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Special Libraries, November 1939

Special Libraries Association

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Official Organ of the Special Libraries Association

Special Libraries

"Putting Knowledge to Work"



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SPECIAL LIBRARIES

Vol. 30, No. 9

VIRGINIA MEREDITH, Editor

November, 1939

The articles which appear in *SPECIAL LIBRARIES* express the views of the authors, and do not necessarily represent the opinion or the policy of the editorial staff and publisher

Action . . . well directed

THE changing exigencies of today are quickly bringing new and increased demands upon us. The press, news magazines and the radio keep us well informed. An educator has said, "It is not enough to be well informed. It is necessary to understand."

The Special Libraries Association has rendered valuable service through discussion, at Chapter and Group meetings. These gatherings have been the means of the members' gaining breadth of professional background and understanding.

SPECIAL LIBRARIES, the official publication of the Special Libraries Association, is the one and only published medium for discussion of special librarians' general problems. Though one may be a financial or a newspaper librarian today, he may have an opportunity to become a public business or a social science librarian tomorrow. An assistant in a "technical" library might find himself unexpectedly shifted to an art or a college library. It is well to have a general knowledge of the entire profession so that specific knowledge can quickly take root.

For thirty years the membership of the Association has steadily increased. Membership interest in the work has deepened. Year after year the influence of the Association has broadened and become more positive. It is recognized as an effective medium in the field in which it operates. All librarians will find membership in the organization helpful and profitable and valuable in their daily vocation.

To emphasize the advantages resulting

from membership in S.L.A., an intensive membership campaign is to run from November 15, 1939 to March 15, 1940.

For the duration of the campaign, the following special offers will be in effect:

Institutional Memberships — Changed from Local, Associate or Active, to receive:

1. One copy of all publications, including the 1939 Conference *Proceedings*, issued to date by the Association.
2. Additional copies of publications in stock November 15, 1939, at half price if ordered within one month from date of application.

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2. All other publications in stock November 15, 1939, at half price. Order must accompany application.

Each individual has the opportunity to build a stronger and better organization. What better investment can you make of your time and thought and effort?

LAURA A. WOODWARD,
First Vice President and
Chairman, Membership Committee

Phases of Democracy

Present hope lies in a form of government having an unhampering control over executive authority

By Sir Willmott Lewis

Washington Correspondent
The Times (London)

IT is to libraries that we turn for the record on the "phases of Democracy." One of these libraries is the collection made by the great Lord Acton, at his country house in Shropshire, of more than 60,000 volumes, from which it was his hope to distil a History of Liberty. The work was never written, but the Library is preserved intact at the University of Cambridge.

Lord Acton once asked: "What do people mean who proclaim that liberty is the palm, and the prize, and the crown, seeing that it is an idea of which there are two hundred definitions, and that this wealth of interpretation has caused more bloodshed than anything, except theology?" Is it Democracy that people mean, or Federalism, or constitutional monarchy, or nationality, or servitude to the State? It will be one of these things to a Frenchman, an American, an Englishman, an Italian, or a German, but not the same to each. As we choose among them, we must be careful to look to substance and essence, not to form and outward show. We who call ourselves democrats must be unsparing with ourselves, remembering that the martyrdom of Socrates was the act of a free republic; that it was Caesar who liberated Rome from the tyranny of republican institutions. With these and other things in mind we may see how infinitely various have been the paths by which men have sought a solution to the age-old problem of political science — how to reconcile law with liberty, order with progress, authority with conscience, the individual with the community, Man with the State.

Between these antitheses, we may believe that Democracy, in one or another

of its forms, represents a middle and reconciling term. Our belief must attach to the essence of these forms, where resides the conviction that government should exist for the benefit of free and equal citizens, politically united in a common purpose — the happiness of one and all. The Democrat seeks, in other words, cooperation by consent not by compulsion. This free cooperation, as a modern philosopher has said, is a matter of temper, good-will, reliability and accommodation.

Our idea of liberty — the liberty which brings assurance that a man may be protected in doing what he believes to be his duty against the influence of authority and majorities, custom and opinion — is at least 2500 years old. We may trace it back through the libraries. It appears dimly in Ancient Greece, five centuries before the Christian era; the Greeks were the first people of whom we have record to free themselves from the fetters of mythology, to separate science from superstition, to face reality boldly. We may follow its course through the history of Rome, we may note its strengthening when Christianity came, its waning through the Middle Ages, its re-emergence into strength with the Renaissance and the Reformation, and its extending power in the Age of Reason ushered in by the seventeenth century. It had been locked in the breasts of solitary thinkers, hidden away in Latin folios, but it burst forth in America with the Declaration of Independence, and it transformed Europe under the title of the Rights of Man.



A great period of human history had begun. The whole western world was in travail with new nationalities and new constitutions. Democracy, men said, must triumph, must inevitably become the established order. They did not see that the end was increasingly obscured by the struggle for the means to attain it; that the Industrial Revolution was remaking the economic and technical organization of the world with a speed far greater than the halting institutions of Democracy could match.

The changes wrought during this period upon communal life can be clearly followed. They began in England, and spread over an area from the north of Italy to the south of Sweden, from the west of France to Poland, and across the sea to America.

With Democracy came "captains of industry" and the pursuit of gain motive

The underlying motive of the changes was the pursuit of gain. "A handful of men," Werner Sombart has said, "were seized with the passion to get money." Chance favored these men — successive increases in the production of gold, the opening of new continents to western commerce on a large scale, the ploughing and sowing of virgin soil. A new class was formed, made up of "captains of industry," business men, financiers. In earlier times men had rarely grown rich, except by chance or in the service of princes or churchmen. But for this new class "credit was the foster-mother of genius," and they brought new ideas and a new activity into the conduct of affairs. Their duty was not to their neighbor but to their business; their religion, an act of faith in material progress; their ideal, a world of free exchange. Inventions and discoveries were their handmaidens; new methods of controlling natural forces were so many sources of profit. The stores of natural energy accumulated through the ages, were torn from the earth at a speed increasing with each year, as rest-

lessness ran a race with exhaustion.

These "captains of industry" were suspicious of the State — its conservatism and its care for the general good hampered their freedom of movement.

The revolution in industry has been followed, as was inevitable, by a counter-revolution, whose votaries attack the abuses of the social system and the effects of new methods of production upon the status of the common man.

Inequality cry used to justify the use of mass-force as a corrective

Thomas Hardy said, men and women now "serve smoke and fire rather than frost and sun," but there is a deeper indictment than this. The nations of our time are no longer composed of independent producers, but of hired men; the working masses of these nations are no longer interested in the amount of their production, but rather in the terms of their employment; the distribution of population in all modern lands shows so prodigious, so cancerous, a growth of urbanization, that the life of the individual becomes more precarious with every day — precarious in the sense that he is more and always more dependent for his well-being upon the efficient and regular performance of services by others. Inequalities of wealth of the grossest sort exist within nations; the cry of inequality is raised to justify new forms of absolutism, to justify the use of brute mass-force as a corrective.

The challenge to that form of free government which we call Democracy is the greatest fact of our time. A great unifying force, a composite of industrial technology and exacerbated nationalism, is at work in all countries. Any unifying force has always been regarded as an enemy of free government — war, religion, and commerce. Anything that affects everybody's mind with the same appeal makes for unity, and strengthens power at a center. We see this powerfully at work in the dictatorships. How

is it with us, who rely on constitutional government? There is a story of a young man who said that he would go to the stake for his father's religion, and who, being asked what that religion was, answered that he did not remember, but that it was "something very solemn." Most of us who talk of our systems of government are like that young man, prating of things we have never tried fully to understand; we seem, moreover, to be unaware of the significance and the danger of the changes which science has wrought upon the texture of our lives.

Technology's effect on our social order begets a changed political system

When we are told, as we are today, that this is a time of profound political change, we are by implication asked to believe that change is being wrought in the political system, whereas, in fact, change is being wrought by the application of science to the social order. Political systems are not primary, but derivative. A given political system does not create a social order — a given social order in due course begets a political system. There is going on today a complete transformation of the whole character of the economic organization upon which our material existence depends.

Has the political mass today the intelligence or the information necessary to ascertain what is scientifically valid in the adjustment of social forces? Is the so-called democratic system of government adequate to the needs of today, and flexible enough to meet the demands of tomorrow? There is a definition of government which may help us to approach — if not to answer — these questions. It is this: government is the art by which we strive to bring about a proper relation between eternal values and the needs of every day. What are these eternal values? For us they reside in the individual, in the maintenance of his civil, personal, political and religious rights.

For others, they reside in the State, in its undivided and uncontrolled power, in its right to be considered as the source of all initiative and all knowledge, as the very mainspring of the movement of men. Where we insist on liberty, those others insist on authority. Is there no middle term? Were the democrats wrong who thought that their system was in fact the middle and reconciling term between authority and liberty? If they were right, then they meant that authority and liberty — each indispensable — must dwell together, that neither must ever achieve victory over the other. But this means that authority must be set up within our system, and must be trusted; that we must rid ourselves of our nervous distrust of authority as such, wherever it dwells, of our almost pathologic inclination to associate all power with dictatorial power. One of the central facts of political science is that the true distinction between despotism and constitutional government is not in limitation of power, but in the existence under a constitution of the means for making power accountable for its action. It was an American scholar who pointed out that ability to act promptly and energetically in the presence of emergency is of such paramount importance that every other consideration should give way before it, in fact does give way before it. Any constitution of government which disregards that principle, said he, is doomed. But a genuine form of representative government avoids that error, for it neither seeks nor allows any partition of executive authority, nor restricts it in any way save that it shall be answerable before the forum of the popular will for the results of its action.

The forces which underlie Democracy are the same as those which underlie nazism, fascism, and communism. Technology, the new agent of human development, is not the monopoly of any one of them, but impartially the servant of all.

This new agent has worked both good and evil; good should mean all that assists man's conquest of nature, and evil all that assists man's conquest of man. The paradox of our time is the interlocking of good and evil thus defined, the painful truth that the more complete becomes man's conquest of nature, the more sinister and extended has become man's conquest over man. How are we to destroy that paradox?

Political science, like history, does not solve problems — it teaches us to examine them. It shows us now that the State must play a larger part in the life of the community than the libertarians of yesterday would have desired; it warns us that this should come about for the right reason, namely because the com-

munity has become more intelligent, and not because social and political intelligence, failing to keep pace with social change, allow that to come by domination which should have been given by consent. The hope for breaking the vicious circle in which we seem to be caught is not in resort to absolute power, but in the establishment and maintenance of forms of government in which an honest control over executive authority can be maintained without interfering with the energy and promptitude of its action. Only thus can practical efficiency dwell together with stability, and only a genuine constitutional system can give us what we need.

This address was presented before the SPECIAL LIBRARIES ASSOCIATION, May 24, 1939, Baltimore, Maryland.

The Movies Use Research

By Robert R. Bruce

Head of Research Department, Metro-Goldwyn-Mayer Studios

THERE seems to be a widespread misunderstanding as to just what a Motion Picture Research Department is. Some people speak of it as the "historical" research department. Others assume that our work is chiefly with costume and period furniture. Hopeful applicants for positions usually say, "I am well experienced in research. I wrote a thesis in my senior year at college." It is true that we do work with period costume and furniture, and historical subjects do occupy some of our time. However, we do an almost equal amount of work in literature, various branches of physical science, economics and political science, and we rarely have the opportunity of carrying out an extensive research project in the academic sense. Much of the misunderstanding is due to our name; we are a "reference" department rather than a "research" department.

This department may best be compared with the reference department of a large public library. We supply information on any requested subject. It must be supplied speedily, it must be accurate, and above all IT MUST BE SUPPLIED. The reference worker in the public library is not responsible for material outside his own collection but we of the motion picture department are allowed no such comfortable limitation. We must meet the needs of our patrons if we have to send to the North Pole for information. (If there were a postoffice in that region, doubtless we would be writing there. Up to the present, Kodiak, Alaska, is our furthest North information source.)

This necessity for rapid, accurate and highly diversified reference service naturally determines the organization and operation of the Research Department. A library of reference tools must be built

up that is complete even beyond the average public library's understanding of the term. We can never discard old encyclopedias, year books, catalogues or indexes. The older, the better! Duplication in indexes never worries us. We must build up our collections of old magazines, dictionaries of foreign languages, and university text books in a great variety of subjects. We must know the libraries, general and special, of our community, their resources, rules and the extent to which we may use their collections. We must have memberships in associations that extend library privileges.

Picture Collection

In the department itself, the picture collection ranks next in importance to the collection of reference tools. Our patrons are eye-minded to an extraordinary degree and always ask for pictures. As one discouraged worker once said, "They always ask for something we don't have," and this is too nearly true to be funny. In this department we have about 500,000 pictures, most of them mounted. In addition to the usual sources of pictorial material, our collection receives constant additions from the work of camera crews on location, making background shots and from photographers commissioned by our agents in various parts of the world to gather material on special subjects. The maintenance of such a picture collection is a large and involved project in itself, especially since most motion picture research departments are housed in quarters not overly spacious. Every item in the picture collection must be accurately dated and given a fully explanatory caption. The source of the picture must also be shown. Numerous duplicates are necessary since three or four different workers are sure to need the same picture when production work is actively under way. This duplication makes continuous discarding also a necessity.

The third important item of research equipment is the miscellaneous file, that Frankenstein monster that consumes tremendously of time and space, threatens to engulf the entire department but seems to be indispensable. Into it go analytics, chiefly references to pictures, of old and new magazines and books, numerous cross-references to the picture collection, and innumerable bits of information and notes accumulated in the course of the day's work.

Procedure in Reference Work

We have developed a technique in the use of our reference materials that differs in some important respects from orthodox library practice. Instead of helping the patron to help himself, we find what he wants, mark it carefully so that he can't possibly miss it, and even try to read his mind and go a little further than his actual words indicate. We break down our picture files into minute sub-headings and in every way practicable we streamline the department for speedy reference work. Our circulation librarian deals largely with inter-library loans. About sixty per cent of our work is done outside our own department. The arrival of a question in the department is similar to the dropping of a stone into smooth water. Circles of activity are set up. The department is thoroughly searched. In the order named we consult other local libraries, other motion picture research departments (there is close cooperation here), libraries elsewhere in the United States, our New York agent, and foreign sources of information.

This cycle of activity gets under way when the first question on a story reaches the department. Different research departments have different methods of handling work on stories and productions but the following procedure is substantially followed in several of the departments where the staffs are large enough to permit a certain amount of specializa-

tion. When this first question is received, one person is assigned to the story and, barring accidents, he stays with it until the production is completed. Sometimes the first request comes from the producer who wishes material to show him the practicability of an idea for a story. Often it comes from the writers who wish illustrative material and data that will enable them to develop a convincing background for their plot. This work with producers and writers is extremely important, especially when they are working with historical subjects or remote locales, since it prevents errors in the script that may be difficult to remove at a later period and since it enables us to be well prepared when the story, now in script form, reaches the production department.

Time Element

With stories such as "Northwest Passage" and "Union Pacific" the research worker usually has at least a year of preparatory work. He has checked all the sources for material mentioned above, has made complete bibliographical notes and made a thorough study of costume, architecture and decoration for the required period. In fact, for such a picture we do work that may accurately be termed research. Some research departments assemble all this preliminary work into research books that are the delight of directors and artists. In this department the material is all assembled and kept in a vertical file until the picture is completed. Then we make up research books for our permanent collection.

From the Script Department and the writers, the script goes to those departments whose function is to visualize the writers' ideas. At this point the art director, costume designer, make-up man, set decorator and property man all descend upon the Research Department asking for material to guide them in their work. The director of the picture has

usually consulted us before the technical workers have gone into action. Some directors keep closely in touch with research throughout the production.

When the cameras start turning, the Research Department has usually finished the largest part of its work. However, members of this staff are more and more frequently called upon to act as "technical advisors" on productions for which they are especially well equipped by background or training. In these cases, the research worker goes right to the set and stays with the company during the filming of the story. After the film reaches the laboratory we have nothing to do with it, but up to that point it is our boast that ours is the only department to work on a picture from start to finish.

In this brief and necessarily incomplete outline of the Motion Picture Research Department's structure and functions I have purposely stressed certain factors that will help me to answer the question, "How may I break into research work?" There is always the temptation to answer, "It can't be done." There are only fifty people permanently employed in motion picture research work in the entire world and the staff turn-over is practically minus." Unfortunately, the questioner is able to say, rather accusingly, "Well, you got in!" After all, it is a legitimate question and here is the serious answer it deserves, an answer that expresses the point-of-view of only one person and one that might be subject to modification or contradiction by every other person in research work:

The ideally equipped research worker should be a graduate of a good college or university with a major in History or English and with a good background in Art History and Appreciation. He should have a thorough reading knowledge of French and German. He should have at least a one-year course in a graduate

library school and experience in reference work in a public or college library. However, all these highly desirable attributes will count as less than nothing unless the candidate has good health, a good disposition, a sense of humor, flexibility of temperament and the ability to work without a fixed routine, and the willingness to accept responsibility. He must be sure of the quality of his own work, be able to say with certainty, "This is right" or "This is not right." Finally, he must have that intangible something known as a flair for research, the knack

of finding the right information. If, in addition to all this, he can work hard and gladly on a project that may, more likely than not, die still-born, if he can do a fine piece of work without worrying about the final use that may be made of his work THEN he, or she, is the ideal worker for a motion picture department, and I hope he, or she, has the patience and persistence that will ultimately enable him, or her, to break into the most irrational, irritating, fascinating and enjoyable work there is — motion picture research.

Among Libraries — The Battelle Memorial Institute

By **Thelma R. Reinberg**

Librarian, Battelle Memorial Institute
Columbus, Ohio

GORDON BATTELLE created a unique memorial when he endowed an institution for industrial research. Its purpose was to further the application of scientific methods to industry's technical problems, to stimulate invention, and to show that research is the way of progress.

The resulting organization, now ten years old, comprises a staff of about two hundred, of whom 125 are technical workers. The endowment finances a large amount of fundamental research, a number of activities in the field of research education, and the provision of a suitable physical plant. Industry directly supports research projects of a practical nature in metallurgy, fuels, ceramics, and chemistry, which are the Institute's specialized fields. Battelle funds and outside contributions are frequently combined to undertake fundamental research on questions of general industrial, rather than individual or private interest.

In this work the library is an important tool. Here the first step is taken, for the worker must know what has been done before and must have access to any published results if he is not to duplicate

effort wastefully. And in the actual conduct of the investigations, he must refer repeatedly to handbooks, encyclopedias, and other volumes in which the basic data of science and technology are stored. Naturally, we have tried to bring our library to the highest practicable standard of completeness and efficiency.

The book collection of the Battelle library is made up of about seven thousand volumes. These are classified according to the Library of Congress system, falling chiefly in the fields of mining, metallurgy, fuels, chemistry, physics, ceramics, technology, and economics.

Almost three hundred periodicals are received regularly, including many foreign-language publications. Even to scan the current literature in one field is today an imposing task so we have devised a scheme which seems to widen considerably the research worker's possible angle of vision. Twice a month the library issues a 15- to 25-page mimeo-

graphed bulletin, listing by title and author those articles in the journals received during the period which are pertinent to our work or interests. Much time is thus saved to staff members in going through the literature, and much material is brought to their attention that otherwise might be missed in out-of-the-way corners. The Current Literature Review also lists all new books and miscellaneous material received.

One of the library staff's principal occupations is indexing the current literature in such a way that it will be readily available when needed. To do this, we subscribe to triplicate copies of the abstract journals and clip from them all references of interest. These abstracts are pasted on cards, author cards are made, and the resulting file gives us, under one index, a sufficiently complete bibliography to make a good start on any project.

In the course of research, whether practical or supposedly fundamental, there may arise the question of patents and patentability. Furthermore, the patents issued in themselves make up an important body of technical literature. Therefore, the U. S. Patent Gazette is checked weekly and patents in our fields of activity are ordered. Those from other countries are secured through a service checking bureau. Upon receipt, patents are circulated to those interested then filed numerically and indexed by number, assignee, subject, and author. This, supplemented by a classed patent

file on alloys, provides an excellent starting point for patent searches.

We acquire a great many booklets, pamphlets, preprints, and special trade publications. We have to pay more attention to such material, as new technical information is often found here rather than in books.

Finally, there are the many familiar library services, such as ordering, classification and cataloguing, circulating magazines, and helping in the search for needed information. In the latter connection we may be called on to compile bibliographies, and all published bibliographies that come to our notice are carefully noted for future reference. Almost all periodicals are bound; arranging for this with the least possible loss of availability requires care and time.

Since the special library was first recognized as a distinct kind of library, there have been discussions of the need of formal library education as against the need for training in the special field in question. We try to combine them, for both are needed. Recognized library methods are invaluable. Add to them the analytical ability and subject knowledge gained from technical training, and you have gone much farther toward answering the demands that are made on the special library. We realize that our value to the organization is measurable only by our ability to meet such demands. Since research begins in the library, it is our job to see that it has the best possible environment.

Publication — Chemical Technology Reference Sources

"What are the Sources of Scientific Information?" by T. E. R. Singer is published in the trade journal *Chemical Industries*, October 1939. The article enumerates, with brief descriptions, some of the most useful general books on chemical technology: biographical, chemical and foreign language English dictionaries; tables on physical and chemical constants; abstract journals. A small number of reprints of the article are available from Mr. Singer, 501 Fifth Avenue, N. Y. C.

Mr. Singer was for many years in charge of the chemistry room at the New York Public Library. He is now a consulting chemical bibliographer. He is doing, for commercial firms and patent attorneys, patent and literature searches, prior art work and preparation of bibliographies and abstracts on all technical subjects. He has made searches in European libraries and has also obtained information through interviews with technical specialists abroad.

Evaluation of Service in a Technical Library — Library Statistics

By Harry C. Bauer

Technical Librarian
Tennessee Valley Authority

MOST special librarians keep some sort of statistical record of the work they perform, even if it might be only a simple tally of circulation. Usually the record is more comprehensive and gives a good summary of the work done. The reasons for comprehensive reporting and measuring of service are obvious. Management today expects results and demands statistical evidence of efficiency and accomplishment.

Statistical standards for the measurement of public library service have been developed by the American Library Association as described in the November 1933 bulletin of the Association. Minimum standards for public libraries have also been devised by the State Education Department of the University of the State of New York. These standards are, of course, helpful to the special librarian, but since they provide a basis primarily for measuring the quantitative aspects of the library service rather than the qualitative aspects, there is yet a need for specially devised standards suitable for the measurement of special library service. This need is more easily stated than fulfilled, but this paper will describe some of the factors considered in evaluating the services of the Technical Library of the Tennessee Valley Authority.

In evaluating the service of a special library, the librarian is concerned with both quantitative and qualitative measurements; the one covering such matters as circulation, accession, and cataloguing, and the other such matters as quality of service and adequacy of book collection. Of these two measurements, the qualitative is the more elusive but also the more important to the special librarian.

The circulation, accession, and cataloguing statistics are revealed in monthly and annual reports. Costs and financial data show up in budgetary and operating statements. It is true that special librarians generally agree that gross circulation, accession and cataloguing statistics are of little qualitative significance. They are, however, useful measures and cannot be ignored.

In most large business organizations and government agencies it is customary for the various departments or units to prepare periodic reports or running accounts of work done. In the Tennessee Valley Authority, each department submits monthly reports to the General Manager. These reports, quite appropriately, are called "Progress Reports" and serve at least two important purposes. To the management they provide a means for determining accountability; to the reporting department they provide a comparative measure for determining the department's effectiveness. By close inquiry into its report, a division can ascertain the weak spots in its program and strengthen its work at the points where this is needed. The TVA's Technical Library progress reports include the customary circulation, accession, and cataloguing statistics. In addition to this, there is also kept a running account of the more important reference and research problems. The progress report, then gives a satisfactory account of the work of the Technical Library, from which it is possible to tell from month to month how the work fluctuates, and whether, for instance, the circulation is increasing or decreasing.

The Technical Library cannot stop here, for it is not enough merely to know what work is done. Of possibly more importance is it to know whether or not the collection is adequate and whether the service can be extended in any way. In other words, it is just as important to determine what is not being done that might be done. Consequently, in addition to preparation and study of monthly progress reports, the Technical Library examines closely all possible services it could furnish the Authority.

The adequacy of every special library collection can be determined from the number and nature of the requests which go unfilled. This is determined not alone from the special library's own holdings, but also from the availability and holdings of other libraries in the near vicinity or even region, for the special librarian avoids the building up of huge collections, save possibly in some restricted field. The Technical Library of the Tennessee Valley Authority, for example, assembles all possible items pertaining to the work of the Authority, be it in newspaper clipping, periodical, document, or book form. In all other fields it operates with the smallest possible collection consistent with efficient service. It is sometimes said that no two special libraries are alike. Certainly, it is safe to say that for special libraries there can be no standard catalogue such as the excellent ones available for high school libraries, public libraries or college libraries. But a few tests can be applied generally to special libraries and one test of significance in evaluating service is that of adequacy of the library's collection.

It may be assumed that no library fills adequately all the requests it receives. To the special librarian the study of unfilled requests reveals ways in which service can be improved and the collection strengthened. In the Technical Library of the Tennessee Valley Authority, each reference assistant is instructed

to file a memorandum report on any request that he cannot fill or on any question that is answered negatively. These memoranda are studied carefully and a thorough search is made to find what is needed or to verify a negative answer. Most of the reports are of book titles not held by the Technical Library or otherwise available in the local city, Knoxville. Thus, the reports form a partial check on the adequacy of the Technical Library collection and indicate the subjects in which it is weak. Even when a "just as good as" substitute is sent out in response to a request, a report is made of the specific title requested. Incidentally, if through oversight, a reference assistant informs a patron that the library does not have material which in reality it does have, the memorandum report reveals the error and the patron is not long deprived of the requested material. Of course, many of the memorandum reports relate to books or publications which a technical library would not properly be expected to have. But under a system of memorandum reports, such requests receive fair consideration and a decision can be made as to whether the material should be borrowed on inter-library loan.

In the final analysis, the true measure of a special library's service is the reputation gradually won for accurate, thorough, interested, and intelligent help. Such a reputation should surely follow if the special librarian takes adequate steps to measure and study the quantity and quality of the service.

Statistics of Income Reprint Available from S.L.A. Headquarters

Some Aspects of Income Statistics, by Robert R. Nathan. (In *SPECIAL LIBRARIES*, July-August, 1939.) 15¢ per copy.

This article describes the measures of income used by the United States Department of Commerce and lists all the authoritative studies made prior to May 1939, on national income.

Newspaper Libraries — An Appreciation

By Dr. Luther A. Harr
Treasurer, Philadelphia Record

THE newspaper library is, in brief, a collection of still pictures culled from the thrilling, and dull, romantic and prosaic, beautiful and horrible motion picture called life.

While other libraries collect the written wisdom of the ages, the studied histories of men and nations written long after the event, the newspaper library stores away the happenings of current life as they occur.

No historian or scholar can edit these records. They stand as men who saw the event pictured then for other men who lived through them.

Few of the millions who read our daily newspapers realize that these accounts of current life would be only fragmentary, probably inaccurate, and extremely superficial were it not for the resources of the library behind the men who write the news and the editorial writers who comment on it.

Available for reporters, rewrite men, copy readers, and editors are all the standard reference books you will find in any adequately equipped library. There are the famous encyclopedias, dictionaries and atlases. The nationally known World Almanac and the useful local almanac, both compiled and published by newspapers, are at hand. You will find complete files of the invaluable statistical reports compiled by federal, state, and local governmental bodies. The law books stand in serried rows for consultation on legal problems. Standard anthologies of poetry and numerous collections of famous quotations give wings to the editorial writer's prose.

This, you may say, is typical of any library. So it is, but it is only part of the newspaper library's service.

Here in these rows of green filing cabinets are literally millions of newspaper and magazine clippings, newspaper photographs and cuts. Within two minutes our *Record* Librarian, Mrs. Faltermayer, or her Assistant, Fred Warrington, can lay before you the published account of any event of local, national or international significance of the last twenty-five years.

Many of you, no doubt, have marvelled at the coverage the daily papers have given the war in Europe. You have wondered at the carefully drawn maps, illustrating the changing course of conflict. And I am sure you have appreciated the weekly summaries of military activity, diplomatic negotiations, predictions of future events which the papers have been carrying.

It so happens that I know personally two men who are writing background material on the present international situation. Neither, to the best of my knowledge, has ever been in Europe. Yet their weekly articles show a magnificent command of past history, present events and wise forecasting. They speak with the assurance of personal knowledge of Europe and its people.

Neither of these men could carry on their work without the resources of their libraries. At their command are complete files of important articles written by foreign and American students, statesmen, military strategists, and correspondents. The foreign names which are so difficult for us to pronounce, much less to remember, are old friends to them. They have met them over and over again in the files that have been so carefully

built against such a situation as now confronts us.

The Polish Corridor — now a *casus belli* — is the subject of a large file in our office, containing its history from the time it was created at Versailles in 1919. The Maginot and Siegfried lines appear on other bulky clipping envelopes in the newspaper offices. Under the title "Poland" are many envelopes, each relating to some phase of that unhappy country's life — the army, its industry, agriculture, educational program, government and so forth.

When the German army reached Brest-Litovsk, the envelope bearing the name of that famous city gave the newspaper writer a resume of the famous Treaty of 1917, signed in that place, which ended conflict between Soviet Russia and Imperial Germany.

Turning to American problems, the newspaper writer assigned the duty of explaining the underlying facts in the neutrality debate will find hundreds of clippings on the subject giving not only the recent views of American statesmen, but summaries of historic declarations on the problem. It is simple, then, for the writer to compare Roosevelt's policy with that of Madison, to recite New England's bitter opposition to the embargo policy first broached by Jefferson, and the consequences of that policy in the early days of the nineteenth century.

Does an imaginative writer wish to compare Hitler with Napoleon? The library will give him a complete record of the first Little Corporal's career.

This special service which is so valuable for covering the complex story of international affairs, serves the newspaper equally well in other ways.

Does an editorial writer want to know what President Roosevelt said about war profiteering in his Chautauqua speech of 1936? A phone call to the library brings the full text of that speech to his office in five minutes.

A reporter covering South Philadelphia phones in at ten minutes before deadline that Tony Marchesa — I'm just making that name up — a well-known gangster, has been shot. While a rewrite man clamps his earphones on his head and starts taking down the details of the shooting, a copy boy calls the library for clippings and pictures of the dead thug. As the rewrite man reaches the point in his story where he wants to outline the dead man's checkered career, an envelope with the newspaper record of Tony's exploits is laid by his typewriter and a cut of the victim handed to the make-up editor so he can indicate its position in the paper.

Or let us suppose that Senator X has announced his intention of supporting the embargo of arms. The newspaper library files may reveal that a year ago he bitterly opposed it. The newspaper will pertinently query, Why?

Why are public men frequently so guarded in their statements? Not because they fear current comment so much as that they know their words are being stored away in a thousand newspaper libraries for resurrection at some future date. A rash statement today may damn a man irretrievably a year later.

But the clipping library — or "the morgue" as all newspaper men call this comprehensive file because it contains "dead" newspaper stories — like the recording angel, lists the good with the bad. It gives the lie to Shakespeare's famous line that "The evil that men do lives after them, the good is oft interred with their bones."

Accounts of philanthropy, benevolence, heroism, self-sacrifice, honesty, patriotism, and loyalty lie in the library beside the tales of murder, pillage, greed, corruption, treason and graft. The library plays no favorites, expresses no judgments. It merely collects what others have written.

Sometimes its news-hoarding pro-

duces comedy; at others tragedy. Men may condone youthful sins. The library cannot. Here are the lives of thousands of your fellow citizens, the records of municipal achievement and failure, the stories of growth and decline in churches, societies, organizations, corporations, schools, and colleges, universities and professional bodies.

As a special service to the paper, the library has the rather grisly task of preparing and holding obituary notices of well-known men and women written in anticipation of death. When Mayor Wilson died, every newspaper in the city had merely to call its library and ask for the "Wilson Obit." It was in type, proofs were available, and all the newsroom had to do was to put a "lead" at the head of the account already in type giving the hour and cause of death, together with whatever pertinent news was available.

These obits of leading citizens are constantly being revised and brought up to date and new names come in to replace those whose prewritten histories have at last been used.

The value of the morgue depends entirely upon the news sense — the nose for news — of the librarian. Obviously, every item appearing in every paper in Philadelphia cannot be clipped and stored away.

Such a procedure would soon force all

the other offices of the paper into the street to make way for the library files. The librarian must decide whether a certain speech by Congressman Joe Doaks is going to be an important one, two or ten years from now. He must make up his mind whether a minor robbery in North Philadelphia will be of any interest some time later. He must watch the bottom of the news columns as well as the top to catch items which have lost their current news value but which are needed to tell the full story of some man or event. An important law suit, for example, whose origin has attracted intense concern may have been almost forgotten when a decision is reached years later. But some day, some editorial writer will want to know how that case was settled. If the librarian overlooks the small story carrying the decision, his file is worthless.

I am not exaggerating when I state that no modern metropolitan paper could operate successfully for a month without a library. And the public owes our newspaper libraries a great debt for their quiet, modest, but highly efficient and painstaking service.

The library is the accumulated wisdom of the paper, its memory center, its monitor, and guide. All of us gladly acknowledge our indebtedness to the newspaper libraries and their librarians. May their tribe increase.

Nominating Committee Requests

The S.L.A. Nominating Committee, appointed to submit a list of candidates to be voted on for offices to be filled in 1940, invites suggestions from members of the Association. General suggestions relating to the policy of nominations or the names of individuals proposed for office will be welcomed and should be sent to the chairman by December 1.

The officers whose terms expire are: President, Alma C. Mitchell; first Vice-President, Laura A.

Woodward; second Vice-President, Josephine B. Hollingsworth; Treasurer, Josephine I. Greenwood; Director, Mary Jane Henderson.

Nominating Committee:

Mrs. Charlotte Noyes Taylor
Mildred B. Potter
Ruth von Roeschlaub
Edwin T. Coman, Jr.
Mrs. Lucile L. Keck, *Chairman*

Problems Clinic Baltimore Conference

THIS second instalment of questions sent to the chair during the meeting of the Problems Clinic on May 24th continues the listing of questions and answers which appeared in the October issue of *SPECIAL LIBRARIES*, page 263. Additional answers, comments and further questions resulting from these two instalments will be published in the January 1940 issue of *SPECIAL LIBRARIES*. All such answers, comments and additional questions, should be addressed to the Editor.

The October *SPECIAL LIBRARIES* covered Cataloguing and Classification.

SUBJECT HEADINGS

1. Q. Do most special libraries use broad subject headings with subdivisions (i.e., Advertising — Media — Radio), or specific ones (Radio advertising)?
 - A. Julia Pettee in her brilliant article on subject headings (*SPECIAL LIBRARIES*, 23: 151-155, 1932) advises the use of specific headings, cautioning the user to be sure to indicate adequate cross references and to maintain consistency.
2. Q. What techniques are used to reduce work in establishing new headings, i.e., leaving old material under old heading with reference to new heading for material of later date?
 - A. The second part of the question is a partial answer in itself. Various librarians reported other practices:
 - (a) Use inadequate heading with a reference from the newer and preferred term, for want of time to make changes.
 - (b) Use old cards —

Have You More Questions? Have You More Answers?

cross out heading and type changed one above it. (c) Through aid of electric eraser change heading entirely. In all methods cross-referencing is the important factor.

3. Q. Where can one get Miss Beitzell's (Social Security Board) list of definitions?
 - A. From the Board — scheduled to be ready in October.

CLIPPINGS

1. Q. What is the best way to file and preserve clippings that are used a great deal, are kept forever, are handled a great deal, and must be immediately available?
2. Q. What are some methods of circulating daily press clippings?

GENERAL

1. Q. What are some suggestions for indicating prices of publications on subject bibliographies, since many requests for subject bibliographies come from individuals interested in purchasing the materials?
 - A. (a) Give price wherever available.
 - (b) If free, either leave blank or state "Free."
 - (c) If price is not known, use either:
 - "?price" as in P.A.I.S.
 - "No price given."
 - "Inquire."
2. Q. Does an inventory pay for itself?
 - A. Chorus of voices from floor: "Yes!"
3. Q. What libraries have prepared work or staff manuals? Are any available for loan?

Bibliographic Technique

By Morris Schrero

First Assistant, Technology Department, Carnegie Library of Pittsburgh

Notes on course given to Members of Pittsburgh Chapter, Special Libraries Association, February 7-21, 1939. This outline contains the important points and high spots of the talks given during a three-hour course, and incorporates some answers to questions which were asked. While much space is devoted to the form used by the Technology Department, Carnegie Library of Pittsburgh, examples of other forms were shown to the class, as were also examples of inaccurate references, poor bibliographies, and various arrangements. References to these examples have been omitted.

The author wishes to thank Mr. E. H. McClelland for his advice and aid.

Definition

"Bibliography" was used originally to denote the writing of books. Later (about 16th or 17th century?) it was extended to signify writing about books, and the science which treats of books, their authors, editions, printing, illustrations, history, etc. It is used also for a list of authorities on a particular subject, or for a list of publications by or about an author. This is the definition which interests us.

"Bibliography" should not be used for a short list of references on a theme about which much has been printed. In this case, suggest headings such as "Reading list," "List of references," "Finding list," etc.

History

Lists of books on chemistry are known to have been published as long as three hundred years ago.

Requisites of Good Bibliography

1. Accuracy

Involves

Knowledge of subject.

Exact transcription of author's name, title of book or article, date, title of journal, volume, pages, etc.

Complete citation of reference.

Requires examination of original. Compilers often copy references in books, indexes, abstract journals, etc., without checking original.

Inaccuracies reflect unfavorably on bibliographer, but what is more important is

the loss of time caused the user of the bibliography. An incorrect or incomplete citation may result in waste of hours before reference is located. Abbreviations of titles of journals often cause loss of time, unless list of abbreviations accompanies bibliography, as there are no standard abbreviations.

2. Completeness

Bibliography should contain as much as possible of the literature available to the compiler. Very few subject bibliographies list all of the references on the subject. In patent work it may be necessary to locate all of the relevant literature. However, time required to compile bibliography must be considered. Sometimes, it takes more time to find last ten per cent of the literature of a subject than the first ninety per cent.

3. Consistency

Style should be the same throughout the list for the same kind of references.

4. Arrangement

In a fairly long list, entries should be so arranged that user can find desired information in as short a time as possible.

KNOWLEDGE OF SUBJECT

Best bibliography of a subject would probably be compiled by cooperation of an expert in that field and a bibliographer. Former can define extent of subject and advise on specific questions of what to include and exclude. Latter knows how and where to locate references and best method of compiling the bibliography.

If bibliographer is not familiar with subject, he should read a good book or paper on it. An article in an authoritative encyclopedia often helps. Scanning a comprehensive book or a monograph will suggest headings under which to look during search.

Sources and Searching

To enumerate sources just in the fields of science and technology would require hours. Only a general idea can be given.

Before beginning search, make a list of all the possible subject headings to consult. These vary with different indexes.

Start with printed bibliographies of the subject or of closely related subjects. These may be published separately or as parts of monographs, reviews, papers, etc. They may be located through library catalogues, bibliographies of bibliographies, encyclopedias, indexes to periodicals and of abstract journals and similar tools.

Examine

Books, encyclopedias, reference works, etc., which may contain material of interest. Often, these contain references.

Abstract journals covering subject and related subjects.

Review serials.

Indexes to periodicals.

Indexes to government documents.

Separate volumes of periodicals not covered by indexes and abstract journals. Some sets have collective indexes.

House organs and trade literature. In some special fields, these may be best and most fruitful sources.

Check literature citations in books and articles. Begin with latest numbers of serials and work back.

When using collective indexes of journals such as *Chemical Abstracts*, note pages to be examined in numerical order on a separate card or slip for each year. Similarly, in using periodical indexes, a different card may be employed for each journal.

Keep a record of all sources used. Search will probably be interrupted a number of times and one may forget where he left off.

Whenever possible, examine original reference not only for bibliographic information but for contents. Titles are often misleading. Article entitled "Pickling" may deal with iron and steel, non-ferrous metals, or vegetables. One entitled "Springs" may be devoted to water or to a mechanism.

If doubtful about including a reference, enter it and decide about discarding it when arranging and editing the bibliography. It is easier to do this than to search again for the reference, if later it is decided that it is useful but has not been entered.

NOVEMBER, 1939

Bibliographic Information and Style

Use a separate card or slip for each original entry. If not typed, write legibly. A 5 x 8 slip has been found advantageous, as it permits use of larger script, listing of reprints of article, and writing of annotations

Styles used in published bibliographies vary. If the list is to be published in a specific journal, adopt its style. The following relates to the form generally used in the Technology Department, Carnegie Library of Pittsburgh. This was evolved by Mr. McClelland through his years of experience.

AUTHOR ENTRY

If a 4 x 6 or 5 x 8 slip is used, start about one-half inch from top and enter name of author or authors in full on first line. Place surname first and separate from Christian name by means of a comma. Connect joint authors by means of an ampersand, with a comma between this and personal name of first author. If there are more than two authors, "and others" is generally used, but in many cases it may be advisable to enter the name of each author. If author is compiler or editor of a work, indicate by suitable abbreviations written after the personal name, with a comma between the two.

BOOKS

(Example 1)

Indent next line and copy title of separately published work as given on title-page. Follow spelling. If obviously incorrect, insert [sic] immediately following misspelled word. Then follow in order a period; space; abbreviation for "edition," if other than first, and number of edition; period; space; number of volumes if more than one, or pages; abbreviation for "volume" or "pages"; space; imprint date; period; space; publisher; comma; place of publication; period; space; and, if part of a series, parenthesis, title of series, period, and end parenthesis.

Separate subtitles from main titles by means of a semicolon. If a translation, give this information, treating it like a subtitle. In English titles, only proper nouns and adjectives are capitalized. If volumes are paged consecutively, both volumes and pages may be given. Pages in each volume may be listed, if desired. If original and translation are both to be listed

in bibliography, enter each one separately. If illustrations, diagrams, etc., are important for subject of bibliography, indicate them in entry. Generally, enter only latest edition of a book.

(Example 2)

If only part of a book is of interest, list title of the book as the main entry and in an annotation indicate the pages which are relevant. If the part which is of chief interest is made the main entry, user of bibliography will probably look for it as the title of a book or article — which does not exist.

PERIODICAL ARTICLES

(Example 3)

Enter author and title as in the case of a book. Then follow in order a period; space; imprint date; space; parenthesis; the word "In"; title of journal; comma; abbreviation for "volume"; volume number in complete set; comma; abbreviation for "series" if other than first; series number; comma; abbreviation for "volume"; series volume number; comma; other information necessary for identification of article, such as "abstracts and reviews," "number," "part," or "section"; comma; abbreviation for "pages"; inclusive pagination or pages on which article actually appears, not including discussion; period; and end parenthesis.

Copy titles of articles and journals in original language; do not translate. If title of paper is translated into English in bibliography, user may assume that entire paper is in English, and he will be disappointed to find it written in a language which he cannot read.

Copy titles of journals from title-pages — not from running heads. Do not use editor's name as part of title of journal, unless specifically included in the title. If two journals with the same title are published simultaneously in two different cities, give place of publication immediately after periodical title, setting it off by commas.

If each issue of a journal is repaged, indicate date or number of the issue after the volume.

Inclusive pagination is indicated by the first and last pages of the paper, with a dash between the two. If advertisements or other extraneous matter intervenes between pages of

an article, do not include in the pagination; list only pages on which article actually is printed. Commas are used between the pages of an article which are not consecutive; for example: p. 48-50, 56, 58, 75-76.

If a paper is published as a serial in several volumes of a periodical, give inclusive imprint dates. Separate the different volume numbers and their related pages by a semicolon.

(Example 4)

Enter anonymous articles under title and not under "Anonymous" or name of journal as author. Some users of bibliographies think that "Anon." or "Anonymous" is the name of an author, just as some think that "ibid." is the title of a journal. If an article appears without an author no attempt to supply one will be helpful. It raises the question of whether to file it under "A" or at the end.

Permanent references of papers issued also as preprints are entered rather than the preprints. However, if date of publication is important, list either one as the main entry, and refer to the other in an annotation, giving full bibliographic information.

Indicate discussion accompanying a paper on a separate line below the title and identification, indenting as much as the title. Letters and editorials discussing a specific article are handled similarly. The bibliographer must to some extent be governed by the editor; that is, by the form in which the material is printed. If these seem to be equivalent to independent articles, make separate entries. Treat unsigned editorials as anonymous articles.

GOVERNMENT DOCUMENTS

(Example 5)

If there is an author, enter under author's name. After the period following the date, there follow in order a space; parenthesis; name of government; dash; name of department, bureau, or division; period; space; title of series; number of document in the series; period; and end parenthesis. If a bureau or other division of a department issues a document, list only the former, not both.

(Example 6)

If a document has no author, enter the government and the department or bureau re-

sponsible for it as the author, with a dash between the two. In this case, list only the title of the series and the number in the parenthesis.

REPRINTS, ETC.

It happens often that users of bibliographies do not have available many of the original articles listed, but may have access to other sources such as translations, reprints, abstracts, etc. It is advisable, therefore, that compiler enter under the original reference, all such additional references that he may find, which contain useful information. (Not abstracts which are only annotations.) Each of these is paragraphed separately, using "*The same*," if the article is reprinted in its entirety. If it is completely translated, use "*The same, translated*." If it is reprinted in part, use "*The same, condensed*." If it is abstracted, use "*The same, abstract*." If the condensed reprint or abstract is in a language other than the original, add "translation" to "*The same. . .*" The remainder of the bibliographic information is entered as in the case of the original reference.

ORIGINAL REFERENCE NOT AVAILABLE

(Example 7)

If only a reprint or an abstract is available for examination, make this the main entry. Identify original in an annotation, preferably quoting from the main entry. If neither the original nor an abstract is available and the paper seems to be worthy of inclusion in the list, enter it but indicate that it was not examined.

ANNOTATION

In addition to examining each reference for accuracy in entering it, scan it for the purpose of writing an annotation. This should not repeat information given in the title but should amplify it. Make annotations so that they help user of bibliography to select references from the list.

INDEX HEADINGS

While examining original reference, decide upon the headings under which to index or classify it, and write these on the back or at the top of the card or slip.

VERIFICATION

Read every item immediately after writing it; the time to verify the accuracy of every detail is while the source is before you.

EDITING

While arranging the entries and preparing the bibliography in final form, edit the items for uniformity and consistency.

ARRANGEMENT

During the course of compilation, keep slips arranged alphabetically by authors. This facilitates comparison with earlier entries and helps to prevent duplication.

Bibliographies are generally arranged chronologically, by subject classification, or alphabetically by authors. Other arrangements are geographical and by type of material, titles, and sources such as titles of journals.

Chronological arrangement is useful when historical development of a subject is of primary interest. Some objections to it are that there must be a new alphabet under each year or period; the question of where to put a serial article that runs over several years; and where to put a paper which is read before a society in one year and is published in permanent form in a later year.

Classified arrangement is good for most bibliographies as it provides an effective means of bringing together references which deal with the same phase of a subject. In this case, also, there is need of a separate alphabet under each heading used in the classification. In a bibliography containing a large number of references, there are generally many which cannot be classified satisfactorily under the headings used and have to be grouped under "General and Miscellaneous." This means user must examine all these as well as the references under more specific headings.

If a list contains a small number of references, a straight author arrangement, without classification or index, may do. If the bibliography is extensive, author arrangement with detailed subject index is generally the best method. In this case, each entry in the bibliography should be numbered.

Indexes which will enhance the value of a bibliography may be added. For example, an author index may be appended to one with a chronological or classified arrangement; or, a chronological index, to one with an author or classified arrangement.

Geographical arrangement may be useful for some subjects; for example, geology.

Arrangement by type of material, titles, and

sources such as titles of journals are generally not approved.

FINAL FORM

The bibliography, whether typed or printed, should contain also a preface or introduction, table of contents, and list of abbreviations used. The preface should define the scope of the bibliography and present any other information which may aid the user. Leave more space between each complete entry than between the lines of the individual items. In the bibliographies published by the Carnegie Library of Pittsburgh, 8-pt. type is used for the bibliographic information and 6-pt. for the annotation. Surnames of authors are in bold-face type. "Ed." and "comp." are italicized.

Examples

- (1) **Dunstan**, Albert Ernest, *and others, ed.*
Science of petroleum; a comprehensive treatise of the principles and practice of the production, refining, transport, and distribution of mineral oil. 4 v. 3192 p. 1938. Oxford University Press, London.
Bibliography at end of many of the articles.
An invaluable reference work, approaching an exhaustive treatment of the petroleum industry. Includes origin, geology, exploration, and utilization.
- (2) **Camp**, James McIntyre, & **Francis**, C. B.
Making, shaping and treating of steel. Ed. 4. 1142 p. 1925. Carnegie Steel Co., Pittsburgh.
"Rolling of large sections," p. 558-592.
- (3) **Köster**, Werner.
Zur frage des stickstoffs im technischen eisen. 1930. (In Archiv für das eisenhüttenwesen, v. 3, p. 637-655; v. 4, p. 145-150, 289-294.)
Discussion, v. 3, p. 655-658.
The same, abstract. 1930-1931. (In Stahl und eisen, v. 50, p. 629-631, 1401-1402; v. 51, p. 37-38.)
The same, abstract translation. 1930. (In Iron age, v. 126, p. 827.)
- Abstract of pt. 1-2.
The same, abstract translation. 1930-1931. (In Journal of the Iron and Steel Institute, v. 121, p. 727-728; v. 122, p. 598; v. 123, p. 741.)
The same, abstract translation. 1930-1931. (In Metallurgist, v. 6, p. 186-188; v. 7, p. 19-21, 51-53.)
Abstract of pt. 1-2, 4.
Bericht des Werkstoffausschusses des Vereins deutscher Eisenhüttenleute, 162, 165, and 167. Investigation of the influence of nitrogen on properties of steel, especially in relation to magnetic aging; solubility of nitrogen in steel; relation between nitrogen and strain etching-figures; precipitation of nitrogen from alpha iron; and combined influence of cold deformation and precipitation of nitrogen on the magnetic properties of steel.
- (4) **Handles** four colors of glass batch without contamination. 1938. (In Ceramic industry, v. 31, Sept. 1938, p. 30-31.)
The same, abstract. 1938. (In Journal of the Society of Glass Technology, v. 22, abstracts and reviews, p. 373.)
Describes new equipment at plant of Anchor-Hocking Glass Corp., Lancaster, Ohio.
- (5) **Thiessen**, Reinhardt, & **Sprunk**, G. C.
Microscopic and petrographic studies of certain American coals. 71 p. 1935. (United States — Bureau of Mines. Technical paper 564.)
- (6) **United States** — National Bureau of Standards.
Gas calorimeter tables. 42 p. 1938. (Circular C417.)
- (7) **Gascard**, A.
Bestimmung des molekulargewichts der alkohole und phenole mit hilfe von benzoessäureanhydrid. 1906. (In Chemisches central-blatt, v. 77, ser. 5, v. 10, pt. 2, p. 914.)
Abstract from "J. Pharm. Chim. [6] 24. 97 bis 101. 3/8."

Abbreviations Used

col.	column or columns	n.d.	no date	pt.	part or parts
comp.	compiler	n.s.	new series	sec.	section
Ed.	edition	no.	number or numbers	ser.	series
ed.	editor	p.	page or pages	v.	volume or volumes

Plan for Organizing Pamphlets and Books in a Small Office

By Florence C. Bell

Associate Investigator
Farm Credit Administration

A NUMBER of years ago when I worked for the United States Bureau of Efficiency, I was detailed to another office of the Federal Government to work out a plan for the organization of a collection of various types of pamphlets and books that were shelved in two bookcases. The collection included many publications of the Census Bureau and titles issued by some other Federal Government offices, state and municipal publications, monographs issued by organizations such as the American Management Association, pamphlets describing particular industries, a few Congressional hearings and reports, and books published commercially. Some of the publications were bound, others unbound, and they varied in size from small pamphlets to bound quarto volumes. Certain groups of pamphlets had been placed in pamphlet boxes.

The secretary to the chief of the section was in charge of these bookcases, and the finding of a pamphlet that was required was dependent on her memory. It was desired that this collection of material be organized so that it would be possible for any clerk in the office to know whether it contained a particular publication, and to locate it readily.

There are many similar office collections of various types of material in both Government and commercial offices, and it is thought that the plan that was formulated is of general interest. This simple plan will not, of course, provide a complete record and shelf arrangement by subject, which is possible when a collection of material is organized by a librarian in accordance with the classification and cataloguing methods of library science, but it is designed particularly for small office collections and can be operated effectively by any efficient secretary or clerk.

I recommended:

1. That the pamphlets and books be arranged on shelves in two groups, group 1 for publications of the United States Government and the District of Columbia, and group 2 for all other publications.

2. That the publications be arranged pri-

marily by the name of the issuing office or organization. For example, this would bring together in group 1 on the shelves all the publications of the Census Bureau; and, in group 2 all the publications of an association such as the American Management Association.

The plan contemplates that in group 1 the publications of the Executive departments will be arranged alphabetically in the Executive offices sub-group by the names of the departments, and that under each department the publications of bureaus will be arranged alphabetically by name of bureau. The publications of the independent establishments will follow those of the Executive departments and will be arranged alphabetically by name of office.

The plan provides that in group 2 the publications will be arranged in one alphabetical sequence. All publications of an organization will be shelved together under the name of the organization. Books published commercially, and articles not issued by associations will be arranged alphabetically by author. Books such as the World Almanac, which have no author, will be arranged in the group alphabetically by title.

This arrangement is illustrated at the top of the following page.

3. That one card be made under the name of each Government office of which there is a publication in the collection, showing the place of that office in the Government organization, and, as a result, the relative shelf location of all its publications; that additional cards under author, or subject, or title, or issuing office be made if a particular publication is of special importance to the office and might not be found readily without this additional record, or if it is desired to record such information as the year to which each report relates. This leaves the decision for making additional cards to the discretion of the secretary. Publications which are of only temporary or incidental

GROUP 1: UNITED STATES GOVERNMENT AND DISTRICT OF COLUMBIA PUBLICATIONS

OUTLINE	PUBLICATIONS
Congress —	
Committees	Congress. House. Census, Committee on.
Commissions	Congress. Joint Committee on Printing.
Etc.	Congress. Senate. Commerce, Committee on.
Executive offices —	
Executive departments —	Agriculture, Department of.
	Commerce, Department of.
	Census Bureau.
	Arrange publications alphabetically by series; or alphabetically by title if publication is not one of a series.
	Patent Office.
	Civil Service Commission.
	Federal Trade Commission.
	Public Utilities Commission.
Bureaus of each department	
Independent establishments	
District of Columbia	

GROUP 2: ALL OTHER PUBLICATIONS

OUTLINE	PUBLICATIONS
Publications of organizations and associations	American Management Association.
	Industrial Marketing Series. Management Series, General. Personnel.
Books commercially published	Converse. Marketing methods and policies.
Articles by persons not issued by associations, etc.	DeBrul. Some economics of machine tool making.
State publications	Kentucky Progress Commission.
City publications	New York City. Estimate and Apportionment, Board of.

interest but which it is desired to keep in the office at least temporarily, should be shelved with the rest of the collection but no additional card records should be made for them.

The purpose of the card record is to show the relative shelf location of the publications of a particular office, or of a particular publication.

The form of subject heading chosen for use should be used uniformly for all publications on the same subject which may be added to the collection later. For example, it is necessary to avoid using the heading "Industrial marketing," and at a later time using the form "Marketing, Industrial," because of a lapse of memory. If it is feasible for the file of cards to be kept on the desk of the secretary, reference to it will enable her to use uniform subject headings. If this is not possible, a card record of each heading selected should be made the first time it is used, and this small file of subject headings should be kept on, or in, the secretary's desk.

4. That a series of dots written in pencil be used to indicate the shelf arrangement determined upon when the publication is received in the office, so that the publication

can be returned quickly to the same relative shelf location after use. It is proposed that one pencilled dot be placed under the first word by which the shelf arrangement is determined, two dots under the second word, and so forth.

Below is an example of the marking of a publication of one of the departments' bureaus:

Department of Commerce
R. P. Lamont, Secretary
Bureau of Foreign and Domestic Commerce
O. P. Hopkins, Acting Director
Domestic Commerce Series — No. 27
Prison Industries

In this example one dot has been placed under the name of the department, two dots under the name of the bureau, three dots under the name of the series, and four dots under the title. The publication would be placed on the shelf in accordance with the following outline:

Group 1: United States Government and District of Columbia Publications
Executive offices
Commerce, Department of
Foreign and Domestic Commerce, Bureau of
Domestic Commerce Series
Prison Industries

An example is given of the marking of a publication of one of the independent establishments:

STYLE MANUAL
of the
Government Printing Office
Compiled under the direction of
THE PUBLIC PRINTER

Dots have been placed under the name of the independent establishment and the title. The publication would be placed on the shelf in accordance with the following outline:

Group 1: United States Government and District
of Columbia publications
Executive offices
Independent establishments
Government Printing Office
Style manual

It will be noted that dots are placed under only the names or titles that are printed on the publications. The familiarity of the secretary with the outline of this plan and the organization of the Government is depended upon for the selection of the correct group and subgroups. Two publications that are useful in this connection are the "United States Gov-

ernment Manual," published by the Office of Government Reports, and the latest Congressional Directory.

If a publication is unbound, the dots should be placed on the cover page; if it is bound, the dots should appear on the title page.

Reference to the markings on a cover or title page will make possible the return of a publication quickly to the particular shelf location to which it was originally assigned.

A record of the cards made for a particular publication should be made on the publication so that the cards can be withdrawn if the publication is discarded. The author, or subject, or title headings of cards made for a particular publication should be written in pencil on the back of the page on which the dots, which indicate shelf location, are placed.

5. That pamphlets or books which are lent to persons outside the office be charged. A simple charge form on a 3 by 5 card is suggested. The charge form should be made the first time a publication is lent, and when the pamphlet or book is returned the charge form should be kept in it and used if the publication is lent again. A sample charge card that is suggested is shown on page 311.

Make one card under name of each Government office, of which there is a publication in collection, to show place in Government organization.

Second indention.
"See" references at third indention.
First indention indicates relative shelf location where publication or publications will be found.

Make one card for each Congressional committee or commission of which there is a publication in collection.

Standards, Bureau of.
See
Commerce.

Federal Trade Commission.
See
Independent Establishments.

American Historical Association.
See
Independent Establishments. Smithsonian Institution.
American Historical Association.

Census, Committee on.
See
Congress. House. Census, Committee on.

If a Government office may be known by two titles, make a card from the title not selected for shelf arrangement to the title selected.

Public Printer.

See

Independent Establishments, Government Printing Office.

Subject card for report of United States Government office. (Make if publication is of importance to office.)

Occupations
Classified index of occupations

See

Census Bureau.

Subject card for book published commercially. (Make if publication is of importance to office.)

Industrial marketing.
Marketing methods and policies.

See

Converse, Paul D.

Subject card for monograph published by association. (Make if publication is of importance to office.)

Industrial marketing.
What is industrial marketing?

See

American Management Association, Industrial Marketing Series: No. 1.

Title card for Congressional hearings. (Make if publication is of importance to office.)

Apportionment of Representatives in Congress among the several States. Hearings.

See

Congress, House, Census, Committee on.

Title card for report. (Make if publication is of importance to office.)

Commercial and industrial organizations of the United States.

See

Foreign and Domestic Commerce, Bureau of.

Title card for book published commercially. (Make if publication is of importance to office.)

Marketing methods and policies

See

Converse, Paul D.

Title card showing method of recording years for which report has been received. (Make only for publication of importance to office.)

Commerce yearbook.

See

Foreign and Domestic Commerce, Bureau of
1929, v. 1
1929, v. 2
1930, v. 1

Author card showing method of recording years for which annual report has been received. (Make only for annual reports of importance to office.)

Tariff Commission.
Annual reports.
1937
1938

Series card for series on subject of importance to office. (Make if needed.)

American Management Association.
Industrial marketing series.
No. 1: What is industrial marketing?
No. 2: Supervising industrial sales forces.
No. 3: Supervised sales control in the Alemitte Corporation.

Charge card.

American Management Ass'n Supervising industrial sales forces		
	Borrowed	Returned
Brown	1-10-39	1-16-39
Adams	2- 3-39	2-15-39
Smith	8-31-39	

Methods Committee

Marie Lugscheider, *Chairman*

IN trying to formulate the work to be accomplished this year by the Methods Committee, the following questions present themselves:

1. Exactly what is meant by "Methods"?
2. Who will serve on the Methods Committee?
3. What is expected of me in connection with the work of the Methods Committee?
4. What will be the outcome of the work of the Committee?

1. "Methods" Defined

By "Methods" we mean the general techniques, the solutions to knotty problems as well as the proven "short cuts" you use in assembling material, disseminating information and in taking care of the hundreds of requests that pass over the desk, or desks, in your library during the year.

2. Methods Committee

It is our plan to ask the Chairman of each of the National Groups to select one, two or three representatives. For example, the Chairman of the Commerce Group will be asked to select one or two representatives from the Group, who in turn will contact the members of the

Commerce Group. The members will describe the various methods and techniques used in their libraries and supply this information to the Group representative, who in turn will pass it on to the Commerce Group Chairman.

By working through the National Groups, the information supplied will fall into natural classifications so that we shall be able to say, "Here is a compilation of the methods, techniques and 'short cuts' used by the insurance libraries; here, by the financial libraries; here, by the museum libraries, etc."

3. Methods Committee Chairman

You may think that there is nothing new about the methods you use. Perhaps you will think that all the other libraries with similar interests have been using your methods for years. On the other hand, you may well consider that your particular methods are workable and produce results in your library, but would not work elsewhere. All this may be true but other librarians may be glad to know that you find these same methods helpful; to still other librarians, your ideas may be new and usable. For a moment, please place yourself in the position of a new librarian starting in a new library. You would be interested and grateful

to learn of the methods and techniques which have been proven applicable and time saving. On the other hand, place yourself in the position of being given a particularly difficult problem to answer. You would find it helpful to know how a like problem has been solved by some one else.

Your Group representative will contact you within a short time. Please offer your full cooperation in supplying the information required and feel free to send any samples of forms, bulletins, etc., which you have available.

To be sure that every member of the Association is reached, especially those who are not affiliated with a specific Group, we have asked those Chapters having Methods Chairmen to work along these lines with us in order that we may have 100 per cent cooperation.

4. Proposed Achievements

When all the information has been gathered

and arranged, it will be a comparatively simple task to use the material in making up a "Handbook of Methods Used by the Libraries in the S.L.A." It may well be that there will be sufficient information gathered so that this handbook can be issued in parts, such as, "Handbook of Methods used in Financial Libraries," "Handbook of Methods used in Museum Libraries," etc. The Methods Committee can then devote its time to keeping the handbooks up to date.

I shall welcome any questions, criticisms or suggestions at any time.

MARIE LUGSCHEIDER, *Librarian*
RCA Radiotron Division
RCA Manufacturing Company, Inc.
Harrison, New Jersey

EDITOR'S NOTE: *The American Journal of Nursing*, October issue (p. 1116), quoted three methods described in the April 1935 and March 1936 issues of *SPECIAL LIBRARIES*.

Professional Standards Committee

Mary P. McLean, *Chairman*

S.L.A.'s new Committee on Professional Standards has grown like Topsy largely because the original members of the Committee discovered that the various problems to be studied were so important that, to give them proper consideration, all groups and chapters should be represented. It was also felt that the Chairman of the Employment, Training and Recruiting, and Student Loan Fund Committees should be ex officio members. At the present time these three committees, all groups, and all but one chapter have members on the Committee. There is also one Member-at-Large. These members are as follows:

Chapters

ALBANY — Maude E. Nesbit, Medical Librarian, New York State Library, Albany
BALTIMORE — Adelaide R. Hasse, Research Consultant, Works Progress Administration, Washington
BOSTON — Howard L. Stebbins, Librarian, Social Law Library, Boston

CINCINNATI — Walter Rothman, Librarian, Hebrew Union College Library, Cincinnati

CLEVELAND — Eleanor M. Howard, Assistant Librarian, Federal Reserve Bank of Cleveland, Cleveland

CONNECTICUT — Anne L. Nicholson, Librarian, Naugatuck Chemical Division, United States Rubber Co., Naugatuck

ILLINOIS — Harriett L. Greene, Librarian, American Library Association, Chicago

MICHIGAN — Mrs. Louise P. Dorn, Librarian, Detroit Edison Co., Detroit

MILWAUKEE — Margaret Reynolds, Librarian, First Wisconsin National Bank of Milwaukee

MONTREAL — Mary Jane Henderson, Investment Librarian, Sun Life Assurance Company of Canada, Montreal

NEW JERSEY — Delbert F. Brown, Librarian, Standard Oil Development Co., Elizabeth

NEW YORK — Linda H. Morley, Librarian, Industrial Relations Counselors, Inc., N.Y.
 PHILADELPHIA — Mrs. Charlotte Noyes Taylor, Librarian, Chemical Department, Experimental Station, E. I. du Pont de Nemours and Co., Wilmington
 PITTSBURGH — Mrs. Caroline W. Foote, Librarian, Pittsburgh Experiment Station, United States Bureau of Mines, Pittsburgh
 SAN FRANCISCO — Margaret Hatch, Librarian, Pacific Coast Office, Metropolitan Life Insurance Co., San Francisco
 SOUTHERN CALIFORNIA — Mrs. Anne F. Leidendeker, Librarian, Science and Industry Department, Los Angeles Public Library, Los Angeles

Member-At-Large

Jesse H. Shera, Bibliographer, Scripps Foundation for Research in Population Problems, Miami University, Oxford, Ohio

Groups

BIOLOGICAL SCIENCES — Margaret Hatch, Librarian, Pacific Coast Office, Metropolitan Life Insurance Co., San Francisco
 COMMERCE — Linda H. Morley, Librarian, Industrial Relations Counselors, Inc., New York
 FINANCIAL — Mary P. McLean, Librarian, American Bankers Association, New York
 INSURANCE — Mary Jane Henderson, Investment Librarian, Sun Life Assurance Company of Canada, Montreal
 MUSEUM — Cynthia Griffin, Librarian, Cincinnati Art Museum, Cincinnati
 NEWSPAPER — Alma Jacobus, Librarian, Time Inc., New York
 PUBLIC BUSINESS LIBRARIANS — Mildred B. Potter, Librarian, Business Branch, Hartford Public Library, Hartford
 SCIENCE TECHNOLOGY — Mrs. Florence Fuller Gluesing, Librarian, Consumers Union of the United States, New York
 SOCIAL SCIENCE — Isabel L. Towner, Librarian, National Health Library, New York
 UNIVERSITY AND COLLEGE DEPARTMENTAL — Walter Hausdorfer, Librarian, Columbia University School of Business Library, New York
 EMPLOYMENT COMMITTEE — Margaret R. Bonnell, Assistant Librarian, Metropolitan Life Insurance Co., New York

STUDENT LOAN FUND COMMITTEE — Rose Boots, Librarian, Marvyn Scudder Financial Library, Columbia University, New York

TRAINING AND RECRUITING COMMITTEE — Eleanor S. Cavanaugh, Librarian, Standard Statistics Company, Inc., New York

Because of the vast number of Committee members as well as their geographical location, it was found advisable to form a steering committee composed of members in and around New York. This subcommittee intends to carry on most of the active work through calling upon any other member when an important question is to be considered or when any advice is sought. The steering committee is composed as follows: Mrs. Florence Fuller Gluesing, Delbert F. Brown, Isabel L. Towner, Walter Hausdorfer, Linda H. Morley, Mary P. McLean.

The other two officers of the committee are Mrs. Florence Fuller Gluesing, Librarian of the Consumers Union of the United States, New York, *Vice Chairman*, and Delbert F. Brown, Librarian of the Standard Oil Development Company, Elizabeth, N. J., *Secretary*

MARY P. McLEAN, *Librarian*
American Bankers Association
New York

Regional Conference

At the Hershey, Pa. conference October 12-14, the Special Libraries Association was represented by the **Baltimore, New Jersey and Pittsburgh** Chapters and the Special Libraries Council of **Philadelphia and Vicinity**.

Saturday, October 14, was Special Libraries day. Alma C. Mitchill, President, presided at a luncheon of over sixty members of S.L.A. After presenting the four chapter presidents, Miss Mitchill spoke briefly on the new S.L.A. headquarters and the membership campaign being organized under the chairmanship of Laura A. Woodward.

Luncheon was followed by a Round Table with Betty Joy Cole, President of the New Jersey Chapter, as chairman. Mary Louise Alexander led an informal discussion on "Special Libraries, Information Please!" This topic formed a background for a stimulating discussion of consolidation and cooperation in libraries. In order to stress the value of a library directory, Miss Alexander asked R. Louise Keller to relate her experiences with the Philadelphia directory.

Jobs and Special Librarians

If you are wanting a job, or wanting to change your job, or if you know of a job that may be wanting a special librarian — consult with the Employment Chairman of your Chapter. She is in close touch with employers in your part of the country and with available candidates and opportunities in other localities through the National Committee.

The Advisory Committee on Employment is a nationally representative body — representative of all sections of the country; of many aspects of work and types of organizations, as is apparent from the library connections of its members, and representative of the best thought of our Association.

The personnel of each of these groups is as follows:

Employment Chairmen of Chapters

- Albany Capital District — Mildred Guffin, New York State Department of Social Welfare
Baltimore — Lillian N. Carlen, Business and Economics Department, The Enoch Pratt Free Library
Boston — Elizabeth Burrage, Administration Library, Boston School Committee
Cincinnati — Vacancy
Cleveland — Rose L. Vormelker, Business Information Bureau, Cleveland Public Library
Connecticut — Mildred B. Potter, Business Branch, Hartford Public Library
Illinois — Mrs. Evalyn F. Andrews, Insurance Library of Chicago
Michigan — Elva E. Clarke, Employers' Association of Detroit
Milwaukee — Helen Terry, Milwaukee Municipal Reference Library
Montreal — Mary Jane Henderson, Sun Life Assurance Company of Canada
New Jersey — Marian C. Manley, Business Branch of the Newark Public Library
New York — Lillian A. Scardefield, The Lehman Corporation
Special Libraries Council of Philadelphia — Dorothy Bemis, The Lippincott Library, University of Pennsylvania
Pittsburgh — Esther E. Fawcett, College of Fine Arts, Carnegie Institute of Technology
San Francisco Bay Region — Mrs. Nello Wilson Shelton, Division of Employment Agencies, California State Employment Service
Southern California — Mrs. Prudence C. Winterrowd, Public Health Division, Los Angeles Municipal Reference Library

Advisory Committee on Employment

- Mary Louise Alexander, Bibliographical Planning Committee of Philadelphia
Elizabeth Burrage, Administration Library, Boston School Committee, Boston
Elizabeth Lois Clarke, Secretary, Special Libraries Association, New York City (*ex officio*)
Ethel M. Fair, Director, Library School, New Jersey College for Women, New Brunswick
Agnes C. Hansen, Associate Director, School of Library Science, Pratt Institute, Brooklyn
Mary Jane Henderson, Sun Life Assurance Company of Canada, Montreal
Frances H. Kelly, Associate Director, Carnegie Library School, Pittsburgh
Linda H. Morley, Industrial Relations Counselors, Inc., New York
Hazel Eleanor Ohman, New York State Division of Placement and Unemployment Insurance, New York
Leona Powell, American Management Association, New York
Rebecca B. Rankin, New York Municipal Reference Library, New York
Ruth Savord, Council on Foreign Relations, Inc., New York
Edith Schofield, U. S. Forest Service, California Region, San Francisco
Rose L. Vormelker, Business Information Bureau, Cleveland Public Library, Cleveland
MARGARET BONNELL, *Chairman*
Employment Committee

Books

Adapted from her notes in *Industrial Arts Index*

By Adeline Macrum Library Interest

Some European Architectural Libraries, by F. T. Hamlin. Columbia Univ. Press, N. Y. 1939. 110 p. \$3.00.

A study of methods, equipment, and administration in fifteen institutions.

The Principles and Methods of Discussion, by J. H. McBurney and K. G. Hance. Harper, N. Y. 1939. 452 p. \$2.50.

Designed for college courses or individual use, here is a book that might help S.L.A. speakers with group or panel discussions, dialogues, symposiums, and forums.

Building

How to Estimate, by Gilbert Townsend, J. R. Dalzell and James McKinney. American Technical Society, Drexel Ave. at 58th St., Chicago. 1939. 629 p. \$4.75.

Step-by-step details on estimating for carpentry, lath and plaster work, air conditioning, sheet metal work, painting, masonry, plumbing, marble and tile, glass, hardware, and electric wiring. Electrical sections are by C. H. Dunlap. The text is built around an actual set of architects' plans for a small house.

Planning the Little House, by Alice Waugh. McGraw-Hill, N. Y. 1939. 267 p. \$2.75.

Home-builder's handbook on the use of space, good taste in interior design, the historic background of the American house, and pointers on construction and equipment. The first part contains simple problems on drawing plans.

Economic and Social Problems

Mathematical Analysis for Economists, by R. G. D. Allen. Macmillan, N. Y. 1939. 548 p. \$4.50.

This is based on lectures given since 1931 at the London School of Economics. At each stage the methods described are used to clarify the theory. An index tabulates mathematical methods, economic applications, and authors.

Fundamentals of Housing Study, by J. E. Davis. Columbia Univ. Press, N. Y. 1939. 355 p. \$2.85.

You may have overlooked this text for a basic course on housing problems, which considers objectives, standards, existing conditions, shortages, and remedial measures. Written from the educator's viewpoint, this Teachers College publication holds that it is education's function to promote desirable changes. Long bibliography.

Economic Problems of the Next War, by Paul Einzig. Macmillan, N. Y. 1939. 146 p. \$2.50.

Written when the present conflict was only a probability, this book stresses the need for Britain and the democracies to reorganize on a war basis. Dr. Einzig discusses war and consumption, war and commerce, war monetary policy and foreign exchange. There are chapters on the war economy of Germany, France, Italy, U.S.S.R., Japan, and the United States.

National Income in the United States, 1799-1938, by R. F. Martin. Nat. Industrial Conference Board, N. Y. 1939. 146 p. \$3.50.

A statistical study dealing chiefly with totals of national income, kinds of private production income, industrial sources of such income, and government as a source of income.

Statistical Technique in Agricultural Research, by D. D. Paterson. McGraw-Hill, N. Y. 1939. 263 p. \$3.00.

Elementary exposition of practice and procedure in biometry, giving a detailed analysis of data from representative series of experiments

typical of the common problems met by research workers.

The Natural History of Population, by Raymond Pearl. Oxford Univ. Press, N. Y. 1939. 416 p. \$3.50.

In weighing the significant results of studies on human fertility in relation to population problems, Dr. Pearl takes up the biological background of the problem, human and animal reproductive patterns, contraceptive efforts in America and effects on natural fertility, and world population of the past, present, and future. About 700 bibliographical references.

Finance

Savings and Loan Principles, by Morton Bodfish and A. D. Theobald. Prentice-Hall, N. Y. 1938. 715 p. \$4.00.

Historical development of the business in this country and the functions of associations as corporations are described and interpreted. Predominating policies, principles and practices are outlined.

Personal Finance Comes of Age, by M. R. Niefeld. Harper, N. Y. 1939. 324 p. \$3.50.

Reviews social and legislative changes in making loans to the lower-income group. Statistical analysis of data on borrowers, why they borrow, their age, earnings, repayment schedules, and finance company methods of operation.

Industrial Problems

Social Security Taxation and Records, by C. C. Favinger and D. A. Wilcox. Prentice-Hall, N. Y. 1939. 649 p. \$7.50. (To schools, \$5.00.)

General principles of timekeeping, payroll accounting, personnel records, and social security records. Over forty systems are described. Cost data are not given, but there are suggestions for keeping costs down.

Industrial Political Economy, the Fundamentals, by E. H. Hempel. Pitman, N. Y. 1939. 454 p. \$3.50.

Sets down our technical knowledge on the subject acquired in many lands throughout the ages. The problems remain much the same, says the author; only names, men, and magnitudes have changes as industry progresses. Documentary appendix and bibliography.

Psychology for Business and Industry, by Herbert Moore. McGraw-Hill, N. Y. 1939. 527 p. \$4.00.

A college text emphasizing the practical aspects. The author has had access to private files and gives techniques used by various successful com-

panies. He discusses hiring the worker, making and using tests, job analysis, employee promotion, training, motivation, fatigue, accidents, difficult employees, and psychological problems in advertising and selling.

Machines Over Men, by R. F. Yates. Stokes, N. Y. 1939. 249 p. \$2.50.

Popular account of technologic progress written from the mechanical rather than the social viewpoint.

Public Relations for Business, by Milton Wright. McGraw-Hill, N. Y. 1939. 346 p. \$3.00.

Public relations as an operating philosophy should be applied to everything a firm does. Successful methods of specific companies are used as illustrations. Unionization, protecting stockholders, dealing with competitors, and business-government relations are discussed.

Labor

The Worker, the Foreman, and the Wagner Act, by R. L. Greenman. Harper, N. Y. 1939. 137 p. \$1.50.

The duties and rights of foremen under the Act and how typical situations have been interpreted by the National Labor Relations Board.

Unions of Their Own Choosing, by R. R. Brooks. Yale Univ. Press, New Haven. 1939. 296 p. \$3.00.

The National Labor Relations Board and its background; also discussion of antiunionism, collective bargaining, industrial peace, interunion conflict, unfair labor practices, the Board and the courts, and the Board and democracy.

Marketing

Advertising Media and Markets, by Ben. Duffy. Prentice-Hall, N. Y. 1939. 437 p. \$5.00.

Comprehensive discussion of types of media and how to choose among them. There are also chapters on selling the campaign to dealers, the advertising appropriation, how rate economy is compared, facts on page size and color pages, and similar data.

Consumer Market Data Book, 1939 Edition, by B. P. Haynes and G. R. Smith. U. S. Bureau of Foreign and Domestic Commerce, Washington, D. C. 1939. 464 p. \$1.75. (Supt. of Documents, Wash.)

Eighty-two statistical series indicating where consumers live, how many there are, kinds of stores they patronize, their ability to buy. The figures are broken down by states, counties, and where possible by cities which had a population of 2,500 or more in 1930.

Selling Men's Apparel Through Advertising, by M. M. Lebensburger. McGraw-Hill, N. Y. 1939. 310 p. \$3.00.

Fundamental rules and ideas are reviewed and explanations given of many specific techniques only recently used. There is information on the relation of selling experience to advertising, preparing copy, illustrations, style advertising, clearance advertising and price appeals, special events, radio advertising and many other media and methods.

Effective Marketing, by L. R. Walter. McGraw-Hill, N. Y. 1938. 381 p. \$3.00.

The how and why of successful methods; the customer's viewpoint, sales promotion, advertising, and publicity.

Occupations

If You Want to Invent, by H. D. Carter. Vanguard Press, N. Y. 1939. 320 p. \$2.75.

Advice on what to invent, pros and cons of patenting, financing and selling inventions, and pitfalls.

Lightplane Flying, by Wolfgang Langewiesche. Pitman, N. Y. 1939. 213 p. \$2.50.

Answers newcomers' questions on amateur flying, arranged in order of difficulty. The book

BOOKLIST

Listings

The following books have been listed in "The Booklist" since January 1, 1938.

Those with an (*) appeared in 1938— all others in 1939. We suggest you order now those you do not already have:

- Electric Welding: Potter \$1.25
- How to Estimate for the Building Trades: Townsend-Dalsell-McKinney 4.75
- Forging Practices: Johnson 1.50
- Pattern Making: Ritchey-Monroe-Beese-Hall 2.00
- Foundry Work: Stimpson-Gray-Grennan 2.00
- Bookkeeping for Personal and Business Use: Credit 2.25
- Diesel Engines—Theory and Design: Degler 2.50
- Air Conditioning—Furnaces and Unit Heaters: Dalsell 3.00
- Air Conditioning—Heating and Ventilating: Dalsell-Hubbard 4.00
- Sheet Metal Work: Neubecker 2.50
- Machine Design: Winston 3.00
- Steel Squares: Townsend 1.25
- Retail Selling, Effective: Baker 2.25
- Tool Making: Cole 3.50

AMERICAN TECHNICAL SOCIETY
Drexel Avenue at 58th St., Chicago, Ill.
(88878)

covers techniques, finances, safety, and uses of flying in everyday life.

Men Wanted, by O. G. H. Rasch. Pelican Publishing Co., New Orleans. 1939. 266 p. \$2.00.

Guidance for present and prospective managers and employees of chain stores.

Business Paper Writing: A Career, by Pauline Redmond and Wilfrid Redmond. Pitman, N. Y. 1939. 194 p. \$2.50.

What to write, how to find material, how to make it into a story, how to interview executives to get stories, and what editors of business and trade magazines say they want. Special librarians might adapt some of these ideas for their publicity articles.

Science and Technology

Processes and Machinery in the Plastics Industry, by Kurt Brandenburger. Pitman, N. Y. 1938. 243 p. \$6.00.

This is a translation of "Herstellung und Verarbeitung von Kunstharz-Pressmassen," vols. I and II, first edition, 1934, by H. I. Lewenz. Deals chiefly with the phenolic resinoids and their compounds, and with processes, molds, moldings, and presses.

Photography By Infrared; Its Principles and Applications, by Walter Clark. Wiley, N. Y. 1939. 397 p. \$5.00.

A book for practical infrared photographers concerned with commercial, artistic, scientific or technical aspects.

The Electrochemistry of Gases and Other Dielectrics, by G. Glockler and S. C. Lind. Wiley, N. Y. 1939. 469 p. \$6.00.

Undertaken at the request of the Committee of Electrical Insulation, Division of Engineering and Industrial Research of the National Research Council, the book digests widely scattered and voluminous material on the physical and chemical behavior of gases. It also includes generally accepted elements of the theory. Many references.

Fundamentals of The Petroleum Industry, by Dorsey Hager. McGraw-Hill, N. Y. 1939. 445 p. \$3.50.

Comprehensive outline of the industry and its problems. Deals with the industry's contribution to national well-being, the history and romance of oil, individual operators and companies, world distribution of petroleum, reserves, acquiring oil lands, engineering, drilling, production, transportation, storage, marketing, securities, and oil legislation.

Tensor Analysis of Networks, by Gabriel Kron. Wiley, N. Y. 1939. 635 p. \$7.50.

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A History of the Making, the Selling, and the Collecting of Books in the United States by Hellmut Lehman-Haupt, Columbia University Library. In Collaboration with Ruth Shepard Granniss, The Grolier Club; and Lawrence C. Wroth, John Carter Brown Library. \$6.00

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An Introduction to the Chemistry of Cellulose, by J. T. Marsh and F. C. Wood. Van Nostrand, N. Y. 1939. 431 p. \$7.50.

Occurrence and general properties of cellulose, dispersed cellulose, modified cellulose, derivatives, constitution, and structure. List of patent specifications.

Electron Optics, Theoretical and Practical, by L. M. Myers. Van Nostrand, N. Y. 1939. 618 p. \$12.00.

A text for graduate students intending to take up this branch of vacuum physics as a career. It is said to be the first specialized book on the subject in English. The author treats of analogies between light and electrons, the electron trajectory, electron lenses, aberrations, the electron microscope and further applications. Bibliography.

Theory and Applications of Electron Tubes, by H. J. Reich. McGraw-Hill, N. Y. 1939. 670 p. \$5.00.

Assembles and coordinates present knowledge, and presents basic principles which are applicable to radio engineering, industrial electronics, power control, electrical measurement and other fields. Written as a college text but also useful as a reference book.

Photochemistry and the Mechanism of Chemical Reactions, by G. K. Rollefson and Milton Burton. Prentice-Hall, N. Y. 1939. 445 p. \$5.75.

The subject is presented so that readers with limited knowledge may understand its background and possibilities, and experts may acquaint themselves quickly with the progress made in problems associated with their own. Emphasis is on problems yet to be solved. There is discussion of the quantum theory, interaction of light with atoms and molecules, the properties of the activated states, and basic principles of chemical kinetics. The last ten chapters are on specific reactions.

Airplane Design Manual, by F. K. Teichmann. Pitman, N. Y. 1939. 345 p. \$4.50.

Introductory text aiming to help students correlate and coordinate their existing knowledge in solving the new problem of designing a machine and completing its construction. Many tables and drawings.

Chapter News

Baltimore

The Baltimore Chapter is planning a series of lectures on such subjects as cataloguing, indexing, book selection, government documents, etc., to be presented this winter. . . . Ten new members were added since May.

Cincinnati

The Chapter met in Columbus at the time of the joint meeting of the Cleveland Chapter with the Ohio Library Association. The conference was held at the Battelle Memorial Institute.

The November meeting is to be a visit to the new technical library of Procter and Gamble, Ivorydale, Ohio, of which Dr. Else L. Schulze is Librarian. There is to be a talk by one of the company's research workers, on the part the library plays in the development of new products.

Montreal

Prior to an emergency meeting called by the Montreal Special Libraries' Association for October 12th, a questionnaire had been sent to all members, suggesting a pooling of the resources of all member libraries to form a central bureau for reference directed to it by any part of the Canadian Government. The replies to this suggestion showed that the plan was not feasible — the library's own work would always have to take first place and service should not be offered which might be impossible to give efficiently and promptly; also the various War Boards operate at irregular hours. The Chapter was advised to send its general qualifications to the Voluntary Service Registration Bureau in Ottawa.

As a result of answers to the second part of the questionnaire, a committee was to be formed to study a unit of the Red Cross, with a view to offering the special librarians' knowledge of classification and organization of records and files to the Red Cross.

A newly formed Red Cross unit of the Y.W.C.A. asked for assistance; a committee was appointed to help the unit set up a file preparatory to recording supplies of yarn, clothing, etc.

Several group and committee activities of the Chapter have suspended operations during the war: The Membership Committee is continuing; the Cost of Living Committee is to send out cost of living survey questionnaires and publish results in the Chapter bulletin, before suspending operations.

A list of source material of the War 1914-1918 is being compiled.

NOVEMBER, 1939

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Librarians at School

Mary Currie of the Sun Life Assurance Company of Canada is attending Pratt Institute.

Elsa von Hohenhoff, Secretary of the Baltimore Chapter, spent another summer at the School of Library Service, Columbia University, working toward her Bachelor's degree.

Maria C. Brace, Librarian at Enoch Pratt Free Library, Baltimore, attended the two weeks' Library Institute held during the summer under the auspices of the Graduate Library School at the University of Chicago.

Contributors to SPECIAL LIBRARIES

DR. LUTHER A. HARR feels that the Philadelphia *Record* now has one of the finest newspaper libraries in the country. In his talk before the Special Libraries Council of Philadelphia and Vicinity, "Newspaper Libraries," he paid high tribute to Mrs. Caroline Faltermayer, the *Record's* Librarian, who had reorganized the library completely several years ago. Dr. Harr is Treasurer of the *Record* and also Treasurer of the City of Philadelphia. At one time he was Secretary of Banking for the State of Pennsylvania. He still teaches, as Professor of Finance, at the University of Pennsylvania, and is also an author of several books.

"International journalist" is a descriptive title which may be accurately ascribed to SIR WILLMOTT LEWIS, for he has worked as a journalist in England, France, China, Japan, Korea, Philippine Islands and the United States. He was in the Far East during the Boxer Rebellion, during the announcement of the Anglo-Japanese Alliance, and during the Russo-Japanese War. Since 1920, he has been in Washington as correspondent of *The Times* of London.

Pittsburg, Kansas, is the birthplace of THELMA R. REINBERG, who is now Librarian and Bibliographer of the Battelle Memorial Institute, Columbus, Ohio. While working for a B.S. and doing graduate work at the University of Oklahoma, she was Librarian of the State Industrial Chemistry Library and the Library, Chemistry Department, University of Oklahoma. For two years, she was Associate Editor of *Metals and Alloys — Metallurgical Abstracts*. She compiled the "Cumulative Index of Metallurgical Abstracts," published in Vols. III-V of *Metals and Alloys*. She did extensive bibliographic work on "Alloys of Iron" monographs and on Bullens' "Heat Treatment of Steel," 4th edition, 1938-39.

Miss Reinberg is Chairman of the Chemistry Section, Science-Technology Group of S.L.A.

SPECIAL LIBRARIES

Metro-Goldwyn-Mayer Studios have as Head of their Research Department, ROBERT R. BRUCE, who is a graduate of the University of California at Los Angeles, and who had had over nine years' experience in the Los Angeles Public Library. Mr. Bruce held a Carnegie Fellowship at Yale, 1935-36. His articles on the work of the music department of the Los Angeles Public Library have been published in the *Library Journal* and the *Wilson Library Bulletin*. His *Index to Encyclopedie de la musique et dictionnaire du Conservatoire* was distributed by the Music Library Association.

After a number of years of work in circulation branches of the New York Public Library, and courses in its Library School, FLORENCE C. BELL began her filing experience in the offices of J. P. Morgan & Co. and The Texas Company. In 1917 she went to Washington to give library service and take charge of the files of the United States Bureau of Efficiency, and later as an investigator for the Bureau made filing surveys and installations in several Government offices. From 1933-35 she was chief of the large general files section of the Farm Credit Administration. Since that time she has made a study of the disposition of obsolete records of the twelve federal land banks throughout the country, and several filing surveys for the Federal Land Bank of New Orleans, including a plan for the filing of records of the national farm loan association offices in Alabama, Louisiana, and Mississippi.

Among the few who have had both Library School and science-technology training, is HARRY C. BAUER, Technical Librarian of the TVA. Mr. Bauer studied first at the University of Missouri College of Engineering, then at Washington University. He held a Graduate Fellowship for two years, then received the B.S. degree in physics and was elected to full membership in Sigma Xi, the national scientific society. Mr. Bauer has been keeping busy at library work almost continuously since his high school days although his first professional appointment was in 1929, as special assistant in the applied science department of the Public Library in St. Louis — his native town. In 1931, upon graduation from the St. Louis Library School, he was made head of the Circulation Department at the University of Missouri Library. While on the staff of the University, Mr. Bauer held the positions of President of the University Book Review Club, and Treasurer of the Faculty Club. In 1934, he joined the staff of the Tennessee Valley Authority.

Mr. Bauer's busy career is noted in *America's Young Men*.

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