographic work involved has been volunteered without expense to the Association.

REBECCA B. RANKIN

REPORT OF DUPLICATE EXCHANGE COMMITTEE

SINCE September 1934 over 2,200 books and pamphlets, most of which would otherwise have been relegated to the waste basket, were extended in their usefulness, an increase of 68% over last year.

Two hundred and fifty-four libraries — whose size and limited use restricted their expenditures — have enlarged their collections with these books, 131% increase over last year.

This included 100 special libraries, 72 schools and colleges, 64 public libraries, 6 state libraries, 9 Federal government bureaus, and 3 penitentiaries. Libraries in all but ten states benefited by the work.

This was all made possible by the books supplied by 60 libraries — books which otherwise would have been discarded or given to local public libraries which are deluged with duplicates already. Only 37 libraries participated last year.

Why Such an Increase?

The best books were offered to our own members this year by their regular listing in SPECIAL LIBRARIES. Other lists appeared in *The Library Journal* for March 1, 1935, *A. L. A. Bulletin* for April 1935, and *Wilson Bulletin* for April 1935, as well as in Chapter Bulletins of Montreal, New York, Philadelphia, Pittsburgh, and Southern California. Lists were sent to all Chapters, but the others were unable to include them in their bulletins. The Wisconsin Library Commission included a list in a circular letter to librarians in that state, and the Kansas Travelling Library Commission circulated a list through that state. A general note about the Committee appeared in *Industrial Arts Index*.

Local Chapters have participated to a much greater extent this year than heretofore. Chapter representatives on the National Committee have exchanged books locally, and then turned over to the National Chairman material not used within the Chapter.

More Group activity has also been evident. A list of medical publications coming to the National Chairman was turned over to the Biological-Sciences Group and a list of scientific periodicals offered by a chemical library was given to the Science-Technology Group.

Benefits to S. L. A.

Aside from the actual books given to more than 100 members of the Association, there are several benefits to the Association as a whole. Tangible results are more memberships. To those requesting material from *The Library Journal*, *A. L. A. Bulletin*, and *Wilson Bulletin*, the National Chairman, in acknowledging the request, explained the benefits of subscribing to SPECIAL LIBRARIES for better duplicate exchange lists. Four libraries have already taken active memberships, and several others are pending. The Association has been introduced in this way to nearly 200 small colleges and public libraries.

What About the Future?

More Group activity will be beneficial to our members. I should like to see a representative from each Group on the Committee. We could then function not only locally through Chapters, but also by interest through Groups.

By developing such publicity as we have had in the past — in SPECIAL LIBRARIES and other library periodicals, and by circulating lists through state library commissions and every other available channel, more attention will be focused upon the Association with subsequent memberships.

(Mrs.) MILDRED C. CHAMBERLIN

What Each National Group Has Done During the Year

A STUDY of the Group reports shows the value of this classified sub-organization in the Association. It is interesting to see the differences in lines of development, due to the variation in the needs of the different types of libraries.

Following is a brief summary of the work which has been carried on:

Civic-Social Group — MRS. LUCILE L. KECK,
Chairman

The work of the year has been on three projects, which will be briefly described. A Committee on Public Documents has coöperated with the corresponding A. L. A. Committee in efforts to encourage Public and Municipal reference libraries in cities of over 100,000 population to undertake an exchange of documents with other libraries. You saw Miss Hollingsworth's article on this subject in the April number of *SPECIAL LIBRARIES*. The next step is the final revision of the model ordinance which has been prepared and its presentation to municipal officials by the national association of public administration associations. A Committee on Social Welfare subject headings has begun a list covering the field of public welfare, and has already prepared about 1,500 entries. The Committee will now investigate the extent of the demand for such a list and consider how to publish it. A Committee to Promote the Growth of Civic Libraries has published articles in such periodicals as *Public Management*, *National Municipal Review*, and our own journal. An exhibit was prepared for the convention of the American Political Science Association last December. Nine hundred and eleven copies of the Manual, "Public Administration Libraries," have been sold.

Commerce Group — KATHERINE D. FRANKEN-
STEIN, Chairman

The principal activity of the year was the work of the Subject Heading Committee. This committee prepared a specimen list of subject headings on Advertising and Merchandising, mimeographed copies of which are available to members. Continuation of this work is recommended. Material which had been gathered by the Classification Committee was turned over to a corresponding committee of the Special Libraries Association and forms a valuable addition to the central collection on the subject. Work with Miss Macrum on membership increase was also a fea-

ture of the year's program. The Chairman urges the formation of Commerce Groups within the local Chapters as an aid to the development of "Group consciousness." She suggests as projects: Methods of preserving material and the building up of data files for business libraries.

Financial Group — ELIZABETH H. HOLDEN,
Chairman

At the last Convention, the Group voted to sponsor a Book Review Bulletin. Investigation seemed to show that there was a lack of support for the project, so a questionnaire was sent out. The results will be presented to the Group at this Convention. The questionnaire included a request for a list of five worth-while books published since 1930. The returns will be used in preparing a supplement to the basic list of books, formerly an annual publication, but dormant since 1930. Work on the Subject Heading List has been continued by Miss Burnett, and Miss Cavanaugh has been responsible for a Check List of Foreign Documents.

Insurance Group — MRS. GRACE CHILD BEVAN,
Chairman

This is one of the long-established groups. It has had an important project this year — the preparation of a quarterly, called "Insurance Book Reviews." This mimeographed bulletin was sent to all the Insurance Group members, numbering 60, and to Active and Institutional members of the Special Libraries Association who requested it. To outsiders, a price of \$.50 a year was charged. The mailing list includes one Japanese insurance library and numerous public and state libraries. Miss Abbie Glover headed the committee responsible for it, and has every reason to be proud of its contents and appearance. The Group Chairman sent a letter about the annual meeting to insurance librarians both in and out of the Group; so that all who might need the help affiliation would give, would be sure to hear of the opportunity.

Museum Group — MRS. CLARA HARVEY
JOSSELYN, Chairman

Librarians of art, science, and historical museums are included in this Group, and many types of libraries are represented. Some are connected with universities or colleges, some have public support, some are endowed by private funds.

Libraries containing collections on horticulture, the theatre, and medicine are numbered in the Group. The American Kennel Club is one of the four institutional members. In the seven years of its existence, the membership has grown to a total of 114. This year the Secretary prepared duplicate files of the important records of the past meetings, projects, and financial arrangements, so that the three officers may each have a set in the future. A quantity of material resulting from a survey of art and science libraries is on file at the Ryerson and Burnham Libraries in Chicago. An announcement of the program of the Group and the high lights of the general program was sent to each member.

Newspaper Group — BLANCHE L. DAVENPORT,
Chairman

The Chairman travelled through the Southern States this year, visiting many libraries and finding an increasing interest manifested by the newspapers of that region. Local Group meetings have been held this year and have stimulated a growth in membership. The main project was the completion of a simplified system of classification suitable for use in small newspaper libraries — as useful for clippings as is the decimal classification for books.

Science-Technology Group — MRS. CHARLOTTE N.
TAYLOR, Chairman

A list of the members, now numbering 257, was prepared by the Secretary, Mrs. Maxwell, and will be given to members at the Convention, and mailed during the summer to those not present. The project for the year was the preparation of a Manual. Mrs. Goff reports that she expects the copy to be ready for the S.L.A. Publications Committee's attention in July. The outline, list of contributors, and copy already on hand indicate that the Group will have reason to be proud of it. Two bulletins and one convention program were sent out by the Chairman. The Group is so large that the chance of personal communication with the members is restricted, and more bulletins are earnestly recommended. In this connection the financial situation is a problem. S. L. A. funds for Groups are, of course, limited, and it does not seem democratic or desirable to limit the choice of officers to those in large companies or endowed institutions able to supply mimeograph service. Some plan for raising Group funds is urged.

The Petroleum Section has spent much time in fostering the *Petroleum Technical Review*, of which two numbers have appeared. This may be seen at the Information Desk. The Public Utilities librarians have been cooperating as is their custom. The Chemistry Section of 150 members

has been boiling over with activity, sponsoring a list of dissertations, a list of bibliographies, a list of book dealers, all appearing in the Section Bulletin, of which three issues have been sent out. A Union List of Periodicals, a tremendous undertaking, for which 3,000 cards were typed, will be ready this summer. The Rubber Committee has revised its list of rubber periodicals and is planning for the revision of the rubber classification.

There are three new Groups:

Public Business Librarians — DOROTHY G. BELL,
Chairman

This Group was authorized last June. A letter sent to 32 libraries stressed the fact, "As public librarians we have problems of administration that differ from those of special libraries, and as special public librarians we have problems not like any others in our system." Seventeen members resulted from the circulation of the questionnaire, and many valuable suggestions were received.

Biological Sciences — FRANK PLACE, Chairman

Nineteen libraries decided to petition for this Group. A meeting was held in September, at which 10 members were present. Membership and Convention Committees were appointed. Two local groups were established: one in Boston, which held three seminar meetings, with an average attendance of 21; one in New York, which held four meetings, with an average attendance of 25. The Boston Group plans to meet every two months next season. Three local libraries have arranged exhibitions for the Convention.

University and College Departmental Librarians —
DOROTHY BEMIS, Chairman

This Group was approved in November. A luncheon meeting, 19 present, was held at the Eastern College Librarians Conference at Columbia University. Ten local Chapters have named representatives to help in finding new members. The formation of local Groups has been urged. Sixty letters were sent to S. L. A. "members-at-large" and to non-members. In Philadelphia, a dinner meeting was held, at which the formation of a local Group was discussed. Eighteen attended, and five new S. L. A. members resulted. One meeting was held, at which two round table discussions were carried on. New York held a meeting attended by twenty, and six new S. L. A. members resulted. At a second meeting, the attendance was less but much interest was shown in the questionnaire presented, an adaptation of S. L. A. clinic questionnaire. This will be discussed at the annual meeting as a possible basis for a manual.

What the Local Chapters Have Done During the Year

ALBANY CAPITOL DISTRICT — Adeline Macrum, President

THE Albany Capitol District Chapter was formed in November 1934, and a petition was granted at the Executive Board meeting of the S. L. A. held on February 9, 1935. During the year they have held four meetings, three in Albany and one in Troy, and have built their meetings around visits to libraries. They now have two Institutional, 12 Active, and 17 Associate Members. The year was devoted to getting organized and becoming acquainted.

Their project was a compilation of a local directory.

They are hoping to have Group activities for next year and also to make their 1935 project a "union list of periodicals." Great credit is due Miss Macrum for her organization of and work in this Chapter.

BALTIMORE — Maria C. Brace, President

Baltimore's year was devoted to visiting libraries in their vicinity, and an effort was made to get acquainted with their neighbors in Special Libraries in Washington. It was the idea of the Baltimore Chapter that there was the nucleus of a Chapter in Washington itself, and, with this in mind, Miss Alexander and Miss Cavanaugh were invited to a joint meeting of the Baltimore and Washington members in Baltimore the fifth of April to discuss this idea. There was a difference of opinion on the matter, and it was held over until the fall for further discussion.

This Chapter reports their list of serials and services under way. This list includes not only those by members of S. L. A. of Baltimore, but also banks and brokerage houses in Baltimore that are not members of the local Association.

The Chapter reports a balance of \$11.48.

BOSTON — James F. Ballard, President

Boston reports 104 new members for the year; three of which are Institutional, and 84 of which are Associate, the rest being Active. Boston's chief effort, aside from the Convention this year, seemed to be to transfer 19 Associate members into the Active class. Their Educational Committee gave courses during the year on cataloging, classification, bibliography, and indexing. They also initiated N.R.A. projects, which provided employment for needy librarians for the

period October 1934 to May 1935. Their report did not go into detail regarding this project.

CINCINNATI — Mary M. Moss, President

No report.

CLEVELAND — Gladys R. Heskin, President

Cleveland held four meetings during the year, besides the annual meeting. The first meeting was held in Akron, and the address was "Coöperative Research Libraries," followed by discussion. Members from Columbus, Akron, and Cleveland were represented at this meeting.

CONNECTICUT — Laura A. Eales, President

Connecticut, which is also a fairly new Chapter, held its meetings in different parts of Connecticut, reporting one in New Britain, one in Torrington, and the rest in Bridgeport. Three other meetings were held jointly with the Connecticut Libraries Association. At one meeting in the early spring they asked members from the New York Chapter to join them. Five or six from New York participated in this meeting.

The projects of the Connecticut Chapter are: (1) Special collections in Connecticut libraries; (2) Bibliography of industrial and financial history of Connecticut; (3) A union list of periodicals.

This Chapter issues a bulletin, and they have under consideration a coöperative scheme for binding volumes and periodicals. Libraries in Bridgeport, Hartford and New Haven are coöperating.

Balance on hand is \$6.21.

ILLINOIS — Mrs. Isabella Brokaw Wallace, President

The attendance at meetings averaged over 30.

The program for the year was built around the idea of the study of a special library in its relation to various fields of other activities.

One program was on "Collection, Arrangement and Use of Fugitive Material." Another one was on "Connection Between Special Library Work and General Training"; at this same meeting was discussed some of proposed legislation in Illinois which would affect status of libraries or librarians.

Sixteen new members were added.

The Employment Chairman filed two positions. Thirty applications for positions were filed during the year.

The Chapter inaugurated a bulletin this year. A balance on hand of \$13.88 is reported.

MICHIGAN — Mrs. Louise P. Dorn, President

To quote from the report of the president of this Chapter, it has "marked time."

They have a membership of 17 Institutional, 14 Active, and 25 Associate. A project in mind is a local directory held in abeyance for further financial support. To quote again from the report of the president, who says, "The Chapter needs some sense of coherence that some tangible work would give it and urges definite plan of allotments to be adopted."

MILWAUKEE — Richard E. Krug, President

Milwaukee apparently carried on during the year. They had talks on current events, new books, the securities question, and finding source material in special libraries within the Chapter.

MONTREAL — Dorothy H. Humphreys, President

Montreal considered its third year one of consolidating of the work of the organization and experimentation that had been built up during the previous two years.

One meeting was arranged with the idea of having the national president present. Unfortunately, this was at the time when our president was ill, and Miss Alexander took her place at this meeting. They had one round table on cataloging problems in special libraries. Their project consisted of a check list of periodicals in Montreal. This is very nearly completed, and they report about 4,500 entries. A chart, "Statistics of Canadian Commodities," has been compiled by a special committee consisting of Maud E. Martin, Chairman, and Mildred I. Turnbull, and has just been published under the supervision of the national Publications Committee.

Montreal published a bulletin, which can be commended as a sample of what a local Chapter bulletin may be. It is mimeographed, has an excellent form, and contains most adequate news for their members.

They report a balance on hand of \$14.59.

NEW YORK — Eleanor S. Cavanaugh, President

New York had two ideas in mind for the Association this year. One was to devote the programs during the year to discussions of professional problems, and the second was to contact the younger and newer members of the Association to get them acquainted with themselves and the older members and make them feel a part of the Association.

The New York Chapter had, during the year, six dinner meetings, one five o'clock meeting, one social dinner, and one joint meeting with the Filing Association of New York to discuss "Common Problems." The New York Association kept track of the people who came to the meetings during the year, and found that over 200 members of the Association had not attended a meeting during the year, and that of this 200 nearly all were Associate members. Next year the Association hopes to find out just why these members continue to belong to the Association but do not come to the meetings.

One of the outstanding activities of the year, and one which the Board has asked me to comment on in detail, is the round-table vocational conference arranged by the New York Chapter, and held upon request of the faculty of the School of Library Service of Columbia University. We had a list of the different types of libraries in our Association sent to the instructor who, in turn, passed it on to the students to check the type of library that they were particularly interested in. After this was done, we asked ten members of the Association, representing ten different types of libraries, to take part in the round tables. It was arranged by having a general session of an hour and a half, at which all students were present. Miss Morley opened the meeting, and Miss Alexander spoke on special librarianship as a profession, and Miss Cavanaugh outlined the organization and type of work done in one special type of special library. Afterwards, the 150 students were divided into ten groups, each of whose leaders was one of our members representing that type of library, the idea being that the round table would last half an hour, and after the work of the library had been outlined the students asked questions. Each student was allowed to take in three different round tables by rotating in groups every thirty minutes. It was very interesting to note that although attendance at the round table was not obligatory on the part of the students, all 150 showed up and stayed long past the time arranged for the conference. It was also interesting to note in what types of libraries the students were most interested. The most enthusiastic and largest groups found themselves with the leaders of the Museum and Newspaper Groups. At the conference, the students were invited to visit any special library in New York City that they might care to and that introductions would be given and arrangements would be made. A great many of those availed themselves of this privilege; and Miss Morley, who gives the special libraries lecture course at Columbia University, commented that the number of students

taking the special libraries course was greater in the February semester than previously.

The new members added to the Chapter during the year total 136, of which 15 were Institutional, 52 Active, and 69 Associate

There are eleven Groups and two standing committees in the local Chapter. Four new Groups were added during the year: (1) Departmental Librarians; (2) Biological-Sciences; (3) Cataloging; and (4) Junior Conference. The Junior Conference Group was formed for the purpose of contacting and collecting newer and younger members in the Group and making them acquainted with the older members and interesting them in the activities of the Association. The Group was very active during the year and did just exactly what we hoped it would do. We discovered some excellent material in the Group, and, as evidence that it was a worth while project, all the officers of the Association for the ensuing year were chosen from this new Group.

PHILADELPHIA — Alfred Rigling, Chairman

Philadelphia reports a total of 29 new members: of this number, two were Institutional, five Active, and the rest Associate. They report a local directory ready for printing with advance orders for \$162.50. However, it is held for a larger guarantee before printing.

Their Union List, which shows progress, covers about 27,000 titles, representing 64 special libraries in Philadelphia. Twenty libraries are now engaged in preparing lists of their collections.

Eight meetings were held during the year. Philadelphia is unique in the fact that it has different types of standing committees than most of the groups. They have an Advisory Committee which consists of six other groups which have their own chairman: (1) Books and Bulletin Committee, which publishes a monthly bulletin containing notices of meetings and other notices and news; (2) Classification Committee; (3) Publicity Committee; (4) a Placement Committee, which reports that they filled three openings during the year; (5) a Policy Committee; and (6) a Promotion Committee, whose duty it is to promote the Council's welfare. This Committee planned a joint meeting of all the librarians in the Philadelphia area. They also have a University and College Departmental Librarians Group, this Group being an outgrowth from last year's Convention. This Group held two meetings, which were well attended.

The outstanding thing about the Philadelphia Council is their Conference Committee, initiated by Miss Dorothy Bemis. After the first organization meeting, this Group held three round tables.

Each round table was on a different topic with a leader and assistant leader to keep things moving. The first meeting discussion was (1) Index and Filing; (2) Periodical Handling; and (3) Document Handling. Forty-five members took part in this round-table conference, which was well supplied with samples and illustrated material. The younger librarians were particularly enthusiastic about these round tables. Their second meeting was devoted to (1) Reference questions; (2) Policy on lending periodicals; and (3) General discussion with impromptu contributions. Over twenty attended the second conference. This conference resulted in requests for further conferences next year and particularly concerning "periodical problems." This seems to be such an excellent idea that it might well be considered by other Chapters that are casting about for ways and means for promoting interest and fellowships within their own Chapter.

Philadelphia reported a balance on hand of no amount.

PITTSBURGH — Esther E. Fawcett, President

The Pittsburgh Chapter found round-table discussions to be popular with their members during the year. The last was on "weeding." One member in their Association lectured at the Carnegie School on "special libraries." This same member held five informal "at homes" which were planned to make the older and newer members better acquainted. It was thought that these informal "at homes" would be better for this purpose than the regular planned meetings.

SAN FRANCISCO — Margaret Miller, President

San Francisco reports a total of 11 new members for the year. Of this 11, 4 were Active. The president reports that nearly all of the new members were unsolicited, they being interested enough to join on their own initiative.

They held seven meetings during the year, with some including visits to libraries in the San Francisco Chapter, and one joint meeting with the students of the School of Librarianship of the University of California. This was the first joint meeting to be held with the students and was arranged to give the students a picture of the various types of libraries in the San Francisco Bay region. Twenty-five later visited five representative special libraries in San Francisco.

They publish a worth-while bulletin which, besides reports and announcements, contains short descriptions of libraries in the San Francisco Bay region, as well as short book reviews written by members.

San Francisco reports a balance of \$21.73.

SOUTHERN CALIFORNIA — Blanche E. McKown, President

Southern California particularly speaks of the inspiration and cooperation that it has received from the National Association. They inaugurated a monthly bulletin which, aside from the regular notices, carries descriptions of libraries in Southern California and a duplicate exchange list, as well as the national duplicate exchange list.

They are compiling a Union List of Serials in libraries in Southern California, the list to include newspapers, periodicals, documents, and other services. They had one joint meeting with the Los Angeles Public Library, in order that they might become better acquainted with the services of the social-science and industrial project of the library.

One meeting, which appeared very timely and sounded most interesting, was on the Constitution of the United States which challenged the twentieth century capitalistic régime.

This Chapter recommends for the next year a strong membership committee to go outside our own S. L. A. radius and bring into the membership those interested in Trade Association activities; also recommended formation of Groups within the Chapter.

SUMMARY OF ANNUAL REPORTS

In summarizing the annual reports as a whole, it is brought out that most of them have expressed a desire for visits from officers of the national Executive Board. They feel the need of this con-

tact, and those who mention it express a desire that this may be accomplished.

Two of the Chapters have developed conference groups to contact the younger members of the Association. Three of the Chapters spread the gospel by meeting and holding conferences with library school students within their vicinity.

Round-table discussions on professional problems seem to be a vital part of each Chapter's year.

All Chapters, with a few exceptions, get a great deal out of visiting other special libraries in their vicinity.

Union lists of periodicals and local Chapter directories seem to be the main projects of the groups.

Nine chapters publish bulletins.

It is evident from the programs of some of the Chapters that they are not planned in advance at the first of the year, and have no particular continuity. While this type of program undoubtedly is interesting, it is questionable as to whether an entire year of programs of this type is worth while to the members. Other Chapter programs are quite definitely planned, and at the end of the year add up to professional results.

It is interesting to note that in spite of all the discussion on dues and budgets, most of the Chapters ended the year with balances on hand. One or two had quite a substantial balance. And, in this connection, it is also noted that the Chapters which had balances on hand and had smaller budgets than some of the other Chapters, have accomplished a great deal more during the year than those who had larger budgets.

Snips and Snipes Goes to Boston

Dear Ursa:

HERE I sit completely buried under a mass of booklets, pamphlets, leaflets, lists, maps, notes and a card to the Boston Public Library Reception, trying to marshal my memories and this printed avalanche into some kind of order all for your benefit. I wish *you'd* go to a convention, Miss Minor, and write *me* about it for a change. Well, perhaps you'll get to Montreal next year. By the way, we've some good orators on the new Executive Board. At their first meeting President Stebbins — you'll have to get used to both President Savord and President Stebbins in this letter — was hot for Baltimore and Mrs. Fertig equally eloquent for Montreal. Each argued so persuasively for his and her choice that in the end President Stebbins voted for Montreal and Mrs. Fertig for Baltimore!

To get back to 1935. Boston's rather special, you know. You get lost, the traffic's like nothing

else on this earth, the streets — mon dieu, the streets, but Boston gets you and holds you and you want to return to it and do it again. I hope Boston S. L. A. will want us, because they certainly were swell hosts and did themselves proud. Miss Burrage was the perfect convention chairman, always on the job, and always pleasant, no matter how many clamorees were about. Her committees come in for kind words, too. You should have seen the hospitality gals. They went around with white ribbons and daisies. I know they were good because I borrowed stamps off'n one of them.

As usual you'll want to know who was there. Since there were 328 registered, I can tell you of only a few whom I knew or knew by sight. In the first place practically all of Boston; President Stebbins, Mr. Ballard, Mr. Redstone, Mr. Alcott, Mr. Lee who did the "Guide to Boston" and the "Directory of Special Libraries in Boston and

Vicinity," Mr. Handy, Miss Davenport, Boston's new president, Miss (Local Arrangements) Sullivan, Janie Henderson, Dorothy Humphreys, Maude Martin, all of Montreal. Mr. and Mrs. Bevan, Miss Eales, Rosamond Cruikshank, President Savord, Dorothy Bemis, Mr. and Mrs. Pettit *et fils*, Laura Woodward, Sue Wuchter, Mrs. Dorn, the New York contingent beginning with Admiral Alexander and ending with Elizabeth Wray. Elsie Rackstraw, Miss Bretherton and Dorsey Hyde of Washington are only a few of the people I ran into. Oh, and I finally saw but didn't meet Mrs. Fertig. Irene C. Cloud got the rose geranium for coming the longest distance — Los Angeles, and Ruth Canavan the goober for the shortest — from the Statler Building next door to the hotel. Dear me, I almost forget to say that Mr. Brigham was there in top form. He collected previous Convention attendances on little slips, and were they revealing!

If you studied the program, you'll know how full the days were. Meeting of groups, meeting of regular committees, meetings of spontaneous committees, meetings of protesters, meetings of upholders, masculine meetings, feminine meetings, mixed meetings. Meetings in bars, meetings in Armenian restaurants, meetings in rooms (Miss Manley and Miss Potter met in the Editor's room at half-past one on Thursday night only to be interrupted by the hotel policeman who reminded Miss Manley sternly that her door should be locked at that hour!). Meetings in President Savord's suite sans shoes, meetings in P. S.'s suite with shoes. Being a Nosey Parker, my deep regret is that I could be in only one place at one time. Consequently, I can merely report on my meetings. They were interesting and, from hearsay, the others, official and otherwise, were too.

I'm sorry that the s.v. of d. called me back home before the Thursday and Friday business meetings, for all hands report "swell." Plaudits went around pretty generally for President Savord. Editor Manley had some words about advertising in SPECIAL LIBRARIES, which you and your mess-mates had better read, and take to heart when they're printed.

You haven't for a moment gotten the idea from the above that the Convention was only meetings? We went very social on several occasions. Tuesday was Harvard Day with all the wonderful libraries and museums to amble through and luncheon at the Faculty Club. At this point I'll break down and talk: I did go to see the glass flowers at Peabody after all. They're marvelous. Tea, Thursday, at the new Christian Science

Publishing Society Building. The special treat there was a huge glass globe. Since my information is second-hand, absorbed while Nell-with-an-e Barmore was describing the globe to a group who asked too many questions she couldn't answer, I am a bit weak on details. But at any rate, the globe is thirty feet in diameter, one walks through the middle of it, and sees the nations of the world in relation to each other. It must be truly remarkable. The Boston Public Library held a reception on Thursday night, so that the lucky ones who stayed could see the rare treasures which the Library has collected. Friday night ended it all with a dinner at Longfellow's or Ford's — as you prefer — Wayside Inn.

You'll wonder why I skipped the Banquet. Well, it deserves a paragraph all to itself. As you remember, it came Wednesday night and all in our best we assembled. And, *mirabile dictu*, It Began On Time! Mr. Redstone was toastmaster and several speakers gave short, witty and pointed addresses. The Speaker of the Evening was Professor Anton de Haas who had the overpowering subject, "Financial and Economic Problems of Europe." He was a delight, a joy, and the high spot of the Convention for me. All during his speech the head table took frequent and, as they hoped, surreptitious glances at the door. His Excellency the Governor of Massachusetts was due, overdue and at last past due. We left the dining room. Waiters cleared tables and stacked chairs. As we gossiped in the lounge, Mr. Ballard's clarion voice rang out, "The Governor's coming Everyone back in to the Georgian Room." In marched the Governor with two aides and took his place at the long uncovered table and, without batting an eye, gave his speech. If you know what a dismantled banquet room looks like immediately after the fray, you'll admire his aplomb as much as we did.

Now I must close. Needless to say, I haven't told you half of what I set out to. But the Convention was so alive and full, such a gathering of interested people that it's hard to capture its spirit. "Convention Patter," published each day for us by the Boston Chapter, was a nice touch and a good tie-binder. I hope some one shows you her copies.

Now for a nice anti-climax. When Miss Clarke and Mr. Stebbins were finishing up last bits on Saturday, they had to leave the S. L. A. office for a few moments. When they returned, our office door bore the sign, "Retail Tobacco Dealers Association." *Sic transit gloria mundi!*

Faithfully yours,

SNIPS AND SNIPES

Publications of Special Interest

Anderson, Sherwood. *Puzzled America.* Scribner, N. Y. 1935. 303 p. \$2.50.

Impersonal short sketches that give, in direct language, the puzzled, courageous and hopeful attitude toward current conditions, of plain men and women, in different sections of the country. Helpful in understanding the essential value of a program for social security.

Bankson, R. A. *Klondike nugget.* Caxton Printers, Caldwell, Idaho. 1935. 349 p. \$2.50.

A picturesque, vivid record of the establishment of a newspaper in Alaska, and the varied and stirring activities centering on its production. Many effective selections from its columns are included, as well as illustrations of Dawson City in that period. A colorful picture of an eventful period.

Boyd, T. A. *Research: pathfinder of science and industry.* Appleton-Century, N. Y. 1935. 334 p. \$2.50.

A readable description, with much illustrative incident, of the part research plays in the development of industry. Includes practical discussion of laboratory development, and the qualifications, training and remuneration for research workers. Interesting. A good bibliography is given.

Brewer, R. A. *Delightful diversion; the whys and wherefores of book collecting.* Macmillan, N. Y. 1935. 328 p. \$3.00.

A guide to an interesting hobby in which "first editions" and other collecting features are treated in a simple yet seductive style, certain to stimulate the acquisitive traits. Good illustrations. Includes a glossary, and a list of 600 first editions with dates and approximate values. Well indexed.

Cartwright, M. A. *Ten years of adult education.* Macmillan, N. Y. 1935. 234 p. \$2.00.

A general survey of a recently much-discussed educational field, and one that has provided numerous projects for Carnegie Corporation expenditures.

Chamberlain, R. W. *There is no truce.* Macmillan, N. Y. 1935. 426 p. \$3.50.

This life of Thomas Mott Osborne is a vivid, appealing, and human record of one of the most fascinating characters of recent years. A born fighter; his political activities, his passionate interest in prison reform and other steps in sociological progress, as well as his delightful home and social contacts, are all presented effectively by a warm but fair minded friend. A book that should not be missed.

Chapman, J. M. *Concentration of banking.* Columbia Univ. Press, N. Y. 1934. 404 p. \$5.00.

Valuable for intensive study of banking problems. Contains a wealth of statistical matter in tabular and graphic form, and a summary of laws and rulings effecting development of unit, chain, group and branch banking. Selective bibliography included.

Douglas, P. H. *Controlling depressions.* Norton, N. Y. 1935. 286 p. \$3.00.

A clear and able discussion, giving an illuminating analysis of the causes, and a stimulating program for the control of depressions. The chapters on public works and fiscal policy,

a managed banking system, and wage policy and depressions, are particularly interesting. An invigorating book by one who has had the training and experience to treat the subject adequately.

Ellis, J. C. *Travel through pictures.* Faxon, Boston, Mass. 1935. 710 p. \$6.00.

An index to pictures in the leading illustrated magazines and many travel books, arranged alphabetically by country, and then by place. A cross reference list is included. A truly impressive piece of work particularly useful in its relation to magazines. It will do much to expedite illustrative reference work. Supplements with, possibly, a better selection of books would be welcome.

English, G. L. *Getting acquainted with minerals.* Mineralogical Pub. Co., Rochester, N. Y. 1934. 334 p. \$2.50.

An excellent introductory manual and simple guide, particularly useful for museum hobby groups but valuable for any collection where a brief but authoritative introduction is needed. Many clear illustrations. Includes good descriptions of many minerals as well as an identification list and a pronouncing vocabulary.

Everett, Samuel. *Democracy faces the future.* Columbia Univ. Press, N. Y. 1935. 279 p. \$2.50.

An unusually fine, and clear survey of our contemporary social and economic problems. While free from weighty, and involved statements the discussion is amply documented. The author recognizes, and cherished the sound features of our national heritage although indicating fairly, and directly the pressing necessity for change along many lines. Includes a particularly interesting bibliography.

Giles, Ray. *Your money and your life insurance.* Harper, N. Y. 1935. 142 p. \$1.50.

A remarkably clear and simple exposition of life insurance for the average man and woman. Written by an executive who saw the importance of life insurance, and studied it for his own uses. A glossary is included.

Haines, H. E. *Living with books.* Columbia Univ. Press, N. Y. 1935. 519 p. \$4.00.

The art of book selection skillfully presented by one who knows and loves the subject. The general introduction is particularly helpful for its analysis of basic principles. While book selection by special librarians is not discussed per se, these general principles can be studied profitably. Many lists and bibliographical references are included as well as an excellent index.

Harding, T. S. *Popular practice of fraud.* Longmans, N. Y. 1935. 383 p. \$2.50.

An extremely interesting, easily read discussion of fraud in advertising throughout the world, and in all ages but principally concentrating on recent years, in the United States. Includes thorough discussion of the Federal Government, and food and drug legislation as well as various consumer agencies particularly *Consumer Research*. The omission of an index is much to be regretted. Gives many bibliographical references.

Harwood, E. C. and Francis, B. H. *Insurance and annuities from the buyer's point of view.*

American Institute for Economic Research, Cambridge, Mass. 1935. 186 p. \$2.50.

Written for the average man who is not especially trained in mathematics and finance. Both ideas and important cost comparisons are presented clearly and simply. Technical words and the more complex aspects of the subject have been avoided, but the book will require thoughtful consideration and study.

Haslett, A. W. Radio round the world. Cambridge Univ. Press, N. Y. 1934. 203 p. \$1.75.

A clear, and understandable discussion of a scientific subject for the average man. The leaders in its development, and the great events in the history of radio are well covered and the possible applications of radio in diverse fields adequately treated.

Hill, D. S. Control of tax-supported higher education in the United States. Carnegie Foundation for the Advancement of Teaching, N. Y. 1934. 385 p. Gratis.

A general discussion of the relation of the state toward higher education with a chapter on the status of such regulation for each state. Includes brief statistical note on the economic features of the states.

Howe, Quincy. World diary, 1929-1934. McBride, N. Y. 1934. 403 p. \$3.50.

A month by month record of five momentous years, presented through clear, concise and caustic comment by the editor of the Living Age. A vivid and illuminating, though probably biased record. Each year's events are summarized. A chronology is included as well as an index of individuals, publications but not countries. Many reproductions of cartoons from publications here and abroad are given.

Jones, L. C. Bottom rail. Revell, N. Y. 1934. 96 p. \$1.00.

Simple little addresses giving the educated Negro's reaction to twenty-five years' work in developing the Piney Woods Country Life School in Mississippi. An encouraging yet frank discussion.

Kaufman, M. Z. How to run better sales contests. Harper, N. Y. 1935. 231 p. \$3.50.

A manual designed to supply, and stimulate new methods, which will put over a good contest. Ample illustrated with facsimile reproductions of printed material for contest use. Includes a 41-point check list for contest planning. Some case histories given but little on results of contests.

Kennedy, A. J. and Farra, Kathryn. Social settlements in New York City. Columbia Univ. Press, N. Y. 1935. 610 p. \$5.00.

An analysis of the activities of eighty representative settlements in New York, giving comparative data on the present status of work in such different fields as boys' and girls' clubs, arts and crafts activities, personal service, health, teaching English and citizenship, etc. It provides an impressive summary of the extent of this work, and many suggestions for use in other cities. The recommendations for activities to be reduced or discontinued are vital everywhere. The section on organization, and administration make profitable reading.

Larrabee, C. B. How to package for profit; a

manual of packaging. Harper, N. Y. 1935. 222 p. \$3.50.

Results of an expert study on the use of packages in merchandising, showing new developments and trends in this field. Special consideration given color, typography, containers, etc.

Leonard, J. N. Tools of tomorrow. Viking Press, N. Y. 1935. 320 p. \$3.00.

A philosophical discussion of the development of power, and the use of metals, and machines in relation to human progress presented in terms clear to the layman. An engrossing book that tends to dispel ignorance, with its treatment of fundamental principles rather than incidental phases.

Lough, W. H. and Gainsbrugh, M. R. High-level consumption; its behavior; its consequences. McGraw-Hill, N. Y. 1935. 357 p. \$4.00.

How much have American consumers spent in past years for each of 249 different items? Have instalment accounts and personal loans enlarged consumers' spending power? A comprehensive and factual study. Many tables and charts given as well as numerous references to other publications. Appendix includes detailed table by items of consumers' spendings from 1909-1931, and caustic criticism of Brookings' "America's Capacity to Consume."

Pomfret, J. E. Geographic pattern of mankind. Appleton-Century, N. Y. 1935. 443 p. \$4.00.

An engrossing picture of the effect of climate, and topography on the development of mankind with an amazing amount of illustrative detail. A general discussion of primary laws of climate, precedes a detailed consideration of each continent, and its geographic divisions. An admirable, and in some cases, the discussion of Russia for example, an exciting presentation. Well indexed and most comprehensive.

Small, V. R. I knew 3,000 lunatics. Farrar & Rinehart, N. Y. 1935. 280 p. \$2.50.

Three years in a large insane asylum provide the material for a sane, understanding interpretation by a staff physician. A classification of the different phases of insanity illustrated by cases is given. Altogether a book that should help in providing understanding treatment of this problem by laymen.

Spengler, E. H. and Klein, Jacob. Introduction to business. McGraw-Hill, N. Y. 1935. 844 p. \$4.00.

A general discussion useful not only for first year college work, but for any reader who wants an introduction to all types of business procedure. Gives chapters on sources of information supplemented by excellent descriptive list in appendix. Many bibliographical references.

Squire, A. O. Sing Sing Doctor. Doubleday, Garden City, N. Y. 1935. 309 p. \$2.50.

A straightforward record, sometimes caustic, always sane and constructive. Twenty-five years' contacts afforded opportunity for study and interpretation that were fully utilized. The resulting theories about capital punishment, the forces of law and order and contributing causes of crime deserve careful attention. Interesting, full of vivid incident but free from sensationalism.

Stieff, F. P. Government of a great American city. H. G. Roebuck & Son, Baltimore, Md. 1935. 391 p. \$2.50.

A detailed description of Baltimore's city government, giving much specific information on salaries, expenditures and other statistical data. An interesting illustration of a city's many responsibilities. The arrangement of the material is not consistent since each department is described by a different authority. Poorly indexed but good descriptive table of contents

Thomas, Mary. Dictionary of embroidery stitches. Morrow, N. Y. 1935. 243 p. \$2.00.

Over three hundred varieties of stitches described and accompanied by clear instruction, detailed working drawings, and by photographs of samplers. Entertaining marginal sketches accompany the text. The list is alphabetically arranged, and followed by a list of the stitches grouped by effective uses. The work is based on extensive research in libraries and museums.

VonKoerber, Lenka. Soviet Russia fights crime. Dutton, N. Y. 1935. 254 p. \$3.00.

A study of the prison system made by a German woman with a knowledge of the German penal system. The outstanding impression is of the concentrated effort to develop the prisoners through education, mechanical training, and opportunity, into qualified members of the factory working class after release. An amazing regeneration seems to be effected by these methods.

Ware, C. F. Greenwich village: 1920-1930. Houghton, Boston, Mass. 1935. 508 p. \$4.00.

A close analysis of life in this section of New York with engrossing detail relating to its social, ethnic, political and religious aspects. The skillful collection and interpretation of data provide a valuable and illuminating text for the student of social movements or community environments. More vivid than Middletown, it meets the same need for contemporary studies.

Wells, John and Enid. You can fix it. David Kemp, N. Y. 1935. 480 p. \$2.50.

A practical encyclopedia of home repairs written clearly enough to be useful to the non-technical but with many suggestions for the skillful jack-of-all-trades. Particularly helpful in the thoroughly modernized house. Refreshingly frank in the use of manufacturers' names.

Wingfield-Stratford, Esmé. New minds for old. Macmillan, N. Y. 1935. 460 p. \$3.00.

A penetrating and clarifying discussion of the art and science of mind training, of infinite value to the special librarian in any field for its direct personal application. A witty, stimulating and provocative guide to the fine art of living.

Winterich, J. T. Early American books and printing. Houghton, Boston, Mass. 1935. 261 p. \$2.50.

A delightful book with specific information about the earliest books, printed in or about the United States, presented in a clear and pleasing manner. No separate bibliography but many references included in text. Comprehensive index. This volume combined with Brewer, makes the pleasures of book collecting all too apparent. Particularly helpful for historic collections.

NEW Business Books

HERE are six new and revised books that are ideally adapted for use in public libraries, school and business libraries. All of these volumes have been written in a practical and easy-to-understand manner by qualified authorities. They are strictly up-to-date, are fully indexed, and are durably bound in red cloth with titles stamped in gold. Libraries are entitled to our special 20% discount from prices shown.

Economics of Business: Willard J. Graham, A.M., Ph.D., C.P.A., Associate Professor of Accounting, School of Business, The University of Chicago. Price \$2.00.

Contents: Stages of Economic Development in England and in the United States. Specialization in Production Activity. Organization for Manufacturing and Marketing. Financial Organization. Organization of Transportation. Fundamental Economic Principles. Consumption, Production Value and Price. Distribution. International Trade and Foreign Exchange. Taxation, etc. Index.

Commercial Law: Chamberlain—revised by Raymond V. Cradit, B.S., A.M., of the School of Business, The University of Chicago. Price \$2.00.

Contents: Law in General. Contracts. Agency. Partnership. Corporations. Negotiable Instruments. Banks and Banking. Insurance. Suretyship. Personal Property. Bailments. Pledges. Mortgages. Carriers. Innkeepers. Real Property. Mortgages of Real Estate. Trusts. Landlord and Tenant. Trademarks and Trade Names. Wills. Courts and Legal Remedies. Index.

Theory and Practice of Accounting: Bell—revised by Willard J. Graham, A.M., Ph.D., C.P.A., Associate Professor of Accounting, School of Business, The University of Chicago. Price \$3.50.

Contents: Records of Property and Its Ownership. Profit and Loss Statement. Accounts—Their Form and Use. Form and Use of the Journal Ledger. Controlling Accounts. The Working Sheet. Partnership. Reserves. Bonds and Sinking Funds. Branch House Accounting. Estimated Balance Sheets and Their Uses. Department Estimates, etc. Index.

Financial Management: McKinsey—revised by Willard J. Graham, A.M., Ph.D., C.P.A., Associate Professor of Accounting, School of Business, The University of Chicago. Price \$3.50.

Contents: Nature and Importance of Finance. Estimating Capital Requirements. Sources of Capital. Methods and Devices for Securing Capital. Control of Disbursements of Capital. Cash Control. Credit Control. Relation of Bookkeeping and Auditing to Financial Control. Index.

Sales and Advertising (2 volumes): Gaus-Wightman—revised by Harry A. Bates, Vice-President, Reincke-Ellis-Younggren & Finn, Inc. Price \$3.00 per vol.

Contents: Volume I—Job of the Sales Manager. Packages and Trade-Marks. Selection of Sales Territory. Sales Agencies. Determining Sales Price. Building Sales Organization. Training Salesmen. Steps in Making a Sale. Control of Salesmen. Methods of Paying Salesmen. Relation of Advertising to Selling. Index.

Contents: Volume II—Types of Advertising. Appeals. Advertising Media and Their Uses. Booklets. Folders, Catalogs and Circulars. Construction of an Advertisement. Mechanics of Advertising. Preparation of Advertising Material. Advertising Department Systems. Forms and Records. Analysis of Sales. Control of Advertising and Sales Expense. Index.

AMERICAN TECHNICAL SOCIETY
Drexel Avenue at 58th Street, H.S. Chicago, Ill.