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SPECIAL LIBRARIES

Vol. 21

January, 1930

No. 1

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ANNUAL REVIEW NUMBER

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Contents

ARTICLES

Legislative Reference Service. By Louis J. Bailey..	7
Library, a Profitable Department of the Organization. By Ruth Canavan	15
Wisconsin Legislative Reference Library. By Mrs. Mary Moran Kirsch.....	9

NOTES

Civil Service Examinations	23	President's Visits.....	15
Engineering Literature Conference.....	26	Seattle Bank Library..	17
Fellowships	17	World's Largest Relief Map.....	17

DEPARTMENTS

Associations and Groups	20	Executive Board	23
Editorials	18	Personal Notes.....	24
Events and Publications	22	Research Activities.....	21

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Special Libraries

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JANUARY, 1930

No. 1

Legislative Reference Service*

By Louis J. Bailey, State Librarian, Indiana State Library, Indianapolis, Ind.

IN the forty years of its existence, the National Association of State Libraries has seen the growth and development of many ideas in library service. Perhaps one of the most striking and most beneficial of all has been the service relating to legislation. In the first decade of the new century, progressive political ideals were dominant. It was early observed that one means of securing legislation better adjusted to social needs should ensue from the study of conditions and results obtained in other states and other countries. Only seldom could the individual law maker profit by personal investigation and study. It was hoped that legislation, based on intelligent consideration of the trials and errors made by others, would result in a better solution of many social problems. State libraries had been organized throughout the past century with the avowed purpose of giving service to state officials and proved to be a ready resource to embody the new experiments. The increase of special provisions for legislative reference work that followed was almost phenomenal. In about a dozen years three-fourths of the states had made some kind of definite provision for special service to members of legislatures and to those actively interested in enacting or changing statutory laws. It was immediately realized that fundamental as proper information was upon which to base new laws, it was necessary that the laws should prove successful from a legal standpoint. This led to provisions for more expert drafting of bills, and bill drafting became an important co-ordinate function of this service.

For the last ten years there has been no change numerically in the states making provision for legislative reference work. There have been changes

in appropriations and in departmental relations, but it is important to notice that no state has abolished the legislative bureaus after the work has been established on a fairly sound basis.

The activities that form the legislative reference service have become fairly well standardized. Here and there added duties are carried out as in other places not all varieties of work can be undertaken for lack of funds or authority. The most general type of service relates to research work in relation to laws proposed for introduction. The necessary data upon which to base legislation may require wide ranging enquiry as to laws adopted in other states, the manner of their administration, success in operation and evidences of general public opinion. To secure, have on hand and immediately available and supply this type of special material supplementing the general library collections is the primary field of the legislative reference service. The preparation or acquirement of indexes, digests, records and briefs is necessary; the material required may be books, pamphlets, clippings, letters, or manuscripts, but must be arranged for easy and quick consultation. This type of special service was a forerunner, and it led the way to a library development in many diversified fields which has resulted in the strong Special Libraries Association of today.

The foregoing constitutes a reference service, pure and simple. To achieve the best results most organizations carry on varied activities connected with the legislative procedure, chief of which is the work of bill-drafting. The proper drafting of bills that are expected to become laws involves a knowledge of constitutional provisions and statutory forms and the exact use of phrases and words to correctly express the intent

*Address before Washington Conference, National Association of State Libraries, May 14, 1929.

aimed at. It involves also a knowledge of economic and social conditions and those political considerations that must be met if a bill is to afford a means to achieve the ends desired by the legislative body. The proper drafting of a bill is one of the most important steps in the enactment of laws. Added to this as a help in procedure is the keeping of a record or catalog of all bills introduced and a status record as they advance. One bureau prepares a periodical bulletin giving a brief of every bill introduced and a status record of each bill at the time of printing. The advice of the bureau chief is often sought by inexperienced legislators as to rules and customs of procedure. The work between legislative sessions is much reduced, but the chief and the first assistants are generally retained and occupied with preparations for coming sessions. In one state the bureau prepares a gloss or commentary on laws passed by a session showing their relation to and effect on previous statutes. In some states the codification of statute laws is handled by the legislative bureaus and the preparation and publication of House and Senate journals and the indexing of the acts may be included. In Indiana the collection of statistics and reports for the annual year book are also part of the interim duties of the legislative bureau. In four states recently the bureaus were called upon to prepare data for the use of members of constitutional conventions. The duties are certainly varied as well as important.

The organization of legislative work of this character must be on an entirely impartial and non-partisan basis or those who use it and appropriate money for its support will abandon it. That there has been so little complaint on this score is a tribute to the wisdom and scholarly standards of those engaged in it. Appointment of directors is sometimes made by governors, in some cases by election in the legislature, but more generally by a board of trustees. Boards appoint in 27 states, the governor in three states, the supreme court in three states, the Legislature in two states and the secretary of state in one state. The organization in 20 states is within the State library, in

three states it is under the State law library, in six states it is organized under a library commission or an historical commission, and in eight states the work is carried on as a separate bureau*. In California the bill drafting function is separate from the reference work which is done by the State library. It has been suggested that we determine the best form or organization, but I feel that so much depends upon local conditions that it is presumptuous to advocate one form above others. What works best *is* best. Changing conditions may warrant new combinations, but it will be the spirit that animates the service rather than any mould of organization that will carry on to the better achievements of the future.

There are twelve states that do not maintain a definite legislative reference service. They are Delaware, Florida, Louisiana, Mississippi, Nevada, New Mexico, Oklahoma, South Carolina, Tennessee, Utah, West Virginia, and Wyoming. At the request of the Governor an attempt was made for a time in West Virginia to undertake this service under the Department of Archives and History, but for lack of appropriation was feebly prosecuted and shortly discontinued. Good examples of successful, useful service will do more, probably, than anything else to encourage the ultimate adoption of legislative reference work in states now without it.

There are in the future some hopeful possibilities and at the same time certain hindrances to that free helpful influence on legislation originally hoped for by early advocates. The very disinterestedness and impartial attitude required to secure the trust and support of the law maker has prevented the exertion of much influence in the direction of reform. The elective law maker is very jealous in maintaining his pre-

*Alabama, California, Connecticut, Georgia, Iowa, Kansas, Kentucky, Maine, Massachusetts, Minnesota, New Hampshire, New Jersey, New York, Ohio, Oregon, Rhode Island, South Dakota, Texas, Vermont, Washington, place legislative reference work in State library. Arizona, Idaho, Montana, in State law library. Arkansas, Missouri, North Carolina, North Dakota, West Virginia, Wisconsin, in historical commission or library commission and Colorado, Illinois, Indiana, Maryland, Michigan, Nebraska, Pennsylvania, Virginia, maintain separate bureaus.

rogatives. Consequently the function of the bureau is narrowed in its tendency and personal convictions cannot be allowed to affect in any way its duty to its users. For that reason, perhaps, it is easier to work out certain co-operation between agencies. The Public Affairs Information Service was an early instance of co-operative effort and most recent the development of the biennial index to state legislation through the Legislative Service of the Library of Congress. This last as a national service should in the future prove to be an important central agency for unifying forms and clauses in bills and as a supplementary resource on many questions of proposed legislation. There remain possibilities in the assistance that may be given to special commissions of investigation along lines of

proposed legislation both in the matter of advisory service and research assistance as well as in the accurate preparation of bills. An enlargement of editorial duties in connection with the legislative records, documents and laws is in most cases a desirable function and no doubt other means of assistance and co-operation will be found possible to meet special conditions in various states.

As a National Association of State Libraries it is not only a duty, but our privilege, to work together for the development and enhancement of the benefits to be derived from such legislative work. Whether as a direct responsibility or in the opportunity for full and effective co-operation the greatest good to the largest number will justify our most complete and whole-souled devotion to this service.

The Wisconsin Legislative Reference Library

By Mrs. Mary Moran Kirsch, Librarian, Legislative Reference Library

WHAT is there about the Wisconsin Legislative Reference Library which makes it an institution to be chosen deliberately as a working place from among the many establishments which offer an opportunity to know what people are doing and what is going on in the world? The explanation for this is to be found in the fact that the work of the library reflects particularly well the manifold problems with which modern America is confronted in the realms of sociology, economics, politics, and jurisprudence.

It is a truism that in the last ten years American life has undergone the most rapid and fundamental changes in all its history, a history which was marked at no time by slowness and conservatism. We are living in a period of transition in almost every domain of human activity. Our life has, moreover, reached such a state of entanglement that anyone who is confronted with the problems incident to the regulation of relations between human beings and governments is well nigh bewildered by the intricacies which have to be taken into consideration when an attempt is made to solve them.

This very complexity, coupled with the fact that changes in every direction are taking place with an unprecedented rapidity makes it imperative that full and recent information be available to those who are vitally interested in harmonizing the work of our social institutions with the changing spirit of the times. The most serious matters have rushed in upon us and have caught us in a state of complete unpreparedness. In addition to this, our idea of the rôle of the state and the individual is changing fundamentally, in that the concept of individualism of the nineteenth century, based on the philosophy of natural rights, is giving way to the concept of public welfare in legislation.

As is usual in periods of transition, there is a great deal of exuberance on the part of socially minded individuals, which shows itself in a great number and variety of proposals for social reform. While many of these schemes are of little or no merit, still they are valuable as indicating the trend of thought.

In harmony with this change, research of all types has grown enormously during the past few years and has yielded an immense amount of information.

But much of this information is so scattered that no individual can hope to keep in touch with all its sources. Whatever the measure of one's personal abilities and interests, the time usually comes when they will not suffice and when it is well to look to an outside agency. A legislative reference library is one of these agencies. It is a storehouse for facts and a clearing house for information. All phases of social, economic and civic activities are represented in its collection. To the legislator and man of public affairs it is a place in which he can, at his own convenience, and in his own way, study easily, intelligently, and fully the trend of legislation, both at home and abroad, and learn something of the reasons for and against any program of social improvement. Or, again, every department of the state must keep abreast of the times. It must know what similar departments are doing in other states. It must know of policies which have been followed successfully elsewhere, and which have resulted in better service or in the saving of expense. Each department must know whether the methods it proposes have failed when tried elsewhere, and it finds in the legislative reference library the means for ascertaining the needed facts. Finally, private citizens often want assistance. They are studying the old laws and thinking of new ones; many of them feel the need for examining railroad rates and transportation in general, for looking up possible improvements in the financing of schools, making inquiries into the causes of high taxes and tax delinquencies, analyzing the various projects advanced for farm relief, and learning how they can best use their influence for the improvement of roads, water supply, forests, health, old age pensions, protection against accidents and unemployment, and a score of other things. In all this, they need, first of all, to know the actual conditions and circumstances; next, they need to know about the best things that have been done in other states and countries in the same field as that which they are studying; they need statistics, when printed matter is not available, they should be able to reach experts quickly, by telephone, telegraph, or mail. All this information the legislative reference

library has gathered or is able to gather on short notice.

THE LEGISLATIVE REFERENCE LIBRARIAN AND HER WORK

What is the training and temperament prerequisite to legislative reference work? A legislative reference librarian frequently finds herself hunting up the abstruse, the complex, the obscure, or the extremely erudite. In her efforts to satisfy those who come to her for help, she travels far and wide in the realm of learning, in search of information bearing upon state, municipal, political, and sociological problems. Often, she must deal with subjects in which she has no special knowledge, and in such cases she must use discrimination, initiative, shrewdness of judgment, quick perception, a power of generalization, and a readiness to determine what really is valuable for the knowledge which she lacks. In other words, her work does not consist in simply giving out available information, but also in correlating it and presenting it in such a way as to meet certain questions which are in the mind of the person seeking the information. In many instances this involves the actual formulation of the problem which this person is trying to solve.

A large proportion of the library staff must consist not only of alert, wide-awake people with ability to develop or undertake new enterprises, and possessed of a broad educational foundation, but also—and this is of the greatest importance—they must be well grounded in the technique of library science. Only in this way will the wheels move noiselessly in spite of the multiplicity of detail, and the necessity for speed and accuracy in routine operations, which are indispensable in caring for large amounts and varying kinds of information. Time is too precious to be wasted on experiment or guess work, while red tape becomes insignificant in proportion to the training and skill of the people who use it.

Experience is a great teacher in a special library. It is not what a librarian knows, but what she knows where to find, and how to present that is the true test of efficiency. The habits of order and exactness which are of para-

mount importance in classification and cataloging should permeate every activity.

The trend of events must be carefully watched, and a sense of what might be called library forecasting must be developed. It is not sufficient to wait for a definite demand. The need must be anticipated, and the material must be ready when called for. If it is not, the opportune moment for usefulness is gone before the material is secured. Condensations, digests, and briefs prepared during the interval between legislative sessions prove to be of the greatest value during the very busy season of the session itself. Sometimes, several hours' time may be required between sessions to put into shape studies, the use of which insures a saving of not more than ten minutes during the legislative session, but this saving is decidedly worth while. Each assistant should gladly take a share in all the associated activities of the library, for by so doing she feels the purpose which actuates it, familiarizes herself with methods and subject matter, and becomes saturated with the emotional spirit which makes it possible to sense in advance the demand that is sure to come because of popular thought and desire.

LEGISLATIVE REFERENCE SERVICE

Concretely, reference and research work consists of answering inquiries which come in over the telephone and which can be cared for usually in a short time; replying to letters which have been sent to the department; and assisting people who actually come to the library by means of such reference aids as encyclopaedias, dictionaries, atlases, legislative documents, and the entire collection of material on the library shelves. In case of necessity, the information that is contained in the library is supplemented by the resources of other libraries.

The library deals with men and women who are seeking an answer to some special need. They have a definite reason for seeking the information, and a definite point of view, and they expect the library to answer their questions in a business-like manner. Too much significance cannot be placed upon efficiency of service as shown by rapidity

and brevity, and any time saved through devices which quicken delivery of material, or shorten the time devoted by the patron himself, is well worth while. Between legislative sessions many hours of the most earnest and serious effort must be spent in investigation, study, and research, in order to relieve as much as possible the volume of heavy research work that is the concomitant of a legislative session.

Books are expected to focus light on any subject. However, there are times when books help but little. In order to be well instructed, it is necessary to have access to many fountains of knowledge, for with the frequent and important changes that are constantly being made in world affairs, books soon get out of date. It is because subject matter, which has been worked over and carefully compiled for publication in book form, is often very old by the time the book is printed that there are few texts in the Wisconsin legislative reference library. Instead, there are chapters of books, pamphlets, figures, maps, type-written reports, and catalogs, all classified and arranged, not for display but for constant and effectual use, and all boiled down and right up to the minute. Then, there are items clipped from magazines and placed in manila paper covers, with author, title, date and source indicated. In addition to all of this, there is a considerable amount of correspondence, such as the letters received in answer to inquiries sent out for the purpose of gathering facts or the opinions of specialists.

Day after day, year after year, newspapers and magazines are read and marked for material essential to the collection of the department. Catalogs and lists, such as the Monthly catalog of U. S. public documents, Monthly check list of state publications, and Public Affairs information service are checked regularly. Proceedings, reports, studies of conventions and organizations, trade papers, house organs, publishers' catalogs—in fact, everything printed that comes into the library—are watched for entries that may be useful. The books and reports going on to the shelves are examined from time to time so that the gaps are filled in, and that all the latest reports issued by federal and state

departments are secured for the library. Likewise, a selected number of foreign government publications are procured and prepared for consultation.

Besides all of the material enumerated in a preceding paragraph, there are a number of invaluable and special collections of cards and records which should receive brief notice. These are: documents printed by the state of Wisconsin, arranged alphabetically according to issuing department; a bill index, which is a subject index of all bills introduced into the Wisconsin legislature since 1889; a file of legislative bills, joint resolutions, Wisconsin session laws, and Wisconsin statutes; a private and local laws index, an index of special laws which create state courts, grant riparian rights to individuals, permit the incorporation of private colleges; an assembly and senate journal index, which brings out such information as the pages for the governor's message, memorial resolutions, and reports of special committees.

THE TECHNICAL WORK

Technical and mechanical problems are somewhat the same in this library as they are in other libraries, as a consequence of which many of the methods and practices which are laid down in library science can be adopted. At the same time, it must be remembered that this library requires an adaptation of library processes to a combination of office, research laboratory and library, which calls for the decided modification of certain standard library rules.

The library dispenses with many of the records which are favored in general libraries, among which are circulation statistics, the serial list, accession book, gift book, and withdrawal book. No records of any kind that the library can forego have been adopted because so much of the material possesses only a short-lived value that the cost of maintenance of such records outweighs the gain in actual results. Records of the material placed on the shelves, and the material withdrawn, as well as the charging system, are exceedingly simple. Unfortunately, the loss of material is rather large, which calls for an inventory. However, so much of it is easily replaced,

and so much of it is free, that a biennial inventory seems to prove satisfactory.

The classification system, based upon the Dewey decimal system, is divided into main subjects, such as labor, courts, charities, education, transportation, and agriculture. Each of these subjects is in turn subdivided. Classification requires judgment and experience. Rapidity and exactness must accompany legislative reference work, neither of which can be expected unless serious and painstaking effort is put into the classification of the material. When classifying, care must be taken to see that the material is not misleading in title, subject headings, or note. Where there is any lack of clarity, the title must be enlarged or changed, or a note must be added showing what the substance of the article is, whether the author is a reliable person, and whether the content is favorable or antagonistic to the matter under consideration. Shortness of title and, above all, definiteness, are kept in mind, though many times it is rather difficult to state titles and notes clearly and accurately when one is limited in space. Court cases are examples of arduous classification and cataloging.

In most cases, the material is put on the shelves, not for people with technical knowledge, but rather for the average citizen and the student, which compels the librarian to use simple, ordinary terms as subject headings. Whenever it is necessary to use a technical subject heading, the popular term carries a cross reference to the technical term. Since the patrons of a legislative reference library, for the most part, are investigating specific problems, looking at them from a single point of view, and not always considering a subject in its broadest sense, or in its relationship to general theories, the question of subject headings, outside of classification, becomes the most important single factor to be considered. In practically every case the simple, ordinary term, rather than the scientific form of heading, is desirable, for it is under this type of heading that a reader is most apt to look. In his haste and absorption, he fails to realize that there is any possible viewpoint other than his own. Having but one thought in his mind, he naturally

expects to find his material under this subject, and this requires the librarian to be exceedingly generous in the matter of cross references. Every heading which suggests itself is worthy of consideration, for such an investment of time will more than pay for itself in the satisfaction it brings to those who use the catalog. The necessity for painstaking effort and careful thought in this connection is verified by experience. Special and local names inevitably require attention. When they are not used as subject headings, cross references are desirable. For instance, the Wisconsin College of Agriculture bulletin contrasting tax burdens in city and country, and popularly known as the Hibbard-Allin study, should in some way be identified as such in the catalog. The McNary-Haugen bill may be called for by various names, and it will be difficult to find it if the proper cross references have not been made. Before finally deciding upon cross references, it has seemed wise to call upon each one of the staff members for a statement of the heading under which she would look for material of a certain type. In this way, suggestions have been obtained which are helpful and which put into the catalog the ideas of many persons.

New classification numbers and adequate subject headings must be provided for the newest material. For example, the data that have been gathered on the Wisconsin Children's code are of the greatest value when they are all put together in a compact form on the shelves and classified under a generous number of subject headings. The regulation of the sale of baking powder reaches a place where it needs to be taken out of "Food." It is not possible to put programs, posters, circulars, and other printed material, setting forth the advantages of a state as a recreation spot or as a place in which to locate a home or establish a factory, on the shelves unless classification numbers and subject headings are first provided. Supervision over the sale of livestock remedies must also have a place provided before the material can be filed away. Furthermore, the material which is on the shelves is constantly changing in its relation to other material on the shelves. An example of this is water

power and government ownership. Until recently, there were no references of any kind from one of these subjects to the other, but since the Canadian hydro-electric system has become such an important factor in the world of electric power it has seemed necessary to connect these two subject headings with cross references.

The catalog is a record of sources and of material, and not merely a record of the material to be found upon the shelves of this institution. It is kept as simple as possible, and is subordinated in its various aspects to the demand that is made upon it as a tool for reference and research work. In regard to books and pamphlets, the catalog is a law unto itself, for each and every piece has its own particular problems and limitations, even where an effort is made to have little variation from regular cataloging methods. Clippings are mounted upon manila sheets, eight by ten, perforated at the back edge so that they may be tied together, arranged chronologically under classification number, marked with a book number Z and treated as a single pamphlet. They have no author card, being entered merely under the necessary subject headings with the author line left blank. The pamphlets and the clippings are filed away in wooden pamphlet boxes.

No attempt to show the exact detail by means of cataloging is made, for what a patron wants to know is whether, let us say, the tax laws of a particular state, with the date of their compilation, are available. The number of pages or the particular form of the title is of little consequence to him. The manner in which tax laws are cataloged is a good example of a freedom in condensation and changing of titles which is somewhat unorthodox in its nature, but which leads to a great saving of time and patience. Only such imprint as is absolutely necessary is used, no mention being made of illustrations, maps, portraits, and plates. In cases of excerpts from periodicals the name of the magazine, with the date of the particular issue, is deemed sufficient. The author phase of the catalog is of much less interest than the all important subject phase, which means that joint author cards, series and title cards are the

exception rather than the rule. Occasionally cards are filed in the catalog locating a book or pamphlet in some other library, or simply noting that there is such a book. Salmon colored cards are also to be found in the catalog and are used in place of the white subject card to indicate that the material described on the card contains comparative information.

Whenever possible, continuation cards are made, instead of entering new compilations or new editions on separate cards, and in the case of these continuations a brief title is chosen and no attention is paid to such variations as may be given in different editions.

Remembering that upon certain subjects there are practically no book treatises, one naturally expects to find a fair amount of information in the form of analyticals. The amount to be analyzed, and the choice of form, is determined by the nature of the material at hand. The library needs carefully selected analyticals, but the bulk of the catalog must not be increased without good reason. A catalog that is too full of cards, or shelves that have too much old material on them, soon becomes too cumbersome. The percentage of analyticals is considerably higher than in the ordinary library because so often a few pages are worthy of special notice on account of their comparative nature, the particular view of the author, or sometimes because of the scarcity of material.

The so-called comparative feature of the library is one which merits special consideration. In fact, its value can scarcely be overestimated. Every book, pamphlet, or clipping taking its place on a shelf must be read carefully, not only for its general content, but for any statement which shows conditions, laws, or tendencies in two or more communities, states, or countries. It may be nothing more than a tabulated statement, a chapter, a paragraph, or even a mere foot-note, but at some future time it may serve as a starting point for an investigation, or it may give instantaneous help in the question, "what states or countries have laws similar to this?"

Since the importance and value of the library depends, not upon the quantity,

but upon the quality and efficiency of the collection, the disposition of material comes prominently into the foreground. The working library should not be cumbersome. Unnecessary and useless accumulation should be prevented by continual withdrawals. As an example, after a state policy relating to a given subject is laid down, the library, within a reasonable time, disposes of the larger part of the collection relating to that subject, with certain exceptions, such as the files of newspaper clippings, and passes it on to the Historical library or to some other institution. Its special usefulness from the standpoint of the legislative reference library is over. Its future value is chiefly historical.

THE LIBRARY AS A TRAINING SCHOOL

It is evident that the legislative reference library is an ideal research laboratory for students and lawmakers. As such, it is used extensively by legislators, students, and investigators, not only from Wisconsin, but from other states and other countries as well. Moreover, it furnishes laboratory facilities for the students of the University of Wisconsin library school. During the months of February and March of each year, this school assigns students for actual work to a number of selected libraries throughout the state. To the legislative reference library there are always assigned four students, and sometimes six. These students come into the library with the idea of giving their services in exchange for the specialized training in legislative reference work. This field practice supplements theoretical training by practical work.

A special service rendered by the library is the compilation of bibliographies, which is the garnering and gleaning and bringing together of material and authorities on any particular theme, with emphasis upon scope of subject matter, utility, arrangement, printing, publication date, and editions. It so happens that in the last half of the school year, library school students are required to prepare a selected and annotated bibliography. It has been the practice of the library to undertake the supervision and instruction of those students who are willing to compile a bibliography on a subject in which the

library is interested or on which there is to be found an especially fine collection of material. This arrangement works to the mutual advantage of library and student. The library gets a first-class bibliography and the student is afforded an opportunity to work with topics of current interest which undoubtedly would remain unknown to her were the library not at hand to furnish the background in subject matter and method.

The work of the library acquires an added significance due to the fact that it is intimately connected with another division of the legislative reference department—that of bill drafting—and that a considerable part of the information gathered and of the research done

serves, in the drafting department, as a basis for actual legislation.

Before concluding, it should be pointed out that the fulfillment of the real purpose of this library depends upon the consideration of the human element. Any institution, which, like the legislative reference library, seeks to render services of the nature indicated in this article, must be sufficiently elastic to adapt itself to the type of mind of the person who is seeking information. It is only by adhering strictly to this principle that the legislative reference library attains the true object which its founder had in mind, namely, that it is to serve as a medium for educational information.

The Library, A Profitable Department of the Organization

By Ruth Canavan, Librarian, Metcalf & Eddy, Engineers, Boston, Mass.

THE departmental library serves the organization as its memory and as its forgettory. It stores up, digests and imparts information and also it eliminates the non-essential. Functioning as a headquarters to which questions throughout the entire organization can be referred, it co-ordinates departmental activities and avoids the duplication, delay and expense of reproducing data already available. Such service constitutes the *raison d'être* of many special libraries and while it is not directly remunerative it cannot be considered unprofitable, because it means a saving of time and of money to the organization of which the library is a department.

In order to give good service the library must be properly administered. The material must be intelligently catalogued, well arranged and kept in order. This means constantly replacing material used and discarding that which is not worth keeping or has become obsolete. This work of maintenance, again, while not revenue-producing is genuinely profitable in that without it the library would not function. A library without a librarian is like a car without a spark plug. It just won't work.

So there are two profitable but non-revenue producing features of library service—the work necessary in order to maintain it and that entailed in supplying the information requested by the other departments of the organization. This of necessity represents the limit of service which some libraries have the time or the opportunity to give. Consequently the entire library account appears on the books as an expense.

In other libraries there is opportunity for revenue-producing work. Where this is possible the overhead charge against the library can be correspondingly reduced. Some societies make a charge to members for supplying translations and bibliographies. Some firms include in their bills to clients a charge for labor involved in making literary researches which have a special bearing upon their problems. It would be not only interesting but advantageous to learn the various kinds of service special libraries are rendering which are chargeable. The editing of technical manuscripts is a possibility, and the indexing of technical books. It would also be of advantage to learn ways in which a departmental library may broaden the scope of its service to the organization such as by suggestions along the lines

of greater efficiency, increased revenue or publicity. Such suggestions have a practical application which should bring credit, if not profit, to the library.

There is frequently rivalry between departments, or at least between department heads, as to the profits shown. Such rivalry is a good thing. It stimulates ambition in the individual and produces more revenue for the organization. It tends toward better efficiency and greater endeavor. And the librarian naturally would like to be able to line up with the other departments in proving the value of his work on the basis of dollars and cents. This is not possible, because his rivals are in the position of merchants while he is in that of a missionary. But even a missionary may run a little trading station on the side, thereby cutting down his demands upon the folks at home for funds. While it is improbable that the departmental library will ever achieve the distinction of becoming self-supporting and revenue-producing, it is stimulating to realize that something can be done toward cutting down that overhead charge which makes most libraries appear on the books so unfairly as unprofitable.

In making a charge for library service the basis is usually the salary plus a percentage profit. Hence the higher the salary the greater the profit. Yet in fairness to the client the cost to him must be kept consistent with the character of the work done for him and the capabilities of those doing it. Suppose a high-salaried librarian had carded a bibliography in such form that it could perfectly well be turned over to a typist for copying, but in order to boost his charge he should take the time to type it himself. That would be unfair. On the other hand, if by preparing his cards in abbreviated shape thereby necessitating the typing of the bibliography himself, he could achieve economy of time and greater accuracy, then his charge for typing would be justified. So considerable discrimination is necessary in the assigning of revenue-producing work in order that the charge shall represent a fair profit to the organization and yet be just to the client.

If the library can be so organized that its functioning can be delegated to the lower-salaried assistants under the direction of a capable head, and the

bulk of the revenue-producing work can be performed by a higher-salaried executive whose capabilities and experience better fit him to do such work, the client will be best served and the organization will reap most profit. The lower-salaried assistants then will be operating the library and producing the overhead, while the higher-salaried executive will be utilizing his greater experience and capability in producing revenue.

In order to realize as far as possible this ideal of making the library an asset rather than a liability on the books (always bearing in mind that the library is profitable despite the books), it would be valuable to learn the kind of service various departmental libraries are rendering, for which a charge can be made. Five types have been mentioned—translations, research, bibliographies, editing and the preparation of indexes. Is there not other work by which some portion of the library expense can be capitalized? Might not a survey of the activities of departmental libraries serve to open up to many of us new fields of profitable effort and enable us to line up with the other departments of the organization as revenue-producing if not as self-supporting?

President's Visits

President William Alcott attended the mid-winter meeting of the A. L. A. Council on December 30 and 31, and by invitation was present at the conference of the executive board of A. L. A., when the subject of program building was discussed.

On Tuesday, December 31, he was the luncheon guest of Illinois Chapter, S. L. A., in Petite Gourmand on North Michigan avenue. Miss Mildred A. Burke, librarian of the Chicago Tribune, president of Illinois Chapter, presided. Mr. Alcott noted the work of the Boston association, and outlined plans of the national association on membership and the next conference. The Illinois Chapter promptly came forward with an invitation for S. L. A. to hold its 1930 conference in Chicago.

Mr. Alcott spent Thursday in Cleveland, and in addition to being entertained at luncheon at Charm House by Cleveland Chapter, visited the Cleveland Public Library and several special libraries in that city. Miss Alta B. Claffin, librarian, Federal Reserve Bank of Cleveland, president of Cleveland Chapter, presided at luncheon. Local and National affairs were discussed, and Cleveland Chapter requested Mr. Alcott to inform the executive board of their readiness to give S. L. A. a cordial welcome if Cleveland was selected as the place for the 1930 conference. Later he was the dinner guest of Mr. and Mrs. Francis E. Cady at their home in Cleveland Heights.

Seattle Bank Library

Announcement of the opening of a financial library for the use of the bank's personnel and the public was made for the First Seattle Dexter Horton National Bank by Lawrence M. Arnold, vice-president, who is also vice-president of the First Seattle Dexter Horton Securities Co.

This library, states a recent issue of the *American Banker*, is to be in charge of Howard S. Lahman, who has been engaged in the banking business for 17 years past. Mr. Lahman held an executive position in the National City Bank of New York for five years. Subsequently he was engaged in the organization, reorganization and supervision of large and small national banks over a great portion of the United States.

"Our new library, to the establishment of which we have looked forward eagerly, is designed to be the most complete investment and business library in the Northwest," said Mr. Arnold. "A complete and well-equipped statistical department is to be an adjunct. The facilities of both this department and the library will be offered the public without charge, together with the services of an able personnel."

World's Largest Relief Map

On the Campus of Babson Institute, the school of business for young men founded by Roger W. Babson, located only ten miles west of Boston, there is being erected the largest relief map of the United States ever constructed. This map is built on a spherical surface in exact proportion to the actual curvature of the earth. It is 63 feet long (east and west) by 46 feet in width (north and south), and covers an area of 3,000 square feet. When completed this map will show in proportional relief the exact topographical elevations of the country. By means of four projection units, operated from a balcony surrounding the map, there will be pictured on its surface the location of various agricultural lands, water powers, highways, railroads, changes in crop conditions, failures, purchasing power, and other changing business, industrial and economic conditions throughout the country. From the balcony a bird's-eye-view of the country as a whole may be secured at a glance, or a prolonged study made of any particular section.

Fellowships

The University of Chicago will offer three fellowships of \$1,500 each for the academic year 1930-31 in its Graduate Library School. The fellowships are awarded by the President on the recommendation of the Committee on Fellowships and Scholarships. Applications must be in the hands of the Committee on or before March 1, 1930.

The following attainments are required.

a) The possession of a Bachelor's degree equivalent, or approximately equivalent, to that conferred by leading colleges and universities.

b) Completion of at least one year in an accredited library school, or the equivalent in experience.

c) At least one year of library experience under approved conditions.

In addition to the above requirements special consideration will be given to publications and manuscripts showing ability on the part of candidates to conduct original studies.

Before making application for a fellowship prospective candidates should determine whether or not they are eligible for admission to the Graduate Library School. Forms to be used in making application for admission, and for fellowships, may be obtained by writing the Graduate Library School, The University of Chicago.

The trustees of the Babson Institute, which is incorporated under the Educational Laws of Massachusetts, without capital stock, have provided the largest building on the Campus in which to house the map. This building is open in office hours during the week, including Sunday afternoons for the convenience of visitors and others interested in the map. All are cordially welcome to inspect this great work, and an attendant is always at hand to explain the construction and uses of the map as well as to answer questions.

In the past many attempts have been made to construct relief maps which would be true to scale and picture actual topographical conditions. Before the start of this great map very little relief work had been done due largely to the mechanical difficulties, expense and time involved. When this map was undertaken no precedent existed for the building of such a huge map, and it was necessary to develop new construction methods.

EDITOR, Herbert O. Brigham, State Library, Providence, R. I.

Associate Editors

D. N. Handy, Insurance Library Association of Boston; M. E. Pellett, Librarian, The Port of New York Authority; Rebecca B. Rankin, Municipal Reference Library, New York City.

Department Editors

Charlotte L. Carmody, Department of Commerce Library, Washington, D. C.
Ethel Cleland, Business Branch, Public Library, Indianapolis, Ind.
Elizabeth O. Cullen, Bureau of Railway Economics, Washington, D. C.
Mary C. Parker, Federal Reserve Bank, New York City.
Margaret Reynolds, First Wisconsin National Bank, Milwaukee, Wis.
A. A. Slobod, General Electric Co., Schenectady, N. Y.

San Francisco

SAN FRANCISCO will be the location of the next Convention of the Special Libraries Association and the date will be June 18, 19, 20, 21. The Executive Board at its meeting on January 3d voted unanimously in favor of San Francisco.

A meeting on the Pacific Coast has become an absolute necessity as we have two strong local associations in that section of the country and the presence of the A. L. A. on the Coast gave an added reason for the selection of a western city. Members who desire to attend both conventions can take trains on Saturday, June 21 or Sunday, June 22, and enjoy the following week at the A. L. A. convention at Los Angeles. The opportunity to attend two such important conferences should be an added incentive for librarians to urge their executives to authorize attendance at our twenty-second conference.

Many of our members are planning to utilize the convention period as an opportunity for a vacation and as plans are now being made for a visit to the Grand Canyon and other notable points of interest en route, the trip should be most enjoyable.

During the session on January 3, the Executive Board appointed various convention committees and one of these committees a special Committee on Conference, under the chairmanship of Mr. Angus Fletcher, will stimulate attendance at the convention by communication to company officials in all parts of the country and by co-operation with the News Committee in matters of publicity.

* * *

UNDER the title of "D. C. Libraries" the District of Columbia Library Association presents the initial number of a little periodical prepared in mimeographed form by a committee of the Association. An opening article on the Book Resources of the District of Columbia shows that the District of Columbia, i. e., Washington, has 9,459 book resources per capita. An article on D. C. Libraries and the Federal Building Program describes future plans for the departmental libraries of Agriculture, Commerce, Labor, the new Patent Office Library in the Commerce Building, the new stacks of the Library of Congress and the new expansion program of the Public Library. Several pages are devoted to Notes from Libraries and a group of personal notes, under the title "News," shows many changes in the Washington field. A tentative plan for future publication completes the readable periodical.

 1909 • Special Libraries Association • 1930

Executive Board

- PRESIDENT**—William Alcott, Librarian, Boston Globe, Boston, Mass.
FIRST VICE-PRESIDENT—Miss Florence Bradley, Librarian, Metropolitan Life Insurance Co., New York, N. Y.
SECOND VICE-PRESIDENT—Miss Margaret Reynolds, Librarian, First Wisconsin National Bank, Milwaukee, Wisconsin
TREASURER—Miss Elizabeth O. Cullen, Reference Librarian, Bureau of Railway Economics, Washington, D. C.
DIRECTORS—Francis E. Cady, Cleveland, Ohio; Miss Eleanor S. Cavanaugh, Librarian, Standard Statistics Co., New York City; Arthur E. Bostwick, Librarian, Public Library, St. Louis, Mo.; Angus Fletcher, Librarian, British Library of Information, New York, N. Y.

General Office

- EXECUTIVE SECRETARY**—Mrs. Mary H. Brigham, 11 Nisbet Street, Providence, R. I.
 Phone, Plantations 0798.
-

Legislative Reference

THIS month we have given space to the work of the Legislative Reference Bureaus featuring the address of Louis J. Bailey, State Librarian of Indiana, before the last conference of the National Association of State Libraries. As a complement to this article we have included an elaborate description of the Wisconsin Bureau, the prototype of the various Bureaus throughout the country.

It may be recalled that from the legislative reference source came the initiative work which carried the association through the formative period as John A. Lapp, then of Indiana, assisted by Ethel Cleland, for many years directed the affairs of our association from Indianapolis.

We have been justly criticised for permitting the activities of the business libraries to receive undue prominence and the publication of these articles may be in some way a recompense.

* * *

WE hope that readers of SPECIAL LIBRARIES will get into the habit of sending occasional notes to Miss Margaret Reynolds, First Wisconsin National Bank, Milwaukee, for the "We Do This" Department of the magazine. If there is sufficient response, Miss Reynolds will have on hand an ample amount of material so that her column will appear more frequently.

* * *

IT has been suggested that the magazine should be issued monthly instead of ten times a year. What is the reaction of our readers to this suggestion? The Editor would welcome comments on the matter.

Associations and Groups

Boston

On December 16, 1929 the Special Libraries Association of Boston held an informal dinner meeting at the Old France. There were tables for different vocational groups where topics of individual interest were discussed and answers were found for some problems. The vocational grouping made for more personal contacts with others whose work and problems were similar. After the dinner there was a short general discussion that was entered into by the forty members who were present.

Illinois

The monthly meeting of the Illinois Chapter was held at the Art Institute, Chicago, as a luncheon gathering on Monday, November 18.

The meeting was called to order by President Mildred A. Burke and the invitation to Illinois Chapter members to attend the meeting of the Chicago Library Club at the A. L. A. headquarters on November 21st, was read. The President appointed a committee, consisting of Oscar E. Norman, Sophia Lammers and Marion Mead to look into the question of affiliation with the national association and to place this question before the next regular meeting.

Etheldred Abbot, librarian of the Ryerson Library, and Marion Rawls, librarian of the Burnham Library, presented in a very entertaining manner, the history, organization and use of their respective libraries.

Adjournment and a visit through the libraries permitted the thirty individuals who attended to leave promptly at 2 p. m. The December meeting will be omitted but the next regular meeting will be held in January, 1930.

Philadelphia

Following an informal dinner at Mari's, the Special Libraries Council of Philadelphia and vicinity, held its December meeting in the library of the H. K. Mulford Company.

Two letters were read by the Chairman—one from Miss Hasse and one from Mr. Sessler, who had addressed the Special Libraries Council at the two preceding meetings. A resolution on the handling of delinquent members was passed and the Membership Committee gave a very encouraging report of ten new members.

The speaker of the evening was Mr. Hutchinson of the H. K. Mulford Company. Preceding

his illustrated talk on snakes, he gave a brief history of the library and described its functions. He stressed the point that inasmuch as in any manufacturing company, space is valuable, the amount of space allowed for a library proved its valuable use in research. He brought out the fact that the library is not a depository for knowledge, but its function is to serve the needs of the members of each department in their research work.

Mr. Hutchinson's talk was on snakes and the method of removing venom from the fangs of poisonous snakes. This interesting, yet gruesome talk, was made realistic by the showing of two reels of moving pictures. The pictures showed how the snakes were caught and delivered to the Antivenin Institute of America. This Institute investigates cases of snakebites which are reported to it and is active in trying to reduce the number of deaths caused by snakebites. The method of removing venom, which is used in the making of antivenin, a cure for snakebites, made a very interesting topic.

San Francisco

The following members of the Special Libraries Association of San Francisco were chosen for 1930 at the annual election of officers, which was held December 19th, at the Russian Tea Room: President, Mr. Thomas Cowles, California Academy of Sciences; Vice-President, Mrs. Amy M. Caya, California State Chamber of Commerce; Secretary-Treasurer, Miss Margaret Miller, Standard Oil Company; Member of Executive Committee, Miss Virginia Rucker, Commonwealth Club of California.

Commercial-Technical Group

The first meeting of the Group Committee Chairmen of the Commercial-Technical Group was held in the Library of the Western Union Telegraph Company on Wednesday afternoon, November 20th. Those present were Misses Manley, Mitchill, Morley, and Shearer, and Messrs. Lee and Pellett.

Reports were given as to the activities of the various committees and projects discussed as to work of the group for this year.

It was voted that a monthly "Round Robin" be started among the group members for the purpose of keeping each member in touch with what is going on within the group, to act as a

clearing house for unanswerable questions, "We do this" data, sources of information and for suggestions as to group activities and convention programs. This round robin will be issued from the library of the Group Chairman and it is hoped that the first one will be ready to send out by the first of the year.

It was also decided to continue with the compilation of the "Sources of Statistical Information" commenced last year. Miss Manley has consented to be responsible for this project.

The feasibility of revising one of the sections of the "Handbook of Commercial Information Services" issued by S. L. A. in 1924 was discussed and it was decided not to plan anything regarding such a revision until the matter of the entire revision of the book was presented by Miss Morley at the next meeting of the S. L. A. Executive Board.

Plans for the group meetings at the next convention were then discussed.

Alma C. Mitchill,
Chairman.

Research Activities

The Research Club of the University of Kentucky has issued a pamphlet which publishes the titles of all of the research papers published to date by its members. The subject-matter covers a wide range and indicates an active interest in research on the part of the members.

* * *

The School of Commerce and Administration of the University of Chicago has prepared as a second volume in Studies in Business Administration "An Appraisal of American Business Forecasts" by Professor Garfield V. Cox of the University. As many of our readers subscribe to the leading financial services, this pamphlet will be of marked interest.

* * *

"Current Research Projects," covering information received to May 1, 1929, is noted in the *American Journal of Sociology*, November, 1929. While the subject-matter is largely sociological, much of the material is of considerable interest to libraries interested in public welfare, social legislation and demography.

* * *

Johns Hopkins University is planning a research building to house the new Institute of Law at the University. A national advisory committee, which will sponsor the work of the Institute, is in process of formation, and the Bulletin of the New York State Bar Association, November, 1929, describes the plans of the Institute.

* * *

Harvard University has founded an Institute of Comparative Law. Professor Josef Redlich, formerly Minister of Finance, under the Imperial Austro-Hungarian Government, and now Fairchild Professor of Comparative Law at Harvard, will head the Institute.

Modern legal research is described in a valuable article by Charles E. Clark, Dean of the Yale School of Law, in the Bulletin of the New York State Bar Association, November, 1929. Mr. Clark in the article describes some plans of research now in process at the Yale School of Law.

* * *

Special librarians should have on their shelves a little pamphlet issued by the Division of Engineering and Industrial Research of the National Research Council, entitled "Research—A Paying Investment," an analysis of 800 replies received to a questionnaire sent out by the Division to millionaire manufacturing companies of the United States. The analysis made by Mr. Robert M. Davis, Statistical Editor of the McGraw-Hill Publishing Company, and first published in *Factory and Industrial Management*, October, 1928, shows that a large percentage of manufacturers maintain research laboratories for the development of new by-products, ascertaining new fields of application and for improving quality of service. In nearly every case the result has shown a pronounced reduction in production costs. The pamphlet also contains an article by Mr. L. P. Alford, Editor of *Manufacturing Industries*, on the subject "Why Do Industrial Research?," also a study on "Research in the Metal Working Industries."

* * *

The Daniel Guggenheim Fund for the promotion of Aeronautics has authorized the appropriation of \$140,000 for a Chair at the Library of Congress for the purpose of organizing a complete aeronautical library for research purposes. The Smithsonian Institute, the War Department and the Navy Department, have already agreed to transfer to the Library of Congress, books on aeronautics which would be appropriate.

Events and Publications

Rebecca B. Rankin, Department Editor

A useful list of Reference Books for the Business Man constitutes "The Monthly Note," December, 1929, of the Business Branch of Newark.

* * *

The Bulletin of the Business Historical Society for November, 1929, presents an excellent study on "The Value of Research to Business"

* * *

The American Gas Association Proceedings for 1928 contains a bibliography of coke by Josephine I. Greenwood, Librarian of the Consolidated Gas Company of New York.

* * *

The *Supplement to Illinois Libraries* for October, 1929, includes an interesting discussion on "Pamphlets," by Mary J. Booth, Librarian, Eastern Illinois State Normal School, and Winifred Baum of the Civics Department, Chicago Public Library.

* * *

Miss Ruth Canavan, Librarian, Metcalf & Eddy, Boston, has devised a standard binder for filing miscellaneous data. The binder is described in the *Engineering News-Record*, October 24, 1929, and in addition the short article has been reprinted as a broadside.

* * *

A Selected List of Pamphlets on Chicago is printed in the *Supplement to Illinois Libraries* for October, 1929. The list is divided into subject groups and not only gives full details regarding publication, but adds as a final note the most important fact, the addresses of the distributors.

* * *

The Library Journal for October 15th prints an address by James Geddes, Jr., Professor of Romance Languages, Boston University, entitled "Dictionaries in English and Foreign Languages." His address was originally delivered before the Boston S. L. A. at one of their monthly meetings.

* * *

"Library Notes," a department of *The Home Office*, a publication of the Metropolitan Life Insurance Company, features in the October issue a group of reviews of books on international understanding. Miss Bradley's skillful handiwork may be seen in these reviews.

The Association of Special Libraries and Information Bureaux of Great Britain has begun the publication of a quarterly bulletin entitled "Information." Inquiries for the bulletin should be made to the Secretary at 26 Bedford Square, W. C. 1, London.

* * *

The Library of the Chase National Bank has received from Edward Tuck, a former director of the Bank, his collection of books on banking, currency and economics. The collection includes over eighty volumes

* * *

The Agricultural Library of the University of Wisconsin has recently opened a special wing to house the Miller collection of books on bees and beekeeping, stated to be the largest of its kind in the world and containing 2,000 books and pamphlets and, in addition, 2,600 volumes of periodicals on the subject.

* * *

"Do they pay by check or cash?" by Jennie Lee Schram, a study made of the practices of 329 manufacturing companies in Illinois, secured by questionnaire, must have been one of Mrs. Schram's last pieces of work. It is obtainable from the Illinois Chamber of Commerce, 35 East Wacker Drive, Chicago.

* * *

The Library of the National Bureau of Casualty and Surety Underwriters, 1 Park Avenue, New York City, has just issued a mimeographed "Tentative List of State Regulations, Orders, Advisory Pamphlets and Labor Laws, relating to Safety in Industry." Copies may be obtained upon request to Miss Mildred Pressman, librarian.

* * *

Miss Justine Mansfield in *The Office Economist*, house organ of the Art Metal Construction Company, presents in the December issue an article entitled "Providing Books for Office Employees." A "Revised List of 100 Books for Executives" is also reproduced therein through the courtesy of the Business Branch of the Newark Public Library

* * *

Raymond Thomas Rich, General Secretary of the World Peace Foundation, is now in Europe negotiating for the documentation of various official international organizations, including the International Cinema Institute at Rome, the International Institute of

Agriculture at Rome and the International Postal Union at Berne. The Foundation are also making arrangements for maintaining a supply at Boston of official Canadian documents of special interest in the United States.

* * *

The Pennsylvania Library Association has presented a gold medal to H. W. Wilson, of the H. W. Wilson Company, on behalf of the Association. The medal is inscribed "Pennsylvania Library Association Award" and on the reverse, "Awarded to Halsey William Wilson in recognition of his services to American Libraries." The presentation was made by Howard S. Leach, Librarian of Lehigh University, Bethlehem, who briefly outlined Mr. Wilson's monumental bibliographical aids and called him "friend to libraries and librarians."

* * *

The Bureau of Personnel Administration, 420 Lexington Avenue, New York City, under the direction of Dr. Henry C. Metcalf, are presenting a series of Thursday evening lectures on "The Development of Ethics in Modern Business Management." The course is the eighth in a series on "Business Management as a Profession." The conferences will be held in the Engineering Society's Building, 29 West 39th Street, at six o'clock, on Thursday evenings, from October 24, 1929 to April 24, 1930. The fee for the course is \$50.00 per person. The series will afterwards be published in printed form.

Executive Board

The Executive Board held its adjourned meeting on January 3d, at the library of the Metropolitan Life Insurance Company, New York City. All members of the Board were present, with the exception of Miss Reynolds and Mr. Bostwick, and, in addition, the Editor and the Executive Secretary.

President Alcott submitted an informal report of his attendance at the mid-winter meetings of the A. L. A. and at a luncheon gathering tendered him by the Illinois Chapter of the S. L. A. and conferences at Milwaukee and Cleveland.

After discussion, it was unanimously decided to hold the next conference at San Francisco, during the period between June 18 and June 21. These dates are subject to revision by the Program Committee and the local Association.

The Program Committee, consisting of Mildred Burke, Marian Manley, Margaret Withington, Ralph Whiting, with K. Dorothy

The United States Civil Service Commission announces an examination for hospital librarian to fill vacancies in the Veterans' Bureau, throughout the United States, and in positions requiring similar qualifications. Entrance salary is \$1,800 a year. Competitors will be rated on mental tests, library economy, cataloging and classification, and a modern language. Applications must be on file not later than February 4th.

* * *

The United States Civil Service Commission announces the following open competitive examination for Senior Librarian:

Applications for senior librarian must be on file with the Civil Service Commission at Washington, D. C., not later than February 26. The examination is to fill vacancies in the Office of Education, Department of the Interior; in the Patent Office, Department of Commerce, and in positions requiring similar qualifications in other branches of the Departmental Service, Washington, D. C. The entrance salary is \$4,600 a year. Higher-salaries positions are filled through promotion. Competitors will not be required to report for examination at any place, but will be rated on their education, experience, and fitness. Full information may be obtained from the United States Civil Service Commission, Washington, D. C., or from the Secretary of the United States Civil Service Board of Examiners at the post office or customhouse in any city.

Ferguson as Chairman, was appointed. The Conference Committee, Angus Fletcher, Chairman, was authorized to function as a Travel Committee and to co-operate with the News Committee in matters of publicity. The Nominating Committee was appointed as follows: Chairman, Elizabeth Wray, Mary P. Billingsley, Josephine Hollingsworth, Linda H. Morley, Rose Vormelker, R. H. Johnston, Ford Pettit. The Auditing Committee was appointed consisting of Elizabeth Baxter, Jessie C. F. Gillis and Helen Johnstone.

The Budget for 1930 was adopted. The Publications Committee reported that Information Bulletin No. 9, issued in co-operation with the Illuminating Engineering Society, was in progress. Eleanor D. Cavanaugh, Marian Manley and Linda H. Morley were appointed a committee to supervise the revision of the Handbook of Commercial Information Services.

Personal Notes

Edith C. Stone is librarian of Simmons-Boardmann Publishing Company in New York. Miss Lillian McDermott resigned from this position at the time of her marriage.

Mr. R. H. Oppermann has taken the position formerly held by Mr. W. E. Saunders as librarian of the United Gas Improvement Company in Philadelphia.

Margaret Hatch, formerly librarian of the Standard Oil Company in San Francisco, is now in charge of the Emporium Executives Library in San Francisco.

Bonnie Strong, previously an assistant of Miss Hatch, has become librarian of the Standard Oil Company in San Francisco.

Rita Creange is resigning from the Consolidated Gas Company in New York. Her marriage will take place on January 15th.

Mary Ethel Fleming has resigned from her position with the Fargo Forum in Fargo, N. D., and has a position in New York City.

M. E. Pellett of the Port of New York Authority is no longer librarian of that institution. His position is now Special Assistant to the Chief Executive Officer and he has charge of methods and procedure for all departments. His desk is still in the library.

Angus Fletcher, librarian of the British Library of Information, New York, recently returned from a brief visit to England and Scotland.

Mrs. Hester Wetmore has resigned from her position with the Henry L. Doherty Company, New York.

Esther Chapin has been appointed head cataloger at the Baker Library Graduate School of Business Administration at Harvard University.

Katherine Day is an assistant in the Barlow Medical Library in Los Angeles.

Charlotte Michaelsen has become assistant librarian in the Commonwealth Edison Company, Chicago.

Margaret Nellis is now major file clerk for the United States Rubber Company in New York.

Grace E. Studley has been appointed librarian of the National Bureau of Economic Research in New York City.

Mary Bostwick Day has been appointed head librarian of the Museum of Science and Industry, Chicago, founded by Julius Rosenwald. This museum will occupy the remodeled Fine Arts building in Jackson Park.

Mary Elizabeth Key, formerly librarian of the Aluminum Company of America at New Kensington, Pa., was married at Pittsburgh on December 17th to Dr. Wilmer Entriken Baldwin.

Mary Coburn has been appointed librarian of the Institute for Child Guidance, New York.

Grace Bischof has become librarian of the New York Horticultural Society. She was formerly reference librarian at the University of Wyoming Library.

Elizabeth Vaughan Dobbins has opened a Central Agency at 11 Park Place, New York, for registering applications for positions as special librarians, researchers, statisticians, file clerks and proof readers.

Leda Wadsworth, formerly with the Carnegie Public Library, Ogden, Utah, has accepted a position with the U. S. Department of Agriculture Library.

Ruby M. Wilson has recently joined the library staff of the U. S. Department of Agriculture. She was formerly employed in the Evansville Public Library, Evansville, Indiana.

Helen G. Prouty, assistant librarian, Federal Reserve Bank of Cleveland, on December 15, became librarian of the newly organized library of the Commonwealth Securities Company, Cleveland.

Elsie Vogt has resigned as librarian of Cleveland News, and is now assistant in the library of the Federal Reserve Bank of Cleveland.

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THE NEW YORK TIMES COMPANY
TIMES SQUARE, NEW YORK

In answering Advertisements mention Special Libraries

Engineering Literature Conference

A conference on the Use of Engineering Literature was held on Wednesday, December 4th, at the Engineering Societies Building, in connection with the annual meeting of the American Society of Mechanical Engineers.

Mr. Harrison W. Craver, Director of the Engineering Societies Library, presented an address on "What the Engineering Societies Library Does for Engineers." Mr. Craver recounted the history of the library and stated that the consolidated library now contained 125,000 volumes. He referred to the problem of book selection and the use that members make of the collection. He especially noted the wide range of correspondence and the various activities of the library in relation to searches, including translations, book recommendations and searches relating to the originality of invention and the validity of patents.

Mr. J. E. Hannum, Editor of *The Engineering Index Service*, discussed "The Value of Engineering Periodical Literature," stating that 1,700 publications were received at the Engineering Societies Library. These publications appear in eighteen different languages from thirty-seven different countries. The writer states: "These periodicals represent the living literature of engineering," and adds, "Young engineers should realize the importance of this material as a working tool." After giving various reasons for the necessity of preparing periodical indexes, he referred in detail to the Engineering Index Service carried on through the co-operation of the Engineering Societies Library.

Miss Linda H. Morley, Librarian of the Industrial Relations Counselors, Inc., discussed Dr. Craver's paper and paid tribute to the library of the Engineering Societies as one of the really well organized libraries of the country. Miss Morley stated that persons requiring information from a library are of two kinds—"doers" and "thinkers," choosing terms originally used by William P. Cutter. In other words, a student or thinker needs to survey the literature of the particular subject in order to gain a comprehensive and balanced viewpoint. The "doer," on the other hand, needs facts of various sorts applicable to certain circumstances or conditions and to be used as stepping stones to future actions or decisions. Miss Morley outlined the tools for the student of engineering, including "The Engineering Index," the publications of the leading library

associations, the Library of Congress, the H. W. Wilson Company, and others.

Miss Morley stated: "This information service on the part of libraries assumes three things:

- (1) libraries devoted to special subjects operated by librarians who are specialists;
- (2) an extended knowledge of the literature of their special subject and a broad skeleton of knowledge of the subject itself on the part of these librarians, as well as the knowledge of library technique; and
- (3) a larger budget to meet additional labor cost of obtaining information from their own and other libraries and from sources of information other than in print; and for organizing information sources on a national scale.

"These are part of the program of the Special Libraries Association.

"For the engineer and business man it means:

- (1) a frequent saving of time now spent in searching for his own information;
- (2) verification of facts where time for search on his own part is lacking.

"And for the world at large it means a greater use of verified information at a lower overhead cost, since the centralizing of fact searching in libraries will obviously cost less than individual searching; and the resulting increased use of fact information will save much waste through the greater elimination of the 'trial and error' method still too much employed, at least in the business world, although not, I suppose, in the engineering world."

Mr. F. L. Moore, a member of the American Society of Mechanical Engineers, and an executive of the Scranton Coal Company, took part in the discussion and stated that he hoped more bibliographies would be prepared on engineering subjects.

The Economic Policy Commission of the American Bankers Association has recently issued a pamphlet entitled "A Study of Group and Chain Banking." The subject is especially timely and the pamphlet should have a wide distribution.

* * *

The Committee on Public Relations of the Eastern Railroads, 143 Liberty Street, New York City, are distributing the 1929 edition of the Yearbook of Railroad Information. Copies may be obtained upon application.