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Official Organ of the Special Libraries Association

Special Libraries

"Putting Knowledge to Work"



An Analytic Index of Social Statistics	<i>Edward P. Staudt</i>	135
No Sesame and Few Lilies	<i>Steve Griggs</i>	137
Problems Involved in Considering Adequate Library School Courses for Special Librarians <i>Linda H. Morley, Eileen E. Lever and others</i>		141
And, In Conclusion	<i>William F. Jacob</i>	145
Special Librarians' John Cotton Dana Fund		146
"A Museum Librarian's Lot Is Not a Happy One" <i>Jerome Irving Smith</i>		147
Convention Highlights — Additional Features of Pittsburgh Four-Act Play on June 7-10	<i>Virginia L. Garland</i>	148
Convention Program		150
Our Speakers and — Why		155
Library Magazine Articles of Interest	<i>S. Richard Giovine</i>	158
Letters to the Editor		159
What Should Special Libraries Contain? — <i>Henry Black</i> ; Duplicates! — <i>William Walker Rockwell</i> ; Composite Classification — <i>Henry E. Bliss</i> ; "The Reorganization of a Large Public Library" — <i>Rebecca B. Rankin</i> ; Public Documents — <i>Jerome K. Wilcox</i> .		
Publications of Special Interest		161

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SPECIAL LIBRARIES

MARIAN C. MANLEY, *Editor*

Vol. 29, No. 5

May-June, 1938

An Analytic Index of Social Statistics

By Edward P. Staudt, Division of Social Research

Works Progress Administration, Washington, D. C.

IN 1933 the FERA set out on a research program which concerned itself with the relief population, a relatively new social group which was rapidly increasing in importance. A vast amount of information was soon accumulated under both the FERA and later the Division of Social Research, WPA. It became evident early in 1936 that this information, because of its variety and mass, could not be fully utilized without some sort of detailed index. Numerous other federal agencies, state agencies, private research foundations, universities, and so on, had collected and published statistics of relief and related subjects. The problem was how to index these data.

There are numerous special libraries, each designed to serve the particular purpose for which it was created, but a specialized *technique* seems necessary to index tabular material in the detailed form frequently required by a research organization. Statisticians and librarians alike have long felt the need of such a specialized indexing technique. When a statistician consults a library he usually is not looking for a book except as a source for a particular tabulation. For example, he may be looking for the rate at which youth and aged persons on relief are being reemployed by private industry. This tabulation may appear in a publication with 50 other tables, which cannot possibly be covered in the required detail by a half dozen index cards relating to the publication as a whole. It is necessary to index not only

the publication, but each statistical table or series contained in it.

If a research worker wants information about the employment of men who are heads of families, by age, he does not want to look at each card filed under "employment," and then read the title of the table. There may be hundreds of such cards, and the table titles are not only hard to read (even for a statistician) but also at times inaccurate or incomplete. A simple device, a three-fold subject heading "Employment — Family heads — Age," will save him tremendous time and worry.

An additional difficulty, which is involved in all library work, is in building up a list of acceptable and standard terms for use as subject headings.

With these problems in mind the Division of Social Research bravely established a card catalog which can be very quickly described. It is not claimed that this is the best conceivable catalog, but it does possess the distinction of an original technique which has met the needs of the Division remarkably well.

METHOD OF INDEXING

A preliminary report on family income in Dodge City, Kansas, issued by the Bureau of Home Economics, U. S. Department of Agriculture, may be used as an illustrative example. The report bears the title "Family Income, Occupation, and Size in Dodge City, Kansas," and consists of one mimeographed page of text, followed by five supporting tables.

Table I bears the title "Distribution of families by income and family type, 1935-1936. Native white families including both husband and wife." Five index cards would be prepared on this table, with subject headings as follows:

1. Income groups — Families, nonrelief — Families, size of.
2. Families, size of — Relief status — Family membership.
3. Family membership — Relief status — Families, size of.
4. Families, average size of — Relief status — Family membership.
5. Relief status — Families, size of — Family membership.

Considerable judgment is involved in selecting subject headings which will indicate the most important cross-tabulations. The table title gives no indication of data on family size or relief status, but the cataloger would bring these into subject headings, as they are important to research in the field of relief. The heading "income groups" appears only once in the subject headings, in first position, as it is very unlikely that anyone would look for income data under the subject of "families, size of."

While indexing this table the cataloger notes that the statistical sample is restricted in three ways. The data refer to native white families including both husband and wife in Dodge City, Kansas. All the data presented in the report are confined to this sample. If these restrictions were included in subject headings for each table a great amount of work and duplication of cards would result. As someone may want data by area, or for normal, native-white families, three cards are prepared. These cards show only the title, source, and date of the report as a whole. The subject headings are as follows:

1. Dodge City, Kansas — Whites, native — Families, normal.

2. Families, normal — Whites, native — Dodge City, Kansas.
3. Whites, native — Families, normal — Dodge City, Kansas.

In all work of classification, and hence in all indexing, some details must be lost. The index cards listed above by no means exhaust the possible cards which could be made, but in the judgment of the cataloger the table is indexed under the headings for which there will be the greatest demand among WPA research workers.

On each index card appears the subject heading in red across the top, the table title, the title of the publication, source, date, page, and in the upper left margin, table number. At times it is necessary to add to the table title such information as the date of the survey or the area covered. This is enclosed in parentheses.

The next step in indexing is to decide which of the five cards listed above is the "Main subject heading card." In this case the first card, "Income groups — Families, nonrelief — Families, size of," is considered most important. On the back of this card is written the subject headings of all five cards. The same procedure is used for the three cards which show only the title of the report.

When similar cards have been prepared for all of the tables in the publication, a "Key Card" is prepared. This is an exact duplication of the title card followed by the subject headings of the main subject heading cards which have been selected for each table. These key cards, filed alphabetically by source of the material enable the cataloger to locate the main subject heading cards, which in turn lead to all of the cards in the catalog. This control is necessary in order to make corrections or revisions, or to assemble all of the cards which refer to a specific publication.

One additional file is made of the "Title cards," which is identical to that of any catalog. This file is a record and index of

the publications which have been covered.

The Analytic Index thus provides several essential services. It provides a dictionary catalog to statistical material by subject headings. The cross-tabulations of statistical material are preserved in subject headings, so that, for example, subject headings indicate "earnings" data for youth, economic heads, females, or female heads, in WPA, NYA, CCC, or private employment. This method permits the librarian to make a highly selective bibliography limited to specific data.

At the present time the Analytic Index contains approximately 40,000 cards gathered from more than 1,600 printed and unprinted reports. Approximately 800 subject headings have been used in constructing the three-fold headings under which cards are filed.

The indexing procedure outlined above may be entirely too technical and time-consuming for practical use in other research agencies. It is hoped, however, that it may suggest a more adequate method of indexing statistical material.

No Sesame and Few Lilies

By Steve Griggs, Book Review Editor, New York

A Pedestrian Book Reviewer Finds That Editors Are Fictional and That the Eternal Triangle Is Fact

ARTHUR QUILLER-COUCH authored a "Must" book, many years ago, which apparently is to have a run like that of "Tobacco Road," or "The Gospel According to St. Paul." It was a special kind of "Must" book in that it talked of Literature (a) for those who liked books, (b) for those who worked with books, (c) for those who taught books and (d) for those who, meeting books in Required Courses and being introduced to them by the wrong gentry, had decided irrevocably to forswear books. Having turned out an undisputed Unique Job, Sir Arthur proceeded to smother it with a fearful title. This indifference to one's own offspring has been seen in predecessor geniuses. Shakespeare scrawled "As You Like It" on one of his jobs and "Twelfth Night OR WHAT YOU WILL" on another. But Sir Arthur's indifference leaned over backward: he damned his book with "On the Art of Writing."

In spite of that damnation; in spite of his book being required reading in many a dull dormitory, the book took on. And its essence, which rises even above its superb humor, is this: "Say what you have to say

because you enjoy saying it: thus only can Britain be an empire of articulate beings; and define clearly in your own mind the terms you use." Sir Arthur has an unforgettable chapter, exactly in the middle of his book, "On Jargon," and equally unforgettable is his hatred for "cotton-wool thinking."

He quotes from some official municipal records:

"In the case of John Brown, deceased, the coffin provided was of the usual variety,"

and asks:

Since John Brown needs a coffin, why tell us that he is deceased?

What could possibly be the variety of a coffin?

And if coffins exist in numerous varieties, how can any coffin be usual?

And why should any man, deceased or not, require both a coffin and a case?

With, therefore, a profound and sincere genuflection toward Sir Arthur, and a ribald bow at his American echo, Mr. Stuart Chase, we shall proceed to some steel-wool definitions of our terms. For this is an age when Economists write best-sellers

demanding literary clarity and presidents of book clubs write best-sellers on the economic Promises Men Live By.

Definitions

Hard-Boiled Newspaper Editor: A fictitious character.

Pedestrian: One without a vehicle.

Deceased: The estate of literary criticism in America. (Cf. "Lilies.")

Eternal Triangle: A three-sided problem without beginning, end or solution. (Cf. "Key.")

Sesame: Magic means of unscrewing the inscrutable. Archaic.

There are 88 "key-cities" in the United States. This term, evidently keyed to the 88 keys on a pianoforte, defines cities having a population of 100,000 or over. These key cities are easily divided into the eight and the eighty, and they themselves serve to divide the eight from all the other cities in the country. If, to bookish people, a "city" is any settlement having a daily newspaper,* then we have three categories of cities:

Eight cities in the metropolis class.

Eighty other cities above 100,000 population.

All other communities having a daily paper.

The insoluble problem which faces the pedestrian book reviewer in his hunt for a vehicle lies in Category Three. For the eight metropolitan cities establish reviewing practices, the eighty cities attempt to imitate them and fail miserably at it, and the residual cities give up the book element among their readers as a lost element, like Doweism or miniature golf.

The Metropolis Establishes Reviewing Practices

"Practices" not "standards," for if our thesis is that book reviewing is moribund,

* To the objection that this includes ocean liners I reply by admitting, gladly, that these, too, are cities.

its standards must be likewise, but its practices may nevertheless exist: do in fact exist, do in fact share the responsibility for its moribund state. These practices are:

A daily book review in every metropolitan newspaper, turned out more or less faithfully (usually more) by a salaried columnist with a news-value name. If his work is too good it may ruin him; and if he starts to "slip" he is likely to get promoted to the reviewing of night club litterati — a lush path to quick fame.

A weekly book section in the Sunday issue of the same paper, edited by a different person, of a different sex and quite often of a different — a preferable — scholarship. To this section one or two score of five-dollar invitees contribute careful reviews, which, subject to the exigencies of advertising space, appear as written.

Now the editor of this Sunday section is trying earnestly to select for her one or two score reviews each week, the books whose reader-interest will give her section the strongest support. Meantime a large number of people possessing equal intelligence and earnestness are trying to select the books which will repay most heavily the advertising appropriations of their respective employers. It is inevitable that the two earnestnesses should very often select the same books: for review on the one hand and for advertising space on the other.

But when the Sunday Book Sections travel from the eight cities to the eighty, the editorial effect of this parallel is unfortunate.

The Eighty Cities Attempt to Imitate— and Fail

On the large daily of your "key-city" there are two gentlemen who read book-stuff from the metropolis: the book editor and his boss who is usually the managing editor. As "book-stuff" from the metropolis, what do they read? (For if their motive is to succeed through imitation, it is patent

that they will imitate only what they see.)

They read the Sunday Book Section: it is all in one piece; that piece is exclusively book-stuff, nobody has to clip anything, it can be subscribed for separately, it is a tangible something which a boss can throw across his desk pontifically. They read the Sunday Book Section from the metropolis, and they ignore almost completely the daily book column which is available to them only by search and seizure.

The consequent loss is two-edged: the imitator loses half the picture which he sets himself to imitate, and the imitatee loses the healthy stimulus of a critical and perhaps derisive prairie reaction to half his output. If the Sunday lady is constantly being tested in terms of Kansas City, whereas her colleague on the daily issue talks to an audience strictly metropolitan, it is inevitable that the daily chap becomes big-town sophisticated, whereas the Book Section skipper is constantly alert to trim cargo and rectify her compass.

The daily metropolitan newspaper loses contact with country book authorities, and the country book authority, in turn, sees in the material he reads from the big city, stuff which is more and more a reflection of his own ideas: the loss is two-edged, and the endeavor to imitate is necessarily at least half a failure.

Since the foregoing is the established practice in the eight cities and the eighty, and since the supply of sincere and able reviewers exceeds the demand on metropolitan and key-city papers, the field, the only field open to the able reviewer who lacks a vehicle, lies in the innumerable smaller cities, those of population of 99,999 and under, down to the minimum, the community with one small, struggling daily newspaper.

A random estimate would be that there are twelve hundred such daily newspapers, and that of these less than a hundred list on their staffs some functionary or other who is supposedly assigned to report book news

and to do an occasional review. There remain upward of a thousand dailies which often have issues fat with advertising; which are at times hard put to fill their news columns to match such advertising and satisfy the Post Office Department. Among these, one would think, are ten or a dozen kindred souls who would appreciate a careful review of a book which is either popular or genuine or — amazingly — is both. If the pedestrian reviewer will but address himself to the managing editors of these thousand struggling dailies, he might find these six kindred souls. (The "dozen" is theoretical and, pragmatically, the reviewer hopes only for six.) How, he asks himself, does one address a managing editor? He tries to "get inside the character" of a typical managing editor. As a starter he has the axiomatic, "all editors are hard-boiled." Surely he can go on from that?

After three mailings to 1,100 managing editors have produced no replies whatever, the pedestrian reviewer makes a tour of some of the typical newspaper offices in cities under 100,000 population. A glance at the road maps of Connecticut, New Jersey and the Hudson Valley convinces him that there must be at least a million cities for him to choose from. He selects five and sets out by bus to meet the "typical daily newspaper editor." Fact, as opposed to fiction, records that:

Mr. Alpha is fat, young and industrious. He has a rich father who endowed the paper, and he is succeeding in spite of that handicap. At "books" he manifests interest in horse racing and bookmaking, and he doubts that a single copy of "Gone With the Wind" was bought in his town, unless by mail-order.

Mr. Beta is fat, naïve and overworked. He wants to start a weekly book section like the Albany one which is (he thinks) like the New York sections. But he hasn't the capital. Nor the time! Good day.

Mr. Gamma is thin, businesslike and busy. Books are a phoney. Nobody reads book news. He never heard of the Sunday Book Sections, or so he implies. Would Mr. Pedestrian speak to his Luncheon Club — on plays? Gammadale has an excellent Experimental Playhouse — in the summer.

Mr. Delta has a forehead shaped like his name, and a fondness for gin. After you have reviewed the "Bartender's Guide," what would remain? He asks for a subscription.

Mr. Zeta-Eta-Theta isn't in, but his office boy (Yale, '34, Magna Cum) says Mrs. Zeta-Eta-Theta does what reviewing is done, which hasn't been anything for the last few months, due to the fact that the town's only book store retired from business due to the —

And Mr. Pedestrian fails to find any Least Common Multiple, any terms on which to average these Greek-Letter gentlemen into the Typical Editor of the cinema.

But he does find the Eternal Triangle.

The Hypotenuse Is Anywhere

The Eternal Triangle, like the Round Table and the Swastika, is a product of revolution. You may revolve the Round Table as you will, and at no point is there a discoverable Head. The Swastika looks the same, be you erect, prostrate or standing on your head, though perhaps few are free to look at it erect. And the Eternal Triangle has no apex and no base which can be differentiated from any other point or side. These are its three insolubles: (The exigencies of printing require that

they be set down in order, but there is no order to them.)

A (or B or C). The editors of small-city daily newspapers will not run book-stuff. They admit there are book buyers among their readers, but they deny that these buyers *read where they live*.

B (or C or A). The small-city book merchant must subsist upon the hope that his customer will, first, read the metropolitan Sunday Book Sections, and, second, close his eyes to the advertisements therein, especially the mail-order book-house advertisements, and, third, *buy where he lives*.

C (or A or B). The big city newspapers must bring out Sunday Book Sections, with circulations larger than their daily circulations, and with a consequently larger country coverage, and must sell advertising space therein, in the hope that the country book customer will *buy where he reads*.

The Eternal Triangle is a fallacy. Somewhere, in the foregoing capital letters, that fallacy must be discoverable.

Until it is discovered, the nonexistent typical editor in the typical small city will continue to ignore the book interests of his readers; reviewing — in fact all book discussion — will be centralized and standardized, and the fate of literature in America will be deprived of a wide atmosphere and a free wind by which to grow normally.

And in what other way than normally can it grow, as it should grow, experimentally, obtrusively? In what other way can it make us an empire of articulate beings?

Problems Involved in Considering Adequate Library School Courses for Special Librarians

*A study by Linda H. Morley, Eileen E. Lever and others
for the Training and Recruiting Committee of the
Special Libraries Association*

An inadequate special library terminology and its relation to the training problem

FOR years library school faculties and special librarians have tried to localize the apparent weaknesses of present library school courses in fitting students for the special library field so as to work out a program for a stronger curriculum. Discussions of subjects to include or omit have been frequent, yet there has been no general agreement on a definite program. Is it because insufficient attention has been given to changing implications of library terms; changes that have developed in the natural course of events?

Many special librarians were previously public or college librarians. They carried general library terminology over to the newer type of work, and in time, differences in point of view, variations in practice and new or related activities have given many of these common library terms special connotations or additional meanings when used by special librarians. This has been a gradual accretion and probably in many instances an unconscious one. A large proportion of professional nomenclature in use by special librarians is common to the whole library profession. On the other hand there are many activities, concepts and practices peculiar to this type of library, for which no words or brief phrases have been evolved. The different applications of library techniques in special and in public library work are still discussed in terms that have different meanings according to the immediate professional activity of the user.

This lack of terminology would seem to have peculiar significance in relation to the training program for special library work. To some extent it probably explains the varying points of view as to the necessity for special training, and the difficulties experienced in effecting a meeting of minds between library school faculties and special librarians, as well as the delay in formulation of a definite program accepted by a majority of the special library profession.

One effort to deal with this situation

It was thought that the problem of training required for special library work might be somewhat clarified by an objective approach to the question which would take into account this shift in terminology. In furtherance of this idea two informal "clinics" were held; the members of one represented seven different library schools, the other group was composed of persons who had taken the course in special libraries at the Columbia School of Library Service. The variation in type of library represented ran the gamut from a bank to a theological seminary and an aeronautical engineering firm to an art museum. The conferees held positions as librarians, assistants, catalogers and reference librarians in both large and small special libraries. Most of them had graduated from library school within the past ten years and had not been in special library work long enough to have forgotten the period of adjustment in this type of library.

The group was asked what, if any, problems had arisen in their special library experience for which their library school

course did not adequately provide. An animated discussion followed and a list of activities and problems was built up from the composite experience of the group.

The main difficulty seemed to be in finding terms to express the difference between the activities of the special and general librarian. Aside from the essential difference in point of view, such general terms as *cataloging*, *selection of material* and *reference* have a quite different connotation for the special and general librarian. In the special library *cataloging* may be concerned with books but it is much more likely to be concerned with pamphlets, releases, periodical articles, pictures, memoranda, letters, documents, etc.; *selection of material* is not usually concerned with the *best* books in all fields but with book and non-book material to meet certain specific needs. Since the average library staff is only about three and a half persons, many positions are administrative. It was therefore also agreed that emphasis should be placed on administrative training.

The place of the type of library in this study

Before it can be determined what kind of training is desirable for special librarians, it seems necessary to consider the several types of special libraries, and the resulting implications insofar as preparation required for this profession:

TYPE OF LIBRARY — I

Libraries which are integral service parts of non-library and non-educational organizations having expenses and salaries budgeted from the same treasury as the group whose information needs they serve. *Examples: Library in a manufacturing company; library in a research foundation.*

FUNDAMENTAL IMPLICATIONS

(a) Carry on any related activities and services for which they are better qualified than others in the organization, especially in respect to supplying information. *The library staff is the principal user of the library rather than the clientele.* The staff secures information as needed

by the clientele from the libraries' own resources, from other libraries, and from other organizations and individuals as necessary.

(b) Have few subject limitations although they have certain subject concentrations

(c) Activities, policies and subject interests are coordinated to objectives of parent organization.

(d) Records, procedures and administration coordinated to a non-library organization.

TYPE OF LIBRARY — II

Special department of a general library. *Examples: Special department or branch of a public library; university departmental library.*

FUNDAMENTAL IMPLICATIONS

(a) Some departmental libraries and special departments or branches of public libraries may be considered special libraries, but in most cases these libraries have definite subject limitations and their collections are usually limited to material classified in specified sections of the classification scheme used by the parent library.

(b) In most instances such special departments, etc., do not carry on all library functions for themselves, instead the central library performs a varying number of these functions for them, for example: selection, acquisition, classification, cataloging, etc.

(c) The special departments are coordinated to the central library rather than to the group or organization of the clientele. Service and policies, in general, follow those of the central library and are dictated by it rather than by the clientele.

TYPE OF LIBRARY — III

Libraries organized as Type I above, but which in addition serve certain groups outside their immediate organization. *Examples: Association library serving both the association staff and members, art museum library serving staff and outside artists.*

FUNDAMENTAL IMPLICATIONS

Implications include both I and II above.

Most special librarians agree that preparation for special librarianship should include most of the basic courses now given in library schools. They also agree that some parts of existing courses could be reduced or omitted. It is also rather generally agreed that some additions and some different emphasis would be desirable in courses for special librarians. Few of us have given sufficient thought to the subject

of training to be able to specify the most desirable curriculum. In setting up a training program for a new profession or occupation, it is generally conceded that the first step should be to analyze the activities and problems involved in the work. From this, to determine first what knowledge is required and second, what skills or techniques are necessary to carry on these activities and then to base a curriculum on these facts.

Activities and problems common to many special libraries but with inadequate library school attention

I. ORGANIZATION AND ADMINISTRATION

Problem: Organizing a library, information, or research service as a staff or service department of a non-library organization in which salary and operating expenses are budgeted from the same treasury as those of the library's clientele.

Needs: Knowledge of activities and organization set-up of such bodies as corporations, associations, government departments, museums, research and related organizations.

Problem: Coordinating this department to the parent organization with respect to procedures, policies and objectives. Selecting and adapting library policies, procedures and records to cover budget, purchasing, supplies and equipment, accounting, correspondence, intra-organization communication, personnel policies and practices, statistics, reports. Establishing contacts and acquiring knowledge of the activities and objectives of all departments, etc., of organization in order to determine their information needs.

Needs: Techniques for administration of such libraries with particular relation to effective coordination of library procedures to needs of organization. Technique of surveying an organization.

Problem: Acquiring a knowledge rapidly but comprehensively of the business, movement, activity, or work carried on by the organization which the library serves and keeping in touch with current developments.

Needs: Technique for selective survey of fields of activity.

Problem: Acquiring a knowledge of the several subjects which are of special significance to the work of the organization.

Needs: Technique of acquiring a skeletal and associational knowledge of a subject.

Problem: Keeping individuals in the organization informed on current activities, discoveries, news, discussions, ideas, etc., bearing on the work of each as published in periodicals, pamphlets, documents, etc.

Needs: Knowledge of promotional and editorial methods in disseminating information.

II. DISCOVERY AND SELECTION OF MATERIAL

Problem: Assembling of detailed, technical non-popular, material in specialized field and determining extent to which allied subjects should be included. Establishing systems for maintaining up-to-the-minute information on new publications.

Needs. Technique of surveying the literature of a single subject.

Problem: Discovering comprehensive and specialized sources for non-book material such as:

(a) pamphlets; (b) surveys and research reports; (c) periodicals (including house organs), (releases and bulletins); (d) government documents (city, state, federal and foreign); (e) services; (f) non-commercial publications; (g) maps; (h) pictures; (i) legislative bills and laws; (j) forms; (k) photostats.

Needs: Knowledge of all types of non-commercial publishing organizations and commercial publishers in specialized fields, as well as publication lists, with particular attention to the more specialized and less well known bibliographical tools, including government and association announcements. Techniques in maintaining contacts with sources of publications in specialized fields.

III. CATALOGING

Problem: Determining types of catalog and cataloging procedure adapted to the organization and coordinated to the information needs of the groups served.

Needs: Knowledge of cataloging principles as applied to non-book materials acquired by the laboratory method.

Problem: Solving problems involved in cataloging non-book material frequently issued without title page, or obvious author, title or imprint information. Illustrations are:

(a) pamphlets; (b) reports; (c) periodicals; (d) correspondence; (e) pictures; (f) maps; (g) government documents; (h) mimeographed material; (i) memoranda; (j) charts and drawings; (k) reprints.

Needs: Technique for evaluating cataloging procedure for adjustment and coordination to organization problems and methods. Knowledge

of substitutes for dictionary catalog and their merits and defects in relation to problems of growth and facility of use: Chronologic arrangement; classed catalog; classified abstract file; others.

IV. CLASSIFICATION AND SUBJECT HEADINGS

Problem: Testing of classification scheme and subject heading list used in the library.

Needs: *Technique of evaluating a classification or subject heading list to prove its adequacy or inadequacy.*

Problem: Evaluating existing classifications and subject heading lists and their suitability to the particular organization.

Needs: *Familiarity with important special classifications and existing special lists and a knowledge of sources from which additional schemes or lists may be discovered.*

Problem: Creating expansions or complete new classification or subject heading list.

Needs: *Knowledge of principles of classification and subject heading making and tools used for creating expansions or new schemes and lists.*

V. ORGANIZING SPECIAL FILES OR GROUPS OF MATERIAL

Problem: Establishing various types of files such as advertising, association or organization, biographical, company or corporation, directory, legal, patent, picture or art, territorial or geographical, trade catalog and other. Determining methods of filing as adapted to organization needs such as alphabetic (by name of organization or individual), alphabetic (by subject), alphabetic-classed, chronologic, classified (by number or symbol) geographic, by chemical formulas, by genera and species, by industries, by occupations.

Needs: *Knowledge of different types of files and filing systems.*

Problem: Setting up vertical file systems for great variety of material.

- A. Procedures; for example, cross references for individual publications, as well as references between subjects.
- B. Equipment.

Needs: *Technique of applying cataloging principles to vertical files.*

VI. INFORMATION AND RESEARCH SERVICE

Problem: Discovering organizations and individuals who are authorities in special fields: Investigations under way but not yet in print; information direct from specialists; service organizations.

Needs: *Knowledge of information gathering organizations, research organizations, official and*

other organizations whose activities result in information as a by-product of their work; or which have gathered information not yet published. Sources of information about research projects, doctoral dissertations, etc., under way but not yet published.

Problem: Locating, evaluating, selecting and organizing information.

Needs: *Familiarity with the methodology of research.*

Problem: Interpreting and testing the comparability of statistics.

Needs: *Knowledge of sources of statistics and statistical method.*

Problem: Disseminating information by scanning and routing: abstract bulletins, reports, news bulletins, bibliographies, memoranda.

Needs: *Technique of: abstracting, report writing, digesting, editing, typographical set-up and layout, proofreading, indexing.*

Conclusions

This study indicates some of the problems encountered by library school graduates in organizing special libraries in individual organizations. It presents for consideration the ideas of certain persons actively engaged in special library work as to additions to library school curricula which they would welcome. It definitely does not purport to be a suggested or balanced program recommended as it stands for addition to existing library school curricula, but it is presented as a partial and suggestive series of professional inadequacies as experienced by recent library school graduates at present in special library positions. The analysis throws light on the different approach to library organization problems that is required by the special librarian. Through it, library school faculties may be able to consider their curriculum and discover how to shift emphasis or vary the approach for development of special library courses. One thing that stands out strongly in the analysis is the fundamental necessity for developing ability to select, evaluate, adapt, and relate material and data to meet needs that are peculiar to a specific situation and not common to a broad group.

And, in Conclusion . . . !

FELLOW members: About the time that this message greets your eye, I shall be serving the few remaining days of my term as president. I feel somewhat like the immigrant boy who, while walking with his brother, stole a green persimmon from a fruit stand not knowing what it was. Being impatient to sample it, he slyly took a bite. A moment after he nudged his brother, and said, "Tim, is there anything I ought to say to you?" "Why, I dunno," said Tim, "why do you ask that?" "Because," said the wry-faced one, "if there is, it's got to be quick, because I am — I'm closing up!"

And I, as president, have got to be quick, 'cause I'm closing up, too! The next president's message will be drawn up by my successor in office.

Well, folks, it has been a real pleasure to direct the affairs of our association for a year, and I feel a certain sadness at having to relinquish the responsibility. The greatest satisfaction to me has been the repeated appeals to continue my term, all of which I had regretfully to decline because of increasing pressure of my regular job.

It has been a lot of work, of course — that was to be expected particularly if one is so situated as I am, in a small town, requiring voluminous correspondence with my colleagues in S.L.A. activities rather than personal contacts or telephone conferences. An S.L.A. president located in a large city has an immense advantage in being able to consult other members quickly when confusing problems develop.

But the real thrill of the presidency is experienced in visiting the various chapters and partaking of the hospitality so freely extended. To make the acquaintance of

such a great number of enthusiastic special librarians more than compensates for the trials and tribulations of holding office. It helped me to realize the far-flung activities of our association, and the responsibility resting upon him who directs its affairs.

You will elect a new president at Pittsburgh on June 10th. May I solicit for my successor the same enthusiasm, loyalty and cordiality which you have so kindly extended to me. An association such as ours, dependent so largely upon the voluntary efforts of our members, can only progress with the uninterrupted participation of the membership. Presidents may come and go, but the association continues in proportion to the cooperation of its members. It takes a new president several months to get oriented in the "affairs of state," so please — each of you — exert yourself to give him or her your very earnest help. If you are asked to serve on national committees, remember that it's *your* chance to do your bit in national affairs. It's so easy to say you're "too busy," but aren't we all? The more the necessary load is spread, the easier it will be for all. Goodness knows, the president must work day and night, and *needs* all the help possible.

In bidding you this official farewell, may I extend my sincere thanks to each and every member who has helped S.L.A. during 1937-38 in any field — national, group or chapter. I am grateful also to those members whom I have met only through the pages of *SPECIAL LIBRARIES* — who have so tolerantly read this series of messages.

Let's all join to make 1938-39 our banner year in S.L.A.!

WILLIAM F. JACOB, *President*.

Special Librarians John Cotton Dana Fund

FOR the first time a library is to be named after a librarian. The librarian is John Cotton Dana. The library is that of the University of Newark.

John Cotton Dana was librarian in three American cities, but it is safe to say that in the city of Newark he made the deepest impression. He was known to nearly every adult citizen there. He developed many projects that endeared him to the people of Newark and the surrounding area. The Business Library, established in 1904, the first of its kind in the United States, is a monument in brick and mortar, in works and facilities to a man of rare vision, of keen sagacity and of unflagging industry.

His work in connection with the Museum gave an impetus to the popularization of the museum. The change in museum administration and publicity dates from the day that Mr. Dana lent his aid to this movement.

The library that will bear his name in the city which represented his greatest endeavors will stand for many decades as a practical and worthwhile evidence of John Cotton Dana and his chosen life work.

This tribute to the moving spirit in the library world by the University in the city to which he gave twenty-five years of service appeals strongly to many members of his profession. To provide the channel through which members might share in this expression of professional appreciation, the Executive Board of the Special Libraries Association appointed a committee consisting of Daniel N. Handy, Marian C. Manley and Herbert O. Brigham, Chairman, to receive contributions.

The time first given as the close of the campaign was May 7th. With the realization that this would afford little opportunity to reach all the members of the association, the date was advanced to the end of the S.L.A. Convention in Pittsburgh. Final reports will be made at that meeting.

The present status of the fund is cheering in the extreme. A tentative goal of \$1,000 had been set. Already over \$800 has gone into a special bank account developed through the contributions for this fund. Every indication proves that the goal of

LIBERATOR

JOHN COTTON DANA, 1856-1929

He hurled no ultimatum at the state
Nor led a revolution out to cry
An empty creed against the empty sky.
Nor ever did he play upon the hate
Of poor for rich, of ignorant for great.
And since his slow revolt was fine and high
For him no banners dip along the sky,
No cannons roar, no millions venerate.

His deed was not a sudden, blaring thing;
It was a lifework, patient, unacclaimed.
And now before the searching mind of youth
The serried thinkers of the ages fling
Their gold. This man made knowledge free,
unchained;

He loosed the slow, invading tide of truth.

GERALD RAFTERY

From *New York Herald Tribune* Conning Tower.

\$1,000 will be met and passed by the Convention. So far eight chapters—San Francisco, Illinois, Michigan, Montreal, Cincinnati, New Jersey, Philadelphia and Pittsburgh—have taken official action and given a total of \$292.50. Other chapters are planning similar action. Gifts from many members have been received, but many more are still on their way.

News notes of the progress of the fund have been sent to chapter officers and some members. The final result in detail will be presented at Pittsburgh and print-

ed in the proceedings. That S.L.A. will have every reason to be proud of its record is an already demonstrated fact. That John Cotton Dana is still a moving spirit in the library world is shown by the comments that have come with contributions.

FROM THE COMMITTEE'S MAILBAG

"If I were a worshipful person, John Cotton Dana would be my patron saint. As it is, there is never a talk I give before a library school group, businessmen's group or before apprentices, that John Cotton Dana isn't mentioned, so I have a very personal feeling toward a man whom I have known only through his work."

"We should feel proud that we are able to help build up such a splendid memorial to one of the outstanding pioneers in the library profession."

"Certainly no one stands more in debt to Mr. Dana for his splendid leadership in all parts of the library field than special librarians. I am very glad to have some part in this work."

"I didn't know Mr. Dana, but I certainly have read everything he wrote and admired it. It's been a real tragedy that there haven't been many more men and women in our profession with as much vigor and foresight and *plain courage* as Dana exhibited throughout his career."

"This is a contribution for John Cotton Dana. He had the ability to put vision into realization."

"I am glad indeed that the association is showing its interest in Mr. Dana. It is so easy for the new sprouts to forget about the roots."

Contributions should be made out to the Special Librarians John Cotton Dana Fund and mailed to 34 Commerce Street, Newark, New Jersey.

"A Museum Librarian's Lot Is Not a Happy One"

By Jerome Irving Smith, Librarian

Museum of the City of New York

DURING salad days museums are apt to behave like ostriches in hiding as far as the library is concerned. They blind themselves to it; they only have eyes for exhibitions; they begrudge space and money for books; they fail to see the educational value of such a department; they use the excuse that it would duplicate unnecessarily the work of other institutions. And so they think to avoid it.

The need of a library is a painful thought. As the museum acquires new exhibition material, resource to reference matter becomes more urgent. Curators, forced to take time to go to the Public Library or some other institution, find their efforts retarded. Visitors viewing the collections are stimulated to ask for further information. The staff, already swamped with routine work, has the added burden of answering questions from a small supply of source books. The telephone hums with queries and letters flow in from people who naturally think, knowing the aim and purpose of the museum, that it is the place to settle their problems. The painful thought turns into acute indigestion.

An interested donor adds to the museum's difficulty by presenting a large gift of books. One gift leads to others and gradually a small library is assembled forcing a new issue, "Who'll take care of the books?" Some member of the staff is assigned to the job as part of his other duties. However, once started, the collection grows into pamphlets, newspapers, magazines and more volumes, and the poor staff member finds he has bitten off more than he can chew. The library demands a caretaker who will give it undivided attention,

classify it so that information can be readily located, and develop it into a mine of specialized material.

Now the museum thinks to solve the problem by placing someone in charge so that it can forget about the unwanted department. That person has to do the worrying. No funds are set aside; there is a complete lack of interest. Particularly needed reference matter makes the conscientious librarian impatient about waiting for a generous donor; consequently he turns beggar. Letters to authors, written in the form of a pauper's plea, seem to be the only solution left. In that way many gaps are filled and the library starts to take on purpose. Unfortunately it can never cease being an acute pain.

Space becomes inadequate and the books begin to spill out of its small quarters. But all the time little rewards are noticeable; attendance records increase; more and more demands for assistance come by person, by telephone, by mail, and the volumes show wear from excessive usage. The specialized field of the library gains for it recognition from outsiders and slowly the museum realizes "it has something there." Then come pittance for binding and working supplies. The privilege of exchanging duplicate volumes is granted — in some cases the library is allowed to raise its own fund by selling duplicates. But an appropriation out of the budget is not forthcoming.

The Museum Librarian has to develop initiative; he has to connive and contrive ways in which to interest his trustees and prove to them that the library is an important organ of the museum. He may

know that through cataloguing and classification he can produce a highly individualized library offering unique advantages, but he has to produce it alone and, after he has done so, he has to keep up the good work. Specific files of a distinctive nature must be made to designate that library from any other. A thorough knowledge of the aim and purpose of the museum in all its phases must be anticipated by the library to keep one pace ahead of any questioner. Step by step the librarian has to work on his public in order to create through them definite proof that his department is a supplement to the museum.

In addition to the reference side of the museum library there is one very outstanding opportunity afforded it. It can become a curatorial department, thus turning the

tables on its trustees who have only eyes for exhibitions. Much of the material which falls under the custodianship of the librarian has exhibition value. Printed matter has its own rare individuality and beauty — reaching out to another branch of the public upon whom the museum depends for its life — and special book shows can be arranged dealing with various phases of publication. Exhibitions of this sort can go on indefinitely — the subjects for them being many, ranging from beautifully illuminated books to an assemblage of manuscripts and first editions of some one famous author. Whatever the show, through it the museum library gains an excellent advantage.

A museum librarian's lot can be made a happy one, but it takes a lot of fighting.

Convention Highlights

Additional Features of Pittsburgh Four-Act Play on June 7-10

YOU all know from previous communications what an active period this 30th Annual Convention of ours is to be. In past years many of you may have played important rôles in the cast of a Convention. For us Pittsburghers, every day, every hour brings in a new name, new casting and directing of the scenes, which become more and more complete scenes in the "Annual Show." The directors plan to raise the curtain when the hands of the clock point to the scheduled hour; "Pittsburgh Promotes Promptness" is the theme song.

Some additional features in our four-act play, not previously mentioned, follow.

In Act 1. Besides other distinguished speakers, we will have the Honorable Cornelius D. Scully, Mayor of Pittsburgh, welcome the S L.A. delegates to this city. The scene of the Joint Group Meeting featuring "Business Profits and the Use of Published Information" on Tuesday eve-

ning also has new names added to its cast: Bervard Nichols, Editor of *Pittsburgh Business Review*, and on the staff of the Bureau of Business Research of the University of Pittsburgh; and Richard Rimbach, Vice-President and Managing Editor of Instruments Publishing Company.

In Act 2. On Wednesday, the curtain rises on a scene not previously reported: The joint group meeting of the Public Business Librarians and the Newspaper Group. Performers in this scene are Mr. Charles A. Carpenter, Manager of the Pittsburgh District of the Department of Foreign and Domestic Commerce; Charles F. Ackenheil, Director of Research, *Pittsburgh Press*; and Neff Laing of the *Pennsylvania Farmer*.

On Thursday, Act 3. We were fortunate to have an additional character added to the scene of the Joint Meeting of the Insurance and Social Science Groups in the person of Dr. Kenneth Field, Head of the

Department of Economics at the Carnegie Institute of Technology; his line: "What Price Government?"

Another new scene in Act 2, is the Luncheon Conference of the Social Science Group, with Mrs. Mary Clarke Burnett, Head of the Department of Social Work at Carnegie Institute of Technology, telling us about the "Pittsburgh Social Survey."

There are delightful intermissions in our "drama." One is the banquet on Wednesday evening with "soft music" and artistic dancing performed by a student group of the Art School. But the big event which we were trying to keep as a surprise is the main speaker for the evening: Mr. Frank C. Waldrop, author of "Television, a Struggle for Power." He will tell us about television, which is now a scientific actuality, and how it will revolutionize our daily life. There is another side to the picture which Mr. Waldrop promises to reveal: the struggle for control of this new Klondyke of the air waves which is now raging between powerful business groups behind closed doors.

The sightseeing trip on Friday afternoon will be another unforgettable event for those who see Pittsburgh for the first time. The trip will take us to one of the city's most exclusive and beautifully located Country Clubs, where we shall dine.

The Prologue of the entire production takes place on Monday, which we hope will put us in the proper frame of mind to appreciate this industrial city. This consists of visits arranged to the following plants: H. J. Heinz Company, the world's largest food plant; the new 25-million-dollar Jones and Laughlin continuous strip mill; the Aluminum Company's big plant at New Kensington; and the Westinghouse Electric and Manufacturing Company's plant in East Pittsburgh.

In discussing any theatrical production, it is only fair to mention those who are adding color to the performance. We want

to mention particularly our exhibits, arranged by Miss Henrietta Kornhauser. These fall in two distinctive groups: one featuring "Industry and S.L.A. in Pittsburgh" by various local companies emphasizing in pictures the importance of research and libraries in the development of their products; the other is by manufacturers and publishers of library "tools." We shall also have an "Exhibit of Good Binding" and an exhibit featuring cameras, projectors, etc., to demonstrate the almost limitless possibilities of microfilm for reproducing printed matter.

We want you to enjoy every minute of your stay in Pittsburgh. Our Hospitality Committee under the able leadership of Esther Fawcett will see to it that you feel "at home." The reception and tea served for the entire association after the first general session, is also aiming to achieve this end. All Pittsburghers will wear a yellow ribbon with black lettering, while the actual members of the Hospitality Committee will have a flower above the badges. Talking about that subject, the badges will not be the common garden-variety type, or of the "price-tag" species. They are more elaborate and are guaranteed to stay in place so that you can call your friends by their names when you see the familiar faces again!

And last not least — the Convention News Committee is asking you to submit bits of news for the "Convention Chatter." In a conspicuous space near the Registration Desk you will notice a box for that purpose: signed or unsigned bits of news are equally welcome!

And now, let me quote President Jacob: "*Plan to peregrinate to Pittsburgh primarily to participate in Professional Progress by being punctually present at S.L.A. Proceedings at the Penn Hotel and to promote profitable and pleasant playtime with pals of parallel profession.*"

VIRGINIA L. GARLAND,
News Chairman.

1909—Special Libraries Association—1938

Thirtieth Annual Conference

William Penn Hotel—Pittsburgh, Pa.

June 7-10, 1938

Tuesday, June 7, 1938

8:30 A.M.

NEWSPAPER GROUP—Informal breakfast conference—"A Manual for Newspaper Librarians." Discussion led by Marie-Anne E. Walker, Librarian, *The New York Times*. Table reserved at the Grill, William Penn Hotel, for breakfast; meeting follows in Forum Room on 17th floor.

10:00 A.M.

EXECUTIVE BOARD AND ADVISORY COUNCIL—Meeting. Cardinal Room.

10:30 A.M.

INSURANCE GROUP, Casualty and Surety Insurance Sections, Classification Committee—Discussion. Parlor D.

VISITS to libraries in the downtown district: Philadelphia Company Library, Business Branch of Carnegie Library, Peoples Pittsburgh Trust Company Library, Allegheny County Law Library, Carnegie-Illinois Steel Corporation Library. Visit to the plant of Heinz Company, the world's largest food manufacturers. Informally arranged for members with no morning meeting. Complimentary luncheon will be served at the Heinz plant. Return by 1:30 P.M. (Sign up at Registration Desk not later than 10:00 A.M.)

12:30 P.M.

MUSEUM GROUP—Luncheon meeting—"Museum Group Inventory." Parlor B.

UNIVERSITY AND DEPARTMENTAL LIBRARIANS GROUP—Group officers in various chapters will be guests of the University of Pittsburgh for luncheon. Faculty Club, University of Pittsburgh.

NEWSPAPER GROUP—Luncheon meeting. French Room.

2:30 P.M.

FIRST GENERAL SESSION—Welcoming address by Hon. Cornelius D. Scully, Mayor of the City of Pittsburgh; Mrs. Jessie Callan Kennedy, Engineering Reference Library, Carnegie Institute of Technology, on behalf of the Pittsburgh Chapter; response by Mrs. Louise P. Dorn, Librarian, Detroit Edison Company "The Romance of Industry,"—Addresses by Dr. Francis Cowles Frary, Director of Research, Aluminum Company of America; B. S. Chapple, Jr., Sales Promotion Manager, Carnegie-Illinois Steel Corporation; C. S. Coler, Manager, Community Relations, Westinghouse Electric and Manufacturing Company; Dr. John W. Oliver, Head of Department of History, University of Pittsburgh. Ball Room, 17th floor.

4:30 P.M.

Reception and tea. Ball Room, 17th floor.

6:30 P.M.

INSURANCE GROUP—Dinner meeting—Informal get-together. William Penn Grill.

MUSEUM GROUP—Dinner meeting. The Ruskin, Oakland.

7:30 P.M.

NEWSPAPER GROUP—Visit to the new building of the *Pittsburgh Post Gazette*.

8:00 P.M.

PUBLIC BUSINESS LIBRARIANS, FINANCIAL, COMMERCE, AND INSURANCE GROUPS—Joint Session. "A Corporation Library, Its Growth and Use," by William T. Mossman, Publicity Department, Jones and Laughlin Steel Corporation; "Sources of Business Information," by Bervard Nichols, Editor, *Pittsburgh Business Review*, Bureau of Business Research, University of Pittsburgh. "Business Profits and the Use of Published

Information" — Panel discussion by Marian C. Manley, Branch Librarian, Business Branch, Public Library, Newark, N. J.; Mary P. McLean, Librarian, American Bankers Association; Mary Jane Henderson, Investment Librarian, Sun Life Assurance Company of Canada; Kathryn E. Peoples, Librarian, Carnegie-Illinois Steel Corporation; Mrs. Irene M. Strieby, Librarian, Eli Lilly and Company, Research Laboratories. "Research and the Future," by Richard Rimbach, President, Instruments Publishing Company, formerly Consulting Editor, *Metals and Alloys*. Ball Room, 17th floor.

MUSEUM GROUP — "The Western Pennsylvania Architecture Survey," by Marian Comings, Art Division, Reference Department, Carnegie Library of Pittsburgh. "Architectural Librarians and Their Problems." Discussion led by Florence Ward Stiles, School of Architecture, Massachusetts Institute of Technology. Carnegie Library, Small Conference Room.

Wednesday, June 8, 1938

8:00 A.M.

INSURANCE GROUP, Life Insurance Section, Classification Committee — Breakfast meeting. Parlor C.

8:30 A.M.

BIOLOGICAL SCIENCES GROUP — Informal breakfast conference. French Room.

FINANCIAL GROUP — Breakfast conference. French Room.

MUSEUM GROUP — Breakfast conference. William Penn Grill.

NEWSPAPER GROUP — Breakfast conference — "Picture Problems." A discussion led by Maurice Symonds, Librarian, *The News*, New York. (Breakfast at the William Penn Grill, discussion afterwards in Forum Room, 17th floor.)

SCIENCE-TECHNOLOGY GROUP, Petroleum Section — Breakfast conference. Parlor B.

SCIENCE-TECHNOLOGY GROUP, Public Utility Section — Breakfast conference. Parlor E.

SOCIAL SCIENCE GROUP — Breakfast conference. William Penn Grill.

10:00 A.M.

SECOND GENERAL SESSION — "Problems of Expansion and Techniques as Met Through S.L.A. Activities." *Our Association Responsibilities*. Address by William F. Jacob, President. Discussion by Elizabeth L. Clarke, Secretary; Adeline Macrum, Treasurer; Mrs. Jolan M. Fertig, Convention Committee; Howard L. Stebbins, Finance Committee; Mary P. McLean, Membership Committee; Elinor Gregory, Boston Chapter; Edith Portman, Pittsburgh Chapter. Sixth Annual Gavel Award for increase in Chapter Membership. *Our Promotion Problem* — Discussion by Alma C. Mitchill, Business Library Promotion Committee; Anna Holt, Biological Sciences Group; Emily C. Coates, Insurance Group; Rose L. Vormelker, Public Business Librarians' Group; Florence W. Stiles, Museum Group; Mrs. Julia L. Staniland, University and College Departmental Librarians' Group; Harriet R. Peck, Albany Capitol District Chapter; Leslie R. French, Connecticut Chapter; Marian C. Manley, New Jersey Chapter; Anita F. Levy, San Francisco Bay Region Chapter. *Our Publication Problems and What They Mean to S.L.A.* — Discussion by Elizabeth Wray, Publications Committee; Marian C. Manley, SPECIAL LIBRARIES; Marguerite Burnett, ASSOCIATE MEMBERS' BULLETIN. *What S.L.A. Is Doing to Meet Problems of Information Techniques* — Discussion by Maria C. Brace, Indexes to Sources of Statistical Information Committee; Virginia L. Garland, Methods Committee; Mary H. Welch, Newspaper Group; Elizabeth J. Cole, Science-Technology Group; Mary Elizabeth Furbeck, Social Science Group. Ball Room, 17th floor.

1:00 P.M.

INSURANCE GROUP, Fire Insurance and General Sections, Classification Committee — Luncheon conference. Parlor E.

SOCIAL SCIENCE GROUP — Luncheon conference. Address by Mrs. Mary Clarke Burnett, Head, Department of Social Work, Carnegie Institute of Technology, on "The Pittsburgh Survey." Rooms B and C, 17th floor.

1:30 P.M.

UNIVERSITY AND COLLEGE DEPARTMENTAL LIBRARIANS GROUP—Symposium on "Methods of Acquainting Students with the Literature of Their Fields." Leader: Sister Melanie Grace, Librarian, Seton Hill College for Women, reporting for Philadelphia; Dorothy Drake, Librarian, Penniman Library, and Mary A. Bennett, Librarian, Furness Library, both of the University of Pennsylvania, reporting for Pittsburgh. Alice McCann, Librarian, Dental School, University of Pittsburgh. "Survey Courses," by Dr. Alfred P. James, Former Chairman of the College Faculty Curriculum Committee of the University of Pittsburgh. Forum Room.

2:00 P.M.

PUBLIC BUSINESS LIBRARIANS AND NEWSPAPER GROUPS—"New Projects of the Bureau of Foreign and Domestic Commerce," by Charles A. Carpenter, Manager, Pittsburgh District Department of Commerce, Bureau of Foreign and Domestic Commerce. "The Newspaper Research Department as a Source of Information for Libraries," by Charles F. Ackenheil, Director of Research, *Pittsburgh Press*. "Selling Your Services," by Neff Laing, *Pennsylvania Farmer*. "Special Issues of Periodicals," by Mrs. Camille Rehner, Business Information Bureau, Cleveland Public Library. Cardinal Room, 17th floor.

3:00 P.M.

SCIENCE-TECHNOLOGY GROUP—Symposium on "Microfilming and Documentation." "The Need for a Central Depository for Scientific Papers," by Sarah B. Pruden, Librarian, National Oil Products Company. "Microfilming—New Tool for Intelligence," by Watson Davis, President, American Documentation Institute and Director of Science Service. "Microfilming, Equipment and Applications," by Dr. Vernon D. Tate, Chief, Division of Photographic Reproduction and Research, National Archives. "Documentation for the Scientist," by Dr. E. P. Partridge, Director of Research, Hall Laboratories, Inc. "The Use of Microfilms in a Newspaper Office," by Gerald A. Harshman, Assistant Manager, *Sharon Herald*; Director, Sharon Chamber of Commerce. Discussion follows: Exhibit

and demonstration of microfilming equipment by various manufacturers. Ball Room, 17th floor.

8:00 P.M.

Banquet. Toastmaster, George Seibel, author and literary critic. Speakers, Frank Waldrop, of the *Washington Herald Examiner*, and Joseph Borkin, of the Federal Communication Commission, authors of the book, "Television, The Struggle for Power." Music and entertainment. Ball Room, 17th floor.

Thursday, June 9, 1938**8:30 A.M.**

MUSEUM GROUP—Informal breakfast meeting. William Penn Grill.

NEWSPAPER GROUP—Breakfast conference—"The Library and the Five-Day Week." Discussion led by Ford M. Pettit, Reference Director, *The Detroit News*. Breakfast at William Penn Grill. Discussion follows in Forum Room, 17th floor.

10:00 A.M.

FINANCIAL GROUP—"The Maloney Bill and Its Effect," by Leo G. Griffith, Manager, Cassatt & Co., Board Room, Mellon National Bank, Pittsburgh. Discussion follows. Board Room, Mellon National Bank.

INSURANCE AND SOCIAL SCIENCE GROUPS—Joint session—"Problems of Our Democracy," by The Hon. Owen Hunt, Commissioner of Insurance for Pennsylvania. "The Social Security Act," by W. R. Williamson, Consulting Actuary of the Social Security Board. "What Price Government?" by Dr. Kenneth Field, Head, Economics Department, Carnegie Institute of Technology. Cardinal Room, 17th floor.

MUSEUM GROUP—Symposium on "Reference Work with the Public," by Marion Rawls, Assistant Librarian, Burnham Library of Architecture, Art Institute of Chicago, and Nell G. Sill, Librarian, Cleveland Museum of Art. At the Department of Fine Arts Library, University of Pittsburgh. 7th floor.

SCIENCE-TECHNOLOGY GROUP, Chemistry Section—Business meeting. Mellon Institute. (4400 Fifth Ave.)

12:30 P.M.

INSURANCE GROUP — Luncheon. Roll call and responses. French Room.

MUSEUM GROUP — Luncheon meeting. Faculty Club, University of Pittsburgh.

NEWSPAPER GROUP — Luncheon. Address by George Seibel, author and literary critic of the *Musical Forecast*. Parlors B and C.

CHAPTER PRESIDENTS — Luncheon. Discussion led by Marguerite Burnett, Librarian, Federal Reserve Bank of New York, "How to Build Up Community Interest"; "Hints to My Successor." Hotel Schenley.

CHAPTER SECRETARIES AND TREASURERS — Luncheon. Discussion led by Elizabeth Lois Clarke, National Secretary, S.L.A. Hotel William Penn. National Secretary's Suite.

2:00 P.M.

VISITS — The Mellon Institute for Industrial Research; The Cathedral of Learning of the University of Pittsburgh; and the Carnegie Library of Pittsburgh. (For transportation facilities and schedule of visiting, consult Bulletin Board.)

4:00 P.M.

Tea served at the Social Room at Mellon Institute for visitors.

Tea served at the Commons Room at the University of Pittsburgh for visitors.

6:15 P.M.

UNIVERSITY AND COLLEGE DEPARTMENTAL LIBRARIANS GROUP — Dinner. Schenley Hotel Lawn, across from the Cathedral of Learning.

7:15 P.M.

UNIVERSITY AND COLLEGE DEPARTMENTAL LIBRARIANS GROUP — "Recent American Historical Novel," by Professor Frederick P. Mayer, Department of English, University of Pittsburgh. At the Stephen Collins Foster Memorial, adjacent to the Cathedral of Learning.

7:30 P.M.

INSURANCE GROUP — Discussion of Classification. Reports of various Sections. General Discussion. Parlor D, 17th floor.

8:00 P.M.

"THE BEGINNERS' CLINIC" — Marie Lugscheider, Librarian, RCA Manufacturing Company, RCA Radiotron Division, Harrison, N. J., Chairman. "Delimiting the Library Field" Discussion led by Lucy O. Lewton, Librarian, International Nickel Company, New York. "Putting the Library Over With the Organization." Discussion led by Kathryn E. Peoples, Librarian, Carnegie-Illinois Steel Corporation, Pittsburgh, Pa. and Jane Wilkinson, Librarian, General Motors Corporation, New York. "The Librarian's Professional Responsibilities." Discussion led by Mary P. McLean, Librarian, American Bankers Association, New York, and Mrs. Irene M. Strieby, Librarian, Lilly Research Laboratories, Eli Lilly and Company, Indianapolis, Ind. Forum Room, 17th floor.

Friday, June 10, 1938**8:00 A.M.**

UNIVERSITY AND COLLEGE DEPARTMENTAL LIBRARIANS GROUP — Breakfast conference. Discussion of Group Projects: "The Departmental Library Manual," "Subcommittee on Training and Certification for Departmental Librarians," "How Can Centralized Cataloging Be Improved To Be a Bigger Help for the Departmental Librarian?" Election of officers. Parlors B and C.

8:30 A.M.

MUSEUM GROUP — Breakfast conference. William Penn Grill.

NEWSPAPER GROUP — Breakfast conference. William Penn Grill. Report on Salary Survey. Discussion led by Blanche L. Davenport, Librarian, *The Christian Science Monitor*. Forum Room.

SOCIAL SCIENCE GROUP — Breakfast conference. William Penn Grill.

10:00 A.M.

THIRD GENERAL SESSION — "How S.L.A. Meets Personnel Problems." "*Present and Future in Relation to a Trained Personnel*" — Discussion led by Marian C. Manley, Chairman, Committee on Training and Recruiting. *Meeting Conditions as They Ex-*

ist — "Contacting Colleges for Recruits," Granville Meixell, Librarian, Applied Science Library, Columbia University, New York; "Training Problems and Their Treatment in Chapters," Marion Rawls, Burnham Library of Architecture, Art Institute of Chicago, and Dorothy M. Avery, Librarian, General Library, New York Telephone Company, New York; "Some Library School Developments," Beatrice V. Simon, Medical Library, McGill University, Montreal, Canada. *Looking Toward an Adequate Program* — "What Special Librarians Have Said About Their Needs," Jesse H. Shera, Scripps Foundation for Research in Population Problems, Miami University, Oxford, Ohio; "S.L.A. Takes Action for Professional Training," Rose Boots, Librarian, Marvyn Scudder Financial Library, School of Business, Columbia University, New York; "The Immediate Future," Marian C. Manley, Branch Librarian, Business Branch, Public Library, Newark, N. J. *"Opportunities in the Special Library Profession and the Salary Problem"* — Discussion led by Margaret R. Bonnell, Metropolitan Life Insurance Company Library, New York. Unfinished Business. New Business. Report of Special Librarians' John Cotton Dana Fund. Report of Committee on Resolutions. Report of Nominating Committee. Election of Officers. Ball Room, 17th floor.

12:30 P.M.

INCOMING EXECUTIVE BOARD — Luncheon meeting. National Secretary's Suite.

FINANCIAL GROUP — Luncheon meeting. Discussion of projects for the coming year. Business meeting and election of officers.

NEWSPAPER GROUP — Luncheon meeting. French Room.

2:00 P.M.

BIOLOGICAL-SCIENCES GROUP — Round table discussion led by Miss Adeline Macrum, Assistant Editor, *Industrial Arts Index*. "Interlibrary Loans Versus Photostats and Microfilms," by Anna C. Holt, Librarian, Harvard Medical Library, Rosemary Hanlon, Librarian, Mine Safety Appliances Company, Ralph H. Carruthers, Reference Department, New York Public Library, and by Sarah B.

Pruden, Librarian, National Oil Products Company. "Picture Collections and Slides," by Hazel Anderson, Librarian, Tuberculosis League of Pittsburgh, Elizabeth E. Schramm, Librarian, College of Physicians and Surgeons, Columbia University. "Pamphlets and Ephemera," by Isabel L. Towner, Librarian, National Health Library, Ethel G. Wigmore, Librarian, Carrie J. Brink Memorial Library, Bellevue School of Nursing, New York. "Lost and Mutilated Material: Preventive Steps," by Alice M. McCann, Librarian, School of Dentistry, University of Pittsburgh. Parlor B.

COMMERCE AND FINANCIAL GROUPS — "Problems of Statistical Information," by Mr. Roger Jones, Central Statistical Board. "Activities of the Research Bureau for Retail Training of the University of Pittsburgh," by Lillian Friedman, Instructor, Research Bureau for Retail Training, University of Pittsburgh. "The Commerce Group — What It Has Been and What It Might Be," by Marian C. Manley, Branch Librarian, Business Branch, Public Library, Newark, N. J. Business meeting and election of officers for Commerce Group. Cardinal Room.

INSURANCE GROUP — Business meeting, reports and election. Parlor C.

MUSEUM GROUP — Business meeting and election of officers. Parlor D.

NEWSPAPER GROUP — Business meeting and election of officers. Parlor E.

PUBLIC BUSINESS LIBRARIANS GROUP — Business meeting and election of officers. Parlor F.

SCIENCE TECHNOLOGY GROUP — Business meeting and election of officers. Forum Room.

SOCIAL SCIENCE GROUP — Business meeting and election of officers. Ball Room, 17th floor.

4:00 P.M.

SIGHTSEEING TRIP and dinner at Longue Vue Country Club. Busses leave William Penn Hotel 4 P.M. sharp.

8:30 P.M.

INSURANCE GROUP — "Summing Up." Forum Room.

Our Speakers—and Why

Charles F. Ackenheil studied Commercial Engineering at Carnegie Institute of Technology and received his B.S. in Business Administration from Miami University in 1933. Mr. Ackenheil remained at Miami University for a time as graduate assistant to the dean of the School of Business. He later came to Pittsburgh as assistant in the Research Department of the *Pittsburgh Press*, and since 1936 he has been director of research, the *Pittsburgh Press*.

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Joseph Borkin was formerly economist with the United States Senate Committee Investigating Munitions Industry (Nye Committee). He is director of research for the House of Representatives Committee on Patents, economist for Federal Communications Commission, and is doing free lance writing.

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Mary Clarke Burnett is head of the Department of Social Work at Carnegie Institute of Technology. She is a graduate of the University of Toronto and entered upon social work in that city as girls' worker and later head resident of Central Neighborhood House. She received the degree of A.M. from Columbia University and then went to Cincinnati as executive of the Social Workers Council in the Social Unit Organization. Before coming to Pittsburgh in 1922 she was head of the Social Service Department of the Alameda County Public Health Center in California. Mrs. Burnett has taken an active part in social work in Pittsburgh. She was a member of the State Welfare Commission and for two years served as director of training for the State Emergency Relief Board in Harrisburg on leave of absence from Carnegie. She is a member of the Citizens Committee which sponsored the Social Study.

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Charles A. Carpenter was educated at the Adelphi Academy, Brooklyn, and is a graduate of Cornell University in Mechanical Engineering. After graduation he spent several years as general foreman of a large manufacturing plant. Following service in the Ordnance Department in the World War,

Mr. Carpenter engaged in the machinery business in the tri-state area, then became district manager of the Bureau of Foreign and Domestic Commerce in January 1934.

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Bennett S. Chapple, Jr., became general manager of Sales Promotion for Carnegie-Illinois Steel Corporation in August of 1936. A graduate of Antioch College, Mr. Chapple was secretary and sales manager of Insulated Steel Construction Company, a subsidiary of the American Rolling Mill Company. His business career includes experience in both retail and industrial sales management.

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Carl Seymour Coler, engineer and educator, was born in Huron, N. D., and received degrees M.E. at Cornell University and M.S. at the University of Pittsburgh. Mr. Coler has held many important positions with the Westinghouse Electric and Manufacturing Company in connection with the company's educational program. He is president of Westinghouse Technical Night School and manager of Community Relations. Mr. Coler is both well known in Pittsburgh and in the educational world all over the States. He is president of the Pittsburgh Council of Adult Education.

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Watson Davis and microfilming are synonymous. When one thinks of microfilming one thinks of Mr. Davis, who has done extensive work in this new field of photographic duplication. Mr. Davis has held many important positions, some of which are: news editor, *Science Service*, editor, *Science News Letter*, member of the Board of Research Associates, Inc.; assistant engineer-physicist, U. S. Bureau of Standards; science editor of the *Washington Herald*; author of a book, "The Story of Copper," and numerous articles in magazines and technical journals. As president of the American Documentation Institute he has helped make possible microphotography which will mean a saving of time, money and filing space in all special libraries.

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Kenneth Field, Ph.D., J.D., head of the

Department of Economics of Carnegie Institute of Technology since 1936, came from the University of Colorado, where he was an associate professor. As a member of the Tax Research Foundation, he has charge of the studies covering the taxation of three states, Colorado, South Dakota, and Wyoming. These studies form part of the "Tax Systems of the World" which are being published by the Foundation. Dr. Field is the author of "Corporation Finance," a monograph of the University of Colorado Press on "Public Utility Holding Companies," and more than 50 articles on taxation and finance.

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Dr. Francis Cowles Frary, director of research of the Aluminum Company of America, graduated from the School of Chemistry of the University of Minnesota and spent a year in study at the University of Berlin. This was followed by an instructorship at the University of Minnesota, with a doctor's degree from the same school in 1912. In 1915 Dr. Frary joined the staff of the Oldbury Electrochemical Company, Niagara Falls, N. Y., as research chemist. Since December 1918 he has been director of research of the Aluminum Company of America and has built up the Aluminum Research Laboratories to their present position. In the past nineteen years Dr. Frary has made important contributions to the chemistry and metallurgy of aluminum. In recognition of his distinguished work and of his notable achievements which have helped to give Pittsburgh an international reputation for research in metallurgy, the Pittsburgh Section of the American Chemical Society conferred upon him the Pittsburgh Award for 1937.

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Because microfilming offers such opportunities to newspapers, Mr. G. A. Harshman, assistant manager of the *Sharon Herald*, uses microfilming in his office. Upon graduation from Washington and Jefferson College in 1930, Mr. Harshman was employed as reporter by *Sharon News-Telegraph*. In 1932 he became city editor, and in 1934 the rôle of news editor fell to his shoulders. Upon the merger of the *Sharon Herald* and *Sharon News-Telegraph* in 1935, Mr. Harshman was

named associate editor. On January 1, 1937, he was appointed assistant business manager.

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Owen B. Hunt, insurance commissioner of Pennsylvania, was born in County Mayo, Ireland. He attended Drexel Institute, Spring Garden Institute, and University of Pennsylvania. He has studied law, electrical engineering, and journalism. He entered the insurance field as an agent for the Pennsylvania Mutual Life. Later he became associated with the Claim Department of the Commercial Casualty. For the five years previous to his appointment as insurance commissioner he was regional claims manager for the Continental Casualty, supervising eastern Pennsylvania, New Jersey, and Delaware. He is an eloquent speaker. He won the Verdun medal and a French citation for bravery.

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Dr. Alfred P James, former chairman of the College Faculty Curriculum Committee of the University of Pittsburgh, has long been a student of college curriculum methods. He has read widely on the subject, and hence is particularly fitted to present the faculty point of view. A Rhodes scholar and professor of history, he is a frequent contributor to the *Western Pennsylvania Historical Magazine* and *Mississippi Valley Historical Review*, and contributor to the forthcoming Dictionary of American History.

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Neff Laing spent forty-three years in the publishing business. He began his career as an office boy with the *Michigan Farmer* and in a short time became circulation manager. In 1912 he went to Meadville, Pa., to take charge of the management of a struggling magazine — *The Pennsylvania Farmer*. To him must go the credit for its present standing as one of the finest papers of its class in Pennsylvania.

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Prof. Frederick P. Mayer, from the English Department of the University of Pittsburgh, was the first editor of the *University Record*. As one of the favorite professors amongst the students he has the ability to inject much delightful spontaneity into his

lectures. He is editor and co-author of *Paragraph Design* and *Victorian Prose*, and frequent contributor to the *Virginia Quarterly Review*.

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William T. Mossman graduated from Allegheny College and began his career as a reporter on the *Pittsburgh Leader*. He was editor of the *Index*, later called the *Bulletin Index*, for two years when he became Sunday editor of the *Pittsburgh Dispatch*. During the early years of the Pittsburgh Symphony Orchestra, Mr. Mossman at the request of several local industrial leaders agreed to take charge of the business management, and travelled extensively in the interest of the orchestra. While on the staffs of Pittsburgh newspapers he came in close contact with Willa Cather, William Preston Brizell, Sir Percy Williams, at that time foreign correspondent for the *London Daily Mail*, Charles Wakefield Cadman, music critic on the *Pittsburgh Dispatch*, and many others of worldwide reputation. Mr. Mossman has been in charge of publicity for Jones & Laughlin Steel Corporation for many years.

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Bervard Nichols has degrees from Utah Agricultural College and New York University. He first taught, and then was active in business from 1918-1925. He was assistant director of the Summer School and Extension Courses at Rutgers University during 1925 and 1926. In 1926 he became secretary of the Bureau of Business Research at the University of Texas and edited the *Texas Business Review* from 1927 to 1930. He has been an assistant professor and editor of the *Pittsburgh Business Review* of the Bureau of Business Research, University of Pittsburgh, since 1930.

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Dr. John W. Oliver, professor and head of the Department of History of the University of Pittsburgh, is an outstanding authority on the history of the technological sciences particularly as they have been developed in Pittsburgh. In addition to his various activities listed in *Who's Who in America*, he is a frequent contributor to the *Mississippi Valley Historical Review* and the *Western Pennsylvania Historical Magazine*, also contributor

to the forthcoming Dictionary of American History, being edited by James Truslow Adams.

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Dr. Everett P. Partridge, director of research at Hall Laboratories, Inc., Pittsburgh, has attained renown through his research on boiler water problems. After receiving his Ph.D. in 1928 he was appointed Associate Editor of *Industrial and Engineering Chemistry*. During that time he also served on a part-time basis as research engineer of the Department of Engineering Research of the University of Michigan. In 1931 he became supervising engineer of the Non-Metallic Minerals Experiment Station of the U. S. Bureau of Mines in New Brunswick, New Jersey, which position he held until 1935 when he was appointed to Hall Laboratories.

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Richard Rimbach, Consulting Metallurgist, was educated at the Massachusetts Institute of Technology and Harvard University. He did industrial research for large metallurgical companies from 1916 to 1927. He is the Managing Editor of *Instruments*, and was Consulting Editor of *Metals and Alloys*, 1929-36. He is the author of "How to find metallurgical information" and has translated several books on this subject. Mr. Rimbach is Vice-President and Managing Editor of the Instruments Publishing Company and President of the Maintenance Publishing Company.

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George Seibel has been a prominent figure in the literary life of Pittsburgh for many years. As literary and dramatic critic of leading newspapers, as playwright and poet, as lecturer and radio commentator, his name has become nationally known. He is author of "The Concert: A Sonnet of Sonnets," "The Leper," and other dramas; "Bacon versus Shakespeare," "The Fall," "The Thirteenth Son," and other books. Those who heard George Seibel deliver 600 broadcasts on books, and drama, find delight in his wit, wisdom and wide range of interests.

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Dr. Vernon Tate is another luminary in the work of microphotographic research. As chief of the Division of Photographic Repro-

duction and Research, the National Archives, Washington, D. C., Dr. Tate comes in contact with the various methods of reproducing literature and old documents. Dr. Tate is already familiar to special librarians through his article in *SPECIAL LIBRARIES* and his talks before various Chapters, and as Editor of the *Journal of Documentary Reproduction* he has made important contributions to this field.

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Frank C. Waldrop is chief editorial writer for the *Washington Herald*. He was formerly managing editor of the *Nashville Tennessean* and has written several articles appearing in *Cosmopolitan Magazine*.

* * *

William R. Williamson is actuarial con-

sultant for the United States Social Security Board. He is serving the Board in an advisory capacity, largely with respect to actuarial methods in the administration of federal old-age benefits. Prior to his appointment to the Board in 1936 he was an actuarial consultant and assistant actuary of the Travelers Insurance Company for more than twenty-five years. He is a graduate of Wesleyan University, and entered the insurance field in 1910. He has broad experience in connection with group life insurance, salary allotment, wholesale insurance and group annuities. In 1934 he was made actuarial consultant to the staff of President Roosevelt's Committee on Economic Security. He is a fellow of the Actuarial Society of America.

Library Magazine Articles of Interest

By S. Richard Giovine

Assistant Librarian, New York Herald Tribune

Bulletin of the American Library Association, April 1938.

Brinkley, R. C. Microcopying and library catalogs, p. 241-243. A short but comprehensive account of the possibilities offered in a type of microphotography which is still in an early stage; the micro-filming of library card catalogs.

Wilson Bulletin, April 1938.

Shores, Louis, ed. Current reference books, p. 532-534. Here is a column which bears monthly perusal by any special librarian intrusted with the selection of reference books for his library. Mr. Shores discusses and evaluates this month, the New Edition of Bartlett's Quotations, Study of International Relations in the United States, and My Vocation by Eminent Americans.

Woodward, E. S. W.P.A. library projects, p. 518-520. An enlightening description of the valuable work being accomplished by the W.P.A. Library Extension Division.

Library Journal, April 1, 1938.

A.L.A. Periodicals Section Committee. Preliminary survey of indexing and abstracting services, p. 265-271. Committee report of the results of a survey of existing indexing and abstracting services particularly in the industrial arts and chemical fields. Committee's conclusion that there was a serious lack of coverage in some directions and a wasteful duplication in others, and their recommendation that there be instituted a national central bureau of indexing and abstracting through the coöperation of the several library associations will undoubtedly find an official response from the Special Library Association.

Library Journal, April 15, 1938.

Baldwin, Emma. New Jersey's study of the cost of living for librarians, p. 308-313. This report of the Committee on Personnel of the New Jersey Library Association invites study because of some of its startling findings.

Butterfield, Margaret. Organizing a collection of manuscripts for filming, p. 302-304. Some of the problems met in the organization and preparation of a manuscript collection of 19,000 pages for micro-filming at the University of Rochester Library.

Chamberlain, H. J. C.C.C. libraries, p. 299-302. Interesting description of the extension of real library service to the young men engaged in work in the 1,002 C.C.C. camps throughout the United States.

Peterson-Delaney, Sadie. Place of bibliotherapy in a hospital, p. 305-308. A moving description of the use of books as medicine. The part played by a most interesting kind of special library in the rehabilitation of physically and mentally shattered men at the Veterans' Hospital at Tuskegee, Ala.

Catholic Library World, September-December 1937.

Kinish, Rev. D. S. Book selection for

Catholic college libraries, p. 9-17. A lively discussion of book selection for this kind of special library, which includes some devastating criticism of present-day college lists, particularly Shaw's List of Books for College Libraries. An interesting statement of the author's basis for selection, which, if not convincing to others, should certainly prove stimulating.

Library Quarterly, April 1938.

McDiarmid, E. W. and Tatum, G. R. Library noise, p. 200-209. An account of the investigation of noise, with the use of standard scientific equipment in the Baylor University Library. While this particular study was on a small scale, one hopes that it will stimulate further experimentation. This matter of noise is particularly important in libraries of educational institutions because of the effect of noise on the "learning process," as well as to other libraries from the angle of working efficiency.

Letters to the Editor

What Should SPECIAL LIBRARIES Contain?

I HAVE followed with considerable interest the various letters on the contents of SPECIAL LIBRARIES. There should be more articles, of two sorts, first descriptive articles outlining the procedure and problems of different libraries and different types of libraries. The article on the International Nickel Company was immensely stimulating and useful, even though its writer would probably not recognize some of her own ideas by the time I get through adapting them to our own local situation. Very few special libraries have identical or even similar problems, but there are common elements in all of them, and it is, I think, through a steady perusal of accounts of the methods and problems of other libraries that one eventually builds up a knowledge of technics and a collection of labor saving tricks.

Also, we need more articles on the theoretical aspects of classification in its relations to special library work. Mr. Bliss's article in the March issue was immensely stimulating and therefore useful, even though I heartily disagree with sev-

eral points and only wish there were time to write a critical analysis of the article. Perhaps the very fact that I do disagree so strongly is what makes such an article useful. In my own work I am constantly faced with the problem of re-examining the basic elements of classification and cataloging.

Another feature which I have wished might be tried is a problem department. Of course, there is always the Methods Committee that one uses very freely, but sometimes one runs into special problems on which the Methods Committee has nothing available, and entirely new problems do come up occasionally. Lately, for example, I have been faced with two.

To illustrate what I mean, I will mention them here. One is the problem of working out a classification for bibliography (not a classification for books) on Marxian Economics and Philosophy, a topic which has simply never been mentioned in any of the general or special classifications I have seen. Another problem involves the question of procedure in compiling a list of American Trade Union newspapers and periodicals. Just how does one go about making a list of periodi-

cals in a given field,—only a few of which are listed in Ayer and similar sources and many of which appear rather irregularly with rapidly changing post office addresses.

My idea here was that an occasional column in which some of these specific problems that involve a whole collection of other problems might be listed, and then to stimulate discussion in compiling of notes together, also drag to light experiences which have not been properly recorded.

HENRY BLACK, *Librarian,*
Commonwealth College,
Mena, Arkansas.

Duplicates!

THE Library of the Union Theological Seminary has for distribution a number of copies of the volumes listed below and will be glad to send one or both express collect to any library upon the receipt of a nominal charge of twenty cents for packing and handling. Libraries are not limited to one copy of each. If more copies are needed for departmental libraries, we shall gladly send them at the same rates. Address The Librarian, Dr. William Walker Rockwell, Union Theological Seminary, Broadway at 120th Street, New York City.

New York City Surveys:

Statistical Sources for Demographic Studies of Greater New York, 1920. Published by the New York City, 1920, Census Committee, Inc. Ed. by Walter Laidlaw, c1922. Publisher's price, \$25 00. A large folio volume of 543 p. of statistical tables and diagrams Bound.

Population of the City of New York, 1890-1930 Published by the Cities Census Committee. Comp. and ed. by Walter Laidlaw, c1932. 316 p. Bound. Publisher's price, \$2.50.

WILLIAM WALKER ROCKWELL, *Librarian,*
Union Theological Seminary.

Composite Classification

THOSE who are intensely interested in special classification and who like travel in strange lands may gather some exotic fruit together with a weird diversion, if they will wander through an intriguing volume recently come from India, bearing the title *Prolegomena to Library Classification*, by S. R. Ranganathan, M.A., F.L.A., Librarian of the University of Madras. This prolific author in a series of original and interesting books published by the Madras Library Association has become a prominent leader in the animated library movement that has re-

cently been surging through that country; and his good work there merits that he should not be unknown in this country.

Prolegomena is a Greek word for *introduction*. This book will introduce and in a comparative study will explain the author's *Colon Classification* to those who are not already acquainted with that masterpiece of ingenious bibliographical construction. *Colon* is a device for applying our occidental punctuation-mark to precede each of one or more of seven or more other various "devices" in complex notation for specifying subject-matters: "the geographical device," "the chronological," "the favoured category," "the classic device," "the subject device," "the Alphabetic device," and "the Bias number device." These devices systemize certain relations and recurrent specifications, or "common subdivisions," as in the international *Classification Décimale*, and so they comprise a multiplicity of ramifying details without repetitious printing, as in the schedules of The Library of Congress; and in so far they economize schedules, but at the cost of too elaborate processes of classifying and too lengthy notations. The author terms the product "synthetic classification," but that term means something quite different. For this kind of expansion the reviewer has recently proposed the term *composite classification*. It requires *complex notation*.

The main question is whether complex notations avail satisfactorily to systemize composite specifications or whether repetitious expansive compilations are necessary and are more adequate and efficient. This indeed is an important question. The book before us penetrates into that question, but not to master it, we think. The reviewer's view is that neither extreme of elaboration is incumbent on special classification, but that a medium extension in composite or auxiliary schedules may be attained with literal notations and may be available to systemize and economize consistent special classification, and, moreover, that such simpler classification has recently been exemplified.

HENRY E. BLISS, *The Librarian,*
College of the City of New York.

"The Reorganization of a Large Public Library"

PERHAPS our readers may not chance to see "The Reorganization of a Large Public Library" or, if they did, they might overlook its interest to them as special librarians. It is the ten-year report of the Enoch Pratt Free Library in Baltimore for the period 1926 to 1935. A volume

of 167 photoprint pages supplemented by charts and tables, it brings us a vivid picture of startling usefulness of a library.

Special librarians will find practical suggestions in the section—Special services and branches of the Reference Department, pages 49-78, where Amy Winslow, Maria Brace, Harriet P. Turner and others of our members describe their library collections and activities.

The Report is a cooperative staff effort directed by Joseph K. Wheeler, Librarian.

REBECCA B. RANKIN, *Librarian,*
Municipal Reference Library.

Public Documents

THE Superintendent of Documents submitted the summary of his questionnaire sent to all depository libraries concerning HR 5471 to the Joint Committee on Printing in December, 1937. This bill has not yet been referred back to the House of Representatives for action.

The Committee on Public Documents urges all libraries, especially federal depository libraries, to write to the Honorable Walter Lambeth, Chairman, Joint Committee on Printing; the Honorable Ross A. Collins, U. S. House of Representatives; and to local congressmen and senators urging that this bill be given favorable consideration.

This bill, if passed, will make mandatory distribution to all depository libraries who selected them Senate and House Journals; Senate, House, and Joint Committee Hearings; Senate and House bills; miscellaneous publications authorized by Congress; maps printed by the Government Printing Office and elsewhere, etc.

The immediate support of all interested libraries is urged

JEROME K. WILCOX, *Chairman,*
Public Documents Committee,
American Library Association.

Publications of Special Interest

Batchelor, Bronson. *Profitable public relations.* Harper, N. Y. 1938. 252 p. \$2.50.

An intelligent, constructive analysis of the need for a clear-sighted policy in the light of labor, and of the community's current attitudes. The personality, training, and problems involved in adequate public relations development are thoroughly discussed. Many quotations, and documentary references included.

Bond, H. L. *Encyclopedia of antiques.* Hale, Cushman & Flint, Boston. 1937. 389 p. \$3.75.

Furniture, pottery, glass, textiles and metals are given encyclopedic treatment in concise, clear text, illustrated by small line drawings for details, and fine half tones for large illustrations. Supplementary bibliographic references given for many of the longer notes. Includes biographical section and extensive bibliography. An eminently satisfactory book.

Central Hanover Bank and Trust Company, Department of Philanthropic Information. *Public health nurse.* New York. 1937. 54 p. Distribution limited.

A straightforward account of the development, services, and needs in the field of public health nursing; stimulating in its picture of the place of the public health nurse in the community whether urban or rural, and practical in its indication of the varying costs of endowments for whole or limited service.

Chipkin, I. S. *Twenty-five years of Jewish education in the United States.* Jewish Educ. Assoc. of N. Y. C. 1937. 119 p.

A concise, statistical, and descriptive study of the extent of the educational program, particularly as represented in New York. Includes a clear explanation of the different educational divisions featured in this book.

Cole, W. E. and Crowe, H. P. *Recent trends in rural planning.* Prentice-Hall, N. Y. 1937. 579 p. \$3.50.

Human resources, land use, social welfare, health conditions, rural education, the library, recreation, the church and many other aspects are considered on a basis of carefully selected references, including many tables and charts. A well arranged condensation of valuable data, soundly interpreted and fully documented.

Columbia University Reports. *Rise of a university.* Columbia Univ. Press, N. Y. 1937. 2 vols., each \$3.75.

The valuable, enlightening material in the annual reports of the University shows in the liberal and progressive selections from the writings of the earlier presidents, and in the volume containing President Butler's contribution. The current history of education and its university development is ably represented in these pages covering many aspects.

Dellquest, A. W. *These names of ours.* Crowell, N. Y. 1938. 296 p. \$2.50.

An account of the derivation of many surnames giving quite well rounded information. Good tables of name elements from the different languages. Easily written, includes a discussion of name derivation, and a list of the best books on the subject.

Federal Writers Project. *Maine.* Houghton Mifflin Co., Boston. 1937. 476 p. \$2.50.

Another of the well arranged American Guide Series giving appropriate basic information for the state, and historical and anecdotal description for the various tours as outlined. Beautifully illustrated and entertainingly and interestingly written. Includes comprehensive information on Maine's attractions for sportsmen. Bibliography given.

Federal Writers Project. *New Orleans city guide*. Houghton Mifflin, Boston. 1938. 430 p. \$2.50.

One of the most fascinating and effectively arranged-for use, items, of this valuable series. Illustrated with fine photographs. Gives chronology, bibliography, maps and other check lists of data. Descriptive material particularly colorful, and well handled. Information on eating places and amusements most enticing. A delightful and practical guide book.

Gerould, G. H. *How to read fiction*. Princeton Univ. Press. 1937. 153 p. \$1.50.

Abstruse discussion of subtle pleasures in reading fiction, that is without sufficient crystallization to be of value to the general reader.

Hanford, M. P. *Advertising and selling through business publications*. Harper, N. Y. 1938. 190 p. \$2.50.

A first general survey in an increasingly important field. Gives clear description of classification of business publications, the various types of circulations and what they represent, the factors to consider in reader distribution, the necessity for editorial competence, and how it can be secured, and all the other elements in business paper use as a satisfactory advertising medium. Valuable illustrations of reader surveys, and good bibliography of government publications included.

Hanus, P. H. *Adventuring in education*. Harvard Univ. Press, Cambridge. 1937. 259 p. \$2.00.

A charming, and simple record of a leading educator's growth in his profession. Illuminating in its picture of early high school, and college training in Colorado as well as in his record of the development of the Graduate School of Education in Harvard, and the history of the New York School Survey.

Hogben, Lancelot. *Mathematics for the million*. Norton, N. Y. 1937. 647 p. \$3.75.

The place of mathematics in successive civilizations (from the aboriginal to the present) will interest those who have either forgotten the principles of trigonometry and differentials or could never understand mathematics, but such chapters as "Statistics or the Arithmetic of Human Welfare" will be of more interest to philosophers than to those seeking a usable knowledge of any particular branch of mathematics. *K. M.*

Hillyer, W. H. *James Talcott, merchant, and his times*. Scribner, N. Y. 1937. 197 p. \$3.00.

A straightforward story of the development of a leading textile factory in the period from 1860 to the War with the sidelights on New York, New England and the financial development of the country that such a life would involve.

Jean. *Manners of the moment*. Crowell, N. Y. 1938. 151 p. \$1.75

An amusing, pointed commentary on the current interpretation of the art of being agreeable, based on consideration for other- and sound common sense. Entertaining line illustrations that help to emphasize the points. Not to be overlooked by the up and coming.

Jordan, Elizabeth. *Three rousing cheers*. Appleton, N. Y. 1938. 403 p. \$3.00.

A truly delightful autobiography covering the most rapidly changing years in opportunities for women, especially in the newspaper and magazine world. The enlivening style, sympathetic touch and wide acquaintance of the author gives the book added value and the episodes ranging from murder cases to passages with Frances Hodgson Burnett, Dr. Anna Howard Shaw and Sinclair Lewis are delightfully treated.

Kennedy, W. F. *Objective rate plan for reducing the price of residential electricity*. Columbia Univ. Press, N. Y. 1937. 83 p. \$1.25.

A technical discussion of a rate plan designed to decrease the cost of kilowatt hours and, in the long run, increase sales. The plan has been tried to a limited degree in the south, and appears to have good points.

Lazo, Hector. *Retailer cooperatives: how to run them*. Harper, N. Y. 1937. 248 p. \$3.00.

An excellent treatment of a problem involving efficiency in retailer independents. Gives the reasons for the methods of organizing and managing, and the results of cooperative warehousing. Sound treatment of reasons for certain organization regulations. Clear and practical check lists for problem analysis. A satisfactory text in a field of increasing importance.

Logan, J. H. *Sanity in art*. Kroch, Chicago. 1937. Paper. 127 p. \$1.00.

A vigorous discussion of reactions to changing trends in art from one who has been a leading patron for years, and who has founded a society "Sanity in Art" for creative action along such lines. Outspoken, vigorous and effective. Many reproductions of the work of modern artists included.

Marlowe, Dave. *"Coming, Sir!"* Lippincott, Philadelphia. 1938. 313 p. \$2.50.

The autobiography of a waiter covering experiences as a cabin boy, a steward on cruise and Bermuda runs, a waiter in speakeasies and good hotels, in New York, in London or the suburbs. A revelation of the back stage labor on ships and in restaurants, a record of bad working conditions, and an enthralling collection of vivid episodes.

Metcalf, L. S. and Christensen, H. G. *How to use talking pictures in business*. Harper, N. Y. 1938. 246 p. \$3.50.

Thorough but readable treatment of a new business tool showing possible applications, check lists of cost factors, and definitions of terms used. Discusses media for distribution. Interesting account of tie-up with educational agencies.

Mott, Carolyn and Barsden, L. B. *Children's book on how to use books and libraries*. Scribner, N. Y. 1937. 207 p. \$1.28.

A clever, simple and entertaining book that through its illustrations and text brings out the fundamental skills in using books and libraries. A course for lower grades that will prove invaluable in giving a firm foundation for future more elaborate research.

Noyes, A. D. *Market place.* Little, Brown, Boston. 1938. 384 p. \$3.50.

The sane, able and balanced financial editor of *The New York Times* describes financial and political history as he has seen it made from the Cleveland campaigns to the present day. His fine picture of early days on different newspapers of high standing, his account of the shifts in political points of view, and his continuous able interpretation of financial history, all are done with a seasoned pen, and reflect a sympathetic although conservative attitude toward constructive liberal thought.

Page, Roy. *Primer of electric service costs.* Harper, N. Y. 1937. 94 p. \$1.00.

An analysis of costs to be used by the utility employee in meeting intelligently the customers' questions on service. Gives clear definitions of the different factors in service costs and their relation to the customers' bills. Interesting and well presented even if not from an unbiased source.

Schneider, M. G. *More security for old age.* Twentieth Century Fund, N. Y. 1937. 191 p. \$1.75.

Another of the well-prepared reports on vital social questions issued by the Fund. Gives clear readable report of old age benefits abroad, present developments here, and includes possible recommendations for improved conditions. One satisfactory feature is the signed footnotes used when a minority opinion on various points is expressed.

Seidman, Harold. *Labor czars.* Liveright, N. Y. 1938. 317 p. \$2.50.

A long account of the racketeering in labor circles that infrequently refers to sources for information, and, in covering notorious cases of union exploitation, appears to present a one sided picture. Bibliography included.

Shoup, Carl. *Facing the tax problem.* Twentieth Century Fund, N. Y. 1937. 606 p. \$3.00.

A fine analysis of the tax situation showing the primary reasons for taxation, as tests by which taxes may be judged, considering the problem from the various governmental angles, and describing the different taxes with their effects. Clear and direct in style. Includes charts, tables and a bibliography. Excellent as an aid in any consideration of the problem.

Shirmer, R. D. *Seven kinds of inflation.* McGraw, N. Y. 1937. 273 p. \$2.50.

A thought-provoking book which shows the actual relation of monetary policies and movements to the interests of the man in the street, casts a searching light on the debt theory and presents strong argument against it, discusses measuring-sticks for economic conditions in clear practical style and, in general, is worth the layman's serious attention. Includes many charts.

Special Libraries Association. *Directories for the business man.* Laura A. Eales, comp. N. Y. 1938. 66 p. \$1.00.

Directories for the Business Man, the latest publication of the Special Libraries Association, fills a need for an up-to-date and comprehensive checklist. Only publications since 1934 are noted unless earlier publications are the

only available ones in the field. The Subject Index is a helpful adjunct. Information about each directory includes title, date, publisher, address, and price. Directories issued as parts of trade journals are starred; there are 163 such entries — an imposing list and one often needed by special librarians. Other special features include (1) 45 directories containing membership lists included under "Membership Lists"; (2) 65 Canadian directories, or those including Canadian listings segregated under "Canada", and subdivided by business; (3) 63 "who's whos" together under "Who's Who" — a heading infrequently used, but very useful; (4) 15 state business directories included under "Corporations Arranged by State," while 35 others are carried under "Manufacturers Arranged by States and Cities"; (5) 39 lists of officials under "Government Officials — National, State, Local" *M C C*

Stewart, P. W. and others. *National debt and government credit.* Twentieth Century Fund, N. Y. 1937. 171 p. \$1.75.

An analysis of the growth of the government debt in comparison with Great Britain and France, with summary and recommendations. Includes tables, charts and bibliography. Clearly written and factual. An excellent antidote to alarmists.

Teall, E. N. *Meet Mr. Hyphen and put him in his place.* Funk & Wagnalls, N. Y. 1937. 174 p. \$1.50.

A logical, clear and lively book on one of the puzzling features of correct writing. The rather expansive discussion is followed by an excellent concise set of guides for compounding.

Verrill, A. H. and Barrett, O. W. *Foods America gave the world.* Page, Boston. 1937. 289 p. \$3.00.

An entertaining, informative volume describing the foods and use of the many products peculiar to America. Full of pen and ink sketches. Includes an appendix of fruit, nut and animal foods.

Waldrop, Frank C., and Borokin, Joseph. *Television: a struggle for power.* Morrow, N. Y. 1938. 299 p. \$2.75.

Television, the newest and most effective means of communication, is discussed in all its ramifications. Because it is written from the viewpoint of the public to whom the ether actually belongs, it differs from other books on the subject. A warning to the public of the effect emotionally and mentally on a nation when the same message is delivered simultaneously in thirty million homes with possibly no opportunity for counter argument is vividly set forth. The control of this great power, therefore, should be of utmost concern to "the public" now. This is the book's "raison d'être". It includes a list of television broadcast stations, with call letters, frequency and power; list of non-profit broadcasting stations operating in the United States with call letters, name of licensee and location; a comprehensive bibliography, and index. *M.C.C.*

Waters, Don. *Gypsy Waters cruises south.* Sheridan House, N. Y. 1938. 287 p. \$3.00.

The story of a long cruise in a ketch down through the Inland Passage along the Carolinas to southernmost Florida, and around its waterways.