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Official Organ of the Special Libraries Association

# SPECIAL LIBRARIES

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*Indexed in Industrial Arts Index and Public Affairs Information Service*

**OCTOBER 1935**

VOLUME 26  
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NUMBER 8

# SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

OCTOBER, 1935

Volume 26

+ + +

Number 8

## *Reference Work in Banking Practice*

By Mary Pierson McLean

LIBRARIAN, AMERICAN BANKERS ASSOCIATION

ANY bank which includes a library in its general set-up hopes that ultimately some kind of profit will be derived therefrom. Whether this hope is realized, however, depends largely on the type of service rendered. A beautiful reading room, a fine set of volumes on financial subjects, and the most approved library methods are a dead letter unless the librarian is well acquainted with the work in which her organization is engaged and knows her collection thoroughly enough to supply to executive, staff or customer as promptly as possible accurate information in a form which can be readily adapted. To go a step further, a true value of a bank library lies in the ability of the librarian to vouchsafe not only the expected answer to a specific question, but to uncover for her client new avenues of approach and point out to him new sources which may be tapped. In short, the successful functioning of such a department devolves upon various abilities of the librarian in charge, such as her capability of seeing a problem through her client's eyes, a lively imagination, a passion for sleuthing, an insatiable desire to know more about every subject under the sun, and last but not least, her ability to apply her well-grounded knowledge of the subject and general affairs to the problem at hand.

When one realizes that the bank library idea had its inception in the early years of this century when the banking field was by no means as complicated as it is today, it is not surprising in this third year of the New Deal to find that as many as 70 of our banks in the large cities boast centralized reference depart-

ments. It is quite probable, however, that if one could examine the library of 1907, one would find that the bank library of today had diverged in many directions, and that about the only point it has in common with its predecessor aside from general purpose is that what the librarian today considers a mere nucleus of a working department such as a set of the *Chronicle*, standard investment manuals and texts on money, banking and economics, her earlier sister also possessed.

The problem of the early bank library was to gather unto itself material hitherto scattered through the bank, and to collect in addition valuable historical data and as many books as possible on banking and finance. Today the problem is one of selecting from a vast mass of valuable material those reference tools which the particular bank is likely to need. The community in which it is located, the work in which it is engaged and the customers it serves are the determining factors of this selection. While the early library was more intent on obtaining historical material, the good bank library today lays special emphasis on current data. To it books are usually secondary, for the information in them is seldom as fresh as that which can be found in current financial periodicals and newspapers. The pamphlet, too, has largely superseded the book, for it is usually hot off the press and can be discarded without a qualm when it is outdated. Even surpassing these in importance, however, are scraps of information which are not yet and may never be printed. Examples of these are confidential reports, addresses and manu-

scripts. Most valuable of all are the data gleaned from talking to some person or association which is an authority on a particular subject, for such information probably can be obtained nowhere else. After such a conversation, it is wise to file in the card catalog a card under the subject in question and also one under the name of the authority. The reason for this transition of interest to the affairs of the day and even to the forecasting of tomorrow's trends is that there is probably no institution in the country which has been more profoundly influenced by the events of this century and particularly the last six years than the bank, and the banker who wishes his institution to live, at last realizes that new ideas, new methods, and new information are essential if this is to be. It is to correct the widespread erroneous impression that banks are ruthless and bankers mere moneychangers that bankers are today devoting such energy to showing in their statements "more than the law requires," to advertising that credit will never be denied a worthy prospect and to disseminating by means of radio and print messages which aim to educate the public on banking. Then, too, the public relations field in banking has expanded to include customer relations. Even more important, however, is the current campaign for better management and a better qualified personnel. Again the government invasion of the banking field is a moot question. Obviously, the library has had to keep one step ahead of these trends in order to furnish information, with the result that subject-headings have leapt in number almost beyond recognition. They have, of course, steadily increased as the banking field has become more complex and extended its tentacles into other fields, and as new legislation has been enacted, but the past two years have witnessed the birth of another huge crop, FDIC, FCA, RFC, AAA, which have had to be given shelter, and along with these came a need for further subdivision of many subjects. Due to this great expansion in the limited space which many bank libraries have, it has become necessary to limit the material on each subject to the very best which can be procured and to rely on other libraries to fill in the gaps.

Since the emphasis in a bank library is placed on current rather than on historical informa-

tion, it is important to consider the best sources for locating such data. Few will deny that *The New York Times* with its full and unbiased general information, full texts of addresses and reports and excellent financial pages should have a place on the shelf. *The Wall Street Journal*, with its corporation and security news, and the *Journal of Commerce*, with its commodity pages, are also essential. Finally, the *American Banker*, though it is a day or so late with current events, is invaluable for intimate details of individual bankers and complete state banking news. Next best to the daily newspapers are various financial periodicals such as *Bankers Magazine*, *Banking*, *The Annalist*, *Burroughs Clearing House*, *Bankers' Monthly*, and *Barron's*. *The Commercial & Financial Chronicle* needs no introduction, for since 1865 it has carried the most complete weekly account of all commercial and financial events. Probably the best sources for foreign financial news are *The London Economist* and *The Statist*, and the foreign bank letters. Added to this list are the valuable group of government publications such as the *Federal Reserve Bulletin*, *Survey of Current Business*, and all Treasury reports, the journals of university business schools such as *The Journal of Business of the University of Chicago*, and various business reviews of banks and chambers of commerce. In order that these publications may be of the utmost value, they should be checked in immediately on arrival, scanned by the librarian not only for important articles, but also for a notice of some other report or publication of which she is unaware and might wish to order, and routed to the various officials who have interest in them. Even before they leave the library, however, the important articles should be recorded in some way. Those publications which are of permanent value and are to be bound should be indexed under subject in the card catalog. If the author is an authority, it should also be indexed under his name. Those publications which are not to be bound but are of enough value to keep on the shelf for two or three years should be indexed either in the catalog or cross-referenced in the subject files. Those which contain only one or two items of interest should be clipped, the articles filed under subject and the magazine discarded. One reason for making these records

is that though most libraries subscribe to the *Industrial Arts Index* and *Public Affairs Information Service*, these services are late in arriving and there should be some way of keeping track of articles appearing each day. Another reason is that there are often small paragraphs or hidden-away notes which would be of no interest to the average institution and would only be indexed by a bank needing such information. As for newspapers, the average library does not have enough space to consider binding them. Why not, therefore, subscribe to a clipping service or have an assistant do the clipping of articles which the library has early in the morning marked as important? Even if one subscribes to the *N. Y. Times Index*, it is necessary to have some record in the interim before the next supplement appears, and as for the other papers there is no way to find articles unless each issue is inspected. Another reason for clipping and filing these under subject, is that some officer or employee might wish to borrow the entire folder on a certain subject and expect to find its contents absolutely up to the minute, a condition which could exist only if newspaper clippings were included.

As for the books which a bank library should contain, there should, naturally, be a few general reference volumes, such as the U. S. Catalog, an atlas, encyclopedia, dictionary, yearbooks, and directories. At least one bank directory, such as Rand-McNally, a dictionary of financial terms such as Munn, government reports such as those of the Federal Reserve Board and the Comptroller of Currency, and two or three good works each on history and theory of banking, bank management, money, finance, economics, savings, trusts, Federal Reserve system, and credit should be in every bank library regardless of size. In a library like that of the American Bankers Association, it is imperative to keep in addition to the above proceedings of various association conventions and all the state bank reports. It does not, however, have much use for the volumes on commodities, industrial corporations and railroads which the average bank needs. The difference between the two types of financial libraries can be explained by the fact that the bank is an operating entity whereas the A.B.A. is an advisory body and their libraries have been built up from a different point of view.

In order to gain a definite impression of the reference and research work carried on by a bank library, it might be well to examine several of the inquiries satisfactorily answered in one day by the First State Bank Library. At nine-thirty in the morning the librarian is called on the telephone by a customer who wishes to know a quotation on the bank's stock two months ago. In a second the librarian furnishes him with the information from the *Bank & Quotation Supplement* of the *Chronicle*. Before the librarian can hang up the receiver an employee from the Advertising Department is standing at her desk waiting for advice on the best book on new business. He is told that Weldon's book on new business for the trust department is the best for trust companies but that he had better use file material for other types of banks. Another employee, obviously foreign, approaches and asks for the exchange rate of Esthonia on London two weeks previous to now. Luckily one of the assistants has at her command a comprehensive bibliography which tells how rates are given in various periodicals and papers, and informs him that the *London Economist* contains the rate he wishes. Glancing at her desk which by now is covered by mail, wires and memoranda, the librarian espies a letter from a customer to a Vice-President asking the advantages a private printing plant in a bank has over a general plant. The officer has appended a memorandum asking that she procure this material as quickly as possible and write a report for the customer. Unfortunately, no data on the subject can be found in the library, but the librarian calls several large banks which she knows have their own plants and talks to their purchasing agents who give her but small assistance for they feel that the information is too confidential to divulge. Armed, however, with one or two facts, she hunts in the telephone directory under printing plants and calls one or two. Neither of these could help her so it occurs to her that the Graphic Arts Board of Trade, the trade association for such plants, would know if anybody did. At last, on the right track, she is informed that the material is available, but that as it would take considerable time to compile it, the Board would have to know the nature of the project and reasons for it. This information plus a report received from a

research bureau in the city on public versus private plants she sends to the officer who relays it to the customer. Another memorandum is from the Statistical Department which wishes to know the total number of banks closed in this country, with their deposits from 1900 to date. From the Comptroller's Report she finds figures up through May 15, 1933. Later figures she obtains from the *Federal Reserve Bulletin*, "Closed and Distressed Banks" by Upham and Lamke, and a clipping from Washington giving statistics for 1934 which are not yet in book form. At this juncture, a telephone call from the Personnel Department asks for the latest material on personnel programs for banks. The pamphlet published by the Industrial Relations Section of Princeton University and the handbooks of several banks are sent to the inquirer. The next call is from the Vice-President in charge of the Legal Department who wishes material for a speech he is making the next week at a convention on the subject of "Possible Government Control of Banking." In answer to the librarian's query of whether he would want the library to prepare an abstract for him, he says "yes" that he is too busy to do any research himself and relies on her judgment. She asks him further if he would like samples of Government ownership in other fields to incorporate in his address and he replies, "Oh yes, that would be most helpful and illuminating, but I never thought of it." The librarian was apparently thinking of Person's book on the history of government ownership of business and of the advertisement of the Associated Gas and Electric Company which has of late enumerated the business enterprises of the government. At this point, a well-known customer and user of the library facilities approaches the librarian a bit shamefacedly. He explains that he has just been informed that he is to be awarded a medal of a foreign government and wonders if the library can tell him what it signifies. He has done a piece of work for it recently but has no idea of the meaning of such an award. To find this information, it is necessary for one of the reference assistants to visit the Public Library and page through many books on the country to say nothing of works on heraldry. Even that is unsuccessful and it is only a chance comment to an assistant at the desk who happens

to know the language of this country and is willing to browse through the stacks in the basement until he locates it and translates it for her, that brings success. Another request is from the Credit Department which asks the librarian if she will prepare a report on textile reorganizations. As she has only a few articles in her files on this subject, she consults Industrial Arts Index to see what is available. Finding that she has none of the magazines mentioned, she glances through the "Union List of Periodicals in Special Libraries of the New York Metropolitan District" to see what other library might have them. Locating one immediately, she is able to borrow three of the more important periodicals for a long enough time to make a few extracts from them.

While many of the same inquiries are received in the library of the A.B.A., there are, of course, certain questions peculiar to each, from the very nature of each organization. The banker uses his own library for the average inquiry on bank operation, but he frequently calls the A.B.A. for strictly banking data, for it stands in the relation of trade association to him and he realizes that since its membership includes several types of banks, it will have authoritative information on each type, bank management, policy, and financial history at least from the inception of the Association in 1875. The Association membership is composed of about three-quarters of the banks in the country and it is for them primarily that the library exists. Any member can borrow file material for a two weeks' loan, request bibliographies or reports and use the library personally when any representative of it is in the city. Thus is direct service given. Indirectly, he is also benefited, for the entire staff depends on the library for information which later in one form or another will accrue to his advantage. A minute after being asked to compile an outline of criticisms of the proposed Banking Act, one is asked at what hour and on what day the last transit of Venus passed over Philadelphia and when the next one will be. The first inquiry took two days to complete. In the outline were the chief criticisms of Titles I, II, and III with a well annotated bibliography at the end of each. Sources used were daily papers and several current periodicals such as *Business Week* and *Barron's*. The second re-

quest was answered in a very short time, following a call to the Astronomical Room of the Public Library. Scarcely a day passes that some one does not phone to obtain the number of bank depositors in the country, and when we tell him that there is no figure available, he usually answers, "Well, I shall call you if I find it." Only once has anyone called back, and when I questioned him on his source, he replied "Washington." In order to fortify myself on this point, I challenged the author of a book which was dedicated to the 30,000,000 bank depositors in the country and published about a year or so ago. He admitted that the figure was only an estimate of an estimate. The nearest approach to the figure is the number of accounts insured by the FDIC added to the number of savings depositors in mutual savings banks, and even then there is a little duplication. In short, one person may have ten accounts and another may have none. Accounts and depositors are not synonymous. Another frequent question is regarding the percentage of money in closed banks which has been paid back to depositors. An official statement of the Comptroller's office gives statistics from 1865 to 1932 on the basis of national banks. Due to the length of time required for liquidation, later figures are mere estimates. It is quite usual to find in one morning's mail four or five requests from members from California to Vermont asking for information. One will want material for a speech he is preparing for the next AIB convention on "Better Customer Relations," while another will want us to tell him for his own satisfaction the date of the first commercial bank in the world, the first check, the first clearing house, the amount of money of all kinds outstanding today as compared to the same time last year, and, in addition, send him file material on banking "in general." It is a chronic fault of members to ask for something in general, for we can only guess as to the phase he may wish. To an inquirer who wished to borrow clippings on credit "in general" we sent several articles on federal reserve credit policy, but explained to him that if he wished data on the theory of credit he would have to be more explicit. An interesting bit of research we were asked to do a short time back was to trace the history of a bank which existed in New York around 1850. The member bank

wishing this information planned to write a brochure of its own history, and knowing that the early institution was linked up with it in some way, wished to incorporate it into the story. We discovered that there was a connection in that our member was housed by this bank when it first started in business, but that the relationship ended there, and that after becoming a national bank and going through several mergers, it now claims as its parent a large Wall Street bank. This information was subsequently published in the history. Many are the persons who wish information about methods of levying service charges, personal budgets, how to stimulate rental of safe deposit boxes, distribution of ownership of public utilities by banks, women in banking and the installation of small loan departments. Probably the most interesting problem presented to the library in recent months, however, has been that of furnishing information to various state bankers associations in the radical states of the middlewest. These states were bent on introducing bills into their legislature for the creation of state-owned banks, and it seemed that the state banking associations were much opposed. Assuming that the A.B.A. library would have information on the experiments made along this line during the wild-cat days and on the now-existing Bank of North Dakota, several secretaries of these associations asked our library to send them air mail material pro and con. In addition to sending various pamphlets and clippings, we wired the author of a book on the Bank of North Dakota, the secretary of the North Dakota Association and the president of a bank in that state, and armed with their replies, we wrote a fairly extensive report on the history and operation of the bank. In reading the *American Banker* several days later, we noted that another state planned the same legislation. Anticipating that the State Bankers Association might need some material, we forwarded to him immediately the same data we had sent to the other associations.

In conclusion, it would seem that the rôle which the bank library will play in its organization is limited only by the ability of the librarian to grasp her subject, and carry a problem to completion. Such a person will have no trouble in proving to executives that the library is a living clearing house of information.

## *The Special Library Profession and What It Offers*

### *10 — Insurance Libraries*

By the Insurance Group

THE former numbers of this series have followed an outline of *History, Scope, Organization* et cetera so consistently that we regret any deviation from the scheme that might minimize the value of this contribution. But it so happens that our manual — the *Creation and Development of an Insurance Library* prepared in 1932 by D. N. Handy of the Insurance Library Association of Boston — covers this same ground adequately. Also we may depend upon our bibliography which is rather full for background material. With readers in mind who may be more concerned with the present and future, may we not survey the modern field for certain other aspects that are of great interest and significance?

The first point that might be made is that the work of insurance companies has always been based so completely upon applied research that many forms of library work have been carried by them unrecognized as such. There has been a consistent tendency to establish small collections of books and magazines within many bureaus and departments, each one in charge of a clerical worker who has devised as many ways and means of caring for them as there are collections. The result has been that since the modern business library has come upon the scene there has not been the same acute emergency for organized information within insurance companies that there has been in other business fields. The fact that is not obvious, however, is that so many book collections in a company mean much duplication of effort as well as of reading matter. If the same material were placed in the hands of a person trained to organize and administer it for the use of all research workers in the company there would be much more effectiveness at no greater expense and an opportunity gained for certain desirable by-products of library service that are always a great boon to company research. The trained or experienced librarian has scarcely entered the insurance

field — we wonder how to bring about some realization of what the librarian might do for insurance research?

To explain for the benefit of either the insurance executive or a prospective librarian, let us assume that a library service is needed — that we want to centralize all sources of information and working tools in one place. In other words we want to establish an information bureau or library department within an insurance company. Every life insurance company must have a medical department, and every doctor must have his medical journals. It does not take many doctors and journals to make a full time job for a librarian if anything is done in the way of routing, indexing and abstracting so specialized and technical a literature. The next group of research workers for whom library help is an essential is the actuarial and statistical type of worker. They need not only their technical journals but many government reports, transactions and books of higher mathematics. Add together the operations necessary to support the research work of doctors and nurses, actuaries and statisticians and you have centralized enough demand for research service that library trained workers must be looked upon as first essentials.

The problem in hand is not to build up something elaborate and unnecessary, but to provide time saving devices and orderly procedures that will establish centralized information. How many times it happens, in a company where various bureaus are working on common problems, that the same magazines are wanted and the same questions are asked. If such demands all come to one source, money is saved in the purchase of unnecessary duplicates of magazines, reports and books; time is saved by one person answering the same questions; and general efficiency is gained for all concerned.

For the insurance worker one of the first stumbling blocks in research is inadequate indexes to the literature, so that we need



librarians who are well trained in cataloguing and the use of subject headings. Fortunately, the *Industrial Arts Index* has recently elaborated its indexing of insurance magazines considerably, so this is one of the first working tools that a trained librarian would reckon with in planning a catalog for research workers in an insurance company. The next question to answer would be what to do about indexing public health and preventive medicine information as again we find a lack of adequate subject headings in the *Quarterly Cumulative Index Medicus*.

Then what about the other types of insurance men — salesmen, division heads and executives, whose interests cover selling and psychology, management and business economics, investments and public relations, et cetera? All such general interests lead us to observe that to do library work for an insurance company does not mean that the librarian must know everything about insurance, but rather be well versed in all contributing lines of information. To the insurance man such a statement is, at first, heresy. But to the librarian it is an interesting paradox, that the insurance man needs to be informed on related subjects rather than insurance in which he is expert. Ultimately the librarian must be a dependable authority on insurance literature, but at first the points of primary importance are all contributing and allied interests for the support of insurance data and statistics.

The problem of handling a literature about a business is entirely different from the administration of that business. Therefore when the insurance man wants to know where to find out about the effect of the depression on underwriting and mortality, or factors controlling the rate of interest on long-term investments, he asks the librarian, who may have within reach every magazine article, or section of a book; every address given at conventions or paper presented at society meetings; and yet know nothing about those subjects except in the most superficial way. What a familiar experience it is within libraries to have a busy, highly-paid department head ask for the year's files of a certain magazine, saying that he wants to locate a certain article that appeared on the left side of a page, last spring. No, there's no use in explaining it to the librarian because it

was on a very technical fine point that no one could know about but himself. Then begins the process of paging. Then a call for the file of another magazine. But still the matter is confidential and very technical, until all of a sudden an appointment is remembered. Well yes, perhaps someone else could do the paging — the item wanted is what Vice President Blank said about Home Owners Loan Corporation. Shall we look it up in the clippings of statements made by important executives? Yes, here it is — the newspaper account refers to such and such a meeting of which we have the full report in the *Convention Proceedings*. There is also a write-up in the *American Economic Review*. A little less than ten minutes will do what an hour's paging could never accomplish. The point in question is not that the librarian necessarily had any specific knowledge on Home Loans, but rather could make a logical use of subject headings under which to index, file and locate.

Although the foregoing remarks have referred to life insurance companies specifically, there are the fire and casualty company libraries as well; and secondly, there are the Society and Association libraries for fire and other groups. Of the first mentioned, the Home Life Insurance Company in New York and the New England Mutual Life Insurance Company in Boston are the most recent companies to organize a library and appoint a librarian. Fire insurance libraries are rather limited for it would seem that the fire companies depend more on society libraries, choosing to lend their support both personal and financial to a central library idea where all phases of the business can be treated in a manner equally agreeable to all the companies. In larger cities such as New York, San Francisco, Chicago, Atlanta and Boston, this central clearing house idea for all fire companies seems much the more logical, and in Boston and New York has worked out excellently.

Of the second group, the Insurance Society of Philadelphia may be reckoned as the most recent, having been reorganized only this spring. Libraries maintained by societies, such as the Insurance Society of New York or the Insurance Library Association of Boston, are managed by a board of trustees with a paid librarian in charge. These libraries usually in-

clude material on all phases of insurance and related subjects and are also the centers of the educational work in their respective cities, combining lecture courses and correspondence courses with the accepted library activities. Then, too, these society libraries promote the social activities of the profession, particularly for their younger members, and also collect for future generations insurance items of historical and sentimental value. And what an interesting job this collecting is! Prints, engravings, early documents, photographs, fire marks, policy registers, all these are eagerly gathered and housed. So it is not just as a classifier and cataloguer that an insurance society librarian is valuable, but as historian, social secretary, and educational director.

So many subjects are associated with fire insurance that a well-rounded library has material on rates and rate making, building construction, water supply, fire hazards and fire protection of the many varied industries which the companies insure, directories, laws, state insurance department reports, periodicals, statistical services, legal services, sprinkler protection, the many insurance coverages, biographies, educational organizations, company histories and house organs, agents' handbooks, public and private fire departments — all these subjects treated as they would be in books, pamphlets, and newspaper clippings.

Again, slightly different are the libraries maintained by independent associations as the Association of Casualty and Surety Executives, or the Association of Life Insurance Presidents. As their names imply, they are supported not so much by individuals as by groups of individuals for their common knowledge and exchange of information. Such libraries rarely include other than technical literature and are very different from the company libraries that may include recreational reading as well as cultural courses for employees. The Maryland Casualty and the Hardware Mutual Casualty Company have very extensive libraries, specializing on such subjects as industrial hazards, diseases, accident prevention and many other technical aspects of their phase of insurance.

In all types of libraries, if space and time permit, some attention should be paid to the historical features of the business; the company

library concentrating on its own company background and the society library on all companies and all activities. The Travelers Insurance Company has always demonstrated an interest in historical matters, especially for Connecticut's Tercentenary celebration this year. The Metropolitan Life Insurance Company now has an Archives room which is set up in true museum style with a staff drawn from the library to search for, classify, and file all early documents having to do with the development of the Company.

We must comment on one comparatively recent practice that makes our work much more helpful and interesting. That is the free and constant exchange of ideas between librarians which is a great contrast to the old restrictions of caution and fear. The work of libraries can be much more valuable if informational resources are shared with others in the same field of endeavor, always with a proper regard for company interests that must be confidential in any line of business.

#### QUESTIONNAIRES

Our Insurance Group seems to have had its fair share of questionnaires. Usually the getting out of a questionnaire has signified the publication of a directory but in 1927 a careful survey was made of book collections in Insurance Association Libraries, State Libraries, and State University Libraries. The results proved that there was a dearth of authoritative material in local libraries which was important for librarians to know, since one problem that is common to all insurance libraries, whether Society or Company, is how to answer requests for popular information. Letters come from club women, from students in secondary schools and from colleges, in addition to requests from policyholders. These all indicate a growing interest in such subjects as insurance history, social insurance, government supervision, insurance protection for the home, all of which might be taken care of in public and private libraries if better and more books on insurance were readily available. An analysis of the book collections as revealed by the questionnaire was published in the *News Letter* of the Insurance Society of New York, November 1928. To supplement the findings of this analysis the Insurance Group has consistently worked to

furnish annotated book lists as one of its main Group activities, hoping in this way to suggest both authoritative and inexpensive new publications whenever possible along with the more technical literature. Apropos the subject of letters and the kinds of questions they bring, we might comment on what a sensitive barometer the library is of conditions in the world outside. Before there were any articles written on the record of insurance companies in the present depression, people were asking about former depressions and their relation to the business of insurance. Before there were any comments on the effect of inflation on insurance, there were inquiries for the results of inflation on insurance companies in France and Germany.

To pursue our discussion of questionnaires, the next investigation of the status of insurance libraries was made by the Life Office Managers Association in 1934. They were interested in the library problem as part of "home office technique and service" and sent out a questionnaire to some 60 members of the Association. The results may be said to show a very interesting kind of chaos, as the analysis reveals no consistency of practice in such matters as training required for library assistants, placing of the library in Company organization, methods of book selection and purchase; routing, indexing, and binding of magazines; classifications, filing and clipping systems, etc., etc. The analysis closes with a significant statement to which we all must agree:

Of one thing we may all be quite sure: Wherever there is an insurance company, there you will find printed material — and lots of it, whether there is a library or not. And it is also probably true that some of the companies not maintaining libraries have more printed matter than some of the companies with libraries. Assuming that printed material is the stock in trade — the tools, as it were — in the insurance business, may we not also assume that printed material becomes more valuable when centralized and handled by a person whose training and experience brings an intelligence to the task which will accomplish far more than can be accomplished by the scattered method of "a little library in every officer's room."

Because of their professional significance to the members of Special Libraries Association,

we quote the following statistics from the above mentioned questionnaire.

Number of companies reporting . . . . .	52
Number having libraries . . . . .	36
Number of libraries in charge of trained librarians . . . . .	14
Number of libraries in charge of untrained librarians . . . . .	15
Number of libraries in charge of part time workers . . . . .	7
Number of companies reporting organized library . . . . .	15

With these figures must be kept in mind that there are, in the United States, some 475 fire insurance companies, 260 casualty companies, and 313 life insurance companies. Is there an opportunity for the trained librarian in the insurance world? And inversely, does the insurance world need help in the organization or centralization of its available information?

A few months after the Life Office Management Association released its informal report, our Special Libraries questionnaire was issued for the new *Special Libraries Directory, 1935*. Because, again, of the very bad showing our insurance libraries were able to make, we will run the risk of indulging in negatives rather than positives by showing the appended tables which chart certain library personnel practices:

To answer the question of what the trained librarian can do for the insurance world, we will quote from Dr. Dublin's *The Librarian in the Field of Research* (SPECIAL LIBRARIES, July-Aug. 1934):

*I need not labor the point that the special librarian is today an indispensable instrument of research in whatever field of investigation. I, therefore, look upon you as partners and co-workers. You reach out and are the first to gather together the recorded knowledge and experience of men. You separate the wheat from the chaff. You pick out the essential new material. You index and file it and make it readily available to the investigator and analyst who is momentarily the consumer of your product and ultimately the creator of new knowledge. You are a vital part of the process of scholarship and you help to make it effective. The qualified research man and analyst would be greatly hampered without your help. If you did not exist, it would be necessary to create a substitute for you.*

## INSURANCE COMPANY LIBRARIES

## HISTORY

Date of Organization	Floor Space		Book Collections		68 periodicals 3,000 pamphlets et cetera	Staff	
	Original	Present	1st year	Present		Original	Present
A 1930	270 sq. ft.	495 sq. ft.	302 vols. 58 periodicals vertical file	420 vols.		1	1; with part time clerical
B 1920	1,500	1,500	2,700 vols	7,500	20 V.F. drawers	1	3
C 1925	375	625	600 vols. 250 pamphlets	1,150	400 pamphlets	1	2
D 1926	180	1,250	3,000 bks. and pams. 1 V.F.	12,000	40 V.F. drawers	2	2
E 1934	432	432	?	1,650	5 V.F. drawers	1	1
F 1915	Sharing space		2,000	6,375		1	3
G 1934	?	?	?	?		1	7
H 1922	2,050	2,050	7,000	7,500	50 V.F. drawers	1	1
I 1928	230	644	100	350	11 V.F. drawers	½	2
J 1927	100	1,085	?	2,100	72 V.F. drawers	½	4
K 1932	360	360	?	350	12 V.F. drawers	1	1

## POLICIES &amp; PRACTICE

Officer in Charge	Working Hours	Vacation	Users	Publicity
A Branch office head	7 (5 days)	2 weeks	Office and Field Outsiders	Magazine abstracts Lists of additions Library articles Special leaflets to field describing service House organ
B Planning department head	6½ daily	2 weeks	Home office and field	Two-page Library leaflet to field Book lists
C Personnel Director	37½ weekly	2 weeks	Officers and employees	Library note in House organ
D Secretary of Company	7½ daily	2 weeks	Company only	House organ articles Mimeographed bulletin
E Assistant Secretary	34 weekly	2 weeks	Company staff	Informal memoranda
F Vice President	7 daily	2 weeks	Home office Outsiders	Occasional mimeographed bulletins
G ?	?	?	?	?
H President	39 weekly	3 weeks	Company staff	Notices of new books
I General Manager	40 (5 days)	2 weeks	Company staff	None
J Office Manager	40 (5 days)	2 weeks	Office staff Policy holders Other libraries	House organ articles Digests—all employees and Branch offices
K Secretary	9-5 winter 9-4 summer	2 weeks	Office staff	None

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## Outgoing Mail

*Dear Mary Jane:*

Just after I wrote you my last letter, I heard the big news about the next convention. It is going to be in Montreal, June 16 to 19, 1936, and will be held at the Mount Royal Hotel. Do you remem-

ber when you stayed there? Isn't it an entrancing spot and didn't you fall in love with Montreal generally? Janie Henderson is going to be the chairman of the Convention Committee, and, with all the pep found in the Montreal crowd, I

know we are going to have a grand time. Start getting your plans set now and save your pennies!

By the way, speaking of conventions, the S. L. A. chapters have been doing a lot of coöperation with other library associations recently. Did you hear about the grand show that the Cleveland, Cincinnati, Pittsburgh and Michigan Chapters put on with the Ohio Library Association? Rose Vormelker was in charge as President of the Cleveland Chapter, and you know how successfully anything of that kind goes over when she takes it in hand. I haven't heard any detailed reports as yet, but the comment that did come to me was most glowing.

Did any of your New England friends tell you about the regional conference at Lake George? One of the meetings was sponsored by the S. L. A. Mr. Jacob was chairman, and they had a grand program. The general theme was how the public librarian can meet the informational needs of business. Eleanor Cavanaugh showed how this is done through the Information File. Mary Louise Alexander brought out the trade and business papers feature. Dr. Wyer discussed the development through new governmental statistical publications. Hazel Ohman, librarian of the New York State Employment Service, brought out the public librarian's place in providing job information, and Ruth Savord talked about our new baby, the *Technical Book Review Index*. Everyone who attended spoke about the usefulness of the talks because of the definite facts given. Mr. Jacob was a masterly presiding officer.

New Jersey is on the map too, you know, in this connection. Did you hear about the New Jersey Library Planning Committee? You know most of the states have had these bodies. I think New Jersey is the first one to include a special librarian in the membership.

Each member of the committee turned in a report on a special phase of the problem. All of these reports were discussed at the fall meeting of the Association in New Brunswick, October 9th.

The New Jersey Chapter is feeling that it has attained its majority with the publication of Volume I, No. 1 of the *New Jersey Chapter Bulletin*. Betty Cole is editing it. Their first meeting was an informal get-together.

Two nice bits of matrimonial information have come my way lately. Hilda Albaugh was married recently, and Marion Mead became Mrs. Nichols Hall in September. I heard that the Halls found Bermuda all Carveth Wells says it is.

By the way, did you see Ina Clement when she was South? She added to the interest of her vacation by visiting the libraries of the University of North Carolina, Duke University, and the Tennessee Valley Authority. She was particularly interested in the T. V. A. publications. If you haven't seen the list of these, write to the Tennessee Valley Authority, Information Division.

Marian Manley was another Southern visitor. She came back entranced with Tidewater Virginia and expects to spend any odd time she can, in Williamsburg, in the future.

By the way, is that neighbor of yours still interested in the job of prison librarian? Rebecca Rankin tells me that the New York Civil Service Commission is preparing to offer an examination for the new penitentiary at Riker's Island. The person that gets the position will have a chance to build up the collection, and it sounds like an interesting job. If he is interested, tell him to get in touch with the New York Municipal Civil Service Commission, Room 1400 Municipal Building, Manhattan.

By the way—vacations are over. Just a word to the wise!

Yours, SUE

## President's Page

**BY THE** time this page reaches you, seasonal activities, library and otherwise, will be in full swing. Chapter meetings will have taken place, group chairmen will have planned their year's programs; projects of chapters, groups and committees will be taking shape.

Before the season is too far advanced, I want to share with you some thoughts that have come to me on the importance of individual participation in the work of groups, both nationally and locally.

We are divided geographically into chapters so that we may bridge the long interval between conventions with frequent gatherings for professional profit and inspiration. Some chapters meet monthly, some not so often. At these meetings we take part in a program that is certain to be in some degree inspirational, but which may or may not bear very closely on the problems of our own libraries.

Nevertheless we all have problems which can be appreciated and successfully attacked only by those who work in organizations closely akin to our own. We are "putting knowledge to work" in very diversified and sometimes minute fields. No magazine and no general convention can deal intensively with many of these very specialized corners of our vocational work.

That is why the Association stresses so much the need of allying ourselves with the group nearest to our own interests, why associate members have been enrolled in the various groups, and why the new associate membership will carry the very great advantage of national group affiliation, which will not be open to those who choose only a local membership.

Our national groups vary in size, in form of organization, and in activity, but

they all aim toward the advancement of libraries and librarians in a rather closely related field. Most of them distribute to their members through the mails, book reviews or other matter bearing on current projects and problems. Since the groups are financed by the national association, each individual member received without additional charge the publications of the group whose activities are most nearly germane to his own. Moreover, many of our national publications have been initiated and brought to completion by various groups.

Let me urge all members to take some part this winter in the work of the group most closely allied to their line of work. This may be direct participation in its publication activities, program planning for the June convention, suggestions to group officers, or conference and discussion in one's own community.

In the larger cities formal meetings of group members are entirely practicable. They can be and are most enthusiastic. In smaller places, or where a few people are interested in some very special line, an entirely unofficial getting together is in order. Even librarians must eat luncheon, and three or four people around a table can contribute much to their mutual interest and understanding.

Group chairmen might well designate members in various cities to see to it that suitable opportunity for consultation be available to people of similar interests.

In short let us this year put ourselves in line to receive something of value in connection with our particular subject interest, and let us contribute something from our own experience and practice that will aid in the solution of common problems.

HOWARD L. STEBBINS,  
*President*

## THE SPECIAL LIBRARIES ASSOCIATION and BUSINESS AND PROFESSIONAL WORKERS

### What is the Special Libraries Association?

An organization formed in 1909 "to promote the collection, organization and dissemination of information, to develop the usefulness and efficiency of special libraries and other research organizations, and to encourage the professional welfare of its members."

### Whom Does It Serve?

All those who realize the ever increasing importance of knowing what information is available and where to secure it quickly and at minimum cost.

### Who are Members of S. L. A.?

Librarians and research workers of manufacturing concerns, banks, investment houses, museums, insurance companies, newspapers, scientific and social research organizations, government agencies, medical and law libraries, civic organizations, and of many other groups dealing with specialized fields in which collections of books or data, of whatever size, have been found indispensable in recent years.

### How Do the Members Coöperate in "Putting Knowledge to Work"?

#### What Benefits Do Members Receive?

##### 1. Locally

By organizing in chapters that form a cross section of special library interests so that one librarian may know the possibilities for assistance offered by the others, and workers in each field may modify their techniques by the successful practices developed in other lines. Many of these chapters are located in large cities, from Boston to San Francisco. Frequent meetings offer opportunity not only for sharing experience concerning general research methods and resources, but also for stimulus and inspiration.

##### 2. Nationally

By maintaining active national committees on Methods, Classification, Duplicate Exchange of books and pamphlets, Employment, and such other activities as may be of assistance.

By organizing nation-wide groups of libraries doing the same type of work, so that business, technical, or museum, or newspaper libraries throughout the country may establish contacts and simplify their own work by coöperative consideration of common problems, particularly through discussion and comparison during group sessions at the annual convention. Each group organization may act as a clearing house to which libraries of the type included may refer for advice. Much generally applicable work has already been accomplished by these subdivisions of S. L. A., as listed below.

**Biological Sciences.** Established in 1934, and thus far occupied in acquainting members with each other and their mutual resources.

**Civic-Social.** Compiled a "Basic List of Municipal Documents," "Public Administration Libraries: A Manual of Practice," and (in process) a list of subject headings for social welfare material. Maintains active committees to promote the growth of civic libraries and to make municipal documents more generally available, by exchange with other libraries.

**Commerce.** Has compiled the pamphlet, "Guides to Business Facts and Figures," "Statistics on Commodities" chart, a list of subject headings covering advertising and merchandising, published book reviews on its subjects, and collected pertinent classifications.

**Finance.** Prepared recent revisions of a fundamental list of books required in a financial library (as for a bank) and of a list of subject headings for use in financial libraries. A check list of mimeographed and other U. S. documents difficult to locate but useful in this field has been distributed, and one on foreign documents is in preparation.

**Insurance.** Publishes quarterly "Insurance Book Reviews." Has also issued pamphlet on "Creation and Development of an Insurance Library," collected insurance classification schemes, and has work in progress on a subject heading list for insurance libraries.

**Museum.** Includes all types — art, science, historical, etc. — of museum libraries. Bibliographical work in coöperation with the American Association of Museums is its outstanding project.

**Newspaper.** Assembled a scrapbook of forms, etc., in actual use in newspaper libraries, for lending. Sponsored many time-saving devices. Compiled list of subject headings on city, state and country, for use in small libraries. Suggests "Newspaper Library Methods" (1933) by Robert Desmond for libraries planning to organize or reorganize.

**Public Business Librarians.** Established in 1934, for public librarians who must handle reference work of the type encountered in special libraries.

**Science-Technology.** Covers a variety of interests. Chemistry Section has prepared a union list of chemical periodicals from libraries not in other such lists, actively circulated exchange information on journal volumes, lists of dissertations, bibliographies on special subjects, etc. Public Utilities, Rubber and Petroleum are other Sections with many activities. A manual covering organization and operation of science-technology libraries, many of which have sprung into existence in the last 15 years, is in process of being compiled.

**University and College Departmental Librarians.** Organized late in 1934 for university workers whose subjects are those of the special librarian, but who necessarily handle the material from a different standpoint.



### 3. Through Publications

As the need for a publication to increase efficiency in a special field has appeared, the Special Libraries Association has arranged to compile and publish it. Some such contributions are:

*Directory.* Special Libraries Directory of the United States and Canada. A guide to approximately 1475 special libraries arranged geographically and indexed for important subjects.

*Reference Tools.* Such pamphlets as "Trade Catalog Collection: A Manual with Source Lists," "Guides to Business Facts and Figures," and "Handbook to Commercial and Financial Services" are typical of these first hand tools.

*Surveys of special libraries field.* A series of discussions (the first authoritative surveys in most cases) of different types of special libraries, covering history, scope of work, essential training, costs, collections, etc., including bibliographies.

*Periodicals.* "Special Libraries," besides the official news of the Association, carries informative articles on the progress of the special library movement and acts as a clearing house for news and comment and for publication notes in specialized fields. "Technical Book Review Digest" provides quotations from book reviews in the fields of applied science and technology and is both a check list and an index.

### 4. Professional Welfare

S. L. A. constantly works toward raising the standards of library research by advocating adequate training of the librarian and recognition of his efforts. Those about to enter special library work are urged to prepare themselves by study of methods already proved efficient, preferably in a library school. Conversely, it is recognized as becoming more and more necessary that library research workers have at least basic training in the subjects covered by their respective libraries. Many of the groups cooperate with other professional societies in their fields, furnishing bibliographical contributions, and otherwise making known the usefulness of the special library.

#### How Does it Serve in Employment Contacts?

S. L. A. helps firms and institutions to organize libraries and data collections, and establishes contacts between those wishing to organize special libraries, and librarians interested in increased opportunities.

#### What, Therefore, Does Membership in S. L. A. Imply?

##### *The opportunity*

To share the experience of experts in making current information accessible.

To learn through "Special Libraries," group activities, and S. L. A. meetings of new ways to organize and apply data.

To make stimulating contacts with research workers throughout the country having common grounds of interest.

To share in fostering progress in research and in methods of making records of such research accessible.

#### Membership Classes and Dues

*Active.* For librarians in charge of special libraries and any other person actively engaged in or interested in library, statistical, or research

work. Active members are entitled to full voting privileges in both national and local chapter meetings, to national group affiliation, and to receive the monthly journal, "Special Libraries," and such group publications as are distributed to group members free of charge. Dues, \$5 a year.

*Institutional.* For any library, firm or other organization maintaining a library or interested in library work, which may designate its representative in the Association. An institutional member is entitled to all the privileges of active membership and in addition receives all S. L. A. publications without additional charge. Institutional membership provides the best means of keeping in contact with developments in the special library field as a whole. Dues, \$15 a year.

*Associate.* For assistants in special libraries, and for others engaged in or interested in library, statistical, or research work who wish to retain national as well as local voting privileges and to be affiliated with the national group of their choice, but must do so at reduced cost. As of January 1, 1936, associate members, while not entitled to receive the monthly journal, "Special Libraries," have both national and local voting privileges, national group affiliation, and receive a "Quarterly Associate Bulletin" containing notes on Association activities, as well as such group publications as are distributed to group members free of charge. Dues, \$2 a year.

*Local.* For those engaged in or interested in library, statistical, or research work who are interested only in the social and professional activities carried on by their local chapter of S. L. A. Local members are entitled only to local voting privileges. They have no national vote, no national group affiliation, and receive no S. L. A. publications. Dues, \$1 a year.

#### How Many Librarians?

According to the 1930 census, there are 29,613 librarians in the United States alone (and of these, 27,056 are women).

American Library Association is quoted as having a membership of 12,900 in April, 1935, and S. L. A. membership as of June, 1935, was 1789. The total number of librarians represented in their professional associations in the United States is therefore not more than approximately 14,700, or slightly less than 50 per cent.

How many of "the other half," not affiliated with any professional organization, are special librarians? How many special librarians in Canada are not yet members in S. L. A.?

Probably by the time this journal reaches you the membership committee representatives from both groups and chapters will have been appointed. We are asking for the appointment of newer members this year, at President Stebbins' request, but we shall be exceedingly grateful for advice from those more experienced in this work. It is our sincere belief that our Membership Committee effort should be toward publicizing the help offered by S. L. A. It is also our conviction that the new Associate membership is a desirable addition to our program. But — we shall need the help of all members in advertising both the new type of membership and the advantages of all types of membership!

HILDA P. ALBAUGH, *Chairman*  
Membership Committee

## *Publications of Special Interest*

**Allan, Douglas.** Building careers. Lowden Publishers, Newark, N. J. 1934. 144 p. \$2.00.

A group of "success stories" prepared for radio interviews and covering such diverse New Jersey personalities as B. C. Forbes, Glenn Gardiner, Howard Marsh, and Senator J. G. Wolber.

**Anderson, H. D. and Eells, W. C.** Alaska natives. Stanford Univ. Press, Stanford University, Calif. 1935. 472 p. \$5.00.

This survey of the sociological and educational status was made to discover a basis for a system of schools adapted to the native people and their environment. Travel by airplane, dog sled, native boat, coast guard cutter, etc., added to the adventures, hardships and pleasures of work in the field. A wealth of information is interestingly presented. The volume is an essential for any study of the country. Illustrated by photographs. Bibliography included. A notable work.

**Bailey, V. H. and Maurice, A. B.** Magical city. Scribner, N. Y. 1935. 254 p. \$2.50.

Intimate sketches of New York with descriptive notes. Both artist and author are thoroughly familiar with its traditions. This reproduction of the series that has appeared in *The New York Sun* will delight those who love the varied aspects of a colorful city. Not indexed.

**Bliss, H. E.** System of bibliographic classification. Wilson, N. Y. 1935. 344 p. \$7.00.

A scholarly treatise explaining the author's classification, followed by detailed outline schedules and tables. The arrangement of the classification tables seems more logical than that of the Dewey Decimal system, but use of a letter-number notation appears more complicated than a decimal system. The author has the admirable idea of providing for relative viewpoints on a subject by alternative places within the classification. These, as well as descriptive definitions of his subjects, are explained in detailed notes throughout the classification. The book is thought provoking, but time and use alone can prove the value of his ideas and system.

**Bohn, Frank and Ely, R. T.** Great change. Nelson, N. Y. 1935. 380 p. \$1.60.

An extremely interesting discussion of work and wealth in the New Age, well adapted for an orientation book for the general reader or student. Clear and enlightening. Comment on the development of current economic movements. Particularly helpful and stimulating notes on supplementary reading appear frequently in the text. An extensive bibliography is included.

**Brisco, N. A.** Retailing. Prentice-Hall, N. Y. 1935. 686 p. \$5.00.

A comprehensive, clear and detailed survey of fundamental principles, especially as applied to depart-

ment stores. Devotes special attention to layout practices and to problems of expense distribution.

**Early, Eleanor.** Behold the White Mountains. Little, Brown, Boston. 1935. 232 p. \$1.50.

All sorts of chatter about the White Mountains. Rambling and inconsequential but quite informative, and with many hints on food, lodging and points of interest.

**Emery, Brooks.** Strategy of raw materials. Macmillan, N. Y. 1934. 202 p. \$3.00.

An analysis of the available raw materials for America's potential wartime self-sufficiency in food stuffs, essential industrial products and munitions, proving that this country is most fortunately situated. Many interesting charts and statistical tables. An excellent bibliography included.

**Ferguson, D. N.** History of musical thought. Crofts, N. Y. 1935. 573 p. \$5.00.

A long and interesting account of the development of music and its different forms. Much of it can only be appreciated by those rather well versed in musical technique, but a great deal will be stimulating to the uninformed. Some good illustrations of instruments, a comprehensive bibliography and a fine list of phonograph records are given.

**Finger, C. J.** Distant prize. Appleton-Century, N. Y. 1935. 339 p. \$2.50.

A colorful supplement to the history of westward expansion, with its sketches of trappers, explorers, rangers and rascals. Brief and vivid comment on many minor figures. Indexed.

**Friedrich, C. J. and others.** Problems of the American Public Service. McGraw, N. Y. 1935. 444 p. \$4.00.

The questions of responsible government service under the constitution, municipal civil service, veteran preference, and personnel practices discussed at length. Much detail on recruiting, classifying and examining methods. Some salary schedules noted. A generally approving consideration of civil service as it is carried out.

**Gibbons, John.** Is this America? Dutton, N. Y. 1935. 231 p. \$2.50.

On foot and by motor, an Englishman sees the United States from New Orleans to New York. Acute, witty, and appreciative. Particularly interesting in its sketches of a country only occasionally discussed in print. The notes on the difference between English and American modes of living are illuminating.

**Gleason, H. A.** Plants of the vicinity of New York. New York Botanical Garden, N. Y. 1935. 198 p. \$1.65.

A compact guide to plants within a 200-mile radius. Mastering the technique employed requires stern con-

- centration. Excellent illustrations of distinguishing features. Glossary included. Well indexed.
- Graham, Bessie.** Famous literary prizes and their winners. Bowker, N. Y. 1935. 63 p. \$1.50.
- Continental, British and American sections give brief statements of the purpose of the prizes and their history with a list of the recipients to date. A useful little compendium
- Greenberg, B. C.** Science and the public mind. McGraw, N. Y. 1935. 209 p. \$2.00.
- A discussion of the means whereby the layman may have an opportunity to develop his tentative interest in science. Examples of the programs already under way are given with many suggestions for greater development of cooperative possibilities in museums, libraries, research institutions, the schools and the press.
- Harrington, V. D.** New York merchant on the eve of the revolution. Columbia Univ., N. Y. 396 p. \$4.50.
- Another of the careful period studies issued by this Press. Well written. Many details of trade and varieties of products noted, not only for England, Holland and the West Indies, but also for the colonies, in particular New Jersey and Connecticut. Progress in insurance, shipping and iron trade given special attention. Includes an excellent bibliography of primary and secondary sources. Many footnotes
- Hoyt, Ray.** We can take it; a short story of the C.C.C. American Book Co., N. Y. 1935. 128 p. 60¢.
- A short story of the Civilian Conservation Corps that gives details of the daily life of its members, what they do and what it does to them. A picturesque account of a constructive activity. Some statistics of the many accomplishments are included.
- Kimble, G. E.** Social work with travelers and transients. Univ. of Chicago Press, Chicago. 1935. 127 p. \$1.00.
- Countless problems relating to stranded or bewildered travelers, children alone, runaways, etc., come to the attention of the Travelers Aid workers. Knowledge of cooperating agencies and the ability for quick decisions are essentials. The preparation and remuneration of these workers and the standards of the organizations are discussed. Amply documented.
- Lapp, J. A. and Weaver, R. B.** Citizen and his government. Silver, Burdett, N. Y. 1935. 719 p. \$1.80.
- A particularly well arranged guide to citizenship by a former president of S.L.A. Gives clear definitions of the functions of the different departments of the government and shows the relation of the individual to the community and nation. Many reading references included.
- Lyle, G. R.** College library publicity. Faxon, Boston. 1935. 116 p. \$1.50.
- Suggestions for inter-organization publicity that, although primarily intended for college libraries, will have value to other institutions. Notes are given on bulletins, reports, posters and radio talks. Lists of references follow each chapter. A practical volume.
- Madden, J. T. and Nadler, Marcus.** International money markets. Prentice-Hall, N. Y. 1935. 561 p. \$5.00.
- A discussion of the changes in the international money market due to gold standard problems, etc. Detailed discussion of New York, London, Paris, Berlin, Amsterdam and Swiss money markets. Excellent bibliography
- Mann, W. J.** Little walks on enchanted ground. Stephen Daye Press, Brattleboro, 1935. 277 p. \$2.00.
- A charming little volume in which New England's Golden Age of literature is lovingly remembered. These many associations of Concord, Salem, Portsmouth, etc., are described with warm appreciation. A number of references to the interesting collections in historical libraries are included. Well illustrated.
- Marden, C. F.** Rotary and its brothers. Princeton Univ., 1935. 178 p. \$2.00.
- This analysis and interpretation of the service clubs is another of the many volumes devoted to sociological phenomena. The author has collected many informative illustrations and has proved himself a sympathetic though dispassionate observer, recognizing both the values and limitations of these associations.
- Millspaugh, A. C.** Public welfare organization. Brookings Institution, Washington. 1935. 725 p. \$3.50.
- A fine study of the many aspects of welfare organization. Special analysis is made of the different methods prevailing in the various states, particularly as they affect the child, the delinquent, the handicapped and the dependent. Problems of reorganization are fairly presented. A comprehensive study that seems a basis for an understanding of such problems. Many interesting references noted. Excellent bibliography, list of reports and other appendices included.
- Moats, Leone and Moats, A. L.** Off to Mexico. Scribner, N. Y. 1935. 203 p. \$4.75.
- A delightful yet practical guide to the current Mecca. Pictorial maps and detailed instructions simplify travel. Pertinent advice and appreciative comment are much to the fore. An appendix lists useful phrases, places to shop, hotels to visit and books to read. Altogether a satisfactory addition to the willing wanderer's library of travel.
- National Education Association of U. S., Dept. of Superintendence.** Social change and education. The Association, Washington. 1935. 383 p. \$2.00.
- A broad discussion of present-day social problems in education with contributions by such active figures as Bryson, Newlan, Studebaker, Woody. Includes alphabetical list of principal members with degrees

**Niles, H. E. and Niles, M. C. H.** Office supervisor. Wiley, N. Y. 1935. 255 p. \$2.00.

An excellent discussion of the problems involved. Includes many interesting quotations as pertinent illustrations. A distinctly useful contribution. Includes a particularly fine annotated bibliography.

**Patch, E. M. and Fenton, C. L.** Holiday shore. Macmillan, N. Y. 1935. 150 p. \$2.00.

A guide to the shell fish and other interesting inhabitants of rocky beaches. Written for children but interesting to adults. Delightfully illustrated. Describes both Pacific and Atlantic coast species. A satisfactory accompaniment to a shore trip.

**Pitkin, W. B.** Let's get what we want! Simon & Schuster, N. Y. 1935. 299 p. \$2.00.

In his usual effervescent style, the author discusses many current economic conditions and makes some very pertinent comment on building wastes and exploitation, medical attendance on an appropriate financial basis, and the crimes of the retailers. His discussion of Consumer Research broadsides is interesting as presenting the "other side." Not indexed.

**Salter, J. T.** Boss rule. Whittlesey House, N. Y. 1935. 281 p. \$2.50.

These portraits in city politics substantiate the sketches given by Lincoln Steffens, but are particularly revealing as to the number of times the precinct committee men come to the aid of loyal voters when they run afoul of the law.

**Schmeckebier, L. F.** International organizations in which the United States participates. Brookings Institution, Washington. 1935. 380 p. \$2.50.

A systematic discussion of the 29 international organizations supported in part by the United States in 1934. The purposes of these commissions, a concise record of their activities, the basis of their financial support, and a bibliography of related publications are given. A worthwhile picture of our international activities.

**Seeger, Gerhart.** A nation terrorized. Reilly & Lee, Chicago. 1935. 204 p. \$1.50.

A report of the treatment given political prisoners under the Hitler régime. The author was a member of the German Reichstag in four parliaments. An introduction by Heinrich Mann is included. The report is vivid, forceful, and bears out the widespread reports of the cruel stupidity that is changing the process of a nation's development.

**Stevens, G. A.** Garden flowers in color. Macmillan, N. Y. 1934. 320 p. \$3.75.

A most satisfactory guide to a host of hardy favorites. The excellent plates help to identify old friends. Brief practical planting notes accompany the illustrations. An occasional expression of prejudice adds piquancy. A good birthday remembrance for hardy gardeners.

**Stieri, Emanuele.** Home craftsmanship. McGraw, N. Y. 1935. 354 p. \$2.50.

A book of working instructions with detailed pen and ink drawings. Descriptions and illustrations of different grains and uses of woods. Selected list of tools and uses for home workshop included as well as a bibliography.

**Swing, R. G.** Forerunners of American Fascism. Julian Messner, Inc., N. Y. 1935. 168 p. \$1.75.

An acute analysis of the hold on the emotional and ignorant, exercised by such masters of mob psychology as Huey Long, Hearst, etc. Includes a considered indictment of proposed legislation for the invasion of civil liberties. Shrewd, dispassionate and clear. Helpful in understanding political and social problems.

**Tyson, Levering, ed.** Radio and education, 1934. Univ. of Chicago Press, Chicago. 1935. 274 p. \$3.00.

Proceedings of the National Advisory Council on Radio in Education. Devotes much space to the question of government control and more to discussion of reasons why radio programs are not interesting. Many problems brought out, but decidedly inconclusive.

**Wells, Carveth.** Bermuda in three colors. McBride, N. Y. 1935. 271 p. \$2.50.

A perfect guide, and an almost irresistible temptation. History, gossip, fact and fancy blended with a light and skillful touch. A short reading list and some intriguing recipes included. Fine illustrations. Jacket includes an excellent map.

**Williams, H. S.** Drugs against men. McBride, N. Y. 1935. 200 p. \$1.75.

A restrained, dispassionate but arresting discussion of the drug problem particularly as it affects users of nicotine, caffeine, alcohol and narcotics. The effect of the enforcement of legal legislations is shown in a discussion of the situation in Los Angeles.

**Wright, Milton.** Getting along with people. McGraw, N. Y. 1935. 319 p. \$2.50.

An entertaining, practical analysis of personality problems, free from padding, and with many pertinent illustrations. A good check up for anyone but particularly useful for those who feel at a disadvantage in meeting people.

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THE publications listed here can be secured free, except for transportation charges, by communicating with Rosamond Cruikshank, Chairman, S. L. A. Duplicate Exchange Committee, Hartford Public Library, Hartford, Conn. Promptness is essential.

American medical directory 1925  
American yearbook 1926  
A. A. A. service station directory 1932  
Aut. tr. sl. — Sales & service manual 1934  
Bache — Commodities 1932-33

*Bus Transportation* — Annual rev. no., 1933  
*Canners directory* 1932  
*Commerce yearbook*, 1923, 1926, 1928 (v. 2)  
*Com. & Fin. Chron.* Oc.-De 1931, Oc.-De. 1932  
*Cong. Dir* — 73d Cong., Jan. 1934  
*Cooperative tractor catalog* 1931  
*Corporation manual* (Parker) 1919, 1921, 1922, 1923  
*Donham* — Business adrift, 1931  
*Ed. & Pub.* — Market guide 1933  
*15th census* — Agriculture, Summary 1929-30  
*Hents* — Commodity markets, 1930, 1933  
*Insurance almanac* 1934  
*Int. Commerce Com.* — Stat. of railways 1925, 1926  
*Market data book of New England* 1929  
*Merchant marine statistics* 1925, 1930  
*Millard's implement service* 1932  
*N. Y. Printing trades blue book* 1930  
*Poor's Railways*, odd nos. before 1904  
*Power's highway catalog* 1932  
*Purdue Univ.* — *Riding comfort analysis* 1933  
*Rawleigh found.* — *Tariff on sugar*, 1933  
*Saward's annual* 1931  
*Smithsonian inst.* — *Report* 1933  
*Soap blue book* 1932  
*Spectator* *Ins. yrbk.* (life) 1929  
*Statesman's yrbk.* — 1922-1925  
*Thompson* — *Population & distribution* 1926  
*Trade Assn. executives in N. Y. C.* 1932-33  
*Tuberculosis sanatorium directory* 1931  
*U. S. Brewers Assn. yrbk.* 1914  
*U. S. Foreign commerce & navigation* 1927, v. 1  
*Who makes it & where* 1933  
*Who's who in egg & poultry ind.* 1934, 1935  
*World almanac*, 1932, 1933, 1934

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