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SPECIAL LIBRARIES

Official Journal of the Special Libraries Association

VOLUME 36

November 1945

NUMBER 3

A Special Library at the Conference

Paul Kruse

Organization of a Bank Branch Library

Eleanor Howard

A Library Serves in the War Against Inflation

Wanda Mae Johnson

Library of the Savings Banks Trust Company

Mrs. Marguerite H. Greenwood

The Financial Library of the Vick Chemical Company

Margery F. Goslin

Selected List of Annual "Statistical" or "Review" Issues of
Business Periodicals

Donald T. Clark

and

Subject Index

Margaret Goldsby

Published by

SPECIAL LIBRARIES ASSOCIATION

BOOKS FOR SPECIAL LIBRARIES

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By JOHN R. BAKER

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By ARTHUR LOVERIDGE

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Special Libraries

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Indexed in Industrial Arts Index and Public Affairs Information Service

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A SPECIAL LIBRARY AT THE CONFERENCE

By PAUL KRUSE

Assistant in charge of Reference Collections, The Library of Congress, and Reference Librarian, United Nations Conference Library, San Francisco, California

THE Conference Library, in existence for 65 days between April 23 and June 26, 1945, was probably the only library which, like Topsy, "just grew" without aid of budget or blueprints, to become in three weeks' time a full-fledged institution of 3,000 volumes, boasting up-to-date equipment, a professional staff of eight persons, a receptionist and a messenger, to service reference needs of the world's diplomats.

The need for a well-planned library to function at the United Nations Conference in San Francisco was first recognized by officials in the State Department who proposed that the Library of Congress should undertake the job. By late March the staff of the General Reference and Bibliography Division of the Library of Congress, in consultation with officers of the State Department, had succeeded in drawing up the preliminary lists from which a final choice of books might be made.

DEVELOPMENT OF LIBRARY

The development of the Conference Library, in the selection of materials as well as in equipment, exemplifies the cooperation of librarians and special libraries groups, particularly in the San Francisco area. Organizational problems were numerous, from adapting suitable quarters to procuring the book collection on an inter-library loan basis from seven California libraries. The S. L. A. San Francisco Chapter, under the able direction of its President, Miss Elise Hoffman, Librarian, Golden State Company, Ltd., spared no effort in establishing necessary contacts for the writer, as agent of the Library of Congress commissioned to set up the Conference Library, or in offering

volunteer workers to aid in unpacking books, checking and arranging them on the shelves.

The Conference Library was developed along specific topics on the agenda of the Conference. Library of Congress precedents for a service to earlier conferences were lacking since the United States delegation had usually provided for its own use certain library facilities, whereas the library proposed for the San Francisco Conference was intended for the use of all delegations. From the list prepared by the Library of Congress, a final selection of approximately 3,000 volumes was made comprising two principal groups of materials, those relating to international affairs and the agenda of the Conference, and those of a more general reference character. The materials in the first group were chiefly documentary, including collections of treaties, the acts and proceedings of international organizations and tribunals together with texts on their methods and history, and other writings on international affairs. The second group included encyclopedias, bilingual dictionaries, compendia of contemporary biography, statistical yearbooks of almost all countries, general indexes to periodicals and newspapers, and other reference books in geography, economics, constitutional law and history.

Some of the special features of the collection were complete sets of the more important League of Nations publications; digests, yearbooks, treaties of international law; yearbooks, compendia and bibliographies on foreign affairs since World War 1; material on treaties including the complete set of the League of Nations *Treaty Series*; the U. S. Dept. of State

Treaty Series; Martens; Hertslet and other principal compilations. Twelve current files of periodicals and newspapers were also maintained, including the air edition of the *London Times*, the *New York Times* and the *Christian Science Monitor*. Complete periodical files included sets of the *American Journal of International Law*, *Foreign Affairs*, *Journal du droit International*, *Revue de droit International*, *International Conciliation* and *International Affairs*.

Arrangements were made well in advance of the opening of the Conference to borrow in or near San Francisco, on an inter-library arrangement with the Library of Congress, as many as possible

of the books needed for the Conference Library. The cooperation of the special libraries group was most helpful in locating source materials, and eventually it proved possible to procure more than two thirds of the needed books without undue inconvenience to the contributing libraries, whose cooperation in lending large quantities of important books for nearly three months was of the highest order. The greatest number of volumes was secured from the University of California at Berkeley and the Bureau of International Relations libraries, from the Hoover Library of War, Revolution and Peace and the University Library of Leland Stanford University. Other libraries contributing generously of general or special reference materials were the San Francisco Public Library, the Law Library, Mills College, Ninth Service Command Library Depot of the Presidio of San Francisco and the Los Angeles Public Library. (See Tables 1 and 2.)

During the progress of the Conference, approximately 200 additional books were procured to meet specific needs or to anticipate a demand which appeared imminent from the course of discussion. Eighty percent of these could be procured in the Bay area, and in a matter of minutes, sailors in blue from the Conference mes-

TABLE 1. CONTENTS OF LIBRARY, BY CATEGORY

	Volumes
League of Nations publications.....	483
International relations and organizations	296
International law	115
Treaties	165
Periodicals	206
Indexes to periodicals and newspapers...	229
General (classes AS-HX, K-Z).....	615
Encyclopedias	76
Dictionaries	104
Biographical	63
Statistical yearbooks	88
Vertical file	437

Total (exclusive of 12 current files
of periodicals and newspapers)..... 2,877

TABLE 2. SOURCES OF BOOKS

	Titles		Volumes	
	Total	Per cent	Total	Per cent
Los Angeles Public Library.....	1	.1	33	1.2
Mills College Library	58	5.9	213	7.4
Ninth Service Command Library Depot, Presidio of San Francisco.....	56	5.7	82	2.8
San Francisco Law Library.....	13	1.3	258	8.9
San Francisco Public Library.....	7	.7	60	2.1
Stanford University				
University Library	62	6.3	108	3.7
Hoover Library	36	3.6	48	1.6
United Nations Information Office.....	3	.3	3	.1
University of California				
University Library and the Bureau of International Relations Lib.....	335	33.9	1,054	36.6
Library of Congress.....	392	39.7	879	30.6
Loans from publishers	7	.7	118	4.1
Gifts				
Carnegie Endowment for International Peace	13	1.3	26	.8
Other sources	5	.5	5	.1

senger pool would scurry out in jeeps to save the reference day. Tactical wires to the switchboard of the State Department in Washington afforded frequent contact with the reference services of the Library of Congress, and over-night air express provided special items needed for committee discussions or research.

The staff of the Conference Library was sufficiently varied to provide language facility and subject background experience to service the complexity of readers, international as they were. The staff was composed of Mr. Verner W. Clapp, *Conference Librarian*; Dr. Lewis Hanke, *Associate Conference Librarian*; Denys P. Myers and Ruth Savord, *Reference Specialists*; Jerrold Orne and Paul Kruse, *Reference Assistants in Charge of Reading Room Services*; Mrs. Mary L. Hurt and Nona Doherty, *Reference Assistants*; Cecelia Miller, *Secretary-Receptionist* and Theodore DeBoer, *Messenger*.

USE MADE OF LIBRARY

What was the use made of the Conference Library? The manual of the Conference directed the Library "To maintain adequate library facilities to service the delegations and the Secretariat," and charged the Library staff to follow closely the work of the Conference. The use of the Library was restricted to those persons (the members of the delegations and Secretariat) who had access to the security floors of the Veterans' Building. Journalists and others requiring library facilities were ordinarily referred to the San Francisco Public Library, a block or so away, where a special Conference Reading Room was open to their use.

Between April 23 and June 26, 1945, the Library was open to readers for 65 days, from 8 a. m. to 10 p. m., or as long as committees were in session, frequently going past the midnight hour, and on Sundays from 9 a. m. until 3 p. m. During this time, a count of 973 visitors was registered, of whom 573 could be identified as readers. In many respects the reference service of the Library was not unlike that

of any reference library—identification of words or phrases, biographies of international personalities, or statistics of population and resources. The purpose of many readers could not be determined, because they went directly to the books they needed, but response was made to 329 direct inquiries, and the Library staff compiled information in the form of reports, bibliographies or memoranda in response to 70 additional requests. A sampling of the questions asked of the Library may better describe its function:

- The Spanish name for Lebanon
- The meaning of the word "assessors" as used in the Statute of the Permanent Court of International Justice
- Biographies of various delegates
- Text of President Roosevelt's address on the Four Freedoms
- Membership of the Soulsbury Commission on the constitution of Ceylon
- Data regarding the "Churchman's Award"
- English translation of the constitution of the U. S. S. R.
- French text of *The Rights of Man*
- Text of the Canberra Agreement.
- Press releases on the Yalta Agreement on voting procedure
- Spanish text of the final acts of the first and second meetings of the Foreign Ministers of the American Republics
- Text of the Balfour Declaration
- Text of the Anti-Comintern Pact
- List of "operative" words used in League of Nations Assembly resolutions
- Litvinov's definition of aggression
- Definition of the terms "political aspirations" and "free political institutions"
- Data on employment of women in international secretariats
- Relation of Islamic law to the philosophy of international organizations
- List of Latin-American countries having diplomatic relations with the U. S. S. R.
- Validity of unregistered treaties
- Status of Argentine adherence to the Permanent Court
- Constitutional provisions of the various United Nations affecting ratification of the Charter
- Text of the Cranborne Report
- The number of dead in World War I and World War II
- History of the veto from the Congress of Vienna to date

In addition to servicing the needs of the readers within the Conference Library, an extension service was afforded certain

delegations in their study rooms. Although service to the United States delegation was afforded in the hotel study rooms through its own reference staff headed by Miss Alice Bartlett, frequent requests were placed with the Conference Library for inter-library loans or the employment of special searches. The Library supplied the translating group with necessary bilingual dictionaries, and placed browsing or general reference collections in certain administrative offices of the Conference.

A complete set of all Conference publications was maintained in the Conference Library, thus affording a distinct reference service. Through the cooperative efforts of the Conference Library, later the Library of Congress, and the United Nations Information Organization, a set of the official conference documents was prepared for publication, and is now being issued in photolith print by Edwards Brothers.

Through the generous loan of the publishers, several sets of the *Americana Encyclopedia* and of the *Encyclopaedia Britannica* along with its *Yearbooks* and *Atlas*, were made available to the study rooms of several delegations, as well as to the Conference Library.

As stated earlier, the plan of the Conference Library was purely experimental and its organization was accomplished without precedent. The test of any library might lie in the completeness of its service, but the adequacy of the Conference Library might be judged through functions it was unable to perform. References to publications not already in the Library were referred to local library resources or acquired through contact with Washington, D. C. Complete cooperation of local reference staffs was always evident, but for the most part questions of this category were of a kind which could hardly have been anticipated in forming a library of this type—for example, "What type of electric power is available in Eritrea?" The Conference Library went one step beyond that of servicing purely interna-

tional questions, for it was frequently called upon to make suggestions regarding American publications to delegates from other countries which had been cut off from access to the outer world throughout the war. These requests usually were for purchase lists of books in economics, social planning and reform or cultural progress.

A THREE-FOLD FUNCTION ACCOMPLISHED

A three-fold function was undoubtedly accomplished in the operation of the Conference Library through the efforts of the Library of Congress. Primary in its organization was the establishing of a genuine reference service to all delegations and their aides at the Conference; this was done through a collection of writings in several languages, judiciously chosen, and with a service as international as the conclave itself. The second feature was an acquisitions program which the Library of Congress was able to establish on a personal basis through contact with representatives from nearly all civilized countries of the globe. The ravages of war had taken a great toll in book publishing throughout the world, so any instance was eagerly sought wherein contact might be renewed for closing gaps in representative publications. Finally the Library of Congress sought to maintain professional relationships with libraries on the west coast; through cooperative efforts which went into the building of the Conference Library there has evolved a keener cooperative relationship among professional librarians.

Although the pre-Conference days moved slowly through nearly three weeks of organization and assemblage of materials, the dispersal of the Conference Library was systematically accomplished, and within a week of the adjournment of the Conference, the writer experienced the satisfaction of returning all materials without a casualty, and satisfactorily closing the Library's accounts.

If this experiment of establishing a special library to afford reference service to an international conference was a suc-

cessful one, that measure of success can be attributed to a great degree to the excellent resources of libraries in the San Francisco area, and the spirited cooperation of their librarians. Without such aid the

job could have been accomplished, but only in the face of almost unsurmountable difficulties. Future conferences as foretold with the advent of peace will indeed prove the adequacy of library service.

ORGANIZATION OF A BANK BRANCH LIBRARY

By ELEANOR HOWARD

Librarian, Pittsburgh Branch, Federal Reserve Bank of Cleveland,
Pittsburgh, Pennsylvania

ALTHOUGH bank libraries are not so unusual today as they were a number of years ago, still it is doubtful if many branch offices of banks have libraries of their own and if so, why? For most banks, with their branch or branches located in the same city, a telephone call to the main office library would give the desired information as quickly as if the request were made in the main office, thus making a branch office library superfluous. This, however, is not true of the Pittsburgh Branch of the Federal Reserve Bank of Cleveland, located 135 miles from its main office. A few telephone calls and a few wires to the main office library could, in a short period of time, become an expensive operation. Realizing this, and recognizing, too, that expanding branch services to member banks were bringing ever-increasing requests, a library and a trained librarian seemed imperative.

If you never organized a library during a war you don't know what you missed! With the shortage of help, supplies and equipment, it has been a matter of sweat, blood and—almost—tears. The Pittsburgh Branch of the Federal Reserve Bank of Cleveland, organized in 1918, was housed in an old building at the corner of Liberty and Ninth Streets, and in 1931 it was moved to its present quarters on Grant Street. The planners of the new

building apparently had the idea of a library tucked away in the back of their minds, for they selected a large well-lighted room and printed "General Files and Library" on the door, but for twelve years nothing was done about the library. Then came the war. Additional space was needed for the war bond activity, so out went the library and general files to a corner of the recreation room. There they remained until further need of space forced the war bond activity to another building, and then the library and general files returned to their former (and present) quarters.

The Library, organized in July 1943, is housed on the fifth floor of the bank with the general files occupying one end of the room. While the room is light and pleasant, it lacks sufficient wall space for shelving, but we have promise of a new room, once building restrictions are lifted. The bookcases occupy one end of the room and the files, placed back to back, flank the well between the windows. The periodical cases, the catalog and a special file case line the opposite wall. The two staff desks occupy the center of the room, giving plenty of room for passing.

At the present time the Library has a book collection of approximately 800 accessioned volumes and 50 file drawers of pamphlets, clippings, releases and reports. We receive regular 50 periodicals and

business reviews, five daily newspapers and many government publications and releases on money and banking, investments, business, economics and allied subjects. We serve to the best of our ability members of the staff, member bankers, other librarians and anyone who calls upon us for assistance.

LIBRARY EQUIPMENT AND ADMINISTRATION

Having regained our quarters in the fall of 1943, work began in earnest. A nice new wooden desk (to be replaced later with a metal one) was the first purchased item. An old Royal typewriter was "lifted" from some department. A catalog and special file cabinet with wartime plastic trimmings were ordered with promise of delivery some two months later. A two-drawer, 3 x 5 card file was produced from archives. Only wooden file drawers were available for purchase, so, after transferring material from general files to archives and the Library assuming the material which rightfully belonged in the Library, several steel file drawers were made available to us. (We have since acquired several others by wooing the general file department.) Three types of file folders were ordered: (1) a manila folder with an inch gusset for clippings and small, light-weight pamphlets; (2) a heavy red file pocket with a three and one-half inch gusset for heavier material; and (3) another heavy red folder with a three and one-half inch gusset, also flap and tie which is used for material transferred to archives. The manila folders were received rather promptly but delivery on the others took about four months. Steel bookcases or steel shelves were also out of the question. The bank carpenter came to our rescue and made two bookcases, with adjustable shelves and glass doors. We have since secured one more and have two others on order to care for the overflow of books, now placed on tables.

The equipment problem taken care of, we began collecting books, pamphlets,

periodicals, etc., which had drifted into the bank over a twenty-five year period, and which were scattered throughout the bank. Our search through archives was most profitable. We unearthed copies of the *Federal Reserve Bulletins*, *Annual Reports* of the Board of Governors of the Federal Reserve System, of the Director of the Mint, of the Comptroller of the Currency, one *Annual Report* of the Secretary of the Treasury, periodicals and many miscellaneous publications. After much correspondence these sets were filled in so that we now have the *Federal Reserve Bulletins* and *Board Reports* complete to date, *Annual Reports* of the Secretary of the Treasury, the Comptroller of the Currency and the Director of the Mint complete from 1918 to date, and Treasury Department *Circulars* (almost complete) from 1879 to date. After these completed sets were "shelved" on tables awaiting bookcases and cataloging, we turned to the periodicals.

These volumes were fairly complete because at the end of each year they had been transferred to archives, but in most instances, only kept for five years. Several very old and incomplete volumes also were found in boxes which had been transferred from the old building. These were clipped and the clippings filed. Several periodicals to which we subscribe are not indexed in *Industrial Arts Index*, and as our subscription list is not large, we set about indexing those we did have, using an excellent list of bank subject headings for periodicals compiled by the main office library over many years. This was done by using 3 x 5 scratch slips with the subject heading, the title of the article, the author, source and page. The slips were first arranged by subjects, then by date with the earliest date on top, and typed, one article after the other, on 5 x 8 cards, bringing the latest article last on the card so that additions could be made. To some this may seem to have been a waste of time for it was a tremendous task, but we hope it will be a time saver in the long

run. It means that if we are asked for material on the subject of banking services we can pull the card from the files and see at a glance just how many articles we have in our library on the subject without going through several volumes of *Industrial Arts Index*, selecting articles and then discovering our files do not go back that far. It also means that we can hand the card to the borrower, letting him select the articles he would like to see, and if additional material is required we can check *Industrial Arts Index* and attempt to borrow the material. The indexing completed, it was a happy day when the bindery truck wheeled the periodicals away—for a time.

Periodicals and newspapers are circulated to bank officers and employes regularly. To begin with, a complete list of those received was circulated to the officers and department heads with the request that they, and those in their departments, indicate the ones they wished to receive. For checklisting and circulating these (as well as for other incoming material) we use the Kardex (book form) which gives a check-list, charge, subscription and binding record all in one file. There is no time limit on any of the material charged out; but in the case of periodicals, where the routing slip states "return as promptly as possible," we make a weekly check-up and if the periodical has been out several days a reminder is sent. Periodicals are circulated individually so we can always locate them immediately if they are needed for reference work.

It probably sounds as though our entire time for many months was devoted entirely to the above operations, and the greater part of it was. However, we tried to devote some part of each day (usually after hours) to the vertical files. All material on hand going into the files was piled wherever space permitted. Old folders were used to set up a temporary subject file and pamphlets, releases and clippings were literally thrown into them. At least, if asked for information on banking

hours, bank deposits or the amount of the public debt it could be found if it was in the Library. Several drawers at the beginning of the files were left vacant for starting the permanent file. As time permitted all material was weeded out and transferred to the permanent files.

If no cataloging was required, a subject heading was assigned and a new folder made. If cataloging was required, the Library of Congress slip was made and the material placed in a separate drawer with the newer and more pertinent material in front. We regret that the cataloging has not been completed but we continue to separate pertinent material and catalog it first. The permanent file is strictly alphabetical with one folder for clippings and another for pamphlets. We attempt to weed it out periodically, mounting whatever needs to be mounted at that time.

The book collection, as such, is small, there being several reasons for this. First, the current material, with which we are most concerned, is not incorporated in books; second, time has not permitted the selection of a basic book collection; third, we are attempting to tabulate our demands; and fourth, we can borrow from the main office library. We are familiar with many main office titles and keep a record in our own catalog of new ones in which we might be interested.

While we have some of the old standbys in our collection such as Carver's *Principles of Economics* and Smith's *Wealth of Nations*, etc., our basic reference books are Webster's *Unabridged Dictionary*, the *World Almanac*, the *Statistical Abstract*, Bradford's *Money and Banking*, *Directory of Directors in Pittsburgh*, *Bank Law Federal Service*, the national bank laws, the Pennsylvania bank laws, Munn's *Encyclopedia*, Rand McNally *Bankers Directory*, Robert's *Rules of Order*, *Rulings of the Comptroller of the Currency*, *Treasury Department Circulars* and telephone directories. The L. C. classification is used for the book collection, ordering

the main card and typing the added entries. Subject headings for the books and the files are selected from the L. C. subject heading list, *Industrial Arts Index*, Financial Group subject heading list and the Wilson list.

Some material which comes into the bank can neither be classed as books nor as pamphlets but it forms the main artery of our work. We refer to the letters issued by the Board of Governors of the Federal Reserve System and the circular letters issued by the Federal Reserve Bank of Cleveland. The Board letters, issued since the System began, cover instructions, rulings and interpretations of rulings for the whole System. It is still a question as to whether or not they should be indexed since contents have been compiled in a loose-leaf service in the past few years. The circular letters of the Federal Reserve Bank of Cleveland cover instructions and rulings for the Fourth Federal Reserve district. With the aid of the main office library staff we have been able to complete these files for the past ten years and hope, sometime, to be able to complete the other years.

Notices of new publications are obtained from several sources: The *U. S. Government Catalog*, *Publishers' Weekly*, the U. S. Treasury Department *Review of Current Information* in the Treasury Library, the A. B. A. list of new books and pamphlets, the Federal Reserve Bank of New York list of new library additions, banking periodicals and privately published lists. We do not subscribe to the *U. S. Government Catalog* or *Publishers' Weekly* but borrow them from the main office library after they are checked, thus saving duplication. At the same time the checks indicate to us what is already on hand in the main office and what has been ordered.

We operate on a budget and all purchases are approved by the officer in charge of the Library, with the exception of large or unusual ones, which require the approval of all officers. All purchases

of publications made by the bank are centralized in the Library.

LIBRARY ACTIVITIES

The activities of the Library are chiefly confined to collecting, cataloging and circulating material. We spend half the day (theoretically) scanning and clipping newspapers (we also subscribe to a clipping service), indexing periodicals, checking for new publications, keeping up indexes, circulating and filing material. The other half of the day, or what is left of it, is devoted to cataloging, which probably accounts for the stacks of uncataloged material on hand. Clippings, pamphlets and releases are constantly being routed to interested persons. For these we use several types of routing slips: for clippings, a printed library tab with space for the source, date and names of persons to whom it is to be circulated. Two slips are used for material circulated to the officers, a green one and a white one with the names of the officers printed on each, the green one indicating that the material should be passed along promptly. The other form is a printed slip carrying such items as "Note and Return," "For your Information," "Please Sign and Return," "Are you Interested" and "For your Attention." We do not issue any list of new acquisitions but hope to do so in the near future.

Numerous special files are kept, the most used being the periodical index, previously discussed. The next is the bank index, a record arranged by states (for those in our district), then by city, then by bank, giving the changes in bank officials, date of organization (if a new bank), record of failure, dividends paid (if a closed bank) and any other vital information which comes to our attention. An address file gives zone numbers as well as persons to be contacted, also local telephone numbers. A statistical file, by subject, brings out hidden tables and charts. A general file for associations such as the Reserve City Bankers Association, the Bankers Club of Pittsburgh and

county bankers associations gives names of the officers. Congressional bills and Public Laws are filed by subject in the vertical files and a numerical index is made. All these records are made on 3 x 5 slips (slips take less space than cards), the source of the information is given in each case, and they are filed in a 3 x 5 card file on the librarian's desk.

So far nothing has been said regarding reference work. As previously stated we serve many besides our own staff, especially member banks. Requests from our staff generally pertain to rulings and interpretations of bank laws, rules and regulations of U. S. Government agencies, personnel in banks and other corporations, and material for speeches. Requests for statistics on industrial production, population, deposits, etc. usually come from outside the bank. Statistics for the District are compiled by the Division of Research and Statistics in the main office.

A few typical reference questions may be of interest:

1. Do you have figures on the amount of money in circulation, per capita, for 1931, 1940 and 1945?
2. What are total deposits in Pittsburgh banks?
3. Do you have figures on the amount of savings in Pittsburgh banks and the amount outstanding in E bonds in Pittsburgh?
4. Have you any material on bank service charges?
5. What do you have in the library on instalment credit in the postwar period, and the position of banks in the instalment field?
6. How many banks in the country have consumer credit departments?
7. Where may cotton stamps be redeemed?
8. What is the amount of working capital available to industry?
9. How many government agencies are there in the loan field?
10. How long must a national bank keep its bank records?
11. What New York banks are correspondents for the Societe Belge de Banque in Belgium?

The method of handling material in the Library has been no problem due to experience gained in the main office library under the supervision of a very competent person. Pamphlets, for the most part, are filed in the vertical files. Those which are likely to circulate a great deal, and those similar to the recent *Annual Reports* of the Board of Governors of the Federal Reserve System which formerly came out in bound form, are put in Gaylord pamphlet binders and shelved. Magazines having permanent value such as *Banking* and *Banking Law Journal* are bound, while those like *Business Week* and *U. S. News* are tied between boards, shelved and transferred to archives when space grows scarce in the library. Others are kept a year or two, clipped and discarded. A section in archives has been assigned to us but thus far it is used only for duplicate material.

The beginning of our Library has been very modest but the increasing requests give us assurance that we have a job to do and the fact that we have been able to produce is a stimulation to continue. The staff consists of a trained librarian and one full time assistant. It was tough going the first year and a half until the coming of an assistant eased the pressure. Now we wonder how we did it without help. We owe much to the main office library staff for assistance given us during the past two years. We are grateful to the officer in charge of the branch for his patience, for his understanding of library problems and especially for permitting the librarian, as a department head, to attend staff meetings.

We of the United Nations, who are trying to feel our way toward a wiser and more brotherly relationship among peoples must be impatient for the day when we may again have a wide and free circulation of books. If our enemy's books helped make this war, the books of our friends can help make the peace for which we have fought.

JOHN G. WINANT

A LIBRARY SERVES IN THE WAR AGAINST INFLATION

By WANDA MAE JOHNSON

Librarian, U. S. Office of Price Administration, Washington, D. C.

SPEARHEADING the attack in our war against inflation, the Office of Price Administration, with its price control, rent control, rationing and related programs, is well known the length and breadth of our home front battlefield. As President Truman said in his recent statement commending the achievements of OPA, "Probably no other Government agency comes into such intimate contact with every citizen during wartime. Our price control and rationing machinery enters into every home . . ."

OFFICE OF PRICE ADMINISTRATION ESTABLISHED

The Emergency Price Control Act of 1942, approved by the President on January 30, 1942, provided for the establishment of the Office of Price Administration as an independent agency under the direction of a Price Administrator.

To the Office of Price Administration was given the responsibility for stabilizing prices, preventing unwarranted speculation and abnormal increases in prices and rents, for preventing profiteering, hoarding, manipulation and other abnormal market conditions or scarcities caused by or contributing to the national emergency.

Other responsibilities stated in the act included the protection of consumers, wage earners, investors and all persons with relatively fixed and limited incomes, of persons engaged in business, of all schools, universities, other institutions, and the Federal, state and local governments. The Agency was also designated to assist in securing adequate production of commodities and facilities, to prevent a post-emergency collapse of values, and to stabilize agricultural prices.

The Stabilization Act of October 2,

1942, Executive Order 9250 on October 3, 1942, the "hold-the-line" order of April 8, 1943, and the Stabilization Extension Act of 1944 have made various changes in the original act, particularly regarding enforcement, grade labeling and commodity standards in connection with price ceilings. Additional responsibilities, shared with other Federal agencies, were delegated to safeguard the stabilization of prices, wages and salaries affecting the cost of living on the basis of levels existing on September 15, 1942. Authority to ration commodities among consumers was delegated to the Office of Price Administration by the War Production Board, by the Secretary of Agriculture and the War Food Administrator.

Providing an adequate collection and effective service for an agency with these responsibilities so vital to our war and postwar economy is the task assigned the Office of Price Administration Library.

OPA LIBRARY

The Library, now a branch of the Office of Administrative Service, had its beginning back in October 1941 when the Publications Section obtained a small group of law books, including a set of the *Federal Reporter*, and subscriptions to six or seven trade papers for the use of the attorneys and the commodity specialists. Some of the law books in this first collection were loaned by the attorneys themselves from their personal libraries. This material was housed with other publications of the section in a small room in Temporary Building D. From this modest start the collection almost immediately began the rapid expansion which has continued to characterize its activity. It was established as the Library

and Reference Section in the Administrative Division, being transferred on May 15, 1942 to the Research Division by Administrative Order No. 9 which outlined the general policy regarding library services. In December 1942 the Library and Reference Section was transferred from the Research Division by Administrative Order 9, Revised, and officially designated as the Office of Price Administration Library, a branch of the Business Service Division, a forerunner of the present Office of Administrative Service. Additional space and a more central location were provided for the growing collection and it was moved to Federal Office Building No. 1, its present location.

In meeting its responsibility for providing an adequate collection and effective service, to determine present needs and to anticipate future requirements, the Library maintains contact with administrative and technical personnel in the various offices, the Office of the Administrator with its executive staff including the Office of Administrative Hearings, the advisory offices of Agricultural Relations, Congressional Information, Consumer Relations, Credit Policy, Economic Adviser, Industry, Labor Relations, General Counsel, and Veterans Affairs, with its management offices of Administrative Service, Board Management, Budget and Planning, and Personnel, and with the operating departments, the Accounting, Enforcement, Information, Price, Rationing, and Rent Departments.

In accordance with the needs of these various offices the resources of the Library, its books, pamphlets, periodicals, commercial services, trade papers, government documents and confidential reports, are divided between the legal and economic fields. A small basic reference collection contains the usual encyclopedias, dictionaries, atlases, almanacs, directories, periodical indexes, and other general reference tools. The law collection, which specializes in the field of federal administrative law, includes the various reporter

systems, legal encyclopedias, federal procedural regulations, law reviews, legal services, and various other legal reference material. The legislative reference collection contains all hearings, reports, and documents of interest to the Agency from 1941 and some legislative material of special interest published during and after World War I.

The economic collection emphasizes particularly price, supply, production, trade and manufacture of commodities within the following major groups: food, textiles, clothing, fuel, furniture, hardware, iron and steel, lumber, building materials, rubber, chemicals, drugs, machinery and paper. The collection includes economic policy and planning, economic theory, economic conditions, cost and standard of living, subsidies, agricultural economics, finance, taxation, transportation, public utilities, labor conditions and wage stabilization, real estate and housing.

With the exception of a small number of publications dealing with price stabilization, rationing programs, and current economic conditions in foreign countries, the entire collection deals with our domestic economy. Because of the special interest of OPA in present economic conditions and reconversion problems, the large number of periodicals, trade papers, and commercial services currently received are of unusual value. A special collection of OPA publications includes the OPA Service, the Commodity Desk Set, the Local Board Service, reports, studies, charts, bulletins and various other publications.

Increasing demands are made for Library service and it is indeed unusual to receive a request, whether for spot-check reference, for extensive research, for a selective bibliography, for a periodical not yet received, or for the purchase of a publication, for which there is not a momentary deadline. Within the legal and economic fields, the scope of the requests is almost unlimited. The Reference and

Loan Section is always under unrelenting pressure to serve the constant telephone requests, and the large number of patrons, many of whom have frequently been unable to find table accommodations in our reading room. The Periodical Section circulates the hundreds of periodicals and trade papers it receives, and fills reference requests dealing with periodical materials. The Catalog Section works busily in one of the back bays cataloging and classifying the unending stream of publications. In addition to these services, the Library is responsible for the procurement, by purchase, gift or exchange of all publications needed for use in the National Office whether housed with the Library collection or assigned on indefinite loan to various offices and operating departments.

The *Library Reference List*, a monthly list of selected material currently received,

includes periodical material, legislative reference material, books and pamphlets, all listed under subject. This list, which began publication in January 1945 with vol. 1, no. 1, has been very popular with Agency personnel who frequently express their appreciation for its helpfulness.

In building an adequate collection of library materials pertinent to the needs of OPA and its programs, in organizing and operating an effective service, often-times under very real limitations of personnel, space and equipment, in marshaling facts and figures, ideas and information, we of the Office of Price Administration Library hope that we have been able to provide a bit of the ammunition needed for the intensely interesting and vitally important battle against inflation which our Office of Price Administration has so courageously fought.

LIBRARY OF THE SAVINGS BANKS TRUST COMPANY

By MRS. MARGUERITE H. GRISWOOD

Librarian, Savings Banks Trust Company, New York, N. Y.

SAVINGS Banks Trust Company, though a comparative newcomer to the financial field, is outstanding in the unprecedented position it holds in our banking system. The Trust Company, after an existence of a scant eleven years, is at present the eighteenth largest banking institution in the United States. Essentially the Trust Company is the New York State savings banks' bank.

For a clear understanding of the nature of our Library operations it is necessary that we give a brief sketch of our background. Savings banks are not prone to the spectacular, yet they have played an integral part in the development of our nation through the encouragement of thrift and the underlying principle of helping

the wage earner to care for his own needs. Savings banks differ from commercial and industrial banks in that they are not controlled by capital stock; all surplus funds are held for the depositors. As custodian of the public's funds, the mutual savings banks of New York State have established an enviable reputation, for, during the critical years following the 1929 crash, while thousands of banks collapsed, not a single savings bank's failure was reported. A savings bank is more than a safe repository for the keeping of funds and, in order to be successful, must give a reasonable yield so that continuous periodic dividends in the form of interest payments may be made. Each bank is necessarily engrossed with the immediate problems of its local

community, but even prior to the Banking Holiday, the savings bankers foresaw the need of strengthening their positions by banding together for protection of funds, and for the widening of the scope of their services and activities. This planning culminated in the formation in July 1933 of the Savings Banks Trust Company primarily to provide greater liquidity in times of acute financial stress; that is to say, to provide additional protection for the depositors of mutual savings banks. The Trust Company began to function on September 6, 1934. The capital structure was provided by subscription from all of the savings banks in the State of New York, so that it is an instrumentality wholly owned and organized by them, serving them exclusively. Savings Banks Trust Company is not a supervisory agent but a part of each savings bank and of all savings banks collectively. It acts as a depository, correspondent, investment consultant, trustee, research body and a clearing house of information on matters of interest to the mutual savings banks of New York.

Of the 535 mutual savings banks in the United States, New York has, with its 131, resources equivalent to approximately 53 percent of the combined total and is now nearing the ten billion dollar mark. The Trust Company is faced with the responsibility of promoting new outlets for these funds to the benefit of all concerned. Research is imperative to continued gainful operations. We must ever seek new means of greater investment return for savings banks.

Our Library is not as complete as we should like to have it with regard to material predating our inception, but, through the cooperation of other special libraries, we have access to more imposing collections. We are always on the qui vive to augment our general data, but specific interest is centered upon correlated subjects of importance to the savings banks. As we have embarked upon a hitherto uncharted course, we are perforce pru-

dent about the acquisition of an extensive over-all collection for which we have no immediate need. As necessity arises, selections are made to fill in the gaps. The future broadened scope of the savings banks' field holds such promise that we have to envision constant transformation while retaining an historical background. The situation presents an interesting challenge. Our literature cannot be static, but must encompass both the new and the old. The "legal list" of securities eligible for savings bank investment makes it imperative that we sustain continued interest in government and municipal obligations, railroads, mortgages, public utilities and industrial corporations. At the outset we had the usual problems connected with the manner of filing voluminous reports and contingent ephemera on these subjects but have arrived at a satisfactory solution. Others may regard it as unorthodox, but we do not find it feasible to continue the use of valuable vertical filing space for material of this sort when we can utilize it more advantageously for subjects closer to our varied monetary and economic pursuits. Due to war-time restrictions, additional cabinets unfortunately are not available. After a thoughtful survey, we transferred all uniform reports (such as the Interstate Commerce Commission Form A's, Dun & Bradstreet's *Municipal Credit Survey*) to sturdily-constructed, hinged pamphlet boxes. They have been placed on our library shelves in book fashion, each box containing individual five-year records. A mere flick of the index finger permits the borrower to procure any volume without disturbing the protective dust-resistant receptacle. Binding of these reports would have met with the understandable disapproval of our staff, who, upon requesting reports for 1934 and 1944, would have been presented with two weighty tomes containing extraneous years. If someone can convince our municipalities of the simplicity of standardized annual reports and anniversary brochures, our enthu-

siasm will be duly great. Our Library is still so young that a definite retention schedule on periodicals, to which we subscribe abundantly, must of necessity be flexible. We cannot afford to discard magazines when their current usefulness has passed, as frequently they contain the nucleus of progressive ideas. We attempt to anticipate the interests of our co-workers and to have in readiness the library tools to aid them in their complicated tasks, but we are not clairvoyant. We reason that it is better to have a wealth of resourceful information of this type than to admit we were lax in realizing the potentialities of obscure printed articles.

Consistent with our comprehensive policy and in keeping with the savings banks' formula of mutual help, we have introduced an employe's library. Here again we are unorthodox, but thus far it has proved helpful in the attainment of our ends. The Savings Banks Trust Company places considerable emphasis on supplemental education obtained by its employes after joining its ranks.

We do not intend to inaugurate a prescribed course in banking studies or to force the personnel to read books of our

choosing. We provide a well-balanced selection of literature of the type found in any good public library. This "annex" is set up in a comfortable lounge and operates on a strictly self-service plan. The borrower signs the circulation card in the book pocket and leaves it on a tray. Cards are collected each morning and kept in the central library. Our only adamant rule is that the borrower personally return the book to the central library. In this way, contact is established with employes who would not ordinarily have occasion to use our regular library facilities. To date this program has met with spirited response. There is a healthy interchange of literary critiques, with the resultant phenomenon that many who formerly read nothing but drug-store fiction are now happily discovering the joys of the classics and of the more worthwhile current literature. We are always ready to encourage interest in the workings of our own organization and in the operations of the savings banks.

From a librarian's standpoint, we are emerging from an experimental stage, and we are striding with increasing confidence along the road that lies ahead.

THE FINANCIAL LIBRARY OF THE VICK CHEMICAL COMPANY

By MARGERY P. GOSLIN

Librarian, Vick Chemical Company, New York, N. Y.

VICK'S Financial Library might be considered unusual among financial libraries in that it is a departmental library in an industrial company, rather than being the library of a financial concern. Our Library is something of a hybrid, in fact, as it is a part of the Commercial and Financial Research Division and therefore specializes in economics and finance, but it also serves our whole New York office in various ways so that our

work is not limited to one subject field or to the confines of our own Library. On the other hand, being part of a department, we have some duties such as charting and compiling statistics that add variety to the usual library activities.

The Financial Library has been in the process of development for about four years. It occupies one section of the department's office, so is immediately accessible to the men who use it most. The

staff consists of two librarians and an assistant. We have a number of financial services, including Poor's or Moody's *Manuals* as far back as 1910, supplemented by our own corporation files. Our book collection is small, about 600 titles, and because our midtown location makes other libraries so easily accessible, we try to choose only basic books, emphasizing particularly sources of statistical information. In addition to the books on financial subjects, we have a varied group of books touching on many phases of business management and the drug industry. We also, of course, have general reference works such as the *Britannica* and books of the *Who's Who* type. Bound volumes of the *Commercial & Financial Chronicle* from 1900, the *Federal Reserve Bulletin* from 1916, the *Economist* and the *Harvard Business Review*, with *Industrial Arts Index*, form the backbone of our periodical collection. In addition, we receive about 85 periodicals which we keep on the shelves in boxes. Periodicals included in *Industrial Arts Index* or otherwise particularly useful are kept indefinitely (lack of room may force a compromise later). We keep the *Wall Street Journal* not much more than a year, but we clip the pages of stock quotations and file them permanently. Our general subject files, supplemented by a small file of current clippings, are another important part of the library. Fortunately the SLA's book, *Banking and Financial Subject Headings*, came out in time so that we could use it as the basis for assigning subject headings, and we check it as our record of subjects used.

PROCEDURES IN LIBRARY ROUTINE

As our Library is still somewhat of a newcomer in the library world, an account of our procedures can serve as an example of methods worked out without too much precedent as guide or hindrance, rather than of the results of long experimentation. Our corporation file is small (nine 4-drawer filing cabinets containing information on about 1,200 companies) so that

our records and method of arrangement can be quite simple. We use legal-size pressboard folders, which are arranged alphabetically by the name of the company or industry. The arrangement of material in the folders of our corporation files is primarily chronological with the following exceptions: All proxy statements are held together with pull fasteners and filed first, and next are filed the annual and interim reports. If there is not room in the folder for these reports, they are placed in the drawer immediately in front of the folder. Correspondence, such as requests for reports, is filed in the back of the folder. Special publications such as house organs are kept in separate folders. In case we do not have enough material on a company to make it worthwhile to have an individual folder for it, we put the material on the company in a miscellaneous folder for its particular industry, such as "Public Utilities—Miscellaneous Companies"; in the front of such a miscellaneous folder is a typed list of companies included in the folder. Studies which discuss various companies in the industry are filed chronologically, and following them the studies or reports on individual companies are filed alphabetically. Prospectuses and Stock Exchange listings are kept in a separate alphabetical file.

Our card index to the corporation file contains checking cards which we had printed to fit our needs. At the top are the name and address of the company, and next the date the report year ends and the approximate date of the proxy statements. The main part of the card consists of two columns of dates, with space for entering the date of receipt of the annual report and proxy statement for each year. At the bottom of the card is space for entering the date of each request to the company for its publications. In case a company is represented only in a miscellaneous folder, the index card indicates this. A small stamp, "Prospectus File," in the upper left corner of the card indicates there is a prospectus or listing application

of this company in the "Prospectus File". We also have a card index in which each prospectus and listing statement is entered.

When we began to use the checking cards early in 1944, we decided that for a few hundred companies, we would try to fill in our files of annual reports from 1933 to date and of proxy statements from 1939 to date. Reports in our file at that time were entered on the cards, and form postcards were sent out requesting the other reports and proxy statements and asking that our Library be placed on the company's mailing list. Metal signals placed at the top of our checking cards indicate by color and position the month in which the annual reports should be received, so that we can currently request reports not received when published.

We are making a subject index to the corporation file, indexing chiefly current annual reports and proxy statements. In general we list subjects on which we have had requests for information such as Pension Plans or Veterans Employment.

LIBRARY IS CLEARING HOUSE FOR INFORMATION

The Financial Library is the clearing house for information on the books, periodicals and services in all departments of the New York Office. In our central catalog we use small stamps in the left-hand margin of the cards to indicate the book's location, as, for example, "Legal Library", or "Personnel Department". If a book is in a man's office, we pencil the location in the margin; for example, "In RDS's office." If a serial publication is in more than one department, we make a separate statement card to show each department's holdings, in addition to stamping the main and added entry cards with the name of every department having the publication. We keep a separate shelflist for each department.

Also in the Financial Library is a card list of all periodicals, services and society publications received in the office, and when our work on this is completed, we expect to have on one card all the subscription information about a publication, the source if other than subscription, the department receiving it, the routing list and the place it is filed. This record is, of course, separate from the usual visible index checking cards used for the periodicals received in the Financial Library. As the ordering of books and periodicals for all departments is done in the Financial Library, we are able to add new publications to the catalog and list of periodicals.

The proof of the pudding may be in the eating, but the proof of the business library is in the service it gives in supplying information. We do not go in for publicity in the usual sense, but develop our service as assiduously as we can, hoping it will speak for itself. For instance, once someone has asked for material on a subject, we try to watch for other pertinent information and send it to him as long as he is interested. Our reference work covers the usual range, from checking an official's name in *Poor's Register of Directors* to carrying on an extensive search both in our own and in other libraries for material on a particular industry. We have at least occasional requests from all departments, so that we can feel we have a finger in a variety of company matters, while exploring subjects as varied as labor turnover rates, national income in Latin America, or the number of chemistry students in the United States.

We should like to have this description of our Library considered in the nature of an interim, or progress report, as we hope that a similar report, written a few years hence, could tell of developments which today are not even in the so-called blueprint stage, but are only aspirations.

SELECTED LIST OF ANNUAL "STATISTICAL" OR "REVIEW" ISSUES OF BUSINESS PERIODICALS

By DONALD T. CLARK

Assistant Librarian, Baker Library, Harvard University, Cambridge, Massachusetts
and

SUBJECT INDEX

By MARGARET GOLDSBY

Library, American Bankers Association, New York, N. Y.

<i>Name of Periodical</i>	<i>Freq.¹</i>	<i>Title of Annual Issue</i>	<i>Time of Publication of Annual Issue</i>
American Banker	d	300 Largest Banks Edition	Last week in January
American Exporter	m	Annual Review Number	January
American Gas Association Statistical Bulletin	irr.	(a) Annual Statistics of the Natural Gas Utility In- dustry	March
		(b) Annual Statistics of the Manufactured Gas Util- ity Industry	March
American Gas Journal	m	Highlights of the Gas Utility Industry	January
American Lumberman	fort.	Reference issue ²	First issue in April
American Machinist	fort.	Annual Review Number ²	Second issue in January
American Petroleum Inst. Statistical Bulletin	w	Review of the year	Second issue in February
American Wool and Cotton Reporter	w	(a) Annual Review, Statistics and Forecast No.	Second issue in February
		(b) Official Statistics of Tex- tile Corporations	Late in July
Automotive and Aviation Industries	sm	Annual Statistical Issues	Second Issue in March
Automotive News	w	Automotive News Almanac	Issued in July
Aviation	m	Annual Number	March
Bakers' Helper	fort.	Annual Survey of the Baking Industry	Usually in January
Bank News	5t/m	Annual Statement Number	January 15
Bankers Monthly	m	Comparison of Consolidated Statements of American Banks	November or December
Blast Furnace and Steel Plant	m	Annual Review Number	January
Boston News Bureau	d	Annual Financial & Industrial Review & Forecast	First week in January
Brick and Clay Record	m	Annual Review Issue	January
Broadcasting and Broadcast Advertising	w	Broadcasting Yearbook	February 1
Bus Transportation	m	Annual Review and Statistical Number	January
Canner	w	Annual Review & Forecast Issue	Last issue in February
Chemical and Metallurgical Engineering	m	Annual Review & Statistical Number	February
Coal Age	m	Coal in Review Issue	February
Coal Herald-Stoker and Air Conditioner	m	Statistical Number	March
Commercial and Financial Chronicle	sw	Annual Review Number	Early in January
Cotton Digest	w	Annual Review	January

<i>Name of Periodical</i>	<i>Freq.¹</i>	<i>Title of Annual Issue</i>	<i>Time of Publication of Annual Issue</i>
Diesel Power and Transportation	m	Statistical Number	January
Editor and Publisher	w	International Yearbook	Late in January
Electrical Merchandising	m	Annual Statistical & Marketing Issue	January
Electrical West	m	Annual Review & Forecast Number	February
Electrical World	w	Annual Statistical & Review Number	Second issue in January
Engineering and Mining Journal	m	Survey and Outlook Number	February
Engineering News-Record	w	(a) Annual Review and Forecast (b) Construction Costs Yearbook	Usually second issue in February First issue in April
Farm Implement News	fort.	Annual Facts & Figures Issue	First issue in July
Fibre Container	m	Statistical & Production Issue	August
Financial Age	w	Annual Financial Review	Third issue in January
Fishing Gazette	m	Annual Review Number	February
Fuel Oil and Oil Heat	m	Annual Oilheating Analysis	January
Gas Age	fort.	Highlights of the Gas Industry	Second issue in January
Hide and Leather and Shoes	w	Annual Review and Preview Number	First issue in January
Implement and Tractor	fort.	Annual Statistical Issue	First issue in July
Industrial and Engineering Chemistry	sm	Annual Review	First issue in January (none in 1945)
Industrial Management	13t/yr	Market Data Book Number	October 25
Iron Age	w	Annual Review Issue	First issue in January
Journal of Commerce	d	Annual Industrial, Financial, and Southern Number	Second week in January
Marine Engineering and Shipping Review	m	Annual Number	January
Marine News	m	Review & Forecast Number ²	January
Mass Transportation	m	Transit Statistics Issue	March or April
Mining and Contracting Review	sm	Annual Statistical Issue	First issue in February
Motor	m	Annual Reference Issue	October
Music Trades	m	Annual Review Issue	December
Northwestern Miller	w	Almanack Number	Last issue in April
Oil and Gas Journal	w	Annual Number	Last issue in January
Oil Weekly	w	Yearbook & Forecast Number	Last issue in January
Pacific Factory	m	Annual Production Review	January
Paper Mill News	w	Review Number	Last issue in April
Paper Trade Journal	w	Review Number	Last issue in February
Petroleum Engineer	13t/yr	(a) Annual Number (b) Reference Number	January July 1
Petroleum World	m	Annual Review Number	August
Printing	m	Annual Trade Review	January
Publishers' Weekly	w	Annual Summary Number	Late in January
Radio and Television Retailing (formerly Radio Retailing Today)	m	Statistics of Radio Issue	January
Railway Age	w	Annual Statistical & Outlook Number	First issue in January
Rayon Organon	m	Annual Rayon & Textile Statistics	Special supplement—late in January
Rock Products	m	Annual Directory & Outlook Issue	January

<i>Name of Periodical</i>	<i>Freq.</i> ¹	<i>Title of Annual Issue</i>	<i>Time of Publication of Annual Issue</i>
Sales Management	sm	Survey of Buying	May 10
Screw Machine Engineering	m	Annual Production Number	November
Steel	w	Yearbook of Industry Issue	First issue in January
Steel Processing	m	Annual Review Number	January
Textile World	m	Annual Review & Forecast Number	February
Transit Journal	m	Annual Number	January
Waste Trade Journal	w	(a) Annual Review Number (b) Annual Metals and Smelting Number (c) Annual Mill Supplies Number	Late in January Late in March Late in April
Water Works and Sewerage	m	Reference & Data Number	June
Waterways Journal	w	Annual New Year's Number ²	Fourth issue in December
Weekly Statistical Sugar Trade Journal	w	Annual Number	Second or third issue in January
Weekly Underwriter	w	(a) Annual Policyholders Number (b) Review of the Year Number	Second issue in May First issue in January
Welding Engineer	m	Annual Directory & Statistical Number	March
West Coast Lumberman	m	Statistical Review & Directory of Western Timber Industries.	July 1

¹ Frequency of Issue:

m—monthly

w—weekly

d—daily

sm—semi-monthly

fort.—fortnightly

irr.—irregular

5t/m—five times per month

13t/yr.—thirteen times per year

² Mainly textual review; contains few or no statistics.

SUBJECT INDEX

Advertising and Merchandising

Broadcast and Broadcast Advertising

Editor and Publisher

Industrial Management

Sales Management

Aeronautics

Automotive and Aviation Industries

Aviation

Agricultural Implements and Machinery

Farm Implement News

Implement and Tractor

Automobiles

Automotive and Aviation Industries

Automotive News

Bus Transportation

Motor

Automotive Engineering see Aeronautics, Automobiles

Bakers and Confectioners

Bakers' Helper

Northwestern Miller

Banking, Finance and Investments

American Banker

Bank News

Bankers Monthly

Boston News Bureau

Commercial and Financial Chronicle

Financial Age

Journal of Commerce

Boot and Shoe Trade

Hide and Leather and Shoes

Broadcasting see Radio

Building and Buildings

Rock Products

Business, Commerce and Industry

American Exporter

Commercial and Financial Chronicle

Journal of Commerce

Pacific Factory

Canning and Preserving see Food and Food Industries

Chemical Engineering see Engineering see also Chemistry

Chemistry

Chemical and Metallurgical Engineering

Industrial and Engineering Chemistry

Clay, Glass and Pottery

Brick and Clay Record

- Commerce* see *Business, Commerce and Industry*
Cotton see *Textile Industries and Fabrics*
Electrical Engineering see *Engineering* see also
Electricity
- Electricity*
 Electrical Merchandising
 Electrical West
 Electrical World
- Engineering*
 Chemical and Metallurgical Engineering
 Diesel Power and Transportation
 Electrical World
 Engineering and Mining Journal
 Engineering News-Record
 Marine Engineering and Shipping Review
 Water Works and Sewerage
- Feed, Flour and Grain*
 Northwestern Miller
- Finance* see *Banking, Finance and Investments*
- Fish and Fish Industry*
 Fishing Gazette
- Food and Food Industries*
 Canner
 Weekly Statistical Sugar Trade Journal
- Gas*
 American Gas Association, Statistical Bulletin
 American Gas Journal
 Gas Age
- Heating, Plumbing and Ventilating*
 Coal age
 Coal Herald-Stoker and Air Conditioner
 Fuel Oil and Oil Heat
- Hides* see *Leather*
- Industrial Chemistry* see *Chemistry*
- Industry* see *Business, Commerce and Industry*
- Insurance*
 Weekly Underwriter
- Investments* see *Banking, Finance and Investments*
- Leather*
 Hide and Leather and Shoes
- Lumber*
 American Lumberman
 West Coast Lumberman
- Machinery* see *Agricultural Implements and Machinery*
- Marine Engineering* see *Engineering* see also
Ships and Shipping
- Metal Producing and Working Industries*
 American Machinist
 Blast Furnace and Steel Plant
 Iron Age
 Screw Machinery Engineering
 Steel
 Steel Processing
 Welding Engineer
- Mineral Resources* see *Mines and Mineral Resources*
- Mines and Mineral Resources*
 Coal Age
 Engineering and Mining Journal
 Mining and Contracting Review
- Municipal Transportation* see *Transportation*
- Music*
 Music Trades
- Oil* see *Petroleum*
- Packaging*
 Fibre Container
- Paper*
 Fibre Container
 Paper Mill News
 Paper Trade Journal
- Petroleum*
 American Petroleum Institute, Statistical Bulletin
 Fuel Oil and Oil Heat
 Oil and Gas Journal
 Oil Weekly
 Petroleum Engineer
 Petroleum World
- Printing and Publishing*
 Printing
 Publishers' Weekly
- Radio*
 Broadcast and Broadcast Advertising
 Radio and Television Retailing
- Railroads*
 Railway Age
 Transit Journal
- Salesmanship* see *Advertising and Merchandising*
- Sanitation*
 Water Works and Sewerage
- Ships and Shipping*
 Marine Engineering and Shipping Review
 Marine News
 Waterways Journal
- Steel* see *Metal Producing and Working Industries*
- Television* see *Radio*
- Textile Industries and Fabrics*
 American Wool and Cotton Reporter
 Cotton Digest
 Rayon Organon
 Textile World
- Transportation*
 Bus Transportation
 Mass Transportation
 Transit Journal
- Transportation* see also *Aeronautics, Automobiles, Railroads, Ships and Shipping*
- Waste Products*
 Waste Trade Journal
- Welding* see *Metal Producing and Working Industries*

EVENTS and PUBLICATIONS

The PUBLIC RELATIONS DIRECTORY AND YEARBOOK 1945 (N. Y., Public Relations Directory and Yearbook, Inc., 1945. 855p. \$15), just published, has been called the Bible of public relations, as it contains many items of value. These include articles on public relations and publicity, a calendar giving events scheduled for each month, directories listing publicity service bureaus, business firms, chambers of commerce, trade associations and professional organizations, colleges, federal, municipal and state government bureaus, radio commentators, museums, house organs, as well as other data of public interest.

It is planned to issue the 1946-47 edition in August 1946. Supplements will be issued in the interim.

* * *

The Banque Belge et Internationale en Egypte, publishes "Etudes financieres" which are available to the public. They comprise a financial service on the Egyptian companies, with revisions from time to time, and are in very convenient form, punched for filing in a three-ring binder. Balance Sheets and profit and loss statements for a number of years are usually given with other details concerning the company and its business. The price is £1.500 (Egyptian pounds) and the bank's head office address is 45, Kasr-el-Nil St., Cairo, Egypt.

* * *

The wife of a former national president, of Special Libraries Association, Howard Stebbins, has just written another book THE TROLLOPES; THE CHRONICLE OF A WRITING FAMILY (N. Y., Columbia University Press, 1945. 394p. \$4). The author's name is Lucy Poate Stebbins, and her son Richard collaborated with her in writing the book.

* * *

In *Library Journal*, September 1, 1945, there is an article entitled, "Teaching Microphotography to Librarians," by D. H. Litchfield and M. A. Bennett. This is a factual report of the preparation that was necessary to inaugurate a course in microphotography at Columbia University. An outline of the course is given in detail.

* * *

The UNIVERSITY LIBRARY (Chicago, University of Chicago Press, 1945. 570p. \$5), by L. R. Wilson and M. F. Tauber, is a systematic study of the principles and methods which characterize university library organization and administration, as well as a discussion of the functions of university libraries in the United States.

The Institute of Life Insurance, 60 East 42nd Street, New York, has available free of charge two 20-page pamphlets on life insurance. WHAT LIFE INSURANCE MEANS TO YOU AND YOUR COMMUNITY; a Panel Discussion for Club Meetings, is for use by study groups and GOING PLACES AND DOING THINGS, written in popular style, is designed to give women a concise statement of what life insurance is, how it functions, what it offers them as policyholders and as beneficiaries and something of its place in our social economy.

* * *

The STORY OF WAR WEAPONS (N. Y., Lipincott, 1945. 173p. \$2.50), by Marshall McClintock, covers the development of man's weapons of attack and defense from the club of the cave man to those predicted for tomorrow. It is written in popular style especially suited to the understanding of young people ending with a comprehensive glossary of common military terms.

* * *

HOW TO START YOUR OWN BUSINESS (N. Y., Foremost Books, 1945. 190p. \$1.98) is a career book which specializes in describing specific businesses which can be established with little or no capital. A great variety of occupations are mentioned.

* * *

The ELEVEN RELIGIONS (N. Y., Dutton, 1945. 340p. \$3.75), edited by S. G. Champion, is an anthology of selections from the sacred scriptures of the surviving major religions of the world. Introductions by thirteen leading authorities make this a valuable reference book on comparative religions.

* * *

In a SHORT DICTIONARY OF ARCHITECTURE (N. Y., Philosophical Library, 1945. 109p. \$2.75), by Dora Ware and Betty Beatty, 791 architectural and building terms are defined. Valuable for its compactness and clarity. 278 illustrative drawings.

* * *

MAKERS OF DEMOCRACY IN LATIN AMERICA (N. Y., H. W. Wilson, 1945. 124p. \$1.90), by H. E. Davis, contains brief, readable sketches of more than 25 leaders, the Washingtons and Lincolns of their countries.

* * *

ASM REVIEW OF CURRENT METAL LITERATURE (Cleveland, American Society for Metals, 1945. 800p. \$15) contains a complete survey of all the metallurgical literature published during 1944. There is both a subject and author index to the abstracts.

NOVEMBER FORECASTS OF Forthcoming Books

(Where the publisher has supplied the price and a brief description of the book, these have been included. All prices quoted are subject to change.)

AUTOMATIC WEAPONS OF THE WORLD, by M. M. Johnson and C. T. Haven. Morrow. \$6.

"Here is the definitive book on the history and development of automatic arms—how they work, how to keep them firing, how each type is used in combat and a wealth of other pertinent information."

CHARACTERIZATION OF ORGANIC COMPOUNDS, by S. M. McElvain. Macmillan. \$3.40. "This book teaches the methods of identification and characterization of organic compounds and includes laboratory exercises."

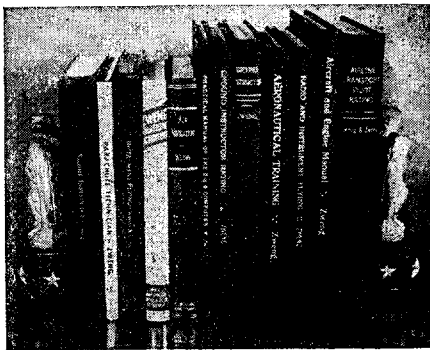
CHINESE; THEIR HISTORY AND CULTURE, by K. S. Latourette. 3rd ed. Macmillan. \$7. "This 'competent' guide to the rich mazes of Chinese life and culture' is now being revised and enlarged and brought down to date in light of historical events and the new knowledge of China."

ELEMENTARY MECHANICS OF FLUIDS, by H. Rouse. Wiley. \$4.50. "A coherent, inclusive development of all flow principles from basic principles of mechanics, with 400 practical problems drawn from many different fields of application. The book assumes no previous training in flow principles and covers many new phases of the subject of interest to the practicing engineer."

IT MATTERS NOW, by M. L. Ernst. Macmillan. \$3. "Morris L. Ernst has spent much of his life defending ideas from government censorship. He now realizes that the real bottleneck between ideas and the marketplace arises from the domination of the media of communication by a handful of people or corporations."

MEMO FOR TOMORROW, by C. Hodges. Macmillan. \$2.50. "Here an expert news analyst presents a comprehensive and detailed account of the United Nations Conference for an International Organization in San Francisco."

MODERN PLASTICS, by H. Barron. Wiley. \$7.50. "This book provides the fundamental technical backgrounds necessary for an understanding of modern plastics and gives an over-all view of the plastic industry. Written for the general reading public rather than for the specialist, it covers an extremely wide range of materials including thermosetting resins and their plastics, cellulose plastics, vinyl and other leading plastics."



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Activities of Chapters and Groups

CHAPTERS

Cleveland

Dr. Luther Evans, newly appointed Librarian of Congress, spoke before the Cleveland Chapter on October 4. Over 200 librarians attended this meeting. Michigan, Cincinnati and Pittsburgh Chapters were represented as were groups from Kent State University, Kent, Ohio; Baldwin Wallace College, Berea, Ohio; the Library Club of Cleveland and Vicinity; and the Army Medical Library.

Pittsburgh

A brush-up course in cataloging is being conducted by Miss Stella Vetter, Librarian of the Mine Safety Appliance Company. This Course started on October 23 and will meet every Tuesday evening until November 20. The fee for the entire Course is \$5.

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The Mellon Institute Library has forwarded the first shipment of the scientific journals donated to the Library by members of the Institute for reassignment to libraries in devastated countries. The first shipment has gone to the library of the Netherlands Institute of Engineers and Technicians, The Hague.

GROUPS

Science-Technology Group

The Science-Technology Group has as its current project the revision of the *Union List of Scientific Periodicals* which was originally compiled in 1939 and is now out of print. It is hoped that all special science and technology libraries will be represented and that the scope of the journals included will be considerably broadened. Publication is expected in the spring.

Announcements

Harry C. Bauer Appointed Assistant Librarian, University of Washington Library

Harry C. Bauer has been appointed Assistant Librarian of the University of Washington Library succeeding Mr. William H. Carlson. Mr. Bauer was on the Board of Directors of the Special Libraries Association from 1940 until April 1942 when he was commissioned Captain in the U. S. Air Corps. A graduate of the St. Louis Library School, Mr. Bauer has held professional positions in the St. Louis Public Library, the University of Missouri Library and the Tennessee Valley Authority. At the time of entering the Army Air Corps, he was Technical Librarian for the Authority.

During the war Mr. Bauer served in the 15th Air Force where he was assigned as Group Intelligence Officer of the 98th Bombardment Group. In May 1943 he was promoted to Major. During its combat history the 98th Bombardment Group participated in fourteen campaigns and was twice cited by the President of the United States. Major Bauer was awarded the Bronze Star, Air Medal and Purple Heart.

Walter Hafner Sails for Europe

Walter A. Hafner, partner of G. E. Stechert & Co., Booksellers, 31 East Tenth Street, New York 3, N. Y., is expected to leave for Europe within a few weeks. While there, he will visit England, France, Switzerland, Spain and possibly Italy. Mr. Hafner will consult with the Stechert offices in London, Paris and Bern, in order to make plans for more importations of books in the future. He will also confer with various publishers and booksellers in Europe.

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American Book Center

Members of S. L. A. are well aware of the work ABC is planning to do for war devastated libraries. An announcement of its organization with the names of its officers was made in the July-August issue of SPECIAL LIBRARIES and in the one for September, an article by Eleanor Cavanaugh, Chairman of the S. L. A. Committee on International Relations and Treasurer of ABC, told of appeals being received daily from these libraries. *Library Journal* for August 15, 1945 also carried in detail a story of the Center's organization.

Since the appearance of these articles, however, important developments in the program have occurred and on October 17 a meeting of the Center's Board of Directors took place in New York to discuss them further. Of that meeting Kenneth R. Shaffer, Executive Director, gives the following report:

"Early in its organization, American Book Center announced the policy of making its services available and to distribute stockpiles of printed materials in its custody, in the beginning only to the Allied nations. The Board reserved the right to include other, non-Allied nations later if, and when, such inclusion might be recommended by the Department of State.

"In interpreting this policy, the following countries were named at a meeting of the Center's Board of Directors in New York City on October 17, as those whose libraries might benefit by the ABC program: England, France, Belgium, Netherlands, Luxembourg, Norway, Denmark, Poland, Yugoslavia, Czechoslovakia, Greece, Finland, Italy, the Soviet Union, Burma, China, Philippine Islands and Siam. The Dutch East Indies and French Indo-China are to be assumed to be included through the interests of The Netherlands and France. This list of eighteen countries was approved by the ABC Board after it had been reviewed by the Department of State.

"The principal program of the Center has been delayed through the difficulties of finding financial support for such operations. The budget covering one year's operation and including such items as warehousing, salaries, packaging, equipment, etc., amounts to \$200,000. This total budget has been allocated among the recipient countries named above and it is now hoped that sufficient funds may be realized through various national organizations in this country which represent the interests of each of the recipient nations.

"It is hoped that such financial support may be realized soon enough to permit operation of the Center's program soon after January 1, 1946.

"Meanwhile, several stockpiles of government documents and miscellaneous unselected materials in the hands of certain government agen-

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cies in Washington, D. C., are expected to be made available to the Center soon. Because the space occupied by the collections is needed at once for other purposes by their various owners, plans have gone forward to make a distribution of such material in advance of the national stockpiling campaign which will follow later as the principal operation of the Center.

"Stockpiles in Washington will amount to several hundreds of thousands of pieces. As soon as working details will have been arranged, recipient countries will be invited to send competent representatives to select materials for the libraries of each particular nation. While each nation will be asked to assume responsibility for and the costs of transporting the material which it selects to its destination abroad, the Center hopes and has assurances that it may enlist the facilities of various governmental and non-governmental organizations to assume responsibility for transportation to at least some areas. Arrangements will be made through the Washington, D. C., embassies and legations of the recipient nations.

"Until the operating budget of the Center has been realized, the Center has no facilities to receive printed materials for distribution other than the Washington, D. C., stockpiles which will be distributed with the assistance of their present owners. The Center is encouraged to believe that its program may be adequately financed soon enough, however, to permit announcement of a stockpiling program on national dimensions soon after the first of the next calendar year."

U. S. Geological Survey Folios Offered

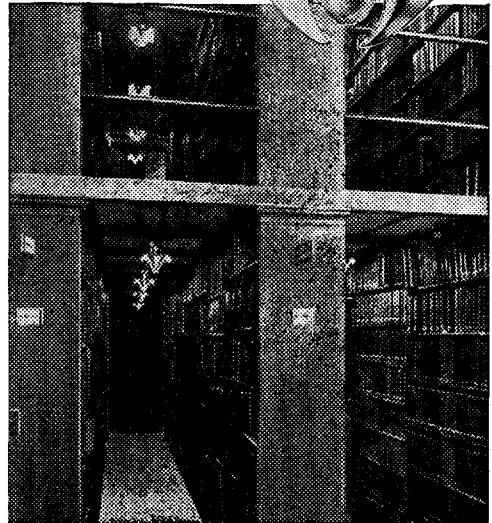
The Newark Public Library, Newark, N. J., has the following broken set of the U. S. Geological Survey folios which it is offering to anyone wishing to complete his files. The only cost involved would be that of transportation.

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Folio No.

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- 6 Tennessee—Chattanooga
- 8 Tennessee—Sewanee
- 10 Virginia—Maryland—W. Virginia—Harpers Ferry
- 12 Kentucky—Virginia—Tennessee — Estillville
- 13 Virginia—Maryland—Fredericksburg
- 14 Virginia—West Virginia—Staunton
- 16 Tennessee—North Carolina—Knoxville
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| 82 | Pennsylvania—Masontown—Uniontown |
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| 126 | Arizona—Bradshaw Mountains |
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| 129 | Arizona—Clifton |
| 131 | Colorado—Needle Mountains |
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| 137 | Delaware—Maryland—New Jersey—Dover |
| 138 | California—Redding |
| 139 | Washington—Snoqualmie |
| 140 | Wisconsin—Milwaukee |
| 141 | Wyoming—Bald Mountain—Dayton |
| 142 | Wyoming—Cloud Peak—Fort McKinney |
| 144 | Pennsylvania—Amity |
| 145 | Wisconsin—Iowa—Illinois—Lancaster—Mineral Point |
| 147 | North Carolina—South Carolina—Pisgah |
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| 150 | Wyoming—Devils tower |
| 151 | Tennessee—North Carolina—Roan Mountain |
| 157 | New Jersey—New York—Passaic |
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 August, 1945. Planographed. 64 Pages.

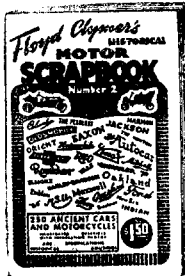
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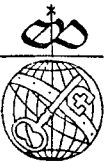





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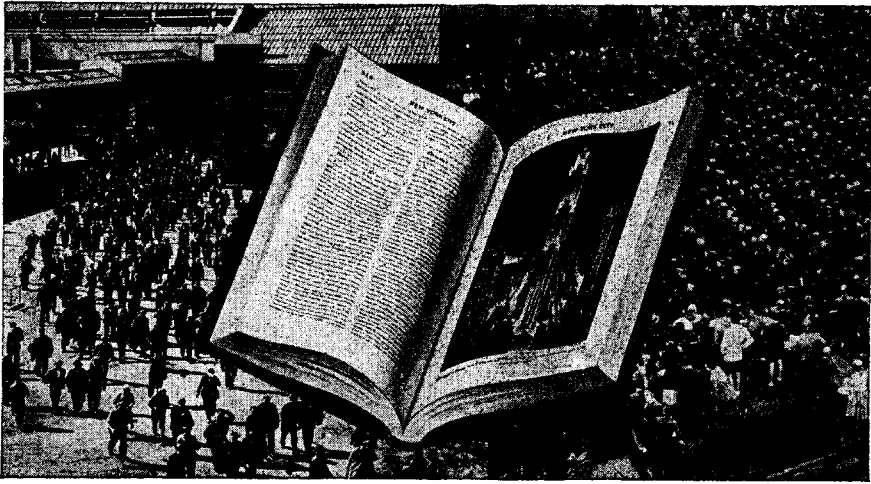
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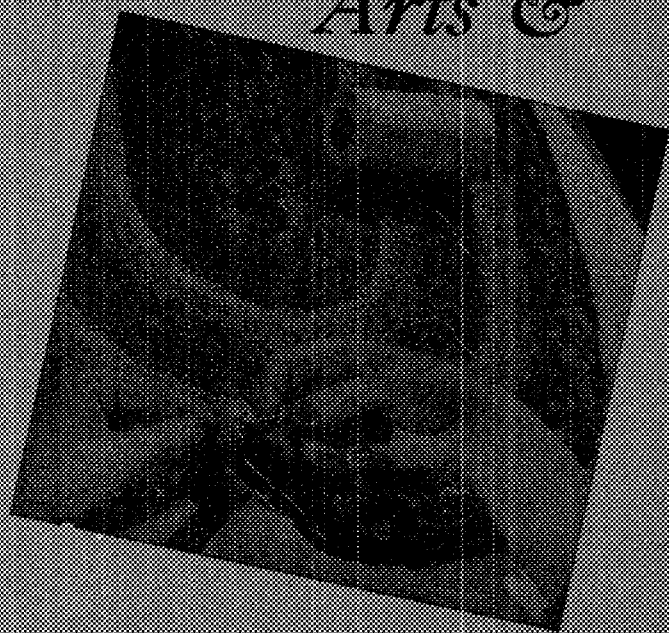
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