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## Special Libraries, May 1916

Special Libraries Association

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# Special Libraries

Vol. 7

MAY, 1916

No. 5

## Library Week at Asbury Park

June 26th to July 1st

The American Library Association, The Special Libraries Association, The National Association of State Libraries, The League of Library Commissioners and The American Association of Law Libraries,

Will Hold their Annual Meetings at Asbury Park,

June 26 to July 1

The Program of the Special Libraries Association is as Follows:

### Wednesday, June 28

9:30 a. m.—Columbia Hotel.

Report by the President on the Association's activities for the year.

Sources of information for business men, by D. C. Buell, Railway Educational Bureau, Omaha, Neb.

The work of the Detroit Edison Company's Library, Miss Maude A. Carabin, Librarian.

Public officials and the special library, by Dr. C. C. Williamson, Municipal Reference Librarian, New York Public Library.

Sponsors for Knowledge: The present status of the registration at Chicago and Its Possibilities, by G. W. Lee, Librarian, Stone and Webster Corp., Boston, Mass.

8 p. m.

Round table conferences; subjects to be announced on bulletin at Asbury Park headquarters.

### Friday, June 30

9:30 a. m.—Columbia Hotel.

The Utilities Bureau; special library work and public utilities; by Hon. Morris L. Cook, Director of the Bureau and former Director of Public Works, Philadelphia, Pa.

The special library and the student of business, by Ralph L. Power, Librarian, College of Business Administration, Boston University.

The Public Affairs Information Service; its past, present and future; by John A. Lapp, Bureau of Legislative Information, Indianapolis, Ind.

The Municipal Reference Library as a Public Utility, by Frederick Rex, Municipal Reference Librarian, Chicago, Ill.

Coöperation between special libraries and the engineering profession, by Kenneth G. Walker, technology librarian, New Haven Public Library.

Report on national center for municipal information, by Clinton Rogers Woodruff, Secretary, National Municipal League.

2:30 p. m.

Business session (including also reports of Committees on Clippings, Membership, Classification and Technical Indexing.)

Headquarters will be at the New Monterey Hotel and Columbia Hotel across the street from each other. Auxiliary hotels providing for probable overflow, three of which offer lower rates than headquarters, and all of which are in close proximity, are the follow-

ing: The Thedford, The Fenimore, The Sea Breeze and The Brunswick. There are a multitude of hotels in Asbury Park. Those selected for use are known personally to the local committee and every effort has been made to choose those which will provide satisfactory service and give "value received." The committee have also, of course, selected those which are located in fairly close proximity to the two headquarters hotels.

The rates per day offered by these hotels, all on the American plan, for week of conference, are as follows:

*New Monterey* (capacity 600; exclusive use):

Two persons in double room fitted with double bed, hot and cold running water, \$3.50 each.

Same, but with twin beds, \$4.00 each.

Two persons in double room with twin beds and private bath, \$4.50 each.

Two rooms with private bath between and occupied by four persons, \$4.00 each.

For a party of six, eight or ten, occupying a suite of rooms all communicating and having access to one private bath, \$4.00 each.

There are forty rooms in hotel large enough to accommodate three or four single beds. Congenial parties of intimate friends can be made up if desired to occupy these.

*Columbia* (capacity 300; exclusive use):

Two in double room, hot and cold running water, \$3.50 and \$4.00 each, according to location of room.

One in single room, hot and cold water, \$4.00.

Two in double room with private bath, \$4.50 each.

Four in two communicating double rooms, with private bath between, \$4.50 each.

*Thedford* (capacity 120; exclusive use if needed; nearly opposite Columbia):

Two in room, \$2.00, \$2.50, \$3.00 and \$3.50 each, according to size and location of room.

One in room, \$2.50 to \$3.00 each.

*Fenimore* (capacity 250, can accommodate 150 A. L. A. members; five and one-half blocks from New Monterey):

Two in double room without private bath, \$2.50 and \$3.00 each.

One in room, \$2.50 and upwards, according to location and size of room.

Two in double room, twin beds, private bath, \$3.50 each.

*Sea Breeze* (can accommodate 75 A. L. A. members; diagonally opposite New Monterey and across the street from Columbia; unobstructed view of ocean):

One in room, \$2.50 each, or \$15 per week.

Two in room, \$2.25 each, or \$14 per week.

No rooms with private bath.

*Brunswick* (can accommodate 150 A. L. A. members; three blocks from New Monterey; near the ocean):

Two in room without private bath, \$3.50 and \$4.00 each.

One in room, without private bath, \$4.00.

Two in room with private bath, \$4.50 each.

One in room with private bath, \$5.00.

Reservation for rooms at all the above-named hotels will be in charge of Sherman O. Dennis, manager New Monterey Hotel, Asbury Park, N. J., and applications should be addressed directly to him. *Bookings for rooms will be made on and after May 15*, and in order that all may have an equal opportunity the ruling has been made, as on previous similar occasions, that applications made for rooms in advance of May 15 will be considered as having been received on that date.

General sessions will be held in Auditorium in open square just across street from the New Monterey. Meetings of sections and affiliated societies will be held in parlors of New Monterey and Columbia, and some of the larger section meetings in the Auditorium.

A tentative schedule of the sessions for the entire week is submitted:

## SCHEDULE OF SESSIONS

**Monday, June 26**

Afternoon—Executive Board.

Evening—First General Session.

**Tuesday, June 27**

Morning—Second General Session.

Afternoon—Trustees' Section, Professional Training Section, American Association of Law Libraries and National Association of State Libraries (joint session).

Evening — Catalog Section, Publishing Board, National Association of State Libraries.

**Wednesday, June 28**

Morning—Agricultural Libraries Section, Special Libraries Association, Council (at 10:30 o'clock).

Afternoon—League of Library Commissions, American Association of Law Libraries, College and Reference Section.

Evening — American Library Institute Board, Special Libraries Association, Children's Librarians Section.

**Thursday, June 29**

Morning—Third General Session.

Afternoon—Princeton trip.

Evening—National Association of State Libraries and American Association of Law Libraries (joint session), School Librarians Section, Bibliographical Society of America.

**Friday, June 30**

Morning—Special Libraries Association, Documents Round Table, Theological Librarians Round Table, Council.

Afternoon—Catalog Section, Children's Librarians Section, Special Libraries Association, League of Library Commissions; 4:30-6:30, automobile drive.

Evening—Fourth General Session.

**Saturday, July 1**

Morning—Fifth General Session.

Afternoon—School Libraries Section, Executive Board.

Several special features have already been announced.

On Monday evening after the program a reception will be given to the Association by the New Jersey Public Library Commission and the New Jersey Library Association.

Thursday afternoon will be devoted to a trip by special train to Princeton, where we will be the guests of the University and of M. Taylor Pyne, chairman of the New Jersey Public Library Commission.

Friday afternoon after the program a two hours' automobile drive up the coast will be given by the Asbury Park Chamber of Commerce.

The Chamber of Commerce has arranged to have autos meet our members at the railroad station on arrival and conduct them to their respective hotels.

As a result of special effort on the part of Mayor Hetrick and the Chamber of Commerce and other prominent citizens Pryor's Band will begin its engagement a week earlier than originally contracted for, expressly that it may be at Asbury Park the week of our conference. All music-loving members of the Association will keenly appreciate this very signal courtesy.

The hotel orchestra will play every evening for informal dancing.

There are excellent tennis courts close by the New Monterey, canoeing and boating in Deal Lake, three or four minutes' walk distant, and bath houses close to the hotels.

The Deal Golf Club has kindly offered to take care of those who are devotees of that sport. Those wishing the use of the courses should present credentials from their home clubs.

The local committee will compile a booklet on "What to do at Asbury Park," which will be distributed at headquarters.

The local committee will operate an information desk at headquarters, at which some member will be present at certain announced hours daily to answer questions, assist in making up parties to go to places of interest, etc.

## List of Commercial Year-Books and Similar Publications

Compiled Under the Direction of H. H. B. Meyer,  
Chief Bibliographer, Library of Congress

NOTE—The effort has been to include publications which are likely to contain statistical information of use in developing the foreign trade of the United States.

- Almanacco enciclopedico italo americano.** 1915. New York, J. Personeni, 1915. AY74.A5 1915
- Almanacco marine mercantili.** 1914. Trieste, G. Masoveich, 1914. HE561.A6
- Almanach Rolland agricole, commercial et des familles de la compagnie J.-B. Rolland & fils.** 1912. Montréal, 1912. AY417.R7
- Almanack,** . . . by Joseph Whitaker. Containing an account of the astronomical and other phenomena . . . information respecting the government, finances, population, commerce, and general statistics of the British empire. . . &c. 1915. London, 1915. AY754.W5
- American association of commerce and trade in Berlin Year-book.** Incorporated. . . . 1912. [Berlin, 1912.] HF308.A5
- American iron and steel institute, New York.** Bureau of statistics. Annual statistical report of the American iron and steel institute. 1914. Philadelphia, Bureau of statistics, American iron and steel institute, 1915. HD9514.A5
- American metal market and daily iron and steel report.** Metal statistics, 1916. New York, The American metal market and daily iron and steel report, 1916. HD9506.U6A5
- Anglo-Canadian year book** . . . 1914. London, William Stevens limited [1914]. HC111.A6
- Annuaire général, administratif, commercial et industriel de l'Indochine** . . . 1911. [Hanoi, Paris, F. H. Schneider; etc.] [Hanoi-Haiphong, Impr. d'Extrême-Orient, 1911.] DS532.A5
- Annuario d'Italia per l'esportazione e l'importazione** . . . 1912. Roma, Tip. nazionale di G. Bertero e c. 1912. HF3581.A6
- Argentine year book.** (1914) with which are incorporated the "Anuario Pillado" and "John Grant's Argentine commercial guide" . . . Buenos Aires, J. Grant & son; 1914. F2808.A75
- Asiatisches Jahrbuch, hrsg. im auftrage der Deutschasiatischen Gesellschaft** . . . 1914. Berlin, J. Guttentag, g.m.b.h. 1914. DSL.A55
- Brooklyn daily eagle almanac,** 1916. New York City, Brooklyn daily eagle, 1916. AY67.B8E2
- Business prospects year book** . . . 1916. What will happen to coal, iron, copper, tin, shipping, the money market, English rails, American rails, cotton, wheat, hog products, dairy products, tinplates. Cardiff, The Business statistics publishing co., 1916. HF53.B8
- Probabilities, based on statistics for current years.
- Canada.** Census and statistics office. The Canada year book, 1913 Ottawa, J. de L. Tache, 1914. HA744.S81
- Canadian almanac and miscellaneous directory** . . . 1914. Toronto, Scobie & Balfour, 1914. AY414.C2
- Canadian annual review of public affairs.** 1914 Toronto, The Annual review publishing company, limited, 1915 F1003.C33
- Canadian mining journal** . . . 1914 Toronto, Mines publishing company, 1914. TN26.A2C2
- Chicago daily news almanac and year-book** . . . 1916. [Chicago] The Chicago daily news co., 1916. AY67.C4N5
- China.** Inspectorate general of customs. Returns of trade and trade reports . . . 1913. Pub. by order of the inspector general of customs. Shanghai, 1913. HF237.A4
- Chile.** Oficina de estadística comercial. Estadística comercial de la republica de Chile . . . 1914. Santiago, Imprenta de los tribunales, 1845; Valparaiso, Imprenta del Mercurio, octubre de 1914. HF165.A2
- Colonial office list** . . . 1915. London, 1915. JV1005
- Copper handbook.** 1914. Houghton, Mich., H. J. Stevens, 1914. TN440.C6
- Cotton year book and diary.** (Formerly "The Textile year book—cotton") Manchester, [Eng] Marsden and co., ltd. [1915]. TS1551.C6
- Daily commercial news, San Francisco.** Financial year book of the Daily commercial news. 1914. San Francisco [Commercial news publishing co.] 1914. HC108.S7D2
- Denmark.** Statens statistiske bureau. Statistisk aarbog . . . 1915. Annuaire statistique . . . Kbenhavn, 1915. HA1477
- Egypt.** Ministry of finance. Statistical dept. Statistical year book of Egypt for 1909. Cairo, National printing department, 1909. HA2042.A5
- Exporters' encyclopaedia** . . . 1915 . . . containing full and authentic information relative to shipments for every country in

- the world. . . . New York, Exporters' encyclopaedia company, 1915. HF3011.E9
- Financial reform almanack and year book, 1912-13.** Liverpool, Financial reform association, 1913. HA1116.F4
- Financial review.** 1915. Finance, commerce, railroads. New York, W. B. Dana & co., 1915. HG4905.F6
- France.** Direction générale des douanes. Tableau général du commerce et de la navigation . . . 1914. Paris, 1914. HF193.A2
- Germany.** Statistisches Amt. Statistik des Deutschen Reichs . . . 1915. Berlin, 1915. HA1231.A
- Statistisches Jahrbuch für das Deutsche Reich . . . 1915. Berlin, Puttkammer & Mühlbrecht, 1915. HA1232.A3
- Gt. Brit.** Board of trade. Statistical abstract for the British empire, 1901-1915. London, Darling & son, 1915. (Gt. Brit. Parliament. Papers by command.) HA1113.A2
- Statistical abstract for the principal and other foreign countries, 1900-1914. London, Eyre & Spottiswoode, 1914 [Parliament. Papers by command.] HA161.A4
- Statistical abstract for the several British colonies, possessions, and protectorates, 1901-1915. London, 1915. (Gt. Brit. Parliament. Papers by command.) HA1112
- Statistical abstract for the United Kingdom, 1901-1915. London, 1915. [Gt. Brit. Parliament. Papers by command.] HA1123.B
- India office. Statistical abstract relating to British India. 1905-1915. London, 1915. [Parliament. Papers by command] HA1713
- Handbuch für die internationale Petroleum-Industrie . . . 1913.** [Berlin.] Finanzverlag, g.m.b.h. [1913] HG4821.H3
- Handbook of Jamaica for 1915,** comprising historical, statistical and general information concerning the island. London, E. Stanford; Jamaica, Govt. print. off., 1915. JL630.A4
- Handy almanac, encyclopedia and year book . . .** containing a vast amount of information respecting government, political history, commerce, industry, customs, tariffs, war taxes, population, agriculture, etc. 1916. New York, C. S. Hammond & company, 1916. AY64.H25
- Hawaiian almanac and annual.** 1914. The reference book of information and statistics relating to the Hawaiian Islands, of value to merchants, tourists and others. Thos. G. Thrum, comp. and pub. Honolulu, T. G. Thrum, 1913. DU621.H3
- Hazell's annual . . . 1915.** A cyclopedic record of men and affairs. London, Hazell, Watson & Viney, ltd. 1915. AY754.H4
- Heaton's annual, the commercial handbook of Canada and boards of trade register . . . 1916.** Toronto, Heaton's agency, 1916. HF3223.H5
- Government directory, Dominion and provinces. Banks. Corporations. Transportation. Customs tariff. Law and regulations. Local industrial directory. Statistics and information.
- Imperial year book for Dominion of Canada, 1914-1915.** Montreal, J. Lovell & son, 1914. F1008.I34
- India.** Commercial intelligence dept. Statistics of British India. 1913. Calcutta, 1913. HA1713.A72
- Italia economica. . . .** Annuario della vita commerciale, industriale, agraria, bancaria, finanziaria e della politica economica. anno 1913. Torino, Roux e Viarengo, 1913. HC301.I82
- Italy.** Direzione generale delle gabelle. Statistica del commercio speciale di importazione e di esportazione . . . 1914. Roma, 1914. HF199.A4
- Ministero di agricoltura, industria e commercio. Annali 1914. Roma, 1914. HC301.A2
- Japan.** Dept. of finance. Financial & economical annual of Japan . . . 1915. Tokyo, Govt. print. off., 1915. HC461.A3
- Japan year book.** 1915. Tokyo, The Japan year book office, 1915. DS803.J5
- Manual of statistics; stock exchange hand-book . . . 1915. New York, 1915. HG4905.M3
- In addition to information about individual corporations, stock prices, etc., contains Mining statistics, coal statistics, cotton statistics, grain and produce statistics, bank and money statistics, etc.
- Mercantile year book and directory of exporters in London, Manchester . . . 1915.** London, 1915. HF3503.M5
- Mineral industry, its statistics, technology, and trade 1914.** New York, The Scientific publishing company, 1915. TN13.M6
- Mining manual and mining year book . . . 1915.** A record of information concerning mining companies . . . tables of crushings and gold outputs . . . lists of mining directors, secretaries, mining and consulting engineers and mine managers . . . and a dictionary of mining terms. London, W. R. Skinner, 1915. TN13.M7
- New international year book; a compendium of the world's progress . . . 1914.** Editor, Frank M. Colby . . . New York, Dodd, Meade & company, 1915. AE5.I64
- New South Wales. Statistician's office.** The official year book of New South Wales, 1914. Sydney, C. Potter, 1914. DU150.N5
- Statistical register, 1913. Sydney, 1913. HA3011
- New Zealand. Registrar-general's office.** The New Zealand official year-book. 1914. Wellington, N. Z., 1914. DU400.N53
- HA3033.B
- Norway.** Statistiske centralbureau. Statistisk aarvog for kongeriket Norge. 1914. Utgit av det Statistiske centralbureau

- Annuaire statistique de la Norvège. Kristiania, 1915. HA1503.B
- Official digest of the world, 1912. American statesman's year-book; a supplement to all encyclopedias, embracing the latest statistics, records and current history of every state and country. New York, P. F. Collier & son, 1912. JA51.05
- Oliver and Boyd's Edinburgh almanac and national repository, 1916. Edinburgh, Oliver and Boyd, 1916. DA753.06
- Regenhardt, C. C. Regenhardt's Geschäftskalender für den Weltverkehr; vermittler der direkten Auskunft . . . 1914. Berlin-Schöneberg, C. Regenhardt, g.m.b.h., 1914. HF53.R4
- Russian year-book . . . 1914. London, Eyre and Spottiswoode, ltd., 1914. HC331.R8
- Russian year-book, containing trustworthy information in regard to the empire of Russia . . . 1914. New York, T. Nelson & sons, 1914. HC331.R7
- The English edition contains some material not in the American.
- St. Paul dispatch and Pioner press almanac and year-book. 1916. Saint Paul, Minn., The Dispatch printing company, 1916. AY67.S3D5
- Saward, Frederick E. The coal trade; a compendium of valuable information relative to coal production, prices, transportation, etc., at home and abroad 1915. [New York, 1915] HD9542.S2
- "Shipping world" year book; a desk manual in trade, commerce and navigation. 1915. London, "Shipping world" office, 1915. HE951.S55
- Shoe and leather reporter annual. 1915. New York, Shoe and leather reporter, 1915. TS940.S52
- South Africa. Director of census. Statistical year-book of the Union of South Africa. 1915 Pretoria, 1915. HA1991.S6
- South African year-book. 1914. London, G. Routledge and sons; New York, E. P. Dutton & co., 1914. DT752.S6
- South American year book and directory. (Incorporating the South American railway year book, South American annual, and South American blue book). 1913. Containing general information relating to the ten republics of the continent of South America, British, Dutch, and French Guiana, the Panama canal, and the Falkland Islands. Comp. and ed. by C. S. Vesey Brown. London, The Louis Cassier co., ltd., 1913. F2201.S72
- South Australia. Statistical register, 1914. Compiled from official records. Adelaide, 1914. HA3091
- Commissioner of crown lands and immigration. Official year book of South Australia, 1913. Adelaide, 1913. DU300.A2  
DT406.A15
- Spain. Dirección general de aduanas Estadística general del comercio exterior de España . . . 1912. Formada por la Dirección general de aduanas. Madrid, 1912. HF219.A3
- Statesman's year-book; statistical and historical annual of the states of the world. . . . Revised after official returns. Annual publication . . . 1915. London and Cambridge, Macmillan and co., 1915. JA51.S7
- For each country is given statistical and other information on government, commerce, industry, etc.
- Statistisches Jahrbuch deutscher Städte. . . 1914. Breslau, W. G. Korn, 1914. Includes statistics on trade, industry, wages, prices, transportation, etc. HA1330.A1S8
- Sweden. Kommerskollegium. Handel. Berättelse för år 1915. Stockholm, 1915. (Sveriges officiella statistik.) HA1521.H4
- Switzerland. Finanz und Zolldepartement. Schweizerische Handelsstatistik. Ein und Ausfuhr der wichtigsten waren . . . Statistique du commerce de la Suisse . . . 1910. [Bern, 1910] HF223.A17
- Troy record almanac and year-book, 1915. [Troy, N. Y.] The Troy record company, 1915. AY67.T8R3
- U. S. Bureau of foreign and domestic commerce (Dept. of commerce). The foreign commerce and navigation of the United States . . . 1911-12. Washington, Govt. print. off., 1913. HF105.A2
- Statistical abstract of the United States. . . . 1914. Finance, coinage, commerce, immigration, shipping, the postal service, population, railroads, agriculture, coal and iron. . . . Washington, Govt. print. off., 1915. HA202
- Bureau of statistics (Dept. of commerce and labor). Statistical abstract of foreign countries. Parts I-III. Statistics of foreign commerce. October, 1909. Washington, Govt. print. off., 1909 446 p. HA155.A4
- Victorian year-book, 1913-14. Melbourne. Printed for the government printer by Sands & McDougall, ltd.; London, Trübner & co., 1915. DU200.V6
- Washington post almanac and encyclopedia. 1915. [London, New York, J. Whitaker & sons, ltd., 1914.] AY67.W3P8
- Weltwirtschaft; ein Jahr- und Lesebuch. Unter Mitwirkung zahlreicher fachleute hrsg. von Dr. Ernst von Halle. Leipzig und Berlin, B. G. Teubner, 1908. HC10 W4
- Western Australia. Registry dept. Statistical register. 1913. Perth, 1913. HA3152
- Wool year book and diary. . . . 1912. Comp. (for "The Textile mercury") by Alfred F. Barker. Manchester, Marsden and co., ltd., 1912. ("Textile mercury" annuals). TS1600.W85
- World almanac and encyclopedia, 1916. New York, The Press publishing co., 1916. AY67.N5W7

# Special Libraries

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The coming meeting of the Special Libraries Association at Asbury Park, New Jersey, will mark the eighth milestone of this, the youngest of the bodies affiliated with the A. L. A. Years have moved swiftly, but not more swiftly than the progress of the Association. At this time it might be well to recall the beginnings of the Special Libraries Association and a little of its early history.

The Association was formed at the Bretton Woods Conference in 1909 by John C. Dana and a small band of specialists who believed that there was a place for a new organization dedicated to the task of promoting the use of knowledge in the service of business and public affairs. At that time it is safe to say that there were not more than fifty full fledged special libraries in the country. There were a few legislative reference departments, the beginnings of municipal reference, here and there a business library, several financial libraries and beginnings in public offices and social organizations libraries.

In January, 1910, the Association commenced boldly to publish a magazine—"a tiny magazine" as the Boston Transcript called it while praising its purpose. About sixty subscribers were on the roll after the first issue had appeared. Librarians were skeptical of the place of the Association and doubtful about the purpose of the magazine. But the die was cast and the movement had begun.

During the past eight years there has been a steady and substantial growth in the publication both in subscriptions, in size, and, we believe, in quality. Coincident with the growth of the magazine has been the tremendous growth of the idea which the Special Libraries Association typifies. Whereas there were not more than fifty special libraries in 1909, now there are hundreds and new ones are forming constantly. The idea has taken hold of the business world and in one way or another progressive business men, who have vision, are organizing information for the use of their business. Whether they call it special library work or not the facts are that they are organizing books and information to work for them.

In the field of public service, there has been an equally satisfactory growth. Practically every state in the Union is doing some legislative reference work; a score of cities have well organized municipal reference departments; and various administrative boards and commissions have created information bureaus to aid them. The social service associations and organizations have likewise built up clearing houses of information in their field of work.

Probably the most striking fact of the last few years has been the extent to which the public libraries have entered the field of special library activity. The idea of serving all people in business, professions, schools, trades and occupations has had a growth which is eminently satisfying to those who would see the public libraries become something else than dispensaries of fiction or repositories of unused books.

The special library movement has been to the library world what the vocational education movement has been to the educational world. Its aim has been practical. It has sought tangible results from the use of books and other material. Its prime purpose has been to put knowledge and information to work. The general acceptance of the idea has been the fruits of the first efforts—the broadening of its efficient application is the work of the future.



## News and Notes

In the Review of Reviews for May, 1916, (Pp. 598-599) there is given a list of 95 national associations together with the place and date of their next convention and the name and address of the secretary.

The Malaria Problem is the title of the transaction of the Commonwealth Club of California for March, 1916. The pamphlet contains thirty-two pages of discussion on the problem in California and seven pages of a bibliography on malaria control.

The Minnesota Art Commission has undertaken a unique plan for the dissemination of art among all classes of people by means of a publication called the Minnesotan. It is a big idea and tremendously important to the education and well being of the people of the state. The commission conducts a bureau of information upon questions of public art and gives advice to home builders in making house plans and in home decorations.

The Annals of the American Academy of Political and Social Science for January, 1916, is devoted to National industries and the federal government. It is divided into four parts: (1) Federal trade commission and its problems; (2) Federal reserve board and its accomplishments; (3) Interstate commerce commission and its work; (4) Other federal departments in their relation to American industries.

Commercial organizations of the United States is the title of Miscellaneous series No. 28, issued by the U. S. Department of Commerce, 1915.

It makes a complete commercial directory of organizations of the United States. It is divided into three classes: (1) Interstate, national and international; (2) State and territorial; and (3) Local. The interstate, national and international associations are listed alphabetically and by trade classifications; the state and territorial associations are arranged alphabetically by states and territories.

Commercial organizations in France appear in the Special agents series, 98, of the Department of Commerce, 1915.

Commercial organizations in Switzerland, and Swiss Department of Commerce, in the Special agents series, 101. 1915.

Commercial organizations in the United Kingdom with description of British manufacturers' and employers' organizations, in Special agents series, 102.

In last month's issue, by a mistake, the new Business and Municipal Branch of the Minneapolis Public Library was credited to

the St. Paul Public Library. The item as corrected is repeated:

The Minneapolis Public Library opened a Business and Municipal Branch in the business district of the city January 31, 1916. A card announcing the opening declares the purpose as follows:

"This Branch is intended especially for business men and those who are interested in civic problems. The material will include City Directories, Special Trade Directories, Financial and Municipal Journals, Atlases, Maps, Charters and Ordinances and general works on business and municipal government.

"The Library will begin with a small collection of material; the plan is to make additions according to the demand and the response to the advice of the men who use it."

Since the outbreak of the European war the Athens consulate general has, in order to stimulate the work of American trade extension, kept in a conspicuous position in its reading room a special file containing all letters received from American firms expressing a desire to extend their business relations in the consular district.

This file is brought to the attention of local business men seeking American connections, and copies of translations of letters relating to their particular interests are given them, together with whatever further information the staff of this office may be able to supply, in order to leave nothing undone to attract their attention and interest.

As soon as it becomes evident that such an interest has been aroused this office writes to the American exporter in question, giving him the name and address of the interested person, and is thus often successful in establishing business relations profitable to both parties concerned.—(Commerce reports, December 11, 1915.)

The Indiana State Board of Education has engaged Charles H. Winslow, expert in industrial education and survey work, to make a study of the industries of the state under the direction of the State Board and the Vocational Division of the State Department of Public Instruction.

Mr. Winslow comes from the United States Bureau of Labor Statistics and has for ten years been consulted by manufacturing associations, labor unions and industrial commissions on problems pertaining to both education and industry.

He is employed for one year and has begun work in Evansville, Ind. "The state vocational law makes it the duty of the State Board of Education to conduct such

investigations as in its judgment are needed successfully to organize and carry on the work. . . . It is the purpose of the Board to make a study of the occupations and industries of a few typical communities of the state to determine the kinds of work for which vocational instruction can be given most profitably."

A library on vocational education is being developed and classified in the Vocational Department of the State Department of Public Instruction.

The Annual Report of the Office of Industrial Investigations of the U. S. Forest Service has just been issued, and shows the progress of work in the interests of the wood-using industries.

One new phase of this work is the creation of a wood waste exchange, and the collection of detailed data concerning the supply of wood waste and the demand for it. This information is made available in the form of specific quotations from bona fide buyers and sellers, who co-operate by reporting the exact form, species, sizes and amounts of waste available and desired. Lists of opportunities to buy and sell waste are published every three months, and sent to the members of the exchange. The co-operation is hearty and many sales have resulted.

According to the report, the Forest Service has also co-operated extensively with other departments of the government. For instance, a directory of American sawmills was compiled in co-operation with the Department of Commerce. In co-operation with the Bureau of Crop Estimates, statistics on the lumber production of the United States were collected, and a report published for the year 1913. At the request of the Navy Department, a study was made of the methods of handling and piling lumber at the various navy yards, and a report prepared recommending the best means of preventing deterioration. Much lumber was inspected for the Navy Department at points east of the Mississippi.

In co-operation with the American Wood Preservers' Association, statistics were compiled on the number of poles and ties and other forest products purchased annually by the principal railroads, telephones and telegraph companies. Data was also compiled on the veneer, box and cooperage industries, and a preliminary report on the box industry was published in co-operation with the National Association of Box Manufacturers.

Work on the reports of the wood-using

industries of the various states was continued, and three new reports issued for Pennsylvania, New Jersey and Georgia. Reports from Indiana and West Virginia were completed and placed in the hands of the publishers. Statistics on the wood-using industries of the remaining states have been collected, and a final report on the wood-using industries of the United States is in preparation.

The Eastern District of the Special Libraries Association will hold a meeting on Wednesday afternoon and evening, June 7, 1916. The program is unusually strong and fully up to the standard which the live Eastern District has always maintained.

The program:

Meeting Afternoon and Evening of Wednesday, June 7, 1916.

At Social Service Library, 18 Somerset Street, Boston.

Papers, addresses, 5:00 p. m. Lunch: 6:30 p. m. Discussion: 8:00 p. m.

Mr. L. A. Armistead (Boston Elevated) "Interdependence and Need for Reservoir Library."

Miss Ethel M. Johnson (Women's Educational and Industrial Union) "Following up Legislation."

Miss Florence A. Johnson (The Town Room) "The Possibilities of the Town Room."

Mr. G. W. Lee (Stone & Webster) "Standardization by a Library Unit System."

Mr. R. L. Power (College Business Administration, Boston University) "Problems of a Library in Process of Formation."

Mr. Waldo A. Rich (Dennison Manufacturing Company) "Centralization of Trade Catalogues."

Mr. A. D. Smith (Information Clearing House) "Where to Look as Stock-in-Trade."

Miss Margaret Watkins (Social Service Library) "The Possibilities of the Social Service Library."

Adjournment for lunch (Smith's Restaurant, Ashburton Place). Discussion (opened by Mr. T. J. Homer, from standpoint of Union List of Periodical and Society Publications), with a view to adopting resolutions for the development and closer inter-working of special libraries.

## Bibliographies

- Accidents—Prevention.** U. S. Bureau of Labor Statistics has issued a list of Books and Periodicals on Accident and Disease Prevention in Industry, in the library. 23p.
- Agricultural extension.** A list of congressional bills relating to agricultural extension introduced in Congress Dec. 15, 1909 to Dec. 12, 1913, appears in the Proceedings of the Association of American Agricultural Colleges and Experiment Stations for 1915. References and history of each bill are given. p. 35-44.
- City planning.** In John Volen's City Planning a bibliography concludes the volume. p. 427-36, 1916.
- Drama League of America.** List of Plays for High School and College Production prepared by the Committee on Plays for Secondary Schools and Colleges of the Drama League of America. 41p. 1916. 25 cents. 736 Marquette Bldg., Chicago.
- Farm management.** The Office of Farm Management of the U. S. Dept. of Agriculture has issued a list of bulletins of different departments relating to farm management. 6p. 1916.
- Farming.** Getting the most out of farming; a selected list of publications, of value to the farmer and farmer's wife, available for free distribution by the government and state experiment stations, has been compiled by DeWitt Wallace and published by the press of Webb Pub. Co., St. Paul, Minn., 1916. 128 p. illus.
- Free textbooks.** In U. S. Bureau of Education Bulletin no. 36, entitled Free Textbooks and State Uniformity is a bibliography on the subject. p. 66-7. 1915.
- Labor.** In Principles of Labor Legislation by J. R. Commons and J. B. Andrews is a Select Critical Bibliography. p. 465-88. 1916.
- Milk—Pasteurization.** U. S. Dept. of Agriculture has issued Bulletin no. 342 on The Present Status of the Pasteurization of Milk. It contains a bibliography. p. 16. 1916.
- Monroe doctrine.** The University of Washington, Extension Division, has issued a bibliography by Lydia M. McCutcheon on the subject Resolved: That the Monroe doctrine should be discontinued. 15p. 1915.
- Parents.** The Seattle Public Library publishes a Weekly Poster. No. 6 contains Some Books for Parents. It is divided under Care and Feeding of Children, Training of Children, Children's Literature and Story Telling. 4p. 1916.
- Preparedness.** A short bibliography on Preparedness is in "Prepared for What?" by Charles H. Levermore, issued by World Peace Foundation, 40 Mt. Vernon St., Boston, and distributed free on request.
- Public Schools.** Bul. no. 8 published by the U. S. Bureau of education is entitled Re-organization of the Public School System. It contains a bibliography. p. 177-82. 1916.
- Public utilities—Valuation.** At the request of the Committee on Valuation of the American Electric Railway Association, the library of the American Society of Civil Engineers has brought up to date the Bibliography on Valuation of Public Utilities originally published August, 1913. The original bibliography with the addition containing altogether 2,183 references will be published within a few weeks by the American Electric Railway Association.
- Shakespeare.** Drama league of America has issued a Shakespeare Tercentenary, Suggestions for School and College Celebrations of the Tercentenary of Shakespeare's Death in 1916. Part 5 is Bibliographic Aids in the Study and Staging of Shakespeare's Plays, compiled by H. H. B. Meyer of the Library of Congress. 60 p. 1916.
- Teachers' cottages.** National Lumber Manufacturers' Association has published a Bulletin on Teachers' Cottages, by R. S. Kellogg, in co-operation with the U. S. Bureau of Education. It contains a bibliography. p. 58. 1916.
- Trusts.** In Both Sides, Briefs for Debate, published by the Independent, references are given on the subject Resolved: That the true solution of the trust problem lies in the direction of the regulation of combination rather than the breaking up of combination and the restoring of competition. p. 11. 1913.\*
- Tuberculosis.** A bibliography of Books on Tuberculosis appears in the February, 1916, issue of the Grand Rapids Public Library Bulletin. p. 25-7.
- Virginia—History.** A Bibliography of Virginia, Pt. 1, has been issued in a Bulletin of the Virginia State Library. It contains titles of books in the Virginia State Library which relate to Virginia and Virginians, the titles of those books written by Virginians and of those printed in Virginia. 767 p. 1916.
- Vocational guidance.** A Vocational Guidance Bibliography has been compiled by the California State Board of Education for school and public libraries and arranged especially for youths, teachers, and specialists. Annotated. 24 p. 1916.
- War.** In Both Sides, Briefs for Debate, published by the Independent, references are given on the subject Resolved: That Germany is the aggressor in the great war. p. 7. 1914.\*
- Woman suffrage.** Woman suffrage: a Study Outline by J. L. Wilson contains a general bibliography. H. W. Wilson. 1916.

\*Both sides, briefs for debate on important questions of the day prepared for the use of schools, debating societies and lyceums by The Independent. Reprinted from the weekly issues. Price, 25 cents. 1916.

## Book Reviews

**Industrial Arbitration**, by Carl H. Mote. The Bobbs Merrill Co., Indianapolis. 1916. \$1.25.

This book gives a world wide survey of the attempts made to attain industrial peace. There are chapters on German, English, French, Australian, New Zealand, Canadian and our own experiences. Statistics of actual work are shown. The causes of failure are traced to their source.

The general conclusion of the book is that efforts at conciliation and arbitration have failed in this country because they did not have the foundation of social and industrial justice. The mere machinery for industrial peace will not help when men are not given fair wages and decent conditions under which to work.

The book is indispensable to anyone who wants to know where we now stand in the struggle for industrial peace. It is the most comprehensive view anywhere in print and the main conclusions are unassailable.

J. A. L.

**Advertising, Its Principles and Practice**, by Harry Tipper, Geo. B. Hotchkiss, Harry L. Hollingsworth and Frank A. Parsons. Ronald Press, New York City. 1915. \$4.00 postpaid.

Quite comprehensively has the field of advertising been covered by the four authors of "Advertising, Its Principles and Practice." Starting with an historical review of the relation of advertising to business of more than two centuries ago, the work covers the present-day economic, psychological and physical factors in advertising, and a considerable portion of the volume is devoted to the actual practice of the principles of good advertising. Planning a campaign, preparing the "copy," and careful comparative studies of the different kinds and classes of publications are all to be found comprehensively stated by the text and intelligently illustrated by many cuts.

The qualifications of the authors guarantee a thoroughness of preparation and their own success in their professions insures the correctness of the experience which they have incorporated into their work.

The book is divided into six parts, "Economic Factors in Advertising," "Psychological Factors in Advertising," "Advertising Copy," "Advertising Display," "Physical Factors in Advertising," and "Planning the Campaign." All of the divisions are treated at length and skillfully.

Either as a text-book in schools, or in the library of advertising men, "Advertising, Its Principles and Practice," would be invaluable. It is comprehensive, exact and

thorough. It is one of the outstanding books on advertising. M. H.

**A Brief Bibliography of Books in English, Spanish and Portuguese, Relating to the Republics Commonly Called Latin America, with Comments**, by Peter H. Goldsmith. The Macmillan Company, New York. 1915. \$50.

Peter H. Goldsmith, Director of the Pan-American Division of the American Association for International Conciliation, has compiled an attractive volume which he calls "A Brief Bibliography of Books in English, Spanish and Portuguese, Relating to the Republics Commonly Called Latin America With Comments." Perhaps no better description or review of this small volume can be given than that given in the author's preface: "Several lists of books relating to the southern countries of the Western Hemisphere have been published; but as they contain the titles of works of unequal value, and at the same time are entirely wanting in critical comment, they have failed to supply the urgent demand that exists for guidance in buying and reading. To meet this want the present little book, which disclaims all pretense to completeness in the bibliographical sense, was hastily compiled."

The only exception to the author's description to his book is the statement that it "was hastily compiled." This statement may be entirely true, but the work itself gives evidence of its being compiled with a degree of care to which haste is not conducive. At any rate the book is valuable to any library and to any person who buys or reads books pertaining to Latin America. Mr. Goldsmith's critical comments are keenly made, and they contribute, no less than does the list of books which he has compiled, to the justness and fairness of the claim of the publishers that "the volume is a well informed and sympathetic guide to the best literature on South America."

M. H.

**The Theory of Advertising**, by Walter Dill Scott. Small, Maynard and Co., Boston. 1914.

From the standpoint of the theory of advertising, Professor Scott, has made an interesting and valuable "exposition of the principles of psychology in their relation to successful advertising."

This volume of Professor Scott's has gained a well-deserved prominence among advertising men everywhere. It is composed mostly of papers which were published serially in Mahin's Magazine. Small,

Maynard & Company have made an attractive volume of these papers of Professor Scott which have been revised by the author. Many illustrations accompany the text.

"The Theory of Advertising," is fundamental in its scope. It is entertainingly written, and its message is valuable to all who concern themselves with advertising. Psychology as an element in successful advertising is well defined in this book of Professor Scott's.

M. H.

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**How to Deal With Human Nature in Business, by Sherwin Cody. Funk and Wagnalls Co., New York. 1915. \$2.00.**

Mr. Sherwin Cody has again demonstrated his ability to write a practical business book in his "How to Deal With Human Nature in Business." In this work Mr. Cody has dealt with various questions confronting business men which often prove vexatious to say the least.

The scope of the volume covers, from the human nature standpoint, the correspondence activities of a business firm as well as the subjects of merchandising, advertising and personal salesmanship. These subjects are all handled thoroughly and with an appreciation of the needs of business men in actual practice rather than in the abstract, while throughout the entire work is shown a keen understanding of the "human nature" element in business. Many helpful suggestions are clearly set forth in the text, suggestions which are bound to prove of value.

Mr. Cody has arranged his book in excellent form for use by the student, the assignments following the various chapters being of a particularly helpful nature.

Mr. Cody has the knack of making his text interesting by unexpected "human interest" (a much abused term) turns which carry the reader on, eagerly.

"How to Deal With Human Nature in Business" is a splendid book for any man's library.

M. H.

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**The Business of Advertising, by Earnest Elmo Calkins. D. Appleton and Co., Chicago. 1915. \$2.00.**

"The Business of Advertising," by Earnest Elmo Calkins, is essentially a text-book, and a good one. The author intended his book "for all who wish to know what advertising is and how it is done." His intentions have been accomplished.

The volume is divided conveniently into chapters dealing with the fundamental principles of the advertising business. These chapters are again divided into discussions of the chapter's subject. The text is clearly

and interestingly written, and many illustrations are to be found which give the reader "eye-evidence."

The author displays intricate knowledge of the advertising business in all its phases and many are the entertaining "inside" tales of the wonderful growth of several firms. Not only entertaining are these tales, but they are highly instructive as well, with the added value of learning from them, perhaps, how these same methods may be employed in other lines of business.

Mr. Calkins has incorporated into his volume four appendices which deal with the subjects of Censorship of Copy, Total Number of Publications, Advertising Organizations and A Business Library, all of which subjects are handled thoroughly and which should be of great value to the student. The last named appendix is a complete bibliography of advertising books, which the author advances as being a desirable addition to any advertising library.

There is no doubt but that Mr. Calkins' work is one of the leading books in its field.

M. H.

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**Indexing and Filing, by E. R. Hudders. Ronald Press, New York City. \$3.00 post-paid.**

Of more than ordinary interest to special librarians and their assistants is the new book, "Indexing and Filing," by E. R. Hudders. The book is right down to date, and presents such a comprehensive as well as accurately detailed review of the methods of indexing and filing that all those who have indexing and filing among their duties will surely be better enabled to perform such duties with Mr. Hudders' book within easy reach.

Not only does "Indexing and Filing" have an appeal to beginners, but experienced librarians and filing clerks will be bound to gain many helpful methods from its pages. It is such a book that, while one is reading it, makes one often exclaim, "Ah! I never knew before just how that was done."

But not only to librarians is Mr. Hudders' book of value. Business firms, be they large or small, can get many ideas concerning systematic filing of correspondence, orders, bills, invoices, cost records, etc., from Mr. Hudders' work which no doubt will save much time, worry and money.

Accountants, architects, lawyers, commercial firms, real estate brokers, special libraries, public libraries, in short, every kind of business and every business man can find valuable points in "Indexing and Filing."

Modern business is rapidly awakening to the value of systematic indexing and filing in every department and sub-department. Mr. Hudders' book comes at an opportune time.

M. H.

**2,000 Points for Financial Advertising, 2d Ed. By T. D. MacGregor. Bankers Publishing Co., New York. 1915. \$1.75.**

In "2,000 Points for Financial Advertising," T. D. MacGregor has made a collection of ideas and phrases which can be used advantageously by financial institutions in the preparation of advertising matter, whether for newspapers, magazines, booklets, circulars or form letters.

T. D. MacGregor is also the author of "Pushing Your Business" and this latter book of his is rightly designed as a companion book to his former work.

The scope of "2,000 Points for Financial Advertising" thoroughly covers all forms of financial advertising. The book is divided conveniently into five chapters dealing respectively with Savings Bank, Commercial Bank, Trust Company, Safe Deposit and Investment advertising.

Many are the helpful suggestions which financial advertisers can find in Mr. MacGregor's book. M. H.

**The Psychology of Advertising, by Walter Dill Scott. Small, Maynard and Co., Boston. 1916.**

In informal, personal style Professor Scott, Director of the Psychological Laboratory of Northwestern University, has presented many principles of psychology in their relation to the methods of successful advertising. Professor Scott in his work has gone further than a mere recital of psychological principles and has shown how these principles can and should be applied by the advertiser.

Memory, Feeling and Emotions, Human Instincts, Will, Habit, are all skillfully treated by Professor Scott and their relation to successful advertising clearly and entertainingly shown.

This brief review cannot enter into a discussion of the psychological principles set forth by the author. The underlying principles of psychology are well known and universally accepted to be the basis of all

advertising. Therefore it is from the sole viewpoint of practical business value that Professor Scott's work is given unqualified endorsement as a book of incalculable worth to all the many men who write advertising for a living.

And another feature of Professor Scott's volume is the excellent and comprehensive bibliography of books upon the subject of advertising. In this list the author has made an attempt to select only the best books. There is no doubt but that he has succeeded well.

The fact that this work of Professor Scott's has reached its seventh edition is proof of its merit. It is one of the notable works on advertising. M. H.

**Peg Along, by George Lincoln Walton, M. D., Philadelphia. J. B. Lippincott Co., Philadelphia. 1915. \$1.00.**

Dr. Walton has given in "Peg Along" a most happy companion volume to "Why Worry," which swept the country so successfully a year ago. The lesson it teaches is one of restoring proper mental balance to all those under nervous strain who have allowed their petty annoying habits to get the better of them in the hurrying rush forward of this active age. It will prove restful and altogether charming to the business man, for the author's happy style of illustrating his thought with fitting anecdotes makes this little volume delightful reading at the same time that its lessons are borne home to the reader. His treatment of "Managing the Mind," "Overinsistence," "Fear," "Playing the Martyr," "Living in the Present," and similar subjects will not be soon forgotten by his readers. The average business librarian can well choose this book for his shelves as a volume to be used in introducing the executives of his concern to their own special library. It will make friends for the librarian wherever it is suggested to readers, and prove a useful tool in building up the clientel of any library. G. E. M.

