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# Special Libraries

*Official Journal of the Special Libraries Association*

*November 1940*

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

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SPECIAL LIBRARIES published monthly September to April, with bi-monthly issues May to August, by The Special Libraries Association. Publication Office, 10 Ferry Street, Concord, N. H. Editorial and Advertising Offices at 31 East Tenth Street, New York, N. Y. Address all correspondence to 31 East Tenth Street, New York, N. Y. Subscription price: \$5.00 a year; foreign \$5.50; single copies, 50 cents. Entered as second-class matter at the Post Office at Concord, N. H., under the act of March 3, 1879

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# Aids to Public Document Use Since 1937

By JEROME K. WILCOX

Associate Librarian, University of California Library, Berkeley

MANY of the aids and guides to the use of public documents which have been issued in increasing number during the past two years have unfortunately been overlooked due to the lack of periodic listings. With this fact in mind the summarizations which follow have again been made.<sup>1</sup> All fields of public documents, with the single exception of municipal, have benefited with new keys to their use.

Studies concerning the functions of the United States government and manuals on the use of U. S. public documents still continue to form an important field of activity. To use intelligently U. S. public documents, one must keep abreast with all studies of federal government activity, organization, and reorganization. With the advent of the "New Deal," the federal corporations increased by leaps and bounds. Three noteworthy studies of these have been made, one by Charles C. Abbott, *Federal Corporations and Corporate Agencies*,<sup>2</sup> one by John McDiarmid, *Government Corporations and Federal Funds*,<sup>3</sup> and the third on *Government Corporations and State Law*,<sup>4</sup> by Ruth G. Weintraub. There has also been made a very detailed study, mostly concerned with the financial structure of the corporations, by the U. S. Treasury Department in response to Senate resolution No. 150 of the third session of the 76th Congress.<sup>5</sup> Independent commissions of the federal government, ever on the increase, have also been studied by Wilson K. Doyle. (*Independent*

EDITOR'S NOTE—A second article by Jerome K. Wilcox on *Recent Aids to Foreign Document Use* will appear in a later issue of SPECIAL LIBRARIES.

*ent Commissions in the Federal Government*. Chapel Hill, University of North Carolina Press; 1939, 106 p.) The interdepartmental committee used extensively by the F. D. Roosevelt administration was the subject of study by Mary T. Reynolds<sup>6</sup> for the period 1933 to 1937 only. A new edition revised to May, 1940, of the *United States Department of Agriculture, its Structure and Functions* has been prepared by A. P. Chew.<sup>7</sup> The *United States Government Manual*, formerly issued by the U. S. Information Service of the National Emergency Council and later by the U. S. Office of Government Reports, now appears in bound form three times a year. In this connection should also be mentioned the *Federal Reference Manual*, by Theodore Wesley Graske,<sup>8</sup> which is to be kept up to date by cumulative pocket supplements. This latter manual, which is intended for the use of lawyers, usually gives for each agency of the federal government its creation, purpose, functions, appeals, publications, and rules of practice. The Brookings Institution has published the new edition of Dr. Schmeckebier's *Government Publications and their Use*<sup>9</sup> which has been expanded about 30 pages over the first edition for additions and corrections. This manual, for the field it covers, is the best introduction to U. S. public documents yet issued. This fall the new edition of Anne M. Boyd's *U. S. Government Publications as Sources of Information for Libraries* will appear.

The Works Progress Administration has issued Volumes II and III of its *Index of Research Projects*. Volume II is essentially an index to publications of the state

planning boards, and Volume III continues the contents of Volume I. Supplementing this index have been issued three numbers of a *Bibliography of Research Projects Reports*<sup>10</sup> in mimeographed form, listing over a thousand reports received in the Washington office between the period June 1, 1939, and June 30, 1940. Henceforth, additional numbers are to appear semi-annually. Volume IV of the *Index of Research Projects* now in the process of publication will be a cumulation of numbers 1 to 3 inclusive of the *Bibliography of Research Projects Reports* with additional omitted items. The U. S. National Resources Planning Board has issued a *Subject Index to Reports* (Washington, D. C., Government Printing Office, 1940. 76 p.), which includes those of its predecessors, the National Planning Board, the National Resources Board, and the National Resources Committee. The Work Projects Administration has also issued a new edition as of July 15, 1940, of the *Checklist of Historical Records Survey Publications*.<sup>11</sup> The checklist is divided into two groups; publications already issued and publications approved but not yet issued. This comprehensive list includes inventories of county, town and municipal, and church archives; inventories of federal archives in the states and miscellaneous publications pertaining to federal archives in the states; manuscript publications; American imprints inventory publications; directories of churches; and the various miscellaneous publications of the project.

THE Film Service of the U. S. Office of Education (formerly of the National Emergency Council) has also issued a new edition as of March, 1940, of its *Directory of U. S. Government Films* (33 p. Plano-graphed). The Committee on Patents of the U. S. House of Representatives has issued an *Index of Reports, 50th to 75th Congresses, 1888-1938* (Washington, D. C., Government Printing Office, 1940. 26 p.). This index is a record of all printed reports of this Committee and is in two parts;

Part I, a chronological list of reports, and Part II, an alphabetical subject-matter index.

The Legislative Reference Service of the Library of Congress has prepared a *Summary of Major Legislation, and of Federal Court Decisions on its Constitutionality, 1933-40*.<sup>12</sup> This is primarily concerned with the outstanding legislation under the "New Deal." The U. S. National Archives has published a *Guide to the Materials in the National Archives* (Washington, D. C., Government Printing Office, 1940. 303 p.). This is a complete revision, with additions, of the preliminary guide which was published as an appendix to the third annual report of the U. S. National Archives and includes receipts of material to December 31, 1939. A very useful and handy summarization of the more important statistical services and activities of the United States was prepared by the U. S. Central Statistical Board<sup>13</sup> for the Statistical Section of the Eighth American Scientific Congress held in Washington, D. C., May 10-18, 1940. This study will later form a chapter of the *Inter-American Statistical Compendium* to be published early in 1941. There has been need for a new edition of the Special Libraries Association's *Descriptive List for Use in Acquiring and Discarding U. S. Government Periodical Mimeographed Statements*, issued in 1929. Under the sponsorship of the Financial Group of the Special Libraries Association, there is now being issued in parts, a revision of this guide. Two parts have appeared at intervals of about a year, and so far the work has been done by the Library of the Board of Governors of the Federal Reserve System.<sup>14</sup> Finally, should be mentioned McCamy's *Government Publicity*<sup>15</sup> in which for the first time there is made an honest and critical appraisal of the press releases and the like issued by federal government agencies. (See review, *Library Journal*, March 15, 1940, p. 248.)

During this period the state document field has seen the greatest activity.

Volume III of the *Book of the States*,<sup>16</sup> issued by the Council of State Governments, as well as the *Manual on the Use of State Publications*<sup>17</sup> have appeared. Volume III of the *Book of the States* is by far the most compact and most useful of this important biennial thus far. (See review, *Library Journal*, July 1939, p. 550.) Within the covers of the *Manual on the Use of State Publications*, the editor attempted to bring together everything of importance to an understanding of this large field of publishing activity. It is hoped that through its chapters sources of information concerning state government activity, functions, and publishing will be found. (See SPECIAL LIBRARIES, September 1940, p. 330.)

SINCE the issuance of the Manual in April, 1940, a number of important tools have been published. The Governor's Office of Virginia issued a *Handbook on the Organization and Activities of the Executive Departments of the Commonwealth of Virginia*. Organization charts, administration, location of offices, and duties of each are included. Four states have issued new checklists or guides to their publications. In California, the Supervisor of Documents released an *Official Catalog of Documents — Reports, Maps, Published by Agencies of the State of California*. This appears in loose-leaf form with guide cards for each major agency on which are printed organization charts. Following the guide cards are sheets listing the publications of each agency July 1, 1939–April 1, 1940 with numerous "standard documents" of earlier date. Monthly loose-leaf supplements are planned. Its form of issue, while novel, is cumbersome to handle and so far as a checklist it is not worth much. A much better planned guide which also covers only one state is the mimeographed *Publications of the State of Washington*, issued by the Bureau of Governmental Research of the University of Washington.<sup>18</sup> As the subtitle indicates, it is a list of periodical and other current publications issued by offices,

departments, and institutions of the state of Washington, giving address of each agency, periodicity of its reports, and date of last issue. The Documents Department of the University of North Carolina Library began issuing in January, 1940, a *Monthly Checklist of Official North Carolina Publications*.<sup>19</sup> The first three issues were combined in one number. Since that time there have been separate issues for each month. The fourth new checklist, that issued by the Colorado State Library as its Extension Bulletin No. 7, July, 1940, is a *Checklist of Colorado Official State Publications April 1, 1940, through June 29, 1940*.<sup>20</sup> The project is a cooperative one of the State Library with the Documents departments of the Denver Public Library and the University of Colorado, and it is planned to supplement it subsequently at three-month intervals. In this connection should be mentioned the paper by Leroy C. Merritt in *Public Documents*, 1938, on *Municipal and State Document Collecting in the Rocky Mountain Region*, with appended checklists of the documents of the Rocky Mountain States for the period covered.<sup>21</sup>

Although not compiled primarily as a checklist of state documents, the checklists of early American imprints, the American Imprints Inventory Project of the Historical Records Survey of the W.P.A. under the Direction of Douglas C. McMurtrie, are including state documents as early imprints along with books, pamphlets, and broadsides. To date eight state lists have been issued. Of these, over half the publications included in the Nevada checklist<sup>22</sup> are authorized by state agencies. The other state lists completed thus far are Missouri, 1808–50; Minnesota, 1849–65; Arizona, 1860–90; Kentucky, 1787–1820; Alabama, 1807–40; New Jersey, 1784–1800; and Kansas, 1854–76.<sup>23</sup>

In the subject or functional field of state publications many aids have appeared. In 1938 the STATE LAW INDEX of the Library of Congress issued *Sources of Information on Legislation of 1937–38*, and in 1940



supplemented it by a mimeographed list for the same period.<sup>24</sup> In 1940 also a similar publication appeared covering 1939.<sup>25</sup> All of these lists are in two parts, first, lists of bills or laws by states, and second, a list of subject digests of the laws of one or more states. The Ohio Public Health Association published in 1939 a *Historical Directory of State Health Departments in the United States of America*, by Robert G. Paterson. Through the use of this publication one can trace briefly the history of the public health department of each state, as well as its periodic published reports. There is also a historical roster of executives for each, and a footnote indicating as far as possible any special study made of the health department in each state. The Social Security Board Library is responsible for an excellent bibliography or checklist of the publications of the state unemployment compensation commissions.<sup>26</sup> The Maryland State Planning Commission has issued the most extensive study to date on legislative councils.<sup>27</sup> The Bureau of Public Administration of the University of California has also made a recent study on legislative councils.<sup>28</sup> The Research Department of the Kansas Legislative Council published in March, 1940, *A Survey of State Market Agencies*. . . . (Publication No. 96, Topeka, 1940. 36 p. Mimeographed.) In the *State Research and Statistics Exchange Bulletin No. 1*, issued by the Bureau of Employment Security of the U. S. Social Security Board, appears a list of *State Research and Statistical Periodicals* (state employment agencies) and abstracts of recent research and statistical reports. In the January, 1939, issue of the *Social Security Bulletin* appeared *State Statistical Bulletins in the Field of Public Assistance* (p. 78-82). The Department of Social Welfare of the state of Washington issued as Monograph No. 35, *Studies and Reports in the Field of Social Welfare Conducted by Statewide and Local Agencies in the 48 States, 1932-39*, compiled by Erma M. Cull. The U. S. Housing Authority in cooperation with the U. S.

Social Security Board published their report of a survey in May, 1940, on *Housing and Welfare*. As Appendix A to this report is a selected list of references which includes state and municipal documents on the subject, and as Appendix B is a list of national, state, and local agencies, public and private, concerned with housing and/or welfare. The Council of State Governments has published as its BX-198, a directory of state publicity agents (*Advertising by the States*. March 1940. Chicago, 1940. 31 p.).

THE Federation of Tax Administrators is responsible for a number of studies, all of which are important to the public document field. Unfortunately, many of them are not printed but are only available in typewritten or dittoed form. This organization has issued in typewritten form a directory, *Chiefs of Research Divisions or Members of Research Staffs of Tax Commissions or Departments* (RM-25, revised September 10, 1940, 2 p.); a brief statement on *Use of Sales Tax Tokens, Coupons, and Stamps* (RM-64, revised September 10, 1940, 2 p.); a brief statement with table, on *History of Enactment and Repeal of State Sales Taxes* (RM-68, revised September 3, 1940, 2 p.); and a number of other directories of officials connected with taxation. It has also recently issued in dittoed form a new edition revised to August 19, 1940, of its Research Bulletin No. 31 entitled, *Special Surveys or Studies of State Revenue Problems Undertaken or Completed since January 1, 1936* (27 p.). This bibliography by states indicates the dates of establishment of these various special legislative revenue and tax study commissions, briefly indicates the scope of their study, and states the personnel of each.

Three of the newer activities of state government, state labor relations,<sup>29</sup> state liquor control,<sup>30</sup> and state judicial councils have been subjects of recent study, two by the Bureau of Public Administration of the University of California,<sup>29-30</sup> and one by

the National Conference of Judicial Councils. The study of judicial councils comprises Volume II of the *Annual Handbook of the National Conference of Judicial Councils* compiled by Paul B. DeWitt. (Newark, The Council, 1940. 143 p.) Within the covers of this comprehensive handbook are included a bibliography on judicial councils, an index to state judicial council reports, a checklist of judicial council reports, and a survey of state judicial councils which includes a directory of memberships of each.

IN the social welfare field there are a number of periodic directories for state agencies; those issued by the U. S. Social Security Board, one by the American Public Welfare Association, and one by the New York Department of Social Welfare. Although this is now an all-important state function, it would seem one comprehensive directory probably issued annually would suffice.<sup>31</sup>

Before turning to the foreign government field, four additional titles should be briefly mentioned. In 1938, *The Reorganization of State Governments in the United States*, by A. E. Buck was published.<sup>32</sup> This is primarily a brief digest of government reorganization studies by states. In February, 1939, the Research Department of the California State Chamber of Commerce made available a *Handbook on Sources of Economic Data Pertaining to California State Agencies*. For each agency is given its address, date established, purpose, brief description of its activities, and publications. In November, 1939, the Montana State College issued in mimeographed form *A Bibliography of Publications and Reports Representing the Results of Research and Statistical Projects in which the Works Progress Administration has Participated*.<sup>33</sup> The University of California at Berkeley had also issued a similar publication in July, 1939 (*Publications. A Bibliography of Publications Representative of Work in which the Works Progress Administration has Participated*. Berkeley, 1939. 22 p.

Mimeographed.) Finally, Volume 1, 1939, of *Research Abstracts* was published by the Work Projects Administration of New York City. This is a volume of abstracts of reports produced with the assistance of research projects operated in the city of New York by the W.P.A. and its predecessor, and includes a subject index to the abstracts.

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## Heard at the Advisory Council Meeting

- That,* Joint Meetings of S.L.A. Chapters were held with State Library Association meetings as follows:
- Albany Chapter with New York
  - Milwaukee Chapter with Wisconsin
  - Baltimore Chapter with Maryland
  - Philadelphia and Pittsburgh Chapters with Pennsylvania
- That,* The Methods Exhibit of the Indianapolis Convention has already visited four Chapters and four more have asked for it. Stechert Company, whose building houses our Executive Office, crates and pays transportation on the Exhibit when "on tour" and stores it gratis when "resting."
- That,* All classification and subject heading schemes are now on file at the Executive Office. Twenty-five were loaned in one month.
- And that,* The following will be soon off the press:
1. The Trade Name Index
  2. Creation and Development of an Insurance Library (Revised Edition)
  3. Micro-Film Directory

# The Care of Special Materials in the U. S. Coast and Geodetic Survey Library

By LYMAN D. LYNN

Library Assistant, U. S. Coast and Geodetic Survey, Washington

CARE of special materials presents the librarian with a complicated, but not insolvable, problem. This is particularly true in the case of the special library, where often an abundance of these materials accumulate. It is up to the staff, then, to make them as readily available to the readers as the books and periodicals, which are normally the scope of library activity.

The Library and Archives Section of the U. S. Coast and Geodetic Survey furnishes an example in point. Material in this special government library has been piling up for more than a century and, as it is constituted today, the collection is notable for both quantity and variety.

This collection naturally reflects the activities of the agency, which it serves. Congress, by various enactments, has charged the Coast and Geodetic Survey with six major functions. These, briefly, are as follows:

1. The survey of the coasts of the United States and its possessions to insure the safe navigation of coastal and intracoastal waters.
2. The determination of geographic positions and elevations in the interior of the country, to coordinate the coastal surveys and provide a framework for mapping and other engineering work.
3. The investigation of tides and currents to furnish datum planes to engineers and tide and current tables to mariners.
4. The compilation of aeronautical charts to meet the needs of pilots of aircraft.
5. Observations of the earth's magnetism in all parts of the country to furnish magnetic information essential to the mariner, aviator, land surveyor, radio engineer and others.

6. Seismological observations and investigations to supply data required in designing structures to reduce the earthquake hazard.

As might be expected from this list of the Bureau's activities, the book collection of the library which serves it consists principally of works on surveying, engineering, hydrography, astronomy and mathematical and allied sciences. Designed, as most government bureau libraries are, to be a working tool for the personnel, every effort is made to procure standard and up-to-date publications in these fields.

However, it is significant that the name of this section is not merely "Library," but "Library and Archives." The problem of the care of special materials and of making them readily available stems from this combination of library and archival functions. In the Coast and Geodetic Survey these problems have been met and solved by practical methods, developed over a period of years. It is notable that these methods resulted from the cooperative work of the library staff and the technical staff of the Bureau.

One class of material, which is rated as "special" in most libraries, is the map collection. I think that librarians almost universally consider maps a colossal nuisance, not only because of the difficulty of housing and caring for them, but also because of the stubborn resistance they give efforts to fit them into an altogether satisfactory classification and catalog scheme. Nevertheless, in many government libraries such as those of the Coast and Geodetic Survey, the

Geological Survey, the Soil Conservation Service, the Bureau of Public Roads and the State, War and Navy Departments, the map collections are indispensable.

In addition to maintaining a complete file of all editions of its own nautical charts and a nearly complete file of the topographic quadrangles published by the Geological Survey, the Coast and Geodetic Survey Library has an extensive collection of maps and charts, varying in nature, covering nearly all parts of the world as well as the United States.<sup>1</sup> Comprehensive files of the charts published by the U. S. Hydrographic Office, the U. S. Lake Survey, the Canadian Hydrographic Service and the British Admiralty are also kept. Representative publications of the French, German, Russian, Danish and other foreign hydrographic agencies may be found in the collection.

Care of this collection is an important function of the Library. In general, the cataloging follows closely the methods recommended by S. W. Boggs, Geographer of the State Department, who is regarded as an authority on the subject. The Cutter geographical system of classification is used in conjunction with a serial accession number to form the call number.

**P**HYSICALLY the maps are kept flat in shallow sliding drawers, in steel cabinet units of twelve drawers each. At the present time the Library employs 88 such units, or a total of 1,056 drawers, to house its map collection. Each drawer is 44¼ inches in width, with a horizontal depth of 36½ inches and a vertical depth of 13¼ inches. This is a standard size, which easily accommodates a majority of the items in the collection, although it is necessary to fold a number of the larger maps and charts.

The maps are allowed to lie flat in these drawers. Those printed on thin or flimsy paper and those in a bad state of repair are enclosed in folders improvised

<sup>1</sup> For an account of the important map and chart items in the collection see John M. McNeill, *Historical Maps and Charts*, in *The Scientific Monthly*, Vol. L, p. 435-447, May, 1940.

from brown wrapping paper or obsolete charts, with the contents and call numbers of each folder pencilled on the outside. So far as practicable the important map items are mounted on cloth, which is the ideal method of preserving them, but which, at the same time, is an expensive process, largely outside the scope of the average library budget. The charts, being printed on heavy paper and numbered serially, can be filed without any elaborate processing.

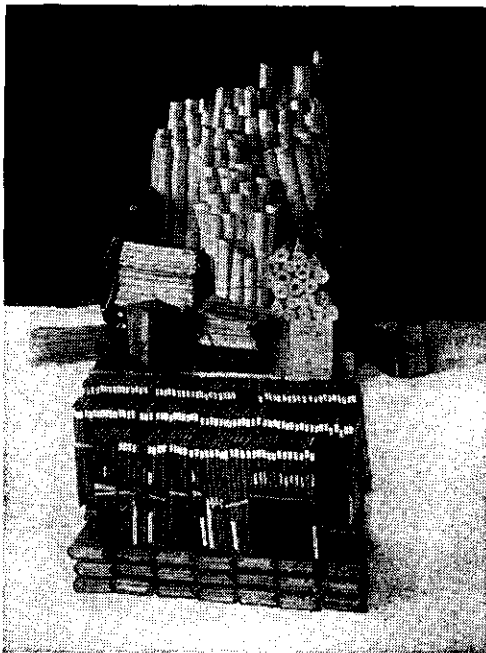
Another type of special material kept in the map files, but which does not fall exactly within the same category, is known in the Library as the blueprint collection. This, comprising at the present time approximately 25,000 items, represents minute surveys of small areas on a large scale, for the information of the chart compilers. Over 90 per cent of these blueprints are provided by the Army Engineers, the result of their constant examinations and dredging operations in the harbors and navigable rivers of the United States.

These blueprints, after examination by the cartographers, are filed in the map drawers by serial numbers. A card with a simple description is made for each and filed geographically with limited cross-indexing. This catalog is seldom referred to, since the practical reference is achieved by marking the numbers of the blueprints on the corresponding areas in a set of "master" charts readily available to the compilers, who use the blueprint information. To complete the record each blueprint received is listed in a register, which provides both an accession record and a shelf-list.

A glance at the accompanying illustration will aid the reader to visualise the amount of miscellaneous data, which are collected and used in the compilation of a single nautical chart. It shows the material used to compile the chart of San Francisco Bay, U. S. Coast and Geodetic Survey number 5535. There are 469 field survey sheets together with the field books containing sounding records, tide records and other

data. When it is considered that the *Survey* now publishes more than 800 different nautical charts, it can easily be realized that these data, which are carefully preserved, constitute a large archives. The preservation of these records is one of the functions of the Library.

The field survey sheets, shown in rolls in the illustration, are kept in specially made, metal tubes, fitted with caps. The tubes, containing hydrographic data, are painted green; those containing topographic survey results are colored red. On



each tube is painted a serial number and the areas covered by the various sheets are diagrammed with corresponding numbers on another set of master charts, which provide an index to these records. The tubes are stored in large metal racks in a specially constructed, fireproof vault.

The remainder of the field records are labeled and shelved in the familiar book manner. An elaborate classification scheme, essentially mnemonic in character, has been devised and expanded to embrace an astonishing variety of complicated and highly technical records. This scheme em-

plays letter symbols with serial accession numbers. Prior to 1928 the practice had been to assign each type of record a block of numbers to use until exhausted. Since January, 1928, each class has been given its own series commencing with the number one. The following table outlines the classification scheme:

<i>Type of record</i>	<i>Symbol</i>
Astronomy (geodetic).....	A
Figure of the Earth.....	F
Geodesy.....	G
Precise Leveling (hypsometry).....	HA
Leveling.....	HG
Terrestrial Magnetism and Seismology....	M
Gravity (pendulum).....	P
Hydrographic and Topographic Surveys...	S
Tidal and Current Surveys.....	T

These letter symbols have been expanded to cover specific types of records in each general class. The work of the classifier and cataloger has been materially simplified by the development, in the Bureau, of a standard series of printed forms for each of the hundreds of specific kinds of records. The numbers of these forms, associated with the appropriate descriptions in the scheme outline, accomplish much in effecting ready identification and proper classification.

A similar classification scheme has been made to cover another class of special materials, namely, photographs and other representations, which are used extensively by the Bureau. A file of approximately 12,000 different illustrations has been accumulated and is being steadily increased. These consist mainly of photographs showing the various activities of the Bureau, instruments, equipment, localities in which the work is carried on and reproductions of various kinds of records. They are used to illustrate the numerous publications of the Bureau and are made available to the press. Approximately 50 per cent of these photographs and drawings have been made into lantern slides and, as such, are used by members of the Bureau to illustrate lectures which they are frequently called upon to deliver before stu-

dents, engineering and scientific societies and the public generally. Often they are asked to give such lectures with very little advance notice, in which case the Library must render prompt service in providing the illustrative material.

The classification scheme worked out for these representations is similar to that provided for the technical records. They are grouped according to the Bureau activities which they illustrate and the symbols are expanded to maintain the mnemonic character of the system as nearly as possible. A brief outline is as follows:

<i>Subject</i>	<i>Symbol</i>
Bureau (photographs concerning the Bureau as a whole rather than of any separate division).....	B
Cartography.....	C
Aerial Photography.....	F
Geodesy.....	G
Hydrography and Topography.....	H
General Interest.....	I
Terrestrial Magnetism and Electricity.....	M
Persons.....	P
Seismology.....	S
Tides and Currents.....	T

As an example of the expansion of these symbols the following table lists the subject headings under "Bureau," one of the least developed classes:

Buildings.....	BB
Exhibits.....	BD
Equipment.....	BE
Historical.....	BH
Miscellaneous.....	BX

As in the case of the classification of records a serial accession number is used with the class symbol to form the call number, the principal difference being that the serial numbering extends in sequence over all the photographs instead of having a separate series in each class. A register is kept in which each photograph is listed and this serves as a shelf list.

As each illustration is submitted to the Library, a special form, known as the photograph history sheet, is filled out by the author or originator. This form contains pertinent information such as the

subject, descriptive title, origin, purpose, date and author. It also indicates whether or not a negative is supplied and lantern slides have been made. When the illustration is given a class symbol and an accession number a copy of the history sheet is neatly typed and pasted on the front of a specially designed light cardboard jacket or envelope, approximately letter size, which houses the prints. The back of this envelope is extended an inch above the front, corners rounded, forming a "tab" the width of the envelope. The call number is inked prominently on the right corner, easily visible. The envelopes containing the prints are filed by classes in standard, vertical steel letter-file cases, forty of which are employed to care for the Bureau's photograph collection.

The lantern slides receive the same call numbers, which are printed on small, gummed labels affixed to the upper left hand corners of the slides. The slides measure 3½ by 4 inches and are filed in steel card trays, also by class. The negatives are jacketed in manila envelopes of varying size. They receive the same call numbers as the prints and lantern slides, which have been made from them and are shelved upright in glass front, metal cabinets. Recently the practice of having the call numbers "cut" on the negatives has been developed. Thus they are reproduced inconspicuously on the prints and automatically preserve their identity.

UNTIL recent years no adequate method of cataloging these illustrations was employed. The increasing bulk of the collection, and the wider use made of it, brought about an urgent demand for some means of locating a given illustration quickly and efficiently. This necessity mothered the development, in the Library, of a device known as the "photostat catalog." This was readily adapted to the system by instituting slight changes in the processing of the illustrative material.

In making up this catalog one print of



each illustration received is selected and a short descriptive title, together with the call number, is typed on a slip of paper and attached to it. This, in turn, is stapled to a sheet of blank paper 18 by 24 inches in size, in the upper right hand corner of which is marked the class symbol and a page number. As other illustrations in that class are received, they are added to that sheet until it is full. It is then photographed by the photostat method, reduced one-half in size, and the reproduction is inserted in its proper place in a loose-leaf binder. One binder is provided for each main class and the separate sheets are inserted and separately pagged by sub-classes.

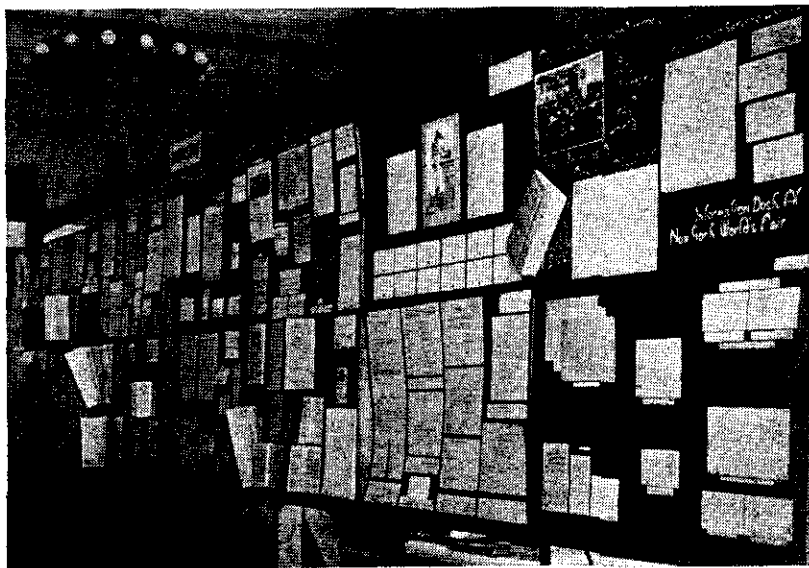
This system may lack the refinement of a good card catalog, but it does provide an adequate and practicable means of quickly finding and identifying a given illustration. The advantage of a visual guide in selecting illustrative material is obvious.

I hope that this brief discussion may be of value to librarians, who have similar problems involving special materials. It is, I believe, illustrative of the specific situations, which must be met in special libraries. In solving such problems, it is evident that a background of training and experience coupled with natural ingenuity would give the individual a tremendous advantage.



## The Methods Exhibit

*Indianapolis Convention of SLA*



# Business and the Public Library\*

By MARIAN C. MANLEY

Business Branch Librarian, Newark Business Branch, Newark

**S.** L.A.'s first major treatment of a particular phase of library development, *Business and the Public Library*, came into existence through the recommendation and action of members of the Public Business Librarians Group. At the Group meeting during the Pittsburgh Conference in 1938, a number advocated the cooperative compilation of a manual on service for business men in public libraries. It was recognized that while this phase of library service had been mentioned in a few scattered papers, its growth in the past twenty years warranted intensive analysis of the present situation and future possibilities.

Adra M. Fay, at that time librarian of the Minneapolis Business Branch and chairman of the Group, in consultation with Group members, laid out a plan for the development of such a manual and asked the writer to serve as editor. The assignment of the different topics received careful consideration, with the result that in a letter on August 25, 1938, Miss Fay asked for contributions. While several of the leaders in the public business library work were not able to devote time to a special treatment of any topic, the final list of compilers showed the comprehensive coverage given the problems.

Contributors are Dorothy G. Bell, Business Branch, Providence, Rhode Island, on the historical aspects; Anita F. Levy, Business Branch, San Francisco, California, on administration; Ethel Cleland, Business Branch, Indianapolis, Indiana, on acquisition; Adra M. Fay, Business and Municipal Reference Branch, Minneapolis, Minnesota,

on cataloging and classifying; Grace A. England, Downtown Library, Detroit, Michigan, on special indexing; Mildred Potter, Business Branch, Hartford, Connecticut, on the book collection; Laura A. Eales, Technology Department, Bridgeport, Connecticut, on directory use; Marion L. Hatch, Business Branch, Pittsburgh, Pennsylvania, on business periodicals; Rose L. Vormelker, Business Information Bureau, Cleveland, Ohio, on services; Bettye Bell, Business Branch, Nashville, Tennessee, on ephemeral material; while public relations were treated by Marian C. Manley, Business Branch, Newark, New Jersey, and comprehensive bibliographical references compiled by Maud Briggs of the Business and Municipal Branch staff, Minneapolis, Minnesota.

The assignment of topics lead to a flood of questionnaires and, for the contributors, one of the most profitable features was the resulting self-examination of their respective types of administration in preparing adequate responses. This work continued through the winter of 1938-39 and at intervals contributors sent on their chapters to Miss Fay. In March, 1939, Miss Fay had received all but two, so sent the collection to the editor for examination and preparation for publication.

Since examination of the assembled material showed the necessity for careful reworking into a harmonious whole before publication, no attempt was made to rush copy through before the conference. Instead, the procedure for compilation was discussed at the Baltimore convention in 1939.

To make a smooth-running, compre-

\* *Business and the Public Library*, Marian C. Manley, Ed. Special Libraries Association, 1940, 88 pp. \$2.00.

hensive unit out of the differing styles and content of contributions from twelve people, it was recognized that much rearrangement would be necessary. Certain gaps must be filled and duplication eliminated. Because the subjects were not easy to differentiate, it was apparent that overlapping and supplementary material should be shifted as needed from one contributor to the chapter in general covered by another contributor. To meet this problem and retain complete records, it was necessary to have all contributions copied in order to have material to edit while preserving the original manuscripts for consultation as the necessity arose. The copy was analyzed for content, cut, and rearranged so as to secure logical treatment of the subjects. These steps showed the gaps to be filled in by the editor and the rearrangement required to make the chapters harmonious in style. All of this called for exhaustive consideration.

The first draft was completed July, 1939, and sent to Miss Fay for consideration and suggestions. Fruitful criticism ensued and in September a second draft was prepared, incorporating the suggestions and rearrangement that had been deemed necessary. From this second draft, individual contributors were asked to examine critically the chapters for which their work had been the basis. The cooperative spirit of the Group members was shown by the warm approbation given the editing by these contributors. This second draft was sent also to other members of the group and to the chairman of the Publication Committee. More constructive criticism was received and as a result, the copy was pruned and even more thoroughly edited in the final revision.

The varied magazines in which reviews of *Business and the Public Library* appeared, promptly showed the range of interests that it touched. In the April issue of the *A.L.A. Bulletin*, a full page was devoted to a review by Nellie Mignon Fisher. This said in part:

... The book fills a niche all its own, as complete and up-to-the-minute information about business libraries is here for the first time brought between covers. ...

Suggestive publicity methods that will keep the library constantly before the business men and women of the community and encourage them to make use of its resources are included. Any general librarian will find the chapter on "Increasing the Return on the City's Investment" to be a meaty morsel, well worth his time.

When speaking of the taxpayer, it might be stated that his heart will be warmed by the suggestions made for cooperation between the public library and other business libraries within a city, in order to cut down the duplication of expensive services.

Other aspects of its use are indicated by Leona Powell in the May issue of the *Management Review*.

For executives who are familiar with the wide range of usefulness of a special business library, this book will indicate how effectively they are using such libraries in solving their everyday problems. For other executives it should be highly suggestive of the assistance they may obtain either from a special business library in their own company or from the public library of their city.

Another business comment is given in the March issue of *Textile World*, where the reviewer says:

Ten years ago, very few textile manufacturers would have been interested in such a book as this; today, a small but important group in the industry will use it; ten years from now, a very considerable percentage of textile men will profit by this type of reference book.

The change, in our opinion, reflects progress. Industry finds it more and more necessary to build up its knowledge of sources of business information. Business branches of public libraries are an important link in the chain.

As economic and technical trends become increasingly complex, intelligent use of business books, business papers, business directories and other business media becomes increasingly essential. The public library, 1940 model, helps to make intelligent use possible. As time goes on, more and more textile firms will develop special libraries of their own. In the process of that development, and in the subsequent utilization of the special libraries, the public libraries will perform an indispensable function.

We suggest that readers expose themselves to this book as an approach to a subject, which will engage more and more of their time in the future.

(Continued on page 412)

# The Beginnings and Growth of Dental Libraries\*

By GEORGE B. DENTON, PH.D.

Professor of Dental History and Literature, Northwestern University Dental School, Chicago

DURING the last decade several good accounts of the history of dental libraries have come from the pens of some of our best known dental librarians. These include several articles by Dr. B. W. Weinberger, one in 1932 by Dr. E. E. Haverstick, and one read before the Medical Library Association in 1937 by Mrs. Madelene Marshall. These accounts have given in detail the origin and development of most of the important dental libraries in this country. Therefore, I will not undertake to repeat these facts with regard to all important institutions. Instead, I shall try to show, in general, how dental libraries, especially in this country, originated, developed, and finally evolved into important institutional organs of modern dentistry.

In looking for the beginnings of dental libraries, we must first consider the obvious proposition that libraries can exist only when there are books to put into them.

Until the beginning of the sixteenth century, whatever professional information with regard to the teeth was recorded, appeared in the compilations of physicians and surgeons, who, for the most part, did not practice dentistry, and were probably not familiar with all of its procedures. During the sixteenth and seventeenth centuries, in addition to this more or less casual information supplied by medical men, there appeared a few works devoted to the teeth alone. An anonymous author, probably a small-town physician, published

in Germany in 1530, a work dealing with the various diseases of the teeth and their treatment. This was the first of a series of works appearing in various parts of western Europe and treating exclusively of the teeth. In 1563, the celebrated anatomist, Eustachius, published his *Libellus de Dentibus*, the first complete and exclusive dental anatomy. Urbain Hémard, a surgeon in France, in 1582 wrote his *La Vraye Anathomie des Dents*, presenting the anatomical discoveries of the century, in the vulgar tongue. In 1679, Martin, a French apothecary, wrote on the care of the teeth. In 1685, Charles Allen, in England, published a small and uninformative book on the procedures of the dentist.

It was not until 1728, when Fauchard issued his two-volume work, *Le Chirurgien Dentiste*, that the science of oral pathology and the procedures of dental art were revealed in detail by a leading practitioner in the profession. Fauchard's work not only provided a textbook for the student and a book of reference for the practitioner, but it also acted as a signal and a challenge to the profession to emulate his example in recording the high degree of development which dentistry in France had then attained. Throughout the eighteenth century the stimulus of Fauchard was felt and there was a copious issue of literature from the leading French dentists, as exemplified in Geraudly, Bunon, Mouton, Bourdet, Jourdain, Courtois and Mahon.

To a lesser extent, professional publication was carried on in other parts of Europe. In England, Berdmore, in 1768,

\* This is an abridgment of the address given by Dr. George B. Denton earlier this year before the Dental Centenary Celebration at Baltimore, Md.

published the first dental work of any consequence in that country; and later in the century, John Hunter and Robert Blake, who were not dentists, contributed to dental science. In Germany, the work of Philipp Pfaff, 1756, was notable.

Before the time of Fauchard, there were, of course, no dental libraries, because there were no dental books of professional character. The best efforts of the numerous professional writers of the eighteenth century were insufficient to produce any enormous volume of literature; but the production which had begun in the eighteenth century was greatly multiplied in all parts of the world in the early years of the nineteenth century. It is, therefore, in the first third of the nineteenth century that we begin to hear of special collections of books devoted exclusively to dentistry, and it is then that dental libraries, in a small way, began to exist.

THE total output of dental books in the world from the earliest publication in 1530 to 1920 was 7,390, not counting doctorate dissertations; but counting these theses, the grand total was 12,091. Prior to 1800 the number of books published was only 586 — or less than 8 per cent of the publication for the whole period. In the first half of the eighteenth century, publication began gradually to increase after 1750; and about 1800, having risen to nearly 100 volumes per decade, began rapidly and steadily to mount until 1890, when it had arrived at approximately 450 books per decade. In the next four decades publication shot rapidly upward until, from 1910 to 1919, in the midst of the World War, the output reached about 1,250 volumes per decade. To what figure dental publication has soared in the last two decades, from 1920 to 1940, can only be conjectured.

If this great body of world dental literature should be examined for the contribution of various nationalities, we would find much the same increasing production

decade after decade, with slight differences for the different countries.

Beginning in 1800, the output of dental publications in the United States rose rapidly and evenly to 1910 with a publication of 163 volumes per decade. At that time the United States was the second largest producer of dental literature in the world, being surpassed only by Germany.

Table 1 shows the total contribution to dental books of the four largest producing countries, in the order of size.

TABLE 1  
TOTAL BOOKS PUBLISHED — 1530-1920

Germany.....	2,228
France.....	1,483
United States.....	914
England.....	847
Total.....	5,472

If we turn now to periodical dental literature, we find that the history of its production extends over a much shorter period but the increase in output from year to year is as striking as with dental books. Dr. William Bebb has given us a practically complete bibliography of dental journals published in America to the year 1919 and a report of the American College of Dentists on dental journalism has given us similar figures for the years 1927 and 1931.

From a single journal in 1839, *The American Journal of Dental Science*, the first dental journal published in the world, there was a more or less steady increase to the year 1919 with about 50 journals published per year. The year 1927 is marked by an increase to 83, and the year 1931 reveals a jump to 117 journals per year. In the eighty years down to 1919 there was a total of 1,418 annual volumes of dental journals published in America; and, probably, in the last twenty years the output of dental journals in America has been increased by as many more volumes, making a total, possibly, of 3,000.

The number of dental journals published in England and in other countries of the

world can only be conjectured. The number of these journals is certainly several hundred and the number of volumes must be in the thousands.

These facts and statistics demonstrate the obvious proposition that dental libraries could and did exist only in proportion as there were dental books to put into them. To this proposition may be added a second, namely, that the usefulness of dental books depends, in a large measure, upon the existence of dental libraries. There is a corollary that the larger the body of existent dental literature the more necessary the dental library becomes.

With the multiplication of dental books, the difficulties of the dental student in the latter half of the eighteenth century, at least in the capital city, had become less; and, no doubt, many of the dental works of the time were to be found in medical and general libraries. Yet these more or less public libraries were not altogether convenient to use, and it was said that the founder of the specialty of oral surgery, Jourdain, rather than rely upon the libraries, penned numerous hack-work compilations for publishers, in order to obtain, in exchange, the surgical and dental works which he wished to consult.

In America, in the latter part of the eighteenth century, and in the beginning of the nineteenth, even in such large cities as New York, Philadelphia, and Baltimore, it must have been much more difficult for the practitioner to secure dental literature than in the metropolises of Europe. Horace Hayden, in writing of conditions at the close of the Revolutionary War, declared that scarcely a copy of John Hunter's famous *Natural History of the Human Teeth*, or its sequel on dental pathology was to be found in this country. He knew of but two copies of Berdmore's *Treatise* of 1768, and these, as with Hunter's works, he said, "were retained in the private libraries of those gentlemen who purchased them in England for their own private use."

As late as 1822 Josiah Flagg, in a

footnote to his *Family Dentist*, declared that he had prepared the manuscript of a much longer and more authoritative work on dentistry, the publication of which he was obliged to defer, because he needed to consult certain important European works which were not to be obtained in this country.

Before 1840 some of the leaders of the profession had, however, apparently collected respectable private dental libraries for themselves. Among those who must have had considerable collections of books were Eleazer Gidney, Horace Hayden, Eleazar Parmly and Chapin A. Harris.

GIDNEY was an American who had practiced in New York, but who during the years 1824 to 1827 studied dentistry abroad, especially in England and France, under the foremost dentists of that time. While in Europe he collected a considerable library of professional literature which he brought back to America with him in 1827. In 1831 he returned to England, where he practiced in Manchester, for most of the next twenty-six years. Apparently, he left his library in New York City, for as stated in the first issue of *The American Journal of Dental Science*, in 1839, Gidney lent his private dental library to the editors of the *Journal* for their use. A complete catalogue of the works contained was given on pages 23 and 24 of this *Journal*. There were 67 works in the collection, of which 59 were dental and 8 were on anatomy, medicine or general science. It represented the best dental literature of the world, with the exception of the German, down to that day. There were 34 books in French; 23 in English, of which only 4 were published in America; none in German; and one, each, in Italian and Latin.

Concerning the library of Chapin A. Harris very little is known. There are, however, some evidences of its content. In 1851, Arthur, in a report on dental literature to the American Society of

Dental Surgeons, stated that the bibliography which he presented consisted of works which "were courteously furnished from the library of Professor C. A. Harris, and embrace nearly everything upon the subject which has appeared in this country." Unfortunately, the committee of which Arthur was chairman thought the society would be interested only in books published in America, and all mention of foreign works was omitted. Otherwise, we should probably have had practically a complete catalogue of the Harris collection at that time. Since coming to this meeting, I have found in the Grieves Library of the Baltimore College of Dental Surgery among some pamphlets supplied by Dr. Harris' daughter, three copies of a printed catalogue of the *Medical Library of the Late Dr. Chapin A. Harris*. It contains both medical and surgical works in various languages and most of the important dental works to the time of his death. There are over 260 books and about 90 volumes of periodicals. The latter, strangely enough, are all medical except for one volume of the *London Forceps*.

What became of Harris' library is not definitely known. Likewise, the fate of other early collections, Gidney's, Parmly's,

Hayden's, is entirely unknown. Through the interest of these men, however, and others like them, part of the early dental literature was preserved, at least for the time being.

For a large part of the nineteenth century the dental profession seems to have been more interested in the collection of museum specimens, especially pathological curios, than it was in the collection of dental books. The reports of societies indicate that organized dentistry was more concerned about what was called the poor quality of dental literature produced from year to year than it was about the failure to provide any means of making the great body of existing dental literature available to the profession. In the late eighties the first signs of interest in libraries upon the part of dental societies and dental schools began to be manifested. Editorials began to appear in dental journals bemoaning the lack of any professional literature in the library of the average practicing dentist. The need of school and society libraries was also, occasionally, mentioned. It was not until well into the nineties, or at the beginning of the present century, however, that even a few promising libraries were established.

*To be continued in a later issue of SPECIAL LIBRARIES*



*Libraries are the only institutions in American life capable of opening to the citizens of the Republic a knowledge of the wealth and richness of the culture which a century and a half of democratic life has produced.*—Archibald Macleish.

## The President's Page . . .

**A**S president of the Special Libraries Association, I wish every member might have the experience of attending a meeting of the Advisory Council. It is a constant source of surprise and gratification that most of the officers, group and chapter chairmen, committee chairmen and special representatives find it possible to be present. At the meeting held in New York on October 26th, there were about forty loyal SLA'ers in attendance, putting in a full day of hard work, with many coming early for committee or Executive Board meetings and others giving up Sunday morning to a conference on the Hartford Convention.

In spite of hard and stimulating work, however, there were enthusiastic souls who "followed the gleam" of Times Square at midnight (to be conservative); who got up at six-thirty to steal other inspiration; and who posted off after the Saturday afternoon meeting to the Empire State Building to see the sunset and to watch the myriad lights of Manhattan prick the darkness of early evening.

Work and play shared under such circumstances, create new bonds of interest and that closer personal contact which means so much in professional association.

And now we are looking forward to another annual gathering of our members. Reports given at the meeting were all looking ahead, all planned "to be ready for the Convention"; plans which included a survey of special libraries for National Defense; directories, by groups and chapters, which will help revise our national directory - so badly needed; manuals for chapters; manuals for groups; archives brought up-to-date and bulletins to keep them so; publicity - one group has had

articles in six or eight media - metropolitan papers and trade magazines.

Editors are busy with plans for our magazine, for TBRI, for the Chapter Town Crier and for the interesting column in Wilson's Bulletin, which is a most valuable channel for distribution of helpful and interesting special information to the thousands of general librarians, who depend primarily upon its monthly appearance for professional news.

The advertising manager reported \$1,700.00 on the books, for this Fall, for advertising in Special Libraries, which is an increase of \$500.00 over the same period of last year; the sale of surplus publications has netted a neat sum; and the membership is 2,433, the largest on record. The delinquent members record, while always discouraging, is smaller this year than for some time - less than 250. The Indianapolis Convention turned over \$500.00 profit to the National Association.

The temporary committee studying techniques for and reactions to the Conference Discussions held at Indianapolis reported on a survey of all who attended these discussions. A meeting of this committee with the President and with the Hartford Convention Chairman, lasted well into the night on Friday. The general feeling, as revealed by the survey, was that trained leadership is an essential and that the mechanics of the project should be so developed that confusion is reduced to a minimum. The committee was asked to continue and is already actively at work on plans for a valuable series of discussions at Hartford. They hope, as I do, that local chapters will experiment with conference methods during the year and will study Miss Hollingsworth's report on the Indianapolis meet-



ings, which is available at the Executive office at twenty-five cents per copy, and other literature on the subject. The conference method of discussion lends itself to any subject of professional interest and should draw out the combined knowledge of all present to a well-supported conclusion in the direction of applying professional techniques or of developing wise policies. In such a discussion unit, one has the opportunity for which all professional people long — that of hearing what others think and do. How often have you said, "We need more time to discuss our problems"? Well — discussion conferences, at home and at the convention, offer you an opportunity to do this — under certain rules of the game, which are intended to keep the meeting from becoming a "gab-fest." It is the especial hope of the committee that SLA'ers, who are less experienced librarians or "first-timers" at conventions, will make their contributions to the success of the discussions as well as avail themselves of the opportunity to exchange ideas with more experienced members.

Two new chapters have been granted charters — Toronto and Washington, D.C. Geographical location of members is being studied by the Chapter Liaison Officer with an eye on possible needs for other chapters. Invitations for the 1942 convention have been received from the Michigan and Southern California Chapters and Atlanta has invited the SLA to meet there in 1943. Group projects are too manifold for discussion here, but all are important and some are most significant.

One of the important reports given concerns every member of SLA. It was that of the committee to study the problem of group affiliations, about which more will be heard later. The Student Loan Fund Committee reported that about two-thirds

of its funds are at work. The Training Committee reported concerning in-service training courses as possible Chapter projects with specific outline and readings. This report will be mailed out to Chapter presidents for consideration. The Public Relations Committee is developing a fine analysis of the nature and importance of public relations policy for each library. The work of the Committee on Cooperation with Special Libraries in Latin America is shaping up and the Committee on Foreign Importations made an important report. Two policies are being followed by various types of libraries. The tendency to leave foreign periodicals in storage until shipment can be made without danger of loss is apparent in the policy of large public and university libraries. In highly specialized libraries where current information is of immediate importance, the tendency seems to be to authorize shipment, accepting occasional loss and depending for future use of complete files upon the larger libraries. A letter of thanks from Finland was read in response to gifts sent to help re-build the book collection of the Technical Library at Helsinki, which was largely destroyed by the Russian attack on Finland. Samples of far-reaching activities and interests such as these are all that space permits; but these samples indicate the conscious growth of the Association in important ways.

"Following the gleam" is more than a matter of well-earned recreation. It is the way in which professional organizations achieve worth-while results and SLA has always — unconsciously perhaps — had this ideal. With enthusiasm and initiative, for which money can not pay, our Association is forging ahead to new accomplishments. It needs the cooperation of every member to accomplish its self-imposed task.

LAURA A. WOODWARD



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## Chapter News

### Salute

Since the beginning of June, 1940, Special Libraries Association is proud to welcome two new Chapters to its roster, those of Toronto and Washington, D. C. A petition presented by Peter Morgan and signed by ten members of Special Libraries Association in Toronto was accepted by the Executive Board on June 3, 1940. This was very good news to members attending the Thirty-Second Annual Convention in Indianapolis. Mr. Morgan has since become a member of the R. A. F. in Canada. The Chapter now has twenty-one members.

The officers of the Toronto Chapter are: *President*, Pauline Mary Hutchison, The Canada Life Assurance Company; *Vice-President*, Allan McKenzie, Canadian Bank of Commerce; *Secretary*, L. Ruth Moorhouse, The Manufacturers Life Insurance Company; *Treasurer*, W. S. Wallace, University of Toronto; *Director at Large*, Winifred G. Barnstead, University of Toronto Library School.

• • •

At the meeting of the Executive Board on October 25, 1940, a petition signed by forty-eight members in Washington, D. C., was accepted, making the eighteenth Chapter in Special Libraries Association — sixteen in the United States and two in Canada. The officers are: *President*, Adelaide R. Hasse, Silver Spring, Maryland; *Vice-Presidents*, Phillips Temple, Georgetown University and Dorothy W. Graf, U. S. Department of Agriculture; *Corresponding Secretary*, Esther Ann Manion, National Geographic Society; *Recording Secretary*, Mary Virginia Lee, Social Security Board; *Treasurer*, Mrs. Ruth H. Hooker, Naval Research Laboratory; *Directors*, Miriam C. Vance, Farm Credit Administration and Mrs. Ellen Commons, Social Security Board.

We are happy at these signs of active progress and hope to add several Chapters during the coming year!

## Personal

### State President

At the annual conference of the New York State Library Association held September 30th, at Albany, Rebecca B. Rankin, Librarian of the Municipal Reference Branch of the New York Public Library, was elected President of the Association. Miss Rankin has always been a most enthusiastic, hard-working member of SLA. She has served both as President of the National Special Libraries Association, as well as the New York Chapter of Special Libraries. Her many SLA friends wish her great success.

## Going Places

Did you happen to see the picture of Rose L. Vormelker, and the description of her stimulating work as Head of the Business Information Bureau of the Cleveland Public Library, in the *American Magazine* for October, 1940? It was in "America's Interesting People," a monthly feature of the magazine.

Miss Vormelker also delivered two speeches to sectional library groups during October. The first talk was delivered at the Annual Ohio Library Association Convention at Youngstown, on *National Defense Reference Questions and Sources of Information for Their Answers*, and the second was given before the Special Libraries session of the Annual Pennsylvania Library Association Convention at Pittsburgh, on *How a Special Library in a Public Library Serves Special Libraries in the Community*.

## Publications

### Corporation Files

The October issue of the *Financial Group Bulletin* was devoted to the theme of Corporation Files. A number of specialists from various financial libraries analyze the subject and tell how to acquire, file and record the information published in these reports. This study contains such valuable and helpful information that the Financial Group gladly will distribute a limited number of the October issue to SLA members who send in requests to Marion E. Wells, Librarian, First National Bank of Chicago.

### Mobilization Plan

The Public Affairs Committee has issued numerous factual, informative pamphlets, the latest of which is *If War Comes: Mobilizing Machines and Men*, by Percy W. Bidwell. This is based on the War Department's Industrial Mobilization Plan as affecting industry in wartime.

### Student Guidebook

An excellent manual for new students, called *How to Use the Institute Library*, has recently been published by the Massachusetts Institute of Technology. This 36-page booklet, compiled by the library staff, is a guide to the resources of the Institute's 350,000 volumes. It tells where the various collections are located, rules for circulation of books and how to use the card catalog. This is followed by a plan of the Central Library Reading Room and where the main reference books are located. At the back are short descriptions of the most important reference material. Each section is illustrated by actual examples, which show just how things are done. The whole book is so simple, direct and clear in its explanations, that it should prove a boon to new students.

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## News Briefs

### Women's Fraternity

Miss Ella Chalfant spoke recently on her work as a bank librarian of the Peoples-Pittsburgh Trust Company, before the members of the Epsilon Chapter of Phi Chi Theta, national business women's fraternity of the University of Pittsburgh.

This year, Miss Chalfant is also Editor of the Chapter Bulletin for the Pittsburgh Chapter.

*(Continued from page 402)*

Again the professional comment is reflected in the review by Jesse H. Shera in the October *Library Quarterly*. He writes there:

If in the face of expanding services librarians in general have been neglectful of any critical evaluation of their activities, special librarians have been no less negligent. Certainly it is now time that librarians in business departments of public libraries begin to think seriously about their relationships to the profession as a whole, the efficiency of their services, and the real worth of their contributions. *Business and the Public Library* is not evaluative in this sense; it was not intended to be. Nevertheless it is a successful attempt to make a very real contribution toward the codification of basic principles of current practice. . . .

The scope of the work is certainly sufficiently inclusive. It covers the entire field of business branch administration, the relation of that phase of librarianship to the profession as a whole, the interaction between library service and business enterprise, and the problems of selection, acquisition, preparation, and use of standard and specialized materials; not to mention four useful appendices, and extensive bibliographies. Finally, it should be added that, though the volume is planned for only business departments in public libraries its compass is sufficiently broad as to include the whole of special librarianship as it is related to business enterprise, whether it be as a branch of a municipal library system, or a library unit created by a commercial or industrial firm.

# World War II\*

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## Part 2

### III. WAR

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\* This is Part II of a Bibliography on *World War I and II* prepared by Time Inc. Library for the Editorial Staff of *Time Inc.* It is revised to October 1940. Part I appeared in *SPECIAL LIBRARIES* for October 1940, beginning on page 373.

## Put these books on your calendar for National Defense—

Silver in Industry. Edited by Lawrence Addicks. 1940. 636 pages. \$10.00.

Catalysis — Inorganic and Organic. By Sophia Berkman, Jacque C. Morrell and Gustav Egloff. 1940. 1150 pages. \$18.00.

The Tools of the Chemist; Their Ancestry and American Evolution. By Ernest Child. 1940. 220 pages. \$3.50.

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Uses and Applications of Chemicals and Related Materials. By Thomas C. Gregory. 1939. 653 pages. \$10.00.

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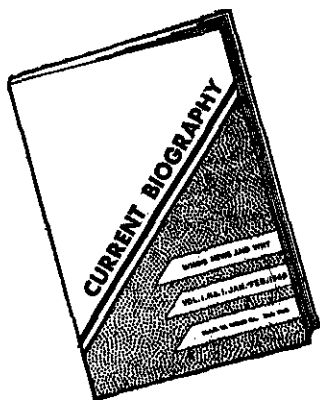
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