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## Special Libraries, April 1936

Special Libraries Association

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Official Organ of the Special Libraries Association

# Special Libraries

*"Putting Knowledge to Work"*

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Special Library Organization . . . . .	<i>Delbert F. Brown</i>	99
President's Page . . . . .		102
What Conventions Are For . . . . .	<i>By the Participants</i>	103
Tentative Convention Program . . . . .		105
Board Meeting Notes . . . . .		107
Frances Rathbone Coe Sherman . . . . .		108
Proposed Constitution and By-Laws . . . . .		109
Gavel, Gavel — Who Wants the Gavel? . . . . .	<i>Hilda P. Albaugh</i>	115
Milwaukee Special Libraries Exhibit . . . . .	<i>Richard E. Krug</i>	117
Snips and Snipes . . . . .		118
Nominating Committee Report . . . . .		120
Patent Users, Attention! . . . . .		120
Report Writing . . . . .		120
Publications of Special Interest . . . . .		121
Travel Committee Representatives . . . . .		122
Duplicate Exchange Committee . . . . .		123

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

**APRIL 1936**

VOLUME 27

7 ★

NUMBER 4

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# SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

Vol. 27, No. 4

April, 1936

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## Special Library Organization

*By Delbert F. Brown, Librarian*

Standard Oil Development Company

MR. CUTTER once defined a library of technology or applied science as "one that gathers and preserves the records of facts concerning the material things in the universe . . . and extends its field to cover the records of the application of these facts to the use of the human race." He pictured a special library organized as one of the most active units in a large organization with two principal functions (1) to collect the information which will be of use to the organization, and store it in readily accessible form, and (2) to actively assist in every way in the procurement of specific information when the needs arise.

I think we all agree with Mr. Cutter that the library can function with maximum beneficial results to its general organization only when the Librarian occupies a position of rank in the organization which demands and receives the respect, and confidence of the other principal executives of the organization. It may be of interest to note that in many respects the library I represent meets Mr. Cutter's specifications even if imperfectly in some instances.

We are most fortunate in having at our head a Vice-President of the Standard Oil Development Company who believes in library work, who uses our library constantly, who knows every detail of our work, and brings to bear upon our problems a sympathetic mind supported by unusually sound judgment.

His announced policy for the Library is that it exists for every individual, and unit in the organization, and he encourages the fullest use of the Library by all of these individuals and units.

The Library is organized as a distinct department reporting directly to the Vice-President in charge of the legal and patent work of the company. We operate on a budget in the preparation of which we have a voice, and we receive quarterly from the accounting department a summary and budget comparison of Library expense, together with a cost statement of work done for each department, group or company in the organization. The expense statement is made up from data collected by the accounting department which pays all items and allocates the charges in accordance with instructions given on the requisitions originating from the Library. The work statement is compiled from monthly figures submitted by the Library to the accounting department and which summarize the time spent on each job during the month.

The budget and extra budgetary appropriations are approved by the Board of Directors, and we have never had much difficulty in securing the necessary appropriations. Perhaps the reason for this is, that we have never asked for expenditures which could not be reasonably justified.

We are fortunate in our work since those who use the Library most fre-

quently have wide contacts thruout the organization, and the trend of their inquiries keeps our staff in fairly close touch with developments thruout the company. Frequent interviews between members of the Library staff and individuals in other units, a file of requests for current information on special topics are requested by various individuals, and daily reading of the trade journals of the industry help to keep the staff alert to the changing demands for information.

The work in our library falls roughly into four main divisions: abstracting, searching, and reference work, translating, and what might be called routine or mechanical work necessary for the acquisition, classification and filing of material in the library, and the dispensing of information to the various individuals and groups in the company whose use of this service makes necessary the Library department. The staff really consists of two divisions — the technical or Library Research division, and the clerical division. Not counting the Librarian and Assistant Librarian who might be considered part of the Research division, we have five members in each division and a cataloger whose work is both routine and technical in nature and who might, therefore, be considered as occupying a position between these two divisions. At times we also have a temporary typist in the clerical division.

The abstracting, searching, and translating are done by the technical staff. Simple requests for information are handled largely by the cataloger or the members of the clerical staff. The abstracting consists in the preparation of very brief abstracts of every technical article, book, pamphlet or patent coming into the library which relates to any subject known to be of interest to any individual or group in the company organization. The searching is really nothing more than extended reference work,

somewhat bibliographical in nature but the search report is ordinarily presented in written form, and includes the searcher's interpretation of the references cited as they are believed to apply to the reference query. Most of the searching is in connection with the investigation of novelty, validity or infringement of patent rights. The proper evaluation of the material found requires at least some familiarity with the interpretation, and scope of patent claims. The only translating done in the library is of articles of highly technical nature or too confidential to be sent outside the company.

Special qualifications are therefore necessary for the members of our technical division. Knowledge of library science is not essential. A thorough knowledge of the fundamentals of one or more of the sciences, and a reading familiarity with at least French and German are, however, essential. Familiarity with petroleum technology is, of course, desirable, but not always possible to obtain in a new candidate who has the other necessary qualifications. In addition to the technical training necessary for this position, certain personal characteristics are essential. The abstractor or searcher must be mentally alert, must have the ability to analyze an article, and recognize in it the important points. He must then be able to draft these important points into a brief, clear and well-worded paragraph, all of this without the necessity of spending an undue amount of time in reading the article to be abstracted. He must have imagination to be able to recognize the application of the article he reads to work in progress or work which might be undertaken to advantage by the company. His mental alertness must enable him to instantly connect the article he reads with the work of an individual or group in the company to whose attention the article should be called. He must be something of a book worm. He

must love to read, and to think about what he reads, and to ponder over the possible uses that can be made of the knowledge he thus acquires.

There are, of course, personal qualifications which are desirable or even necessary for success in this type of work, but I will pause only to mention one which we consider essential. This is personality. Either as abstractor or searcher, yes even as translator, a member of our Research staff must work with others, both fellow staff members, and others in the organization, and his ability to create an atmosphere of cheerfulness, his willingness to cooperate with others, and his ability to impress his fellows with a sense of *competentness, fairness and industry* is absolutely essential to his success.

It will be noted that I have dwelt less upon the special qualifications for library work than the general qualifications necessary for success in any field. The first are, of course, essential, but they are useless without the latter. As in every other field so in library work, common sense is the primary qualification.

The routine work is clerical in nature. The journals, books, patents, etc., must be ordered, received, checked, distributed to the Technical Staff, circulated outside the Library, and filed. Reports must be written, follow-up work done, cards pasted and numbered for filing, etc. In our library this work is done by a receiving clerk, an order clerk, a file clerk, and two stenographers.

The general qualifications required for members of this division of the staff are much the same as those for members of the technical staff. Technical training, familiarity with foreign languages or library training are not necessary, although they may be helpful. Adaptability to the work required, accuracy, reliability, diligence, mental alertness, ability, and willingness to work in cooperation with others, and abundant common

sense are absolutely essential, however. These are the qualifications to which we pay attention, in a new candidate.

I have not made a case for scholastic library training. Our own experience would not support a contention for it. Even our cataloger, who of all our staff might possibly derive the most benefit from courses in library methods, has been able to function very satisfactorily without it. We have found that, for our own work, a broad general scholastic training with as much special training as possible in the immediate field in which the individual will work, combined with the personal characteristics I have mentioned, constitute the best equipment for a prospective member of our staff to bring to us. It is difficult to see how any college can provide courses which will acquaint the student with the various methods which experience has developed for each individual special library. In the special library, method is subordinate to service. Method is merely a tool, and usually a very special tool, to produce service. While no doubt certain general principles can be taught, and the knowledge gained thereby would be useful to the prospective special library worker, such courses should only be undertaken after the broad and general subjects of a liberal arts course, a certain degree of specialization in the field of the science, commerce or art preferred, and a fair degree of fluency in reading foreign languages have been acquired.

This is a controversial subject, but I am convinced that if the standard of Librarianship is to be raised, if Librarianship is ever to be classed among the professions, and I believe it should be, then we as an association dedicated to the maintenance of the highest standards of such profession, must consider seriously this question of what are the necessary qualifications of a competent worker in a special library.

## President's Page

ONE of the most interesting of my presidential duties has been visiting chapters. Through fortunate circumstances I have attended meetings in Albany, New Jersey, Illinois, Cincinnati, Cleveland, Baltimore and Philadelphia, not to mention Boston, my home chapter. I have thus seen eight local organizations, exactly half those in the Association.

Condensing these contacts into a three months' period has given me a cross-section of chapter activities and has led to certain general impressions and reactions.

A wide variety of conditions was met. Some locals are comparatively old and well established, such as Illinois and Cleveland. Some are of recent origin, such as Albany, an entirely new group of people, and New Jersey, an off-shoot from the New York Chapter, which is showing remarkable initiative and push. Cincinnati, where a small group relaxed comfortably in easy chairs, contrasted with Philadelphia, where eighty-three people attended a banquet meeting.

Through this medley of conditions runs one very strong common characteristic. Each chapter in its own way is very much alive. Each organization has projects planned, in process or recently completed, which are benefiting its own members and which might be models for other locals.

It is very evident that in no city is the mere holding of meetings the prime objective. Between the lines of committee reports and announcements one can sense something of the enthusiasm and persistence with which members are carrying on and can feel an underlying thrill in sharing the work of what one commentator has called "the ever active Special Libraries Association."

To each chapter visited I have given a talk of varying length and content in which I have tried not only to sketch activities from a national point of view but to emphasize the essential unity of purpose that actuates both national and regional endeavors. In fact, each chapter is an integral part of the national organization, and Special Libraries Association scarcely exists except as it is composed of chapters.

For this reason, I have tried to show, it is essential for the national officers to know activities and trends and to realize the currents of feeling among the rank and file. Chapter officers are not always articulate. Sometimes the pressure of the daily job prevents needed promptness in supplying information. But so far as the national officers can learn them they are trying to shape their policies to chapter desires.

Because of this community of interest, it is very important not only that the President should make field trips but that chapter presidents whenever possible should attend the meetings of the Executive Board and Advisory Council, where Association activities are discussed at length.

In one city visited the chapter president said to me, "We want more than anything else to hear what the other chapters are doing so that we can apply to our own problems the experiences of others." I reminded her that the Liaison Officer is trying to make just this information available in her chapter activities bulletin and that the more frequent and comprehensive the reports sent in, the more satisfactorily can specific information be made available for the common good.

HOWARD L. STEBBINS, *President.*

## What Conventions Are For

*By the Participants*

"YES, we did have fun. This was the best convention I have ever attended, maybe, because it was my first in four years, it seemed nicer. . . . To me the contacts mean much more than visiting the libraries. I have felt other years that I was on the fence looking in, and this year I had climbed the fence or fallen over. The more one knows of the mechanism of a machine, the more one appreciates it. The same is true of an organization, the more members one knows, the nearer to the heart one gets, the more interested one becomes. It is possible to visit libraries at any time, but the inspiration of meeting old friends and new members can only come from attending the conventions." — *Insurance Librarian*.

"I came back so enthusiastic that I am still being 'kidded' about it. . . . Perhaps it was all because it was my first S. L. A. convention. . . . I thoroughly enjoyed every minute. . . . in spite of the fact that the majority of my time was spent attending sessions and conferences. I don't see how anyone could attend a convention and not come back all pepped up. I was literally anxious to get back and get to work." — *Financial Librarian*.

"It was mighty nice to renew friendships which began in Cleveland in 1931. . . . I want to go next year, for I love Montreal, but that is a long way off. . . . One thing that I did miss and which is one of the big attractions of the A. L. A. meetings was a book exhibit. Some one ought to convince the book publishers, especially of business books, that many librarians do not order because titles are somewhat misleading as to content and

blurbs cannot be relied upon. If they do not want to go to the expense of sending a representative and the books, they might appoint some one as agent to handle all orders." — *Newspaper Librarian*.

"I am not sure whether it was the people I saw (it was nice to see old friends and to make new friends and to be refreshed by their vibrant personalities), or the exchange of ideas and discussion of problems. . . . or the visits I made. . . . Anyway, I came home on fire to change the face of the earth! It will cost a lot of money to supply my needs, resulting from the stimulation I received, but this I know, if they are met, my clientele will have the S. L. A. meeting in Boston in June in 1935 to thank!" — *University Librarian*.

"Among the benefits which I derive from the meetings of the Special Libraries Association are the illuminating chance conversations with other enthusiastic librarians and the intimate discussions of individual problems which our small group meetings afford. . . . If at any time you pioneers in the work feel that the convention may not have been worth while and that you have gained nothing of value from it, please remember that you have much to give to those of us who, less skilled or less adequately trained, do try to bring receptive minds to the convention." — *Insurance Librarian*.

"Though I have been a member of the Association for years, this was my very first appearance at their convention. Now I wonder why I did not make desperate attempts to attend earlier meetings. . . . It was great fun meeting in the flesh,

librarians with whom one had corresponded, and seeing and hearing the important officers of the Association and finding they were just people after all in spite of their terrifying ability. Does this sound a left-handed compliment? It is not meant that way. . . . We Canadian special librarians did not send many representatives this year, but I hope when we meet in Montreal next June a great many will attend and that we can give the Association as pleasant and profitable a meeting as Boston did." — *Government Bureau Librarian.*

"This year was my first Special Libraries Association Convention. It was certainly a thrilling and, as I look back on it now, 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. I did receive several practical ideas which I am incorporating in my own work, but the big item, which made the trip well worth the time and money, was PEP. I believe I brought enough back home with me to carry me through until next year. Incidentally, it will take something pretty serious to ever keep me home from another S. L. A. Convention." — *Government Research Laboratory Librarian.*

"I think I like the small conference and group meetings better than the large general ones, though the large ones are stimulating from the fact of making one feel the national significance. To be really part of the Convention and to get the most out of it one ought to hold some kind of office or be a member of a very active committee. . . . Even the Annual Dinner, which I invariably think I am going to skip, I always manage to enjoy as a very integral part of the whole." — *Technical Librarian.*

"First I liked the friendliness of the

whole gathering. The group is small enough so that you can at least find out who the people are, and you run a good chance of meeting some of those who have made real contributions. It was my first S. L. A. meeting and I knew no one but found companions quickly for whatever I wanted to do. At A. L. A. and O. L. A. meetings we attend in groups from one library, see a few library school friends, but stay in a group. I enjoyed the freedom to scrape new acquaintances, compare notes on the difference between work in a special department of a public library and in a special library." — *Public Librarian, Technical Department.*

"As I look back on it, it seems that it was all one mad dash from meetings to libraries and from libraries to teas, with no time to eat or dress. . . . The contacts made there were pleasant and I expect to derive a great deal of benefit from them in the future by exchange of ideas through correspondence, etc. I did wish that some of the librarians had been a bit more vocal in the meetings — one librarian who has a splendid abstract bulletin was afraid to tell about her technique of handling it because she was afraid some one would think she was bragging, so she explained after the meeting. Dear me — and it was the abstract symposium which was the deciding factor in my attending the convention!" — *Technical Research Librarian.*

"I believe that one of the big things a convention does for me — it feeds my ego directly: for four days I absorb and absorb impressions of all kinds of people, places, functions, lectures and opportunities, all the time saying to myself, 'here is some evidence of what we poor benighted people are accomplishing — we must be good, for see what we produce once a year, — a conference so worthy of respect that there apparently is no one who will refuse to address us.' And I feel proud of the people who make our or-



ganization the consistently fine thing it is." — *Financial Librarian*.

"I have gotten so much help and so much pleasure from the past convention that I hesitate to make this final comment. However, I believe that you wish a frank statement from each member. My only regret is the fact that I did not meet more of the members with whose work I am familiar — for instance, the officers of the Association. But there seemed to be neither time nor opportunity. This is probably true of every large meeting and cannot be avoided. Nevertheless, I should think that if one went alone to our convention, she might be somewhat disappointed." — *Industrial Research Librarian*.

"I am all in favor of conventions, but not as a place to rest. There are too many

interesting things to do — people to meet, places to eat, library gossip to be masticated thoroughly, along with other gossip of the common variety. Seriously speaking, I find the personal contacts that one makes at conventions, first in importance. Through informal luncheons one gets a wealth of library ideas, as well as all the S. L. A. gossip. I particularly enjoy meeting those from other parts of the country and those whom I have formerly known in S. L. A. work elsewhere than in New York. Visits to libraries remind me of my 'dear library school days,' but are of considerably more value than they ever were then. . . . To return to frivolity, I do love to see special librarians dressed up — it makes one quite conceited about one's profession!" — *Investment Librarian*.

## Tentative Convention Program

Mount Royal Hotel — Montreal

June 16-19, 1936

### TUESDAY, JUNE 16, 1936

#### 8.30 a.m.

INSURANCE GROUP — Breakfast conference.  
 NEWSPAPER GROUP — Breakfast conference, official welcome from Mr. John Kidman, Librarian and References Editor, *The Gazette*, Montreal.  
 UNIVERSITY AND COLLEGE DEPARTMENTAL LIBRARIANS — Breakfast conference.

#### 10.00 a.m.

EXECUTIVE BOARD AND ADVISORY COUNCIL — Meeting.  
 CITY TOUR (impromptu) — Informally arranged for members with no morning meetings.

#### 12.30 p.m.

CIVIC-SOCIAL GROUP — Informal luncheon meeting.  
 SCIENCE-TECHNOLOGY GROUP — Informal luncheon, followed by short business meeting.

#### 2.30 p.m.

FIRST GENERAL SESSION — Welcome to delegates from Miss Mildred Turnbull, President of the Montreal Chapter, Economists' department of The Royal Bank of Canada; response on behalf of the Association from Miss Marguerite Burnett, Director of the Special Libraries Association, Librarian of The Federal Reserve Bank of New York; speeches from officials; address (speaker to be announced later).

#### 9.00 p.m.

RECEPTION — The Association will be the guests of the Quebec Library Association.

### WEDNESDAY, JUNE 17, 1936

#### 8.30 a.m.

FINANCIAL GROUP — Breakfast conference.  
 MUSEUM GROUP — Breakfast conference.  
 NEWSPAPER GROUP — Breakfast conference

— "The News Index; Its Value and Use." Discussion led by Mr. Paul P. Foster, Librarian of *The Philadelphia Inquirer*.

**PUBLIC BUSINESS LIBRARIANS GROUP**—  
Breakfast conference.

**10.00 a.m.**

**CIVIC-SOCIAL GROUP**— Meeting to be addressed by speakers (names to be announced later).

**FINANCIAL GROUP**— Meeting to be addressed by Dr. Donald M. Marvin, Economist of The Royal Bank of Canada (topic to be announced later); and Dr. W. C. Clark, Deputy Minister of Finance of the Dominion, "Some Economic Fallacies."

**MUSEUM GROUP**— Tour of McGill University Museums, conducted by Mr. E. Lionel Judah, Curator of Museums, McGill University.

**NEWSPAPER GROUP**— Meeting to be addressed by M. Olivar Asselin, former Editor of *Le Canada*, "The Editor in Quest of Facts."

**SCIENCE-TECHNOLOGY GROUP**— Meeting to be addressed by speakers (names to be announced later).

**UNIVERSITY AND COLLEGE DEPARTMENTAL LIBRARIANS GROUP**— Meeting to be addressed by Dr. H. Laureys, Dean of the School of Higher Commercial Studies, University of Montreal, "Special Libraries and Business"; and Dr. Gerhard R. Lomer, University Librarian, McGill University, "St. Peter's and the Vatican Library," illustrated by lantern slides.

**12.30 p.m.**

**NEWSPAPER GROUP**— Luncheon meeting— The group will be the guests of Senator Richard Smeaton White, President of The Gazette Printing Company.

**UNIVERSITY AND COLLEGE DEPARTMENTAL LIBRARIANS GROUP**— Informal luncheon meeting.

**2.15 p.m.**

**MCGILL DAY**— Delegates will be addressed by Professor Philip J. Turner, Department of Architecture, McGill University, "Modern Library Buildings in England— University of Cambridge; The Public Library of Manchester and Sheffield; and

the Library of The Royal Institute of British Architects."

All the University Libraries will be open to visitors during the afternoon, and tea will be served in Redpath Library from 4.30 o'clock on.

**8.00 p.m.**

**COMMERCE GROUP**— Meeting to be addressed by Miss Mary Louise Alexander, Librarian of Batten, Barton, Durstine and Osborne, Inc., "New Material of Use to Business Men"; Miss Marian C. Manley, Branch Librarian of the Business Branch of the Newark Public Library, "Promoting the Business Use of Information"; third speaker (name to be announced later).

**8.00 p.m.**

**INSURANCE AND CIVIC-SOCIAL GROUPS**— Joint Session— Meeting to be addressed by Mr. C. D. Rutherford, Associate Actuary, Sun Life Assurance Company of Canada, "Social Insurance."

**THURSDAY, JUNE 18, 1936**

**8.30 a.m.**

**NEWSPAPER GROUP**— Breakfast conference, "Obtaining Photographs from Old Sources." Discussion led by Miss Agnes J. Petersen, Librarian of *The Milwaukee Journal*.

**CIVIC-SOCIAL GROUP**— Informal breakfast meeting.

**10.00 a.m.**

**SECOND GENERAL SESSION**— Meeting to be addressed by speaker (name to be announced later), followed by a Business Meeting— President's Address; Reports of Officers, Reports of Committees; Annual Award of Gavel for Chapter Membership, and Summarized Reports of Groups and Chapters.

**12.30 p.m.**

**COMMERCE GROUP**  
**FINANCIAL GROUP**  
**NEWSPAPER GROUP**

Luncheon Meeting— These Groups will be the guests of Mr. M. W. Wilson, President and Managing Director of The Royal Bank of Canada, followed by an address by Mr. Bernard K. Sandwell, Editor of *The Saturday Night*, Toronto.

**INSURANCE GROUP** — Luncheon Meeting —  
This Group will be the guests of The Sun  
Life Assurance Company of Canada.

**2.30 p.m.**

**INSURANCE GROUP** — Meeting to be ad-  
dressed by speakers (names to be an-  
nounced later).

**PUBLIC BUSINESS LIBRARIANS GROUP** — In-  
formal discussion meeting.

**SCIENCE-TECHNOLOGY GROUP** — Sym-  
posium conducted by Miss Margaret S. Gill,  
Librarian of The National Research  
Council, Ottawa.

**3.00 p.m.**

**NEWSPAPER GROUP** — Visit to local news-  
papers.

**7.00 p.m.**

**ANNUAL BANQUET** — Address by Major Sir  
Andrew Macphail, O.B.E. Names of  
other speakers and guests of honor to be  
announced later.

**FRIDAY, JUNE 19, 1936****8.30 a.m.**

**NEWSPAPER GROUP** — Breakfast confer-  
ence, "Essential Books for Newspaper  
Libraries." Discussion to be led by Miss  
Frances E. Curtiss, of the Library of  
*The Detroit News*.

**10.00 a.m.**

**THIRD GENERAL SESSION** — Meeting to be  
addressed by speaker (name to be an-  
nounced later), followed by Business  
Meeting — Unfinished Business; Report  
of the Committee on Constitutional Re-  
vision; Proposed New Constitution and  
By-laws; 1937 Convention; Report of the  
Committee on Resolutions; Report of the  
Nominating Committee, and Election of  
Officers.

**12.30 p.m.**

**CIVIC-SOCIAL GROUP** — Informal luncheon,  
followed by a Business Meeting.

**COMMERCE GROUP** — Informal luncheon,  
followed by a Business Meeting.

**FINANCIAL GROUP** — Informal luncheon,  
followed by a Business Meeting.

**INSURANCE GROUP** — Informal luncheon,  
followed by a Business Meeting.

**NEWSPAPER GROUP** — Informal luncheon,  
followed by a Business Meeting.

**2.30 p.m.**

**UNIVERSITY AND COLLEGE DEPARTMENTAL  
LIBRARIANS GROUP** — Business Meeting  
— Election of Officers, etc.

**4.00 p.m.**

**ISLAND TOUR AND SUPPER ON MOUNT  
ROYAL.**

**BIOLOGICAL-SCIENCES GROUP PROGRAM** —  
To be announced later.

## Board Meeting Notes

**T**HE second interim Board meeting of the Special Libraries Association was held in New York on March 7th with an excellent attendance. Satisfactory reports on progress were received from committee chairmen, group chairmen, and chapter presidents. One of the particularly interesting points was the report of the Secretary, which showed the satisfactory growth in membership. The Special Libraries Association completed 1935 with a paid-up membership of 155 Institutional members, 570 Active members, and 981 Associate members, while there were only 1 Institutional, 42 Ac-

tive, and 165 Associate members delinquent. This contrasted very favorably with preceding years. The membership report also showed 192 new members, with a total of \$700 in dues, added between the 1935 convention and the year's close. This showed a gain over the corresponding period of 1934 of 22 members and \$152 in dues.

The Advertising Manager's report showed that contracts in hand were for 80 per cent of the budgeted advertising income for 1936, and this in spite of the fact that the budgeted estimate was an increase of 75 per cent of that for 1935.

The report of the Convention Committee showed that careful and well thought out plans were well under way in Montreal for a delightful conference. The program, covered elsewhere in this issue, shows the result of this forethought. The idea of showing films by the different Chapters is proving popular, and many Chapters expressed the intention of showing these at their April or May sessions.

The Editor of the Technical Book Review Index reported a total of 346 subscriptions, including five countries other than the United States.

The matter of Group affiliation was discussed and the Board voted that Associate members might affiliate with three National Groups; Active members

with five; while Institutional members might affiliate with an unlimited number. The Board also voted that the time for determining Associate membership should be extended to June 30th.

The report of the Constitutional Revision Committee received further consideration, and the result of the Committee's efforts, together with the Board's revisions, is submitted.

The Board meeting reflected the constructive efforts of an active organization. Special attention is called to allied material discussed elsewhere in this issue; that is, the report on the revision of the constitution, the convention program, the Nominating Committee's report, the note on membership standing, and the President's Page.

### Frances Rathbone Coe Sherman

MRS. FRANCES RATHBONE SHERMAN, wife of Charles W. Sherman of 86 Clifton Street, Belmont, died suddenly after an operation.

Mrs. Sherman, for more than a generation, was an outstanding figure in the library world. Born in Numba, N. Y., 67 years ago, she attended Wheaton Seminary in 1888-1889. She began her library work in the Buffalo Public Library in 1891, and from that time until her retirement last June as head of the Cataloguing Department of Massachusetts State Library, she had an increasing reputation for ability.

After her service at the Buffalo Public Library, she took the library course at Pratt Institute, Brooklyn, and graduated in 1903. Then for two years she was in charge of the Circulation Department of the Newark Public Library. For five years she was librarian of the East Orange Public Library. From 1910-1912 she was on the staff of the School of Library Science at Simmons College,

Boston. Between 1912-1914 she reorganized and recatalogued the Somerville Public Library, and on October 1, 1914, she entered the Massachusetts State Library as head cataloguer, and was in charge of that important department until her retirement on June 1, 1935.

Mrs. Sherman had been twice married. Her first husband was the Rev. Reginald Heber Coe, first rector, and until his death rector emeritus of All Saints Episcopal Church in Belmont. He died in 1929. On June 8, 1935, she married Charles W. Sherman of Belmont.

She was a member of the American Library Association, Special Libraries Association, and the Boston Regional Group of Cataloguers and Classifiers, and the Belmont Garden Club. She was the author of a book on cataloguing for small libraries. She is survived by a stepdaughter, a deaconess of the Episcopal Church, Miss Dorothea Coe, and by a sister, Miss Georgia W. Rathbone, librarian of the Everett Public Library.

## Proposed Constitution and By-Laws

### Statement by the Committee on Constitutional Revision

SPECIAL LIBRARIES ASSOCIATION on June 14, 1935 passed the following vote:

"That a special committee of five be appointed by the incoming president to make a complete and thorough study of the constitution and by-laws of the Special Libraries Association and submit its findings to all local chapters of the association for their comment, after which such special committee shall draft such amendments as may be indicated, submit same to the Executive Board, and after approval by that body, make a final report to the next annual meeting of the association."

The Committee has complied with the above mandates, and its draft of a constitution and by-laws having been approved by the Executive Board, it recommends to the Association for adoption at the next annual meeting the draft as printed below.

The Committee has aimed to restrict the constitution to the fundamental features of the Association and to provide in the by-laws for amplification of the various powers and duties. While many provisions have been carried over intact from the present constitution and by-laws, the Committee feels that the situation can be more clearly stated in the form of a revised and redrafted document than in the form of amendments to the old.

STEPHEN A. GREENE, *Chairman.*

March 30, 1936.

### Statement by the Executive Board

THE draft of a constitution and by-laws, compiled by the Committee on Constitutional Revision, has been approved by the Executive Board as printed below and is recommended to the Association for adoption at the next annual meeting.

HOWARD L. STEBBINS, *President.*

March 30, 1936.

## Text of Proposed Constitution

### Article I

#### *Name and Object*

SECTION 1. Name: The name of this Association shall be Special Libraries Association.

SEC. 2. Object: The object of this Association shall be to encourage and 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.

### Article II

#### *Membership*

SECTION 1. Classes: There shall be five classes of membership: Active, Associate, Institutional, Honorary, and Life.

SEC. 2. Active: Active members shall be engaged in, or interested in library, statistical or research work. They shall be entitled to receive the journal free, to affiliate with not more than five Groups, to affiliate with the Chapter of their choice, and to vote at all meetings of the Association.

SEC. 3. Associate: Associate members shall be engaged in, or interested in library, statistical or research work. They shall be entitled to receive free such bulletin as the Executive Board may authorize, to affiliate with not more than three Groups, to affiliate with the Chapter of their choice, and to vote at all meetings of the Association.

SEC. 4. Institutional: Institutional members shall be individuals, libraries, firms or other

organizations maintaining a library, statistical or research department, or interested in library work. An Institutional member shall designate in writing its representative in the Association. In addition to all privileges of Active membership, an Institutional member shall be entitled to affiliate with as many Groups as it may desire, and to receive all publications of the Association free during the term of its membership, except those that the Executive Board may designate as self-sustaining.

SEC. 5. *Honorary*: Honorary membership may be conferred upon any person who has shown distinguished merit in the special library field, and whom the Association desires to honor. Nominations may be proposed by the Executive Board at any annual meeting of the Association. Honorary members shall enjoy all the rights and privileges of Active members except the power of voting.

SEC. 6. *Life*. Any person, upon the payment of one hundred dollars (\$100.00) at one time, and without further financial obligation, shall be eligible to *Life* membership, and shall enjoy all the rights and privileges of Active members.

### Article III

#### *Officers*

SECTION 1. *Enumeration*: The officers of the Association shall be a President, a First Vice President, a Second Vice President, a Secretary, a Treasurer, and three Directors.

SEC. 2. *Election*: The President, Vice Presidents, and Treasurer shall be elected at the annual meeting by a majority vote of all members present and voting, to serve for one year, or until their successors are elected, or appointed, and assume their duties.

SEC. 3. *Directors*: A Director shall be elected at each annual meeting by a majority vote of all members present and voting, to succeed the person whose term next expires. He shall serve for three years, or until his successor is elected, or appointed, and assumes his duties.

SEC. 4. *Secretary*: The Secretary shall be appointed annually by the Executive Board.

### Article IV

#### *Executive Board*

SECTION 1. *Composition*: The Executive Board shall be composed of the President, Vice

Presidents, Treasurer, Directors, and the last retiring President. The Board shall have and exercise such powers and duties as the By-Laws may provide, or as the Association may direct.

SEC. 2. *Vacancies*: Any vacancy occurring in the Executive Board by reason of resignation or death may be filled by a majority vote of the remaining members of the Board, who may appoint an Active or Institutional member to serve until the next annual meeting.

### Article V

#### *Advisory Council*

SECTION 1. *Composition*: There shall be an Advisory Council consisting of the executive officer of each Committee, Group, and Chapter. In case of inability of the executive officer to attend meetings of the Executive Board, he may designate a member of his Committee, Group or Chapter to represent him, or he may send a written report to the President or Secretary which shall be presented at said meeting. The Council shall perform such other duties as the By-Laws may provide.

### Article VI

#### *Meetings*

SECTION 1. *Annual*: The annual meeting of the Association shall be held at the time and place determined by the Executive Board. Notice of the annual meeting, in writing, or printed in the journal and bulletin or otherwise, shall be sent to each voting member at least thirty days prior to the date of such meeting.

SEC. 2. *Special*: The Executive Board shall have power to call such special meetings of the Association as said Board may deem necessary. Notice of special meetings, in writing, or printed in the journal and bulletin or otherwise, shall be sent to each voting member at least thirty days prior to the date of such meetings. Such notice shall clearly specify the business to be transacted, and no business other than that stated in said notice shall be considered.

SEC. 3. *Quorum*: Sixty voting members in good standing shall constitute a quorum for the transaction of business at all meetings of the Association.

SEC. 4. Rules: Robert's *Rules of Order*, latest edition, shall govern all deliberations of the Association, Executive Board, and Committees, when not inconsistent with the Constitution and By-Laws.

## Article VII

### *Amendments*

SECTION 1. Constitution: This Constitution may be amended or repealed by a three-fourths vote of the members present and voting at any annual meeting; provided, however, that written or printed notice containing the text of all

proposed amendments shall have been given to each voting member, or published in the journal and bulletin, at least thirty days prior to such meeting.

SEC. 2. Proposals: Amendments to the Constitution may be proposed in writing by the Executive Board, by the Committee on Constitution and By-Laws, or by any ten voting members of the Association.

SEC. 3. By-Laws: By-Laws may be adopted or amended by a majority vote of the members present and voting, at any meeting of the Association.

## Text of Proposed By-Laws

### By-Law I

#### *Duties of Officers*

SECTION 1. President: The President shall be the chief executive officer of the Association, and, subject to the Executive Board, shall have general supervision and control over its affairs. He shall preside at all meetings of the Association and of the Executive Board, and shall sign all orders drawn upon the treasury for the payment of funds, unless he otherwise designates. Together with the Secretary he shall sign all contracts and other legal documents, when authorized by the Executive Board to do so. He shall see that the Constitution and By-Laws of the Association and the orders of the Executive Board are faithfully executed, and shall recommend to the Board such measures as he may deem necessary for the best interests of the Association.

SEC. 2. Vice Presidents: In the absence or withdrawal of the President, the Vice Presidents, in their respective order, shall have and perform all the duties and obligations of the President. The Vice Presidents shall perform such other duties as the President or Executive Board may request.

SEC. 3. Secretary: The Secretary shall keep a record of all meetings of the Association and of the Executive Board. He shall have the right to speak on any question before the Executive Board, but not the right to vote. He shall have charge of the headquarters office; he shall keep a record of the names and addresses of members, designated by classes; he shall issue all

bills and collect all money due the Association; he shall draw all orders upon the treasury for the payment of funds; he shall be responsible for all work in connection with the publication of the journal and bulletin, except such as is assigned to the Editors; he shall, with the President, sign all contracts and other legal documents, and shall perform such other duties as may be requested by the Executive Board. His services may be terminated after thirty days' written notice by either party.

SEC. 4. Treasurer: The Treasurer shall have the custody of all funds of the Association, and shall render a true account of the same to the Association at each annual meeting. He shall keep a record of, and disburse such funds in accordance with the mandates of the Executive Board, upon orders drawn by the Secretary and approved by the President. He shall, upon request, submit to the Executive Board a statement of all funds in his custody.

### By-Law II

#### *Nominations*

SECTION 1. Committee: At least three months prior to the annual meeting, the President, with the approval of the Executive Board, shall appoint a Nominating Committee of five persons, no one of whom shall be a member of the Executive Board, to nominate officers for the ensuing year.

SEC. 2. Candidates: Names of candidates for office, together with their written acceptances, shall be presented by the Nominating Commit-

tee to the Executive Board at least six weeks before the annual meeting, and said Board shall cause said nominations to be printed in the journal and bulletin, which shall be sent to all voting members at least thirty days prior to the date of such meeting.

SEC. 3. Other Nominations: Further nominations may be made upon written petition of ten Active or Institutional members.

#### By-Law III

##### *Executive Board*

SECTION 1. Authority: The Executive Board shall administer the business of the Association, except such duties as are specifically assigned by vote of the Association to other officers or committees of the Association. Custody of all property of the Association shall be vested in the Executive Board which shall have power to manage the same for the best interests of the Association.

SEC. 2. Meetings: The Executive Board shall meet at the call of the President. Upon the written request of any three members of the Board to the President, he shall call a meeting of the Board. All meetings of the Executive Board, except executive sessions, shall be open to members of the Advisory Council.

SEC. 3. Quorum: Five members of the Executive Board shall constitute a quorum for the transaction of business.

#### By-Law IV

##### *Advisory Council*

SECTION 1. Meetings: Members of the Advisory Council shall meet at least once with the Executive Board during the annual meeting. The members of said Council shall be privileged to attend all meetings of the Executive Board, except executive sessions, and shall have the right to speak on any question, but not the right to vote.

SEC. 2. Duties: Members of the Advisory Council shall submit reports on the activities of their respective Committees, Groups or Chapters, together with such recommendations as they deem advisable or necessary, to the Executive Board.

SEC. 3. Organization: The Advisory Council may organize by the election of a chairman and

a clerk, both of whom shall be members of the Council, and may hold such meetings for the proper performance of its duties as the chairman or Council may designate.

#### By-Law V

##### *Committees*

SECTION 1. Standing: Standing Committees shall be Constitution and By-Laws, Finance, Membership, and Publications.

SEC. 2. Special: The Executive Board may authorize such special committees as it deems necessary, to perform such duties as the Board may assign to such committees.

SEC. 3. Appointments: The President, with the approval of the Executive Board, shall appoint the chairmen of all such Committees which shall be responsible to the Executive Board. When so directed by the Executive Board, the President shall appoint the entire Committee.

#### By-Law VI

##### *Groups*

SECTION 1. Creation: The Executive Board may authorize the establishment of Groups relating to definite interests of special librarians which are actively represented in the Association, upon the written petition of ten or more members engaged in the work of the proposed Group.

SEC. 2. Discontinuance: The Executive Board may, in its discretion, recommend the discontinuance of a Group when, in its opinion, the usefulness of that Group has ceased. The Board shall submit such recommendation to the next annual meeting of the Association, and, if the recommendation shall be adopted by a majority vote of the members present and voting, such Group shall thereupon be dissolved.

#### By-Law VII

##### *Chapters*

SECTION 1. Creation: Chapters shall be established only by authorization of the Executive Board, upon the written petition of ten or more Active or Institutional members of the Association, residing in the territory within which the Chapter is desired.



SEC. 2. Government: Chapters may adopt a Constitution or By-Laws, or both, to govern their activities, not inconsistent with the Constitution and By-Laws of the Association.

SEC. 3. Membership: Every member of the Association shall automatically be a member of the nearest Chapter within fifty miles of his residence, unless he requests otherwise. Members not living within fifty miles of a Chapter shall be considered unaffiliated members, unless they request a definite affiliation.

SEC. 4. Local Members: Chapters may accept as Local Members persons engaged in, or interested in library, statistical or research work, who wish to take part in local activities only. Such Local Members shall not be considered members of the national Association, shall not hold the office of President of the Chapter, and shall not have any of the privileges outlined in Article II of the Constitution.

SEC. 5. Discontinuance: The Executive Board may, in its discretion, recommend the discontinuance of a Chapter when, in its opinion, the usefulness of such Chapter has ceased. The Board shall submit such recommendation to the next annual meeting of the Association, and if the recommendation shall be adopted by a majority vote of the members present and voting, such Chapter shall thereupon be dissolved.

#### By-Law VIII

##### *Headquarters*

SECTION 1. Location: The headquarters of the Association shall be at such place as the Executive Board may determine.

#### By-Law IX

##### *Finances*

SECTION 1. Source of Funds: Funds of the Association shall include income from membership dues, subscriptions, advertising, sale of publications, and such other sources as the Executive Board shall approve.

SEC. 2. Fiscal Year: The fiscal year shall be the calendar year.

SEC. 3. Dues: Dues shall be determined by the Executive Board, subject to ratification by a two-thirds vote of the members present and voting at any annual meeting of the Associa-

tion. All members shall be notified of a proposed change sixty days previous to its going into effect.

SEC. 4. Dues Payable: All dues shall be payable annually in advance. The initial dues of new members shall be assessed and collected on a quarterly pro rata basis.

SEC. 5. Dues in Arrears: The membership of any person, firm or organization whose dues shall be five months in arrears, and who shall continue such delinquency for one month after notification of the same, shall automatically cease.

SEC. 6. Reinstatement: Reinstatement may be made on payment of dues for the current year.

SEC. 7. Committee and Group Expenses: Funds for the support of Committee and Group activities shall be paid by the Treasurer upon authorization by the Executive Board, upon application by the Committee or Group. Said application shall set forth in such detail as the Executive Board may require, the purposes for which such funds are requested, together with an approximate budget of expenses.

SEC. 8. Chapter Expenses: Expenses of Chapters shall be met by the appropriation of a percentage of Active and Institutional membership dues paid by Chapter members, the percentage and amount of the appropriation to be determined and authorized annually by the Executive Board. In addition, one-half of Associate membership dues shall be retained by the Association, and the other half shall be returned to the Chapter with which said members are affiliated. Payments to Chapters shall be made semi-annually and automatically in advance. For cause shown, the Executive Board may grant additional funds, or it may grant loans to a Chapter, in its discretion. Each Chapter which shall make application for such additional funds or loans shall submit an estimated budget of expenses, in such detail as the Executive Board may require.

#### By-Law X

##### *Publications*

SECTION 1. Periodical Publications: The Association shall publish an official organ, a quarterly Associate Members' bulletin and

any other periodical publications which may be authorized from time to time by the Executive Board. Control shall be vested in the Executive Board, which shall determine the rates, if any, to be charged for subscriptions, advertising, etc.

SEC. 2. Editors: The Editors shall be appointed annually by the Executive Board. They shall have charge of their respective publications subject to the editorial policies approved by the Board. They shall attend the meetings of the Executive Board, and shall have the right to speak on any question before the Board, but not the right to vote. Their services may be terminated after thirty days' written notice by either party.

SEC. 3. Other publications: Other publications may be authorized by the Executive Board on recommendation of the Publications Committee.

SEC. 4. Financing: The expenses incidental to publications shall be cared for as follows.

- (a) Official organ: The Executive Board shall appropriate the income from subscriptions, advertising, sales, etc., plus a certain percentage of Institutional and

Active dues, the percentage to be determined annually by the Board.

- (b) Associate Members' Bulletin: The Executive Board shall appropriate annually from the general Association income a sum sufficient to cover this expenditure.
- (c) Other periodical publications. These shall be self-sustaining.
- (d) Other publications. The Executive Board shall authorize payment from the Publications Fund, on recommendation of the Publications Committee, and all income from such publications shall be credited to that Fund.

#### By-Law XI

##### *Affiliation*

SECTION 1 Societies: The Executive Board may by vote affiliate with the Association any national society having purposes similar to those of Special Libraries Association, or may in like manner cause the Association to be affiliated with any national society having similar purposes. The Executive Board may by vote cancel an affiliation when in its opinion such affiliation is undesirable, but such vote to be effective shall be approved by the Association.

## Proposed Amendment Relative to Voting Privileges of Associate Members

THE Association on June 14, 1935 adopted certain changes in the privileges and obligations of Associate members, one of which contemplated their being given the right to vote at the following annual meeting.

The Executive Board accordingly recommends that the first business transacted by the Association at the 1936 convention be the amendment of the present Constitution, Section 11, Class 2, as published in *SPECIAL LIBRARIES*, September, 1935, by striking out in the fourth and fifth lines the words "but shall

not have" and substituting the word "and" so that Class 2 will read:

"Class 2 — Associate. For any person engaged or interested in library, research or statistical work. Associate members shall have full privileges in local associations or chapters, and the right to vote at business meetings of the Association."

This recommendation is made under Section 15 of the present constitution which provides that amendments may be proposed by the Executive Board.

HOWARD L. STEBBINS, *President*.

## Gavel, Gavel — Who Wants the Gavel?

By *Hilda P. Albaugh*

Librarian, Research Laboratory, Firestone Tire & Rubber Co.

*What Is It?* — Theoretically, the Gavel is a mallet designed for parliamentary use in quelling noise, awarded each year during Convention to the S. L. A. Chapter showing the greatest percentage increase in paid-up membership over that of the previous year. Practically, we sometimes wonder whether the Chapter to which it is awarded might not prefer to utilize its noise-making possibilities in celebration of victory. The Boston Chapter, with a percentage increase of 50.7, received custody of the Gavel last year.

*How Awarded?* — The basis of award is the largest percentage of increase in paid-up membership received from each Chapter from June 1, 1935 to May 31, 1936, inclusive. In figuring the equivalent of Active memberships, one Institutional counts as three Actives and two and one-half Associates as one Active. That result is compared with the similarly compiled count for the preceding Convention year, and the Chapter showing the greatest paid-up percentage increase (rather than actual increase in number of new members, in order to give each Chapter an equal chance) is awarded custody of the Gavel for one year at the Annual Convention, and its name engraved thereon. National Associate, as well as Active and Institutional dues, are counted in the contest, but not Local Chapter membership (one dollar) dues, since the latter type does not include national affiliation.

*New Members.* — From June–December, 1935, 192 new members were enrolled. From January 1–March 15, 1936, another 122 were added, making a total of 314 received, largely through the efforts of the present Membership Committee. An increased desire for active participation in S. L. A. affairs is indicated in the tabulation appended by the increased proportion of Institutional and Active members. We may note that during the preceding year 476 new members were added in all, 170 from June 1–December 31, 1934, and 306 from January–May 31, 1935. It is apparent

that the work of the Membership Committee is not yet complete, though they have gone far toward equalling last year's record. Their names are listed near the table, where the work they have already accomplished speaks for itself. Some of the Chapters started membership work later than others, so that their results are not yet available.

*Status of Dues.* — While bills for membership dues are issued from Headquarters, much of the follow-up work devolves upon the Secretaries and Treasurers of the Chapters, who have already been at work. On June 1, 1935, a total of 323 memberships (6 Institutional, 79 Active, and 238 Associate) remained unpaid; but by the end of December, the unpaid 1935 memberships had been reduced to 208 (1 Institutional, 42 Active, and 165 Associate). It is also encouraging to discover that of the \$6,400 membership dues budgeted for S. L. A. needs during the calendar year 1936, we had received \$5,370 by March 15th, in spite of the fact that up to that time 686 former Associate members had not yet paid 1936 dues nor indicated their preference as to National Associate or Chapter membership. (Incidentally, the date for such choice has been extended to June 30, 1936. So far, 295 former Associate members have elected National Associate membership; and 65 new National Associate memberships have been recorded since January 1st; and only 64 have elected Chapter membership without national S. L. A. affiliation.) Since some Institutional and Active 1936 dues are also outstanding as yet, it is safe to state that the Secretaries and Treasurers of Chapters alone could boost the paid-up dues well over the amount budgeted for the entire calendar year 1936, before May 31st, by an intensive campaign for back dues. The Connecticut Chapter ended 1935 with all dues paid, and the Albany Capitol District Chapter with only one delinquent membership — it can be done! Moreover, only *paid-up* dues count toward the Gavel award.

*The Moral?* — Oh, yes, even cheerful stories sometimes have them! Not long ago the National Membership Chairman found it necessary to face facts like these: 192 members gained from June–December, 1935, gave an income to S. L. A. of \$700; but non-payment of 1935 dues from 208 members caused a loss of \$390, reducing our net gain for that period to \$310 for use in that program of publication and other service which is the very reason for existence of S. L. A. Librarians will marry and go into other types of work, but we do not think those were the sole reasons for 208 unpaid memberships. Apparently, membership did not seem worth while to some of them or else they just needed another reminder, "Dues are due!" The Membership Committee can bring in new members; then the rest of us must see to it that those newcomers find what they need and share experience and fellowship with other members in such a way as to prove the stimulus and privilege S. L. A. membership can be.

#### Membership Committee, 1935–1936

Albany — Mrs. Helen A. Buffum  
 Baltimore — Miss Margaret E. Coonan  
 Boston — Miss Edith B. Fagerstrom

Cincinnati — Miss Jean Orr  
 Cleveland — Miss Alta B. Clafin  
 Connecticut — Miss Nina I. Sloan  
 Illinois — Miss Virginia S. McEachern  
 Michigan — Miss Mary Giblin  
 Milwaukee — Miss Avis C. Overton  
 Montreal — Miss Maud E. Martin  
 New Jersey — Miss Marian C. Manley  
 New York — Miss Mary Pierson McLean  
 Philadelphia — Miss Dorothy W. Drake  
 Pittsburgh — Miss Harriett W. Stewart  
 San Francisco — Miss Dorothy L. Krisher  
 Southern California — Miss Margaret Hickman  
 Biological Sciences — Miss Beatrice Noonan  
 Civic-Social — Miss Agnes H. Campbell  
 Commerce — Miss Gertrude D. Peterkin  
 Finance — Miss Mary Pierson McLean  
 Insurance — Miss Caroline I. Ferris  
 Museum — Miss Hope Mathewson  
 Newspaper — Miss Joan L. Schild  
 Public Business Librarians — Miss Bettye E. Bell  
 Science-Technology — Miss Catherine G. Deneen  
 University & College Departmental — Miss Rose Boots

#### Chapter Membership As of March 15, 1936

Chapter	Institutional			Active			Associate			1935	Present
	R	N	O	R	N	O	R	N	O	Norm	Standing
Albany.....	1	..	1	5	1	5	4	..	15	21.2	10.6
Baltimore.....	2	2	..	8	4	3	1	5	20	20.6	26.4
Boston.....	12	..	1	37	8	15	35	22	191	134.8	103.8
Cincinnati.....	2	1	..	5	..	4	2	1	31	20.0	15.2
Cleveland.....	1	1	1	9	2	7	..	..	28	22.2	17.4
							1 paid (5 new)				
Connecticut.....	4	1	..	7	2	2	3	3	4	22.6	26.4
Illinois.....	8	2	2	33	12	10	9	8	33	70.4	81.8
Michigan.....	5	..	2	12	1	4	10	8	22	39.4	35.2
Milwaukee.....	3	1	1	11	1	4	4	1	11	28.2	26.0
Montreal.....	1	1	2	10	7	2	4	8	18	20.4	27.8
New Jersey.....	8	4	1	15	14	9	8	15	9	58.2	74.2
New York.....	42	13	10	85	35	43	57	58	177	325.6	331.0
Philadelphia.....	10	..	1	28	2	4	42	18	45	85.2	84.0
Pittsburgh.....	3	1	..	13	4	2	8	3	14	26.8	33.4
San Francisco.....	5	..	..	16	5	8	16	3	29	45.2	43.6
Southern California.....	1	1	..	..	..	15	..	3	39	22.0	9.2
							2 paid (3 new)				

NOTE. — Dues standing is shown by R for renewals, N for new members, and O for dues outstanding. 1935 norm indicates the status in *paid-up* Active equivalent at the 1935 award of the Gavel.

## Milwaukee Special Libraries Exhibit

By *Richard E. Krug, Librarian*

Municipal Reference Library

THE Milwaukee and Wisconsin Exposition, November 16-24, 1935, was the first industrial exposition in this city since 1910. It was a dynamic, moving show vividly portraying the work of the diversified and extensive industries, such as iron and steel goods, beer and malt products, auto bodies and parts, electrical supplies, shoes and leather goods, knitting, printing, packed meats, paper, candy, and bakery goods. The event had been widely heralded in the papers, so that from the evening of the first day to its close, crowds thronged the auditorium daily from one to eleven. With a total of 173 exhibitors, the Special Libraries Association was fortunate in securing a space 22 by 11 feet.

Since our principal purpose was to put across the idea of the value of a library to an industry, we arranged the exhibit as a small library, Remington-Rand Incorporated donating the necessary oak furniture; adjustable magazine rack, 15 drawer card catalog, 4 units of open book shelving, desk with file and Kardex periodical check, fire-proof vertical file, etc. Thirty-five representative periodicals were obtained from publishers to fill the magazine rack which carried the sign

INDUSTRIAL DEVELOPMENTS UP TO THE MINUTE!  
BUSINESS DEMANDS THE LATEST FACTS  
HERE ARE SOURCES THAT LEADERS  
FIND VALUABLE

At the right-hand entrance the stranger's glance first fell on the following sign

THE SPECIAL LIBRARY  
A SHORT CUT TO EFFICIENCY

1. Saves the time of busy executives
2. Prevents costly errors caused through lack of facts
3. Keeps the entire staff informed of the latest developments in their field
4. Centralizes material so that all can use it
5. Collects specialized information for ready reference

LIKE ANY TOOL IT REQUIRES A SKILLED OPERATOR — AND THE BETTER TRAINED THE LIBRARIAN THE BETTER RESULTS OBTAINED

In the center of the background was a map of the U. S. showing in black the number of special libraries in each of the principal cities, and in red the total number for each state. Lines were made to converge in Milwaukee illustrating the idea of the exchange facilities available through the Special Libraries Association. The 33 special libraries in Wisconsin were listed, grouped according to type.

The industrial idea was further emphasized through having two book sections devoted to industrial books grouped under descriptive labels. The other two sections were devoted to a basic reference shelf, the foundation for any library, followed by specialized collections of material of first importance in the following types of libraries: bank or financial, insurance, paper and wood, chemical, newspaper, municipal, forest service; and one shelf of publications of the Special Libraries Association.

The booth, as it was finally arranged, told briefly the story of many different types of libraries, by means of pictures, magazines, and forms that had come pouring into the Municipal Reference Library the week preceding the exhibit. The Sheboygan Press sent a diagram showing just how their library functioned in relation to their whole organization, and the *Sentinel News* sent several charts, one of which showed a recent front page of their paper marked and dated for filing. From Miss Rammer at Stevens Point came a large display in five colorful parts telling the story of the Casualty Insurance library.

We feel that the exhibit helped in educating the general public as to the potential value of books in technical fields, and the executive as to the importance of keeping their staffs informed in the right way. Many business men for the first time associated the ideas of industry and library, and in addition the booth was the means of selling the idea of Special Libraries to at least one new prospect. Not the least among the benefits derived is the sense of pride in a common task carried to a successful completion by the joint efforts of many members.

## Snips and Snipes

*Deluge.* . . . At the present writing our mind goes off to the flooded areas of Pennsylvania, Connecticut and Ohio. It's a commonplace that public tragedy becomes personal sorrow when one's friends are concerned. We hope with all our heart that our Chapter members are not suffering too much from the catastrophes that have overtaken their cities.

*Have the Honor to Announce.* . . . That Gertrude Maxwell is now Mrs. William Gordon Harrison of Richmond. . . . That Pamela Harrison of the Mathes Advertising Agency married Mr. Edward Simpson Price of Evanston, Ill., early in March. . . . That Constance Beal of the Russell Sage Foundation will be married after Easter to Mr. Eugene Ellwood Adams. . . . That Elizabeth Ann Burchfield of the Massachusetts Mutual Life at Springfield married her president, Mr. Bertrade J. Perry. . . . That Emily Koester of the Cleveland Federal Reserve Bank is engaged to Mr. Edward S. Foster, Jr., Washington University, St. Louis. . . . That Jessie Callan of Pittsburgh has married James L. Kennedy —

*Changes and Chances.* . . . Carnegie-Illinois Steel Corporation of Pittsburgh has organized a library with Kathryn E. Peoples as librarian. . . . Ross Cibella has come from Rose Vormelker's Business Research Bureau in Cleveland to be librarian at the Titanium Pigment Company, South Amboy. . . . Hester Wetmore, formerly with Merck & Company, Rahway, N. J., has jaunted up to Albany on a job for the Department of Public Health. . . . Janet M. Paul is at J. A. Roebing's Sons Company's library. . . . Mrs. Carolyn F. Faltermeyer has gone to be librarian of the Philadelphia Record Library. . . .

*S. L. A. in Print.* . . . Whom should we see when we opened the *Herald-Tribune* rotogravure section of February 16th but Rebecca B. Rankin, Nelle Barmore and Vera Louise Dodge, photographed among the other notables at the formal opening of the Museum of Science and Industry. . . . Mr. Sawyer and his staff got patted on the head by Frederick Lewis Allen in his recent "Lords of Creation." In the preface he expresses appreciation "to Rollin Alger Sawyer and his aides at the New York Public Library for help at many points." . . . Margery Quigley of Montclair and the President of her Library Board have just published a book "Portrait of a Library," and the book jacket says it is a compact, authoritative presentation of a progressive small public library. . . . Mrs. Ione M. Dority, librarian of the Bureau of Government at the University of Michigan has compiled the recently released "Civil Service in the States," a selected and annotated bibliography on the laws, regulations and practices in the State Government of the U. S. . . . Elsa von Hohenhoff's "Bibliography of Patents" is now available (\$1.00, the compiler, Enoch Pratt Free Library, Baltimore, Md. *Adv.*) and if you want it you'd better hurry. There're only 200 copies for sale. . . . "Starting a Financial Library," by Ella I. Chalfant, librarian of the new Peoples-Pittsburgh Trust Company Library, is one of the leading articles in the March *Banking*. . . .

*Silver Anniversaries.* . . . Alma C. Mitchill's Public Service Corporation of New Jersey Library is celebrating its 25th birthday this spring. It has grown! In the first year 601 books and 461 magazines were circulated; in 1935 the score stood 8,073 books to 60,993 magazines. . . . Another member, the Law-

yers' and Merchants' Translation Bureau, has also finished its first 25 years. . . .

*Snippets.* . . . Ruth Canavan, librarian of Metcalf and Eddy, Boston, gave a song recital on March 20th. . . . Henry Black, librarian of the Commonwealth College, Mena, Arkansas, came to New York early in March to visit libraries, and list information sources on general labor conditions. . . . C. W. Sumner, librarian of the Youngstown Public Library has a Mothers' Room that provides various types of material for the education of children. You may remember that we described it some issues back. Well, in that room Mr. Sumner has been running a three-days Mothers' Institute under the direction of Dr. Garry C. Myers, head of the Department of Parent Education at Western Reserve. It's been tremendously successful and papers as far away as Boston have carried stories of the "unique experiment." . . . Temple University's new Sullivan Memorial Library in Philadelphia has been opened . . .

*Joint Meeting.* . . . Atlantic City was overrun with librarians on the last weekend of March. The Pennsylvania Library Club, the New Jersey Library Association, New Jersey County Libraries Association, New Jersey School Library Association, New Jersey Special Libraries Association and Philadelphia Special Libraries Council all foregathered and discussed. Saturday was Special Libraries Day and the following people spoke on the following subjects: Dorothy Bemis, "Special Libraries Association, Its Activities and Publications"; Ruth Savord, "Special Libraries Association, Chapter and Group Activity"; Ethel M. Fair, director of the Library School, New Jersey College for Women, "Training for Special Librarianship"; Janet F. Melvain, librarian of the Bloomfield (N. J.) Free Public Library, "Coöpera-

tion between Public and Special Libraries"; and Mr. F. C. Ziesberg, of the Development Department, E. I. du Pont de Nemours Company, "The Business World and the Special Library." . . .

*Award with Citation.* . . . At the Women's City Club 20th Anniversary dinner on March 10th, Rebecca Rankin was one of three persons honored by the Club for distinguished service to the city government. Her citation in which we all heartily concur, follows:

"To REBECCA BROWNING RANKIN, librarian of the Municipal Reference Library for sixteen years, whose broad conception of the service which such a library can render to government officials and to students of government has brought it up to a position of high repute, has inspired research and promoted the wider use of this library of public records."

*Different.* . . . We're always titillated when we read about meetings that depart from the usual. . . . Boston's March meeting was all of that when the chapter in a body went to the Museum of Fine Arts to see the famous Van Gogh paintings, the same exhibit that attracted 200,000 visitors in New York. . . . Pittsburgh, if the flood did not prevent them and we're afraid it did, planned to steal a march on the rest of us and see what Montreal looks like ahead of time. Some foresighted member arranged with the Canadian National Railways for a showing of films of our Convention City. . . . New York Chapter stepped backward, oh backward, for its March meeting and saw four of the historic films owned by the Film Library of the Museum of Modern Art at the American Telephone and Telegraph Company. The pictures included that first and most famous vamp, Theda Bara in "A Fool There Was." . . .

### Nominating Committee Report

**T**HE Nominating Committee submits the following list of candidates as officers of the Special Libraries Association for the year 1936-1937:

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, Alma C. Mitchell, Librarian, Public Service Corporation of New Jersey, Newark;  
 Treasurer, Adeline Macrum, Assistant Editor, Industrial Arts Index, The H. W. Wilson Company, New York;  
 Director for Three Years, Mrs. Charlotte Noyes Taylor, Librarian, Experimental Station, E. I. du Pont de Nemours and Company, Inc., Wilmington.  
 Blanche L. Davenport      Marian C. Manley  
 K. Dorothy Ferguson      Rose L. Vormelker  
 Eleanor S. Cavanaugh, Chairman

The Directors whose terms have not expired are: Mrs. Jolan M. Fertig, who retires in 1937, and Miss Marguerite Burnett, who retires in 1938.

As the last retiring President, Miss Ruth Savord becomes a member of the Executive Board for one year.

### Patent Users, Attention!

The story goes that a Mr. Takahashi, sent as a special commissioner of the Japanese government to investigate the United States patent system, said to Dr. T. B. Pierce, then examiner of Design Patents in the United States Patent Office:

"There is the United States, not much more than a hundred years old, and America was not discovered by Columbus yet four hundred years ago, and we said 'What is it that makes the United States such a great nation?' And we investigated and we found it was patents, and we will have patents."

Certainly the present day technical or research library must have patents or at least some guide or index to current patent literature. Relatively few libraries possess a complete patent file and therefore such a guide as

Miss Elsa von Hohenhoff's "Bibliography of journals, books and compilations which list and abstract patents" is all the more valuable. The bibliography makes no claim to exhaustiveness but it nevertheless lists and annotates fully some 200 American and foreign periodicals and some 300 or more books published since 1910. At first glance the lack of a subject index might seem to limit the usefulness of the bibliography, but it is an omission which is not necessarily important. The importance of any such bibliography for the special library is as a point of departure. A list involving periodicals and journals must be constantly revised to be kept up-to-date. It is as simple for the library using the list to evolve subject headings specially fitted to the requirements of its particular clientele as it is to make the necessary revisions as they occur. The way in which to get the maximum value from Miss von Hohenhoff's painstaking compilation is probably to buy two copies, clip the individual entries, mount them on cards, and have a card file on patent literature, flexible, easy to expand as new material appears, to rearrange according to the individual needs of the library, to subject head or annotate as one pleases.

G. M.

### Report Writing

**E**XPERIENCED librarians have criticized library schools because they have failed to include, in their curriculum, courses on presentation of reports, and other research, charting, preparation of abstracts, and similar problems in technical writing. These criticisms are now met, to some extent, by courses offered in widely separated parts of the country. The Taylor School of Writing, Berkeley, California, is offering a correspondence course to teach the librarian how and what to write for a library, since practice in presenting such facts attractively does much to increase the value of her work.

Columbia University has announced two courses — one on bibliographical and reference service in science and technology, and one on editing, abstracting and proof reading. These courses will cover, among other things, technique in compiling bibliographies, and in abstracting, and preparation of manuscript for the printer.



## Publications of Special Interest

**Adams, Orville.** *Elements of Diesel engineering.* Henley, N. Y. 1936. 478 p. \$4.00.

A complete study of the place of the Diesel engine in current engineering progress. Lucid, detailed, yet compact. Fully illustrated. Useful for the teacher and for the practicing engineer. The questions and answers at the end of each chapter are successful in bringing out essential points in pithy form. An excellent timely text on a phase that grows daily more important.

**Allen, F. L.** *Lords of creation.* Harper, N. Y. 1935. 483 p. \$3.00.

An engrossing story of financial personnel and movements since the turn of the century. The basic data available elsewhere are here brilliantly interpreted, providing a text that is not only illuminating, but fair and sane. Comprehensive references to bibliographic sources.

**Ashley, R. L.** *Our contemporary civilization.* Hoit, N. Y. 1935. 608 p. \$3.90.

A well considered study of our present civilization as an outcome of past economic and social conditions. The possible roads that it may take are indicated. Thoughtful, balanced and constructive. Good bibliography.

**Brandt, F. B.** *Advanced thinking in American education.* Haddon Craftsmen, Inc., Camden, N. J. 1935. 270 p. \$3.00.

Papers on educational problems mainly centered about 1900. Interesting as showing the ideals fought for at that time as compared with the progress since made. Particular attention given teacher training.

**Buehler, E. C.** *Free medical care.* (Univ. Debaters Help Book, Vol. II.) Noble & Noble, N. Y. 1935. 360 p. \$2.00.

A well arranged handbook, including selected articles on both sides of the question. Excellent annotated bibliography.

**Cahill, Holger & Barr, A. J., jr.** *Art in America.* Reynal & Hitchcock, N. Y. 1935. 162 p. \$3.50.

A survey of painting, architecture and sculpture from the earliest days, giving sympathetic interpretations of the growth. Many fine half tones illustrate different phases. A number of excellent color plates are included. Shorter portions are devoted to photography, stage design and the motion picture. A carefully prepared list of locations of the works arranged by artist is included, as well as supplementary bibliographies. It fills its purpose of giving a broad survey, while including enough detail to greatly enhance the value. Not indexed.

**Davis, G. G., Salmons, E. M., and Earlywine, J. L.** *The Pneumonokonioses (sili-cosis) literature and laws of 1934.* Chicago Medical Press, Chicago, Ill. 1935. 490 p. \$7.50.

International abstracts and reviews of this literature. Abstracts from foreign journals are in English. A bibliography of omissions from Volume I is included here. Author and subject index included. A digest of laws and cases is given. Because of the pressing interest of this problem to industry, the volume is particularly valuable.

**Ghirardi, A. A.** *Modern radio servicing.* Radio & Technical Pub. Co., N. Y. 1935. 1302 p. \$4.00.

An impressive collection of data for the radio service man, with countless illustrations of specific detail. Clear and authoritative method of presentation. Excellent chapter on business development. Well indexed. Altogether a conspicuously satisfactory production.

**Lindeman, E. C.** *Wealth and culture.* Harcourt, N. Y. 1936. 133 p. \$3.00.

A factual study of one hundred foundations and community trusts and their operations during the decade 1921-1930. Dr. Lindeman presents data that proves how eminently conservative are the controlling influences in these foundations, organizations that in themselves influence a large part of the cultural activity of the country. Charts, graphs and full statistical tables are included. The basic questions, "Where does the money go?"; "Who decides where the money is to go?"; and "What are the trends of foundation interests?" are ably answered. The notes on a foundation bibliography are stimulating from a research point of view. Familiarity with this study is an essential for the socially-minded.

**Linderman, F. B.** *Blackfeet Indians. II.* by Winold Reiss. Great Northern Railway, St. Paul. 1935. 68 p. \$3.50.

A series of magnificent portraits of Blackfeet Indians introduced by a fine historical and descriptive note on this tribe. Not only as striking portraits of unusual types, but as a source of suggestion for design and color combinations, this is a valuable and fascinating publication.

**Lyford, E. B.** *Your invention.* Radio & Technical Pub. Co., N. Y. 1935. 210 p. \$1.50.

An excellent compact, yet lucid book. The basic steps in developing a patent are discussed clearly; the problem of the patentee, discussed and specific points noted for his consideration.

**Marsh, D'Arcy.** *Tragedy of Henry Thornton.* Macmillan, Toronto. 1935. 293 p. \$3.75.

The problem of government ownership of the Canadian National Railways, the years of spectacular growth, the equally spectacular downfall of its organizing spirit, glimpses into Canadian financial circles, the color of Montreal, all caught into a vivid narrative of Canadian development after the War.

**Nichols, Beverly, et al.** *How does your garden grow?* Doubleday, N. Y. 1935. 139 p. \$1.50.

A delightful series of brief essays on gardening phases, full of specific suggestions for planting and with glowing discussion of American gardens by an English woman.

**Quigley, M. C. and Marcus, W. E.** *Portrait of a library.* Appleton, N. Y. 1936. 190 p. \$2.00.

A book that should be required reading for every major, library trustee and public librarian, to say nothing

of the special librarian who wishes to have fruitful contacts with the public library field. The part the suburban library may play in community life displayed in a new and thought provoking light. Pleasant, stimulating and direct in style. Excellent illustrations. A milestone in library literature.

**Rorty, James.** *Where life is better.* Reynald & Hitchcock, N. Y. 1936. 383 p. \$3.00.

An absorbing and depressing book recording the grim courage in desperate circumstances of the workers throughout the country. Includes some quite detailed studies of specific developments such as the movie industry. Valuable for its pictures of minor leaders and sectional conditions. Unfortunately not indexed.

**Schell, E. H.** *Administrative proficiency in business.* McGraw, N. Y. 1936. 292 p. \$2.50.

A discussion of fundamental abstract principles and practices, valuable to those recently advanced to major executive positions. Sane, penetrating and helpful. A thought provoking book for any in an executive position.

**Seymour, E. L. D.** *Garden encyclopedia.* Wise & Co., N. Y. 1936. 1400 p. \$4.00.

An excellent text giving clear and concise descriptions and cultural notes on plants, extensive discussion of general topics, data on garden associations, etc. Many cross references. Good illustrations. Satisfactory make up. An eminently useful volume for the garden lover or as an information source.

**Thwing, C. F.** *American college and university.* Macmillan, N. Y. 1935. 244 p. \$2.25.

The President Emeritus of Western Reserve writes with sympathetic understanding of the relations between trustees, administration, faculty and students. His interpretation of the duties and rights of the respective groups is sane and sound, though inately conservative. The chapter on the place of the library in the university is typical of this point of view.

**von Hohenhoff, Elsa.** *Bibliography of journals, books and compilations which list and abstract patents.* The Author, Enoch Pratt Free Library, Baltimore, Md. 1936. 70 p. \$1.00.

The enterprising Baltimore Chapter of S. L. A. has insured the preservation and greater usefulness of a valuable tool by sponsoring a limited number of reprints of this bibliography originally appearing in the Journal of the Patent Office Society.

**Walsh, C. R.** *Science and art of speech.* Benziger, N. Y. 1935. 193 p. \$2.60.

A study of the physiology as well as technique of speeches. An unusual amount of space is devoted to phonetics and the phonetic notation is given. A bibliography on language and its use is included.

**Willis, H. P. and Chapman, J. M.** *Economics of inflation.* Columbia Univ. Press, N. Y. 1935. 443 p. \$4.50.

The first part of this scholarly, clear discussion deals with the contemporary American aspects of inflation. This is followed by supplementary essays such as Inflation and Overproduction, the Stock Market, the Distribution of Income, etc. One of the most illuminating of these discusses Inflation in Current Economic Literature. The whole volume reflects the authors' complete familiarity with monetary problems and discussion.

**Wright, Milton.** *How to get publicity.* McGraw, N. Y. 1935. 226 p. \$2.00.

A concise, direct description of the many ways in which the publicity agent works. Points by which to analyze a situation, techniques by which desired effects may be secured, all are presented in readable style. Makes no attempt at profound discussion, but is a practical guide.

**Yellen, Samuel.** *American labor struggles.* Harcourt, Brace, N. Y. 1936. 398 p. \$3.50.

A clear, and straightforward record of the labor movement as exemplified by ten strikes in basic industries, beginning with the railroad uprising in 1877, and ending with the general strike in San Francisco in 1934. The causes, the events, and the social background are given. Carefully documented, and with a list of additional references. Free from emotionalism, but absorbing, and disturbing in its careful presentation and its simplicity of style.

### Travel Committee Representatives

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Duplicate Exchange Committee

THE following items may be had by writing to Miss Rosamond Cruikshank, Chairman, Duplicate Exchange Committee, Hartford Public Library, Hartford, Conn. There is no charge except for transportation, express collect. Promptness is essential.

- A. L. A. handbook, Dec. 1933; Nov. 1934
- Automatic heat & air conditioning. Dir. no., 1935
- Automotive daily news. Review & ref. book, 1935
- Ayer's directory, 1932, 1935
- Broadcast advertising. Yearbook & supp., 1935
- Chem. markets guidebook, 1933
- Engineering news, v. 67-76; 85-95; 106-111
- Hotel red book, 1929
- International magazine. Market survey, 1931
- MacNair-Dorland co. Blue book & catalog, 1935
- Metal quarry catalogs, 1934-5
- Modern hospital Yearbook, 1932, 1935
- Mill supplies. Directory edition, 1935
- N. Y. State Proc. of governors conference on crime . . . 1935
- Packaging catalog, 1933
- Publishers trade list annual, 1933
- Readers guide, Jy. 1932-Je 1934
- State & national correctional institutions in the U. S. & Canada, 1933
- Time magazine. Market survey, 1934

Wanted!

- American library directory, 1927
- Commercial & financial chronicle, Jan. 26, 1935
- Encyclopedia Britannica, 14th, ed
- Federal Home Loan Bank Rev., v. 1, nos. 1 & 2
- Jl. Pat. Off. Soc., v. 12, Ap.-My. 1930
- League of nations statistical yearbook, 1932 or later
- Library of Congress subject headings
- Moody's Railroads, 1934
- N. Y. Dept. of labor. Industrial bulletin, v. 1-3; index, v. 1-12
- Patterson's Educational directory, recent
- Printer's ink weekly, Dec. 2, 1915
- Purchaser's guide to the music trades, 1932
- Thomas Wholesale grocery register, 1933
- Ulrich. Periodicals directory, 1932
- Uniform crime reports, v. 1, nos. 1, 3, 5, 1930
- U. S. Pat. Off. Index to Official Gazette, 1917
- Who's who, 1930, 1935

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