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Grace D. Aikenhead, Editor

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WHEN I was invited to make the "keynote address," I knew that was far too pretentious a title for what I would have to say today. Instead, I should like to consider certain library problems and to make a few suggestions that all of us might do to improve our service to our clientele and our communities. I was chosen probably because of the unique opportunity I have had for the past year to study the library facilities and needs of a great metropolitan center and to help suggest a plan for integrating library resources so as to give better service to the community.

I wish there were time to tell you in detail about this library project in Philadelphia. Philadelphia was, of course, the center of culture in the early days and it might claim to have been the cradle of the library profession. The Library Company which Benjamin Franklin founded in 1731 was the first subscription library in the country. The Junto, which Franklin had organized in 1727 as "a group for mutual improvement," later became the famous American Philosophical Society which still has one of the finest libraries in the country. In 1740 Benjamin Franklin founded a school which later grew into the University of Pennsylvania, and the library in that University with its many special collections and departments is now a great treasure-house serving Philadelphia and scholars everywhere. Other important libraries, still in existence, were started in those early years in Philadelphia.

This third largest city in the United States now has more than 200 individual libraries. It has particularly strong college and university libraries and famous collections in the fields of history, religion, medicine, music and law.

About four years ago Philadelphia began to pioneer in library work by organizing a union library catalogue. This was one of the earliest of the regional catalogues and is now the largest, containing nearly four million cards and covering the holdings of 150 libraries. It is faced with the problem of finding a permanent home and of developing new services to the community at a time when the University of Pennsylvania is planning for a new library building. The University offered to house that Catalogue and to develop a bibliographical center for the community, when it is known what is needed. This idea for a research center interested the Carnegie Corporation of New York sufficiently for it to appropriate $20,000 to make a survey and a plan, and our Bibliographical Planning Committee has worked more than a year collecting valuable information. A report will later be printed and available to everyone interested.

I, personally, have been in 60 libraries in the last year and have conducted a series of conferences with groups of librarians chosen according to their subject interest. We have surveyed the important library literature for the past ten years covering the field of cooperative experiments, and what I have to say today is based on this year’s work. While our emphasis has been on local problems, I believe that Philadelphia is typical enough of other large cities, so that the findings will be of interest to librarians everywhere.

I am assuming that the majority of you here today are in about the same situation that I was, when I began work in Philadelphia. I had been interested in one field of library work and in one company. I had kept closely in touch with the Special Libraries Association, but I
had not been particularly conscious of developments or trends in the library profession as a whole. I have come to believe that this independence or isolation, this lack of personal interest or obligation on the part of librarians, is one very real reason why there has not been greater progress in the library profession. I wonder if most of you agree with me that there have been sadly few constructive changes in the library world in the last twenty-five years? Is that not strange when so much is happening in the world and libraries are supposed to reflect and serve all interests? When I ask people to name what they consider the important library developments, I get various answers. One answer is the use of microphotography. But this has not yet affected a sufficient number of libraries to have made any great change in our work. Others answer the growth of union library catalogues. But again too few of these have yet been organized in the United States. Some people mention regional planning.

I like to think that the whole special library movement may be the most vital development. Certainly this is the age of specialization, but the large general libraries either have been unable or unwilling to recognize trends and to adapt themselves to present conditions. Our contribution is practical service and the supplying of specialized information. We specialize not so much in subject matter, perhaps, as in the type of materials which we, more than other librarians, have learned so well to organize and put to work. I refer, of course, to the ephemeral materials, documents, reports and clippings. We have pioneered, too, in our techniques, not in the application of them so much as in our shortcuts and the elimination of red tape and antiquated methods.

However, I do not think we can be elated nor even complacent over our achievements, because there is still so much to do. What are some of these undeveloped opportunities and what is happening elsewhere? Although I have been deeply involved in the study of library cooperation, I do not claim that cooperation is the answer to every maiden's prayer. The cooperative movement is a term given to library activities in various parts of the world and these fall into a rather distinct pattern. The steps in a cooperative movement are usually: (1) to survey the resources of an area; (2) to organize a union library catalogue covering those resources; (3) to encourage libraries to specialize in given fields and not duplicate in the purchase of expensive or less-used materials; (4) to further that specialization program by setting up principles of cooperative buying; (5) to enlarge greatly the practice of inter-library loan; (6) to establish a depository library for duplicate files of periodicals, documents and seldom-used books; (7) to cooperate in various technical library processes such as centralized ordering, cataloguing, indexing, binding and the issuing of joint accession lists; (8) to develop a bibliographical center to provide the machinery for carrying out the activities just mentioned. Later I want to discuss each of these steps briefly.

First let me point out, that Europe has been far ahead of the United States in such developments. Probably England has led with its nine regional public library systems served by the great National Central Library. For a long time Germany as well as Switzerland and France have had union catalogues and bibliographical centers. Denmark has carried specialization to an unusual degree, and Norway has been especially successful in its cooperative techniques. They pioneered, I believe, in their binding project and in the preparation of catalogue cards and book pockets, which are supplied with copies of new books when they are purchased. Brussels has been the home of the International Institute for Documentation and has the nearest approach to an international union library catalogue with fifteen million cards. Anyone interested in library developments abroad should read Palliser's Library Cooperation in Europe. One wonders, of course, what terrible things may already have happened to those libraries and to the fine work which is being done abroad.

The United States has been slow in developing library cooperation. Some reasons advanced for this have been our great distances and the fact that libraries here have been relatively prosperous. The recent developments in the South, where library facilities are far from adequate, would perhaps bear out this latter theory. Our "history" however, dates as far back as 1902 when President Charles W. Eliot of Harvard was advocating a storage warehouse. In 1907 the Crerar and Newberry libraries in Chicago were defining their fields of interest, exchanging books, and agreeing to develop centers for different types of research, one in the humanities and the other in science. In New York the cooperation and consolidation of the Astor, Lenox and Tilden Foundations made possible the great New York Public Library.

Anyone interested in the present cooperative developments in this country should study particularly the activities in Nashville, Tennessee, where three universities have decided to have one joint library. In New Orleans Tulane University and the Howard Memorial Library have planned one library in one building, and yet maintain their separate identities. Duke Uni-
University and the University of North Carolina, which are located only nine miles apart, have worked out an exceptionally close cooperative program.

The Pacific Northwest has been very progressive, particularly in regard to the state-controlled libraries in Oregon, which have consolidated many of their mechanical processes onto one controlled library that is state-operated. A similar move has been made in Colorado, which has a first bibliographical center in the country. Western Reserve and other libraries in Cleveland have organized a union library catalogue and have accomplished much. There is little doubt that the progressive movement is here to stay.

Library Surveys

More interesting than the localities involved, are the types of cooperative activities. So let me touch briefly on the various steps in the pattern to which I referred. First, consider the library survey. At the present time, there is almost an epidemic of surveys in the library world. Such surveys can be of technical processes; of administrative and personnel problems; of financial matters and tax support; of the use of libraries as reflected in circulation statistics; of library resources, which is the type that has been of great interest to us in Philadelphia. Surveys may be made by the staff or by head librarians; by outside experts, who are paid to visit a given library and analyze its problems; or by specially sponsored civic or other groups.

Most surveys aim to find out how good a library is. While it is easy to analyze separate phases of library operation, it is almost impossible to measure the relation of the various factors, and yet that is what makes a library good. The finest collection on a given subject is of no use unless it is kept up-to-date. A valuable up-to-date collection is useless unless it is well catalogued and has a good reference staff to put the books to work. Finally, unless the library is used, neither the collection nor the upkeep is worth while.

In our study of library literature we have found many good surveys of public libraries but relatively little has been done for research libraries or the reference departments of public libraries. Also I have been discouraged over the results of some surveys. After reading excellent reports, we have frequently written to librarians asking what has come out of the recommendations and, in too many cases, there have been no tangible results. Of what use to spend time and money, if librarians mean only to talk about developments and then settle down into their time-honored grooves and take no progressive steps?

A very good new book has just come off the press called The Library Survey, written by Mr. E. W. McDiarmid, Jr. This book is especially timely because better techniques for surveys are badly needed. Most of the surveys of resources are made by checking basic lists of books, such as Mudge, or the Standard Catalogue for Libraries, or the Shaw List of Books for College Libraries. Such a purely numerical check seems unsatisfactory, because it gives no real picture of the quality of the library and, of course, takes into consideration none of its service factors. Some formula must be found to evaluate a library's holdings in relation to other libraries in the area as well as to show the relative importance of the special collections within the library itself.

In Philadelphia, because our staff is small and our time short and because we could not wait to form committees or prepare elaborate questionnaires, I visited all of the major libraries in the area. I did not have a formal list of questions, but instead invited librarians to talk about their problems and describe their special collections. Later I wrote short reports on the library's holdings and included my general impression of the progressiveness of each library. Undoubtedly this subjective approach is open to many criticisms, chief of which is, that no one person can properly evaluate research materials in various fields. To remedy this, in the case of the largest research center in Philadelphia, we enlisted the aid of faculty members at the University of Pennsylvania. Eighty-five experts at the University made a realistic appraisal and study of the library material in their fields. The result has been published within the last few months entitled A Faculty Survey of the University of Pennsylvania Libraries. At the risk of seeming to advertise this book, I suggest that it might be helpful to all of you as a check on your research materials in various fields. These college professors were as honest about their library's holdings as those in Philadelphia other than those of the University.

We special librarians realize the great value of having expert judgment on the important research materials and I hope that this Association can further the preparation of surveys similar to that of the University of Pennsylvania. S.L.A. can claim some small credit in the field of surveys, because of our national and chapter directories, our union lists of information services and of periodicals and our two or three library manuals, such as the one for
insurance libraries and the new manual covering the business departments of public libraries. Can we not now branch out into the expert evaluation of the resources of our member libraries? Everywhere today there is a crying need for a better knowledge of the resources of libraries. Then having discovered and recorded valuable material, we should let the world know where it is.

**Union Library Catalogues**

Union catalogues should be the second step in any cooperative program. They are organized to tell instantly what libraries in a given area own a specific book, just as the telephone directory shows you how to get in touch with the person you want. In the United States there are seventy-three union catalogues of various kinds of which seventeen are regional such as we have in Philadelphia. Other large regional catalogues are found in Cleveland, in Denver, in Nashville, and in the California State Library. So far, it seems to me, the interest in these catalogues has been rather in their organization than in their service. Few if any of them have any subject approach to books, only author entries. Their chief function is to facilitate inter-library loan and they are also of service to cataloguers as authority files, proper procedure for corporate entries and for foreign publications. Other types of service have yet to be developed on a large scale, so it is particularly fortunate that the Carnegie Corporation in New York recently made a grant to study union library catalogues. I hope that this study will give definite testimony whether the use of such catalogues justifies their great expense and will show what services have a sufficient money value to individual libraries for them to give financial support to the catalogue in their area. The union catalogue principle has been working informally in many localities and, perhaps, special librarians can give some practical evidence of its value and can help in the development of this important library tool.

**Specialization**

The third step in a cooperative program, specialization, simply means that a library defines its aims and fields of interest and agrees with other libraries not to duplicate in the purchase of expensive and less-used material. Of course, a certain amount of duplication always will be necessary, but when budgets are reduced, it seems wasteful for libraries not to arrange in advance with some other library to share in the use of certain types of material. The fields of knowledge are so broad and there is so much in print, that no one library can afford to have all of the material on every subject in which it is interested. Yet to work with less than complete and up-to-date information is extremely dangerous. This type of cooperation often begins with periodicals or government documents, since it is expensive to store long runs of these publications or to bind them when they come in. Therefore, if a few key sets can be established and libraries agree to maintain complete files, that would be sufficient for an area.

There is another kind of specialization which interests me greatly. It is the development of consultants or sponsors for knowledge. The Library of Congress has pioneered in this field and now has, I believe, eight consultants who are specialists in such fields as history, aeronautics and music. An expert knowledge of a subject and a critical evaluation of source materials improve the service that any library renders. It would be a pity, however, if the idea grows that only scholars are able to supply that service. Many special librarians have become as expert in their source materials as are scholars or research people. In the next few years, one of our aims should be to convert more and more special librarians from competent technicians into subject experts and research consultants. It may be that several libraries interested in the same subject could jointly support the employing of an expert to advise them on the books and ephemeral materials in special fields. Few libraries could afford alone to employ subject specialists, but together they could underwrite such expert advice. I have often wished that it might be possible to employ an expert cataloguer on an hourly or part-time basis because it seems to me that few special libraries have enough money or enough work to justify employing expert cataloguers.

**Inter-Library Loan**

Little need be said about inter-library loan because it is well established and understood. The practice should greatly increase, however, and policies be broadened and regulations standardized. For instance, if the A.L.A. code were followed by all libraries, the mechanics of inter-library loan would be greatly simplified. Libraries will always find it necessary to limit their lending to certain types of material. There is no reason why brand new books in demand within any one library should be shared with another or that material which cannot be duplicated or other treasures be looted. At present most of the inter-library loan is by colleges and universities and is between cities, with relatively little between the libraries within any one city. It is this type that
should be encouraged. As soon as the volume in any one area justifies it, central machinery could be set up to handle the details in connection with the locating and delivering of books. Naturally such machinery should be attached to the union library catalogue for the area.

**Depository Libraries**

Another cooperative function, although not yet definitely in the pattern, is the development of storage warehouses for the libraries of an area. In such a depository all material should be easily accessible, there should be space for research workers and libraries should be able to recall quickly any material they might have deposited there. The term "warehouse" is a bad one, because it does not mean dead storage in any sense. This type of cooperation must come soon. In my visits to libraries in Philadelphia, I have seen dozens of long runs of the same magazines or of the documents of some government department or of the back copies of important directories, and I have seen miles of college catalogues. It would seem sensible to pool these resources, keep a few sets complete and up-to-the-minute and let the libraries, which use such material, support the files cooperatively.

Such a depository library could also care for the exchange of discards and duplicate material. S.L.A. now maintains a national duplicate exchange committee which is doing a splendid job, but it has always been handicapped for lack of space where discards might be sent and displayed, so that local librarians might choose intelligently what they want. S.L.A. has discussed this question of a depository library in the New York chapter for as long as I can remember and is well equipped to pioneer in this field. It can be done inexpensively and easily. Why delay?

Most people feel that the greatest problem in connection with depository libraries is to determine what are active and what inactive books. Circulation figures are no indication for special librarians, nor can the choice be made by date. Here is an undeveloped opportunity for special librarians to pioneer and develop a formula.

**Cooperation in Technical Processes**

Technically, cooperation should begin with book selection which simply means following out the principle of specialization and non-duplication. When a librarian knows that another library in her neighborhood is buying in her field, it is perfectly easy to check before purchasing expensive material and to agree informally on important titles as they come out. When union library catalogues and bibliographical centers are more common in our country, it will be very easy to cooperate in book selection.

The argument for centralized ordering is that larger discounts can be secured and that much of the red tape of ordering, checking and billing can be eliminated in small libraries and handled in one place. The Book Cooperative in New York City is proving that librarians like to be saved that routine. The practice may not be generally accepted in the field of special libraries for some time, because so often we need a book in a great rush and a larger discount never outweighs the importance of the time element. Binding handled cooperatively could also secure larger discounts, but we have found in Philadelphia that libraries are so well satisfied with their established binding procedure, that any change is apt to come very slowly. A cooperative mending program is badly needed, however, and could be developed in any city. For those libraries not able to afford persons trained to keep books in good shape, there could be an itinerant mending unit whose services could be available for short times and for little money. This has been worked out with WPA workers in many cities.

As for cataloguing, I have little right to speak in this field because I have never catalogued a book in my life, but I have come to believe that the whole scheme of cataloguing needs investigation and modernizing. The elaborate processes now common in most libraries and the amount of unnecessary information on the average catalog card is uneconomical and often a hindrance to the public that uses a library catalogue. This might not be serious, were it not for the fact that cataloguing is so expensive. Studies show an average cost of seventy-two cents to catalogue a book, regardless of the merit of the volume. It would be unwise to develop local cooperative cataloguing projects when the Library of Congress service is available to libraries everywhere. Our energies might better be applied to improving the library service and I believe that Mr. MacLeish is anxious for suggestions and help from all of us. It would be possible, of course, to order Library of Congress cards from a central point in every city and thus take advantage of the extra discounts on additional sets and to simplify the routine in individual libraries. Or it would be possible to set up local cooperative cataloguing projects for the types of material not now adequately covered by the Library of Congress. Such material includes chiefly foreign books, pamphlets and documents.

Cooperative indexing is another development
is habit. We continue processes which we know to be bad simply because things have always been done thus. I have known of countless catalogues and classification schemes which are being maintained simply because they were started that way years and years ago and it would seem to be too much trouble to modernize them. It would, of course, be possible to start now to do an intelligent job and leave the old records; then within a few years that library would find itself with an adequate system covering the material in greatest use, its current information.

I might inject a bit of personal history in this plea for a new perspective, or reorganization. As some of you know, I stayed in one job for eighteen years. It was a good job and I was extremely fond of it, but eighteen years is too long to do any one thing and I was quite conscious of being in a rut. New work and new people and different problems give one a new lease on life. While I do not suggest that you resign your job, I do urge you to add new functions to your present routines or change some of the things you are now doing if only for the psychological effect. I wish that we had a system of sabbatical years in special library work or had something approximating the exchange professorships in universities. Since we cannot get fresh viewpoints in those ways, we could critically analyze our present performance all along the line and resolve to improve each process that is not in tune with the times.

Many of my good friends claim that "contacts" should be my middle name, because I have been talking about the value of contacts for most of my professional life. My former boss, Bruce Barton, once said that each year when he was making his New Year's resolutions, he would look back and sum up the important books he had read and the interesting personalities he had met that year. Not all of us have an opportunity to meet celebrities and leaders, but we can make an effort to see and hear them. Recently I attended the annual meeting of the Adult Education Association in New York and went back to Philadelphia with a whole new set of inspirations and ideas. We should all join more associations and go to their meetings, not only library associations but those in fields related to our work. We sometimes forget that such public relations on the part of our library are as important to the organizations we serve as our professional relations in S.L.A. are important to us individually.

**Standardization**

Another need in the library world is for standards, not standardization but yardsticks against which we can measure our performance. We should, for instance, know what are proper salary ranges for certain types of work. Usually salaries in special libraries represent from sixty to seventy-five per cent of the total library budget and we must continue to educate employers to the fact that a special library is an information service, not just a collection of books. They must expect to pay more for library training and experience than for clerical work.

We ought to have information on the standard costs for organizing and operating a special library. I know of no general averages, but from a budget which I worked out recently, I believe that a small new business library could be organized and maintained for the first year for from ten to twelve thousand dollars. How does that agree with the experience of others? We should have some standards by which to measure the reference use of libraries. So far all of the serious research done in the field of library "use" has been based on circulation. No one has yet evolved a formula that helps a research library to decide whether it is reaching a creditable number of its possible clientele or not.

We definitely need standards for some of our technical processes. Perhaps a better way to put it would be that we need recorded procedures that have the approval of the better special libraries. I think S.L.A. might well graduate from the "we-do-this" type of program and magazine article to the philosophy of the things we do. One good example is the question of clipping vs. indexing magazines. After these many years, special librarians do not yet know which is the most effective and economical treatment of magazines. Yet this is one of the most important types of materials with which we deal. Again, this Association should have produced a manual on the organization of vertical files, since we claim to be pioneers and masters of that difficult subject. And we should have evolved standardized subject headings for the subjects we cover so thoroughly.

Just a word in passing on the matter of standardization, with a capital "S," which seems to be interesting S.L.A. at the moment. Personally I am a little sorry that we have gone into this subject, because it is a complicated and difficult one and far more scientific groups than ours have failed in this field. I seriously doubt that we are ready for it. Should we not put more energy into improving some of our techniques before we formalize them? We all realize, that no matter what standards we might set down on paper concerning salaries, training and experience, the employer will still choose a librarian for her personality or because she happens to be in the company or for any of a dozen other
reasons, and "certification" by this Association is not apt to alter that procedure. We can, I feel, do other things to better advantage to ensure the success of each special library.

**WORTH READING**

To anyone interested in thinking along broader professional lines who cares to do a little reading, I might recommend some of the books that have interested me greatly. One is *American Librarianship from a European Angle*, by Wilhelm Munthe. Dr. Munthe visited libraries in nearly every state in the Union and gave his impressions of various types, — college, university, public and others. Unfortunately, there is no chapter on special libraries. He discusses all phases of library work and makes some uncomfortably truthful statements about the profession in this country. It seems to me this is a healthy, valuable thing, which should not be resented by librarians as seems to have been the case in some instances.

*The Library of Tomorrow*, issued by the American Library Association in 1939, is an interesting symposium by twenty experts in various fields of library work. Strange and wonderful as it may seem, there is a chapter on special libraries, by our own Ruth Savord, although its inclusion was, I understand, an afterthought. This is a very modern discussion of library problems, some of it sheer phantasy, but it is well for us to know along what lines leaders in the profession are thinking. One of the most valuable and heart-warming books I have ever read about library work is the *American Public Library and the Diffusion of Knowledge*, by William S. Larrerd. This was written in 1924 but it seems to me still the finest statement of library service to a whole community that I have ever seen.

For librarians interested in individual libraries and their operation, there is the McCollin *Survey of Libraries* made in 1938. Although done by the British library association, it covers all countries, and outstanding libraries in the United States are discussed fully. Then there is *Library Trends*, and the other annual volumes in this series, covering the institutes held each summer at the Chicago Graduate Library School. We should all keep in touch with the work being done there by Dean Wilson, Douglas Waples, Dr. Jockeyel and Dr. Carnovsky, to mention only a few, because they are making the only really scientific studies now being made of library work. It is unfortunate that they have not yet discovered the special library field, but it is to be hoped that it will eventually interest them.

It is not easy to follow trends and developments in library work in this country because we lack clearinghouses that might supply annual summaries and evaluations. Yet it is extremely important to know what is going on, if we are to avoid duplication and profit by the experience of others. I wish that S.L.A. had a committee whose job it was to follow the developments in specific fields throughout the year and to report on them at each annual conference. For instance, I, being especially interested in library surveys at the moment, might be responsible for commenting on the outstanding surveys. Other members could be found with special interest in union library catalogues or inter-library loan or microphotography. A final wish in this connection is that librarians were a little more broad-minded about the developments now taking place. It is discouraging to note the negative reactions to important professional contributions and to read book reviews that quarrel with a few minor points and completely ignore new constructive ideas.

**SOME THINGS S.L.A. MIGHT DO**

I think most of you know that I am devoted to S.L.A. and have worked hard for it over the years. However, I now have a far better perspective on it than I had when I was president or responsible for other phases of its work. I used to say and believe that people owed it to their profession to join this Association. Now, I think the Association owes it to the profession to do so many important and constructive things that librarians dare not remain outside. Instead of awarding a gavel to chapters for their membership records, I think it would be well if we gave an award for the constructive projects undertaken or completed during the year.

I do not mean to suggest that our officers are incompetent or lazy, but I do feel that our scheme of operation is wrong in many ways. The national association is trying to do too much and is reaping the results of unwieldy committee system. Operating from a headquarters office, it sometimes takes six months to complete committees, which represent all chapters or all groups in the Association, and some of that committee work might be handled much better locally. Chapters could attack professional problems much more aggressively than they do now and hold many more vital meetings than the present general or recreational gatherings. Sometimes I have heard rumors that chapters resent dictation from the national association and I hope that is true. But they are entitled to such resentment only if they have more constructive ideas of their own and can accomplish something better in their own way. Let the national office suggest, offer cooperation...
of every sort, but do not let it attempt to handle so much of the detailed work of this Association.

It seems to me that there are committees and activities which could be immediately decentralized. The methods committee has had a difficult existence in recent years chiefly, I think, because no one phase of special library work has had sufficient interest and vitality for all chapters to enlist their support. Often needs and interests are purely local and they differ even within groups that make up a local chapter. This year in Philadelphia we have had concrete evidence that educational librarians need projects or tools that are quite different from those wanted by business librarians or document librarians or cataloguers.

I am more and more convinced that we should undertake more local projects of less formal character, rather than attempt to organize major projects on a national basis. Examples of things which many small groups within a chapter might undertake are the integration of back files of magazines, documents, directories, and trade catalogues, or the preparation of check lists of periodical subscriptions or of the holdings of expensive directories and information services. Librarians with like interest could define their fields of specialization. To use my own field as an example, advertising librarians could agree among themselves which library would maintain the exhaustive and up-to-the-minute collection on sales contests, on sample advertisements, on house organs, or the picture file for the art department. At present each library is attempting to do each of these things and is doing them incompletely. Such an investment of time and space is wasteful duplication.

Local chapters could start depository libraries even if on a very small scale in some one library which is not at the moment excessively crowded. Then they could transfer at once the duplicate exchange activities of the chapter to that depository library.

The work of the employment committees could best concentrate in chapters, because employment is an especially local problem. People must know personally about opportunities and applicants. The national committee has worked out a splendid employment system which could be adopted by chapters, but no formal "card records" maintained at a national headquarters can ever be as effective in filling jobs as a personal knowledge of candidates. It is equally true that only local chapters can properly promote new libraries in their communities.

In connection with employment, we still have the great problem of internship or apprenticeship. We complain bitterly about the fact that library schools are failing to supply good material for the special library field, yet, it seems to me, we have no right to criticize until we are willing to supply the final link in training by offering practice work in our own libraries. I have had considerable personal experience with apprentices and I am a strong advocate of the system. I feel that S.L.A. is greatly to blame for not having developed this on a national scale.

Of course, there remain plenty of things that the national organization can and should do. For instance, the national officers should study trends in our profession and give us a realistic picture of our progress or lack of it during recent years. Such a study would show where we should be putting our emphasis in promoting libraries and providing tools. I imagine that we should find that technical libraries have shown the greatest strength and increase; that financial libraries have had a bad time in recent years and that there have been far fewer new business libraries than in former years. Some of our ills may be due to the depression, though I strongly suspect that the lack of proper personnel is equally to blame. S.L.A. is well equipped to study the needs of research in this country and to decide how adequately librarians are fulfilling those needs. Actually the A.L.A. should have done this job, but its interest has never extended into our part of the profession. In concentrating on public libraries, school libraries, college and university libraries, they have neglected special libraries and, in fact, the whole classification of research libraries.

We are to have representatives from the A.L.A. tonight to discuss closer contacts with our Association and to describe the new plan for the reorganization of the A.L.A. I do not claim to understand that plan and I am not in favor of merging a small hard-hitting association with a great big unwieldy one, but this time I do hope that we can approach the discussion in a different spirit. Let us learn what the A.L.A. plans are for the profession especially as they might affect us. At the moment I strongly suspect that we have more to offer the A.L.A. than they to us. Our techniques, our specialized materials, our contacts in the business and industrial world could all be useful to the profession as a whole, if a real spirit of cooperation existed. From our angle we have long felt that S.L.A. needed the moral support of a larger association, if it were to interest foundations in giving adequate financial support. We do desperately need underwriting for a period of years, if we are to operate efficiently and have a chance to do certain things that need to be done in the library world.

I have been thinking over S.L.A.'s progress in recent years. I am not in very close touch I will...
admit, but I have the following general impressions: that we have done exceedingly well in securing new members, but that our financial picture is not a pretty one, and that our entire publishing program has been particularly discouraging. Although we have a fine magazine, we still cannot afford a paid editor. Of course, the miracle is that we have achieved a magazine or any publications or other projects, when we consider that S.L.A. has operated almost entirely on volunteer labor from people who have full-time, demanding jobs elsewhere. I have been impressed again and again how much greater the pressure is in business and other types of special libraries than in the larger and more leisurely organizations. Having to produce every hour of every day on our jobs is, perhaps, what has taught us to do an effective job with our "leisure time" as well.

In the special library field, as in all fields, the great need is for leadership. We need more leaders. We need better thinking and planning. And I cannot resist a plea to each of you to make the time to do more things for your profession. This is for your own good more than for the good of the Association, because people progress only as they accept the opportunities which open to them. Do not refuse to serve on this or that committee claiming that you are too busy, until you have weighed carefully the things you now do and are sure they are as vital.

I seem to have done a lot of scolding, but it is only because I am so ambitious for special libraries. Please believe that I am ready to take my own medicine. Many of the things I once did in my own library now seem unwise and I would not repeat them. Some of the things I once urged for S.L.A. now seem unimportant or old-fashioned. We must learn to keep in step with the times.

Of course, there are many cheerful factors in the S.L.A. picture. Recently one leader in the library profession said, "Special librarians are moving faster in more interesting directions than are orthodox librarians." Generally speaking, I do believe that special libraries are more efficiently operated than others. There is a fine new vitality in the younger members of this Association and we should begin to turn more things over to them. In turn they should be willing to take advice from people of experience, because one of the great tragedies in association work has been the lack of continuity and of cashing in on previous experience. Too often new officers start in without referring to what has gone before and without utilizing the special talents available to them.

Finally and above all we need a working plan. For many years S.L.A. has discussed an activities committee. If I were allowed only one wish today, it would be that the incoming administration appoint such a committee, of five people, preferably from one section of the country, so that they can meet and fight to their hearts' content. They should report to the executive board but be independent of it. The group should be composed of the best and most progressive thinkers we have and, perhaps, not be limited to special librarians. They should be given the world in which to roam; with but one instruction and that that they must do something, not simply put a plan on paper.

We cannot but believe that after this war we shall all live in a very different world, and it is not possible that libraries will be immune to change. Public and semi-public libraries will not even deserve the support of their patrons, without which they cannot survive, unless they get together, — coordinate their holdings and integrate their service. They should stop hoarding and following their own individualistic ways.

As for special librarians, our obligations to the community may not be so great as that of the larger libraries, but as research units we have enormous responsibilities to scholarship, to science and to posterity. Each librarian in this room should plan to streamline her library for more effective work and do it immediately and on her own initiative. Do not wait for your boss to begin to question what you do and then resent any suggestions for a reduction in library activities. Be ready with a plan for greater service, to more people at less cost.

In this shattered, changing world America seems destined to be the only country to preserve the records and experiences of the past and to build new reservoirs of information for the future. Only librarians can do this. Let us make sure that we measure up to the opportunities for service that are wide open to us.
WHO IS YOUR PUBLIC AND HOW DO YOU SERVE IT?*

By K. B. Elliott, Vice-President and Director
Customer Relations, Studebaker Corporation, South Bend, Indiana

FIRST GENERAL SESSION

The subject assigned to me, composed of two questions, suggests the two most fundamental objectives in any well-developed marketing program. First, the question — who is your public? Who are the potential users of your product or service? Obviously, this must be answered before the physical proportions of the merchandising task can be measured. Strangely enough, there is frequent failure to take this step.

How, that is in what manner, does a business enterprise know its customers? It knows them personally, as in the case of a small business, or it knows them as a composite group, or as typical individuals, or as groups with certain specific interests or needs. In any case, the resourceful business organization can be aware of the customer’s tastes, habits, prejudices and purchasing power. According to its merchandising genius, the company meets the customer’s needs not only to serve those needs more or less effectively, but also to (a) assure, (b) encourage, (c) endanger, or (d) prevent the customer’s future patronage.

Who are our customers and what are they like? If anyone thinks that he knows, I suggest that he examine his impressions with the greatest care. In actual practice it has been my observation that many times we do not know who they are and that frequently we are hopelessly confused so far as knowing what they are like. This is particularly true of businesses that are too large to know their customers personally. The ability to form an accurate impression of what our customers are like is of critical importance.

In my judgment, the characteristic common to the causes for poor handling of the public is a basic failure to realize the fundamental nature of good customer relations.

The primary objective of any merchandising technique is the skillful determination of the best means of getting a product or service accepted. In other words, after we have defined and identified our public, how do we serve it? The extent to which we are skillful in this respect is the measure of our professional genius.

Convenience of purchase is not enough. The customer wants certain satisfaction from the actual purchase transaction. He wants his importance as a customer to be recognized, he desires any haste or deliberateness on his part to be dealt with appropriately, and he expects any impatience or unreasonable demands on his part to be met with complete deference. These do not cover the entire gamut, but they suggest the treatment the customer expects in connection with the actual transaction.

I do not know to what extent libraries receive formal complaints. If you do not, you are deprived of one of the most useful devices for keeping you informed concerning the quality of your service. In the automobile business, we do get complaints, Allah be praised. Thus we are provided with a safeguard against the ravages of undiscovered sources of customer dissatisfaction. Like a fever thermometer, and frequently registering just as much heat, the letters from customers protect us from any creeping complacency and disclose the presence of infections.

It is the fact of dissatisfaction, not the nature or reasonableness of the cause for it, that is important for the organization concerned with selling its goods or services. It is my experience that the most extreme feelings of dissatisfaction are disproportionate to the seriousness of the difficulty or the problem of its correction.

To the extent of our professional skill, it is our problem to deal with the causes and possible elimination of the dissatisfaction of the customer. The least we can do is to give the customer a courteous, a clear, and a complete statement of our position. If we will leave the door open so that he can do so without embarrassment, later the customer will remember not so much the fact that we did not meet his wishes, as the fact that we dealt with him with courteous consideration for his problem and with respect for his feelings in the matter.

It is my belief that the same principles which relate to customer relations in business probably apply to the relations between a library and those it does serve, can serve, or ought to serve. I know practically nothing about library principles or procedures. So far as special libraries are concerned, the most I could claim would be some experience with business libraries.

It seems to me that your public is not limited to those who come or send for material which is under your care. Your public includes every person who may be considered reasonably within your sphere of influence.

* Abridged.
You have a responsibility for selling the services of your library. You have a responsibility for keeping it abreast of the developments in many fields. How recently have you arranged with the head of your accounting department to furnish members of his staff with bibliographies of recent books or articles on different phases of accounting? How recently have you written to the librarian of the American Institute of Accountants, or to the Dean of some outstanding school of Business Administration, and asked for a list of the most significant books on accounting, published during the last year or the last five years? How recently have you done the same thing with respect to literature of other professional fields served by your library? How often in the past year have you asked some young fellow in the sales department, if he would give you his suggestions how the library could be more helpful to him?

Our sales executives insist that an essential step in a sales solicitation is definitely asking the prospect to buy. It is not enough to display your automobiles, to extol their virtues, to expound the advantages of dealing with your concern. You have to ask the prospect to buy. I think it must be the same with libraries. When your appropriation has been spent intelligently in the energy available for the purpose, it has been scientifically indexed, adequately and implemented by the written or printed word.

The rising tide of paper work is an apt expression to apply to the flood of letters, forms, inter-office memoranda which cross the executive's desk. But there is another tide of paper which is inundating the executive. I refer to the reading material which either comes to the business or professional man's desk or is available to him. These two forms of the printed word are the warp and woof of the fabric of management, considered in the light of its day-to-day expression and development.

There is not much, I suppose, that libraries and their staffs can do about the paperwork with which business men surround themselves. However, I believe there may be something that you can do about our reading material.

You will find general agreement among business and professional men, that one of their most difficult problems is the selecting of what is to be read within the limits of the time and energy available for the purpose. It is perfectly obvious that both quality and importance of reading matter varies tremendously. It ranges from pure trivia to information vital to the development of our professional ability.

First, I would find out in a half dozen cases, what material is going regularly as a routine matter to a man from the library, on his request, or on the request of some member of the library staff. I would find out, if there was any material he did not want, but had failed to take action and stop. I would ascertain, if there might be certain publications the library staff could go through and ferret out the particular articles in which he would be interested. Now, sometimes that is not at all feasible. In my own case, a magazine like Business Week, or a trade paper like Automotive News, needs to be gone through personally, because I do not believe anyone else can select for me the items of greatest interest from those that are unimportant. However, there are other publications that someone can check for me.

You are all familiar with the device, the Library Bulletin or Digest Service, or whatever you may call it, which the library prepares and sends out. Perhaps you send out different digests to different groups or individuals. Our Studebaker librarian issues a semi-weekly Library Bulletin, which serves the purpose of inviting attention to significant or interesting articles in business and trade publications in general. In many cases just a sentence or two will enable a man to determine whether or not he wants to read the whole article.

In the way of library research, I believe, there is a good deal that can be done in addition to the work of specific requests or assignments. A library staff gifted with imaginative talents can anticipate a good many requirements. If there is a statistical or research division of the business which operates separately, the closest liaison with that division will enable the library not only to serve it directly, but also to collaborate with it on general and specific undertakings.

The research function is increasingly a necessity in business and the professions. Product research, methods research have revolutionized the whole world of industry and business, as well as other spheres of activity. They will continue to do so. This is a corollary and necessary development of the machine age. The special library and the services it provides are an integral part of this research technique.

There is another library service I wish to mention. I think there is no more tragic thing in business life than the individual who gradually ceases to keep up, not only with intellectual and cultural interests generally, but also with his own profession. Business libraries can do much to invite, if not persuade, the members of an organization to utilize its facilities. As a libra-
rian, I would not rest until I had exhausted every effort to make my library serve the professional needs of the entire rank and file of employees of my company. It would be on my conscience to see young men in their thirties who have stopped study and discontinued the practice of keeping up with the literature of the field in which they have chosen to spend their business lives.

One other thing I should like to suggest for your consideration. Are you interpreting for your management the work you are doing and its relation to other activities within the organization? This should not be solely for the purpose of emphasizing the value of your work, but should be for the purpose of helping the management to coordinate and integrate all the activities which are being carried on.

Now let me say directly what I have already inferred. First, your associates in the field of business need every day the results of the highest skill you are able to bring to your profession. In many ways you, rather than they, are more able to determine the areas of cooperation and stimulation of interest. Second, given skill, initiative and resourcefulness on the part of the library staff, the horizon alone marks the limit of your opportunities to serve your public.

Let me conclude by saying that the public relations, the customer relations, of any business may be rooted in the selfish interests of that business. But these will thrive only when they are cultivated with a regard for the needs and interests of others. Therefore, if we lay aside all thoughts of altruism, we still must hold that the ideal of service to our public, wherever or whatever that public may be, is the one that should command our whole effort and concern.

FRONTIERS TO THE SOUTH; HISPANIC-AMERICAN LIBRARY RESOURCES

By Dr. Irene A. Wright

Division of Cultural Relations, U. S. Department of State, Washington

FIRST GENERAL SESSION

EARLY last November Secretary of State Cordell Hull, in addressing the Conference on Inter-American Relations in the Field of Education then meeting in Washington said:

"None can forecast the future in world affairs. It is possible that the great shadow which lies heavily over Europe may become a long twilight... many of the lamps of Western civilization... dimmed or altogether put out."

Whatever the outcome of the present struggle, whether or not this Western Hemisphere is to be called upon to assume a heavier responsibility for the maintenance of the values of the human spirit, at the present moment it is certain that the New World is the only area where constructive advances in international fellowship can be actively pursued. Our only clear horizon lies within this Hemisphere, to the south.

Never have relations among the American republics been more cordial. Never has the importance of such relations been more generally recognized. However, it is evident that, if a stable and enduring friendship among these republics is to develop out of a sharpened realization of its expediency, economic and political relations must be buttressed by mutual understanding based on knowledge, each of the other. We must know our neighbors. As Secretary Hull has further pointed out, comprehension and respect cannot be founded "merely on the contacts between diplomat and diplomat, political leader and political leader, or even between business man and business man. They must rest also on contacts between teacher and teacher; between student and student; upon the confluence of streams of thought, as well as upon more formalized governmental action and constructive business activity."

In recognition of this fact the Department of State created the Division of Cultural Relations. Mr. Sumner Welles has referred to its establishment as a "departure." Assistant Secretary of State A. A. Berle described the event as "a minor revolution in so staid and established a department as that of State." It was undertaken only after long discussion and much sober thought. And yet the division has its counterpart in the structure of many foreign governments which sooner than we have recognized the utility of offices to administer their foreign relations in the nonpolitical, noncommercial fields of intellectual cooperation.

In the words of the Departmental Order of July 28, 1938, which brought it into existence,
the Division of Cultural Relations was set up to have "general charge of official international activities of this Department [of State] with respect to cultural relations, embracing the exchange of professors, teachers, and students; cooperation in the field of music, art, literature, and other intellectual and cultural attainments; the formulation and distribution of libraries of representative works of the United States and suitable translations thereof; the preparations for and management of the participation by this Government in international expositions in this field; supervision of participation by this Government in international radio broadcasts [and it has also the distribution through Government channels of informative educational motion pictures]; encouragement of a closer relationship between unofficial organizations of this and of foreign governments engaged in cultural and intellectual activities; and, generally, the dissemination abroad of the representative intellectual and cultural works of the United States and the improvement and broadening of the scope of our cultural relations with other countries."

Three emphases characterize the program of the Department of State in the execution of which the Division of Cultural Relations is its instrument. In the first place, that program is educational in character. It seeks to foster not any partial or one-sided picture, but a true and realistic understanding between the people of the United States and those of other nations. In the second place, the program is based on recognition of the fact that cultural interchange is essentially reciprocal. If we have much of worth to contribute to other peoples, we also have much to receive. In this connection let me say that the Department's activities in cultural fields have relation to nations in all parts of the world, but for very obvious reasons during the initial phase of its work the Division is giving particular attention to the other American republics. In the third place, cooperation is a keynote in the program.

The Department intends that the Division shall serve as a clearing center for the activities of various other departments and agencies of the Federal Government, the Pan American Union, colleges, universities, other educational and cultural organizations and individuals legitimately interested in cultural affairs of international character. But beyond these efforts, it is our conviction that the primary responsibility for cultural exchange rests with private institutions and agencies. In relation to such organizations the Department's activities are not intended to supplant the important activities toward international understanding on the part of nongovernmental agencies, but rather to make available to private enterprise the good offices of government, and to render private endeavors more effective by the provision in this country of an official body similar to those which exist abroad, which can serve as a clearing house for exchange of information and as a center of coordination and cooperation.

In order to enlist the active cooperation of important persons and agencies throughout the country, Secretary Hull issued invitations to a series of four conferences during the fall of 1939. Approximately 1,000 leaders of educational and cultural activities came to Washington at their own expense from all parts of the United States to attend these conferences on inter-American relations in the fields of art, music, education, and on publications and libraries.

The conference on publications and libraries was attended by more than two hundred representatives of leading publishing houses, university presses, public and special libraries, newspapers, magazines, and journals. These representatives discussed how inter-American understanding might be forwarded by the exchange of books and other publications and how this material could be made more readily available to the public. Cooperation was pledged toward the further stimulation of a wider circulation through important public and university libraries in the United States of books on the other American republics.

The conference appointed a committee to cooperate with the Department in considering the creation of a central clearing house to be used by publishers and librarians interested in the Latin American field. The committee, composed of Lewis Hanke (Director, Hispanic Foundation, Library of Congress); Waldo G. Leland (Permanent Secretary, American Council of Learned Societies); and Charles F. Gosnall (Assistant Librarian, Queens College Library) will increase its membership to study recommendations made by groups concerned with specific aspects of the problems presented at the conference.

At this Conference striking examples of the need for greater interchange of books and publications were cited. An investigation conducted in January 1939 at Sao Paulo, Brazil, disclosed that the combined municipal and state libraries possessed only four works on United States history. The library of the Law School of the University of Sao Paulo had an equal number. The school of philosophy had two works. The school of sociology and politics had none. It was pointed out that, while this condition existed with respect to books published in English, those which have been translated into Spanish or Portuguese in the other American
republics are even more rare. There is no good one-volume history of the United States available in another language. From a reciprocal viewpoint it was further noted that in the United States there is a great need for wider circulation of books about the other American republics.

If this is typical of the existing situation with respect to general libraries, what may we expect to find with respect to special libraries? In fact do you know what special libraries exist in the other Americas? If not, might not this Association serve its own purpose well by finding out?

Prior to my present employment, my own work was historical research, among Spanish documents. Digging deep into original sources, in archives, one comes upon the taproots of the special libraries you are going to find do exist in the other American republics. Among 16th-century Spanish documents one discovers the earliest works printed on those matters which interested most the 16th and succeeding centuries. Those first thin booklets were hardly distinguishable in the minds of scholars and statesmen of the time, from the written word. They were filed away like manuscript. So between a governor’s despatch on the state of his jurisdiction, perhaps, one finds the earliest treatise on military and naval construction, with special reference to varieties of woods available in the Indies, meaning the Americas. Or together with a bishop’s or a provincial’s report upon spiritual conditions in a given diocese, one comes upon an early work on the New World’s contribution of strange herbs and barks to the Old World’s knowledge of medicine; or a treatise on mining and metallurgy, or on indigenous languages with rare vocabularies in vanished native tongues.

Between your splendid special libraries here, rich in “the latest,” and those other ancient special libraries there in cathedrals, in monasteries, in the academies of medicine which flourished when the United States was thirteen colonies, rich in “the earliest,” you should be able to set up a strong current of interchange which would contribute importantly to closer relations between libraries and librarians and, perhaps even more important, among readers in libraries for whom the institution, its books and its librarian exist.

Upon the conclusion of Dr. Wright’s talk Miss Adelaide Hasse prosecuted the following resolution which was voted upon and approved by the Association.

Whereas: The Special Libraries Association takes cognizance of the importance of bibliographic work already done and now being done by Latin American academic and scientific bodies, as well as of the growing special library movement in Latin American technical activities; and

Whereas: It is most desirable for the good of our own services that means for a wider knowledge of those activities be made more generally available to all North American libraries;

Therefore: Be it resolved that the Special Libraries Association shall authorize the appointment of a group to explore the method by which a better acquaintance between the S.L.A. and Latin American special librarianship may be achieved.

PROFESSIONAL COOPERATION IN LIBRARY PROGRESS:


SECOND GENERAL SESSION

If we can believe what the convention delegates tell us, one of the high-lights of the convention was the panel discussion held at World War Memorial, Tuesday night, June 4th, between representatives of American Library Association and Special Libraries Association. Miss Mary McLean, American Bankers Association, New York, was chairman of the meeting. Mr. Carl H. Milam, Secretary, American Library Association, Chicago, and Mr. Errett W. McDermid, Jr., Illinois Library School, Urbana, Illinois, represented American Library Association while Miss Eleanor S. Cavanaugh, Standard Statistics Company, New York, and Miss Marion Rawls, Burnham Library of Architecture, Art Institute, Chicago, upheld the honor of Special Libraries Association. The meeting was entirely informal and was arranged.
primarily to discuss possible ways and means of cooperation between the two associations.

Before the meeting it was agreed by the participants that interruptions and mild heckling would be in order and that, if possible, each side would try to embarrass the other. However, only enough of this to liven up the meeting took place for the meeting took a more serious slant.

The organization, aims and activities of each association were reviewed by the members of A.L.A. and S.L.A. The most interesting difference was in the financial set-up of the two organizations. A.L.A. has a budget of approximately $400,000 per annum, a portion of which is contributed by membership dues, another part by sales of publications and subscriptions, another part by endowments, and the rest by grants for special purposes. This puts A.L.A. in the rich uncle class. S.L.A. has a budget of approximately $12,000 received from membership dues and sales of publications, which are compiled and edited by volunteer labor. So S.L.A. belongs to the poor but hard-working proud relative class. Naturally, A.L.A. with a membership of nearly 17,000 would contribute a larger amount of dues than the smaller membership of S.L.A. with only 2,300 members.

The delegates were interested particularly in the discussion outlining the aims and purposes of the Third Activities Report, which proposed in part that S.L.A. become a section of A.L.A. The consensus of opinion seemed to be that, at least for the time being, S.L.A. had little to gain by becoming a party to this plan. One A.L.A. representative did not care particularly whether S.L.A. came into the plan; but the other A.L.A. representative went on record to the effect, that A.L.A. "needed the example of an active, well-planned group within the field." One S.L.A. member felt that our Association had little to gain and much to lose by such an arrangement, while the second S.L.A. representative was willing to be convinced on either side of the question.

Another point for discussion, which brought particular interest from the floor, was training for library service. Among the interesting points enumerated on this subject was the consideration of the question that library schools should include special library training in their curricula. This led to the question whether library training or a knowledge of subject matter was the more important in special library work. The meeting seemed to indicate that both were necessary. If an individual started with one of the two, the other must be acquired in order to do efficient work in a specialized field. A new idea for training raised by the discussion from the floor concerned the possibilities of a correspondence course in library science.

At this point the panel attacked the question of active cooperation between the two associations. Each association was inclined to place the blame for lack of interest and cooperation upon the other. The discussion was lively and the following means of cooperation were suggested: (1) appointments of A.L.A. members on S.L.A. committees and vice versa; (2) joint regional meetings of the two associations; (3) joint publication projects; (4) a joint survey of source material.

Due to the lack of time nothing definite could be decided regarding these points, although the discussion was most stimulating and worthwhile. When the air was cleared of minor misunderstandings between the two associations, the idea of cooperation had been firmly instilled into those present at this meeting. The convention delegates departed imbued with the idea that there was a place in the library world for both associations, working individually in their individual spheres, but also that there were certain places where it would be not only to the advantage of the two associations but also to the library profession for A.L.A. and S.L.A. to cooperate on definite projects.

It is to be hoped that the ideas revealed at this panel discussion and the interest created will not pass into the limbo of yesterdays, but that some definite effort for cooperation between the two associations will be tested out in the immediate future.
THE SIGNIFICANCE OF GUTENBERG'S INVENTION*

BY DOUGLAS C. McMurtrie, Director

Typography, Ludlow Typograph Company; Chairman, Invention of Printing
Anniversary Committee, International Association of Printing House
Craftsmen; National Editor, American Imprints Inventory.

BANQUET

VICTOR HUGO wrote with conviction that the greatest event in world history was the invention of printing. And many an authority, viewing history from varied angles, is disposed to concur with this statement.

The present year of 1940 marks the 500th anniversary of the invention of printing with movable types by Johann Gutenberg of Mainz, then a free city-state of the shadowy Holy Roman Empire. Why do we celebrate this anniversary? Because of the vitally important service that printing has rendered to civilization. From printed books, magazines or newspapers we have learned almost everything we know. Historians tell us that printing has had a great influence on the course of history. It has made possible public education; it has provided the channel for interchange of opinion which has brought into being representative government of free peoples.

Born between the years 1397 and 1400, of patrician parents, as Johann Gensfleisch, the inventor-of-printing-to-be took on the name of the paternal mansion, the Hof zum Gutenberg, and became known as "Johann Gensfleisch called Gutenberg," later shortened to the name by which we now know him.

At that time Europe was emerging from the intellectual sleep of the Dark Ages, and people were taking a new and active interest in education. With the rise of the crafts and the guilds, more fathers began to earn enough to send their sons to a private schoolteacher to learn the rudiments of education. An early and urgent need of a schoolboy was a copy of the Latin grammar, known from the name of its author, as the Donatus.

Early in the fifteenth century, the average family did not own a single book. The man who did have a book, owned an object of curiosity to his neighbors. The man who owned ten or twenty books was either very rich, or a king or prince. Even successful business men or craftsmen could not write their own business letters or contracts and had to call in a professional scribe or clerk to write these for them.

There were books, of course, but each one was individually written out by a scribe, which was a laborious and expensive process. A book of considerable size might take a skilled workman a year to write, or rather letter, by hand, so the volume had to be sold for not less than a year's payroll, plus cost of materials and profit. A Bible might well have taken four years to write, and for this reason few churches could afford a copy.

Even copies of the little Latin grammar had to be hand-written, and it seems that the need for some process for economically producing copies of the Donatus may well have determined Gutenberg to devote his life and his fortune to discovering a way to duplicate books so cheaply, that all who needed them could have them. It is significant that seventeen out of the first nineteen pieces of printing known to have been produced by Gutenberg were successive editions of the Latin grammar which was so sorely needed by the rapidly increasing number of schoolboys.

When Gutenberg started his experiments with printing, he had several materials and processes at his disposal which helped assure the success of his efforts. The Europeans had learned the art of making paper some years before the invention of printing, and paper mills were being established all over Europe. Papermaking was invented in China in the year 105 A.D. but it took the secret of its manufacture a thousand years to reach Europe. Therefore, an inexpensive substance on which to print was fortunately available.

The Chinese had also invented the art of block printing at least as early as the eighth century. By this process pictures or text or both were cut on blocks of wood, the portions of the block which were not to show in the print being cut away. Such a block was laid face up and inked with a water-color ink. A sheet of paper was then laid on and pressed against the block with a rubber, thus transferring the impression to the sheet.

The world's earliest known printed book was produced in China by this method in the ninth century. The process of block printing also became known in Europe before Gutenberg began his work. Movable types were also produced in China long before the European invention of
printing, but there is no evidence that any knowledge regarding them ever reached Europe.

Screw presses were used in Europe in a number of industries, so a press presented no problem. The oil paints which artists were just beginning to use could easily be adapted to provide a heavy ink which would stick to metal types.

Gutenberg's most serious problem was to find a way of manufacturing individual types in quantity, square enough and accurate enough to arrange in lines and lock up in a page, and durable enough to be used over and over again; so that they could be used to print, not one book, but many books. Apparently it took years of costly experimentation to solve the problem of successfully making accurately cast metal types.

When the inventor perfected the process of typecasting, the success of his effort to produce books at a cost to bring them within the reach of everyone was assured.

After Gutenberg's experiments proved successful, he returned to his native city of Mainz where he began laying plans for production of his first famous Bible. In order to print this Bible, Gutenberg needed financial backing, which he obtained from a Mainz capitalist, Johann Fust. Gutenberg borrowed from Fust 800 gulden, which was a large sum of money, and gave as security the tools and equipment which he was to make. It is apparent that the proceeds of this first loan were expended without making satisfactory progress on the actual production of the Bible, so when Gutenberg came back for another large loan, Fust gave it to him, but insisted on being taken into partnership, so that he could make sure that production of the Bible was pushed through. But before the great book was completed, Fust foreclosed on his loans and Gutenberg was squeezed out of the enterprise. Fust took Peter Schoeffer, who had been Gutenberg's helper, into partnership with him and later gave him the hand of his daughter in marriage. The firm of Fust and Schoeffer went on to produce many beautifully printed books.

The book commonly referred to as the "Gutenberg Bible" included no statement as to where, when, or by whom it was printed. From a document recording the lawsuit between Fust and Gutenberg, we know the identity of the men engaged in its production. In one copy of this great book the chapter headings, initials, etc., were added in red, by a rubricator (meaning "red ink man") who, fortunately for us, wrote in the date, August 24, 1456, when his work was completed. Though not the first printed book, the world's first important printed book was, therefore, probably completed in 1455. The volume was large in dimensions and comprised 1282 printed pages, each set in two columns with 42 lines of type in each column. Therefore experts refer to it as the 42-line Bible. It is estimated that about 150 copies were printed. Only one page was printed at each impression of the press.

In 1457 Fust and Schoeffer printed, in three colors, a Psalter which is the most beautiful book produced during the fifteenth century. On its last page was a statement telling us where, when, and by whom it was printed. Only in one copy may be seen the first printer's mark, the crossed shields which are widely known today in the emblem of the International Association of Printing House Craftsmen.

Gutenberg went on to do other printing, but he does not appear to have prospered. In his last years he enjoyed a pension granted him by the Archbishop of Mainz. When he died early in 1468, the equipment which he had used was claimed by a friend who had bought it.

So the inventor of the world's most useful art did not reap a reward in what the world counts as wealth. But before his death he saw printing accepted and put to good use. He saw printers whom he had trained go out to Italy and Switzerland to establish presses there. Civilization was demonstrating the practical value of the work he had done so well.

Gutenberg's claim to the honor of being the inventor of printing with movable types has been questioned in the past and the claims of some rival contenders, based largely on legend, have been advanced. But no competent historian today questions the specific documentary evidence on which rests the fame of Johann Gutenberg.

Such was the epic story of the man who gave mankind its greatest and most useful gift. It is said that every printed word is a monument to Gutenberg. To what finer memorial could any man aspire?
THE PRESIDENT'S ADDRESS
THIRD GENERAL SESSION

AGAIN it is my privilege to stand before you and to present to you a record of stewardship as President of the Special Libraries Association. It has been said erroneously, and to visit the libraries Association. It has been said erroneously, I am now convinced, that a President's second term is much easier than the first. This fallacy lies only in the minds of the members of the Nominating Committee for I am sure that many second-termers will deny its truth.

There have been diverse happenings in the life of S.L.A. this past year. Three weeks after my return from the Baltimore Conference, I left for California to attend the A.L.A. Convention and to visit the San Francisco Bay Region and the Southern California Chapters. The visits to these Chapters proved to me the loyalty of their members to S.L.A. We in the East and Midwest could well follow their examples in publicity, educational courses and meeting programs. The election of Josephine B. Hollingsworth for Second Vice-President last year was a stroke of genius, because it has made these members feel they are distinctly a part of S.L.A. While in Los Angeles, I persuaded Miss Hollingsworth to take the office of Chapter Liaison Officer this year and to edit the Chapter Town Crier. Knowing that she would not be able to be present at Board Meetings, I felt that she would be brought more in contact with Chapter and Association activities by assuming this responsibility. Those of you who have seen the two issues of this Chapter publication know how efficiently she tackled this job.

My visit to the West Coast also convinced me that in the very near future S.L.A. should plan to hold a Convention there. It is ten years since we went to San Francisco in 1930. By holding a Convention in Los Angeles within the next two years, we, as an Association, not only will show our western Chapters our appreciation of what they are doing but also we will make them better acquainted with the inner workings of S.L.A. Why not let us begin to think of California for 1942? By doing this we can plan our vacations at the same time, so that the expense involved will not be too heavy.

Shortly after my return from California, I received the sad news that Standard Statistics would no longer be able to house Headquarters Office rent-free, which it had been doing for the past eight years. When Miss Cavanaugh in great distress telephoned me that her Company had lapsed under my feet. I immediately wrote the Board members telling them and asking their advice. After much looking around for suitable quarters at a reasonable rent, the final result is our present Headquarters Office at 31 East 30th Street, New York City. This new office is located on the fifth floor of the G. E. Stechert and Company building, and has 800 feet of space, giving us room for expansion. The rent is $690 annually or $57.50 each month.

Unfortunately, this additional expenditure slowed up a number of projects I had hoped would be under way by now. The most important of these was the appointment of a professional assistant at Headquarters, who would be responsible for editing SPECIAL LIBRARIES and other Association publications, as well as for planning a publicity program to promote the activities of the Association. However, I have not entirely given up hope that eventually this will come to pass. In fact, it must become a reality for the very simple reason that it is essential for the future growth of S.L.A.

When I realized that the Association needed to build up its finances to meet this additional expense, and that the best way to do this would be through increased membership, I looked around for the best person to act as Membership Chairman. I know you will all agree with me that we have had a most efficient Chairman this past year, Laura Woodward. Later this morning she will give you a report of the results of the Membership Drive. There is, however, one point which is, in my estimation, particularly serious. Although we almost reached the goal of 500 new members set by Miss Woodward, the members resigned or dropped for non-payment of dues cut this figure to less than half the number gained. As I told you last year in my annual report, if the amount needed to finance the operation of S.L.A. cannot be covered by present dues, then we will have to increase them. Many members are in favor of this move, for they realize that this is absolutely necessary in order to finance the various projects which are waiting to be developed.

Like the national government, the S.L.A. has great difficulty in balancing its budget. This year it was particularly so on account of the added burden of rent and moving expenses. When the Finance Committee met to draw up a workable budget for 1940, all expenses were thoroughly analyzed and scarcely an item escaped a cut in one form or another. It had been hoped that this year would see a provision made...
to increase the reserve fund, but, unfortunately, that was impossible. However, there is a silver light shining in that this fund was not impaired by these added expenses. At one time it was thought that this might have to be done.

I wish it were possible to impress upon the S.L.A. members the grave importance of increasing the revenue of the Association. When I have visited Chapters this year, I have preached continually the need for more money. I have done this, because I wanted the membership as a whole to realize the gravity of the situation. There is no reason why an Association with over 2,300 members always should be in financial difficulties. One of the simplest ways to accomplish this would be for those who hold local memberships to transfer to Associate, for those who are Associate members to become Active, and for every organization with a library to take out an Institutional membership. This will be the last time I, as President, will mention finances. However, I would like to leave this office with the comfortable feeling, that some of the pleas that I have made on this subject have borne fruit and that your new officers will not have to spend their valuable time worrying over this problem.

Before passing on to other activities, I wish to say a few words on the subject of Proceedings. Previously the reports of the Officers, Chapters, Groups and Committees were published in the July-August issue of Special Libraries and the papers appeared in the magazine during the year between the conventions. For the past two years the Proceedings have been printed in a separate volume. Unfortunately, the Association lost money on both volumes, $397.30 on the 1938 volume and $895.47 on the 1939 volume. This year I sent a letter to each Chapter President, Committee and Group Chairman and explained the situation and asked for suggestions for the printing of the 1940 Proceedings. Thirty-four replies were received but not one recommended that the papers be printed in monthly issues throughout the year. Approximately ninety percent preferred to have the Proceedings published separately from the magazine. When they realized that this method was not practical at this time, they voiced their preference for a Proceedings issue of Special Libraries. Therefore, this year it is planned to publish the reports and papers presented at this Convention in the July-August issue. It is hoped that this will solve a vital problem and that sufficient extra copies of this issue will be sold to non-subscribers of the magazine to pay the additional printing cost due to the increased number of pages.

Another idea of mine, which I hoped would be on its way to accomplishment, was a Public Relations program. You will remember I mentioned it in my annual report last year and in my talks before the various Chapters. Again I have been handicapped because we lacked the money to finance it properly, and also because I have not been able to secure the right person for the Chairmanship. This is not due to the lack of "right" persons. But the ones, whom I have approached, have not had time enough to give to this immense task, and, therefore, would not assume the responsibility. Here, again, a professional assistant at Headquarters would be of immense value to the Association. At present we have two Committees on public relations, the Committee on Trade Associations, and the Business Library Promotion Committee. I would suggest that when a Public Relations program is instituted, these two Committees be merged as subcommittees of it. During this past year the former has been dormant, because the Chairman has had little opportunity to develop a program on account of her own work as head of an efficient Bureau of Business Information. This year the Business Library Promotion Committee has fostered a closer contact between special libraries and business men through Chapter meeting programs and individual consultation with executives, who were interested in organizing libraries within their own organizations. A definite result of these efforts was the appointment of a trained librarian, rather than a member of the company staff, to head a newly established library. Through the work of this Committee, articles on the Special Libraries Association, or on some special library or on the best method of organizing a library have appeared in many local magazines and in national trade publications. The first issue of the Chapter Town Crier was devoted to the subject of Public Relations and contained excellent suggestions for Chapter meetings and Association publicity.

Before leaving the subject of public relations, I should like to pass on to the new Board a suggestion made to me recently. It was suggested that the Association present an annual award to the individual who has succeeded in having published the largest number of articles on the aspects of special libraries in various magazines, newspapers and trade papers. Such an endeavor would not only lend prestige to the member, but also to her Company and to S.L.A.

When I took the Presidency two years ago, one of the goals I set before myself was to visit as many S.L.A. Chapters as possible. Through the generosity of my Company both as to time and money, I was able to complete my swing around the circle. In addition to the two western Chapters this year, I have been to Pittsburgh, Cincinnati and Boston. I spent a day in Colum-
bus discussing Chapter possibilities, visited for the second time the Albany Chapter en route to Boston, talked before the Baltimore Chapter during my attendance in Washington at the Convention of the Inter-American Bibliographical and Library Association, before which I was invited as S.L.A. President to speak on “Private or Special Libraries,” attended several New York Chapter Meetings and spoke before the first meeting of the year of the New Jersey Chapter. These visits were of inestimable value to me in acquiring a clear picture of the Association as a whole. What has inspired me most during these visits was the sincere loyalty for the Association and the enthusiasm for its future development.

In addition to my attendance at the Convention of the Inter-American Bibliographical and Library Association, Laura Woodward and Ruth Savord represented S.L.A. last December at the Conference on Inter-American Relations in the Field of Public Relations and Libraries, and Adelaide Hasse was the official S.L.A. representative at the Eighth American Scientific Congress. Besides these conferences, your President attended the Regional Library Conference of Middle Atlantic States at Hershey, Pa., last October and the Dental Library meeting at the Centenary Celebration of the American Dental Association in Baltimore in March.

One problem which confronted the Board this year was the reorganization of the editorial policy of the Technical Book Review Index. For the past five years the Association has been fortunate in having Granville Meixell with her skilled technical experience for Editor of this valuable publication and also in having the use of the periodical resources of the engineering and technical libraries at Columbia University. For some time Miss Meixell has wished to be released from the editorship. In order to place the editing of the Index under capable direction, a Committee was appointed to survey the field. The result of this survey was the approval by the Board to transfer the editorial office, beginning with Volume VI of the Index, from New York to Pittsburgh, where it will be supervised by Mr. Ellwood McClelland, Technical Librarian of the Pittsburgh Carnegie Library, and edited by some one appointed by him. Mr. McClelland has generously offered to supply desk space, typewriter facilities and the use of his technical periodical collection, for the use of the Editor of T.B.R.I. The future editorial policy will be in the hands of a Committee consisting of Edith Portman, Ellwood McClelland and Jolan Fettig, Chairman. The Association is again fortunate in securing the services of Mr. McClelland, a technical expert, whose brain-child the T.B.R.I. was originally.

Last year an experiment abstracts of reports of Chapters, Groups and Committees were mailed to all members who registered for the Convention. By having these abstracts prior to the business meeting, it was hoped that the members would read them and thus be better prepared to enter into discussions. This experiment was received so well that it was voted to repeat it this year. I hope you have had time to read them and will enter into the general discussions following this report and those of the Liaison Officers.

The Archives Committee has been dropped during the year. It was felt that so little had been accomplished by this Committee the year previous that it was useless to continue its existence, until a more definite program could be developed. Personally I believe such a Committee has a definite place in our Association. I would suggest that thought be given to its revival along the lines of collecting historical data for our own files. It is astonishing how ignorant we are about certain phases of the history of S.L.A. It is time we filled up these gaps.

During the summer I appointed a Conference Advisory Committee to compile a Convention Manual and to assist Convention Chairmen in planning annual conventions. The members of this Committee are Laura Woodward, Jolan Fettig and Mary Jane Henderson. Two more special representatives have been appointed. Eleanor Cavanaugh has been asked to serve as the S.L.A. representative on the Advisory Committee on Tests and Measurements of the Association of American Library Schools, and Dr. Donald Cable represents S.L.A. on the A.L.A. Committee on Foreign Imports. Mr. Hettman H. Henkle has been chosen Chairman of the Joint Committee of A.L.A. and S.L.A. to Survey the Special Library Field.

While Chapters and Groups deal with individual problems, the work of the Committees tells the story of the activities of the national Association. The files of the Classification Committee are consulted constantly by library school instructors and library students who are studying theory and comparative classification as well as by our own members who desire help with their own collections.

I urge you to study carefully the report of the Employment Committee when it appears in the Proceedings issue of Special Libraries. The Committee Chairman has made several excellent recommendations to those seeking new positions. A particularly valuable contribution which is being considered by the Committee, is the compilation of a scrapbook which can be used by unemployed librarians when they ap-
proach prospective employers. This scrapbook will contain suggestions of services which librarians can perform for an organization.

Since last June the Chairman of the Duplicate Exchange Committee has compiled and distributed eight lists of material free of charge to Association members except for transportation costs. These lists, the pages of which have run from 12 to 179, were distributed to 168 different libraries. The largest number of items distributed from a single list was 19,275. The work involved in the preparation of these lists is tremendous and the Association owes Beatrice Howell a debt of gratitude for the time and energy she has put into this work. I heartily agree with a recommendation she made for the Chairman of the Committee on Indexes to Sources of Statistical Information. It is in the form of an inventory of the work of the Committee during the past four years. Although the Chairman cites several failures, I can assure you that its accomplishments overshadow the failures.

This year the Methods Committee has been by no means inactive. Definite proof of this is the splendid exhibit of methods material on display at this Convention. During the year articles on the scope and purpose of this Committee have appeared in Special Libraries. One of its future projects is the issuance of handbooks which will cover methods and short cuts for the various types of special libraries.

The Student Loan Fund Committee has lent $400 during the past eleven months to librarians who wished to continue their library studies. Inquiries regarding loans have been received from several other possible applicants.

The Professional Standards Committee has been one of the busiest Committees. Its program is of such vital significance to us that I have asked Miss Morley, the Chairman, to present it in full. The work of the Publications Committee is also of vast importance to the Association. Although this year the Association has issued only two publications, one, The Handbook of Commercial and Financial Services, compiled by Dorothy Avery and her Committee, the other, Business and the Public Library, edited by Marian Manley and members of the Public Business Librarians Group, both are among our best sellers. Two publications, Banking and Financial Subject Headings, by Marguerite Burnett, and Trade-Name Index, sponsored by Science-Technology Group, are ready for printing.

I wish that Mrs. Ruth McG. Lane were here today to tell you of the very important piece of work which is being undertaken by the American Standards Association Sectional Committee Z-39 on "Standardization in the Field of Library Work and Documentation." Mrs. Lane is the S.I.A. representative on this Committee. One of the many projects considered is the form and arrangement of scientific periodicals and classification systems. In the May issue of Industrial Standardization there is an article on the proposed work of this Committee. Be sure to read it, as well as Mrs. Lane's report in this Proceedings issue of Special Libraries.

Last but not least is the Convention Committee. The activities of this Committee begin at the end of one Convention and continue steadily throughout the year to the next one. I need not tell you of the enormity of the work performed by Mrs. Irene Strieby and her Committee because the achievements of these past four days speak for themselves.

Last June we started the Association year without an Editor. I know you will agree with me, that we were fortunate in having Virginia Meredith accept this office. Her work this past year has been outstanding and I sincerely wish it were possible for her to continue her Editorship. However, she does not feel that she can do this on account of pressure of other duties. Later she will tell you of her dream for the future of Special Libraries.

No doubt those of you who receive regularly the Wilson Bulletin have noticed the page entitled "The Special Librarian." This is a new venture and an entirely new field for the special library idea. Mary E. Newsome, Librarian of Suffolk University, Boston, is its Editor. She is here at the Convention and I know she would be glad to have suggestions for future articles.

In conclusion, I wish to express my appreciation to those who have done so much to aid me in carrying out the many duties entrusted to the office of President. The Chapter Presidents, Group and Committee Chairmen deserve a large measure of praise for their constant cooperation in conducting the activities and affairs of the Association.

To my fellow officers and to the directors, I express my sincere gratitude. They have given unlimitedly of their energy and advice. It has been a pleasure to have worked with them.

It has been an honor and a privilege to have served as your President these past two years. The many pleasant experiences and associations will live long in my memory. It is my hope that you will give to my successor the same devotion and support you have given me.

Alma C. Mitchell

Special Libraries
Indianapolis General Sessions Proceedings

FIRST GENERAL SESSION

The first general session of the Thirty-Second Annual Convention of Special Libraries Association was opened officially Tuesday morning, June 3, 1940, with the President, Alma C. Mitchell, presiding. After a few words of appreciation for the excellent work accomplished by Irene M. Streiby, Chairman of the Convention Committee, President Mitchell introduced Mr. Floyd I. McMurray, Indiana State Superintendent of Public Instruction, who welcomed the delegates to Indianapolis. In his talk Mr. McMurray brought out the fact that it was difficult to speak of Indiana without mentioning someone famous in literature. He said Indiana was the home of James Whitcomb Riley, Meredith Nicholson, Edward Eggleston, Lew Wallace, Gene Stratton Porter and many others. Mr. McMurray concluded by saying, "Welcome from the ends of the continent to the crossroads of America."

On behalf of Special Libraries Association Laura A. Woodward, First Vice-President of the Association, responded to Mr. McMurray’s address of welcome. Miss Woodward said that since "Utilization of Resources" was the theme of the Convention, the program planned by Mrs. Streiby and the committees should show how to develop resources and how to use them.

President Mitchell then introduced Mary Louise Alexander, Director, Bibliographical Planning Committee of Philadelphia, who gave the keynote address on "Undeveloped Opportunities for Special Library Service" (see pages 183-192). This was followed by a most worth-while speech on "Who is your Public and How do you Serve it?" by K. B. Elliott, Vice-President and Director of Customer Relations, Studebaker Corporation, South Bend, Indiana (see pages 193-195). The last address of the session was presented by Dr. Irene A. Wright, Division of Cultural Relations, U. S. Department of State, Washington, D. C., on "Frontiers to the South; Hispanic-American Library Resources" (see pages 195-197).

SECOND GENERAL SESSION

The Second General Session of the Convention was held Tuesday evening June 4th, at the World War Memorial with the President, Miss Mitchell, presiding. This meeting was devoted to a panel discussion of "Professional Cooperation in Library Progress: A series of Parallel Discussions Setting Forth the Organization, Personnel and Training, Publications, Technical Processes, Activities and Progress of American Library Association and Special Libraries Association."

The following were the participants: Carl H. Milam, Secretary, American Library Association, Chicago; Eleanor S. Cavanaugh, Standard Statistics Company, Inc., New York; Ernest W. McDermid, Jr., Illinois Library School, Urbana, Ill.; Marion Rawls, Barnham Library of Architecture, Art Institute, Chicago. Miss Mary McLean, American Bankers Association, New York, was the leader of this discussion (see pages 197-198).

BANQUET

The Annual Banquet, dedicated to the 50th Anniversary of Printing, took place Wednesday evening, June 5th, in the Riley room of the Claypool Hotel. Miss Caroline Dunn, President of the Indianapolis Chapter, presided. The toastmaster was Eugene C. Pulliam, President Central Newspaper, Inc., and Indianapolis Broadcasting Co. He said that Hoosiers were never happier than when playing host to people they liked.

Howard L. Stubbins, Social Law Library, Boston, gave a tribute to the past editors of Special Libraries. From 1910 to the present time there have been eleven editors, four of whom were present at the banquet. No issues of Special Libraries have been skipped since it was started in 1910 by Dr. John A. Lapp with sixty original subscribers.

Dr. John A. Lapp, National Reference, International Building Trades Unions, Chicago, responded. He said that Special Libraries was born only a block away from the Hotel Claypool about thirty years ago. At that time not more than twenty-five business houses had librarians. He congratulated the Association for its splendid work in the past and present.

Douglas C. McMurrich, Ludlow Typograph Company, Chicago, and Editor, American Imprints Inventory, then spoke on "The Significance of Gutenberg's Invention" (see pages 199-200). In connection with his talk he showed slides of some of the famous books in history.

THIRD GENERAL SESSION

After the President, Alma C. Mitchell, called the Third General Session of Special Libraries Association to order on Thursday morning, June 6th, the President read a letter from Arthur F. Ridley, Chairman of the Association of Special Libraries and Information Bureaux, London, England, as follows:

"On this occasion of the 32nd Annual Convention of the Special Libraries Association may we convey our heartfelt good wishes for the success of the meeting at Indianapolis. Your Convention theme, 'Utilization of Resources' is a slogan that should strike a responsive note in the breasts of
all users of specialist information, whether they may be in the beleaguered Old World or in that New World of the Americas which must fulfill its destiny as the stronghold of unbiased knowledge and freedom of opinion. Although it has proved unfortunately impossible for us to be officially represented by any delegate at your Convention, our thoughts will be with you together with our sincere hopes for the future of your Association.

It was the consensus of the members present that President Mitchill reply to Mr. Ridley and convey to him their deep appreciation of his message.

President Mitchill then read a portion of a telegram received from Miss Louise Evans, Librarian, Bureau of Public Roads, Department of Agriculture, Washington:

"Have just learned library at Technical University in Helsinki, Finland, has been completely destroyed and appeal is being made to obtain gifts of books to help rebuild collection. . . . The Technical University of Helsinki is the only University of its kind in the country, and its destruction will have the most dangerous consequences for higher technical education. The Government and the people are doing whatever can be done to rebuild the University as quickly as possible. They are depending on equipment and scientific literature to be brought from foreign countries."

"Many libraries were lost, either as a consequence of the bombardments or in connection with the treaty of peace. Among these I should mention the Library of Vipuri, 115,000 volumes, and the smaller libraries in the ceded area where 200,000 volumes were lost. These estimates do not include the libraries of schools and learned societies. The representative of the Finnish Relief Fund, Inc., Mr. Robert Maverick, estimates that the probable number of all libraries of all classes destroyed is 350. . . ."

"Can you do anything to bring this to attention of Convention, especially Science-Technology Group, and give them opportunity to help by collecting books in their fields?"

Kindly send list of material to Miss Evans.

President Mitchill then announced that the previous day she had met with a few members of Special Libraries Association and had sent a telegram to Mr. Edward R. Shettinus, Jr., offering the assistance of S.L.A. to the National Defense Commission in Washington. Since it had not been possible to contact many of the Board members before sending this telegram, the President asked for a vote approving her action. This was given unanimously. It was then suggested that a committee be appointed to cooperate with the National Defense Commission in Washington.

In the President's annual address, Miss Mitchill presented a cross section of the activities of the Association during the past year and summarized the progress of the work of the National Committees (see pages 201-204).

REPORT OF THE SECRETARY

During the past year the principal achievement has been the establishment of the National Headquarters at 31 East Tenth Street, New York. In August 1939, Standard Statistics Company, Inc., found it necessary to use for its own departments the space which it had formerly allocated to the Association during the preceding eight years. Special thanks are given to Miss Eleanor S. Cavanaugh, Librarian, and to the Officers of Standard Statistics Company, Inc., for their cooperation in making available office space, mimeographing and other service facilities, without cost.

Material formerly housed in three locations, Headquarters office, the reserve supply room, and the storeroom space shared with the library of Standard Statistics Company, Inc., has now been made readily accessible for the first time since the National Office was moved from Providence in 1931. Approximately six hundred linear feet of shelving have provided room for periodicals, publications, stationery and supplies.

It has been particularly satisfactory to report that on May 31, 1940, 94.6 per cent of the budgeted income of general operations for the entire calendar and fiscal year of $13,000, has been received and banked to the credit of the checking account of the Association, due to the help of individual members, Chapter Officers, the Membership Committee, and Headquarters staff.

This year the savings account of the Association and the S.L.A. Student Loan Fund account have been included in the record-keeping at Headquarters.

The first Life member of the Association, formerly an Active member affiliated with the New York Chapter, now has been enrolled.

This season a cover was designed for the Chapter Town Crier by Miss Hollingsworth, Second Vice-President and Chapter Liaison Officer, and executed through the courtesy of the National President and the Drafting Department of the Public Service Corporation of New Jersey. It showed the location of National Headquarters and the sixteen Chapters in the United States and the Dominion of Canada. The Chapter Town Crier was distributed to members of the National Executive Board, National Committee Chairmen, National Group Chairmen, Chapter Presidents, Chapter Secretaries, Chapter Treasurers, and to others on request.

All the names in the 1935 edition of Special Libraries Directory of the United States and Canada were checked for membership status before the beginning of the membership campaign on November 15, 1939. Until the end of the membership campaign on April 15, 1940, listings of new and renewal membership payments were mailed to Chapter Membership Committee Chairmen, in addition to the regular distribution of this information to the National President, the National Membership Committee Chairman, and the Chapter Secretaries and Treasurers.

A request of particular interest was received from Miss Marion Morse, Librarian, Honolulu Academy of Arts, Hawaii, who became affiliated with the Association as an Active member through the National Chairman of the Museum Group. Miss Morse desired an exchange position with a librarian on the Atlantic Coast beginning in the fall of 1940. Notification of this exchange offer was mailed to the Presidents of the interested Chapters.

In July 1939 the second edition of Handbook of Commercial and Financial Services was published. Early in the fall the Proceedings volume of the Thirty-first Annual Conference, Baltimore, was issued and in February, Business and the Public Library was distributed. In addition, Institutional members and Active members
received automatically Special Libraries. Listings of the Duplicate Exchange Committee were sent institutional members when requested.

Exhibit sets of all publications, periodicals, and informational material have been furnished regularly to fifteen Chapters. During the Indianapolis Convention, such an exhibit set was on display, so that orders could be placed for this material. A similar exhibit was furnished to the annual meeting of the American Association for Adult Education, which was held in New York City in May 1940.

During the fifth annual convention of the Library Binding Institute, at New York, your Secretary attended an enjoyable Joint Luncheon with Librarians.

Considerable time has been spent with the staff worker, who was responsible for the collation of data for the forthcoming edition on Libraries in the series of Picture Fact Books, which is being prepared by Picture Fact Associates and will be printed by Harper & Bros. Additional photographic illustrations of action and background pictures of special libraries were needed particularly. It was requested that anyone having such photographs available kindly forward them to Headquarters.

During the past year several interesting requests have been made for information for publication purposes. For the February edition of the Social Science Group Membership Bulletin, a column, entitled "Calling Headquarters," was prepared by the Secretary. Material was also supplied to one of the major radio networks for use by a commentator on an afternoon program.

Daily contacts have been made through conferences at Headquarters with persons interested in the employment service or other activities of Special Libraries Association.

A grateful tribute should be paid to Miss Harriet Barth, Assistant to the Secretary, and to Miss Ethel Hall, Volunteer Worker, who have loyally and efficiently helped since 1934 in carrying on the additional work clearing through National Headquarters.

ELIZABETH LOIS CLARKS

REPORT OF THE ADVERTISING MANAGER

Special Libraries

In order to save time and increase the monthly revenue, an approach to prospective advertisers was made to obtain a greater number of continuous advertising insertions in Special Libraries. Four new ten-time contracts were initiated under this policy in addition to a number of other contracts covering advertising for shorter periods. For the fiscal and calendar year 1940, advertising contracts to date totaled $1,197.

Technical Book Review Index

In personal interviews and correspondence relating to advertising for Special Libraries, an effort has been made also to solicit advertising for Technical Book Review Index, the sponsored periodical of the Association.

Exchange Advertising

Since the 1939 Conference in Baltimore, advertising copy has run in the Industrial Arts Index and in The Library Journal for various publications issued by Special Libraries Association.

ELIZABETH LOIS CLARKS

REPORT OF TREASURER

As in previous years, the detailed audited statement which accompanies this report gives the statement of the finances of the Association on December 31, 1939.

The quarterly statements have been continued. Our convention statement is for the period ending April 30, 1940. The cash balances on April 30, 1940, with comparable figures for 1939, are as follows:

<table>
<thead>
<tr>
<th></th>
<th>April 30, 1940</th>
<th>April 30, 1939</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operations</td>
<td>$4,754.53</td>
<td>$5,121.93</td>
</tr>
<tr>
<td>Publications</td>
<td>869.79</td>
<td>1,078.03</td>
</tr>
<tr>
<td>Technical Book Review Index</td>
<td>1,091.99</td>
<td>1,967.51</td>
</tr>
<tr>
<td>Trade Association</td>
<td>3,119.65</td>
<td>3,088.43</td>
</tr>
<tr>
<td>Student Loan Fund</td>
<td>1,191.57</td>
<td>481.65</td>
</tr>
<tr>
<td>Total</td>
<td>$11,033.55</td>
<td>$11,707.55</td>
</tr>
</tbody>
</table>

Of the other cash on hand on April 30, 1940, $5,362.30 is in the checking account at the National City Bank, Varick Street Branch and $4,429.66 represents our savings balance at the Bowery Savings Bank. The Student Loan Fund has a balance of $1,191.57 in the Emigrant Industrial Savings Bank, at 5 East 42nd Street. Headquarters retains the usual petty cash account of $50.

The established policy of vouchering all current bills monthly has been continued, therefore, no bills payable need be reported.

Treasury Bonds in the Reserve Fund remain the same $2,033.12.

At the Executive Board meeting on March 1, 1940, the Board voted to establish a system of warrants or requisitions for Headquarters Office. Requisitions or warrants for expenses are drawn up at Headquarters Office, sent to the Chairman of the Finance Committee and President for approval and then to the Treasurer for payment.

Our President has just handed me a letter from the San Francisco Bay Region Chapter containing a check for $50. This check is in partial payment of the Loan of $150 outstanding which was borrowed from the National Association to finance the Union List.

It has been a real pleasure for me to act in the capacity of Treasurer for the Association during the past year. In the first place it has brought me many pleasant associations and in the second place it has provided me with more intimate knowledge of the affairs and projects of the Association.

JOSEPHINE I. GREENWOOD
## SPECIAL LIBRARIES ASSOCIATION — 1939 FINANCIAL SUMMARY

### General Operations

<table>
<thead>
<tr>
<th></th>
<th>&quot;Special Libraries&quot;</th>
<th>Publications</th>
<th>&quot;Technical Book Review Index&quot;</th>
<th>Trade Association</th>
<th>Student Loan Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receipts</td>
<td>$18,757.63</td>
<td>$10,076.48</td>
<td>$1,242.47</td>
<td>$420.15</td>
<td>$88.50</td>
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<td>Dues</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Subscriptions</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Proceedings</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conversion</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>20% of Inst. and Asst.</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Dues and SL Sales</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Sales</td>
<td>$381.35</td>
<td>$1,302.71</td>
<td>$992.30</td>
<td>$214.35</td>
<td>$45.00</td>
</tr>
<tr>
<td>Advertising</td>
<td>$1,302.71</td>
<td>$992.30</td>
<td>$214.35</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales &amp; Interest</td>
<td>$381.35</td>
<td>$1,302.71</td>
<td>$992.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sales &amp; Subscriptions</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Advertising &amp; Interest</td>
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<tr>
<td>Sales &amp; Advertising &amp; Interest</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Contributions</td>
<td>$7,129.50</td>
<td>$3,668.40</td>
<td>$3,288.00</td>
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<tr>
<td>Interest</td>
<td>$381.35</td>
<td>$1,302.71</td>
<td>$992.30</td>
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### Adjustments

- A. Transfer of 20% of Institutional and Active Dues and Subscriptions for Special Libraries.

### General Operations

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</thead>
<tbody>
<tr>
<td>January</td>
<td>$2,586.73</td>
<td>$3,007.95</td>
<td>$159.31</td>
<td>$30.00</td>
<td>$135.50</td>
<td>$59.34</td>
<td>$23.00</td>
<td>$20.00</td>
<td>$103.91</td>
<td>$545.89</td>
<td>$48.38</td>
<td>$278.13</td>
<td>$278.13</td>
<td>$0.97</td>
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<td>February</td>
<td>1,550.63</td>
<td>168.86</td>
<td>144.25</td>
<td>30.00</td>
<td>315.35</td>
<td>26.00</td>
<td>53.24</td>
<td>42.36</td>
<td>763.85</td>
<td>285.99</td>
<td>21.45</td>
<td>396.05</td>
<td>396.05</td>
<td>$1.77</td>
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<tr>
<td>March</td>
<td>1,215.24</td>
<td>104.03</td>
<td>107.64</td>
<td>30.00</td>
<td>315.50</td>
<td>43.37</td>
<td>43.37</td>
<td>54.14</td>
<td>103.59</td>
<td>368.35</td>
<td>103.59</td>
<td>347.86</td>
<td>347.86</td>
<td>$2.22</td>
<td></td>
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<td>April</td>
<td>1,538.12</td>
<td>79.18</td>
<td>156.80</td>
<td>30.00</td>
<td>315.50</td>
<td>43.37</td>
<td>43.37</td>
<td>54.14</td>
<td>103.59</td>
<td>368.35</td>
<td>103.59</td>
<td>347.86</td>
<td>347.86</td>
<td>$2.22</td>
<td></td>
<td></td>
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<tr>
<td>May</td>
<td>1,641.19</td>
<td>84.15</td>
<td>78.59</td>
<td>30.00</td>
<td>315.50</td>
<td>1.67</td>
<td>1.67</td>
<td>54.14</td>
<td>103.59</td>
<td>368.35</td>
<td>103.59</td>
<td>347.86</td>
<td>347.86</td>
<td>$2.22</td>
<td></td>
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</tr>
</tbody>
</table>
### General Fund Summary

**Cash Balances, December 31, 1938**

- Checking/Savings/Petty Cash: $9,525.64
- Cash Receipts: 18,757.63

**Total**: $28,283.27

**Less Disbursements**

- Cash Balances, December 31, 1939: 20,456.08
- Balance, December 31, 1939: $7,827.19

### Analysis of Cash Balances and Operating Surplus Accounts

<table>
<thead>
<tr>
<th></th>
<th>Cash Bal. 12/31/38</th>
<th>Less Pre-payments for 1939</th>
<th>Surplus 12/31/38</th>
<th>Cash Bal. 12/31/39</th>
<th>Less Pre-payments for 1940</th>
<th>Surplus 12/31/39</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Operations (inc. Convention)</td>
<td>$1,871.28</td>
<td>$906.50</td>
<td>$964.78</td>
<td>$1,488.90</td>
<td>$1,476.72</td>
<td>$1,027.82</td>
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<tr>
<td>Special Libraries</td>
<td>638.63</td>
<td>533.88</td>
<td>102.75</td>
<td>265.64</td>
<td>495.88</td>
<td>230.24</td>
</tr>
<tr>
<td><em>Publications</em></td>
<td><em>973.74</em></td>
<td><em>973.74</em></td>
<td><em>1,049.62</em></td>
<td><em>1,049.62</em></td>
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<td></td>
</tr>
<tr>
<td><em>Technical Book Review Index</em></td>
<td>2,844.92</td>
<td>1,491.39</td>
<td>1,353.53</td>
<td>1,667.77</td>
<td>1,395.71</td>
<td>272.06</td>
</tr>
<tr>
<td><em>Trade Association</em></td>
<td>3,027.50</td>
<td>3,027.50</td>
<td>3,090.54</td>
<td>3,090.54</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Loan Fund</td>
<td>86.63</td>
<td>86.63</td>
<td>1,165.54</td>
<td>1,165.54</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reserve Fund**:  $9,442.70  $2,933.77  $6,508.93  $7,688.01  $3,368.31  $4,319.70

**Interest in Checking a/c**: 82.94  82.94  139.18  139.18

**Bonds**: Reserve Fund: 2,033.12  2,033.12  2,033.12  2,033.12

**Loans**: Due from Southern California Chapter: 100.00  100.00  100.00  100.00

Due from San Francisco Bay Region Chapter: 250.00  250.00  150.00  150.00

Due to Student Loan Fund: 300.00  300.00

**Net Loss, 1939**: $11,908.76  $8,974.99  $10,410.31  $7,042.00


---

1. Student Loan Fund: Loan to Member of New York Chapter.
REPORT OF THE EDITOR

Ten issues with 272 pages of text of Special Libraries have given me a realization of the potentialities of the publication. In the past, the magazine has fulfilled excellently its function as a medium for the expression and discussion of the technical interests and problems of our S.L.A. membership.

Now I should like to see Special Libraries more widely circulated beyond the confines of our profession. It should be used as an instrument of public relations to publicize our value and our work. It should become the one recognized source for certain information within our subject fields in keeping with our profession. To attain this wider circulation, the magazine must carry information of practical use to those "outside." Some survey of public opinion must be made by our individual members to ascertain what information of practical use to outsiders should be included.

We could afford to print a thicker magazine, if we could obtain more advertising. I recommend that each Chapter take the responsibility of filling one page per issue with advertisements. Since the circulation of Special Libraries is national, it seems unnecessarily poor balance for almost all of the advertisements to represent organizations in the East. Throughout the country there are manufacturers of labor-saving gadgets, lighting equipment, etc., etc., that could be sold more easily by a local representative of S.L.A. through personal contact than by the Advertising Manager in New York through the mail. I recommend that each Chapter President work out some definite plan with the Advertising Manager of Special Libraries.

When we attempt to obtain subscriptions and active and institutional memberships, I recommend that free marked copies of Special Libraries be sent to these prospects with marked articles suited to the interests of the prospects. If each member would make himself cognizant of the interests of such prospects and would request free copies of the magazine, which included articles relevant to these interests, this plan should work most effectively.

In order to enlarge our knowledge of special collections in the libraries of the country, I recommend that each Chapter President designate a person, preferably one with a reportorial sense, to report any special collections seen on Chapter visits to libraries. Frequently these visits turn up unique methods which our too modest librarians do not report apparently to our Methods Chairman. Descriptions of such special files and methods would be valuable news to print in Special Libraries, in addition to the news of meetings and Chapter publications.

The problem of book reviews is a large one. Certainly it is logical that the magazine have such a department. There are innumerable plans to follow: evaluative reviews versus listings; reviews evaluated by outside specialists in the subject, versus those evaluated by library authorities. In as much as reviews printed in Special Libraries are quoted by special librarians as recommendations of the books, all evaluative reviews should be made by authorities on the subject.

There are also many approaches as to what books to include. One suggestion was made to publish only descriptive lists of reference books. Through the cooperation of publishers, there is the possibility of securing advance copies or proofs of books, both reference and general, and thus be able to print advance lists and reviews in Special Libraries. And there is the further idea of listing the most helpful books of the past year. This was the plan for 1939-40. The May-June issue carried the first of a series of review lists, compiled by members in various subject divisions of the Museum Group. At that time, books in the motion picture field were listed. Other lists which are waiting to be published are on natural science, American history, and art. This plan is the "best books for a blank library" idea. I had hoped to work it out with each Group of S.L.A.

Any evaluative list of books should be either tested by time or reviewed by authorities. Such lists could well be referred to and relied on by librarians and outsiders. We could indeed be pleased to have such lists or reviews quoted and used as publicity for S.L.A.

It is definitely a fallacy that "the second year is easier," in editing. Each issue is entirely new and produces its own particular problems. A live magazine is not a mechanical production. It should grow and improve with each issue. It is, I believe, a matter of mental growth rather than physical ease.

Let me express my thanks to Miss Mitchell, to all who have been working with me, and to S.L.A. members who have been so exceedingly encouraging and helpful. Let me say it has been a pleasure to be Editor this past year, a pleasure for which I have been most grateful.

VIRGINIA MEREDITH

REPORT OF CHAPTER LIASION OFFICER

While it leaves each Chapter free to initiate its own activities, the National Association provides a Chapter Liaison Officer to coordinate chapter projects and to serve as a clearing house for the exchange of ideas and experiences.

The chief vehicle through which the Chapter Liaison Officer operates is the Chapter Town Crier, a bulletin which is sent to National and Chapter Officers but not to the general membership. During the past year two issues were distributed, with a new cover showing the location of each of the sixteen Chapters on a map. The first number used the central theme, "Public Relations as a Chapter Activity" and contained eight articles on various phases of the subject. A glance at the table of contents shows many illustrious names:

Promoting Public Relations through Contacts within the Organization, by Florence Bradley.
Making Friends with Other Professional Workers, by Martin C. Manley

Dramatizing Our Services through Exhibits, by Emma G. Quigley.

Selling Service to the Business Man, by Margaret Hatch.

How to Win Space and Influence Editors, by Louise Gamblill.

Invading the Trade Journals, by Caroline I. Ferris.

How a Chapter Might Use Radio Effectively, by Rebecca B. Rankin.

Prestige of Special Librarians in Film and Fiction, by Helen Gladys Percy.

That these articles proved stimulating seems borne out by a glance at the reports of the chapter activities for the past year. New York Chapter achieved a national broadcast and led six special librarians to a well-deserved victory over six authors in the famous "True and False Program." Southern California invited a radio announcer to tell them how to get on the air and has planned a series of talks on local libraries in the form of interviews between a librarian and a business man.

The Pittsburgh and the San Francisco Bay Region Chapters placed articles about local libraries in trade journals, while a few Chapters obtained publicity in library professional magazines, and others reported good newspaper notices. Several Chapter Presidents stressed the importance of developing a consistent public relations program. A six-point plan worthy of study was published in the New York Chapter News for November–December, 1939.

Fraternizing with other professional workers was encouraged through joint meetings held by the Cleveland, Cincinnati, Connecticut, Milwaukee, New Jersey, Philadelphia, Pittsburgh and Baltimore Chapters. The two California Chapters held such a joint meeting following the annual convention of the California Library Association. Several Chapters invited outsiders to their meetings or held meetings in industrial plants.

The "Job Show" of the New York Chapter proved a particularly successful form of methods exhibit. The Baltimore Chapter served as co-sponsor for the program of the Library Section at the National Dental Centenary Celebration held in Baltimore on March 19th. This was the first time a library section program had been placed on the official schedule of the American Dental Association and President Mitchill was the official speaker for S.L.A. The Washington Activities Group of the Baltimore Chapter cooperated with the Statistical Section of the Eighth American Scientific Congress in providing a suitable exhibit of U. S. Government statistical publications.

Acting on a hint in the Chapter Town Crier, several Chapters have undertaken chapter housekeeping. Pittsburgh, New York and Southern California have appointed committees to go over chapter files and publications and weed out non-essentials and to provide permanent homes where material may be consulted in comfort.

The second issue of the Chapter Town Crier considered the various problems connected with the running of a local chapter. Each Chapter President was requested to provide a short article on some subject included in the present edition of the manual, How to Run a Local Chapter. Later the topics presented were used as the basis for discussion at a meeting of Chapter Officers at the Convention as well as for a revision of a Chapter Manual by a specially appointed Interchapter Manuals Committee.

In anticipation of this revised manual, several Chapters have undertaken the preparation of their own procedure manuals. Philadelphia reported the completion of the manual for secretaries and development of one for the Chapter President, while this year the San Francisco Bay Region Chapter asked each officer to prepare a manual of procedure as a guide for future executives.

During the year local chapter publications have included directories of membership or libraries completed by Albany, Cleveland, Connecticut, Milwaukee, Montreal, Pittsburgh, Southern California and the San Francisco Bay Chapter. New York reported one ready for release in September. The Methods Committee of the Illinois Chapter has made available upon request a "Selected Subject Headings List for Special Librarians" and Southern California has issued a "Subject List of Resources of Special Libraries in Southern California." Philadelphia Chapter is cooperating in the preparation of a union list of the professional literature available in that area, while the Connecticut Chapter has undertaken a bibliography of the industrial and financial history of the state. Revisions or supplements to union lists of serial publications are under way in the Milwaukee, New York, Pittsburgh, San Francisco and Southern California Chapters.

A valuable source of information for chapter histories and publications has become available in the membership campaign book issued by the national Membership Committee. It is recommended that this be kept up-to-date as a record of chapter activities.

In some cases local bulletins presented difficulties. Only the larger chapters found it feasible to finance such a publication through advertising. Several Chapters felt they should cease expecting to have the mimeographing donated as a courtesy by friendly firms having special libraries in their organizations. Other Chapters believed that the financing of a bulletin from regular budgetary sources is entirely justifiable, since such a bulletin serves as a vehicle for keeping up the interest of members.

Those Chapters fortunate enough to have received a visit from President Mitchill this year have commented enthusiastically upon the value of her inspiration and sane advice. The Montreal Bulletin read, "Alma Mitchell charms local chapter." The Pacific Coast outposts are still talking about the visit of Miss Mitchill as the high point in the year.

By action of the Executive Board on June 3, 1940, a new Chapter was authorized at Toronto. It has been
indicated to the Chapter Liaison Officer that several other chapters may be organized in the coming year.

Josephine B. Hollingsworth

Report Of Group Liaison Officer

Since individual Group reports have already appeared in the bulletin, Abstracts of Committees, Chapter and Group Reports, which was distributed to all members who attended the Indianapolis Convention, the present report will give only the highlights of group activities which are of general interest to the Association as a whole.

In the matter of group organization, the problem of continuity in group projects and other activities, has received more than usual attention with several Groups this year. A better division of duties among Group Officers and a better procedure for rotation in office has been studied especially by the Biological Sciences Group, the Social Science Group, and the Science-Technology Group.

One of the chief functions of the Groups is to provide closer contacts for their members, entailing voluminous correspondence, publication of group bulletins, and personal visits. All the Groups now issue their own Bulletins to their membership. In July, 1939, the Chairman of the Newspaper Group visited many newspaper libraries in the South and West. This year one of the principal objectives of that Group has been to increase its membership.

The question of multiple group membership is becoming each year a more perplexing one. At the round table of Group Officers held on the first afternoon of this convention, it was discussed at some length. According to our national constitution, Associate members may choose three group affiliations; Active members five; and Institutional members may become affiliated with all Groups, if they choose. On April first of this year, the records at Headquarters showed that Commerce Group had a membership of 548; the University and College Group, 602; and Social Science Group, 650 members. The latter Group, we are told, has an actual mailing list of 800!

Out of such a membership list we know that only an extremely small percentage is vitally interested in that particular Group and willing to take active part in its projects. Upon taking office every new Group Chairman is confronted with the appalling number from which to sort out those who have any real interest in carrying on the functions of the Group. The financial and mechanical waste, which is necessitated in dealing with this large proportion of uninterested members, is a serious problem.

At our round-table meeting of Group Officers, therefore, it was voted that this matter be brought to the attention of the incoming National Board. It was suggested that the Board either recommend a change in the constitutional provisions as to group membership, or make a change in the membership records at Headquarters, so that each S.L.A. member may specify one Group in which he wishes active participation, and indicate any others in which his interest is only incidental.

Most important are the projects of the various Groups which have been completed this year or are on the way to completion. Two outstanding group publications are now in the hands of the National Publications Committee. One is Trade-Names prepared by the Science-Technology Group; the other is the volume on Banking and Financial Subject Headings, compiled by a committee of the Financial Group headed by Marguerite Burnett. These publications are of unusual merit and will find a ready sale among libraries. In connection with subject headings, the Science-Technology Group reports that its Chemistry Section has been actively engaged on a list of subject headings for chemical libraries and that publication of this list may be possible within the next two years.

The List of State Industrial Directories just issued by the Commerce Group is up-to-date and carefully annotated, and will be useful to any library for current ordering. For the benefit of the Financial Group, Mary McLean has compiled an Annotated Supplement to the 1937 edition of The Bank Library. This year the Insurance Group has continued to issue its bulletin, Insurance Book Reviews, so successfully that the Insurance Group has been entirely self-supporting. The Financial Group also has money in the bank, partly from sales of the 1937 edition of The Bank Library.

Several of the Groups have just published or have in preparation valuable manuals covering the organization of libraries in their fields. The Public Business Librarians are greatly pleased with the sales of their Manual for Public Business Librarians, which was edited so ably by Marian Manley. The Newspaper Library Manual is to be published this year and is expected to become the standard guide to newspaper library practice. The Insurance Group has been revising the booklet, The Creation and Development of an Insurance Library, originally published some years ago.

Through a special committee, the Social Science Group has been actively at work on the revision of its Manual of Practice for Public Administration Libraries. This revised pamphlet will be published in December by the Public Administration Service, Chicago.

Special membership directories have been compiled by several of the Groups. The Biological Sciences Group has started on the compilation of a list of special collections and files in libraries of the Group, which will be ready in the next year. A committee of the Social Science Group is to report at this convention on a definition of Social Sciences as a basis for compiling a list of social science periodicals. The Insurance Group has been issuing its own duplicate-exchange lists, which have been widely used.

It is always a matter of pride among the Groups, when articles by group members and notices of group activities are given space in our magazine, Special Libraries. On the other hand, the editorial staff of the
The Biological Sciences Group arranged for two articles on biological science subjects for Special Libraries, while the Newspaper Group provided for the publication in Special Libraries of the address by Dr. Luther Harr made before a Philadelphia Chapter meeting last fall.

As Group Liaison Officer, I wish to record my belief in the potential usefulness of such a coordinating officer for the Groups, and also in the value of the round-table conferences of outgoing and incoming Group Officers held during the annual convention.

Alta B. Chaplin

Report of the Membership Committee

The Committee, consisting of a representative from each Chapter and Group and several members at large, set as its goal 300 new Active members or the equivalent in Institutional or Associate members plus a member for each one resigned.

A five months' campaign, the inception date of which was November 15, 1939, was inaugurated and each Chapter assigned a quota which represented an approximate 20 per cent increase in its membership.

During this campaign SLA publications were offered to those members who changed their membership status and to new Institutional and Active members. During the five months' campaign period, there were recorded 318 new members, as follows:

<table>
<thead>
<tr>
<th>Life</th>
<th>Inst.</th>
<th>Active</th>
<th>Associate</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>New</td>
<td>17</td>
<td>89</td>
<td>178</td>
<td>284</td>
</tr>
<tr>
<td>Reinstated</td>
<td>1</td>
<td>7</td>
<td>20</td>
<td>34</td>
</tr>
<tr>
<td>Total</td>
<td>18</td>
<td>96</td>
<td>204</td>
<td>318</td>
</tr>
</tbody>
</table>

After a careful study of the membership records, the Committee found that many members, who held executive positions in their respective libraries or offices, were holding Associate memberships which class of membership was designed for junior assistants. Through personal contacts made by committee representatives, there were 89 members (including 17 "local" members) who changed their membership status. This figure is made up as follows:

- Life Membership (Transferred from Active) 3
- Institutional Memberships (Transferred from Active) 14
- Active Memberships (Transferred from Associate) 27
- Associate Memberships (Transferred from Local) 17
- Total 80

Additional transfers were recorded following the close of the campaign but prior to the convention.

For the twelve months' period from May 1, 1939, to April 30, 1940, the number of new members added was the largest ever recorded in any twelve month period since the organization of the Association. If it were not for the resignations and the memberships that were dropped because of non-payment of dues during this period, the goal set by the Committee would have been attained.

New Members by Chapters

<table>
<thead>
<tr>
<th>Chapters</th>
<th>May 1, 1939, to April 30, 1940</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life</td>
<td>Inst.</td>
</tr>
<tr>
<td>Albany</td>
<td>3</td>
</tr>
<tr>
<td>Baltimore</td>
<td>3</td>
</tr>
<tr>
<td>Boston</td>
<td>3</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>3</td>
</tr>
<tr>
<td>Cleveland</td>
<td>12</td>
</tr>
<tr>
<td>Connecticut</td>
<td>1</td>
</tr>
<tr>
<td>Illinois</td>
<td>1</td>
</tr>
<tr>
<td>Michigan</td>
<td>1</td>
</tr>
<tr>
<td>Milwaukee</td>
<td>8</td>
</tr>
<tr>
<td>Montreal</td>
<td>4</td>
</tr>
<tr>
<td>New Jersey</td>
<td>5</td>
</tr>
<tr>
<td>New York</td>
<td>10</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>2</td>
</tr>
<tr>
<td>Pittsburgh</td>
<td>3</td>
</tr>
<tr>
<td>San Francisco</td>
<td>10</td>
</tr>
<tr>
<td>Southern California</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
</tr>
</tbody>
</table>

The Committee recommends that Southern California Chaprer with an increase of 50.8 per cent; the Illinois Chapter with an increase of 36.4 per cent and the Pittsburgh Chaprer with an increase of 32.2 per cent. With one exception, all Chapters showed an increase in their total membership and a decrease in the number of unpaid memberships at the close of the year.

Each year, the Chapter showing the largest increase in paid-up memberships is awarded the Gavel. This year it was won by the Baltimore Chapter which showed a 51.4 per cent increase in paid-up memberships. The following Chapters deserved honorable mention: Southern California Chapter with an increase of 50.8 per cent; the Illinois Chapter with an increase of 36.4 per cent and the Pittsburgh Chapter with an increase of 32.2 per cent. With one exception, all Chapters showed an increase in their total membership and a decrease in the number of unpaid memberships at the close of the year.

JULY-AUGUST, 1940

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### Table I

**Membership Standing by Chapters**

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Life</th>
<th>Inst.</th>
<th>Active</th>
<th>Assoc.</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td>2</td>
<td>9</td>
<td>5</td>
<td>39</td>
<td>1</td>
</tr>
<tr>
<td>Baltimore</td>
<td>8</td>
<td>56</td>
<td>49</td>
<td>104</td>
<td>1</td>
</tr>
<tr>
<td>Boston</td>
<td>12</td>
<td>64</td>
<td>82</td>
<td>165</td>
<td>1</td>
</tr>
<tr>
<td>Cincinnati</td>
<td>3</td>
<td>8</td>
<td>11</td>
<td>35</td>
<td>1</td>
</tr>
<tr>
<td>Cleveland</td>
<td>1</td>
<td>23</td>
<td>22</td>
<td>46</td>
<td>1</td>
</tr>
<tr>
<td>Connecticut</td>
<td>11</td>
<td>22</td>
<td>25</td>
<td>55</td>
<td>1</td>
</tr>
<tr>
<td>Illinois</td>
<td>21</td>
<td>93</td>
<td>50</td>
<td>163</td>
<td>1</td>
</tr>
<tr>
<td>Michigan</td>
<td>6</td>
<td>27</td>
<td>50</td>
<td>88</td>
<td>1</td>
</tr>
<tr>
<td>Milwaukee</td>
<td>3</td>
<td>14</td>
<td>13</td>
<td>28</td>
<td>1</td>
</tr>
<tr>
<td>Montreal</td>
<td>9</td>
<td>30</td>
<td>14</td>
<td>53</td>
<td>1</td>
</tr>
<tr>
<td>New Jersey</td>
<td>20</td>
<td>43</td>
<td>29</td>
<td>92</td>
<td>1</td>
</tr>
<tr>
<td>New York</td>
<td>1</td>
<td>91</td>
<td>261</td>
<td>353</td>
<td>4</td>
</tr>
<tr>
<td>Philadelphia</td>
<td>12</td>
<td>40</td>
<td>70</td>
<td>131</td>
<td>1</td>
</tr>
<tr>
<td>Pittsburgh</td>
<td>11</td>
<td>37</td>
<td>30</td>
<td>94</td>
<td>1</td>
</tr>
<tr>
<td>San Francisco</td>
<td>5</td>
<td>55</td>
<td>58</td>
<td>88</td>
<td>2</td>
</tr>
<tr>
<td>Southern California</td>
<td>6</td>
<td>88</td>
<td>81</td>
<td>125</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1</td>
<td>228</td>
<td>752</td>
<td>1,022</td>
<td>11</td>
</tr>
<tr>
<td><strong>Unaffiliated</strong></td>
<td>1</td>
<td>19</td>
<td>72</td>
<td>97</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1</td>
<td>247</td>
<td>824</td>
<td>1,025</td>
<td>13</td>
</tr>
</tbody>
</table>

**Special Libraries**

<table>
<thead>
<tr>
<th>Subscription</th>
<th>255</th>
<th>40</th>
<th>295</th>
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</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>2,194</td>
<td>40</td>
<td>2,234</td>
</tr>
</tbody>
</table>

### Table II

**Chapter Membership**

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Life</th>
<th>Inst.</th>
<th>Active</th>
<th>Assoc.</th>
<th>Total Members</th>
<th>Possible Dues</th>
<th>Due Rv'd to Apr. 20</th>
<th>Paid-up Members</th>
<th>Per Capita Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albany</td>
<td>9</td>
<td>54</td>
<td>55</td>
<td>127</td>
<td>550</td>
<td>450</td>
<td>104</td>
<td>4.61</td>
<td></td>
</tr>
<tr>
<td>Boston</td>
<td>13</td>
<td>12</td>
<td>26</td>
<td>40</td>
<td>155</td>
<td>142</td>
<td>30</td>
<td>4.65</td>
<td></td>
</tr>
<tr>
<td>Cleveland</td>
<td>20</td>
<td>25</td>
<td>31</td>
<td>81</td>
<td>237</td>
<td>214</td>
<td>46</td>
<td>3.78</td>
<td></td>
</tr>
<tr>
<td>Connecticut</td>
<td>11</td>
<td>23</td>
<td>29</td>
<td>66</td>
<td>368</td>
<td>319</td>
<td>55</td>
<td>5.50 (3)</td>
<td></td>
</tr>
<tr>
<td>Illinois</td>
<td>21</td>
<td>105</td>
<td>85</td>
<td>211</td>
<td>1,510</td>
<td>1,056</td>
<td>51</td>
<td>5.10</td>
<td></td>
</tr>
<tr>
<td>Michigan</td>
<td>7</td>
<td>36</td>
<td>89</td>
<td>125</td>
<td>413</td>
<td>325</td>
<td>83</td>
<td>3.91</td>
<td></td>
</tr>
<tr>
<td>Milwaukee</td>
<td>13</td>
<td>18</td>
<td>16</td>
<td>51</td>
<td>167</td>
<td>137</td>
<td>28</td>
<td>4.89</td>
<td></td>
</tr>
<tr>
<td>Montreal</td>
<td>10</td>
<td>35</td>
<td>32</td>
<td>77</td>
<td>399</td>
<td>313</td>
<td>55</td>
<td>5.90 (2)</td>
<td></td>
</tr>
<tr>
<td>New Jersey</td>
<td>20</td>
<td>55</td>
<td>40</td>
<td>115</td>
<td>660</td>
<td>573</td>
<td>82</td>
<td>6.22 (1)</td>
<td></td>
</tr>
<tr>
<td>New York</td>
<td>1</td>
<td>125</td>
<td>312</td>
<td>638</td>
<td>2,599</td>
<td>2,314</td>
<td>500</td>
<td>5.35 (4)</td>
<td></td>
</tr>
<tr>
<td>Philadelphia</td>
<td>13</td>
<td>54</td>
<td>33</td>
<td>148</td>
<td>423</td>
<td>365</td>
<td>131</td>
<td>4.31</td>
<td></td>
</tr>
<tr>
<td>Pittsburgh</td>
<td>11</td>
<td>40</td>
<td>42</td>
<td>93</td>
<td>449</td>
<td>422</td>
<td>84</td>
<td>5.02</td>
<td></td>
</tr>
<tr>
<td>San Francisco</td>
<td>7</td>
<td>39</td>
<td>70</td>
<td>116</td>
<td>410</td>
<td>396</td>
<td>98</td>
<td>3.73</td>
<td></td>
</tr>
<tr>
<td>Southern California</td>
<td>6</td>
<td>45</td>
<td>96</td>
<td>147</td>
<td>507</td>
<td>442</td>
<td>126</td>
<td>3.53</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1</td>
<td>239</td>
<td>663</td>
<td>1,022</td>
<td>9,174</td>
<td>7,882</td>
<td>1,882</td>
<td>$1.90</td>
<td></td>
</tr>
<tr>
<td><strong>Unaffiliated</strong></td>
<td>21</td>
<td>8</td>
<td>110</td>
<td>132</td>
<td>738</td>
<td>657</td>
<td>97</td>
<td>6.77</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1</td>
<td>260</td>
<td>944</td>
<td>2,155</td>
<td>9,909</td>
<td>9,439</td>
<td>1,929</td>
<td>$1.99</td>
<td></td>
</tr>
</tbody>
</table>

* Basis of 12 months.
they should hold. If the member holds a junior position, he should carry an Associate membership unless he wants to receive Special Libraries, and if he is in charge of a library or research department or is a senior assistant, he should carry an Active membership. Organizations maintaining libraries or research departments, publishers, bookbinders and others interested in the profession, should support Special Libraries Association by carrying an Institutional membership.

During the period of the campaign 6,000 application blanks and more than 8,500 leaflets describing the aims and activities of the Association were distributed to persons who should be interested in the special library profession and several thousand contacts were made by personal visits or by correspondence. It is felt that with the spade work done during the last few months, that the efforts of the Committee can bring results if cultivated further during the immediate future.

(See Table II on preceding page.)

**Membership Statistics**

<table>
<thead>
<tr>
<th></th>
<th>April 30, 1940</th>
<th>1940</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total number of members........</td>
<td>2,141</td>
<td>2,300</td>
</tr>
<tr>
<td>Life ................</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Institutional .........</td>
<td>238</td>
<td>260</td>
</tr>
<tr>
<td>Active ................</td>
<td>829</td>
<td>944</td>
</tr>
<tr>
<td>Associate .............</td>
<td>1,680</td>
<td>1,415</td>
</tr>
<tr>
<td>Possible dues ..........</td>
<td>$9,795.00*</td>
<td>$11,028.00*</td>
</tr>
<tr>
<td>Paid-up dues ..........</td>
<td>8,429.00*</td>
<td>9,330.00*</td>
</tr>
<tr>
<td>Paid-up members .......</td>
<td>1,715</td>
<td>1,929</td>
</tr>
</tbody>
</table>

* Basis of 12 months.

**Laura A. Woodward**

**Report of Professional Standards Committee**

The Committee has representation from all Groups and Chapters as well as the chairmen of related committees. During the year a small working group or steering subcommittee has held nine meetings, and the results of this group's work, together with minutes of its meetings, have been sent to the whole Committee in order to obtain criticism or approval of the program.

Early in the deliberations of the subcommittee, it was recognized that no single set of standards could be applicable to all special libraries because of the diversity in size, objectives, subject interests, kinds of organizations served and types of service rendered. It was agreed that the type of service given by a special library is the most practical common denominator and largely determines requirements for personnel, collection, policies and operating methods. If an outline of all the essentially different types of service given to the clientele of special libraries could be formulated, it would then be possible to discover for each type of service the kinds of work involved, the mental and personal qualifications, the kind of knowledge and experience required and eventually to set up standards for these. Every special library gives a number of different types of service, and therefore a work analysis is planned for each type of service in a number of special libraries rather than for any library as a whole. The results of this analysis will indicate the characteristics and qualifications of librarians supplying each type of service. When all types have been analyzed, a factual basis will be available for testing the adequacy of present library school training or building a curriculum better adapted to this branch of the profession. Such an analysis will also provide our members with a yardstick acceptable to personnel departments, because it will be set up on an objective basis and rated according to difficulty.

The seventeen types of service given below were evolved from actual requests made to the libraries of the members of the Steering Committee. They have been tested in the libraries of members of the whole Committee and revised several times. The Committee now asks all librarians to test this list against the service of their own libraries, to notify the committee of additional types of service and also to suggest adjustments in the difficulty rating.

Service rendered to the clientele of a special library originates in two ways: (1) that given in response to requests, and (2) that given on the initiative of the librarian in private or government organizations. Distinct types of service occur under both conditions. The following outline describes and tentatively grades, according to difficulty, some of the well-recognized types or forms within the first group, that is, service given in response to requests from library's clientele. A similar descriptive outline for the second group is in preparation.

The degree of difficulty of many of the following types of service depends on the actual form of the individual request, the subject matter involved, etcetera. They are tentatively rated here according to their average difficulty in the opinion of committee members, but eventually will be assigned two or more ratings or else broken down into smaller groups.

The basis for determining the degree of difficulty is the direct and immediate work involved in fulfilling the request. The analysis and grading of all the preparatory activities which make possible each of these types of service represents the next step in setting up standards.

It should be noted that a clear distinction is intended between the words "material" and "information."

**Supplying material:** This implies the furnishing of material itself in whatever form available in contradiction to supplying information derived from printed or other sources. This activity may range in complexity among many of the types of service from No. (1) in the list to No. (9), where the material is presented in altered form but substantially the same.

**Supplying information:** Implies the use of and acquaintance with contents of publications, a definite search for specific data or pertinent facts or opinions that will fill the need of the inquirer as completely as
possible. Whatever is supplied is derived, in contrast to the furnishing of material itself. It may be a simple fact read or copied from a book to information given directly from the knowledge of the librarian (No. 17).

Types of Special Library Service

1. Supplying specific publications.
   (a) The inquirer or his assistant uses the library on his own initiative without suggestion or aid except direction as to location of given references.
   (b) Collecting references on request.
   (c) Identifying and supplying a publication, when reference is incomplete or partially incorrect.

2. Suggesting to the inquirer in a general way the methods of using material, catalog, general bibliographies and indices; or offering a few publications that might meet the need.

3. Giving a representative or miscellaneous group of publications to the inquirer in response to a general or indefinite request. Such response to the inquirer may be the normal policy of the library; or may be due to limitations of staff, to incompleteness of the request (for example, when a letter is received by mail and is not definite), or to limitations placed on the library (for example, when organization policy is to give complete service only to certain groups, such as executives, faculty or certain classes of members of associations).

4. Giving the inquirer material that has been found by examination to give the definite information requested. (This presupposes a specific inquiry, involving certain definite specifications.)

5. Preparing or revising a bibliography; evaluating a bibliography or specific publications; supplying citations; and similar bibliographical work:
   (a) Extensive bibliography.
   (b) Verifying and editing citations in a manuscript.
   (c) Bibliography with descriptive annotations.
   (d) Selective bibliography or one with critical or evaluative notes.

6. Suggesting to the inquirer means or agencies other than or supplementing own library, through which he may obtain the information desired.

7. Supplying fact information. Implies giving the desired data directly, without the use of original material or abstracts by the inquirer implied. All use of the material itself is made by the librarian.
   (a) Verbally.
   (b) In memorandum or letter.
   (c) By filling in blanks in draft of memorandum, paper, et cetera.

8. Giving to the inquirer material that supplies pertinent information and that has been organized into groups representing different phases or relationships: with notes or labels for each group; or with bookmarks and penciled paragraphs, marginal notes, et cetera. (This type of service presupposes understanding on the part of the librarian of the use to which the information is to be put and generally involves the solution of some problem; or methods of accomplishing certain results under known conditions, et cetera.)

9. Preparing abstracts:
   (a) Non-selective, i.e., on a given subject.
   (b) Selective, i.e., to supply solutions of a given problem.
   (c) Selective with an evaluation of the information.

10. Acting as library consultant by working out with client a comprehensive program for a literature search or research project, by recommending the bibliographies, indices, primary sources, unpublished doctoral dissertations, et cetera, most useful for the particular project, and suggesting the associations, research organizations, government officials, et cetera, to contact in field work.

11. Consulting by telephone, letter, or visit, other libraries or organizations, associations or government offices known to have research project under way or to be authorities on the subject or type of problem on which information is sought. Securing information, opinion, advice on search procedure, through cooperation with professional contacts and from specialists in own organization.

12. Searching for proof or opinions to validate unsupported statements in manuscripts, or otherwise, and supplying appropriate citations.

13. Supplying available facts with the addition of suggested limitations or applications to the problem and with qualifying factors and cautions concerning the use or application of the facts supplied.

14. Interpreting facts and giving inquirer the results of deduction from facts and knowledge available.

15. Preparing a chart, tabulation or table from figures or facts which the library has assembled, analyzed and organized. This implies the use of material by librarian, calls for a knowledge of the significance and nature of the data so used and, at least, an acquaintance with elementary statistical methods, technical procedures in charting, et cetera. (The inquirer may incorporate this in a report or make recommendations or decisions based upon it, or may use it for publication.)

16. Supplying substitute or parallel facts, methods, theories, et cetera, that make it possible for the inquirer to solve his problem. This type of service is given, when the information asked for does not exist, is not readily found, or when the inquirer is in search of ideas, e.g., for a paper, or to work out solution of some operating problem or research project. The full understanding of problem on part of librarian is essential. This calls for the use of "scientific imagination" in varying degrees.
17. Supplying the immediate answer from the knowledge of the librarian without recourse to published sources. This later may or may not be verified by the librarian, but the library assumes responsibility for the authoritativeness of the information. This may be a simple feat of memory of facts learned by frequent reference, or may imply a more complicated series of facts learned as a result of intensive search or research. It should imply a background of organized knowledge sufficient for the placement and evaluation of this information within the subject field rather than an accumulation of remembered facts.

**Other Activities**

The Fair Labor Standards Act passed by Congress in 1938 specifically excludes professional employees from its provisions. It was thought that an official ruling, placing special librarians in the exempt class on the basis of their professional designation, would be desirable and that responsibility for seeking such rulings fell to the Professional Standards Committee. At the Committee's request, Mr. Dorsey W. Hyde, Jr., Director of the Archival Service in Washington, had an interview with the Assistant Chief of the Hearings and Exemptions Section of the Wage and Hour Administration. Later Mr. Hyde represented our Committee at the first hearing held on professional exemptions. Although Mr. Hyde presented no argument for professional status when he was called, because both the existing and the proposed definitions indicated that special librarians were covered by it, nevertheless, Mr. Hyde expressed the opinion that, 'Government officials and business men in attendance appeared to think that Special Libraries Association was on the job.'

**Linda Moreby**

**Report of Constitution and By-Laws Committee**

The Constitution Committee presented to the Executive Board on March 2, 1940, recommendations for three changes in the Constitution and two changes in the By-Laws. The proposed changes in the Constitution relate to (1) the titles of officers of the National Association, (2) the definition of classes of membership, and (3) the composition of the Advisory Council. The proposed changes in the By-Laws relate to (1) local members, and (2) dues in arrears. These proposed changes received the endorsement of the Executive Board.

Following the above meeting of the Executive Board, further suggestions were brought to the attention of the Committee. After an analysis of the present Constitution and By-Laws, together with the proposed changes and further suggestions, the Committee reached the conclusion that both the Constitution and By-Laws require redrafting.

The Constitution should enumerate and define the objects, the powers and the policies of the Association.

The By-Laws should state the methods to be used in achieving the purposes of the Association as set forth in the Constitution. Elements properly belonging in the Constitution were found to exist in the present By-Laws.

It is the recommendation of the present Committee that the Constitution Committee prepare a revision of the Constitution and By-Laws in accordance with the above statement of approach. At the same time the Committee may consider suggestions for changes made by members of the Association. Therefore, it is recommended by the Committee that the three proposed changes in the Constitution be held for later consideration. However, the two proposed changes in the By-Laws may be considered at this time.

**Chapters**

It is the recommendation of the Committee that Section 4 of By-Law VI be deleted from the By-Laws. This section defines the status of local members in Chapters. Deletion of this section will remove from the By-Laws an unnecessary section, since Article II of the Constitution specifies the classes of membership for the National Association.

In the event approval is voted for deletion of the above section, it is recommended that Section 5 become Section 4.

**Finances**

It is the recommendation of the Committee that Section 5 of By-Law VII be amended by the substitution of "six" for "twelve" before "months," to read as follows:

Section 5. Dues in Arrears: The membership of any person, firm or organization, whose dues shall be six months in arrears, and who shall continue such delinquency for one month after notification of the same, shall automatically cease.

The purpose of this proposed change is to make possible the closing of the Association's fiscal year within the calendar year. Section 2 of By-Law VII provides that the fiscal year shall be the calendar year. This change would simplify bookkeeping and would make easier the tasks of Headquarters, as well as the duties of Chapter officers.

The 1940 budget, adopted by the Executive Board on March 1, 1940, included provisions for economies in the operations of the Association. These economies are essential in order to partially offset the new item of rent for Headquarters. The report of the Finance Committee sets forth the urgent need for action in these matters. In order to meet the financial situation confronting the Association, it is recommended that the By-Laws relating to Finances, Publications, and Meetings, be amended as follows:

**Finances**

Section 8, By-Law VII, line 3: Delete the words, "active and institutional."

Section 8, By-Law VII, lines 7 to 11: Delete the sentence, "In addition, one-half of Associate membership dues shall be retained by the Association, and..."
At the request of President Mitchill, William J. Soika, Chairman of the Resolutions Committee, presented the following Resolutions, which were unanimously adopted:

To those organizations and individuals, who have contributed so much to the success of the Thirty-second Annual Convention of Special Libraries Association in Indianapolis, June 3-6, 1940, the members in attendance take pleasure in expressing their deep appreciation.

In recognition of the efficient and devoted service rendered to Special Libraries Association by Miss Alma C. Mitchill, Librarian of Public Service Corporation of New Jersey, as President of this Association for the last two years, be it

Resolved, that Special Libraries Association, in conference assembled, extend to Alma C. Mitchill its appreciation and congratulations on the completion of two well-planned and administered years in the office of President; Be it further

Resolved, that the Secretary convey to the Officers of the Public Service Corporation of New Jersey the expression of gratitude of the members of Special Libraries Association for the cooperation and the generosity of the Company in both time and funds to Miss Mitchill as President of this Association.

In recognition of the splendid work done by the following retiring Officers, be it further

Resolved, that the Secretary convey our deep appreciation to:

Virginia Meredith for her untiring work as Editor of Special Libraries during the past year; and also to Mary Jane Henderson and William F. Jacob, retiring members of the Executive Board, for their unselfish service; Be it further

Resolved, that the Secretary of Special Libraries Association express our congratulations to Irene M. Strieby, Convention Chairman, for the well-planned and well-executed program;

Convey the sincere appreciation of Special Libraries Association to the Eli Lilly Company for the time allowed Irene M. Strieby for carrying out her work;

Tender our sincere thanks to the various committees, groups and individuals, who have assisted the convention chairman and especially the Indianapolis Group for their vision and courage in carrying the plans to completion.

To those organizations and individuals who have contributed immeasurably toward the achievement of the goal symbolized by the convention theme, "Utilization of Resources," special commendation is made as follows:

Eugene C. Pulliam, President, Central Newspapers, Inc., and Indianapolis Broadcasting Company for his wit and graciousness as our toastmaster;

Douglas C. McMurtie, The Ludlow Typograph Company, Chicago, and Editor, American Imprints Inventory, for his inspirational and illuminating address;

Floyd I. McMurray, Indiana State Superintendent of Public Instruction, for his warm welcome to the convention city;

Dr. John A. Lapp, National Referee, International Building Trades Union, Chicago;

K. B. Elliott, Vice-President and Director of Customer Relations, Studebaker Corporation;

Dr. Irene A. Wright, Division of Cultural Relations, U. S. Department of State;

Dr. L. W. Wallace, Director, Engineering and Research, Crane Company, Chicago;

C. N. Watkins, Vice-President, Chicago Industrial Editors Association; Jewel Tea Company, Barrington, Illinois;

L. L. Dickerson, Librarian, Public Library, Indianapolis, Indiana;

Carl H. Milam, Secretary of American Library Association and Everett W. McDiarmid, Jr., University of Illinois Library School, for their participation in the discussion of relationships between A.L.A. and S.L.S.;

The Library of Congress for their interest as expressed in sending their delegate, Dr. J. B. Childs;

The Indiana World War Memorial Commission for the opportunity of meeting in their auditorium;

The Indiana State Library and the Indiana Historical Society Library for their "Open House";

The John Herron Art Institute for the delightful Social Tea;

The exhibitors for their part in bringing to the attention of the Special Librarians the newer tools and ideas;

The Indianapolis Newspapers, namely, the Star, News, and Times, for their generous publicity;

The Indianapolis radio stations, WIRE, WFBM, and WBC for the time allowed for broadcasts;

The D. F. Keller and Company for absorbing the cost of binding and mailing our Abstract of Reports;

The following firms and organizations for their donations: Wm. H. Block Co., Indiana Division, American News Company, Canary Cottage, and Macal Jones of Houghton Mifflin Publishing Company, Bobbs-Merrill Company, Employers' Mutual Liability Insurance Company, Indiana University Medical Center, and Indianapolis Club of Printing House Craftsmen, and the Universal Oil Products;

The Indianapolis Convention Publicity Bureau for aid in planning the convention and helping with the registration;

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The Claypool Hotel for its cooperation as Convention Headquarters; and
All other individuals and organizations that have contributed to the success of this Convention.

WILLIAM J. SOZKA, Chairman

REPORT OF NOMINATING COMMITTEE

The Nominating Committee submits the following list of candidates as officers of Special Libraries Association for the year 1940-41:

President — Laura A. Woodward, Librarian, Central Research Library, Maryland Casualty Company, Baltimore, Maryland.
First Vice-President — Irene M. Strieby, Librarian, The Lilly Research Laboratories, Eli Lilly and Company, Indianapolis, Indiana.
Second Vice-President — Josephine B. Hollingsworth, Department Librarian, Municipal Reference Library, Los Angeles, California.

GROUP SESSIONS AND REPORTS

BIOLOGICAL SCIENCES GROUP

FIRST SESSION

The first meeting of the Biological Sciences Group in conjunction with the Social Science Group was a luncheon meeting at Riley Hospital on Wednesday, June 5th. This meeting was presided over by Estelle Brodman, College of Physicians and Surgeons, Columbia University, New York, Chairman of the Biological Sciences Group, who introduced Dr. Willis D. Gatch, Dean, Indiana University School of Medicine, Indianapolis. Dr. Gatch gave the address of welcome.

This was followed by a joint meeting of the Groups held at the Public Health Auditorium of the Indiana University Medical Center. This meeting was presided over by Isabel L. Towner, National Health Library, New York, Chairman of the Social Science Group. She introduced the following speakers whose subjects were:

Children in a Democracy, Emma C. Putchner, Child Welfare Director, American Legion, Indianapolis.
Trends in Mental Hygiene, Thomas G. Hutton, Executive Secretary, Indiana Society for Mental Hygiene and Administrative Assistant, Division of Medical Care, Indiana State Department of Public Welfare.
Comprehensive View of Public Health in the Future, Dr. Thurman B. Rice, Professor of Bacteriology and Public Health, Indiana University School of Medicine, Indianapolis.

These speeches are printed under the Social Science Group on pages 267-274.
Later the Group members enjoyed a very interesting trip through the new Medical Center and adjourned to the Nurses Home for an informal Tea.

SECOND SESSION

The session on Thursday, June 6th, was started with a luncheon and was followed by the annual business meeting of the Biological Sciences Group held in Parlor H of the Claypool Hotel, Indianapolis. Fifteen members were present.

REPORT OF GROUP*

This year the Biological Sciences Group concentrated its work and energy on its first project. After the Convention in Baltimore, a project committee was formed which consisted of:

Grace Van Nostrand, New York, Chairman
M. P. Schoener, Chicago
L. Jones, Seattle
E. Horine, Baltimore
I. M. Hammond, St. Louis
E. Brodman, New York, ex officio

The first thing the committee did was to collect all suggestions, which had been received for projects, and send them out to members of the Group to be voted on.

*Abridged.
The winning suggestion was: To compile a list of the special indexes and information files in the libraries of the Biological Sciences Group members. The committee formulated a questionnaire which would cover the necessary information. The results of these letters and the follow-up letters are now being tabulated. It is hoped the material will be in form for preliminary publication by June 1941. Grace Van Nostrand has consented to retain the chairmanship of the committee next year.

Membership Committee

To work under Laura A. Woodward, National Membership Chairman, a committee on new members was appointed with Marguerite Schoener of Chicago as coordinator.

Methods

Marie Lugscheider, National Methods Committee Chairman, asked the Biological Sciences Group Chairman to appoint a representative from the Group to work on her committee. Laura Biddle of Ann Arbor, Michigan, agreed to work with this committee. When the theme of exhibits at the national Convention was announced as Methods, Miss Biddle took charge of all the exhibits of the group.

Publicity

Marguerite P. Schoener, Vice-Chairman of the group, was asked by the Chairman to take care of public group publicity.

The Chairman tried to gain publicity for the group by arranging for the publication of two articles on biological sciences subjects in Special Libraries. It is to be hoped that the editor of Special Libraries will be able to allot enough pages next year to the Biological Sciences Group so that one or two more articles of interest to the Group can be inserted.

Nominating Committee

The nominating committee of the group consisted of the following:

- Ethel Wigmore, New York City
- Irene M. Strieby, Indianapolis
- Grace Van Nostrand, New York City

The following slate of officers for the year 1940-41 was accepted:

Chairman: Estelle Brodman, Columbia University Medical Library, New York.

Vice-Chairman: Katherine Tobias Murphy, Connecticut State Dept. of Health, Hartford.


Each year there is an undignified scramble by the nominating committee to find individuals capable of, and willing to take the various offices. When these people enter upon their duties they have no idea of how the group or the association runs. It is necessary for them to spend several months in learning the routines. By this time the terms of office expire and another set of officers equally unversed comes in and goes through the whole procedure again.

To obviate such situations the present chairman suggests two changes: one, that a regular census be set up within the Group, whereby the secretary automatically becomes the vice-president and the vice-president the chairman the next year. In this way a working knowledge of the Group will be a part of every incoming chairman’s equipment.

The second change the present Chairman suggests to the incoming Chairman is that a kind of informal advisory board of the group be set up to consist of the two past chairmen and the two past secretaries. These four individuals could give advice and information to the new Chairman. Some such arrangement would establish a continuity in the office, even if not in the offices.

Acknowledgments

The chairman has met with wonderful courtesy and cooperation everywhere. Special thanks is given to the aid of the following:

- Alma C. Mitchell
- Ethel Wigmore
- Elizabeth L. Clarke
- Grace Van Nostrand
- Irene M. Strieby
- Marguerite Schoener
- Laura Biddle

She can only wish the incoming chairman as much luck in her advisors.

Estelle Brodman, Chairman

Next was a scheduled group meeting presided over by the Group Chairman, Estelle Brodman. Dr. William De Pree Inlow, Shelbyville, Indiana, President, Indiana Association of the History of Medicine was the first speaker. Dr. Inlow talked on the problems which he had encountered in setting up a small medical library at the Inlow Clinic, of which he is one of the founders. He was faced with the problem of finding an adequate classification for a small medical library, of about 1,500–2,000 volumes, which could be used by the doctors themselves. He tried various systems, such as the Boston Medical Library, Garrison, Barnard, and Vanderbilt University Classifications, but found them too detailed and complicated for small library use, especially without a trained librarian.

From the point of view of how a medical man would use the books, a system was devised based on the Dewey Classification. Dr. Inlow believed a clinical library is of more service, when it is departmental and when the classificatory division was made on the basis of separation of the field of medical practice, rather than on the basis of anatomic part or etiology. In the classification, material on various subjects is scattered purposely. Since the practice of medicine in hospitals and clinics is specialized, this is not a drawback. It is seldom that a worker in a clinical institution will consult the library to find out all it contains about any one particular topic viewed from every possible approach. It is physically impossible to put books on one subject all together. The place for concentration of all material concerning one subject is in the card catalog.

With these words of explanation, Dr. Inlow showed
slides of his classification. (To be found in his article "Organization of the Small Hospital Library" in Journal of the American Medical Association 113:1683-88, October 28, 1939.)

This was followed by the second speaker of the afternoon, Dr. Beatrice Geiger, Home Economics Department, Indiana University, Bloomington, Indiana, who spoke on:

**Recent Advances in the Science of Nutrition**

The field of nutrition is ever growing, ever changing. For this reason it is probably better for librarians to know of more sources and problems of book selection.

In the field of nutrition literature, there is a need for more abstract services such as the advance service of the Wistar Institute. *Nutrition Abstracts and Reviews* is excellent, but it is English and relatively expensive. *Physiological Reviews* and the reviews of *Journal of Nutrition* are most useful for summaries of the changes.

Because the field moves so rapidly, books are less helpful than journals. Many books are out of date before they come from the press. Journal articles in retrospect and a voluminous bibliography given in McCollum’s *Newer Knowledge of Nutrition* make this book a valuable review for all research workers.

The hardest job is to secure up-to-date material for lay readers that is not geared to junior high school age, but is still simple enough for adults. Mrs. Mary Swartz Rose does this well. Her new edition of *Feeding the Family* gives material that has meat in it. Sherman does the same sort of thing. Both are excellent teachers. Some books that are definitely text books can be used, but only with interpretation, when the author rides his own points, that are not accepted in all corners of the field.

The third speaker was Dr. William H. Crawford, Dean, Indiana University School of Dentistry, Indianapolis, who talked on:

**Dental Education and Research**

The real role of dentistry has not been so much dental education as the care of disease. Dental disease, however, is increasing steadily. The International Association of Dental Research showed in surveys, that students entering dental school in 1938 were larger, healthier and superior to those of 1928, but their dental caries had increased ten per cent. The dental profession has become alarmed at the increase. The more progressive and larger universities have tried to introduce biological sciences into the curriculum, for prevention of disease is the aim of dentistry today. Current reparative procedures are excellent, but under the present educational system, there is a lack of research.

To encourage research men Harvard is going to train men on a five-year basis for both M.D. and D.D.S. degrees. Perhaps some of these men specializing in research in medicine will be attracted to research in dentistry. Research workers are born, not made, but through stimulation by professors and schools, more may be discovered. There is, of course, some research going on. The American Dental Association has published a survey of all work on dental caries. The field must be broadened. As more attention is turned towards dental education and research, the more important will library facilities become.

The last speaker of the afternoon was C. R. Gutenmuth, Educational Director, Indiana State Department of Conservation who gave a most interesting talk upon *Progress in Conservation Education.*

**Commerce Group**

**FIRST SESSION**

The Commerce Group held its first session in the Chateau Room of the Claypool Hotel in Indianapolis on Tuesday, June 4th. This was an open meeting for Indianapolis Business Executives in conjunction with the Financial, Insurance and Public Business Librarians Groups. Luther L. Dickerson, Librarian, Public Library, Indianapolis, was the presiding officer for this meeting. The discussion of this well-attended meeting was led by Rose L. Vormelker, Business Research Department, Public Library, Cleveland. During the discussion the following addresses were delivered:

*The Library and Librarianship*, Dr. L. W. Wallace, Director, Engineering and Research, Crane Company, Chicago.


*Abridged.*

**SECOND SESSION**

The second session which was held jointly with the Financial, Insurance, Public Business Librarians and University and College Groups on Wednesday, June 5th at 2 p.m. in the Chateau Room of the Claypool Hotel, is reported with the Session of the Public Business Librarians on pages 243-250. The subject of this symposium was *Cooperation in Business Library Service.*

**THIRD SESSION**

The Commerce Group met for its third session at a luncheon with the Public Business Librarians Group.
at Canary Cottage, Dorothy H. Hughes, Business Department, Public Library, Peoria, Illinois, was the presiding officer. This was followed by the general group business meeting.

**Report of the Group**

During the last year two bulletins have been sent out to members of the Commerce Group. The first bulletin suggested the following four projects:

1. List of State Industrial Directories.
2. List of Special Collections or Resources in Commerce Group Libraries — possibly geographical in arrangement.
3. List of Federal Acts or Commissions by Popular Names or Short Titles.

The members of the Group were asked to check the projects in which they were most interested.

From the replies received it was indicated that the first choice of the members was the List of State Industrial Directories. In accordance with these suggestions letters have been sent to all the States asking for complete information concerning State Industrial Directories. These replies have already been compiled and published as Bulletin Number Three of this Group.

An important part of the Second Bulletin was devoted to a plea from the Methods Committee for material for the exhibit at the Convention and for the Methods Manual.

The membership representative of this Group sent over 200 letters urging members to change their membership from Associate to Active or from Active to Institutional.

Eileen E. Leven, Chairman

**Financial Group**

**FIRST SESSION**

The Financial Group held its first meeting on Tuesday, June 4th, in the Chateau Room of the Claypool Hotel. This was an open meeting for Indianapolis Business Executives held in conjunction with the Commerce, Insurance and Public Business Librarians Groups. This is reported with the sessions of the Public Business Librarians Group on pages 243-250.

**SECOND SESSION**

The session on Wednesday, June 5th, was a joint meeting with the Commerce, Insurance, Public Business Librarians and University and College Groups. This was a symposium on Cooperation in Business Library Service in the following three sections:

3. Relating Business Library Service to the Community.

These speeches are printed under the Public Business Librarians Group on pages 251-260.

**THIRD SESSION**

The Financial Group met for luncheon in the English Room of the Claypool Hotel on Thursday, June 6th. After luncheon Elizabeth Brown Beach, Acting Chairman, presented Mr. Frederick Roe of Stein and Roe, Investment Counselors, Chicago, who gave an informative and excellent address on The Financial Cost of War to be in a later issue of Special Libraries.

Following this address the Financial Group convened for its annual business meeting.

**Report of the Group**

In the absence of the Chairman, Mildred Turnbull, Royal Bank of Canada, Montreal, President Mitchill in March, asked Elizabeth Brown Beach, Household Finance Corporation, Chicago, to assume the responsibility of the Chairmanship.

A Bulletin with convention news and Financial Library notes was sent to all group members in May, 1940.

**Publications**

Banking and Financial Subject Headings, which has been compiled by a committee of which Margaret Burnett was Chairman, was approved for publication by the Executive Board of Special Libraries Association on June 3rd. In the discussion preceding the action there was much commendation of the fine work Miss Burnett and her committee had done.

**Secretary's Report**

The report of Anne Stailey, Secretary-Treasurer, of May 11, 1940:

Membership — 434.
Publications — 161 copies of the Bank Library.
Finance — $186.75 in treasury from former sales of the Bank Library.

**Nominating Committee**

Elsie Rackstraw, Chairman of the Nominating Committee reported the following slate of officers for the coming year:
Chairman — Elizabeth Brown Beach, Household Finance Corporation, Chicago.
Vice-Chairman — Marion E. Wells, First National Bank of Chicago.
Secretary-Treasurer — Ruth Miller, Central Hanover Bank and Trust Company, New York.

The motion was adopted that the nominating committee's selections be elected to office.

The following projects were outlined for the coming year:

Bank Library Supplement: Annotated

There was discussion regarding this annotated list, which was compiled by Mary McLean as a project at Columbia University. Following the discussion, a motion was made and carried that the supplement be
mineographed after slight changes and additions have been made by Miss McLean; that the kind offer of Dorothea Blender, Commerce Clearing House, Inc., to mimeograph it be accepted; and that it be sold to members at 50 cents a copy, and to non-members at 75 cents a copy.

Source Lists and Bibliography

Mary McLean told the Group of three source lists and a bibliography which have been worked out as projects at Columbia University by Financial Group members and suggested that they be considered as possible publications by the Group. They are:

"A Federal Legislative Collection for a Bank Library": a source list by Ruth Von Roeschlaub, Legal Files, Federal Reserve Bank of New York;
"Foreign Exchange Sources": a bibliography by Catherine Snyder, Chase National Bank;
"Manual of Sources of Information on Obsolete Securities": a source list by Ruth Miller, Central Hanover Bank and Trust Company;

A committee of Sue Wucher, Continental Illinois National Bank and Trust Company, Chicago, Chairman; Ruth Nichols, Federal Reserve Bank of Chicago, and Dorothea Blender, Commerce Clearing House, Chicago, was appointed to evaluate and report to the Chairman on them.

Descriptive List for Use in Acquiring and Discarding United States Government Periodical Mimeographed Statements

When Miss Sutherland resigned the chairmanship of a committee to revise the list for acquiring and discarding Government documents, she suggested that each library in the Government bureaus be asked to prepare for their department a list comparable to the one that she had prepared for the "Federal Reserve data released to the press and public by the Board of Governors of the Federal Reserve System." It was hoped that we could make a beginning on the revision by recording the output of the financial agencies in Washington. Miss Rackstraw has undertaken to canvass the possibility of help from the financial libraries in this work, and will make a progress report in the near future.

Real Estate Classification

Miss McLean, American Bankers Association, reported that Dr. Ernest M. Fisher, Director of Research in Mortgages and Real Estate Finance of the American Bankers Association, would act as technical advisor for a Real Estate Classification Committee. Miss McLean was appointed Chairman of such a committee, and Tilloah Squire, Librarian of the Federal Housing Administration, Washington, D. C., and Carrie Maude Jones, National Association of Real Estate Boards, Chicago, will serve with her. Other appointments to the committee are pending and will be announced later.

Consumer Credit Classification

There had been considerable discussion by small groups during the convention about a possible classification on Consumer Credit. When this was brought up at the meeting there was unanimous and enthusiastic response that such a project be undertaken at once. It was the consensus of opinion that Elizabeth Brown, of Household Finance Corporation, head such a committee. Miss Lillian Scardefield, Lehman Corporation, will assist her, and other members of the committee will be appointed soon.

Marion E. Wells, Secretary pro-tem

Insurance Group

FIRST SESSION

The first session of the Insurance Group was an informal luncheon on Tuesday, June 4th, to which all the speakers for the afternoon's joint meeting, Group Chairmen and Irene M. Strieby, Convention Chairman, were invited. The Insurance Group members and guests were welcomed by Margaret C. Lloyd, Chairman.

Tuesday afternoon the Insurance, Commerce, Financial and Public Business Librarians held an open meeting for Indianapolis Business Executives in the Chateau Room of the Claypool Hotel at 2 p.m. Luther L. Dickerson, Librarian, Public Library, Indianapolis, was the presiding officer of this meeting. Dr. L. W. Wallace, Director, Engineering and Research, Crane Company, Chicago, made an excellent talk on The Library and Librarians. A splendid address was given by Mr. C. N. Watkins, Vice-President, Chicago Industrial Editors Association; Jewel Tea Company, Barrington, Illinois, on The Business Library and Its Relation to Management. Mary Louise Alexander, Director, Bibliographical Planning Committee of Philadelphia, spoke inspiringly on The Special Librarian: What She is; What she can do; Where to find her; How much to pay her. These speeches are printed under Public Business Librarians Group on pages 243-250.

SECOND SESSION

On Wednesday, June 5th, at 10 a.m. the Insurance Group held its business meeting at which many items of business were presented for brief discussion. The following subjects were discussed:

Insurance Group Bulletin

The Group was of the unanimous opinion that the Bulletin was worth while and should be continued. Members were asked to contribute more freely.

Duplicate Exchange List

Inasmuch as the National Association has published a duplicate exchange list, and expected the full cooperation of all S.L.A. Groups, it was agreed that the
Insurance Group would discontinue the issuance of its duplicate exchange list, as soon as assured that the National duplicate list would be improved and made more readable by subject division. Until this is done, each member will continue to send duplicate exchange material to the Insurance Group Chairman.

**Membership Directory**

Members felt that the membership directory was helpful and that an annual complete revision with periodic bulletin revisions would be adequate.

**Articles for "The Special Librarian"**

Questionnaire blanks to accumulate information for an article to be published in "The Special Librarian" were circulated in order that librarians who had not submitted this information to the Chairman might fill in the blanks.

**Group History**

A request was made by the Chairman for any material concerning early Group history.

**Publicity**

A report was made regarding Group publicity and a desire for increased publicity was expressed.

**Finances**

The Chairman reported $41.02 in the Insurance Group treasury.

**Indexing Insurance Periodicals**

The Group expressed a desire for The Wilson Company to index additional magazines in the *Industrial Arts Index*. The following are in order of preference as stated by vote:

   a. Best's Insurance News
   b. Casualty Insurance
   c. Industrial Medicine
   d. National Fire Protection Quarterly

**Projects**

(a) Louise Keller, Librarian, Towers, Perrin, Forster & Crosby, Inc., Philadelphia, was appointed Chairman of the committee to develop the project of listing the material available for the technically untrained Special Insurance Librarian.

(b) Compilation of Insurance Terms and their Meanings. The suggestion was made that each librarian keep record of difficult insurance terms that come to her attention. These terms with adequate definition should be sent to the Chairman for publication in the Insurance Group Bulletin.

(c) Compilation of Insurance Slogans. It was suggested that the Insurance Group compile insurance slogans. It was stated that *Printers' Ink* contained a slogan section and a motion was made that this publication be asked to give more attention to insurance slogans.

**National President of the Association**

Insurance Group members gave a rousing applause for Laura Woodward who is the National Special Libraries Association President for 1940-41. We were glad that an Insurance Group member has attained this honor.

**Conventionalities Editor**

Mariana Thurber, Employers Mutuals, edited *Conventionalities* during the conference.

**Mrs. Grace Bevan**

The Group expressed regret over the resignation of Mrs. Grace Bevan, Phoenix Mutual, from the library field.

**Committee Reports**

(a) *Creation and Development of a Special Library Committee*. Abbie Glover, Boston Insurance Library Association, in the absence of Mr. D. N. Handy, submitted this Committee report. Jeannette Smith was appointed chairman of a committee to compile the names of companies having insurance libraries. Emily Coates was appointed chairman of a committee to secure advertisements for this book. Mabel Swertig was appointed chairman of the committee to compile a list of annuals for listing in the booklet. The reports of these chairmen are to be sent to D. N. Handy by September 1. October 31 is the deadline date for the final material to be sent to the Publications Committee.

(b) Membership Committee. Jeannette Smith, Membership Chairman, New England Mutual Life, reported 118 contacts were made. The results were:

   5 Associate members, 4 Active members, 6 Institutional members, 1 Active changed to Institutional, 2 Institutional members reinstated.

(c) Methods Committee. Mariana Thurber, Employers Mutuals, reported that the Insurance Group Methods Committee cooperated with the National Committee in conference exhibits.

(d) *Insurance Book Reviews Committee*. In the absence of Mary Wells, the Chairman reported that the committee on *Insurance Book Reviews* was given good cooperation throughout the year and the book reviews have been published regularly. This committee will stand for another year. The Group expressed appreciation for the work which Mary Wells and her committee have done on these reviews.

(e) Classifications Committee. Emma Turner, Hardware Dealers Mutual Fire, in the absence of Geraldine Rammer Heck, presented the report of this committee. A motion was made and approved that the Chicago Library School and the Carnegie Foundation be contacted with reference to the completion of the classification task. The group gave a vote of thanks to the present committee for its excellent work. Emma Turner was appointed Chairman of the Classifications Committee for the year 1940-41.

(f) Nominating Committee. Emily Coates, The Travelers Insurance Co., Chairman of the Nominating Committee reported:

   Margaret C. Lloyd, Retail Credit Co.

   Chairman

   Jeannette Smith,
New England Mutual Life Ins. Co.  Vice-Chairman
Nora Shreve,
Lincoln National Life Ins. Co.  Secretary
These officers were unanimously elected.

(g) Report of Secretary. This report was submitted
in writing to all members after the Baltimore con-
ference. It was felt unnecessary to read.

(h) Report of Chairman. This report was published
in Bulletin No. 4 and was not read in meeting.

This meeting was followed by an informal luncheon
held in the Florentine Room of the Claypool Hotel.
During the luncheon meeting the following library
problems were discussed briefly:
1. Special techniques used to vitalize libraries.
2. Collecting and retaining T. N. E. C. material.
4. Subject headings for current war material.
5. Available material on annuity and profit-sharing
plans.

The meeting was later opened for suggestion on
other special problems in insurance libraries.

THIRD SESSION
The third session on Wednesday, June 5th, was a
joint meeting with the Commerce, Financial, Public
Business Librarians and University and College
Groups. This was a symposium on Cooperation in Busi-
ness Library Service. Several speakers spoke on each of
the following subjects:
3. Relating Business Library Service to the Community.

Nora Shreve, Librarian, Lincoln National Life
Insurance Company, Fort Wayne, Indiana, represented
the Insurance Group with a three-minute talk on the
third subject, Relating Business Library Service to the
Community. These speeches are printed under the
Public Business Librarians Group on pages 251-250.

FOURTH SESSION
On June 6th, 33 members of the Insurance Group
and Indianapolis Insurance Executives held a very
enjoyable luncheon in the Auditorium of the Ameri-
can United Life Insurance Company in Indianapolis,
Margaret C. Lloyd, Chairman of the Insurance Group,
presided at this meeting. She first introduced Harry V.
Wade, Vice-President, American United Life Insurance
Company, Indianapolis, who gave a very interesting
talk entitled; What, Where and When. Next G. W.
Lillard, Hartford College of Insurance, Hartford,
Connecticut spoke on:
THE DEVELOPMENT AND AIM OF THE INSURANCE
COLLEGE AND ITS LIBRARY *

The Hartford College of Insurance has just cele-
brated its first academic birthday and contrary to the
usual run of such matters it already has strong legs and
a strong body. In order to give you an understanding
of its origin and development up to this point, it is
necessary that I tell you something of its ancestors.

The Hartford College of Law was founded in 1921,
chartered in 1925, approved by the Council on Legal
Education of the American Bar Association and the
Connecticut Bar Examining Committee in 1933. The
period between 1921 and 1933 was devoted to building
up a good working library and faculty.

The Hartford College of Insurance was founded and
chartered in 1939 by the Trustees of the Hartford Col-
lege of Law who were joined by a number of insurance
executives as incorporators. To this strong Board of
Trustees were added sixteen other insurance executives
who act as an Advisory Board. Among them were
Presidents and Vice-Presidents of some of the largest
insurance companies in the United States. Also on this
Advisory Board were the distinguished authorities on
Insurance Law, William Reynolds Vance and Lyman
K. Babcock, Hoosier, born here in Indiana.

By the terms of the charter the College is tax-exempt
and may not be operated for profit since the property
and assets were dedicated in perpetuity to educational
purposes. The Board of Trustees is self-perpetuating,
the members thereof serving for terms of three years.

Under the by-laws of the College an Advisory
Board was created. Members of this board, with other
experts in all lines of insurance, law, and actuarial
science, were assigned to various committees in Fire,
Life, and Casualty Insurance. These committees were
authorized to determine problems of content and ar-
range ment of the curriculum, and to recommend the
employment of teachers and lecturers. The Faculty so
selected was composed of insurance company experts
and professional teachers. Members of the Faculty of
The Hartford College of Law provided the law in-
struction.

The purpose of the College was to prepare eligible
applicants for the profession of insurance, for the field
or office, in both private or governmental employment.
With this end in view, the instruction offered and the
work provided the student the same standards required
for professional study in graduate schools. So far as is
practicable, the case method of instruction was used,
supplemented by text materials and lectures from pro-
fessional teachers and insurance company experts. The
emphasis throughout the courses of instruction was on
the practical administrative aspects of the insurance
business.

The pertinent principles of law, mathematics, finan-
cne, management, marketing, accounting and
statistics are presented, but brought to life and made a
part of the reasoning and judgment, as well as im-
planted in the memory of the student, through dis-
cussions and illustrations from experiences of the
forty-four Hartford insurance companies that are
engaged nation-wide in all lines of insurance. Such a
goal was possible only in evening classes taught by

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insurance company men whose services were not available for daily instruction. The formal instruction was provided by lectures from visiting insurance executives, each an expert in some particular field of insurance work. The topics chosen for such special lectures were parallel with the regular work in each course. Opportunities for questions and informal discussions with the man on the job were thus assured to the student.

Reference has been made to lectures by insurance executives which are provided to supplement the formal instruction given by the teachers in the insurance school. We all know that few busy executives ever take the time to put in book or pamphlet form the valuable information imparted on such occasions. In order that these great fountains of knowledge may be assembled into a pool of insurance information, we have installed a system for recording, not only the matter discussed by the teachers and lecturers, but also the questions of the students. Later this material is to be condensed and edited into text-book form. This part of our program should be of interest to librarians inasmuch as it will be available eventually to you in book form. It has been decided that this material will be the property of the Insurance College and will not be commercialized.

At present our Insurance Library is small. However, through the kindness of librarians in Hartford, our faculty and students have access to a great store of insurance knowledge. At this time we express our gratitude to Miss Emily Coates of The Travelers Insurance Co. and Miss Alice Watts of the Aeina Life Insurance Company and also to Mrs. Gladys Day of the Hartford Bar Library Association and all other librarians in Hartford and vicinity for the great help which they have given us.

With your help, it is our purpose to assemble in our library copies of all the insurance material which has been printed, either in book or pamphlet form, and thus make available to the students of insurance a reservoir in which may be found everything which pertains to the subject. We hope this library will become the largest and most complete one of its kind in the world, a place where researchers may come, confident that they will find what they seek. This we know is an ambitious undertaking and it may take years to develop it.

The Hartford College of Insurance is unique, we believe, because it is the only school in the world devoting its efforts exclusively to insurance.

In the rapidly changing order of affairs, educational institutions must adopt new methods and plans to meet these changes. While the fundamental lines of insurance do not change, new lines are being added, and the old lines are being expanded. It is our plan to prepare young men and women, not only with a knowledge of the tried and proven methods, but also with an appreciation of the new developments.

The third speaker at this session was Elizabeth O'Rourke, Lincoln National Life Insurance Company, Fort Wayne, Indiana, whose topic was:

THE VALUE TO THE MANAGEMENT AND EMPLOYEES OF THE LIBRARY IN THE INSURANCE ORGANIZATION

When I attempt to tell such a group of executives and librarians either how to run a library, or of its great value to an organization, I feel as if I were "bringing coal to Newcastle." However, I shall attempt to give you some of my impressions of the value of a special library to an insurance company.

The importance of printed material in an insurance company is comparable to the tools and machinery of a manufacturer. Due to the fact that material was scattered all over the building and consequently was more or less inaccessible, in 1923 we began to realize the need of a library in our Company. When an individual officer or department head wished a copy of some publication, he ordered his own. The result was that it was not unusual to have three or four copies of the same material in various offices of the organization. We found this to be a rather expensive way to handle material, and decided to establish a company library for the purchase and distribution of printed material. All purchases are made through the library. They are first o.k.'d by the individual requesting the order, then by the librarian, and finally approved by the Office Administration department. A monthly statement of all expenditures in the current month is issued by the librarian, so that at all times we have an accurate idea of how much is being spent for the purchase of printed material. All books are catalogued in the library. This makes it possible for everyone in the organization to know just what material is available, and also prevents a duplication of purchase. Although infrequently an executive may feel the necessity of keeping certain books in his individual office, such books are available, upon request, to anyone within the organization. A printed catalogue is issued every four or five years, and the addition of subsequent material is made known to the entire organization through the medium of our house organ.

Along with our books, we probably receive fifty different magazines and bulletins weekly and monthly. By means of route slips these are circulated throughout the building to officials and others who may be interested in them. Added value is given these magazines by marking with a red pencil those items of specific importance, so that individuals who do not have time to read the magazine thoroughly will be informed of important events happening in the insurance world. For efficiency in the library we have learned that it is essential that magazines be indexed by some system devised by the librarian.

In my opinion, a librarian must have certain definite qualifications. First, she must have a flair for news —

*Abridged.
must be interested in what is going on in the world. It is very important that she be aware of the interests of the executives of the company. Perhaps one is interested in Community Chest work, another in the Red Cross, still another in some civic project. Items relating to these subjects should be called to their attention. She must keep in mind that an actuary is interested primarily in actuarial articles, an investment employee in investment news, so items concerning these different departments should be routed to them.

A librarian must have a good memory. She must have the ability to find material, when it is requested. It is important that her outside contacts in the community be such that they will assist her in every possible way. She must have the judgment not to purchase material which will not be of permanent value. Of course, it is not expected that she know everything herself, but it is assumed she will know where to go for the information desired. Incidentally, we are fortunate that our librarian is able to do an excellent piece of work in proof-reading. This means that she has knowledge of the various subjects handled, such as agency work and actuarial work.

It is impossible to estimate the economic importance of a library due to the fact that many of the things accomplished are of intangible value. Frequently an executive will want something quite remote — perhaps he may recall one line of a poem he wants to use in a speech, or some quotation which has almost slipped his mind, the inclusion of which is quite necessary to his talk. The library is supposed to furnish the missing links.

A librarian must be pleasant at all times. She must impress the people with her desire to please them and help them in every way. If the atmosphere of the library is pleasant, it will be a place where employees will like to come for information. The library is the place where questions regarding the complications of English or the spelling of words are answered, thus saving private secretaries valuable time. We have many popular magazines as well as newspapers in our library and our employees enjoy gathering there during the lunch hour, and following the close of business hours.

I do not think any one department in our organization is used more for all types of information than is our library. We sincerely feel that the library is of inestimable value and is very necessary to the smooth performance of our organization.

**Museum Group**

**FIRST SESSION**

The first meeting of the Museum Group was held jointly with the University and College Group on Tuesday afternoon, June 4th, at 2:30 P.M. at the Herron Art Institute. Cynthia Griffin, Chairman of the Museum Group and Marjorie C. Keenleyside, Librarian, Central Young Men's Christian Association College, Chicago, presided. Introductory remarks were made by W. D. Pear, Director, Herron Art Institute.

The Chairman introduced the following speakers whose subjects were:

- *Periodical Indexes and How They Are Made*, Sarah St. John, Editor, Art Index, New York.
- *Six Hundred Feet From Adam*, Alfred E. Bailey, Central Y.M.C.A. College, Chicago.

These speeches are included under the University and College Group on pages 278-281.

**SECOND SESSION**

On Wednesday, June 5th, at 10 A.M. the second session of the Museum Group convened in the English Room of the Claypool Hotel with Cynthia Griffin, Chairman, presiding. The members were divided into the three following sections for discussion:

1. Fine Arts and Architectural Libraries.

The first group was addressed by Marion Rawls, Burnham Library of Architecture, Art Institute, Chicago. She spoke on:

**Analyzing Books and Magazines not Covered by the Art Index**

The problem of analyzing magazines seems to be a common one in many libraries. Art libraries are particularly conscious of it. The work taken over by the Art Index has been of immense help to all libraries in this field and acknowledgment is here given.

However, there still remains a large field of literature not covered by this excellent aid. Art magazines published before January 1929 have not been analyzed except by individual libraries. The Art Index does not cover the entire field of art and architecture. The Art Index cannot analyze as much in detail as some libraries wish, because of the cost and the limited demand.

It is the purpose of this discussion to discover how this indexing problem is being met in various libraries, what techniques are followed, what authorities are used, and how duplication of effort may be avoided. It is hoped that some cooperative system of analyzing can be suggested.

The questions which will be discussed appear below. Since the author is in an architectural library, the questions have a slant from that field.

1. Who does the analyzing? Is it possible to use student help or W.P.A. for preliminary work? How satisfactory has this been?
2. How are articles analyzed? By subject? Artist or architect? Place in English followed by name of building or museum in vernacular? Buildings by distinctive names followed by place?
3. Are author entries the exception or the rule? Are entries made under every author or only outstanding ones?

4. Is any attempt made to "trace" the entries made for each entry? How is this done?

5. How fully are magazines analyzed? Each article, or is a selection made? Who makes the selection? When there is an article in an old magazine on an architect's work which gives the illustrations of early buildings, would each illustration be entered under place followed by the name of the building, or would this information be lost if the architect was not known?

6. When the title of the article is so vague as to be useless are explanatory notes added in brackets or as notes?

7. Have subject heading lists been made? What sources were used? How simple or complex? When applicable are L.C. headings used? Are Art Index headings precise enough?

8. Have authority files for personal and place names been made? If no authority has been established, are cards held until research can be done? What sources are used in compiling authority files? (See Chicago Art Institute lists.)

9. How are oriental, Russian etc. magazines handled? Is transliteration the rule?

10. How much are "see" and "see also" cards used to indicate material which is always found in each issue of a magazine? E.g., Interiors see also monthly issues of House Beautiful.

11. How are castles and country houses listed? It is the procedure of some libraries to list building under place followed by the name of the building in the vernacular. Is the name of the nearest small town used with (near); or name of country or province; or is the name of the castle used, followed by the vernacular for the word castle?

12. How much are books being analyzed by individual plates or sections of plates under subject? Artist or architect? Place? Name of building or museum (in vernacular)?

If some of the above questions may be found to be handled in a similar manner, it may be that the various art and architecture libraries may be able to adapt each other's work to their own procedure. Possibly a carbon could be made in writing the first draft and later sent to cooperating libraries.

There is such a need! There should be a satisfactory solution.

Marion Rawls' talk caused a lively discussion of the problems suggested. Later it was decided that a committee be appointed to cooperate with the Art Reference Round Table of American Library Association and the American Association for Museums in the matter of analyzing periodicals. It was agreed that the members send the Chairman the list of their analyzed periodicals. The Committee appointed to take care of this matter consisted of Eleanor Mitchell, Sarah St. John, Marion Rawls and Margaret Rathbone.

George E. Pettingill, Public Library, Reading, Pennsylvania, led the following discussion on the topic, Possibilities of Forming a Section within the Museum Group for Historical and Genealogical Libraries.

At a meeting of historical and genealogical librarians held Wednesday morning, June 5, 1940, it was voted to organize a division of the Museum Group of Special Libraries Association, to be known as the Historical and Genealogical Section.

This action was taken following a discussion of the requests of various individuals who favored such an organization. The various possible methods of organization also were discussed, in addition to suggestions concerning policy and program.

For the purposes of this group, the term Historical is used in its broadest meaning, thus providing for the inclusion of rare book collections, map collections, manuscript collections, bibliographic museums and the like. Genealogical is intended to mean all libraries dealing with this subject.

The purpose of the section is to discuss problems and to exchange ideas on methods of acquisition, preservation, cataloging, classifying, and servicing materials in the delimited fields, in full cooperation with any other group having similar interests.

George E. Pettingill, Public Library, Reading, Pennsylvania, was elected chairman of the section for 1940-41, and he will appoint a secretary to assist him.

Ethel Louise Lyman, Librarian of the School of Music, Indiana University, led a discussion on:

**Music Library Problems and their Solution Today**

The discussion was devoted to the following topics: bibliographies, classification, Carnegie grant to the Library of Congress, choral music collections, uses of vertical file, music indexes and victrola record collections.

Great need is felt for cooperation in the exchange of bibliographies, since lists of all kinds are most helpful in building up a good collection.

From the group of representatives from twelve libraries present, it was found that all with the exception of the Newberry Library, Chicago and the Indiana University School of Music which use L.C., used the Dewey Classification.

Recently a grant of $41,000 has been made by the Carnegie Corporations to the Library of Congress for a sound truck and several record making machines, which are to be sent to different parts of the country so that folk-music and unusual works may be recorded.

The classification, cataloging and general care of choral music was discussed. Detroit Public Library has a collection of several thousand which are filed flat in boxes in folders. Indianapolis Public Library arranges this material by type of voice. Indiana University...
University School of Music uses a Cutter number with the title's initial (thus insuring a simple alphabetical arrangement on the shelves) and added entry cards in the choral music catalogue for mixed, women's and men's voices and number of parts, as well as entries under Christmas, Easter and Thanksgiving. The above three libraries and the San Francisco Public Library have a reference collection of sample copies of one copy of a work, which saves wear and tear of the regular collection.

Indiana State Library keeps choral music arranged in expanding manila folders in a steel file, while Indianapolis Public Library keeps sheet music in covers in a vertical file.

The proposed Wilson Music Index was the topic of considerable discussion. It was moved to send a letter to H. W. Wilson Company and to express the hope that the publication of this complete index cover the last five years. There is a great need for this tool among all music libraries.

The Newberry Library, Chicago, reported that their index to periodicals now includes 80 titles completed with the aid of W.P.A. assistants. If the funds hold out they hope to do 175 and complete it within a year. These will cover the period, 1792-1936. The possibility of making this available and the form in which it would be most useful were discussed. In about a year, a composite index will be ready which will run about 30 volumes.

The problem of loaning and caring for victrola records was the last topic. School of Music, Indiana University, uses its collection for assigned work. It is important that the records be so classified, that the time of the librarian will be saved in taking out different editions of the same work. This can be remedied, if the materials stand together and record cases are used, which permit quick expansion.

Since this was the first time that a sectional meeting of the Museum Group was devoted to the needs of the music librarian, the group received greetings from the Secretary of the Music Library Association and from the Chairman of the M.L.A.

The Museum Group met for luncheon following the morning meeting in the Empire Room of the Claypool Hotel. Brief summaries of the talks presented at the three sections were given. Later Cynthia Griffin announced the formation of the new Historical and Genealogical Section of the Museum Group.

**THIRD SESSION**

On Thursday, June 6th, at 1 P.M., the Museum Group assembled for luncheon and a business meeting in Parlor T of the Claypool Hotel.

**REPORT OF THE GROUP**

As a result of one of our discussion meetings at the Baltimore Convention, the Chairman took steps to carry out a plan of having one article in each issue of Special Libraries during the year. The plan was approved by the National President and by the Editor. I want to take this opportunity to thank those who have contributed articles. The following articles have been published:

September — Extension Work of an Art Museum Library, by Cynthia Griffin.

October — Films for History, by Iris Bayley.

November — The Movies Use Research, by Robert R. Bruce.

December — Index to Christian Art, by Helen Woodruff.

February — Music Isn's Books, by Barbara Duncan.

March — Theatre Collection, Harvard College, by Lillian A. Hall.

April — An Art School Library, by Gladys R. Haskin; The Clipping File in an Art Library, by Olive B. Le Boutilier.


The membership of the Museum Group is most diversified and during the first year it has not been possible to have each type of library represented by this plan. I hope that it may be continued for another year to give the other types of libraries representation. I planned this to give our group publicity and to answer the charge that Special Libraries had few articles of interest to the museum librarian.

The Chairman was requested by the editor of Special Libraries to secure annotated book lists from our group. Four lists have been received and sent to the editor for publication as follows:

*Fine Art and Architecture*, by Marian Comings.

*Historical and Genealogical Society Publications*, by Harold F. Nutzhorn.

*Natural Science*, by Ruth A. Sparrow.

*Motion Pictures*, by Helen Gladys Percy.

The last named has appeared and the others will come out in subsequent issues of the magazine.

The work of our committees have been as follows:

**Membership Committee**

Gladys R. Haskin as Chairman, assisted by Florence Ward Stiles, has written individual letters to many non-members and to associate members urging them to take out active membership. This committee has added many new names to our membership. In October, 1939, we had 273 members and in May, 1940, we had 322. The end of November the group Chairman sent out seventy letters to librarians of institutions who were not members of S.L.A. This has resulted in several institutions joining S.L.A., one as far away as Honolulu.

**Methods**

Lee Ash, Jr., has circularized the group and reported excellent response to his requests for material to exhibit at Indianapolis and later to be incorporated in the Methods survey.

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Technical Adviser

Eleanor Mitchell (appointed in Pittsburgh in 1938 to serve 5 years) has continued to gather lantern slide and photograph classification schemes, with the hope that eventually this material can be put in shape for the use of such libraries as are beginning new or contemplating reclassification.

Nominating Committee

The committee for our Group this year consists of W. K. Walker, as Chairman, assisted by Margaret Fife and Beaumont Newhall. During the past year the Chairman has been greatly assisted by her Vice-Chairman, Marian H. Greene. Our secretary was unable to participate in the duties of the office and resigned in March. The group has been fortunate in securing Margaret Rathbone to take over this office.

Cynthia Griffin, Chairman

Report of the Technical Adviser

During the year 1939-40 the office of the Technical Adviser has been a comparatively simple one. One inquiry was received on research in progress in regard to the technical details of the preparation and housing of photographs.

The main activity of the year has been the acquisition of material for the Technical Information file. National Headquarters has turned over the file of methods of cataloging for sales catalogues, collected by Nell G. Sill, librarian of the Cleveland Museum of Art in 1933. We also have on file the Museum of Modern Art Library, a preliminary check-list of art classifications - library, photograph slip and slide, and photography, compiled by Paul Vandebilt, Librarian of the Philadelphia Museum of Art. Available for reference is the classification scheme of the Smith College Art Library, an expansion of the Dewey Classification. A recent acquisition is the questionnaire and findings of the Survey of Art and Science Museum Libraries made in 1931.

At the Baltimore Convention in May, 1939, it was decided that we should collect the important photograph and slide classifications, with the hope of eventually finding some institution, such as the Carnegie Corporation, to subsidize publication. The purpose would be to make available in published form the main schemes in current use and to show the variations and possibilities of expansion and contraction, and to suggest the schemes feasible for certain types of photograph collections. In other words, a manual of classification is suggested.

A number of institutions have been approached on the subject. While the reactions received thus far have been favorable on the whole, it has not been possible to proceed with the project this year, due to the fact that the classification schemes of several of the institutions consulted are in a process of revision.

A summary of the reasons of the various libraries concerned follows:

**Chicago Art Institute, Burnham and Ryerson Library**

The Misses Abbott, Rawls and Fisher heartily approved.

**Fogg Art Museum**

Miss Lucas believed it would be a thankless job. At present they were revising their scheme and she reported that they tended toward a simplification. She questioned the publishing of detailed schedules for she believed that photograph collections, more than books, presented a different problem in each library.

**Frick Art Reference Library**

Miss Manning reported: “Our picture classification is so specialized that it has never seemed practical for a general art library. For that reason it seems better not to send out copies of it. In fact we have only one- written copy which is up-to-date and that is in the hands of our picture classifier. It would be a big piece of work to make a copy which we would be willing to send out as a sample classification.

“If you can get a Carnegie grant and a trained cataloger to do the work, I think it would be an excellent idea for her to go about to art libraries to study various systems in use and to take notes from each library as to the good and bad features of its classification.

“Your only objection to such a project is that more often than not most of the work devolves upon the contributing libraries.

“But, if you can get a really efficient person to do the work, it would be of immense help to be able to refer picture collections which are just starting to such a publication.”

**Metropolitan Museum of Art**

Miss Felton was interested in the idea but did not know when they could cooperate because they had such a small staff that routine work is handicapped.

**Smith College, Department of Art**

Miss Baum believed it to be a good idea. At that time their scheme was not publishable because the Minor Arts classification was being revised.

**Worcester Art Museum**

Miss Mundt was most heartily in favor. She believed it would be of value to the classifier who was working with an established collection, as well as to one who was just beginning a collection.

Patricia O. Dutcher, Chairman of the Art Reference Round Table of the American Library Association was much interested in the project.

Photograph and slide classification schemes at present on file are those of the Cleveland Museum of Art, Ryerson Library of the Chicago Art Institute, Fogg Art Museum, Smith College Department of Art, and the University of Pittsburgh Department of Fine Arts.

Further additions to the file in the form of classification schemes and other material of a technical nature are anticipated and will be much appreciated.

Eleanor Mitchell, Chairman

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Special Libraries
**Newspaper Group**

**FIRST SESSION**

The Eighteenth Conference of the Newspaper Group opened with a preliminary luncheon at 12:30 P.M. on Monday, June 3rd, in the Terrace Tea Room of the William H. Block Company. An average of 25 members of the Group attended the meetings as well as the traditional early morning breakfasts held each day.

On Tuesday, June 4th, at 12:30 P.M., the Newspaper Group were the guests at luncheon of The Indianapolis News at the Columbia Club. They were given a real Hoosier welcome by C. Walter McCary, Managing Editor, *Indianapolis News*. The Honorable Hilton U. Brown, Treasurer of The Indianapolis News, gave a very interesting address on "The Function of a Newspaper Library."

This was followed by the first general meeting of the session which was a symposium devoted to "War and the Newspaper Library." Paul P. Foster, Chairman of the Group, presided at this meeting. The first speaker was S. Richard Giovine, Librarian of PM, New York, whose topic was:

**MASTER LIST OF EUROPEAN WAR SUBJECT HEADINGS**

The Newspaper Group of the N. Y. Chapter of the Special Libraries Association submits the preliminary results of a survey of present practices in the use of subject headings for the indexing and cataloguing of material relating to the present European war.

The list is not one of recommended headings, but simply a compilation of headings in actual use in fifteen newspaper and magazine libraries and indexes in New York City. It is hoped that the list will prove useful to librarians in the determination of subject headings for their own particular use.

The list is only a tentative one. No cross references of any kind have been included. This will be done, and the list revised and expanded, should the response to the present list indicate its usefulness.

A few facts concerning the list may be of interest. There are a total of 280 separate headings. The largest number of headings in use by any one library is 103. Of the entire list, only 35 headings were used by more than a single library. Each of the remaining number was used by a single library in each case. This indicates that the choice of headings was made to fit the urgent and immediate need, without references to practices elsewhere. The headings most widely used were:

- European War, 1939– : Atrocities
- European War, 1939– : Communications
- European War, 1939– : Maps
- European War, 1939– : Propaganda
- European War, 1939– : Refugees

The tendency is clearly toward rather short headings of one or two subdivisions. Only three headings ran to the fourth subhead, all in use in the same library.

In a great many cases it was found that libraries were using the same headings in a slightly different form, for example:

- **European War, 1939– : Economic Aspects**
- **European War, 1939– : Economic Phases**
- **European War, 1939– : Economics and Finance**

In a list of current practices, it seemed advisable not to choose "the best" headings and use only those, but to include all variants and note the existence of varying forms. This is provided for by the consecutive numbering of all headings and in the second column titled Alternate Usages. Following any heading with a varying form, is a number in the second column referring to the other form. However, wherever the varying forms of the same heading follow each other in consecutive order, as in the above case, a parenthesis will enclose them. In all other cases the numbering system is used. Example:

<table>
<thead>
<tr>
<th>Number</th>
<th>Heading</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>European War, 1939– : Aims</td>
</tr>
<tr>
<td>275</td>
<td>European War, 1939– : War Aims</td>
</tr>
</tbody>
</table>

These numbers are not to be confused with "See" and "See also" cross references as they are generally understood and used in subject heading work. This kind of cross references can only be added to this list when a final list of recommended headings is adopted.

Attention must be called to the fact that many libraries used the names of countries as direct subdivision to European War, 1939–. These were sometimes in a separate alphabet, and sometimes included with the other headings. Since a simple alphabetical list of countries would serve no special purpose in this list, such names have been omitted.

It is also to be understood that some libraries file material under subject headings in the regular file and not under the heading European War, 1939–. This is principally because such headings were already in use before the war began. These headings have not been included, because the list is a compilation of headings used as subdivisions to European War, 1939–.

Suggestions for the improvement of this list will be appreciated. They should be addressed to the author.

Next Maurice Symonds, Librarian of *The Daily News*, New York, talked on:

**WAR PICTURES**

The war in Europe, which began September 3, 1939, with Germany's invasion of Poland, has now developed to vast proportions. With the European situation changing practically by the hour, the demand for pictures from the scenes of activity is increasing every day.

† Due to lack of space, this list could not be printed in full. The list is available at Headquarters in New York.

* Abridged.
Picture services are busier than ever keeping up with the blitzkriegs on the other side. Each vessel arriving from Europe and every clipper ship speeding across the ocean lanes brings in packages of pictures, and the services which receive them, act with speed to serve their waiting newspaper clients.

Radio and cable also play an important part in reproducing scenes of European events “right off the griddle.” The desire for war pictures has more than doubled the normal expenditures of hundreds of newspapers, for the reading public must be served.

With the publishing of thousands of war pictures, newspaper librarians are faced with new problems in devising a system for handling them. The pictures must be properly catalogued and filed under a set of specific headings to serve as a permanent record of what has transpired. Also, these photos must be available for future use — which leads me to my topic: “The Filing of War Pictures.”

As far back as the Polish invasion, we were able to surmise that the war would be of long duration. Therefore, we immediately started a special War in Europe file, into which all the new pictures pertaining to the conflict were placed. However, it was soon discovered that a considerable number of old pictures taken out of our regular file were being inserted with the new ones. If this were to continue, we realized that eventually we would have a double file of pictures, so the idea of a separate war file was quickly abandoned.

We then decided to place all the war photos in the regular file, and to keep each country’s activities separate. In doing this, we made some deviation from the standard headings already in use. This arrangement provided for pictures of the past, present and future, and up to this time the system has proven satisfactory.

Since the war began nine months ago, we have received more than 11,000 pictures. This made an average of 1,200 a month, or about 300 a week. Yet we have not found any difficulty in classifying and filing this enormous number of photos, because our system of war headings took care of any type of picture. These headings applied to any country, although, of course, allowances must be made for some variations in each, because of national policies and geographical differences.

But the above requires some clarification. For example, although we have an elaborate arrangement of war headings filed under each country, we do not make a uniform practice of following this scheme. For instance, all our pictures of Smuts are filed under the name of the vessel. In the case of submarines, which are usually numbered, these are filed in the numerical order under Submarines. But if the submarine has a name, it is placed under the name.

Pictures concerning our capital cities, such as London, Paris, Berlin and Rome, are filed under the name of the city, rather than under the country. The reason for this is that there is a sufficient number of pictures under each of these cities to warrant a separation from the country.

It is important to mention that the War in Europe heading, which is filed under each country, sufficiently takes care of pictures, which do not fall into definite categories. Our action pictures of Air, Land and Sea engagements are conveniently filed under these headings. When any of these sections, or any other sections on the list of war headings, become too bulky, the classifications are broken down, and subdivisions are added to the file from time to time.

However, all of the foregoing will be of no avail, unless the person assigned by the librarian for the marking of the pictures be thoroughly familiar with European developments. The marker must remember photographs of similar incidents that may have appeared from time to time. Such a safeguard is necessary, in order that the continuity be not broken.

In conclusion it need only be added that, if a reference library will follow a procedure such as has been outlined above, the Picture Editor will always be assured of a full number of pictures on whatever war topic he may request. In other words, it will be the means of achieving the objective of every librarian and his staff — the giving of efficient service.†

This was followed by an inspiring talk by Frances E. Curtiss, Research Librarian, The George B. Catlin Memorial Library, The Detroit News on:

Books on the Second World War *

In the brief time allotted me, it is quite impossible to do more than touch upon the outstanding books on the Second World War, which are useful in a newspaper library. It is not entertainment which we are seeking, but facts, backgrounds, both political and economic, maps, statistics, government set-ups, and biographical material. The war is at too close range to know which books will be of permanent value, and one must be psychic to discriminate between fact and propaganda.

Where should one begin? Let us begin with backgrounds.

Betrayal in Central Europe, by an eye witness, George Eric Rowe Gedye, a journalist, contains most valuable material on Hitler’s successful diplomatic maneuvers which led to the annexation of Austria and Czecho-Slovakia.

The University of Oklahoma Press published Through the Diplomatic Looking Glass, by Oliver Earl Benson, in which is tabulated the immediate origins of the war in Europe, and a most complete summary of pre-war Europe, especially from the Munich Pact to the inversion of Poland.

Robert Stuart Kain compiled for Wilson’s Reference Book Shelf Series, a summary for each European country, with excerpts from important speeches

† Due to lack of space, this list could not be printed in full. A list of war headings prepared for England compiled by the author is available at Headquarters in New York. * Abridged.
and documents, under the title: *Europe: Versailles to Warsaw*.

With frank pen, an experienced but warm-hearted British liberal, Geoffrey Theodore Garratt, analyses Europe's sickness, and the development and decline of democracy, in *What Has Happened to Europe*.

Arnold Wollers, in *Britain and France Between Two Wars*, discusses the conflicting strategies of peace since Versailles.

In 1938, Aurl Kolnai, an Austrian liberal Catholic, wrote a revealing book, *War Against the West*, in which National Socialism, the outstanding form of Fascism, is outlined by five facts, and five inferences, which briefly stated is just for unbridled and irrational power, definitely anti-western and anti-humanitarian, a prophetic book of today's events.

A one-time financial editor of the *Frankfurter General Anzeiger*, Peter Drucker, now a refugee, in *The End of Economic Man*, claims that Nazism was supported by the masses, because there was no alternative but despair. Both Capitalism and Socialism have failed and a new social order must be founded upon the fundamental values of freedom and equality.

*The United States in World Affairs, 1939*, by Whitney H. Shepardson and William O. Scroggs, is a compact review of the part the United States has played in international affairs in 1939. Leon B. Bloch and Charles Angoff wrote a similar review with international scope in *The World Over in 1939*.

For a study of military geography, Major R. Ernest Dupuy in *World in Arms*, a modern pictographic volume, summarizes accurately the military and naval strength and weakness. Sketch maps mark the boundaries and principal divisions, with military strength in all branches.

Text and comment on the proposal for a federal union for the democracies of the world, is the content of *Union Now*, by Clarence Kirschmar Streit.

For books on some of the countries at war, the following are suggested: James Truslow Adams, in *The Empire on the Seven Seas*, traces the growth of the British Empire for 125 years, with a glowing interpretation of Britain up to the Second World War.


In *The Failure of a Mission*, Sir Neville Henderson, the ambassador of appeasement, tells the story of disillusionment and unintentional stupidity, and the encouragement given Hitler and his cohorts in the Munich Agreement. He criticises the Czech fatal hesitation to appreciate facts, but says nothing of the failure of the British government to notify the Czechs that help was not coming. It also reveals the blow to idealism, which came with the occupation of Prague, and Britain's disastrous failure to understand the situation.

Houghton published the *Handbook of the War*, edited by John de Wilde and others, which contains important statistical information, twenty pictorial charts, maps, and information regarding the Balkans, which is enlightening in understanding that portion of Europe.

*The British War Blue Book*, prepared by the Secretary of State for Foreign Affairs at the command of His Majesty and presented to Parliament, carries the documents concerning the German-Polish relations and those preceding the outbreak of hostilities between Great Britain and Germany, September 3, 1939.

The French Government authorized the publication in English of *The French Yellow Book*: diplomatic documents, 1938-1939, arranged chronologically, including 370 documents, letters, telegrams, etc., but with no record of the Franco-British negotiations with Soviet-Russia, and with only a brief statement of the French Italian relations. The Danzig and Polish crisis is given quite fully, and Hitler's will and decision is revealed that the great war was inevitable.

Two outstanding books were written by Hermann Rauschning, former president of the Danzig Senate: *The Revolution of Naziism*. is a most searching analysis of National Socialism and Hitlerism, from the standpoint of a former member of the party, who was driven from Germany, because he opposed some of Hitler's orders. *The Voice of Destruction*, published in England as *Hitler Speaks*, records texts of conversations he had with Hitler, Goebbels and Hess in 1932, 1933 and 1934. Perhaps not entirely verbatim, but it is a revelation of Hitler's character and aims, which current history has verified.

*Religion in the Reich*, by Michael Power, depicts the persecution of religion, Protestant, Catholic and Jewish, as promulgated by National Socialism, a record of the battle between Nazi paganism and Christianity.

James T. Shotwell's *What Germany Forgot* is a brief summary of Germany, asserting that the first World War was the primary cause of Germany's troubles, and not the Treaty of Versailles, for, before the Treaty, there was a WAR for which Germany is still held to be largely responsible.

Shotwell has also written a timely book called *Turkey at the Straits*, giving a clear understanding of the importance of the Dardanelles and its historic backgrounds.

*Siege*, pictured from photographs of Julien Bryan and dramatically described by Maurice Hinden, is an eye-witness story of the fall of Warsaw, and the subsequent suffering of the Poles.

The most comprehensive and recent history of Finland is by J. Hampden Jackson, and the Finnish-Soviet relations are covered by *The Development of Finnish-Soviet Relations*, published by the Ministry for Foreign Affairs of Finland.

Armaments are listed for the Navies and Air Forces in *Jane's Fighting Ships, 1938*, and *All the World's Aircraft*.
For biographical material, John Gunther's *Inside Europe*, 1940 edition, gives a brief account of European leaders, and Oswald Dutch, in *Hitler's Twelve Apostles*, tells what manner of men the Fuehrer has gathered about him, and what they represent. It is strongly anti-Hitler, and so his acid comments may not be quite fair. For the dictators, Hitler's *Main Kampf*, George Seldes' *Satoddust Cesar*, or Gaudence Megaro's *Mussolini in the Making*, and Boris Souvarine's *Stalin, a Critical Survey of Bolshevism*, and for his credo, *Stalin's Kampf* are extremely helpful.

Foreign Policy Reports, published bi-monthly, are important and up-to-the-minute reports.


Major George F. Elliot, author of *Bombs Bursting in Air*, has published a *Strategy Map of Europe*, useful in following military movements in Europe. Rand McNally Co. also has excellent maps which can be purchased separately.

For maps and detailed information, historical, descriptive, statistical, of the warring countries and cities, Baedeker's and Muirhead's Guides will be found dependable and helpful.

This list is incomplete, though the time assigned has been overstayed.†

The next subject on this program assigned to S. Richard Giovine, Librarian, PM, New York, was on "Maps and Atlases." Since this subject has been completely covered by Mr. Giovine in the Chapter on "Maps," which is to appear in the forthcoming *Newspaper Manual*, people interested in the subject are referred to the aforementioned Manual. Therefore the subject was not repeated on this program.

The last speaker of this session was Alma Jacobs, Librarian of *Time*, New York, who spoke on:

**Time Library in War Time**

Every newspaper library — and the library of *Time*, *Inc.*, is organized as a newspaper library because it serves two news magazines — is faced with three main problems. These are books, pictures, maps and cuts; and clippings. First I am going to discuss the effect of the war on our clipping division.

*Time*'s library was organized in 1929, six years after the first number of *Time Magazine* was published. The first war which required special handling was the Italo-Ethiopian War.

Because we had already used a heading Foreign Relations, with an alphabetic geographical breakdown, in our Geographical File for clippings, and this breakdown had proved fairly logical, we decided to apply the same theory to the war subject headings. Because in the Geographical File it was difficult to handle relations between more than two countries by this system, we had been putting relations between more than two countries in the section called International Relations in the general Subject File. It seemed reasonable, therefore, to place the war subdivisions in the general Subject File, because it was evident that the diplomatic entanglements resulting would initiate a much more complicated system of further divisions.

From the comparatively simple breakdowns which were used for this war, we found that in handling the Chinese-Japanese War it was necessary to be much more particular in our treatment of Air Operations, Naval Operations, and individual battles. The different character of the campaigns had to be considered, together with the length of time during which active prosecution of the war occurred and the enlarged theatre of international relations which the Asiatic conflict affected. For instance, the Italo-Ethiopian campaign involved comparatively few cities and provinces whose names were familiar outside the country directly involved. In the Chinese-Japanese War most of the cities were well known by name, and the questions concerning the progress of the war came in in much more specific fashion. The various sieges, air raids and the forces involved on both sides vastly increased the number of breakdowns by locality which had to be made. In addition, the duration of the war made it desirable to subdivide still further by week, month or year in clippings concerning Hankow, Shanghai, etcetera.

It is not an exaggeration to say that we began worrying about general European war headings a long time before Prague and Munich. It was obvious that the action would be considerably more widespread than any we had handled previously. It had become evident from some of the snags we had run into in the Chinese-Japanese War, that some groupings would have to be abandoned and main headings would have to be substituted. After considerable consultation, Helen Sweezy, the Assistant Librarian, produced a set of headings which increased the prominence of the actual operations but divided them into Air Operations, Military Operations, and Naval Operations. These main headings were then divided into Strategy and Tactics, and the combined activities of the various participants were entered under Army Forces. Here we concentrated the actual descriptive material, saving the Operations headings for the actual warfare. Background material was filed Background, when it was too general for a more careful separation. Casualties, Censorship, Economics, Foreign Relations, Fortifications, Hospital and Medical, Insurance, Press Coverage, Propaganda, Refugees, Relief Funds and Aid, and Social Conditions were among the other main headings used. Each country as it came into the war was given a certain restricted number of these headings for material pertaining to that country alone. In each case the date of the country's entrance into the war was considered the starting point for this particular subject file.

† A bibliography of *Second World War Books* is available at New York Headquarters.

* Abridged.
Originally we attempted to include the Air Operations with the Military or Naval Operations, of which it seemed to be a part, but we found that the demand from our various editorial departments concentrated almost exclusively on a question as to Air Operations at a particular time or a particular site. So it became evident that we must use Air Operations as a third heading along with Military and Naval. Where compromises had to be made, each was carefully noted on the list of subject headings.

Since about half of our clippings come to the library with the headings already marked on them, copies of our war classification have been sent to the editorial department people who are responsible for handling this material. This has the further value of educating them in the rather complicated system of headings which we use, so that they are not entirely dependent on the staff of the library for material. It is possible for any member of the editorial department to go directly to the files in an emergency, although since we are open seven days a week and three evenings, it is only an extreme emergency that finds no one on duty in the library.

In the matter of books, our library started several years ago an extensive purchasing of books concerning the 1914-1918 European War. Already a vast number were out of print, and we had to leave orders with the various book dealers to pick them up for us as they came on the market. Some $300 worth of individual volumes, histories of various operations during the last European War, were acquired.5 Our book coverage includes complete files of the old Life Magazine, the Literary Digest and Current History, a partial file of National Geographic Magazine and several cumulations of war years of other periodicals. These are invaluable, and I think any newspaper library, which has space for files of this sort, is well advised to spend every cent it possibly can on them. Fortunately the index of the New York Times began in 1913. Although we do not bind the New York Times, we find that this index is most useful, and the Newspaper Room of the New York Public Library is available for reference when the index entries are not complete.

Since the outbreak of the European War, the indexing of Time and Life has become vastly more complicated. We have introduced a fairly elaborate system of breakdowns, and I have samples of the index for Time for the last three months of 1939, which you may look at if you care to. These index headings are a simplification of the headings which are used in our clipping file. In addition, we maintain a cumulative card index of these same index headings and in this index are included a great many mentions of people and special equipment, gadgets, etc, which we do not consider necessary in the printed index. Our printed index covers roughly about two-thirds of the entries on the cumulated cards.

In our particular editorial set-up, pictures and cuts are handled by the Picture Bureau and the printing headquarters of the different magazines. The Picture Bureau has a large picture morgue, which began its existence shortly before the beginning of the publication of Life. The general breakdowns used for filing in the picture file are modeled on the headings used in our clipping files, but there is none of the arduous breakdowns which are necessary for clippings. The bulk of their activity for the picture file has gone into extensive cross references, which seem to be all that it needs.

Mats are not used at all and the cuts are never used a second time, except in the case of individual persons. These are kept in files where the magazines are printed and the responsibility for them does not rest with the library.

Dr. James B. Childs, Head of the Document Division of the Library of Congress, spoke briefly on “Foreign Documents.”

Later the members visited the Indianapolis Star library as guests of E. May Putnam, Librarian, and the Indianapolis News library of which Pearl M. Docherty is Librarian.

SECOND SESSION

The Newspaper Group convened for breakfast at 8 a.m. on Wednesday, June 5th, at Canby Cottage, Paul P. Foster, Chairman, presided. He introduced the first speaker of the session, David G. Rogers, Director of Research, New York Herald Tribune, who spoke on:

MICRO-FILM DEVELOPMENT*

All of the World of Tomorrow is not in the scientists’ laboratories. There is a potential World of Tomorrow in every newspaper library. Its theme is the World of Yesterday. It is always “yesterday” in the newspaper library, and when that “yesterday” can be made more tangible, more accessible, then the library can carry on its functions in the modern manner and keep pace with the ebb and flow of life and history efficiently. This World of Tomorrow in the library is a new development called micro-filming.

Micro-filming is just another way of saying photography — the filming of papers. It has become an established part of the library system in any number of progressive institutions. Barring some sensational creation, it will be an essential of every “morgue” which wants “yesterday” and wants it quickly. It is the result of the wishes of veteran, far-thinking librarians, scientific research and experience. In short, it is the answer to the hitherto long unsolved questions of preservation and space.

Preservation is, of course, the most perplexing problem of every newspaper librarian. The history of journalism is replete with the efforts of the pioneer custodians of the records to keep their invaluable daily

* Abridged.
records clean and untrammeled by the ravages of time. Every feasible type of preservative has been tried — Japanese tissue, viscose sheets, crepeline, cellulose acetate sheets, chiffon, silk, lacquers, varnishes and shells — all of them satisfactory to a certain degree. But no one actually assured that a printed page would appear fifty or a hundred years hence in the same condition in which it had rolled off the press.

This situation has become particularly acute since the general usage of pulp paper in the late 1870's. Prior to that time, as long as the bound volumes were kept in a moderately dry place and not kicked around, the old files held up surprisingly well. As a matter of fact, most of the archivists, who have kept vigilance over papers going back for at least three quarters of a century, will readily admit that the old rag stock is in much better condition than papers published thirty, forty, or even fifty years later. Pulp paper becomes brittle and yellow and, with a little aging breaks off and flutters to the floor no matter how delicately it is handled. But under reasonable care a roll of film is subject to 'neither snow nor rain nor heat nor gloom of night,' and it will complete its appointed rounds any time that it is called into service.

The filming of newspapers came about in a natural way but through an unusual impetus. Most scientific research and a large number of creative ideas are the result of the promotional schemes of an enterprising distributor, but newspaper micro-photography can always point back to the librarians themselves for the inception of the thought that brought the motion-picture film into a useful place in the 'morgue.'

In numerous conversations, the great progressive newspaper librarian, the late Joseph F. Kwapił, of The Philadelphia Public Ledger, and myself figured out that if bank checks, public documents and varied records could be photographed, the large and well printed pages of a newspaper would submit to the filming process and would solve the problem of preservation of newspaper records, if a suitable projector could be invented. With that idea we acted. A communication was sent to the Eastman Kodak Company, Rochester, placing the problem before them.

There was nothing difficult about filming the papers. The difficult objective was that of finding a way in which the paper could be read after it had been filmed. It could not be done on the stereoscopic basis nor by the lantern-slide method. It had to be plain, ordinary reproduction of the motion picture type, stationary, so that it could be read. The Eastman engineers went to work and in 1933 the first instrument which portrayed a generous likeness of a newspaper page was developed.

Unfortunately Kwapił died late in 1933, still hopeful that a tough problem for newspaper librarians was about to be solved. The Eastman men kept at work. It took a year or more before a satisfactory machine was forthcoming. Then the Herald Tribune arranged to have each edition and each life of its daily paper filmed. The Herald Tribune library now has a complete record of all of its recordings of modern history preserved on film where it is safe from the ravages of light and air and fire.

Naturally, the present projector is not perfect. Neither was the first automobile nor the first airplane. Improvement comes with time and experience. The first projector consisted of a simple lens which magnified the image on a screen below a quarter of a page at a time. The projector of the World of Tomorrow will be just as different from this initial creation as an early Model T Ford is from its present and future streamlined descendant. The various micro-filming companies are working now to improve upon a machine which reproduces the entire page and allows for the magnification of any desired story to ten or fifteen times its original size. Meanwhile, a large number of newspapers are going ahead with the 'Model T' projectors and many public libraries have installed them permanently to replace bound volumes.

With the problem of preservation solved by micro-filming, those libraries which were in at the start have found that the second great question, that of space, has been solved at the same time. Look at these figures: The average bound volume of the New York Herald Tribune for fifteen days requires a lodging space of 1,944 cubic inches. The same quantity of paper, when filmed and boxed in a small container, requires 21.66 cubic inches. A little simple arithmetic will show that in the space required to sequester one bound volume of the actual printed pages for fifteen days three and three-fourths years of film may be lodged!

If these figures seem optimistic, look at the situation which existed at the Herald Tribune. The amount of space required to house the bound volumes of that paper from the beginning of the Tribune in 1841 to the present date was 181,571 cubic feet, partially in the main library and largely in a special vault. Those same papers are adequately taken care of in film form in a previously unused corner of the library and occupy 28 cubic feet.

Micro-photography, as it has been developed in the short span of seven years, is a simple art. Special cameras were built to photograph the collated pages, arranged in numerical order. This was not difficult. But much planning had to be done before a suitable system of photographing bound volumes could be worked out, which would not necessitate the breaking apart of the volume. These problems have all been solved. Just as science continues to grow, we know that the present procedures will be improved tomorrow.

Thus the World of Tomorrow awaits the library of today. Science, through micro-filming, has shown that 'yesterday' can be made very practical and that the library of tomorrow can present 'yesterday' today or
tomorrow in the everlasting light of truth and accuracy.†

This was followed by a talk by Edgar Ellis, Librarian of the Baltimore Sun, entitled:

**Information Please**

To tell you how to organize and conduct your own information bureau is not the purpose of this paper, because there is no standardized plan. Each shop has its own conditions to meet, and therefore must take into account the space, facilities and equipment provided. These depend on the amount a publisher will allot to cover the cost.

A brief history of the development of the bureau at The Sun and an outline of the present set-up may be of interest to some present. The information service of The Sun dates from one week after the appearance of the first issue in 1837. On May 23rd of that year, The Sun carried a letter from an inquirer which read, "Who excel in beauty, — the ladies of the South or those of New England and New York?" The editor’s reply is left to your imagination, for Baltimore lies below the Mason and Dixon’s line.

Fifty years later there was on the editorial staff one man who seemed to have the answers to all the questions, which puzzled his associates. As a reward he was favored with the occasional questions sent in by the readers. No one recalls the name of this notable person, but the few old-timers who remember him say that he was an early John Kieran!

To scribble an answer and send it with the letter to the composing room required less effort than writing a neat letter in reply. So it was not long before a column filled with such answers appeared several times a week on the back page among the important local news. Editing this column continued to be the side line of one of the editorial writers. With the development of the reference library and the coming of the telephone which made contact with the editors much more easy, the assignment of answering the questions of the public was transferred to the library. Later it was discovered that the department had promotion value and it was played up.

The same sources that supply information to the editorial department will answer the demands of the public. Books on the information table and miscellaneous material in vertical files in the information room will take care of most questions that are asked. Clippings, books, and other material in the library will supplement these sources. The telephone will tap the City Hall, Courthouse, the State Capitol and numebrless other places. Some questions on a printed form are referred by mail to distant authorities. The bureau is kept open from 9 a.m. to 5 p.m. Some years ago it was kept open until 11 p.m. Lack of customers at night caused shortening of the hours.

Most questions are readily answered and the inquirers accept the service and depart. Some are persistent, others are inclined to gossip, while many come with a chip on the shoulder. Tact, however, is required, and great patience before pestiferous ones can be satisfied.

While we are expected to produce the answers to all questions, of course some are beyond the province of a newspaper. We do not give legal advice. If a reference to a law is requested we try to help but, when the question becomes involved, we refer the inquirer to a reputable lawyer. Those unable to pay are referred to the Legal Aid Bureau. Some newspaper bureaus engage a lawyer to answer such legal questions.

The school child is referred to his textbook or to the public library. Mathematical problems are not worked out, but the rule is given. On questions of medical treatment, the family physician is recommended, or a visit to the hospital. We do not give sports results nor tell the time. And thumbs are down when we learn that the question is one of a contest group.

Inquirers may consult books but cannot remove them from, nor return them to, the shelves. They cannot see index cards, clippings, or pictures. They may not consult our Sun papers published since September 1937, when we began to film the papers. Earlier issues can be seen at the public library.

Many publishers consider the installation of a public information bureau an important service to their readers. Its main object is to help the inquirer as much as possible, which in turn builds up an excellent clientele, and is good promotion. The motto is "Service — with Courtesy."

Today the public libraries are better equipped than they were sixty years ago to help people. Also, now there are many other helpful organizations to give out information. While these relieve the newspaper of the burden of wrestling with many questions, the newspaper information bureaus still come in for a large proportion of the questions of the public. If the publisher wants the people to ask questions and wants the library to answer them, the library will and can do so!

Next Agnes J. Petersen, Librarian of the Milwaukee Journal, gave a talk on:

**Personnel: A Symposium**

Some four months ago I was asked to speak to the members of the Newspaper Group on the "Personnel of a Newspaper Library." I was thrilled. Here was a subject in which I was deeply interested. I had worked with groups of men and women in a private Chicago library and also in a small town public library.

Since 1919, when I took charge of The Milwaukee Journal library, with its staff of only two young women, I have had the opportunity to study the **Abridged.**
personnel of a newspaper library at first hand. It was a small library way up on the roof of The Journal building. Records kept for a month showed that we were answering only 40 per cent of our calls for clippings, cuts and pictures.

The World War had overshadowed all local, state and national news, and now we had to build for a new era.

As the work of the department grew, so grew the size of our staff to meet the demands for service made upon it. As I look back over the years of our steady growth, I know that the cooperation and understanding of our Managing Editor, Mr. Marvin Creager, has made possible the fulfillment of the vision I had when I took charge of the work. Since then our library has taken its place with the twelve leading libraries in the United States.

I know that my staff, as the human factor in the library, has made it possible for our department to take its rightful place in the organization.

Right then and there I decided that the newspaper librarians, as far west as California, as far north as Canada, as far south as Texas, and as far east as New York, could add interesting data for my talk. When I asked Mr. Paul Foster about the idea, he said it was a good one, and that is how it happened that a few questionnaires found their way to the desks of very busy librarians. The replies to my questionnaires were most interesting, and I trust that I can keep the spirit of these answers in my summary to you.

The librarian hiring his own assistants has the opportunity of studying the applicant's reactions to his questions. He watches for the mannerisms that could handicap the applicant in his work. His eyes note the neatness or carelessness of the applicant's appearance. He aims to find such qualities as are necessary for the smooth functioning of his department.

Some applicants are given oral tests on problems involving the work to be done. Some of the librarians take assistants from other departments, men or women, who have shown special aptitude for such work. The free choice of an assistant by the librarian is regarded as by far the better plan, although other librarians take the help hired by the editor or managing editor, and have found the plan workable.

The librarian with his self-chosen staff rarely has any interference from other departments. It is plainly up to him that the department give an A NUMBER ONE service. I remember, as if it were but yesterday, the conversation I had with Mr. Creager, when he became our managing editor. He had come from a western newspaper renowned for its fine library. When I asked him if he had any suggestions for our library department, he looked at me with a smile and said, "No, we hired you to make it a first-class library, and it is up to you." It is needless to say that I walked out of his office feeling that I could conquer the world with such confidence backing me.

I realized that my staff and I had a real task before us. Each librarian has definite ideas of what a newspaper library should be like — its stacks of books encompassing all fields of reference and research work, its cabinets filled with clippings, cuts and pictures for its ever widening scope of service and its trained assistants to give that quick and willing service that is the aim of each one of us.

In one library, according to these questionnaire replies, you may find only men working, in another only women, while some may have a staff of both men and women. Married women are not hired in many libraries. One librarian reported that his trial of a married assistant was not a successful experiment.

Libraries range in size from the one librarian type to others employing twenty to thirty assistants.

Some librarians report that service by phone and letter is given the public. Another discourages such service, while others invite the public to use its facilities by phone, letter and personal call.

When a newspaper library invites its public to call on it for service, either personally or by letter or phone, that library must count on a larger staff to take care of these demands made upon it by the public seeking information. Even the answering of letters and phone calls will interrupt the routine work of the department.

It may interest you to know that in January, 1927, The Journal library went on the air three mornings a week. We had asked our radio fans to send in as many questions as they wanted answered by us over the air. Perhaps we were the pioneers in the Quiz Programs that have swept the country — there are now 308 radio quiz programs amusing the public.

After we were on the air for a few months, we had either to get extra help for our department to assist us with the research it required, or go off the air. We left the air.

Let us see what types of libraries may be found. Many are run on a businesslike basis. One librarian aptly states that with this businesslike idea she gives service with a friendly spirit. Let us say that this is the ideal type of library and service.

There are a few librarians who complain that there has grown up a rather disturbing element of visiting and sociability with friends who call and members from other departments, which interferes with the work and allows mistakes to happen. It really is difficult to maintain a high standard of service with too much sociability in the department.

It is a strange phenomenon, indeed, when librarians report that they have no turnover troubles in their departments. Then it seems to me that the spirit of service, of finding the right clipping, or getting the right illustrations for a story, has its own compensation, aside from the $18 or $20 per week the beginner may receive.

There may follow automatic raises, as so many
report, but there is a special raise for that assistant
who does exceptional work. Shall we say that he has
felt and heeded the call of doing better work than other
library assistants?

Reports show that there is no age limit, although
the tendency is to employ young men or women,
ages ranging from 18 to 22 years. A few librarians
require a college education, and a library of that type
brings its requirements above the average.

Let us take a look at the desired qualifications of
the staff, the personnel, which are after all the library’s
largest asset. All librarians agree that all staff members
should have a high school education. Newspaper
experience is a desirable asset. The intelligent young
man to take his place in a newspaper library must have
tact and an understanding of his fellow workers. He
must be enthusiastic in his work. He should be
studious. He should be industrious. He should have
a background of a good schooling, or go about
acquiring it. He should not have too many outside
interests to overshadow his office work. He should pay
attention to detail, which to a newspaper spells accu-

One librarian answered my question “Whether
women were hired for their good looks,” by replying
that “Good looks did not mean greater efficiency.”
Then, let us say that “intelligence has a beauty all
its own.”

Perhaps we can say that the ideal librarian combines
all these qualities he seeks to find in his staff — yet —
let me say that a sense of humor added to all these
qualities is a great asset, indeed.

The last speaker at the meeting was Ford M. Pettit,
Librarian of The Detroit News, who talked on:

THE DETROIT NEWS PHOTOGRAPHIC NEGATIVE LIBRARY *

The value of a photographic negative section as a
historical source and as a second line of defense for the
photographic library is so well recognized that there is
little room for argument. However, the manner of
operating it is a problem, and the cause of many a
managerial headache, until a solution can be found
that is satisfactory to all departments of the news-
paper which use photographs.

Many newspapers leave the negative problem to the
Photographic Department to handle in any way it sees
fit — a wonderfully simple solution. Yet it does not
solve the problem, but merely shifts the responsibility.

Now the real problem is to get the maximum of use-
fulness from negatives after the immediate purpose for
which they were taken has been served. If they have
no future value, they should be destroyed, because
filling space is valuable. If some are to be destroyed,
then a selection must be made and that is a task which
requires judgment as to news, photo-engraving, his-
torical or illustrative value and possible source of
revenue through sale of prints.

Some newspapers save one negative from every pho-
tographic assignment. Some have the chief photog-
rapher make the selections. In most newspapers the
photographic department retains custody of the nega-
tive files. At The Detroit News, the files are under jur-
isdiction of and adjacent to the Photographic Depart-
ment, but the selection and filing of negatives is dele-
gated to the Reference Department.

Our problem was to work out a filing system simple
enough for photographers and office boys to use when
no attendant was present. Yet it must be sufficiently
like the photographic files so that the negative col-
lection would supplement the photographic collection.
It also had to make the negatives available immediately
as soon as they were dry enough to place in an
envelope.

The first step was to obtain proper identification.
In this the desire of the photographer to escape any-
thing that savors of routine was the greatest obstacle.
He must be pushed, coaxed and threatened to get him
to fill out the necessary blanks, at the time the infor-
mation is needed, which coincides with the moment
the glossy print is ready for the News Editor’s desk.

Our forms for this information were borrowed from
the New York Daily News and adapted to our needs.
There is space for the number of the film, date, re-
porter’s name, photographer’s name, subject, location,
names of individuals listed from left to right as posed
— sometimes a print is reversed which also reverses
the order of the names, caption and any other rem-
arks. These are in triplicate, the top and bottom
pages being yellow and the other blue. The top one
remains with the negatives and the other two are
passed lightly on the back of the photograph along the
margin. The News Editor removes the blue sheet to
give to the copyreader as a guide in writing the cap-
tion, and the other remains on the photograph until it
reaches the files.

The library’s contact with the negative begins the
morning after the assignment is covered. Each photog-
rapher is required to surrender all negatives made the
day previous. The librarian prepares a record from the
photographers’ assignment book showing the assign-
ments covered by each photographer, the number of
exposures made and number of negatives filed. The
negatives are checked by the librarian against this
record. They are also looked over by the head of the
Photographic Department as a check on the work of
the photographers, and then returned to the library.

The next step is for the head of the Reference De-
partment to go over the negatives with the librarian
and decide which negatives have future value and
which will be discarded, this being designated in pen-
cil on the envelope. The negatives are then placed in a
temporary file, chronologically, under the name of the
photographer. To find a negative in this file it is neces-

* Abridged.
sary to know the name of the photographer. This can be learned from the photograph filed in the Reference Department or from the assignment sheet.

Each month all negatives more than three months old are re-examined for consignment either to the permanent files or discard. Those saved are filed under the name of the person or subject, with ample cross reference. Before filing, each negative is identified and dated with pen and ink on the margin of the emulsion side of the negative. Thus, if it should be separated from its envelope, it will not lose its identity.

We believe the Reference Department should select and file the negatives. We are trying to preserve a pictorial record of the life of Detroit and its environs and the person best fitted to build such a selection is one who has been trained in the methods of the Reference Department and the needs of the news and feature departments. As each negative is placed in the permanent file, a cross reference is made on the photographic envelopes in the Reference Department. This is important, because photographs sometimes are lost or destroyed by use.

This system also makes possible the quick finding of negatives to fill orders from outsiders for prints. This is a comparatively new service and a source of considerable revenue. The price for commercial use of a photograph is the same as that charged by picture services, and for personal use $1. The income more than pays the salary of one photographer.

As in all of our other filing departments, negatives of persons and subjects are filed alphabetically. Most of the negatives are 4 x 5 inches and are filed in steel cabinets of seven drawers, with four compartments in each drawer. There is a cross reference from this file to any negative in the 5 x 7 and 8 x 10 cabinets.

The negative room is kept locked at night. It is equipped with desk, typewriter, departmental telephone and a special viewing lamp.

The key to this plan is identification at the source of the picture and, when every photographer cooperates, the system works 100 per cent.

THIRD SESSION

The Newspaper Group convened for luncheon at 1 P.M. in the Louis XIV Room of the Claypool Hotel. John W. Hillman, Department Editor, Indianapolis Star, was the first speaker and talked on Where Can I Find It? William Alcott, Librarian, Boston Globe, made a report on the Newspaper Manual.

REPORT OF THE EDITOR OF THE NEWSPAPER MANUAL *

The project of a Manual for Newspaper Library has been in the minds of the members of the Newspaper Group almost from the beginning of the formation of the Group. Today it is before us again for discussion, for the third successive convention.

The first suggestion for the publication of a Manual * Abridged.

for Newspaper Libraries, reduced to writing, came in January, 1938, from Marie-Anne E. Walker, then Librarian of The New York Times in a letter to the Group Chairman, Mary H. Welch of the Boston Globe.

Miss Walker prepared a report on the project for the Pittsburgh convention in 1938, but due to illness the report never reached the Group. A place had been assigned on the program at that convention, and without the formal report, the Group considered the project, gave informal approval, and referred the matter to the incoming officers.

Frances E. Curtiss, Group Chairman in 1938-39, took up the matter with energy, formed a committee, prepared and assigned a list of subjects. A session of the convention in Baltimore in 1939 with Blanche L. Davenport, Librarian of The Christian Science Monitor, as Chairman, was devoted to this subject. This report was taken from the record of the last convention:

"Discussion was held on the use of the term 'Newspaper Library' in the manual, and members were asked to turn in to Miss Davenport suitable alternative titles. It was voted that a directory of newspaper libraries and librarians be included in the manual. A tabulation presenting a list of members in a double spread with columns set up for various methods and a corresponding questionnaire to be submitted for its preparation was discussed and turned over to the Manual Editorial Board for their advisement. In the preparation of chapters for the manual, individuals were requested to get opinions from other libraries and prepare the article as a composite of all methods."

Following the 1939 Convention the chairman of the Manual Committee, Miss Davenport, overwhelmed with work, felt compelled to relinquish the chairmanship of the committee and the editorial work was passed along to your humble servant.

Up to the present time the editor has received material for 18 chapters, the articles varying in length from 800 to 6,000 words, with a total of about 43,000 words.

That material is here today, edited, not because I was able to do it alone, but because I was able to find an assistant who was able to do it and had the time to do it. That person was Willard E. Keyes, former member of this group, a trained newspaper man, an editor for many years of one of the largest literary publications in Boston, and afterward librarian of The Boston Herald. He has done a good job.

While we have made progress this year, the full circle of completeness has not yet been reached, either in the receipt of assigned chapters or in the subjects which should be included.

David G. Rogers, Librarian of The New York Times, made an important recommendation in these words: "There is an omission in the subject outline which should be added and a thoroughly qualified person assigned to cover it, and that is the subject of libel."

Recently the subject of libel was a feature at the regional meeting of the Associated Press in Boston, and an eminent member of the Boston bar was invited to speak on the subject. In preparing his address, the speaker who was counsel for one of the Boston news-

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papers, conferred with counsel for other Boston newspapers, and the resulting speech was most informing. This speaker was Stuart C. Rand, counsel for The Boston Herald. With the consent of the speaker and the A.P., one of the Boston members set the address in type for the use of members of its staff. During the past week I have secured Mr. Rand's permission to use this address in the manual. It will be submitted to the full editorial committee for approval.

Another subject which is important to the library and which should be included is copyright. In 1927 at Toronto, Thorvald Solberg, then registrar of copyright in the Library of Congress at Washington, spoke on copyright to the Newspaper Group. One result of the address was that The New York Times, which then was paying monthly fees of $1,000 for copyright, was enabled immediately to save thousands of dollars annually. A good summary of the address was printed in Special Libraries for December, 1927, on page 320.

Some of the suggestions received for additional chapters, which have not yet been assigned, are these:

1. Print the text of the Constitution and By-Laws of the Newspaper Group in the manual.
2. Include a 200-word sketch of a number of outstanding newspaper libraries emphasizing their distinctive features or methods.
3. Have a chapter on the highlights of the Eighteenth Annual Convention of the Newspaper Group.
4. Prepare an adequate index to the Manual.
5. Paul P. Foster has suggested that we include the tribute which James G. Craig of The New York Sun paid to the newspaper librarian, and which in part is as follows:

THE NEWSPAPER LIBRARIAN

By James G. Craig, Editorial Writer, The New York Sun

The librarian is the unsung genius of the newspaper profession. His power is great; his modesty is astounding. In his single person he exercises more functions than Puck in the comic opera. He is the Chancellor of the Editorial Realm. He is the Lord Chief Justice of the Supreme Court of Facts. He is Keeper of the Public Conscience. He is High Executioner of Fallacy and Error. He is the First Lord of the Treasury of Information. He is Chief of the Inner Realm, whose spiritual duty it is to admonish the wise, confirm the good, correct the evil and chastise the stupid. He is Prime Architect of the Reportorial Career. He makes more good journalists than Warwick made Kings. If you will show me, anywhere in this land, a really good writer of news and editorial comment, I will undertake to show you a person who has had competent newspaper librarians for counselors and friends.

A newspaper library is a Pantheon, a Hall of Fame, a Bertillon Room, and a Rogue's Gallery rolled into one. . . . Indeed it may fairly be said that the deadliest foe of obscurantism, the most implacable enemy of hypocrisy, sham and humbug, and misinformation, the sturdiest expositor of demagoguery, of unconscionable behavior in private life and of misdemeanor in high office, is the newspaper librarian. His job is not to make the record, but merely to keep it. He is not concerned with motives, but only with facts. His most aggressive emotion is hatred for the feigned and false.

In general, however, he looks over his papers, pamphlets, and magazines with the cold eye of pure science. His scissors are a scalpel with which he severs bone and sinew that each particle may go into its apothegmum receptacle. Praise and blame, truth and error, joy and anguish, triumph and disgrace, fall equally before his reaping hook, to be gathered into their appropriate shelves.

The one thing indispensable for success in newspaperdom is something commonly referred to as "a nose for news." A competent newspaper librarian must have a perfect nose for news. . . .

And what capable men they are! And how modest! Theirs is the unruffled calm of sound craftsmanship. They understand their work, they take pride in it, they do it for its own sake. . . . They seek, that they may import; they collect that they may borrow. The useful new things they may learn will never be locked away behind bolts and bars, to be gloated over in mystery secret. Therefore, let all who respect honest work and honest workmanship greet them, amiable craftsmen, with a cheer.

In bringing this report to a close, let me express my thanks for the fine cooperation which has been shown by all who have had a part in preparing the manual. We owe much to William E. Keyes for his editorial work during the emergency. We are also indebted to Esther Newsome, librarian of the Suffolk University Library of Boston, a member of the Group, who made duplicate copies of the edited chapters, in order that every member of the manual committee might have a copy for study and criticism. When the matter of paying for the typewriting was brought up, Miss Newsome wrote: "I am glad to have the typing done. Consider it our contribution to the Newspaper Group. After all, we have belonged to the Newspaper Group for three years, and this is the first time we have been able to help, and we are glad to do something to help along this great project."

This attitude is typical of the hearty cooperation received from all sides.

After the talk, Alma Jacobus presented the book in manuscript form. This Manual, which will serve as a guide to newspaper librarians, is to be published this year.

This was followed by the business meeting.

REPORT OF THE GROUP

During the past year our Group has had three objectives: an increase in membership, extensive newspaper publicity, and the preparation of a timely and helpful program.

In July, 1939, the Chairman visited several newspaper libraries in widely separated sections of the country: Louisiana, Texas, California and Oregon. Our former chairman, Frances E. Curtis, also visited several California libraries, and Laura McCordle, of the Fresno Bee, has made special efforts to organize local groups of Pacific Coast librarians. George Gililian, Chairman of the Membership Committee, sent out appeals to more than one hundred non-members. Alma Jacobus, in letters accompanying her questionnaire for the Newspaper Library Manual, mailed to 250 newspaper librarians, appealed to non-members to join our Group. According to Editor and Publisher, of the 1,880 daily newspapers in this country, only 250 have librarians. About sixty-two of these belong to our Group, or 20 per cent of the total. We hope to improve this ratio but it will mean constant missionary work.

JULY–AUGUST, 1940
Much credit is due to Elizabeth Gerhardt, Chairman of the Publicity Committee, for her original publicity campaign. Miss Gerhardt sent letters and brief news releases to the city editors of each of the newspapers represented by their librarians among the officers, committees and program of the Newspaper Group. The results were most satisfactory. Editor and Publisher and Special Libraries also printed several items and articles on the work of the Group.

Until this year we had no members in Indianapolis. We are, therefore, greatly indebted to Pearl Docherty, Librarian of The News, and to Irene M. Stieby, Convention Chairman, for their help in promoting the arrangements for our program. Your Chairman also wishes to express his thanks to the officers and heads of committees whose suggestions and cooperation have been invaluable throughout his term of office.

Paul P. Foster, Chairman

REPORT OF SECRETARY-TREASURER

In presenting this report I am somewhat in the position of the ancient Israelites who were required by the Adolf Hitler of that era to make bricks without straw. That is to say that, without any board or committee meetings, I have no action to report on projects or things done. I suggest that the Secretary-Treasurer of the Newspaper Group should be in a centre where he is able to contact the persons.

Membership cards notifying enrollment, resignations, decesses and dropped have reached me with regularity from Headquarters and, as far as I can determine, the present standing is approximately thus:

Active ........ 163
Resigned .... 8
Dropped .... 3

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Of which

National .... 57
Inst. to Nat. .... 1
Inst. to Act. .... 1
Doubtful .... 1

110

As Treasurer of the Newspaper Group, a cheque for $3.49 was passed on to me after last Convention, of which postage has taken 75 cents. The balance, with books and cards, will be forwarded after the 1940 Convention to whoever may take office.

John Kidman, Chairman

SUPPLEMENT TO THE REPORT OF THE TREASURER

Supplementing the report of Mr. John Kidman, the Chairman wishes to state that he assumed the functions of treasurer ex-officio in order to save losses due to the 20 per cent difference in the value of Canadian money. During the past year receipts and expenditures were as follows:

RECEIPTS:
June 5, 1939, from Frances E. Curtiss, former chairman .................. $10
May 13, 1940, from S.L.A. Headquarters .................. 30

EXPENSES:
1940
Jan. Letterheads .......................... $ 8.75
Apr. Postage, to George Gillilan for membership drive ............... 2.50
May 14. Mimeographing Bulletin by Newspaper Guild, gratis ........... .54
18. Program printed free by Philadelphia Inquirer .................. 9.00
18. Postage on Bulletin and Program .................. 15.00
24. Editing Newspaper Library Manual .................. 4.21

Balance on hand .......................... $40 $35.79 $40.00

This balance of $4.21, plus the balance of $2.74 in Mr. Kidman’s hands, make a total now on hand of $6.95.

Paul P. Foster,
Chairman and Treasurer ex-Officio

Publicity Committee

Copies of the Group program were sent to seven national magazines and periodicals, and to all Indiana newspapers by Paul P. Foster, Chairman, assisted by the National Convention Publicity Committee and the Group Publicity Committee. Individual letters and copies of the publicity releases were sent to the city editors of the twenty-three newspapers the librarians of which are officers, committee members, or are on the convention program, by the Group Publicity Committee.

Elizabeth Gerhardt, Chairman

Membership Committee

Your Committee regret that they have no new memberships to report as the result of their efforts during the past season.

By personal contact and correspondence we have tried to interest non-affiliated librarians in the Group. Laura McCord, of the Fresno, Calif., Bee, and Mollie Agnew, of the Muskegon, Mich., Chronicle, forwarded lists of prospective members. A month prior to the Convention, invitations to attend our sessions were sent to some 18 librarians in this and adjoining states.

Two replies, both negative, were received from the 78 letters sent out by your Chairman. I have no information as to results of activities by other members of the Committee.

We recommend that our members make it a point to visit newspaper libraries, and talk up the Group during their vacation and other travels.

Your Chairman spent $2.50 for postage.

George Gillilan, Chairman

Nominating Committee

Due to the absence of Edgar Ellis of The Baltimore Sun, the Nominating Committee consisting of Alma
Jacobs and Albert Mason, Chairman, reported the following slate:

Maurice Symonds, New York Daily News, Chairman
Elizabeth Gerhardt, Milwaukee Sentinel, Vice-Chairman
Agnes Hanebry, Herald and Review, Decatur, Illinois, Secretary-Treasurer

These officers were unanimously elected.

FOURTH SESSION

A luncheon of the Newspaper Group members was held on Thursday, June 6th, at 1 p.m., in the Italian Room of the Lincoln Hotel. At this meeting the Group Chairman, Paul P. Foster, presided. A most entertaining talk was given by Robert W. Kellum, Assistant City Editor, Indianapolis Star, on "Deadline."

Public Business Librarians Group

FIRST SESSION

The first session of the Public Business Librarians Group was held on Tuesday, June 4th, at 2 p.m., in the Chateau Room of the Claypool Hotel. This was a joint meeting in conjunction with the Commerce, Financial and Insurance Groups. It was an open meeting for Indianapolis business executives. Luther L. Dickerson, Librarian, Public Library, Indianapolis, presided at this meeting, which was very well attended. He complimented the officers and Program Committee on the significant program which they had prepared. Rose L. Vormelker, Business Information Bureau, Public Library, Cleveland, acted as discussion leader. She introduced Dr. L. W. Wallace, Director, Engineering and Research, Crane Company, Chicago, who spoke on:

The Library and Liberation

In preparing a discussion of any subject, it is my habit to determine the significance and implication of the meaning of the words and terms to be used. In the case of this discussion there are two key words, namely library and liberation. They happen to be alliterative and have a certain phonetic similarity, but differ widely in their dictionary meanings, since they stem from different Latin roots. (Library from liber — "book"; liberation from liber — "free."). It is a strange coincidence that the same Latin word "liber" means "book" and "free."

By definition a library is a collection of books. The implication is that it is something static. To the mass mind it is a building, a collection, something to see — not so much something to use. Perhaps the common conception of a librarian is one who places books on shelves and keeps them there, with emphasis on keeping them there. Therefore, in many instances, the librarian is construed to be one whose functions are akin to those of a custodian, whose duty it is to see that no changes occur — that a static condition prevails.

Happily the foregoing conceptions of libraries and librarians have been decreasing in recent years. But is it not true that they continue to prevail to an unfortunate degree? Is it not true also that some librarians by their actions, in the past at least, gave rise to the thought that libraries are places to visit? They are places wherein may be seen row upon row of beautiful books with all pages and bindings unsoiled and unhanded. You have been in such libraries. You have had to give something equivalent to a bond before being permitted to take a book from a given shelf or alcove. It is readily granted, of course, that some policing was and is now necessary.

You are not guilty of such an indictment as has been delineated. This fact has been demonstrated by your work and is indicated by the significant phrase "Putting knowledge to work," which appears on your letterhead. Your point of view is also manifested by the theme of this convention, "Utilization of Resources."

May we now consider the word liberation, which means "the art of relieving from that which confines, to set free or release." A dynamic concept as contrasted with that of a static state. A dynamic library is one wherein shackles are broken and release occurs — wherein knowledge, in fact, is put to work. Under these conditions the librarian performs the functions of a liberator — not merely those of a custodian, a keeper of the keys of the citadel of knowledge.

The librarian who places emphasis upon liberating and not upon confining is rendering an essential service and is making the library a living force instead of an inanimate monument. It is the library with life and vitality that is of value to the research executive. The special library exists because it supplies pulsating, advancing industry with the timely knowledge required for daily operations.

The special library fulfills a great and a necessary need of industry. It cannot be dispensed with in this technological age. Therefore, the question is not one of curtailment but of extension, of improving methods and therefore effectiveness and efficiency. There are many phases of operation which require earnest study and improvement. It would seem that Special Libraries Association would be a splendid means through which necessary studies could be made and improved methods developed.

It is not my purpose to suggest to you the character of studies required nor the avenues of improvement which may be surveyed. However, it may be helpful, if I indicate my conception of the function of research and the relation of literature searches thereto.

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It is my conception that industrial research is a type of production and should be planned and executed as such. I accept the Standard Unabridged Dictionary definition of research, which is, "Research is an organized, diligent investigation to discover facts." Note well the words "organized" and "diligent." They are important and significant words in the definition.

I hold that the point of departure for any research project, regardless of the subject, is the state of the art or science or both as disclosed by scientific, technical, trade, professional and patent literature. That is to say, the first and most important operation in undertaking any research project is a search of all existing literature bearing upon the subject. Without this information he may authorize projects which may be most costly in terms of both dollars and time. In many cases the time factor is the more important.

Without such information he may make the same mistakes that others have made or else fail to profit by the successes and failures of others. Note well it is oftentimes more valuable to know of failures than successes. Furthermore, a failure of fifteen years ago may be converted into a marked success today, because of the astonishing technological advances of recent years. The executive should know what these advances have been.

The research executive requires information not only concerning the state of his industry and those served, but even beyond this. There are numerous factors common to many lines of activity: consequently information of great value may come from a field of endeavor quite remote from one's own. Especially in the field of research is this true. In this field, similarities as to technique, instrumentation, materials and procedures may well exceed differences.

Such are the requirements of the research executive and his associates. In a very large degree they can be supplied through adequate and timely literature searches. There is no better means of having the searches made than through his own library. However, it must be remembered that frequently it is both necessary and desirable to use the facilities of public libraries and those of other agencies and companies.

Notwithstanding the confidence the research executive may have in the thoroughness and timeliness of the searches made, he is always confronted with another serious question. This question may be divided into two parts, namely: (a) Does the technical staff make full use of the information made available by the literature searches; and (b) Does the technical staff keep abreast of the developments and trends of the science or art with which it is associated? No greater relief could come to a research executive than the positive assurance that the answer to both questions is "Yes."

The two questions are serious ones. They have a very distinct bearing upon your work. What more important task could your Association undertake than to endeavor to formulate a practical plan for preparing and disseminating information which would provide a greater use thereof than now appears to be the case? A difficult task, but by reason of that fact a challenging one; furthermore, one of such transcending importance as to warrant sincere effort and experimentation. No plan will work of itself. There will have to be associated with it an inspirational, educational effort. The librarian alone cannot make the best plan work. There will be required full executive encouragement and leadership. But is it not reasonable for the executive to expect and to receive from the librarian some inspiration and aid for the part he is to play? It would seem that responsibility for initiating a plan for obtaining practical use of the results of library research rests upon the librarian.

I have noted with approval that your Association has issued publications covering subjects of broad and common interest, two of which are a Bibliography on Electrical Literature and one on Rubber Technology. There is opportunity and need for a large program of this character. It is my feeling that similarities in research technique, instruments and other factors prevail more than differences, and furthermore that all research groups require information covering a wide range of subjects and activities. If these things be true, then it would seem obvious that there is need for an agency through which authoritative and interpretive monographs could be prepared and issued. The subjects selected would be of a non-competitive and non-confidential character.

As matters now stand, there is a great duplication of effort and therefore of economic waste involved. More pooling of information and effort would be beneficial to all concerned. You, as well as others, have been doing good work in this field, but it is not adequate. Much more could and should be done. May I, therefore, leave this subject with an expression of appreciation for what you have done and with the hope that you may pursue it further.

From the character of this discussion and the type of problems which have been suggested for the consideration of your Association you may have observed, that I have been visualizing the special library as a research agency. It is that. In an organized, diligent fashion it does, or should, endeavor to discover facts. Its problems are of the same general character and import as are those of any other type of research organization. The materials and instruments it uses are different, but it is concerned with obtaining facts, presenting facts, and, most difficult of all, getting the facts used regularly and wisely. These problems confront librarians as they do the research executive.

The special library, as other research organizations, has to be dynamic and not static. Therefore, it cannot be a resting place for either books or people. It cannot serve as a refreshment stand and discharge its im-
portant function of being an influential and forceful educational factor in its company. The librarian is a liberator and as such is far more than a file clerk or a "sweet little thing" who distributes magazines and smiles in the manner of a cigarette girl in a night club.

The librarian occupies an important and an essential post and consequently should have a high degree of intelligence and a marked degree of training and experience. The position should be rated on a par with other specialists in a research organization. Therefore the librarian should be supported and encouraged by the executive as he does other specialists. Moreover, the executive has the right to expect from the librarian the same character of productive results as from others placed in equivalent positions of responsibility.

The librarian should produce reports which are usable and beget use. These reports should be patterned with respect to brevity after the order General Funston issued, when he took charge of affairs during the fire in San Francisco. The order which was posted throughout the city read: "Build no fires. Do your cooking in the street. Obey orders or get shot." This order was the acme of brevity, conciseness and clarity. No one could misinterpret what was meant nor have any doubt as to the penalty which would be inflicted, if the order were disobeyed.

If more reports possessing such characteristics were written, more would be read, more would be influential. You may greatly aid your executives and increase the value of your library and of your services by writing such reports.

You have been listening to one who places a high value upon literature and patent searches, one who is convinced that a dynamic special library is indispensable to a research organization, one whose urge is to make it even more useful and vital, one who conceives of the library as a type of research agency and should be placed in the organization as such, one who believes the librarian should be relieved of a mass of routine and detail work, so she or he can function as the dynamic influence which I have visualized, and finally one who most ardently hopes that you may receive greater executive appreciation and support.

Under normal conditions I would close this address here, but how can we conclude when we know that as we sit here all we construe as culture and recognize as the inalienable rights of man is being pushed to the edge of a precipice beyond which all is darkness? Does not this evil indicate urgently demand that there be brought to bear upon men everywhere all that the literature of the centuries contains to as reasonable and reasoned action, balanced judgment and humane statesmanship?

If civilization is to be protected and spiritual values preserved, is it not urgently necessary that we in this country speedily unleash and use all the scientific and technical knowledge available? What offers a greater promise that our physical, economic and intellectual forces may be made to operate on the highest possible plane of effectiveness and efficiency than the awareness of and use of such knowledge?

But this is not all, if the currents which threaten the destiny of mankind are to be successfully stopped. In addition there will be required a high degree of selfless cooperation on the part of all scientists, technologists, industrialists and government officials. If this cooperation does not prevail, there is a grave probability that those not so schooled will drive the horse of state over devious and dangerous pathways.

The situation is fraught with too much danger to mankind to permit the pride of authorship, position or office to interfere with the operation of intelligent and enlightened leadership. At this hour the liberation we should have upon our hearts is not only the unleashing of the contents of books but, of far more importance, the releasing of those human and spiritual forces required to stop the mad bulls of destruction. This is a challenge to each of us. It is one which we dare not shrink.

Next Rose L. Vormoeker introduced the second speaker of the session, C. N. Watkins, Vice-President, Chicago Industrial Editors Association, Jewel Tea Company, Barrington, Illinois, who talked on:

THE BUSINESS LIBRARY AND ITS RELATION TO MANAGEMENT

I believe in the business library as an aid to management. I believe in study as a step to progress and full enjoyment of business life. I believe that "Business" is spelled with four "I's": (1) Intelligence, (2) Integrity, (3) Industry and (4) Initiative. I believe that a good business library contributes to at least three of these qualities.

Because of these inherent beliefs I approached the preparation of this paper with an appreciative attitude of the worth not only of your group but also of the contribution each of you makes to the efficient management of your own organization.

Management functions are divided into three parts:

1. Policy Management
   Elected officers responsible to the stockholders, the customers, and the public.

2. Executive Management
   Sales managers, superintendents, auditors and others engaged in administration of specific jobs within broad functions.

3. Supervisory Management
   Foremen, supervisors and others who manage by directing events and people.

It seems to me that a business librarian has a distinct challenge to serve all three of these Groups. In these trying times there is increasing need for better information and closer coordination with the supervisory force.
There are many ways that librarians can stimulate development among the future executive group:

1. Suggested reading lists.
2. Courses of study.
3. Specific books recommended to individuals.
4. Routing of periodicals to selected groups.
5. Resumes of current articles of interest furnished to entire executive staff.
6. Use of bulletin boards, key clips, special memos, library columns, in company newspapers and magazines.
7. By follow-up in person and by letter to keeping non-readers.
8. Continual selling and reselling of library service.

The stimulation you bring about by increasing the desire for added knowledge and increased effectiveness will contribute greatly to effective management. Educational efforts springing from your own activity will mold the future of many employees in many businesses. There is a need for new techniques of management that spell accomplishment that is preceded by: (1) Desire, (2) Understanding and (3) Skill.

Most of the research and much of the progress of modern business management is rooted in the three basic human characteristics of curiosity, doubt, and conviction. All three traits relate librarians directly to management.

1. Curiosity is a disposition to inquire into anything. John Erskine warns us:

"Unfortunately, there is something in human nature which encourages curiosity about our neighbors' morals, but suppresses any curiosity about the things of the mind, which are properly our own business. It takes character and self-discipline to develop the habit of intellectual curiosity, and even at our best we need some props and aids."

The business librarian can be the prop and aid in the stimulation of the growth of knowledge through intellectual curiosity.

2. Doubt is the unsettled state of opinion concerning the reality or the truth of something. Doubt has made a number of vital discoveries. Good healthy doubt is the feeding ground for a resourceful librarian and his relation to management. Emerson gave us encouragement when he said: "Thought makes everything fit for use," but it remained for Matthew Josephson in "Zola and His Time" to expand this thought and stimulate exploration:

"The thing to do is to examine everything you wish to express long enough and with enough attention to discover in it an aspect that no one else has ever seen or spoken of. There is something of the unexplored in everything, because we are accustomed to employing our eyes only with the memory of what has been thought before about the object of our contemplation. The very least object contains a little of the unknown. Let us look for it."

This philosophy insures librarians a place in the sun because management needs people who believe there is something of the unexplored in everything. You are the perpetual board of experts in the broadcast of business when management says, "Information Please."

3. Conviction stands for a fixed or settled belief. Conviction springs from persuasive facts. The greatest progress of management rises from conviction that some job is possible, that some problem can be solved, that some result is attainable. As librarians, you stimulate conviction and in many cases you provide the facts upon which the conviction of management is based. You librarians are important people to management — you are blood relatives to the policy, executive, and supervisory arms of management.

A properly organized business library staffed by people with initiative, resourcefulness, and ability is a valuable asset to any alert organization. The usefulness of the library is a two-fold responsibility which increases in proportion to:

1. The sustained interest and active support of management.
2. The competence and the initiative of an active librarian.

(a) Competence covers the routine abilities of the librarian — his training, his equipment, his knowledge, and quick availability of materials, his files, his contacts, etcetera.
(b) Initiative is a rare quality and comes into active use only after study of the individual needs of an organization and then the development of the habit of doing the right thing without being told. It is in this field, in my opinion, that the future of the business librarian offers the greatest possibilities and best rewards. Cultivation of a nose for what is needed will make a good librarian a better librarian and improve his usefulness to management.

One of the opportunities of the business library is to aid in the development of the younger men in an organization. With the rediscovery of the language of pictures, people are reading even less than formerly. It seems vital to the future of business that young men as junior executives take advantage of the resources of business libraries. It seems to me that there is a challenge to present management to help train its own successors. Here is a direct relationship that will pay future dividends to business.

Your program chairman asked me to answer a few specific questions about our own library.

1. What are the informational needs of executives in our field?

Their informational needs are as broad as is the whole business problem. Here are some specific needs:

1. Information concerning new products and merchandising methods.
2. Daily information covering legislation concerning our field and business in general.
3. Information files covering commodity prices and general information affecting commodity trends.
4. Detailed information on cost of living for specific cities and geographical areas.
5. General files on wages and hours and social security.
(7) Information files on homemaking, particularly on foods.
(8) Business services covering investments, industrial trends, etc., et cetera.

This list could be extended a great deal, but these are subjects on which we have specialized to a great extent.

2. How were information needs met before the library was organized?

There appears to have been no systematic means of disseminating information before the library was organized as a central unit. However, a number of periodicals were received and routed. These periodicals were eventually returned and filed. Other needs for information were not organized, and each section contained information sources to meet their personal requirements. Secretaries probably did most of the actual fact-finding for the individual executives.

3. What led to the organization of the library?

There is nothing which actually reflects the thinking which led to the organization of our library. A carefully developed plan was put into operation in 1925. Apparently necessity was the creator.

4. Is it used for educating employees?

During the years which our library has operated, a number of specific courses have been promoted among field employees. For example, the "Mackintosh System of Selling" and "Practical English and Effective Speech" were handled similar to correspondence courses with definite records made of the individual employee's progress. In addition, the library has acquired a number of correspondence courses such as those published by the Alexander Hamilton Institute and the La Salle Extension University.

In the last few years the educational function of the library has been on a more personalized basis with the emphasis placed on stimulating interest in subjects which the individual needs. Personal correspondence, personalized reading lists, and recommendations from supervisors have been used in selecting materials for the individual. Emphasis has also been placed on materials dealing with selling because of its direct relationship to the employee's occupation. The popular works on applied psychology have also been pushed, because of their value to stimulate a desire for self-improvement through study.

5. Is it a laboratory where facts are dug out and put to use in the firm's daily business?

In my opinion, this function of the library could be increased with definite value to our organization. Of course, with reduced personnel, we have not carried out this function as completely as we did formerly, or as we hope to. We do attempt to call attention to outstanding facts which might affect the operation of our business and do receive requests daily for information, even though some of it may be relatively unimportant. In reorganizing the library we plan to meet our own information needs more systematically.

6. How has the library served executives?

"The Condenser" might be considered as a systematic service which at times calls to executive's attention facts which affect the business.

Recently the following information was supplied readily because of knowledge of and organization of sources: Daily closing prices for four commodities covering eighteen selected weeks during 1938, 1939, 1940.

A request for a file of material covering the values of different colors of paint in offices was filled.

The value of Special Libraries Association and the contacts it provides can also be illustrated in the following service. Recently the Law Department raised the question whether the Federal Communications Commission had handed down a decision on a certain radio program in regard to its status as constituting a lottery. This information was not readily available in our library, so the librarian of an advertising agency whom I had met through S.L.A. was contacted. She immediately knew the answer to this question, told me it was fully discussed in a periodical (one to which we do not subscribe) issued two days previously, secured a tear-sheet of the article and mailed it to us, so that we had the complete story the next morning.

We have also answered many statistical questions for the Sales Department in regard to principal industries, population classifications, et cetera, in various cities or areas where we operate.

Frequently we receive requests for support from various associations and organizations. Through our own facilities and through contacts established with the Better Business Bureau, The Association of Commerce, et cetera, we have supplied valuable background information in regard to the organizations in question.

7. Who should approach executives for the development of library service?

As the explanation of this question implies, it is obviously the librarian's job to do the promoting for library service. This is one place where actions definitely speak louder than words. Through efficient service and the constant attention to possibilities of not too obtrusively stimulating an awareness of library service, executives come to realize the value of such service. It would seem to me that the librarian himself must accept this challenge and demonstrate the needs and do the follow-up work necessary for developing the service to meet specific needs. However, executives who are familiar with the functions of the library can be of invaluable help. Not only are they often willing to discuss pertinent problems, but they also are able to make suggestions which improve the service and eventually lead to expansion or development of the service.

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8. How much does it cost?

The highest figure for library expense was in 1929, when a total expense of $4,438.25 was reported. The lowest figure was reached in 1933, when a total of $680.80 was expended. In 1939 the operating cost of the library was $1,375.22. The figures do not include space rental, any equipment not chargeable as operating expense, or salaries. These figures represent the operating costs of our own needs for the period indicated and might not be representative for other organizations. A simple, basic information service would be less expensive; for instance, it probably would not include some of the rather expensive business services to which we subscribe. On the other hand, an elaborate system including a greater centralization of company records and more extensive research facilities would far exceed this cost.

The business librarian will be known by the service he renders. If his service is quick, reliable, accurate, and resourceful he will naturally sell himself and the library to management. If he looks for ways to be useful, he will be called on more frequently and build a reputation for dependability. Dr. Robert Whitten emphasized the service of a librarian when he said: "Quick service multiplies use."

The size of the librarian's job depends on who has the job. As the products of the press multiply, as legislative actions invade the business field, as new methods, new products, new industries spring up with lightning speed, the librarian must marshal facts with this same speed, in order to fortify his organization against "blitzkrieg" changes that threaten its activities.

The skilled librarian has the rare faculty of helping management develop factual knowledge that produces foundations for the ability to solve new problems and to meet successfully new situations.

Most business libraries have probably developed from the demands of their own organizations. The general relationship of the librarian to management centers around two functions:

1. The collection of factual information related to the specific business and keeping it in readily accessible form.
2. The securing of special requested information when needs arise.

The business librarian's value is determined normally by the speed, accuracy, completeness, and currency of his information, as supplied under both these classifications. But a newer criterion may concern the circulation of information by the librarian. He must develop proper and satisfactory means of making information known to management. He needs to tap every conceivable means of contact and communication in his organization, in order to get facts and information of interest into the hands of the people who will benefit from and take action based on this added knowledge. He must master the art of conciseness, but he must find suitable vehicles for circulating information throughout his organization. There is a direct relation between a good business librarian, good management and good results in business.

The last speaker of the afternoon was Mary Louise Alexander, Director, Bibliographical Planning Committee of Philadelphia. She gave an inspiring talk on:

**The Special Librarian: What She Is; What She Can Do; Where to Find Her; How Much to Pay Her**

A meeting with business executives, such as this one, gives special librarians an excellent chance to hear what is expected of us and how we measure up to our opportunities. It also allows us to tell our story to the business man. Librarians have never been especially articulate nor good self advertisers, so I shall attempt to state our case today.

First let us define a special library. No two persons agree on a definition. But in its simplest terms, a special library covers a special field such as business, art, technical or scientific subjects. It also serves a special clientele such as a bank, insurance company or museum. We thus differ materially from public libraries which cover all subjects and serve everyone.

Special libraries are found in various types of organizations, such as a corporation, an association, a department of a university or a government bureau. The way in which we differ most, however, is in what we do. The statement of Linda Morley several years ago still seems the clearest exposition of the special library, "It stresses information rather than print; service rather than method; analysis and the application of information rather than the collecting and organizing of it; finally it is interested in current practical information rather than theory or historical data."

The special library profession is some thirty years old and received its greatest impetus during the last war. No accurate statistics exist, but there are over 2,000 special libraries and nearly two-thirds of these are in business and industrial organizations. One cannot but be impressed with the list of members of Special Libraries Association for it is a veritable roster of big business.

In talking with business men it is well to drop the term library, because this means to them only rows upon rows of dusty books and not a working laboratory. Let us rather use the term Information Service.

There was never a time that business needed information as much as today. This need is cumulative since it started with the depression which brought an entirely new set of problems. The N.R.A. forced business men to collect information for codes, as they had never done before. The New Deal Legislation that followed and the various government regulations have created new and continuous demands for information.

To answer some of the new needs, trade associations
began collecting information; new commercial information services covering taxation, prices, wages and hours, social security and all manner of subjects were started. Research projects of all kinds were undertaken by private organizations, institutes and the government.

With all this wealth of valuable material there is still a missing link, because too few organizations have employed persons to collect and organize the information for instant use. In other words, there should be more business libraries.

There is general agreement that no information is worth anything, until it is put to work. No businessman needs to be reminded of the hundreds of times that he has been unable to locate "the fine article he saw a couple of weeks ago in a trade paper." A corporation can spend thousands of dollars a year for subscriptions and memberships with fine information bulletins, but unless there is some one person in that organization trained to analyze this material and produce it when the specific need arises, the company’s expenditures for information are largely wasted. At the moment I am positively crusading against the vast sums that go into research and into the voluminous reports which are issued, and then no provision is made to put that information to work.

As previously mentioned, business organizations without library facilities, invest heavily in printed services or memberships in research groups. Some firms rely for specialized information on their advertising agencies or turn to research departments of publishers. However, we special librarians know that only a very small percentage of advertising agencies or publishers or research groups have adequate special libraries themselves.

Other substitutes for libraries are subscriptions to a vast number of trade publications which often go to dozens of persons in one organization, and commercial information services often duplicated in various offices. These sources are doing a splendid job for business and I do not suggest for a moment that they should be discontinued. I merely point out the difficulty the average business man has in tapping such widely scattered sources.

Throughout business there has been general recognition of the need for reservoirs of information. Because of the waste of duplication in time, money and space, undoubtedly there will result more basic sources of information, which can be used by business, probably at a reasonable price.

There are relatively few cities, like Indianapolis and Cleveland, which have good business branches in their public library systems. One interesting project and additional proof of the need for business information centers is the present activity of the United States Department of Commerce. At present there is a bill before Congress which would set up centers for research and establish business information files at state universities. If this program is to succeed, most state universities will be forced to develop their business information files more completely than formerly.

The establishment of more and more central files does not mean that a company has no need for its own business librarian. The average corporation has no person on its staff trained to use libraries quickly and efficiently. I have seen business men waste hours collecting information, which a trained librarian could have produced in far better form and in a tenth of the time. Probably this new trend will change the type of the special librarian of the future, because there will be far greater need for a complete knowledge of source materials, for the ability to appraise sources, summarize information and furnish written well-documented reports, and there will be less need for routine techniques.

But my subject is "The Special Librarian: What she is; What she can do; Where to find her; How much to pay her." The first point we must make with business men in general is the desirability of employing a trained or experienced person. This is for the protection of business men, because it is indeed expensive to assemble the wrong materials and to organize them inefficiently.

Trained librarians with a knowledge of business subjects can be secured through Special Libraries Association which maintains a national employment bureau with branches in each of the seventeen Chapters of the Association. Special Libraries Association has investigated its membership interested in positions and is in a position to advise with business men and to supply the best persons suited to their needs. Should the business man be in a city in which there is no Special Libraries Association Chapter, often help can be secured from the public library, although public library techniques are so different that a period of adjustment is always necessary. Often the accredited library schools can suggest people available for positions. Lists of such schools are available from Special Libraries Association or from American Library Association in Chicago. If a firm is unable to find a trained librarian and instead must promote "the secretary or the bright young clerk," it is wise to insist that this person attend some library courses or make extensive visits to well-organized libraries to find out how things are done.

Unfortunately there are no standards in regard to salaries. Business men, more than any other group, know that they get exactly what they pay for in this world. Librarians may be secured for $1,200 or $12,000 a year. For the openings in New York this winter, the average salary for head librarians has been $50 a week, while assistants or beginners average from $30 to $35 a week. In most special libraries the salary item runs from 60 to 75 per cent of the total expense. A well-trained smart librarian will render adequate

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library service, if she has only a few books and magazines and a telephone, while an inexperienced person is likely to fail even with the most complete and expensive collection of books.

What does a special librarian do for a corporation? First, she knows the fields and the subjects in which the company is interested and the literature covering these fields. She knows the company and its problems, its clients and their interests. She is constantly on the alert for information of importance and therefore has material ready for instant use, when specific problems arise. Basic materials are on file and kept properly up-to-date. New interesting material is automatically sent through the company. Through membership in Special Libraries Association and other contacts, the librarian secures help outside her organization when the required information is not in her own files. Her chief value is appraising the information and giving answers to busy executives, who have not the time to search through print.

When a librarian is added to an organization, she automatically centralizes subscriptions to magazines and trade journals. She coordinates files scattered throughout the organization and so saves the company money and increases efficiency. A company should place a librarian on a par with other department heads and keep her well informed on company problems, so that she may collect information on them.

What materials belong in a business library? Of course, there will be books, but relatively few of them. There are basic reference tools, statistical handbooks and trade directories in every important field which should be purchased and kept up-to-date in a business library. Far more important are the ephemeral materials, which special librarians have learned to handle so well. These are pamphlets, research reports, government documents and clippings from newspapers and periodicals. It is this type of material that distinguishes the efficient business library.

Let me mention a few subjects that will be covered in a typical business library. Naturally I mention fields with which I am most familiar. A financial librarian might choose different examples.

The general business library will have such data as these:

1. Markets
Statistics on population, income, expenditures, buying habits, industry and trade statistics, numbers of retailers, wholesalers and manufacturers in specific sections of the country.

2. Business conditions
Sales statistics, employment, wages, prices and other indexes of business for specific industries and localities.

3. Commodities
Production and sales statistics, marketing practices, advertising expenditures in the major media, by months and by specific national advertisers.

4. Selling and Sales Promotion
Information on such subjects as dealer and consumer contests, package design, trade-marks, sampling, special weeks, anniversaries, salesman's territories and compensation.

I list these in detail only to indicate the type of information that is easily available in print. The trick is to know where to find it. Many business men do not realize that these current statistics can be produced quickly and inexpensively. These days the company that operates without them, is at tremendous disadvantage.

What of costs? Space and equipment are never of paramount importance. We know that a business library is a function and not a place. Therefore any furniture or vacant space in an office can be used for the purpose. A room 24 feet square could house 1000 books, ten vertical files, and shelves for hundreds of magazines.

While business libraries range from one man to 50 people, the average starts with only one or two employees.

A few years ago I had occasion to make a budget for a new small library and I believe that these estimates are still accurate. Shelving, furniture, typewriter and supplies came to about $1,000. An adequate basic collection of books and documents covering general business subjects could be procured for as little as $2,000. Magazine subscriptions, memberships and commercial information services would cost about $1,000. The salary item amounted to $6,000. This makes a total of $10,000 for the organization of the library and its operation for one year. The equipment allowed growth for several years. Obviously cuts could be made in the books purchased and the subscription items. A well-trained librarian would know how to make the necessary adjustments.

In closing I should like to make some suggestions to the business librarians who are here. Throughout the world radical changes seem inevitable. It is not possible that librarians will be immune and so, we must be ready for whatever comes. Let us be more flexible, increase our knowledge. Let us examine critically our present routines and see if we can substitute for them increased information service. Let us cooperate more extensively in the acquisition and use of expensive books and services. We should not expect our firms to purchase all of the valuable new material in print, yet to operate without the newest and most comprehensive information is extremely dangerous. Our greatest opportunity is to share our resources and our knowledge. Membership in Special Libraries Association makes this extremely easy. Finally, let us encourage more meetings, such as this joint session with business men, which are sure to prove of value to us all.
SECOND SESSION

This symposium on Cooperation in Business Library Service was planned by Linda H. Morley to bring together the experiences of various types of libraries in dealing with three major types of problems.

Dorothy H. Hughes, Business Department, Public Library, Peoria, Illinois, presided over the joint meeting held in conjunction with the Commerce, Financial, Insurance and University and College Groups on Wednesday, June 5th, at 2 p.m., in the Chateau Room of the Clayspool Hotel, Marcella Haselberg, Division of Commercial Research, Curtis Publishing Company, Philadelphia, took the place of Marian C. Manley, as leader for the symposium.

COOPERATION IN BUSINESS LIBRARY SERVICE*

The first section of this topic was devoted to Principles Underlying Business Reference Service. Four speakers discussed this subject, the first of whom was Bertie E. Bell, Business Branch, Carnegie Library, Nashville, Tennessee.

1. Principles Underlying Business Reference Service

The day by day reference work with our patrons in the public business library is done by three methods: by individuals, by telephone, and by letter. Most of our reference work is done by direct contact or by telephone. When working with the person who comes into the library for information, we try to give him as much attention as we can. We find that many of our patrons do not know how to use the tools given them containing the information they are seeking. This helps also in building goodwill for the library especially in trying to sell library service to the business men.

We serve not only the insurance man, the banker, but the retail merchant, the advertiser, the newspaper man, the real estate dealer, the manufacturer; in fact, everybody engaged in any type of business. For this reason, our reference material must cover many and varied subjects. The Business Reference Librarian must be as familiar with the broader business services as she is with the basic reference tools.

The materials and services for the reference work in the Nashville Business Library have had to be somewhat limited, but we have tried to select those that have been well established and that we feel best serve our purpose. They include:

1. The financial services and trade directories.
2. Periodicals and newspapers.
4. Vertical file material.

We receive regularly about 30 periodicals, both financial and trade. The most important ones are bound and kept for permanent reference while others are kept for one year. In addition, we receive two financial newspapers. We have access to a large number of government documents but those most used are the Department of Commerce and Labor publications. The vertical files include pamphlets, periodical and newspaper clippings arranged according to subject.

Our out-of-town telephone directories, especially of small towns in Tennessee and neighboring states, are much used for compiling mailing lists.

Three broadcasts have been given describing the Business Library this year using the question and answer method. One of them was devoted primarily to the reference service.

* Abridged.

The paper of Geraldine D. Bari, School of Business, Indiana University, Bloomington, Indiana, was read by Marie Friedline, Chief of the Periodical and Binding Department, Joseph Schaeffer Library of Commerce, Northwestern University.

The simplest and shortest way to describe briefly the principles underlying business reference service in a university is to start with the three-fold classification which J. I. Wyer makes of reference work in general: (1) the organization of the department and work; (2) the educative process which occurs; and (3) the research or fact finding process. Many library patrons think that this last consideration is the only real part of reference service.

Organization for the business school library is simpler than that of the rest of the university, for the reason that all our materials, books, magazines, pamphlets, are gathered into one collection. We then have unity, as far as subject matter is concerned, instead of trying to cover the entire field of general knowledge. And we have much more extensive range, as a second result. Because we provide not only the standard tools in our particular subject field, card catalog, encyclopedias, indices and dictionaries, we get specialized materials which the general library never feels the need of in any field.

The matter of education may be considered from two points of view: that of the staff serving the patrons of the business library, and that of the patrons using the library. I realize that there is a considerable difference of opinion in library circles as to the subject education necessary on the part of the library staff. For my own part, I have discovered that my special business training has stood me in good stead during my short special library career.

Since our patrons start with more or less knowledge of subject matter, it is the library technique they lack. This we attempt to supply in two ways, formally and informally. In the first case we give a course in the use of the library to all incoming freshmen, covering use of the catalog, location of collection and mechanics on how to secure books. We also give a more intensive course to graduate students. This course "Methods of Business Research" was designed primarily to aid students in a more efficient employment of business materials. By far the most important part
of the work consists in interpreting the collection for class use and for the individual collecting data for his research paper. This is a phase which would concern the industrial library very slightly.

Actual research on the part of the library staff, and fact finding, which loom so large in the industrial library, is relatively less in the university special library.

Generalizing from my own experience, I am sure that the organization of materials for easy and quick access, and the training of the student to be fairly self-reliant in the special collection, are more important and take more of the librarian’s efforts, than do the collecting of materials. The faculty assumes responsibility largely for this or for the research labs involved.


I am restricting my talk to the application, in the Business Information Service, of the generally recognized principles of reference library work. I shall also touch upon the new Bureau Reference Service which involves a grouping of our publications by related subjects, for distribution to the public. We hope these will become the basis of a file of permanent reference material that will have permanent value as a historical record of foreign and domestic business.

There are a number of things which we have in common with the business reference department of any library. One is the type of people seeking information. We receive requests for information from students and thesis writers, from teachers of business subjects, from the individual who wishes to engage in a business, from the business man who is considering expanding into a new territory, from the advertising man who is making a campaign presentation or market analysis for a client, from the person who for one reason or another, has a very specific question regarding some phase of business which he must have answered, and last but not least, from librarians.

We recognize the necessity of completeness in the coverage of the sources of information, the need for well-balanced selection of material which will render the files complete enough for practical purposes, but which will not stuff them with useless, obsolete or bizarre material which is too infrequently used to make it worth filing.

We recognize the need for acquainting ourselves with supplementary sources of information to which we can refer inquirers without the necessity of filing the material ourselves. We recognize the need for a filing system which will give us speedy and easy access to the right material at the right time. And finally we recognize the need for conserving space and time in performing a heavy volume of work.

Also, we have some things which are not entirely in common with you. First, we have more mail contacts and fewer personal visits than you do, and we have the problem of requests from Government officials and members of Congress. And finally, I believe, our field is somewhat more restricted and specialized than yours.

We rely upon many of the same sources that you do, our own Bureau, other Government agencies, trade papers, publishers announcements, announcements by independent research organizations, addresses of business men attending conventions, the information which comes to us from other divisions of our Bureau which have specialized fields to cover, and information supplied by our 27 district offices scattered pretty well over the entire United States.

Publishers have almost universally been very cooperative towards the Bureau of Foreign and Domestic Commerce, and we have always found the trade paper one of the most indispensable sources of information. We receive and read a large number of trade papers, and even where we do not abstract their articles we are able to refer inquirers to them as sources of original material. Trade papers are remarkably liberal in permitting the quoting and abstracting of their articles, especially where we can show that a much greater audience is reached among classes of business men who ordinarily would not read the trade papers in a field of business different from their own.

Business books come to us for review in Domestic Commerce, from which we have endeavored to present such excerpts as may reflect the character of the books, or which may contain specific bits of valuable data.

We are constantly adding to our contacts with trade associations, research agencies and others who have a great deal of valuable information as supplementary sources of information. Examples of such organizations are the Metropolitan Life Insurance Company’s Policyholders Service Bureau, and the Dartnell Corporation, both of which organizations are limited in the amount of material they can distribute without charge, but which provide extremely cooperative and helpful sources of certain types of information difficult to get anywhere else.

We have run into some of the common problems of classifying and filing information. We have for a long time, in the Business Information Service, used a straight alphabetical filing system, with nearly 150 file headings, selected somewhat arbitrarily, and representing the results of our experience in replying to letters and the varied experience of our personnel in using the material.

Our filing problem is made somewhat more strenuous in that we not only keep single copies of factual data, but use the same file drawers for the storage of our surplus copies of mimeographed documents which are part of the Business Information Service. We sup-
ply these free to public libraries, universities, Chambers of Commerce and trade associations, and on a subscription basis to business concerns. That means that we enjoy the advantage of having all our material in one place, but it takes nearly fifty file cases to hold it, even though we keep small surplus stocks and clean out obsolete material several times a year.

How far should a special librarian go in supplying information to an inquirer? It is difficult to set up a rigid requirement which will answer this question. Careful judgment is required to decide what work we will do and for whom we will do it. We have found that we are justified in going to great trouble to quote actual facts and figures for the business man who has a practical need for the information we can supply. We are glad to dig out the information for him, and within the limits of our experience, to suggest ways in which it may be used. We do not feel that we can afford the time to do this for the school child or the college student. We refer them to legitimate sources of information, and send them bibliographies and abstracts which will help them. The best solution we have found is to refer them to the libraries where our material is available, and to the important source books or compilations. By this method of referring individuals to substations of business information we can cooperate with you in servicing large numbers of people.

I wish now to call to your attention, briefly, the changes which are being worked out in the informational services of the Bureau. Last fall, the responsibility for the future service of our Bureau was placed in the hands of a practical business man, James W. Young. In collaboration with those whom he brought in with him, the Bureau is in the process of reorientation, the better to serve modern business.

The Washington divisions of the Bureau of Foreign and Domestic Commerce have been divided into three groups: International, Industrial, and Basic Problems. The responsibility of the first group is to receive, evaluate, and disseminate information on economic conditions abroad, as reported to the Bureau daily by the Foreign Service of the United States, and to supply answers to the everyday problems of the foreign trader. The professional members of these divisions are specialists in economic conditions of individual continents and countries, tariffs, commercial laws in foreign countries, and international finance. These divisions have contributed much in furnishing a vast amount of information for use at the hearings on the Trade Agreements, a program which recently has been extended for another three years.

Among the Industrial divisions, which collect, evaluate, and distribute information from abroad and at home, are commodity specialists, familiar with sources, movement, values, uses, and many other important phases of industry problems. The third group, which is headed by the Chief Statistician, is primarily domestic in character, collecting, sitting, organizing information from and about domestic business.

The Bureau of Foreign and Domestic Commerce has available an elaborate machine for the collection of current facts about business at home and abroad. It has a staff to evaluate these facts properly, promptly and in tune with current needs. One of the big jobs, therefore, of the Bureau is to secure proper distribution of the hundreds of periodicals, special reports, source books, and releases issued.

The simplest concept of this gigantic task is to seek direct distribution. Yet there are over 150,000 manufacturing establishments in the United States; another 150,000 wholesale houses; and something like 1,600,000 retailers. The Bureau cannot go direct, except in a handful of instances, and then we have to limit a series of important year-end releases to 500 copies, or cut our print order of an important source book to 2,500. We lend many of our foreign reports because our facilities do not permit general distribution. And, actually, broadcast distribution would not be the final answer. That answer is, in my opinion, indirect distribution to business men through libraries, trade associations, trade papers, and collegiate schools of business administration, including bureaus of business research.

In taking the business reference library closer to the business man, it is necessary to be able to answer current inquiries about problems faced by these business men. Some of them require highly specialized information. Others require answers dependent on long experience and judgment concerning local conditions. The Bureau in Washington is now helping and in the future will be able to help library personnel more fully in this direction.

Never before have governmental studies been so plentiful and helpful. To name only a few, the publications of the following organizations are indispensable to any realistic business librarian: Interstate Commerce Commission, Bureau of the Census, Bureau of Labor Statistics, Bureau of Home Economics, National Resources Planning Board, Federal Trade Commission, Securities and Exchange Commission, the Temporary National Economic Committee and the Bureau of Foreign and Domestic Commerce.

The most frequent points of contact between libraries and the Bureau concern our publications. Upon investigation last fall, it was ascertained that the Bureau issued about 40 periodicals, 200 statistical statements, 500 special reports annually, not to mention many short releases and statements for the press. The Commercial Information Service was set up in order to determine what was being issued, what should be issued, in what form it could best be presented, how frequently it should appear, and a score of other questions of this character. As a result of the work which has been done thus far, I can report the following to you.

We are gradually working toward three periodicals.

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First will be Foreign Commerce, a weekly periodical, based upon the present Commerce Reports. This magazine will contain nothing but foreign news, originating with the Foreign Service of the government or in our own Bureau. The news items will be arranged by countries, thoroughly indexed and quickly available.

Second, we hope to change Domestic Commerce to a weekly, containing information written in news style on domestic business conditions, on actions of Washington agencies of interest to business men, on a list of new bills, on Congressional acts and Supreme Court decisions of interest to business. Both periodicals will contain a list of recent books and reports.

Third, the Survey of Current Business will be continued on a monthly basis, written primarily for the economist and statistician and containing approximately 40 pages of current business statistics in each issue. Thus, in three publications, the annual subscription rates of which will total less than $10, the Bureau will disseminate original information which will be brief, current and significant.

We are planning to supplement these three news and economic periodicals with the International, Industrial and Economic Reference Services. Each of these will be designed to include significant material on a current basis in uniform format comparable to that of the well-known economic, financial, and trade services. The International book will probably be broken down by country; the Industrial, by commodity groups; and the Economic volume by functions applicable to business organization and administration. Information will be processed and distributed as it becomes available, not necessarily at regular intervals. It is in our present hope to consolidate in these manuals in ready reference form all information on each subject now issued by the Bureau. Arrangements will be made so that the subscribers who desire, for example, only those parts of the International Book having to do with South America, or that part of the Industrial Volume having to do with foodstuffs, can subscribe only to those sections for which they have immediate need. A great deal of material can be classified in this manner and conveniently arranged for the research worker who can then select what he needs from what is available.

The Bureau will continue to issue special analytical reports as the need arises and the information can be had, both in the foreign and domestic fields. Examples of this type of information are: The Balance of International Payments, American Direct Investments in Foreign Countries, Credit-Debtor Position of the United States, Retail Credit Survey, Construction Activity in the United States, and Small Scale Retailing. Foreign economic and trade reports such as the following will also appear: Structural Clay Products, Expansion of Japan's Foreign Trade and Industry, The Netherlands Oilseed-Crushing Industry, Trading Under the Laws of Australia, Foodstuffs Trade with Latin America, etc.

The Bureau of Foreign and Domestic Commerce will continue to issue its increasingly practical line of sourcebooks and handbooks, used by research students and business men as the bases for their own investigations and writings. No doubt you are all familiar with Foreign Commerce and Navigation, the only sourcebook containing foreign trade statistics of the United States, and with Foreign Commerce Yearbook.

On the domestic side, we issue Consumer Market Data Handbook, Industrial Market Data Handbook, National Income Payments, Market Research Sources, Sources of Current Trade Statistics, and are about ready to send to press, Sources of Regional and Local Current Business Statistics. A number of foreign and domestic reports besides these are now in preparation.

Finally, the Bureau alone and in cooperation with the Bureau of the Census releases primarily on a monthly basis, current information on business conditions. On the foreign side, it issues almost 200 statistical statements about 30 days after the close of each month, showing exactly the quantity and value of exports and imports by minute commodity divisions. On the domestic side, information is available monthly on manufacturers' shipments, new and unfilled orders, and inventories; wholesalers' sales, accounts receivable, collections and inventories; and retailers' sales broken down for chains and independents. The latter figures are shown for states and many large cities, further divided by individual retail trades.

Summarizing, then, we believe the reference file should be complete and well balanced, that obsolete and useless material should be eliminated, that sources of information supplementary to what is in the file should be known and referred to systematically, that the system of filing should be suited to the particular job to be done, and should be as simple as possibly consistent with that end, and that the necessity of conserving time and space should always be kept firmly in mind. And we believe that if we refer persons to sources of information it is up to them to make use of them. Finally, every special librarian should take care to make the contacts which I have been fortunate enough to make with members of this association, and to call upon them early and often for the help which they have given so frequently.

Elizabeth Brown Beach, Librarian, Household Finance Corporation, Chicago, gave a summary of the paper of Carrie M. Jones, National Association of Real Estate Boards.

We are a typical trade association made up of real estate men, located all over this country. Our membership is comprised of real estate boards, such as the Chicago Real Estate Board, the Indianapolis Real Estate Board, the Los Angeles Realty Board, etc. There are 458 such boards located in as many cities in this country. An individual real estate broker belongs to his local real estate board which in turn is a member of the National Association.
Early in the history of this trade association it became apparent that a worthwhile activity would be to build a national real estate library. This was established in 1925, and has become since that time the largest library of its kind in existence anywhere although it is still a small library. The scope of subject matter covered falls into the following big fields:

- Appraising
- Management
- Land Economics
- Salesmanship
- Insurance
- Accounting
- Law
- Advertising
- Taxation
- Construction
- Finance
- Housing
- Subdividing
- City Plan. and Zoning

We have some 2,700 books of which practically all have been written since 1920. The real estate business seemed the last business to develop in the way of research and education. At the present time the permanent pamphlet file collection fills 62 drawers legal size. Pamphlets are filed under subjects and no cataloging of pamphlets is done. We can probably produce material on 2,400 subjects connected with the real estate business from our books and pamphlet files.

It is also necessary to maintain certain special files, as for instance, a file of the constitutions and by-laws of our member boards, a file of their commission rates, and a special file for confidential letters sent to us by our Washington representative. Every special library has to have them to fit peculiar conditions.

Who uses this Library? First our resident staff of 26 girls and 6 men. Our next responsibility is to our 458 boards, and 14,000 members. The package idea is nothing new to us. For years we have been sending out packages of material to these members in answer to their questions.

This trade association, like most such associations, is a clearing house with material coming into the office with every mail from real estate contacts all over the country. Much of this material is ephemeral but "while it is hot it is very very hot."

We started our library with rather limited information and much material coming in did not dwindle down to us or came too late for use. We gradually picked up more and more of the activity of the association, and as we were able to help more in giving out information, we were pushed faster and faster into a coordinating position. The depression came along and left in our laps the entire correspondence files of the organization — much work and grief but priceless from an informational standpoint. However we still could not give out complete information since we were limited to outgoing mail only. The first of 1939 saw a new plan in effect, which tied the Library definitely into the center of the organization and it became the core about which not only the staff but the entire organization works.

We established within the clearing house "a clearing house." In other words, the Library became immediately aware of what was happening as well as continuing its function of being the custodian of the past. Specifically all incoming and outgoing mail, telegrams, magazines, and pamphlets clears over the librarian's desk. This furnishes a central control point on what is happening. To supplement this a daily one to three page confidential memo is prepared for the use of every executive, as well as the President of the organization and the Executive Committee and also sent to each staff man on the road. This is quite informal and greatly abbreviated but tells exactly "the state of the nation" each day. Thus you see that the library is the information center of the real estate business in this country. It is, of course, necessary to go after material which does not come in voluntarily. The mediums used are the mail, and the telegraph and telephone systems. A personal acquaintance with the men in your field is of tremendous benefit.

We have another innovation which helps to increase the collection of material in trade association libraries as well as making it more useful. It is a traveling library and display. Last year we took about 60 books and 23 magazines, together with all the services of the National Association and its divisions and Institutes to 7 cities from coast to coast and down south. This year we are expanding the exhibit and sending it to 5 regionals and the National Convention. The exhibit has the following displays:

- 10 best books published in 1939
- 25 best real estate magazines
- Model Library for a Realtor's Office
- Model Reference Library for a Real Estate Board
- Model catalog
- Model pamphlet file
- Collection of new house plan books

This display also gives out complete information on the city where the conference is located, the hotel and the conference program and serves as a central information bureau for the entire convention. This travelling display, therefore, enables us to build new contacts, to strengthen our old ones and to find out by personal interviews news of all kinds affecting our business.

There are a few points which I might bring out which characterize service to our library. We function more along the lines of research in answering questions. By this I mean that we not only examine all available material needed to answer the question but we go over it, separating "the wheat from the chaff," using a considerable amount of judgment in selection and finally work the material into a finished product.

Another quality in the type of service work done in this organization has to do with the simple little question of honesty. Many of you probably have seen propaganda and publicity put out by trade associations which distort facts. We are continually cautioning those who use our material including our own staff members that "here are the facts and don't say it any other way."

Trade association libraries like other business li-
ibraries must work with great efficiency and speed. We must also be "ahead of the crowd" in new trends and ideas else our business members will not long tolerate our existence. We must initiate innovations and present them in new dresses else they will not get attention. The trade association is eternally for change. "Off with the old and on with the new" seems to be the slogan. The pace is fast but the life is stimulating.

The second part of this discussion was devoted to Methods in Using Supplementary Contacts. This topic was discussed first by Virginia H. Meredith, Librarian, National Association of Manufacturers.

II Methods in Using Supplementary Contacts

The National Association of Manufacturers is the largest trade association in the United States. Its membership of between eight and ten thousand is a cross section of industrial America. Therefore, the N.A.M. Library is interested in every subject which in any way touches industry; pronouncements of the churches regarding social problems, cooperation between industry and agriculture, opinions of educators, the textbooks used in schools, regulation of industry and business, and all economic problems. The Association disseminates the beliefs and policies of its members; we fact-fund for our members in making surveys of them and for them.

The Development Committee informs the headquarters office of trends in industrial areas, of local war and defense problems, et cetera. The membership is also used in questionnaire studies of industrial problems which result in such reports as Worker Over 40, Employment Regularization, et cetera. This sketchy description is by way of background to aid you in understanding what our business is.

The N.A.M. uses its membership, but the Library does not — the Library is able to depend on Special Libraries Association membership.

However, the service the Library gets may possibly be influenced by or be dependent on the acceptability of the policy of the association. The policy of the N.A.M. is publicly stated and widely known. If it were disagreed with by those of whom we were seeking information, possibly that information would be more difficult to obtain.

I believe that at times, special service has been given to us because the people of whom we requested it believed in our policy, and help was on the basis that we are all working for the same end. It is seldom possible to check when the service rendered is the result of this cooperative feeling. It has happened occasionally that the Better Business Bureau has surprised us by offering to make a report immediately, when their files were lacking the information requested.

When the N.A.M. was planning a series of dinners in different parts of the country to honor Modern Pioneers, the Library in New York was asked to find out the names of good speakers in certain fields on the Pacific Coast. The societies whom we called were so interested in what the N.A.M. was doing that they went to great effort to help us.

Undoubtedly, if the Library needed information available only from one of our members, the member would do his utmost to help us. Yet, I would preferably request the information of our member's librarian, feeling confident that he would send it to us as quickly as possible.

Staff contacts are of great use in a smaller trade association, but in the N.A.M., the Library most frequently relies upon its own personal contacts. Many of these have been made through membership in S.L.A., some have resulted from active participation in Chapter work. A directory of libraries in one's area is indescribably helpful.

Outsiders, to whom your Library has been of use, may reciprocate at some time. For instance, if your service has been appreciated by some research man in a "wire house," it may enable you to get quickly needed information at no cost, from a distant city. A wire house is a brokerage office which is connected by direct wire with its branch offices. During parts of the day, when the wires are not busy, your helpful friend may send your query over the wire, someone in his branch office will get the local information and wire the reply — all at no cost to you. This is a contact so precious that it is used only in case of extreme need.

When you know is more important than how many people you know. That implies nonclass consciousness, for at times a research man can be of infinitely more help to you than a president of a corporation.

People one meets, casual conversations, places one visits, all may unexpectedly become "supplementary contacts" but they are not peculiar to a trade association librarian.

Next Walter Hausdorfer, School of Business, Columbia University, New York, gave the following talk.

Supplementary contacts may be defined as those which are utilized for sources of information outside one's own library and organization. They may be used either because the desired information cannot be obtained at all inside the organization or because the information thus obtainable is not fully satisfactory, or readily accessible.

Although the immediate purpose is implied in this definition, namely, giving service from a wider base than that supplied by one's own organization, the more profound purpose lies in furthering the spirit of cooperation and in bringing the library as an institution to the attention of a larger circle of potential users. In applying to these "supplementary contacts," therefore, it is essential to remember that in making a request the librarian is creating an impression of his organization and his profession.

Before discussing methods or techniques of utilizing this source it may be well to recall the types of contacts utilized:
1. There are individuals, specialists in a given field, who may be engaged in research or who may be holding administrative positions in a corporation or in the government.
2. There are corporations or divisions of corporations. Examples of this sort are manufacturers of products in which the company is interested, printers or publishers, banks, brokers, advertising agencies, and company divisions, as the personnel, sales, or production.
3. Research organizations, which may be those connected with universities, such as bureaus of business research, social science research councils, bureaus of industrial relations or government research, those serving a government department, or independent organizations, such as the National Bureau of Economic Research, Twentieth Century Fund, or the Rockefeller Institute for Medical Research.
4. Governmental bodies, Federal, as the Securities and Exchange Commission, Bureau of Labor Statistics, Treasury; or State, as the insurance or tax commissions; or City, as the comptroller's office, transit bureau, department of health.
5. Trade associations: the national, as the National Association of Manufacturers, American Petroleum Industries Committee, National Foreign Trade Council, or local and state better business bureaus, and chambers of commerce under which may be placed also the boards of trade.
6. Professional associations, including the library, as Special Libraries Association, the National Association of Cost Accountants, American Geographical Society of New York and others.
7. Foundations, as Rockefeller, Sloan, Carnegie.

Preliminary also to a study of techniques or devices some general considerations are to be kept in mind. The first is that the relations established should be cooperative. One should be able to supply materials or give service to those from whom he seeks aid. Sometimes it is hard to see how one can reciprocate, but if there is an expressed or implied willingness, the way is left open for further contact.

The second consideration is that there should be a thorough and systematic search of sources at hand before outside help is requested. By employing as nearly scientific procedure as possible, one can avoid the embarrassment of being told that the answer may be found in some publication he has in his library, or of imposing vague or ill-formed questions on the individual to whom application is made. All this implies a knowledge of the exact nature, importance, and purpose of the request originally made of the librarian which is a requisite of effective reference service.

A third consideration is that of arranging adequately for use of outside sources. Although a good memory is highly important in this type of reference service, it is chiefly valuable in supplementing organized records, such as special indexes, finding lists, directories, and the like. These pre-suppose, of course, systematic survey or study of other libraries and pertinent groups or individuals. Unless there is basic organization of devices for discovering outside sources, and of procedures in using those sources, fullest advantage of the opportunities offered cannot be taken.

Techniques in using outside sources are essentially the same as those in any search. The same questions must be asked: Which of the types of agencies mentioned above would be most concerned with the data or information desired from the administrative, regulatory, promotional, or research angle? A knowledge of those agencies gained by study of their work and personnel, or by consultation of descriptive notices in directories or lists is essential here. Notes made on cards in a special "where to find it" file, or in the card catalog are helpful aids to memory. Is the source reliable? How was the data collected? What is the probable bias? And how representative and how complete are they? Here also a knowledge of activities and personnel is useful in evaluating information thus obtained.

Freedom to consult all the private or membership agencies is obviously not available to all libraries; hence access must be had through company or individual memberships, or subscriptions, through personal contacts of the librarian or of other members of the organization.

Admitting that a bibliography made about aids or tools for assisting one in discovering and using supplementary sources would have to be detailed and frequently qualified, one may, however, mention some of the principal types that are serviceable in discovering and obtaining information about agencies.*

* Marion L. Hatch, Business Branch, Carnegie Library, Pittsburgh, was the third speaker in this group. It is true in all cases of a business branch of the public library that the city has made an investment in information for the business man, and only by adequate contacts between business men and the business library can that investment pay full return. A business branch of the public library, although it has a specialized collection and purpose, is, however, a public library and must serve the community as a whole. This community consists of the business men and women of the entire city with all their varied vocations, interests and demands.

In my own experience the first contact for a business branch should be with the special libraries of the community. The special librarian can be of the greatest assistance to the public business librarian. She can often be the final word on many subjects. She can supply unusual subjects and unusual material on her subject. She can aid in building up the public business branch collection and she can supplement from her own resources the business branch collection.

On the other side, the business branch has much to offer the special librarian. It can provide a much larger and more varied book collection and can become the channel through which the unlimited resources of the central public library are placed at the command of the special librarian. The business branch has in its collection many items which do not fall within the scope of the special library. It can serve as a depository for periodicals. It can loan uncataloged material and

* Due to lack of space this Bibliography is available in the Headquarters in New York.
make its reference rules very flexible. It can become the clearing house for business information.

Therefore, the business branch librarian should find out what special libraries exist in her community and become familiar with the scope of their collections. She must establish a status of 100 per cent cooperation with their librarians.

The Chamber of Commerce or Board of Trade in your community provides another contact which may be widespread in its influence. Become acquainted personally with the men in these organizations. Be familiar with any projects which they may be planning and offer the services of your library. Frequent visits to these organizations make for better relations and keep the library continually before them. Local government bureaus and agencies both Federal and State make another excellent point of contact. It is imperative that the business branch librarian understand their purpose and resources.

In a community where there is no established municipal reference library, the business branch often must give some service to the many city departments and officials. However, regardless of the extent to which your municipal collection can be developed, the business branch librarian must be familiar with the numerous city departments and she must make them conscious of this specialized collection which can be made so accessible to them.

Newspapers constitute a most valuable contact for business branch publicity, and no amount of time and effort should be overlooked in the establishment of perfect relations with them. Whenever possible, become personally acquainted with the city and financial editors. Try to persuade them to visit your library, then show them your collection and point out its possibilities. Attempt general news articles about the business branch from time to time. Secure some regular weekly publicity such as book review column, bibliographies on business subjects and so forth. And above all, do not neglect to contact the Research Departments of your local newspapers. The material which they compile is invaluable and it is wise for the business branch librarian to know what these departments are doing, to know their personnel, and to offer library service to them when they need it.

In the same manner become familiar with the local magazines and house organs published in your community. Their editors will welcome library news, book reviews and lists. Trade associations are doing splendid work and your community is sure to have some. Visit them in person and find out what your library can do for them. Whenever time permits attend some of the convention meetings in your city. Work up exhibits showing the scope of your business library service, compile book lists for distribution.

Provide service to individual companies through personal visits, distribution of leaflets describing your library service, display signs placed at vantage points within the offices. The development of a good mailing list makes desirable contacts. Build up this list by interests or occupational needs as shown to you through your registration files or from demands which come over your desk. Analyze some of the companies in your business community and compile a list of 100 or more to receive regularly notices of new books added to your collection. Use the individual list, also, for notices of new books in some special field which may interest a few. A library bulletin is splendid but unfortunately it requires more time than many of us can obtain. An occasional bulletin might prove valuable. Book lists and special announcements distributed widely are valuable contacts. Contact the professors of business courses in your local colleges and universities. They are always grateful for the service which you can offer.

Use the Branch library as a meeting place for business groups. This is an excellent method of spreading knowledge of your location and collection. While all these methods of contact are valuable, it is the individual efforts made by your staff, their ability and desire to be of service, which in the final analysis, makes your library known to the community. Without this alert, efficient cooperation within the library itself no amount of outside contacts can produce results indefinitely.

The last speaker in this division was Mary M. Wells, National Safety Council, Chicago. She gave the following talk.

Any discussion on the use of supplementary contacts should be most interesting to us, as special librarians, for these contacts are something that we cannot do without. Hardly a day passes that does not see us reaching out for additional help and it behooves us to watch alertly for any new sources of data which will supplement our own collections.

We should become familiar with sources of information in our own communities first and then with those in farther fields. It is here that our affiliation with the Special Libraries Association becomes a definite asset. We might liken it to belonging to a fraternal order — for to be a fellow member in S.L.A. is to know the password that opens the door to surprising quantities of information. Our membership covers such a variety of libraries that very quickly we are able to find someone who can supply that elusive bit of information which we need.

In addition there are Chambers of Commerce, trade associations, bureaus of federal and local government and similar organizations. One of the best ways to become acquainted with these is to call on them in person and to meet those in charge. It has borne out the statement once made in Special Libraries that "Someone who knows you will go to considerably more trouble to help you than will someone who never heard of your name." We may not have much time to make these personal contacts but we would find it time well invested.
Another method of building up these contacts is to know the publications of the trade associations and of the many other organizations which disseminate literature pertaining to our specialized fields. Few of us have space to keep all of this information but if we know they are available and where they can be obtained much time can be saved.

Now as to a few specific instances where contacts have been made which have helped us in a time of need. In Chicago we are indeed fortunate to have within reach several excellent reference libraries without which our work would be much more difficult. First, we have the Civics and Documents Room of the Chicago Public Library, which needs no further explanation than to say that it is a boon to special librarians. Second, the John Crerar Library which specializes in the sciences is always ready to be of assistance as is the Newberry Library, covering the fields of history, literature, philology, music, and genealogy.

Another source of information is found in the Reference Rooms of the local newspapers. We endeavor to keep our news clippings file up-to-date but no matter how thorough we may be, too frequently some one asks for an item which we do not have! The Bureau of Foreign and Domestic Commerce maintains a branch office in Chicago and we have found the staff ever ready to be of service to us. Others probably have experienced the same predicament that we find ourselves in occasionally. A copy of some new act of Congress is wanted at once and the copy that we have ordered has not been received. The Commerce Clearing House has a service which is a great convenience at such a time for they can provide us with copies of new bills — with a service charge, of course, but it is a service worth a charge.

There is another service available to Chicago libraries, the R. L. Polk and Company, publishers of directories of all kinds, who maintain a library of city, county and state directories. Bank librarians know the many times that we are called upon to supply information regarding individuals — both as to business affiliations and personal interests. The Polk directory library has been a life saver more than once.

More often it is a question that is entirely outside of our own field that baffles us completely. When faced with such a problem have you ever tried the Classified Telephone directory? Many times it has suggested clues where information could be obtained.

The vital subject of Public Relations was the third topic to which the afternoon's meeting was devoted. It was developed under the heading, Relating Business Library Service to the Community. Gladys J. Driver, Business and Industrial Department, Public Library, South Bend, Indiana, was the first speaker.

III Relating Business Library Service to the Community

In developing a Business Library one must keep in mind, continually, the reasons for its organization. A Business Library is organized to furnish the business men and women in the community with up-to-date business methods, and statistics, with which to carry on their work successfully.

With these facts in mind the business librarian surveys the community. First, what are its natural resources? Is it located on a large enough body of water for boating, fishing or shipping or is it many miles inland? Are there mines near, if so, what do they mine? Are there active oil wells and natural gas? Is the land tillable or is it covered with forests, rocks or grass for pasture? Of course, many people are interested in these subjects but they will not need books with which to acquire a working knowledge of the subject unless the resources in the community require it.

What are the artificial resources in the community? Is it an industrial city with many factories? If so, what products do they make? Do these factories maintain a business library to supply the needs of their executives, bookkeepers and engineers? What kind of transportation is available?

Will the schools in the community need the service of the Business Library to supplement their library? Can the library depend on the Chamber of Commerce to furnish some of the information which the business men need? Are there other Business Libraries in the city, such as those of banks, insurance companies, utility companies, etc.?

Even the characteristics of the people in a community may affect the service in a Business Library. For example, a small city in an adjoining state is so thinly populated with a nationality who do not believe in investing in insurance that it would be useless to build up this subject in the library. One survey is not enough. A business librarian must continually keep a watchful eye on the community. A new factory, wholesale or retail store may locate there. Some will surely want to know about the new company; how to run the machinery in it or its accounting department. An airport may locate nearby. Immediately, greater interest will be shown in air transportation, flying and airplane maintenance.

Of course, we cannot separate the community from the rest of the world. Since business is affected by new inventions, fair trade laws, labor laws, taxes, international relations and in many other ways, the business librarian must continually watch for economic and business developments which will affect the community and the needs of the people. To have all this information in a form readily accessible is certainly a service to the community but we must go a step further. Through publicity the residents should be informed of the services in their Business Library.

Next Nora A. Shreve, Lincoln National Life Insurance Company, Fort Wayne, Indiana, presented the following talk.

With your permission I will restate the subject. Let us call it: "Public relations, good will, and the
special library." We hear a great deal these days about "Public Relations." Those of you who are familiar with the insurance set-up know that this subject is considered so important that they have organized a movement, "The Life Insurance Institute," for the sole purpose of improving the public relations between the public and the insurance company. Mr. Holgar Johnson has been selected to direct the movement. In view of the importance attached to public relations, the subject resolves itself into a question of how to promote good will between the business and the public — in my case, between the insurance company and the public.

Some companies have "public relations" departments. Their function is to see that all information concerning the business is accurate. In an insurance company the librarian fits into the functions of a public relations department. Public relations determine the amount of good will existing between the community and the business, whether it is an insurance library or some other business library.

The librarian in an insurance office should welcome every opportunity afforded her to furnish any information that anyone in the community may request. The Lincoln National Life Insurance Company of Fort Wayne, Indiana, is the recognized source of life insurance information. People either call us on the telephone for information, or come to the Library to see what they can find out. This we consider an opportunity to improve public relations and create good will. Needless to say, we always exert every effort to satisfy the inquirer. All of these inquiries give the librarian an opportunity to render a service. Our willingness to impart information helps to keep our company in the light of favorable publicity.

There is another way in which the librarian can perhaps influence the public, making them insurance-minded, and that is through the employees of the company. The up-and-coming librarian sees to it that her co-workers are aware of the importance of insurance to the public, and thus the insurance message is passed on to their friends — the public.

Every opportunity to call attention to the life insurance story should be welcomed by the conscientious and aggressive librarian. Anything that brings the company before the public in a favorable way is something to be fostered, or nourished, with a great deal of care. So let us be more than willing to give assistance to the community where we happen to be located. Indeed the librarian in an insurance company should strive to make her library a center of insurance information.

Kathryn Peoples Stutsman, Carnegie-Illinois Steel Corporation, Pittsburgh, summarized the speeches of this division of the symposium.

THIRD SESSION

The third session of the Public Business Librarians Group was a joint luncheon held with the Commerce Group on Thursday, June 6th, at 1 p.m. at Canary Cottage. Dorothy H. Hughes, Business Department, Public Library, Peoria, Illinois, presided. After a most enjoyable luncheon the Group adjourned for the regular business meeting.

The following slate of officers was elected for the coming year:

Rose L. Vormelker, Librarian, Business Information Bureau, Cleveland Public Library, Chairman.
Marion L. Hatch, Librarian, Business Branch, Carnegie Library of Pittsburgh, Vice-Chairman.
Gladys J. Driver, Assistant Librarian, Business and Industrial Department, South Bend Public Library, Secretary-Treasurer.

The Science-Technology Group

FIRST SESSION

A get-together luncheon of the Science-Technology Group was held on Tuesday, June 4th, in the Claypool Hotel. This was followed by a meeting with Ross C. Cibella, Group Chairman, presiding. After a few preliminary remarks, Mr. Cibella introduced the speaker, Dr. E. J. Crane, Editor of Chemical Abstracts, who gave a paper on:

The Abstracting and Indexing of Scientific and Technical Literature

Words are the working material of the abstractor and the indexer. With words they build compact, useful structures. Words are not like bricks. They are more like pieces in an infinite series of intricate jigsaw puzzles. The imparting of information and ideas by the enunciation or writing of words and sentences is a complicated procedure. The abstractor and the indexer have a special problem in the use of words because of the necessity of brevity. They must build effectively without the use of decoration. The users of abstracts want meat without parsley or trimmings.

The necessity for brevity greatly increases the problem of making words serve for clear expression and effective recording. A single word is likely to have many meanings and a single substance may have several names. A word standing alone, therefore, usually is a pretty indefinite symbol and the scientist, who is interested in exactness, requires definiteness of expression. A word placed in a sentence is more apt to have exact meaning, but ambiguity is a frequent characteristic of sentences. The exact translation of a single sentence isolated from the surrounding discussion and descriptions of a paper is often impossible. In an abstract the surrounding sentences should serve to give exact meaning to all of the words in all of the

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sentences, but this is more difficult to accomplish than when one has the more or less unlimited leeway of a paper or of discussion. This is a viewpoint which abstractors, and still more often indexers, frequently overlook, probably because of a tendency to take for granted capability in the use of words, since their use started so early and is practiced so universally by all.

Only about thirty of the more than one thousand known languages are of interest in science and technology. Thirty languages, however, are enough to complicate tremendously the exact use of words by abstractors and indexers interested in world literature.

In his use of fewer words the abstractor is the pioneer today of a more or less general tendency in published communication. Magazines which use fewer words by condensation, such as the Reader's Digest, are succeeding. Others are using fewer words by substituting pictures and are popular. Life is an example. Novelists often seem to be immune to this tendency. At least I thought so after reading 900 pages to learn what had gone with the wind.

An abstract is that which comprises or concentrates in itself the essential qualities of a larger thing or of several things. The operation of concentration in abstract making should be carried as far as is consistent with clarity and the provision of information which is considered essential. The purpose of an abstract or series of abstracts will, of course, influence the decision as to what is essential. For most purposes informational abstracts are better than descriptive abstracts. By this it is meant that abstracts which give the more important results and conclusions of a study are usually preferred by readers over abstracts which merely tell what information can be obtained by reference to the original material being covered. Often an informational abstract needs to be little longer than a descriptive abstract.

Some so-called abstracts are little more than a collection of subtitles. They are not worthy of the name.

A good abstract is complete, clear, accurate, precise and reasonably brief. In it all information not transcribed is completely and precisely described.

Completeness requires inclusion or specific reference to every measurement, observation, method, apparatus, suggestion and theory which is presented in a paper as being new and of value in itself. For the chemist this means the reporting of all new compounds and all elements, compounds and other substances for which new data are given.

Adequate precision is a factor in completeness. Reference to data should be so specific and precise that there will be small chance that the user of the abstract will be misled into thinking that the paper contains the particular information he wants when it does not, or vice versa.

Usually the general nature of a paper will be clear from the title or from the abstract without inclusion of a characterizing word, phrase or sentence to disclose this, as the average paper reporting the results of original investigation. Often also the author’s purpose in his work is clear without special comment. However, if the general nature of a paper is not obvious or, if there is a formulated broader purpose of the author which cannot be inferred from the title or from the results reported, the abstract should provide such information.

Clearness and accuracy depend usually on the use of the right words properly assembled and accompanied by correct punctuation. To use the right words in abstracting science and technology, the abstractor often has to have a better knowledge of scientific and technical nomenclature than the author himself displays. Either through carelessness or through a lack of knowledge, authors are frequently inexact in the reporting of results acquired by exact work in the laboratory, as disclosed by their use of inadequate or incorrect nomenclature. Chemical Abstracts must describe and index about 25,000 new chemical compounds annually. These compounds must be given systematic, definitely descriptive names, often with inadequate help from authors.

The use of complete sentences, with a tendency to keep the sentences short, helps to keep abstracts clear. Abstracts which read like notes jotted down are apt to be difficult to follow. An abstract is not an outline.

The length of satisfactory abstracts varies widely. This length is by no means proportional to the lengths and degrees of importance of the papers being covered. Much depends on the nature of the material being abstracted. A single brief sentence may adequately report a very important investigation which required many pages for the original paper. On the other hand, a relatively unimportant paper containing data on a large number of substances may require a long abstract for adequate reporting. There is an entirely adequate abstract in Chemical Abstracts consisting of the word “Yes” following the title, which is in the form of a question. Brevity is a virtue in itself in abstracts, part of the purpose, but abstractors should be careful not to sacrifice clearness or completeness and should not resort to descriptive statements alone for the sake of brevity.

Much that has been said about adequate abstracts could be clearly summarized to the experienced indexer by saying that abstracts should be complete from the indexing point of view.

Librarians no doubt find it necessary at times to attempt to abstract papers of a more or less specialized nature with the realization that they are not thoroughly enough familiar with the subject to do an efficient job. Chemical Abstracts attempts to avoid such situations by maintaining a large staff of abstractors and by making abstracting assignments fit the special interests and special qualifications of the various abstractors. When necessity requires such uninformed abstracting attempts, perhaps the safest procedure is to make a special effort to report the author’s purpose and then to write a brief descriptive abstract requiring the user of the abstract to read the original paper, if at
all interested. Authors often make poor abstracts from a lack of understanding how to abstract, and well-trained abstractors sometimes do likewise through a miscomprehension of the author's meaning.

Abstractors for Chemical Abstracts are guided by a 29-page booklet of "Directions." These directions outline and discuss 138 rules. Much of this instructional material has to do with forms and nomenclature.

Indexing, like abstracting, is both a science and an art. Still more than abstracting, satisfactory indexing requires an understanding of that which is being indexed. Indexing also requires a pretty good general knowledge of the field into which the subject matters fits and in which it has significance. Furthermore, training and experience are needed in indexing technique. Existing published abstracts are on the whole better in my belief than are existing indexes. The indexing of books and the like is often attempted with the belief that all one needs for the making of a satisfactory index is an understanding of the subject matter of a publication.

There are, of course, various kinds of indexes. Except for a word or two about author indexes, the discussion here will be restricted to subject indexes.

The compilation of author indexes is a relatively simple operation, but not nearly so simple as one might expect. It is difficult to avoid scattering in author indexes because of transliteration variations with Russian, Japanese and Chinese names and because of the strong tendency to make copying mistakes in the spellings or initials of names. Any word the spelling of which is not common knowledge is a bad copying risk. On the other hand, it is difficult to avoid false grouping because of the surprising frequency with which authors with the same surname and identical initials are encountered. As an example I cite the fact that the Third Decennial Index to Chemical Abstracts contains 304 entries under one or another of the following names, many of which were originally signed merely H. Fischer:

H. Fischer ¹
Hans Fischer
Harry Fischer
Heinrich Fischer
Helmuth Fischer

Herbert Fischer
Herm. Fischer ²
Hermann Fischer
Hugo Fischer ³

The preparation of index entries for an abstract or a paper is in some respects like the librarian's task of cataloguing. The making of proper subject cards in cataloguing is no doubt a difficult part of the task. An adequate subject index is essential to the effective use of any considerable collection of abstracts. Chemical Abstracts considers it worthwhile to devote more attention to subject indexing than to any other feature in production.

The lack of good subject indexes is the greatest weakness in scientific and technical literature. Many who attempt indexing lack the necessary qualifications. In addition to a knowledge of the subject matter and a considerable acquaintance with the whole branch of knowledge involved, as well as familiarity with the principles and practices of indexing, the satisfactory indexer must have certain general qualifications. These qualifications are good taste, good judgment and a habit of conciseness and of liberal and comprehensive thought. The best indexers have a sort of instinctive indexing sense.

Earlier in this paper I referred to words as the working material of abstractors and indexers. A good subject index is made up of words, but it is not an index of words. Many so-called subject indexes are little more than alphabeted lists of the principal nouns in the titles of the literature being indexed. Such indexes are hopeless, for the naturally unsystematic and unstandardized words used by a great variety of authors cannot be fitted together to serve as an effective key for a systematic search. Building a word index is easy, but it is like building a house blindfolded from a great variety of mixed-up building materials with no plan in mind and then forgetting to put in windows and doors. Word indexing leads to scattering, omissions and unnecessary entries.

These faults can be remedied, if the subject indexer will think in terms of subjects and not allow words to control him. Then he can produce a useful key if he will take precautions to be systematic in making entries according to subjects and to provide an ample supply of cross references in recognition of the difficulties confronting both the indexer and the index user because of the indefiniteness and multiplicity of words with like or similar meanings.

In deciding on subject entries to be made for an abstract or paper, many factors need to be taken into consideration. Among these are the author's purpose, his point of view, the new data reported, new or modified methods and apparatus used in obtaining these data, significant relations brought out, as between color and chemical constitution in a chemical study of dyes, theories formulated, new substances prepared, suggested or likely uses for new substances, as in indexing patents, possibilities for the utilization of material, as certain so-called waste material, desirable groupings based on properties, processes or operations and effects such as industrial poisoning.

An illustration of what is meant by point of view in indexing is provided by studies involving chemical reactions. All of the substances involved in a chemical reaction may be significant subjects, as in a study of the mechanism of a certain equilibrium reaction. None of the substances per se may be significant subjects requiring entry, as in the use of a reaction for some purpose, as an analytical one, in which the reacting substances are really merely reagents of no general interest. Only the product of a chemical reaction may be the subject, as in a study of the manufacture of a chemical product from common starting materials. The starting material

² Not the same author as Hermann Fischer.
³ Fischer gets spelled Fisher sometimes, too.
may be an additional significant subject in an industrial reaction, if it is unusual or there is involved a question of the utilization of some mineral or waste product. The starting material may be the only significant substance, as in a reaction for the elimination of a noxious by-product.

Some abstracts or papers may properly be indexed with only a single entry, but in most cases several entries are required. Sometimes a very large number of entries may be necessary, as when new information is given concerning a long list of enumerated substances.

Extensive records based merely on card files, one abstract to the file, seem inadequate to me no matter how carefully the cards may be classified. The weakness of such a system of recording information lies in the fact that very few units (abstracts of papers or patents) deal with a single subject. The repeating of abstracts for further subjects is cumbersome. The use of many cross-reference cards helps considerably in solving the problem, but a thorough subject index to serve as a key seems to me to be the only complete solution.

I could go on from here to discuss accuracy in subject indexes, the relation of completeness to purpose and point of view, the inadequacy of titles as a basis for subject indexing, the writing of modifications (phrases which modify headings or rubrics), the arrangement of entries, printing forms, the various types of cross references (cross references play a very important role in a good subject index), the movement from general to specific subjects and the relation of the purpose and field of the material being indexed to the kind of index suitably made. Perhaps it will be better here, however, merely to mention these phases of the subject indexing problem with the thought that there may be an opportunity during the discussion period to deal briefly with them. To discuss these details effectively would be too long a story for the present circumstance.

Language is taken for granted. We learn it very young and we use it every day, often overuse it, as for example in public speaking. We usually assume that we know exactly what we mean and that listeners or readers will understand us. Abstract words (no pun intended) in particular are used frequently without the user’s knowing definitely what he means. Words are abstractions themselves, never the event. Nevertheless, it is common practice to identify words with things. Even for common things there is a tendency to identify the label with the thing labeled, which gives a spurious validity to the word. Stuart Chase cites an illustration the child’s remark, “Pigs are rightly named, since they are such dirty animals.”

Science is often said to have made headway more rapidly than have philosophy, sociology, politics and economics. If this be true, I think the reason lies in part in the resort by science to mathematics, formulas, such as those used in chemistry, and other modes of expression more definite than the use of words. Did you ever find yourself making little headway in the reading of philosophy because of its endless combinations of abstract words? Dictionaries define words with words and when a simple word like “get” has 83 variant meanings, how can one expect to build abstracts and indexes effectively with nothing to work with but words? As a matter of fact, how can one expect to make an address on abstracting and indexing with nothing to work with but words?

I shall now stop deriding words. We have them to work with and we have to work with them. In spite of all their limitations, they are very useful. The progress of science and technology depends on them as the means of communication. I have emphasized the limitations of words in the belief that the realization of these limitations is essential to the best use of words in abstracting and indexing. When language is no longer taken for granted it is used with greater wariness. The importance of good scientific nomenclature, now somewhat neglected, is better realized. Words can be given definite meaning. “Sodium chloride” means one thing only, but “salt,” sometimes used in so-called scientific papers to mean sodium chloride, is far from definite.

The abstracter must express himself in few words. He is under special necessity therefore of selecting words carefully and of using clear combinations of them.

The indexer must use even fewer words and do so without the help of that continuity which is possible in the use of sentences and groups of sentences, as in a paragraph or an abstract. To bring into his completed product the consistency essential to a truly serviceable index, he must marshal a vast array of words in such a manner as to keep like units together, maintain effective cross-reference communication and keep the whole a closely knit, well-integrated organization ready for any and all kinds of attacks.

After the presentation of Dr. Crane’s paper, Professor Melvin G. Mellon, Purdue University, author of Chemical Publications, was introduced by Miss Heiss, local representative of the Group. Professor Mellon said he had not come to make a speech but there were a few questions he would like to ask Dr. Crane and the Group regarding the difficulties in dealing with chemical literature.

Mellon: What is the place and importance of author abstracts presumably written by the author?

Crane: They are useful, desirable adjuncts to papers. However, not all authors are good abstractors, as they frequently miss the point.

Mrs. MacDonald: What guides do you use in deciding on new subject headings? The number of articles on that subject?

Crane: No. There may be only a single entry on that subject.

Unidentified number: How do you decide on the use of new terms?

Crane: We try to put the article under the subject heading where most people will look first.
Unidentified member: Has Chemical Abstracts ever considered abstracting dissertations?
Craze: That is a hard problem. Material appearing in dissertations or theses usually appears later in published form. Dissertations are not good references. Ordinarily, they are not well written, although sometimes they are valuable. Chemical Abstracts does not abstract them.

Mellow: I am interested in company abstracting services issued to individuals within a company. What do you not find in the abstracting services that leads the librarian to do it?

Unidentified member: Additional angle on the purpose of the article.

Miss Cole: Company abstracts are timely, quicker than the abstracting services.

Mrs. Macdonald: They are more specific for the company concerned.

Cable: The Rubber section in Chemical Abstracts might serve as an example. Certain references are given in great detail, others are not. My library abstracts disclose more specifically the contents of many articles.

Cisella: Company abstracts bring all material of interest together in the company bulletin.

Mellow: What should be the qualifications of those going into abstracting? Do they need library training in addition to chemical training? Will someone who has had library training or chemical training catch the significance of a development on the borderline of chemistry and physics?

Unidentified member: If the librarian knows the interests of the company, the librarian will catch it.

Mellow: Do abstractors use the abstract as the basis for the index?
Craze: That is essentially true, but often the indexer refers to the full article.

Mellow: In chemical writing, often there is either too much title or an inadequate title. Should it not be concise, definite?
Craze: Indexers do not depend on the title for indexing.

Unidentified member: What is the procedure for indexing patents?
Craze: No different from indexing articles. Applications are often good subject headings for patents.

Unidentified member: Often the name of the inventor of a German patent does not appear on the patent. Does Chemical Abstracts attempt to secure the inventor's name?
Craze: Not unless it appears in the patent. Foreign patents can be issued to corporations, but U. S. patents are issued to individuals.

Professor Mellon stimulated discussion on the advantages of three things: (1) routing of magazines, (2) abstracting of articles, and (3) microfilms.

SECOND SESSION

The Chemical Section of the Science-Technology Group was held June 5th, in the Lecture Room, Science Hall of the Eli Lilly and Company, Thelma R. Reinberg presiding. After a few words of welcome, Miss Reinberg introduced Dr. J. A. Leighty of the Lilly Research Laboratories who spoke on:

What the Research Worker Expects of the Librarian

I hope that my listeners will keep two things in mind. First, I am not a librarian, and second, I should feel much more at ease talking about the sex hormones, which happens to be my particular field of work. However, I am glad to bring before this group my views, together with those of my colleagues, on what the research worker expects of the special librarian.

After consenting to this talk, I was informed that there would be discussion following it. Therefore, since I shall probably be questioned thoroughly, I may as well make it provocative.

In many situations there are usually two solutions, namely, the ideal one, and the practical one. To me it is the same with respect to the special librarian. In my estimation the ideal special librarian should have all the characteristics of the practical one but should also be highly trained in his particular field. I might say it is a headache even for the research chemist, let alone the librarian, when it comes to reference work. My ideal librarian would be so well-trained in this field, that it would not be necessary for me often to have recourse to the library.

Since it is not often possible to secure the services of such a thoroughly trained person, one has to rely on, in lieu of a better term, the practical librarian.

Among other things, this special or practical librarian should consider her job that of serving the research worker. This certainly does not imply any idea of servitude. In a special library such as ours, or in the laboratory, the position of special librarian is the result of research work and not the creator of the research. Moreover this matter of service should be reciprocal. The research worker should aid the librarian in every way possible to make it easier for her to understand the situation.

The special librarian should be thorough and conscientious in reference work. It is just as important to the research worker to know what errors have been made in research as to know what has been done successfully. This can be illustrated by a reference to animal testing, where the new worker may make his first mistakes. This becomes increasingly true when there are large groups of animals to be injected with various substances. Occasionally inexplicable results may be obtained; investigation may bring to light the fact that now and then an injection had been missed. A simple explanation emphasizing the fact that accurate results are entirely dependent upon precision, accompanied by an interpretation of the error, leads to early development of a feeling of responsibility on the part of a new man. And so it is with the librarian. It is important for her to learn at once that in searching
through Chemical Abstracts, 1910 to date, that she cannot present results with confidence, if a single year has been skipped.

Naturally a special librarian should have common sense, but in addition in this type of special work the librarian should be able to separate the wheat from the chaff. For example, if I should want to find some recent work on the lactogenetic hormone of the anterior pituitary gland, I would not want a large number of references on lactation in general, or on the anterior pituitary gland about which several hundred articles have been published during the past five years. With the aid of the research worker, the special librarian should be able to pick out specifically only those references dealing with the lactogenetic hormone.

Perhaps it is superfluous to say, that the research worker expects the special librarian to know first of all library methods. I have known self-styled chemists who did not know chemistry. I suppose the same holds true in library work. It is said that the first premise of a good speaker is to be full of his subject and the same applies to any person who does his work well.

Besides knowing the general library methods, a special librarian should have training in the particular field in which he or she is working. This training is not a static thing, but like my own field, one which develops day by day as new compounds and procedures are developed.

While I do not expect the special librarian to make translations of foreign languages for me, I do think a reading knowledge of French and German is of importance in the chemical field. The principal American and foreign journals in chemistry and its related fields should be known as well as methods of abstracting these journals. Cross references should be more widely used, since so many new compounds are being discovered.

The special librarian should not be a stickler for rules. If she is, then the library rules should be made more elastic. The library facilities should be open twenty-four hours a day, seven days a week, in case any research worker should be working at odd hours and find it necessary to use these facilities. The library should be adequately described by wall charts, and various other devices, so that one can find the desired journal at these odd hours.

New books and journals received by the library day by day should be sent immediately to the proper individual for use. New technical books should be considered research tools as much as new pieces of apparatus, and should be kept in the individual research laboratories. If it is a question of assigning costs for these books, why not charge them to the research project just the way one would charge a beaker or anything else used in research?

The special librarian should be familiar with the United States patent system and should have a superficial knowledge of the chief foreign systems. At all times one copy of all important patents should be kept in the library. Classification of patents should be done by the individual research worker or a qualified assistant. The use of chemical abstracts in the finding of patents should be understood by the librarian.

If the special librarian is to maintain a circulating abstracting system for the laboratory, then an agreement should be reached, so that all concerned can profit by the system. For example, it would be well to have lists made out periodically which show the subjects each research worker is interested in at the time. In this way the system could be made more efficient than just to guess at what subjects the others were interested in.

At these times, when so many new materials, such as chemotherapeutic compounds, hormones, vitamins, and similar substances are being discovered and used, the Special librarian could prepare lists of the review articles containing good bibliographies on such substances. In this way a bibliography for any substance of importance would be easily available.

Lastly, there should be a close cooperation between the special librarian and the research worker. If the research worker will take a few minutes a week to discuss with the librarian the nature of the problems being investigated, and if the librarian will give that much time for such a discussion, then with such a mutual understanding, it should be much easier for both to do the jobs to which they are assigned.

Following Dr. Leighty's talk, Miss Reinberg introduced Dr. Else L. Schulte, Librarian, Proctor and Gamble Company, Ivorydale, Ohio, as the Discussion Leader.

Cable: In our library we expedite the circulation of current magazines by mimeographing a list of those individuals who wish to see certain magazines—using perforated paper. As each person uses the magazine he crosses off his name, tears off the slip which is returned to the library, and the magazine continues on to the next person on the list. There is a record book kept in the library, thus the librarian knows where the magazine at all times.

Goff: Our men prefer to see the magazine or have an abstract bulletin circulated to them.

Cabelia: Individuals in our company keep magazines too long. Now we keep magazines in the library and issue abstracts once a week.

Macdonald: We send magazines out with a return date on them—three days is the limit, and ask the men to return them.

Cable: We used this method for a number of years and it required constant clerical work. This represents 2,000 movements, going from the library to the individuals and back again.

Macdonald: We timed work spent on our circulation records and found that the stenographer spends approximately two hours a day checking them. Management feels the two hours are well spent because magazines can be located very easily.

Dorn: In the library of the Detroit Edison Company
each periodical is charged out to one man and returned to the library. Two clerks work on the circulation all the time. Individual subscriptions were stopped and the circulation system used. The periodical finishes its circulation in about a month or six weeks. We subscribe for one periodical for every ten men who wish to see the same periodical. The name of the man holding up the magazine is placed on the bottom of the list.

**Question (Dr. Schulze):** Do you think that an abstract bulletin issued periodically by the library is of sufficient value to justify the time needed to prepare it, or are the published abstract bulletins — Chemical Abstracts, et cetera — sufficient for this need?

**Leighton:** Personally, I am perfectly well satisfied with the existing abstract journals.

**Another Answer:** We have 150 chemists and there are only three who regularly read Chemical Abstracts, and Biological Abstracts. Others read their own sections in the respective abstracts. Monthly research reports are a summary of work compiled during that month.

**Answer:** We have solved the problem by sending out slips of articles of interest to the various leaders, who in turn forward them to other chemists. The library keeps a journal eight days before circulating it.

**Question:** Do you think that the compilation of bibliographies, literature reports, et cetera, are better prepared by the librarian or by the research chemist with the assistance of the librarian?

**Leighton:** I personally believe it is much better for the research chemist to compile his own bibliography with the aid of the librarian, than depend entirely on the librarian.

**Question:** Do you like to use bibliofilm or microfilm?

**Leighton:** I have used them very little. Men do not care for them especially as they have to be read in one place. It is more satisfactory to have a photostat copy at hand.

**Cable:** We have microfilm service and an Argus reader. Microfilm copy is easier to file. If a person is seriously interested he will be willing to go to the library and read it. With the Argus reader you can make prints direct from the film.

**Cibella:** We have found microfilm valuable in securing copies for future reference.

Miss Reineberg next introduced Mrs. Grace Rigby Cameron, Louisiana State University, Baton Rouge, La., who discussed the "Subject Heading List for Chemistry Libraries."

**Cameron:** In compiling this list we have tried to give general headings only for industries. The sub-headings would have to be expanded by special libraries. We hope the list will prove of value as a basic list with the idea of a revision in about five years.

**Cibella:** This last year I have used the list and think it excellent. It should be workable in all libraries. My suggestion would be that we duplicate the list, and sell it to individual libraries both within and without our organization, with the understanding that it is not the finished product.

I move that we mimeograph this list with some corrections and sell it at cost, whether it be $1.00 or $1.50. (Second to the motion.)

It was unanimously voted to mimeograph this list and sell it at cost to members of the Science-Technology Group.

**Reineberg:** At the present time the mimeographing of this subject list completes the active projects of the Chemistry Section. Are there any new ones you wish to discuss?

**Cibella:** The numerical listing of patents in Chemical Abstracts has never been attempted because of cost and immensity of project. Mrs. Wallace started this project and has it completed from 1907 practically through 1932 with the exception of war times.

**Wallace:** I shall be glad to turn over this material to a committee to be checked. It includes all patent abstracts or references in Chemical Abstracts with the page listings.

**Reineberg:** If you have access to complete files of the U. S. Official Gazette this is not necessary for U. S. patents, but the numerical index is needed.

**Cable:** I should prefer to have the undertaking limited to U. S. patents.

**Cibella:** All patents should be included. The complete list would be useful to many research workers.

**Cable:** Why not publish U. S. patents first, then a second part later for foreign patents?

This motion was seconded and carried.

**Cibella:** Professor Mellon has asked us to consider the compilation of a "Select list of reference books for chemical libraries." Is this a worthwhile project? After some discussion it was decided that this project be dropped.

**THIRD SESSION**

The business meeting was called to order by the Chairman, Ross C. Cibella, who gave a brief summary of the year's activities of the Group. This was followed by committee and project reports.

**Manual Committee**

Mrs. Goff, Chairman of the Committee, reported that the Manual will be ready for printing this fall. Industrial libraries, chapters in each field are to bring out different points of management.

**Trade Name Index**

Mr. Cibella reported it is ready for publication.

**Group Directory**

Miss Hanlon reported that it was ready for distribution. It is arranged alphabetically by personnel, with organization and geographical indexes.

**Committee on the Need for a Central Depository for Scientific Papers**

Miss Pruden, Chairman, had written a report which was read by Miss Cole. Better contacts are realized by meeting of local chapters with local groups and
pooling the knowledge gained. Voted to make arrangements for a fall meeting together with other societies and associations for better understanding of the problem.

**Chemistry Section**

Miss Reinberg, Chairman. The subject heading list is ready to be issued in tentative form. Patent list — Chemical Abstracts list of patents — to be made to cover the years not given in Chemical Abstracts Index.

**Public Utilities**

Miss Mattson. There is no formal section. The Group meets for breakfast or lunch at the Conference. The suggestion was made to make an effort to increase P. U. membership.

**Trade Name Sources**

Miss Alice M. Amoss, Edgewood Arsenal, has published list of Trade Name Sources, 75 cents a copy. Not a competitor of Trade Name Index.

**Nomination Committee**

The Nominating Committee with Elsie L. Garvin, Chairman, reported the following slate for 1940-41:

Chairman, Dr. Donald E. Cable, U. S. Rubber Company, Passaic, N. J.

Vice Chairman, Miss Ruth Heiss, Indianapolis Public Library, Indianapolis, Ind.

Secretary, Charles E. Hamilton, Jr., Carbide and Carbon Corp.

The slate was carried unanimously.

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**The Social Science Group**

**FIRST SESSION**

The Social Science Group's get-together luncheon was held Tuesday, June 4th. The guest of honor was Mr. James Bennett Childs of the Library of Congress who spoke briefly on South American publications.

On Wednesday, June 5th, the group met for luncheon with the Biological Sciences Group at the James Whitcomb Riley Hospital for Children. Dr. Willis D. Gatch, Dean, Indiana School of Medicine in Indianapolis, welcomed the group and gave a short discourse on hospital architecture.

**SECOND SESSION**

After luncheon the groups adjourned to the Auditorium of the Medical Center. Isabel Towne, Chairman of the Social Science Group, presided.

The first speaker was Dr. Thurman B. Rice, Professor of Bacteriology and Public Health of the Indiana University School of Medicine, who gave a "Comprehensive View of Public Health of the Future," in which he stressed the importance of attaining the "ideal of longer life."

Miss Emma C. Puschner, Child Welfare Director, American Legion, Indianapolis, then told of what had been done and is being done for "Children in Democracy." She spoke of the Conferences on Child Welfare held every ten years in the White House and of the follow-up programs by State-wide organizations and interested individuals.

The last speaker to be introduced was Mr. Thomas G. Horton, Executive Secretary, Indiana Society for Mental Hygiene and Administrative Assistant of the Division of Medical Care, Indiana State Department of Public Welfare, who spoke on:

**Trends in Mental Hygiene**

Any discussion of mental hygiene is properly placed at some junction between biological science and social science, or at least at some point which unites the approach of those two scientific fields. The reason for this will, I trust, become clear as I talk. For the present, briefly stated, it may be said that mental hygiene emerged from psychology, and more particularly from that application of psychological principles that has come to be known by the name of psychiatry. In its developmental history, it has taken to itself social concepts, and in particular has dedicated itself to the end of achieving social welfare, so that the social implications of the field of mental hygiene carry it into the realm of mass well-being, whereas psychiatry still lingers over the treatment of the individual who is mentally ill or mentally disturbed.

Logically, I suppose, we should start with a definition of mental hygiene. But if we did this we would need to tag such definition and date it. In any relatively young movement (I hesitate to call mental hygiene a science) concepts are in a state of flux, and definitions which attempt to lay out the entire field fall by the wayside as the implications of new thought become more apparent. For that reason, the whole content of this paper is a discussion of the changes which have taken place in the definition of mental hygiene. Now by definition I do not mean some formal statement of the purpose or content of mental hygiene which has approached universal acceptance, for as yet there is no such universally accepted definition, but rather what aims or goals the mental hygiene movement has pursued at various stages of its history. To fulfill this end, it will be necessary to trace, at least roughly, something of the history of the mental hygiene movement. In tracing this history I shall attempt to stress what mental hygiene has meant at various stages of its development, and in doing so I trust I shall be pardoned if some of that history becomes a bit out of focus. It will be necessary, for the sake of simplicity, to treat this history as a straight-line development, like a modern highway which goes straight across the prairie, from city to city, devoid of artistic windings and interesting by-paths. This is, of course, a fiction. The history of no institution can be truly represented
by a straight line. But we can sometimes secure a
better grasp of a movement as a whole if we can ignore
changes which made no ultimate contribution to the
development of that movement. So we shall attempt
to secure such a bird’s-eye view of the mental hygiene
movement from which the deviations, wanderings and
lateral developments are eliminated.

Fifty years ago mental disease was really just be-
inning to be understood. This in spite of the fact that
as much as a century ago the United States had enough
men of vision working in this field to have erected
eighty asylums or hospitals for the insane, seven of
which were supported in whole or in part by state
funds. These nine institutions were founded upon
what has been called the “cult of curability.” In other
words, these institutions were founded upon the belief
(and I use the word “belief” advisedly) that mental
disease is first and foremost a disease and is curable.
Prior to this time insanity was regarded for the most
part as a mysterious affliction, remote in origin and
nature from all other disease. Oftentimes it had a
religious significance. It was an expression of the
wrath of God visited upon a too-avaricious family, or
upon the Godless, proof of which could often be found
in the religious character of the ravings of maniacs.

With such an auspicious beginning as nine new
institutions dedicated to a new conception and new
treatment of mental disease, half a century passed,
and that half century saw the labors of Dorothea
Dix. The history of this crusader is well-known that it needs no review here. By the time of her
death in 1887 twenty states, directly as the result of
her effort, had established or enlarged their mental
hospitals. This half century also saw the removal of
insane patients from county poor asylums and almshouses to state hospitals — specialized institutions
for the care of the mentally ill.

It is interesting to note in passing how difficult it
is for the public to grasp and act upon more than one
idea on a specific subject at one time. These new mental
hospitals, as I already pointed out, were founded upon
the “cult of curability.” Elaborate buildings were
built, the insane were adequately housed, they were
isolated from other unfortunate. But with the excep-
tion of a handful of men, who clung tenaciously to
the idea of cure, the moral reform which brought
about this change stopped short of treatment. Many
of the old methods of caring for the insane returned —
chains, strait-jackets and padded cells. The total
result was that by the turn of the twentieth century
the insane were housed in elaborate modern buildings
called “hospitals,” operated frequently by men who
had no scientific notions of mental disease, who re-
garded their task as custodial in character and their
function as that of caring for the animal needs of their
patients and of seeing they did little damage to them-

or perhaps, better crusader like Dorothea Dix, but a man
with scientific vision, who belonged to an entirely
different era. Clifford W. Beers was a young business
man who but a few years before had been graduated
from Yale. In 1900 he suffered a mental breakdown,
and for three years was confined in three different
mental hospitals in Connecticut. In all three institu-
tions he suffered the harsh and cruel treatment that
was all too frequently the lot of the insane in such
institutions. He was beaten mercilessly, choked and
spat upon by attendants. He was imprisoned for long
periods of time in padded cells and was placed in a
strait-jacket for as long, on one occasion, as twenty-
one consecutive nights. After a particularly bad experi-
ence he wrote on the wall of his room “God bless our
Home, which is Hell.”

The experiences which young Beers had undergone
were fairly typical of the treatment accorded the
insane in general at this time. It resulted not so much
from viciousness as from ignorance. With but few
exceptions the workers in these institutions, as well
as the general public, understood little about the
nature of mental illness. Insanity was still regarded
as a family disgrace and as a frightful visitation for
some evil or sin committed by the victim.

In spite of such treatment Clifford Beers recovered
and left the hospital with the avowed purpose of
bringing such abuses to an end. In 1908 he published
a book, which has since run through five revisions
and fifteen reprints and has been translated into many
foreign languages. This book described in vivid detail
the harrowing experiences through which he had
passed. With the publication of this book, A Mind
That Found Itself, the mental hygiene movement was
born.

Beers, however, did more than merely write a book
telling of his experiences. He threw his abundant
energy into the founding of the National Committee
for Mental Hygiene and remained the guiding spirit
of that organization, making it his life’s work, until
the mental hygiene movement attained international
scope.

I am convinced that when Beers adopted the name
Mental Hygiene for his movement he felt he had
invented a new term. If so, he was in error, for in 1862
Dr. Isaac Ray published a book under the title of
Mental Hygiene in which he discussed the origins
and nature of insanity as understood in his time. In
this book he presented a detailed program for the pre-
vention of mental disorders. So not only was the
terminology of Beers anticipated forty-five years be-
fore, but many of his ideas had previously been set
forth. The plain fact of the matter is that the public
was not prepared to receive such ideas and the earlier
book received scant notice.

It is only natural that a movement conceived as the
result of intense personal experiences, involving great
physical and mental suffering, should first of all take
the direction of ameliorating the lot of others who

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found themselves in like circumstances. If you will read over the prospectus prepared by Mr. Beers when he founded both the Connecticut Society for Mental Hygiene and the National Committee, you will find this recurring emphasis. The surprising thing about these documents is that into them crept another idea—that of prevention of mental illness. For example, in the Connecticut prospectus you will find this article: “The chief object of the Society for Mental Hygiene shall be the improvement of conditions among those actually insane and confined, and the protection of the mental health of the public at large.” Under another article you will find this: “A most important function of the Society will be the waging of an educative war against the prevailing ignorance regarding conditions and modes of living which tend to produce mental disorders. This common-sense prophylaxis—or work of prevention—will, in time, bring under control the now increasing population of our hospitals and asylums.”

Now the plain fact of the case is, that in spite of the breadth of vision of this prospectus and the declared aims of the movement, mental hygiene found it had bitten off a sizable chunk when it undertook to clean up the mental hospital situation. In the first twelve years of its existence the movement made no organized effort to enter the field of prevention, but confined its efforts to securing improvements in the treatment of mental hospital patients. This period may be marked off as one in which mental hygiene was defined (by activities of the various societies) as improvement in the services rendered by mental hospitals. Now lest this statement be misconstrued as representing a phase in the past history of the movement now superseded by other interests, let me hasten to add that not all mental hospitals have been reformed and hence mental hygiene societies have not quit this particular battle. All I am saying is this was the dominant, one might almost say, the sole interest, of the movement during this early period. Today all too many of our mental hospitals have changed but little; they have merely changed terms rather than changed methods of care. Today we talk of restraint and seclusion as methods of handling difficult and dangerous patients. The terms are much more polite; they sound more scientific and refined. Restraint is the use of mechanical means for limiting a patient’s movement. Such restraint in the past meant chains and strait-jackets. Today the same end is achieved by cuffs or belts and camisoles. Seclusion in the past meant a padded cell. Today although we have no padded cells, we take care to remove every article in the room which the patient might use to injure himself or others, sometimes even removing bed and bedding, and then leave the patient alone. This remains true in all but the best institutions in spite of over thirty years’ campaigning for more enlightened methods of handling mental patients. So long as this is true the crusade of mental hygiene against such methods cannot cease.

While such a crusade continues, mental hospital reform is not now the major objective of mental hygiene. The emphasis has definitely shifted to prevention of mental disease. If one would attempt to date the origin of this new emphasis one would have to fasten on to some policy expressed in tangible organization. We find such expression of policy in 1922 when the National Committee for Mental Hygiene, in cooperation with the Commonwealth Fund, launched a five-year demonstration program of child guidance clinics. Of course, the child guidance movement had a history all its own, beginning with the pioneer child-study experiments undertaken by American psychologists, but all that need concern us here is the merging of child guidance and mental hygiene. Some things had to happen to make this possible, so let us briefly review the experiment.

You will recall that I said a while ago, the new mental hospitals were built upon the “cult of curability.” However, at this time comparatively little was known about mental disease. Such a cult was largely the expression of a pious hope. Mental illness was looked upon as in some way the product of organic defect. So long as the disease was organic, biological causes had to be found before much could be undertaken in the way of prevention. This was the way medical science had progressed in the past. Very little was found, however, in the way of biological or physiological causes; so leaders in the field found it difficult to set forth a program of prevention.

In the latter part of last century there arose a rather unorthodox psychologist who had the temerity to assert that most, if not all, of the psychoses were functional in character rather than organic. Starting from this point of view he propounded some rather heretical doctrines concerning the motivation of human behavior. That man was Sigmund Freud. Now the part of Freud’s teachings of particular interest to us at the moment consists of two propositions, neither of which, I believe, is original with Freud, but merely the application. The first is that no human experience is ever forgotten; it is relegated to the unconscious, and hence early experiences, from birth on, vitally influence later behavior. The second is that personality disorders, which in their acute form are exhibited in the insanities, are the product of emotional conflicts and tensions growing out of the inability of the individual to reconcile the experiences latent in the unconscious with current experiences. Here we have a full-blown theory of insanity which makes insanity of a piece with minor eccentricities and maladjustments, as well as with normal mental life. What is more, it ties in the social environment as the source of these experiences and hence as the precipitating cause in mental disorders, as well as other forms of personality maladjustments. Freud was not widely read in this country for many years. His earliest works were not translated into English until 1913 and 1914. Because of the unorthodox manner in which he treated
the subject of sex, what will probably come to be regarded as his greatest contribution was ignored or not understood for some time. Yet here was just the theory mental hygiene needed before it could launch upon its campaign of prevention.

The idea behind the mental hygiene clinic, or the child guidance clinic, (these organizations have been known under many names) is that persons, particularly children, suffering from minor personality maladjustments should be given treatment by skilled professional persons so that the cause or causes of maladjustment could be diagnosed and removed and thus prevent a more complete breakdown. In other words, prevention is attained by treating the patient in the early stages of his disorder. Clinic teams are usually composed of a psychiatrist, a psychologist, and a psychiatric social worker so that all phases of the patients’ mental and social life may be explored. Notice how far away this conception is from the treatment of insane cases and the broad interpretation given to the notion of “disorder.” These clinics see all sorts of school problems, from truants to academic failures, from bad actors to the pathologically shy, from stammerers to those faced with reading disabilities. From outside the school come the delinquent, the spoiled child, the undisciplined and unruly. In short, these clinics treat children who, in their behavior, manifest social or anti-social tendencies. Thus social adjustment comes to be the criterion upon which is determined the presence or absence of personal emotional conflict.

Thus the clinic era, if we may term it such, is the period in which the mental hygiene movement launched upon a campaign of prevention and at the same time broadened the scope of its interest to include problems not even remotely concerned with psychoses. Note this, however, in this era some maladjustment had to be present before preventive treatment was applied. We are still in the realm of individual treatment here, which is the realm of the psychiatrist.

A third trend, however, remains to be discussed. Although inherent in the mental hygiene movement from the beginning, the development I am about to discuss is so new, relatively speaking, that it does not yet have a name. In fact, it is still somewhat nebulous. I have reference to the attempt at mass prevention, as contrasted with prevention through treatment of individuals. Let me illustrate the point. Medical science in the prevention of typhoid fever does not wait until a few individuals contract the disease and then treat them in the early stages, thus effecting a cure, nor does it merely inoculate these people against the disease. It goes further than that. Through a vigilant public health service it attempts to regulate and control all possible sources of contamination: water supply, milk supply, sewage disposal, et cetera. It attempts to destroy the germ by providing a healthful environment in which the individual may live. Comparably, the present trend in mental hygiene is an attempt to so regulate our social institutions that the individual may have a suitable social environment in which to develop a healthy mind. Now that is a very big order, and it has extremely wide ramifications. Yet, no true prevention can fall short of such a goal.

This expansion of the field of mental hygiene has one very important implication. In the past the preaching of mental health has been left pretty much in the hands of psychiatrists and psychologists. So long as efforts were confined to a critique of methods of treatment of the mentally ill or to the development of a clinic program, this was eminently satisfactory, for after all, these are persons trained in the science of the mind. But when the program proposes to reach out into every community and touch the lives of the mass of the people in this land, there just are not enough psychiatrists and psychologists to go around. Such a program has to envisage the utilization of the interested laity in whatever walk of life they may be found. That is exactly what is happening. Let me try to show you briefly how this is accomplished.

You will recall that I pointed out that efforts at prevention, or what now might better be put in positive terms and called mental health, were made possible when the notion of personality maladjustments was made current. We now know there are many agencies which contribute to the development of socially acceptable personalities. We recognize the home and parents as being among the most important. Others are the school, the church, the radio, the movies, the libraries, in short all the agencies which direct the emotions and shape ideas or attitudes. Many of those agencies are but little aware of the fact that they are the creators of personality and the wonder is that they have done as good a job as they have. Take the schools, for example; their task is still largely conceived in terms of training in the three R’s. To be sure, some embroidery is added, but by and large the fostering of the intellectual development of the child is their aim. Few teachers have any realization that whether they will or no, their contacts with the children influence the children’s emotional reaction just as much as it stimulates their intellectual response. This fact stands out clearly from our clinic experiences in the last few years. What has been said of the teachers goes double for the parents. Thus direction is being given to the building up of the whole personality, but direction, unfortunately, based on inadequate knowledge. You perhaps begin to see at what this latest trend in mental hygiene is aiming. It is a campaign designed to educate all those whose labs throw them into strategical positions with reference to moulding the personality of the young. The information it seeks to impart covers the highlights culled from experience concerning those situations favorable to mental health, with some danger spots marked to show what situations should be avoided.

This is mental hygiene today. You are going to hear more of it in years to come. The depression has
brought us many new problems in this field. The complexity of our machine culture adds to the difficulty of the task. The war will surely serve as a disturbing influence to mental health. The need for attacking this problem at its source becomes more apparent each day. Only by the broad dissemination of knowledge of the ways to achieve and maintain mental health can the aim of the mental hygiene movement be achieved. That aim is to develop happy, well-balanced, emotionally stable personalities.

THIRD SESSION

On Thursday, the Group held a luncheon at one o'clock which was followed by a business meeting. At this meeting special reports were presented.

Lucile Keck, Chairman of the Committee to revise the pamphlet, *Public Administration Libraries, a Manual of Practice,* reported that the work of revision was well under way and would probably be in the hands of the printer by November and would be issued early in December.

Constance Deal Adams, Chairman of the "Special Committee appointed to define Social Science," then gave her report as follows:

DEFINITION OF SOCIAL SCIENCES

The Special Committee appointed to define the term "social sciences" herewith presents its report to the Chairman of the Social Science Group of the Special Libraries Association. The Committee was made up of Maria C. Brice, Head, Department of Business and Economics, Enoch Pratt Free Library, Baltimore, Maryland; Mary Louise Beitel, Associate Librarian, Social Security Board Library, Washington, D. C.; Grace E. Weinraub, Assistant Librarian, Joint Reference Library, Chicago, Illinois; Mary Elizabeth Furbeck, Editor, *Public Affairs Information Service,* New York, N. Y., and the Chairman.

The compilation of a list of periodicals in the field of the social sciences having been suggested as a project to be undertaken by the Social Science Group, this Special Committee was charged with finding a definition which would serve as a "yardstick" for such a list.

Since it was impossible for this widely scattered committee to meet, its members responded by letter and each mentioned the *Encyclopedia of the Social Sciences* or the Social Science Research Council as the source of the definition submitted. Miss Furbeck and the chairman met with Miss Towner to go over the returns.

On behalf of the Committee, the Chairman submits the definition found in v. 1 of the *Encyclopedia of the Social Sciences* in Introduction 1: "What Are the Social Sciences?" by Professor E. R. A. Seligman. It is as follows: "The social sciences may . . . be defined as those mental or cultural sciences which deal with the activities of the individual as a member of a group. (p. 3, 2d paragraph, last sentence.) . . . They may be said to fall into three classes — the purely social sciences, the semi-social sciences and the sciences with social implications," (3d paragraph, last sentence.)

In this article Professor Seligman outlines the history and development of the three classes and breaks them down into groups as follows:

A. Purely social sciences

- Politics
- Anthropology
- Economics
- Psychology
- History
- Sociology
- Jurisprudence
- Social Work

B. Semi-social sciences

- Ethics
- Education
- Philosophy
- Psychology

C. Sciences with social implications

- Biology
- Geography
- Medicine (including social hygiene and public health)
- Linguistics
- Art

The Committee moves that the Chairman of the Social Science Group be empowered to appoint a committee to compile a list of periodicals in the field of the social sciences, and that said committee be instructed to follow the definition and classification as given by Professor Seligman, and to include such religious and statistical periodicals as have a direct relation to or bearing upon the social sciences.

The motion recommended by the chairman of the committee was passed.

Then followed the report of the Nominating Committee on continuity in office.

REPORT ON CONTINUITY IN OFFICE IN THE SOCIAL SCIENCE GROUP SPECIAL LIBRARIES ASSOCIATION

The Social Science Group is composed of a large number of members with many diverse interests scattered over a vast territory. The efficient administration of its activities entails a large amount of time and work. Careful attention should be given to the choice of those who are to assume this responsibility. Many times officers are elected who have no knowledge of the internal organization of the Group. One year is just about long enough to acquire this working knowledge. For this reason it is believed best to have a plan whereby the Group may have some continuity in its administration from one year to the next without confusing this responsibility to a limited number of members. Election for a two-year term does not meet with the approval of many people. Although it gives more weight to the task of the Nominating Committee in selecting officers, there seems to be an advantage in seeking a candidate for vice-chairman who has the interest and ability to become chairman. The year spent as vice-chairman could then be considered a period of training or preliminary experience, when
routines and procedures could be observed with a view to simplifying his work as chairman.

This Committee feels that hard and fast rules which cannot be set aside under certain conditions would only hinder the work of the Group. It is our belief that the Group should have a definite policy which will be followed whenever it is possible. With this thought in mind the Nominating Committee submits the following recommendations concerning the election of officers:

RECOMMENDATIONS

Chairman
Elect annually.
Eligible for re-election only in the event that the incumbent vice-chairman is not nominated for the office.

Vice-Chairman
Elect annually.
Elect with understanding that, if possible, he will be eligible for election to the chairmanship the following year.
It is desirable to select vice-chairman from a different section than that represented by chairman and secretary.

Secretary
Elect annually.
To be chosen from same city or locality as chairman.
The incoming chairman should be consulted for suggestions for this office to assure complete cooperation.
Eligible for re-election only in case chairman continues in office second year.

Group Liaison Officer
Appointed by chairman from membership in convention city.

Advisory Committee
To be composed of the officers and the last two chairmen. Although this committee would serve only in an advisory capacity when called upon by the chairman, it should be informed of the administrative problems of the Group. This would help the chairman in his administration by giving him the benefit of the experience of the former chairmen and would help to interpret for him the policies of the Group. It would also give some assurance of continuity in the projects undertaken by the Group. A final advantage is that it would give an opportunity to the vice-chairman to gain an insight into the Group’s business.

renommittee
HELEN F. GRUNER
GERTRUDE E. HESS
BABBIE BRONX, Chairman

The recommendations suggested by this Committee were moved and carried.
The Nominating Committee then submitted the following names as candidates for officers for the year 1940-41:

Chairman, Martha R. Schmidt, Librarian, Republican National Committee, Washington, D. C.
Secretary, Anna P. Holdridge, Librarian, United States Civil Service Commission, Washington, D. C.

These officers were elected by unanimous vote.
Before adjournment, Miss Martha R. Schmidt, the newly elected Chairman, gave an interesting talk on:

The Republican National Committee Library

The Library of the Republican National Committee divides its collection into books, periodicals, and vertical files. Its book collection is about two-thirds economic in character, possibly one-third political. Also approximately two-thirds of this collection consists of government documents with a particularly valuable collection of hearings, extending back over 20 years.

At the present time the Library is being reclassified according to the Library of Congress scheme, and many changes are being inaugurated. Government periodicals are being kept together under U. S., but are entered under the important or "catch" word. This reverses many official entries. For example, U. S. Internal revenue office, instead of U. S. Office of internal revenue. Most of the material relates to the United States rather than to foreign countries. When making subject entries this form is followed: Foreign relations — U. S. — or when the Foreign relations are with another country, Foreign relations — U. S. — Great Britain. In the case of other countries the material in the catalogue is entered first the country. For example; Great Britain — Foreign relations, or Great Britain — Foreign relations — Germany. In this way anyone can see at a glance what is available for any particular foreign country.

At the present time the Library has on file 175 periodicals, 50 of which are paid subscriptions, the other 116 being received as gifts or exchange. The periodicals are kept in a special collection arranged alphabetically. Government publications are entered under issuing bureau as explained before. Thus the "U. S." keeps all government material together. Permanent files are kept of most of the periodicals, but a few of the more popular ones are clipped. We have a bound file of the Congressional Record from 1912 to date and are hoping to be able to pick up some of the earlier volumes. At the present time we subscribe to 40 newspapers. Thirty of these are official Republican newspapers, issued under state or county authority. Permanent files are kept of these Republican newspapers and also of the American Banker, Wall Street Journal, Christian Science Monitor, United States News, New York Herald Tribune, and The New York Times. The New York Times file is complete from March, 1933. We have the Times Index from its inception, and find it one of our most valuable reference tools.

In addition, the Library takes the Washington Star, Washington Post, New York Star, and Baltimore Sun. These are kept for a period of two months and then
clipped for complete texts of speeches and material on President Roosevelt. The clipping service, as a whole, is done by the Publicity Department rather than by the Library. Over 30 newspapers from all sections of the country are clipped daily. Miss Romadka, who is in charge of this service, has asked me to emphasize that the clipping is not merely political, but legislative as well. She also maintains a day by day record of the progress of bills in Congress.

However, we have our own clipping specialty. We keep track of everything President Roosevelt says, clipping daily The New York Times and New York Herald Tribune. This material is pasted and kept chronologically in a loose-leaf note book which contains all statements, either direct or indirect, made by the President. Whenever possible, it is in the form of official White House press releases, but press conferences, as well as other minor remarks, are never officially released by the White House. Thus, we have a day by day story of the President complete from the beginning of the 1932 campaign. This is indexed monthly by means of a broad contents index and is one of the most useful services maintained by the Library. Biennially the Research Division compiles from it a list of quotations arranged by subject and minutely cross-indexed. The 1940 edition of Roosevelt quotations is now in press. Immediately after the conventions we will start similar books on the presidential and vice-presidential candidates of both parties.

The main vertical file service is arranged by subject with the exception of government press releases. These are kept by issuing bureau, again keeping all government materials together. For this the library has four cases of regular files and six cases of government files. In addition several special files have been set up. All Republican Committee releases are kept by division. This now occupies two cases, one case being almost entirely filled with 1936 campaign literature. We also have a scrapbook of both 1936 and 1932 literature. The Library of Congress has attempted to keep such a collection for both parties through the years, but unfortunately has often failed to complete its files. Recently, for example, we wished to consult a 1932 Democratic release, and found that they had failed to obtain any for that year from Democratic headquarters. We have two cases of duplicate Roosevelt material and miscellaneous comments by the press arranged chronologically. Thus we are able to give out duplicate material when persons outside the building wish to consult it. Our speech file is now extended to three cases and is arranged by author. We have all speeches, in so far as they are obtainable, by Democratic and Republican, Socialist and Communist leaders. In fact, we have all speeches of interest, whether political or economic. Another special collection consists of six cases of Congressional bills, reports, and documents. This has been maintained from 1936 to date, and contains all public bills introduced in Congress in their various states of progress.

It might be interesting at this time to give you a brief sketch of the history of the Library. Since 1920 the Republican National Committee, with the exception of campaign periods, has had its main office in Washington. The staff has varied from a half dozen to over 800 persons. The Research Bureau was run from 1920 until 1935 by a former newspaper man, whose wife helped him in rush periods. Throughout the years he collected many books, pamphlets, newspapers, documents and newspaper clippings. These were never arranged in any orderly fashion, but were filed in the vertical files in such a way that he himself was the only person who knew the key. Upon his death, the Research and Editorial Division was established and the library was started under the Research Division, to make available the valuable portion of these old files and books and to collect new material. About a year and a half ago the Chairman, Mr. John Hamilton, recognizing the value of the Library to the entire organization, and entirely upon his own initiative had the Library Department make an independent division with equal rights with the Research, Publicity, and Women’s Divisions. Parenthetically, may I remark that Mr. Hamilton has from the first recognized the necessity of a strong headquarters staff at all times. In spite of tremendous difficulties he has maintained a staff of over 50 for the past four years. All of us at the Committee pay tribute to Mr. Hamilton for having been able to accomplish this and at the same time pay off the enormous debt of over one million dollars from the 1936 campaign. Speaking of finances brings up another matter. Each division has its own budget, made out on a yearly basis and balanced each month. The Library is conducted on the same basis as any other business organization. This is a fact that outsiders often find difficult to understand. They want us to subscribe to this or that, or to undertake some new project, and they fail to understand why we cannot do so.

The Republican National Committee Library is primarily for the use of the staff. We circulate only to staff members in the building. However, we try to cooperate with Republicans everywhere, whether Congressmen, state or county officials; or the high school or college boy showing his first interest in politics. The latter is largely through bibliographical assistance, but duplicate materials are sent out when available. In 1939 our total circulation and reference use netted over 10,700 services, and we expect to handle at least that many during the first six months of 1940. On the other hand they often help us out when we have difficulty finding sources. It is interesting to note the cooperation which prevails in the Committee. The Library supplies the sources, our Research Division digests and makes them available and our Publicity Division brings them to the public’s attention.

The Research Division furnishes its service to the Republican members of Congress who have made increasing use of this service. Thus, some of the debates on the floor of the House and the minority reports for
various bills actually had their start in our Library. Research also answers country-wide demands for information on any and all subjects. They also check all releases of the Committee for accuracy before they are sent to the press.

Most of our reference requests come from the Publicity, the Women’s, and the Chairman’s Divisions. Just last week the Women’s Division called me regarding the costs of arms of the various states. It seems that the Decorations Committee in Philadelphia wanted to use costs of arms rather than seals in decorating Convention Hall. We thought that this would be a comparatively easy matter, but costs of arms have never been collected and it was necessary to spend a considerable time at the Library of Congress tracking down the states having them and just what portion of the state seal or the state flag was actually the coat of arms of each state. We were, however, able to obtain photostatic copies, and are looking forward to seeing what use was made of them in decorating the hall. We also compile bibliographies to accompany monthly study pamphlets sent out by the Women’s division and an annotated list of magazine articles.

Publicity telephoned the other day to ask if we would find a column written by John Boettiger, the President’s son-in-law, when he had been Washington correspondent of the Chicago Tribune. This article exposed the fact that Secretary Wallace had had a large interest in a seed company which increased greatly the yield per acre at the same time as he was advocating a crop reduction program. It was found, but not on page one, column one of the Chicago Tribune as we had been assured. This, of course, required cooperation with the Library of Congress, as they are the only ones in Washington having the complete back file of the Chicago Tribune.

We in Washington are particularly lucky in the matter of inter-library loan. We owe a debt of gratitude to Brookings’ Institution Library and to the Carnegie Endowment for International Peace. We have also made frequent use of the Chamber of Commerce, Treasury, and Federal Reserve Board Libraries. Naturally, we frequently consult the Library of Congress. However, we felt we had come up in the world when the Library of Congress began consulting us. Not long ago the Legislative Reference Division telephoned us to find out whether Governor Stassen was really the youngest Temporary Chairman and keynote speaker of any Republican convention. The general opinion was that he was, but no one really knew. So we searched it out, and gave them an affirmative reply in half a day. They, in turn, worked for days to find out whether he was younger than any Democratic speaker as well, but were never able to discover this. In doing this job we unearthed another interesting fact—that the youngest preceding temporary chairman was the colored representative from Mississippi, John R. Lynch, who presided in 1884. The colored section of our Publicity Division was able to use this fact to advantage.

I want to extend to all of you an invitation to visit the finest political Library in the country. We shall not only show you the Library, but also introduce to you the members of the entire Committee. I think you will be impressed with the caliber and high idealism of the staff, even as I have been in the past three years.

University and College Group

FIRST SESSION

The opening session of the University and College Group was a luncheon meeting on Monday, June 3rd, in the Empire Room of the Claypool Hotel. Marjorie C. Keenleyside, Group Secretary, presided and introduced Dr. William Randall, Editor, Library Quarterly, who delivered an address on:

DEPARTMENTAL LIBRARIES IN EGYPT AND SYRIA

Before I begin upon the libraries in Egypt and Syria, I believe I had better give you some idea of the civilization of which they are a part. Both Egypt and Syria are, of course, Muslim lands. Most people in America, I suppose, would call them Muhammadan. Muhammad was the prophet of Allah, but the religion he preached is called Islam, which means in Arabic “submission to the will of Allah”; and the people call themselves Muslims, which means “those who are submissive.” They object to the term Muhammadan for a very special reason—because it is analogous to Christian.

* Abridged.

One difference you will notice immediately between the libraries you know, and the libraries of Islam. Ours are modern; theirs are medieval. By a process which is too long and too complicated to describe, the libraries we know have become what might be called “patron-centered.” We are known for our service. The very term “library service” which is perhaps the most used description of our general field, sounds the keynote of modern as opposed to what I have called medieval librarianship. The libraries of Islam I can call medieval because, instead of being patron-centered, they are book-centered. Their primary reason for being is the preservation of knowledge in the form of written record. We are happiest when someone is reading our books. The typical Muslim librarian is happiest when all his books are safely on their shelves and the library is closed.

Yet we must admit that this business of preserving knowledge in the form of books is an important one. Mankind builds upon what has gone before; the things we know today were known in embryo by the first men who lived. Our advantage over them is

Special Libraries
that we know what they knew, plus what we have been able to find out for ourselves.

One reason, perhaps, why modern librarianship has turned from preservation to service, is simply that the mechanical invention of printing has made it possible. Before books could be multiplied as they now can be, it was much more important to preserve the few copies and examples that existed.

If the invention of printing has had an effect on our libraries, why has it not had a corresponding effect upon the libraries of Islam? There are two reasons for this. In the first place, more people can read books in the West than in the Near East. This, obviously, has brought about a demand for books to read.

The other reason for the emphasis on preservation in Near Eastern libraries is a little harder to understand without a knowledge of race psychology. First of all it must be pointed out that the government of Muslim lands has always been canonical. The civil law and the church law are one and the same. Now, writing — a scripture written down — is an important part of Islam. It is so important, indeed, that it has lent a quasi sacredness to all writing. This has been augmented in its effect by the religious ban on all forms of art which seek to reproduce the likenesses of living things. As a result the artistic urge has spent itself in writing. Decorations in mosques are inscriptions, not paintings. A piece of writing is a thing of beauty, to be treasured and kept safe.

This reverence for writing intrudes itself even when printing is used. Printing from type is little used and not very popular. Most books are lithographed, and their pages made to reproduce as nearly as can be done the pages of manuscripts. Even then, the printed book is not held in high esteem. The actual handwritten copy is still prized.

The name by which Muslims call their libraries is in itself a hint that their first purpose is the preservation of written records. The most usual term used in Arabic is khitāb al-kitāb, which means exactly "treasure-house of books." Over the door of the National Library in Damascus, for example, is this inscription: "The treasure-house of books of the Republic of Syria." This term for library is very old. It was used as early as the eighth century — perhaps before.

We like to believe that the civilization of Europe and America represents the ultimate that man has accomplished. In these lands today are the frontiers of knowledge; it is from these vantage points, firmly based on the knowledge of the past, that men venture into uncharted fields. In our self-complacency, we are inclined sometimes to forget the debt we owe to an alien race, which preserved for us in the days of our descent into darkness the hard-won knowledge of the ancients. But for the Muslims, much of the skeleton of our civilization would be gone; but for them, our heritage would be meagre. They preserved for us, whether they intended it or not, the wisdom which we neglected. From the great Muslim schools at Cordova and Salerno in the West, Alexandria, Aleppo and Damascus in the East, came the germs of the European renaissance. There were preserved and studied the philosophies of Aristotle and Plato; the Greek arithmetic and geometry and astronomy; and the medicine of Galen. While most of Europe was engrossed in the petty wars of barbarians, the scholars of Islam kept the flame of learning alive.

But the significant thing for the history of culture is that the Golden Age of Islam coincides in time with the Dark Ages of Europe. It is not without significance that in 1492 Columbus discovered America, and Granada, the western center of Islamic civilization, fell into the hands of the Christians, and its great library was destroyed by Cardinal Ximenez. Europe was coming back into its heritage; but it was a heritage which had been preserved for it to a great extent by the scholars, the academies, and the libraries of Islam.

Exact knowledge concerning these ancient libraries is not easy to obtain. Apparently no Arabic author thought it worthwhile to record a description of the libraries of his people. This, in itself, is significant, for it shows by inference that the library as an institution was not an uncommon thing. Man is prone to leave behind him descriptions of unusual things in his experience; the ordinary escapes record. Thus, the task of the historian is made more difficult.

One of the most valuable sources of information concerning books and collectors is the Fihrist, a kind of universal catalog of all books written in or translated into Arabic which were known in the last years of the fourth century after Muhammad — about 1000 A.D.

One reason for the difficulty in discovering exact data about these older libraries is that the contemporary historian was too often taken up with eulogizing the current ruler and his accomplishments which resulted in gross exaggerations. Book collections are described as of the most preposterous size, or a given library is said to have been the largest and most precious ever seen by man.

It is certain that great libraries did exist in all Muslim lands, and throughout the centuries. Arabic books extant today date from the earliest centuries of the era to the present, and come from countries as far apart as Spain and India. Authors travelled the length and breadth of the East, seeking information, and the intercourse of thought which must have been present among these travelling scholars is easy to realize. This was made possible by the universal use of the Arabic language, just as Latin furnished the medium through which Christian doctors of various nationalities exchanged ideas. Rulers and their ministers and lesser courtiers, as well as scholars and men of wealth and position, were patrons of poets and writers. To be the center of a court to which thronged the literati and the learned doctors was an enviable position. Great occasions were those in which a Caliph or a minor princeling sat in state, surrounded by his en-

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commissars, each seeking in turn to outdo his fellows by his poetic flow, his bursts of eloquence, or his learned discourse. Then came the presentation of a fair copy, either in the author's own hand, or in that of a more gifted scribe. We know definitely that many of these found their way into the libraries of those for whom they had been written.

But one of the best evidences that libraries existed in the Golden Age of Islam is that they still exist today, in much the same form as they existed then. We might begin with one of the oldest and most famous — the library of al-Azhar in Cairo, the great university of Islam. The mosque in which it is located was founded by the General Gohar in 970 A.D., and it was turned into a university in 988. Since that time it has had a continuous history as a seat of learning. Students from every region of the modern Muslim world are taught here. The Qur'an is, of course, for them the fountain of all learning. There is no charge for tuition; board, room, and necessities are furnished by the state to a large proportion of the 5,000 students.

When you step inside the gate, you find yourself immediately in the office of the librarian. The central library itself opens from this room on the left. On the right is the door which leads into the courtyard of the mosque, and the university proper.

The central library is simply a large, bare room, its walls covered with book-presses, and its center filled with the tomb of the founder of the mosque. There are no tables or chairs. All work is done outside, in the courtyard, where the students sit about on their rugs, listening to the professors or copying from the manuscripts. This is the center par excellence of departmental libraries. You are probably aware that Islam is filled with minor sects. Each has a home here in a special school called a wakf. There are six of these arwag, each with its own faculty and its own library. Originally, and until the year 1853, there was no attempt at all to maintain a central library. Since that time, however, there has been formed a general collection, although the libraries of the arwag are still the most used by the students. These latter are uncataloged. At the present time, the special libraries contain a total of about 22,000 volumes, many of which are manuscripts. The central library itself contains just short of 47,000 volumes, of which about 14,500 are manuscripts and the rest printed books.

There is a handwritten catalog of the central collection on sheets, arranged according to a broad subject classification. This catalog, however, is far from complete, and not very accurate. There is no author catalog. This, however, is not surprising, since Arab libraries seldom enter their books under the names of the authors. The system of names used is such that the entries are very difficult to find, as any of you who have had to catalog books by Arabic authors must know. Many Near Eastern libraries have title catalogs, although al-Azhar has none at present.

The influence of the British is beginning to make itself felt here, however. A short time ago there was appointed as Librarian of al-Azhar a graduate of the London School of Librarianship. Since his appointment he has been working toward two goals: First, to have the important books in the departmental libraries brought into the central collection where they can be controlled and where they will be open to the use of a larger group; and second, to make a definitive catalog of the entire collection.

One of the great libraries of Cairo is the National Library. This library is pleasantly located in a building of its own just on the edge of the native quarter. It plays much the same role in the life of Cairo as does the public library in the life of an American city. It is free to be used by any person who will identify himself to the authorities in charge. Books and journals may be used in the building, or they may be borrowed by responsible individuals. The total collections number about 300,000. These books are separated into two groups — Arabic and European — which are shelved and catalogued separately. Within these two divisions, the books are further classified in large general classes at the level of law, history, theology, etc., and within these divisions the books are arranged on the shelves in the order of accession.

The system of catalogs is complicated, but useful. There are two card catalogs in the library, one for the Arabic, and one for the non-Arabic books. Their form is alphabetic-classed. The catalog of non-Arabic books is a true card catalog. The catalog of Arabic books, on the other hand, is what is called by librarians a "slip catalog" — a series of sheets containing the entries, arranged by title, and bound in loose-leaf binders.

Besides these catalogs, the library publishes and distributes free a monthly check-list of its acquisitions. Since 1929, these monthly lists have been cumulated each year, and printed. In addition, the library is now publishing a complete catalog of all its Arabic books, arranged by subject. Eight of a total of ten volumes have been issued and are on sale at the low price of ten piastres — about fifty cents — per volume. They are exceptionally well-printed and arranged, and rank, from the standpoint of cataloging and format, with the best of the printed catalogs of American and European libraries.

I might describe for you several other important libraries in Cairo — for example, the library of the French Institute of Archeology, or the library in al-Ghuri mosque, which contains the valuable collection of the great Egyptian geographer and historian, the late Zaki-Pasha, as well as a priceless collection of manuscripts and papyri. But I should like to take you into Syria, to the ancient city of Damascus, to visit a library which, besides being an important center of scholarship shows what happens when modern librarianship comes to an ancient institution. The library I refer to is the Zahariya. It was once a part of the Zahariya college, founded about 900 A.D. The
college has long since disappeared, but the library remains, and has recently become the State Library of Syria. I have visited it twice, and the difference between my visits is illuminating.

Damascus itself lies in an oasis on the edge of the Syrian desert, where the river Barada — the Cold River — tumbles down out of the mountains, and is led away to irrigate the fields through canals constructed by the Romans. It is the jumping off place for the caravan routes north to Aleppo, northeast to Mosul, east to Baghdad, Persia and Afghanistan, and southeast to Batra and India. Tradition calls it the oldest city in the world now inhabited by man.

I first visited Damascus in the spring of 1935, primarily to see the Zahariya library. Some of you, perhaps, have heard of my adventures at that time, and the difficulties I had. The library then was still under the control of the Minister of Waqf, the minister of pious bequests, a government official about whom we knew nothing in the West. According to Muslim law, however, every man must give to the church; and when a rich man dies, he often bequeaths a considerable sum. All of these monies are under the control of a single minister, who uses them to support such things as schools and libraries, usually as part of mosques. Obviously, the chance for graft is considerable. It means that in order to get entrance into any library you must first make application to the minister. Since the minister is a very great man, you have to contact him through someone else, whom you contact through someone else, and so on, with a constant accompaniment of bakhsheesh, flattery, and time-consuming conversation. It took me three days to get inside the Zahariya library in 1935, and then all I was able to do was to look at the shelves of books and leave.

I went back three and one-half years later, to find everything changed. In the interim of my visits, the library had been transferred from the department of Waqf to the Department of Education. It is the only library of its sort in all Syria which has been transferred, and it is by far the largest and most valuable. Instead of spending three days sitting in official offices, I arrived in Damascus at noon, and by one o'clock I was at work photographing manuscripts. The librarian is a graduate of the École des Chartes in Paris and a Doctor of the Sorbonne.

The library itself is not very large. It contains a total of about 4,200 manuscripts. In 1935 these were entirely uncatalogued and unclassified. In two years, however, the new librarian has devised a rough but useful classification, arranged the library, and cataloged it completely in a short but adequate form. The treasures it contains are beyond description. One manuscript, dated beyond shadow of doubt, for example, pushes the history of the use of paper back one hundred years. I spent days in its collections, and came away with some twenty-five hundred pages of manuscript photographed.

One of the most interesting cities in the world is certainly Aleppo. On my last visit to Syria, I had an adventure there with a library much like the experience of 1935 in Damascus. I went up to Aleppo, which you reach from Beirut by a somewhat devious route, to see the library of the Ahmadiya madrasa. Again it took me the better part of three days to get in; three days of drinking coffee with one official and another, of going to the library on appointment with the librarian, only to find that he had gone some place else, but finally I got in. I wanted to see one manuscript in particular. They could not find it. I tried another. They could not find that either. So all that I really saw was an ancient map of the world, carved on brass, of which they were very proud.

This has been a rather fragmentary discourse. I am not sure that I have told you much that is useful, although I hope it has not been uninteresting. One piece of advice I would give you. When the war has passed, take a vacation in the Near East. Learn for yourselves something about these institutions which remain of the once great Empire of Islam, to which we owe so much. It sounds a long way off — Damascus and Aleppo and Baghdad. But you can get there and back on American ships, and spend less money than any place in the world I know of, and see more than you have ever seen before. And if you come home from these ancient places with the feeling, as I have, that perhaps it does not matter so much if all the books in America do not get catalogued this week; if you imbibe a little of the Muslim philosophy of Kismet and are able to say, as they do, of everything, "in sha Allah," — if Allah wills it so, it will be so — you may have a happier, if not more successful time of it in the world about you.

Following this speech the annual business meeting was held. In the absence of Dorothy W. Drake, Chairman, Marjorie C. Keenleyside, Secretary, presided.

REPORT OF THE GROUP

The past year has seen considerable growth in the enrollment of the University and College Group. Comparative figures for the years 1938–39 and 1939–40 are as follows:

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<td>National Associate</td>
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Our official membership is now 602 as compared with 472 at this same time last year.

The Group has issued two Bulletins during the year. Besides the usual news notes and summaries of activities, the Bulletins contained a continued article on binding, prepared in question-and-answer form by Mr. W. B. Krimmel, of Savidge and Krimmel, Philadelphia binders. This was designed to explain binding processes and terminology in a simple manner to those not actively in touch with that field.

A number of the local Groups have held meetings
during the year. Following are some of the typical subjects that have been discussed: Stimulating Outside Reading of College Students; Acquainting Students with the Use of the Library and of Subject Literature; and the Integration of the Library with the College Curriculum. Several Groups have also visited neighboring libraries.

Under the leadership of Marjorie C. Keenleyside, National Secretary, the Group has cooperated actively with Miss Woodward in the membership campaign and with Miss Lugscheider in the methods field. Mrs. Keenleyside has also conducted an advertising campaign for the Survey of University and College Departmental Libraries.

DOROTHY W. DRAKE, Chairman

NOMINATING COMMITTEE

The following slate was announced by the Nominating Committee:

Marjorie C. Keenleyside, Librarian, Central Young Men's Christian Association College, Chicago, Chairman.

Mary Esther Newsome, Librarian, Suffolk University, Boston, Vice-Chairman.

Beatrice Graham, Librarian, Chicago Music College, Secretary-Treasurer.

A new policy was adopted whereby the Secretary was appointed by the newly elected Chairman from her own city.

These officers were unanimously elected.

PROJECTS

The printing of Bibliographies of Basic Reference Books in various special fields was discussed. The members decided that due to the lack of money for publication costs and the uncertainty of definite need for such publications, that this project be postponed and referred to a committee for further consideration.

Dorothy W. Drake, Librarian, Penniman Memorial Library, University of Pennsylvania, was appointed Chairman of this Committee and was asked to appoint the other members.

The members voted to go ahead with the work on the N.Y.A. project.

The following recommendations were sent to the Executive Board for consideration:

"It is the consensus of opinion of the members present at this meeting that because so many general college librarians are included in the Group the name shall be changed to University and College Group."

This recommendation was accepted by the Executive Board at their meeting on Monday evening, June 3rd, to go into effect immediately.

SECOND SESSION

The second session of the University and College Group was a joint meeting held with the Museum Group at the Herron Art Institute on Tuesday, June 4th, at 2:30 P.M. Cynthia Griffin, Museum Group Chairman, and Marjorie C. Keenleyside, University and College Group Secretary, presided. Introductory remarks were made by Wilbur D. Peat, Director, Herron Art Institute. Marjorie C. Keenleyside presented the first speaker of the afternoon, Mr. Albert E. Bailey, Central Y. M. C. A. College, Chicago, who gave an imaginative glimpse into the future entitled:

SIX HUNDRED FEET FROM ADAM

I invite you to cooperate with me in a piece of creative imagination, and construct a fully equipped plant that shall present to the eye and ear by every known device the achievement of mankind in the Fine Arts over the period of 6,000 years. The building itself will be completely functional— not a Greek temple—its plan will be chronological as well as spatial; it will be 6,000 years; the floor will be divided longitudinally into aisles, one for each significant culture, and scored laterally to represent the passing centuries.

The visitor will thus be able literally to hear his "footsteps echo through the corridors of time," to begin with the dawn of civilization and walk down the centuries, able to tell at any moment where in the stream of time he stands and in what culture. This long straightaway will be filled with the masterpieces of art of all the ages, each one properly placed in its culture-aisle and its century. Down this vista the visitor will be able to see what art came before and what art will come after. He will always be completely oriented. He can visualize the march of civilization, the stream of creativity, its periods of production and of quiescence, its diversity, its unity. He gets a thrill as he realizes the greatness of art, its cosmic sweep, a sense of sublimity and power and elevation from contact with the noblest things men have dreamed and achieved. He attains something of that point of view from which all things are seen "under the aspect of eternity." That point of view is essential to the attainment of true culture.

The second speaker, Sarah St. John, Editor, Art Index, New York, was introduced by Cynthia Griffin. Her subject was:

PERIODICAL INDEXES AND HOW THEY ARE MADE

In these swift-moving times, books on many subjects appear before some of us are aware there is such a subject. Book publication, however, cannot begin to compare with periodical articles which are written about almost every conceivable thing. For subjects of current interest, magazines are often our only source. If this wealth of material is to be of use to us, we must have some kind of index to it.

Any discussion of periodical indexing must begin with a brief history of The H. W. Wilson Company which pioneered in this field. In the 1890's while Mr. Wilson was in college at the University of Minnesota, he had a small retail book business which later became a full-fledged bookstore. This brought him into con-

* Excerpt.
† Abridged.
cut into four 3 x 5 slips and are treated as catalog cards. Each index has a distinctive color band on its copy paper, thus avoiding any possibility of any Art entry getting into the Agricultural Index. Copy writers must ever be on the alert to save space by using short title forms wherever possible. Because of this, the complete title as printed in the magazine may not appear in any one entry. In this way it is not like the ordinary card catalog where the "main" or "key" card contains the whole story. This is also true in the collation: only that information which belongs to the individual heading is used.

The typist has a sheet of abbreviations, rules, and definitions for problems of collation, but problems often arise that are not covered by these rules, just as catalogers find A.L.A. rules inadequate. We also have a printed style book showing our practice for abbreviations, capitalization, division of words, et alii, et alia.

Any information in the article concerning the author or person written about, which might help the names department identify that person without having to look up the article, is added to the copy.

Because of all these problems involved in writing the copy, the magazine with the typed sheets goes to a reviser who checks carefully to see that nothing is omitted and that all entries are correct as indexed and follow all the rules of style. It is hard for an inexperienced girl to tell from the way things are printed sometimes just what words should be capitalized, particularly in foreign languages. After the reviser makes her corrections, the magazine with the copy still in it passes to the managing editor. Each index has its own managing editor, who, because of her intimate knowledge of the subject and of the preferences of the editor, does the final checking. It is her duty to look out for conformity and consistency in regard to her own index.

Now the copy and the magazine part company; the copy sheets being cut into 3 x 5 slips and filed in two alphabets, one by subject, the other by name. The names go to the names department where they are searched, first in the back issues of the Art Index, in reverse chronological order. In this way the latest, corrected information about a person is found. A name not found in some issue of the Art Index is then taken through the Cumulative Book Index and the appropriate reference books. When discrepancies in information are found, much research and sometimes even writing or telephoning to the person are necessitated.

For spelling of names, telephone directories are used frequently. These are of particular value in establishing the names of architectural firms, et alii, but they do not always answer the question.

Just before the copy goes to the printing department, the editor and managing editor check it over to see that it is as accurate as they can make it. While copy and magazines are in various stages of work they are not always available, and it is almost impossible to make sure that headings are uniform. Sometimes one
article throws additional light on a subject and we have to wait until we can get all the material together at the last to correlate the headings. The same thing is done for names.

The copy then goes to the printing department where it is set on the linotype. This machine, with which you are doubtless familiar, casts each line of type on a metal slug. These slugs are then handled and filed as one does cards in a card catalog.

After typographical errors have been corrected in the printing department, one set of proofs on gummed paper is cut apart and the entries pasted on the corresponding copy slips, thus forming an index to the linotype slugs. Another set of proofs is read in turn by the production department, the managing editor, and the editor, especially for subject headings and references. After proofs are finally approved, the issue is printed, bound, and mailed.

The process of making a cumulation is more complicated than this. The linotype slugs for each issue are kept filed in the order in which they appear on the printed page, and cumulation is primarily a problem of interfileing the slugs from several issues into one alphabet. The girls who file these slugs are so expert at reading type backwards that, it is said, they can file them more quickly than catalog cards can be filed.

The process is not so simple as merely interfileing, however, as there are many combinations and changes to be made. The managing editor keeps a copy of each issue sacred to corrections. In this all corrections are made and from it they are transferred to the copy slips and the slugs. Corrections and moves are necessitated when subject headings are changed. Combinations are necessary in the case of articles continued from one issue of a magazine to another, and in the case of discussions of and replies to an article. Names of societies and bureaus are often changed within the period of accumulation.

A cumulated number is further complicated by the new material added to form the fourth number of the year. A three year cumulation is even worse than an annual because the period of time in which things can happen is three times as long. Three times as many people die and marry.

The Art Index, as you know, was begun in 1929 at the request of the American Association of Museums, the Association of Museum Directors, and the American Library Association. From the nature of the Art Index it was obvious that it could not pay its own way, so a subsidy was granted by the Carnegie Corporation and a group of interested museums in order to get the index started.

Magazines were chosen for indexing by a democratic process, the subscribers choosing what they wanted indexed. A list of titles was sent out to libraries all over the country asking them to vote for the titles they would like to have indexed as being of permanent value. On the basis of this, the magazines receiving the greatest number of "votes" were considered "elected." In the case of the Art Index a few scholarly magazines requested by the libraries which made a special subsidy were included, although a strict numerical vote would not warrant it. These are considered paid for by the special sustaining subscriptions.

The Art Index is charged for on the service basis as are all Wilson publications. This means that the actual number of entries for each magazine for a year is counted and listed. The total cost of publication, including salaries, paper, printing, binding and postage is divided by the total number of entries for all magazines indexed by the Art Index, giving the cost per entry. In the Art Index this cost is 50 cents. The number of entries for a year in each magazine, multiplied by 50 cents, gives the total cost for that title. This in turn is divided by the number of libraries which receive this title, thus giving the cost-per-subscriber.

The number of entries for a year in the Art News, for example, is 1,888. At 50 cents per entry, this makes a total annual cost of $944 to be divided among the 151 libraries which subscribe to Art News, making the cost to each $6.25.

The same process is followed for each of the 117 magazines indexed and the subscription rate to each library is a total of the cost-per-subscriber of the magazines that particular library receives. In this way you pay only for the indexing of the magazines you have on your shelves. Of course, these rates cannot be revised each year, as the cost of revision (and the annoyance to subscribers) would exceed the benefits derived either by publisher or subscriber, but it is done periodically. Some of the Wilson indexes are due for such a rate revision this year. The Art Index, however, will not be included, as the rates were revised recently.

There has been some criticism of the Wilson indexes for indexing a title in more than one index, but that is the only solution of the problem of the small library which tries to give adequate service to its public, and yet cannot justifiably subscribe to all the specialized indexes.

In the case of the two architectural magazines which are indexed in both the Art and the Industrial Arts Indexes, it is a question of clientele and shelving in the library. The Industrial Arts Index will probably be shelved in the Technology Department where the users will be interested in the structural and technical articles. The Art Index will be available to users interested primarily in architecture as one of the fine arts.

In every instance where a title has been duplicated it has been at the request of subscribing libraries, as in each questionnaire we are careful to note that the title is indexed elsewhere.

The matter of subject headings is another very real problem which we face daily. Magazine articles are so timely and ever changing that a standard list of headings such as the Library of Congress Subject-heading
List is only a basis—or a springboard from which we must dive into uncharted seas.

From this description of the process of indexing and the problems involved, I hope you have received the impression that we attempt to make our indexes as accurate and useful as possible. But the high speed at which it is necessary for us to work in order to keep up with the tremendous flood of periodical literature makes some errors inevitable. Sometimes we catch these ourselves and they are corrected in a cumbustion, but you can help by writing to us in about errors you see which we may miss.

The need for periodical indexing may best be summed up in the words of Mr. Henry Black of Commonwealth College in a recent Library Quarterly: "Adequate indexing and abstracting service will be the outstanding problem of the bibliographic side of library work during the next decade....The amount must be increased to avoid retrogression." We hope that you will give us your cooperation in attempting to solve this problem.

This session was followed by a very enjoyable tea served at the Herron Art Institute.

THIRD SESSION

The third session of this Group held on Wednesday, June 5th, at 2:00 p.m., was a joint meeting with the Commerce, Financial, Insurance, and Public Business Librarians in the Chateau Room of the Claypool Hotel. This was a symposium on Cooperation in Business Library Service. Several speakers were presented on each of the following topics:
3. Relating Business Library Service to the Community.

These speeches are printed under the Public Business Librarians Group on pages 251-260.

Reports of Committees

ABSTRACTS

BUSINESS LIBRARY PROMOTION

This year efforts have been made to weld existing special libraries into closer organization in certain districts where there has been no chapter of Special Libraries Association.

Closer contact between special libraries and business men has been fostered through individual efforts and programs of Chapter meetings. Frequently local business leaders have appeared on these programs as speakers. In addition many demands have been made upon individuals for consultations in the organization of new business libraries or in the revision of libraries already in existence.

Publication of magazine articles in local and national trade journals by special librarians and increased publicity for new publications on special library work have advanced the idea of the value of business libraries and the importance of trained personnel.

The question of increased service to business men in small cities and towns, where few special libraries exist, is one which holds many possibilities for development. While this service would necessarily be undertaken by the local public library, yet undoubtedly it would foster a better understanding of the value of specialized library service.

MARION L. HATCH

CLASSIFICATION

The files of the Classification Committee at present kept in the office of Public Affairs Information Service, Room 228, of the New York Public Library, have as usual been used by members of S.L.A. from all parts of the country. Among the borrowers have been library school instructors, students studying theory and comparative classification, as well as special librarians who desired help with their own collections. No count has been kept of visitors consulting the files or of telephone calls. Eight classifications have been added during the year. Statistics of use follow:

<table>
<thead>
<tr>
<th>Category</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising</td>
<td>2</td>
</tr>
<tr>
<td>Aeronautics</td>
<td>2</td>
</tr>
<tr>
<td>Art</td>
<td>9</td>
</tr>
<tr>
<td>Business</td>
<td>7</td>
</tr>
<tr>
<td>Chemistry</td>
<td>5</td>
</tr>
<tr>
<td>Electric power</td>
<td>1</td>
</tr>
<tr>
<td>Engineering</td>
<td>2</td>
</tr>
<tr>
<td>General</td>
<td>2</td>
</tr>
<tr>
<td>Geography</td>
<td>2</td>
</tr>
<tr>
<td>Insurance</td>
<td>7</td>
</tr>
<tr>
<td>Medicine</td>
<td>1</td>
</tr>
<tr>
<td>Metallurgy</td>
<td>1</td>
</tr>
<tr>
<td>Municipal government</td>
<td>2</td>
</tr>
<tr>
<td>Personnel work</td>
<td>1</td>
</tr>
<tr>
<td>Public utilities</td>
<td>2</td>
</tr>
<tr>
<td>Rubber industry</td>
<td>1</td>
</tr>
<tr>
<td>Social science</td>
<td>7</td>
</tr>
<tr>
<td>Technology</td>
<td>2</td>
</tr>
</tbody>
</table>

MARY ELIZABETH FURBECK

CONVENTION

Early in August 1939 the Special Libraries Group of Indianapolis was notified that this city had been chosen for the 1940 Convention. Later President Mitchell appointed a local S.L.A. member as chairman to work with the national Advisory Convention Committee. Soon plans for local arrangements were under way and the final organization headed by a local executive committee was effected.

Early in October steps were taken to interest all members of S.L.A. and to secure needed cooperation. In January tentative schedules of meetings were mailed with requests for group programs before the Executive Board and Advisory Council Meeting in March. From those replies tentative programs were
mailed in April to each member of the Association with registration cards and information regarding Discussion Groups.

Special emphasis was placed on plans for securing publicity on a national scale as well as in the local field. The convention theme, "Utilization of Resources," the keynote of all programs and exhibits, was well exemplified by the cooperation which resulted from the efforts of Indiana special librarians to use all resources at their command. Chapters, organizations and individuals responded to calls for help. The identity of many of these may be discovered by a perusal of both the Report of the Resolutions Committee and the final program.

Irene M. Strieder

Constitution and By-Laws


Duplicate Exchange

The Duplicate Exchange Committee has issued since last June, 7 lists of material offered free except for transportation charges to members of Special Libraries Association. These lists have been sent to 92 institutional members, 15 local representatives (of whom 6 receive two copies of each list), 50 subscribers at a dollar a year, and to 5 individuals who receive complimentary copies. This made a total of 168.

The number of items distributed were:

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Lists</th>
<th>Number of Pages</th>
<th>Items Distributed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1939-40</td>
<td>7</td>
<td>179</td>
<td>19,275</td>
</tr>
<tr>
<td>1938-39</td>
<td>8</td>
<td>164</td>
<td>18,956</td>
</tr>
</tbody>
</table>

This year the system of checking the requests has been revised and greatly simplified. The typing of requests is no longer necessary.

During the past year the Duplicate Exchange Committee has received a certain amount of publicity. An article on the Committee's work appeared in the Wilson Library Bulletin. Chapter bulletins have carried notices. Descriptive circulars have been sent out. In May a paper on the Committee's work in the Special Libraries Association was presented at a conference of the Agricultural Section of the American Library Association at their convention in Cincinnati.

Beatrice M. Howell

Employment

Since the last Convention the National Employment Chairman has recommended 146 candidates for 25 openings, which have come to the attention of the committee and has referred openings to Employment Chairmen of Chapters.

Promotion of the special library or information service idea as a means to more jobs for librarians is evidenced in reports from several Chapters — Southern California, Connecticut, Philadelphia, Pittsburgh, Boston and New York.

Through a contact with an association in Philadelp-phia concerned with personnel problems, Miss Bemis was able to bring S.L.A.'s employment activities to the attention of several groups whose members are interested in placements. In Pittsburgh Miss Fawcett found it encouraging that there were so many openings and that people with jobs to fill asked someone from S.L.A. for recommendations. In New York City Miss Scardellos has developed contacts with private employment agencies, where applicants may pay a fee. Miss Scardellos has found a plentiful lack of knowledge about special librarians on the part of these agencies. She has tried to educate them to the idea of trained and qualified workers so that they will recommend trained librarians with organizations which use their services. Miss Vormelker wrote of similar experiences with employment agencies in Cleveland. She arranged a conference with several of the local agencies and explained to them the whys and wherefores of librarianship. Four agencies are invited regularly to Chapter meetings.

Miss Scardellos's committee has under way a survey of organizations which had librarians listed in the 1931 edition of the local special libraries directory but the names of whom did not appear in the latest edition. The committee is trying to find out the reason for the discontinuance, and to reopen the question with the concern. Are there other Chapters where a similar survey has been attempted, and with what results?

The National Advisory Committee and Chapter Chairman are working on the compilation of a scrapbook, which can be used by unemployed librarians, when they approach vice-presidents or other officers responsible for initiating policies or personnel directors responsible for hiring library personnel. The scrapbook is to present briefly the services trained library workers can perform for an organization. It is based on the visual presentation of intangible services used by salesmen.

The Advisory Committee suggested also that applicants should study the informational needs of each organization, which is a prospective employer, so that the applicant would have a definite program applicable to that particular business ready to lay before the prospective employer when he approaches him. It is felt that such an approach used in connection with a scrapbook would bring results.

Margaret Bonnell

Finance

On February 29th the 1940 budget was drawn up by the Finance Committee and adopted by the Executive Board the following day. It appeared in detail in the March 31st financial statement.

The Committee has set a figure for income from dues, subscriptions, and advertising, which is believed to be conservative. To partially offset the new item of rent for Headquarters, expenses throughout the list were cut wherever possible. Proceedings have been discontinued as a separate publication, but an extra
large July—August conference number of Special Libraries has been provided for. The Committee recommended that just as soon as possible a small percentage of income from dues be regularly set aside for the reserve fund. No provision for the increase of this fund has been made in the current budget.

With the approval of the Executive Board, the Finance Committee has worked out a system for a much closer checking of expenses in advance of payment. This system is already in effect.

This Committee has made a recommendation to the Association that a way be found to segregate its non-professional members so that Institutional, Active and Associate membership shall be limited to those actually engaged in library work.

HOWARD L. STEBBINS

GOVERNMENT DOCUMENTS

At the Third General Session of the Baltimore Conference, the Association considered the difficulties which were being encountered by its members in securing efficient and quick service in the supplying and listing of government documents.

At that time Resolutions were presented and unanimously passed regarding various phases of the problem. This Special Committee was appointed to set up machinery to see that these Resolutions were presented to the proper authorities. Deleges were asked to send to the Chairman letters which set forth their problems and which could be submitted with the Resolutions. Such letters were received from 12 libraries of varying size and in various fields.

The Committee prepared a covering letter supported by the Resolutions and copies of all letters. This docket was sent to the following:

1. Vice-Chairman, Joint Committee on Printing.
2. Chairman, Inter-departmental Committee on Printing.
3. Vice-Chairman, Inter-departmental Committee on Printing.
4. Director of the Budget.
5. Superintendent of Documents.
6. Public Printer.
7. Director, Office of Government Reports.
8. Chairman, Library Committee, National Resources Planning Board.

Routine acknowledgments were received from the Chairman, Inter-departmental Committee on Printing, and from the Director of the Budget. The Public Printer admitted the justice of the complaints but laid the blame on lack of appropriations. The Vice-Chairman of the Inter-departmental Committee suggested that we appoint a Washington Committee to confer with various officials. The most helpful and most hopeful response came from the Chairman, Science Committee, National Resources Planning Board, who reported that his Committee had recommended that a study of the situation be made by the Resources Planning Board and that the docket would be presented to the Committee as supporting evidence of the need of such a study.

RUTH SAVORD

INDEXES TO SOURCES OF STATISTICAL INFORMATION

Since it is four years since the appointment of this Committee, it may be well to reconsider its objective and to take inventory of the means taken towards achieving that objective. In doing this it will be desirable to list a few partial accomplishments and to set down also the large and complete failures.

As nearly as could be ascertained at the beginning of the Committees' existence, the objective was to discover and foster any possible activity in the direction of the indexing of sources of statistical information. Naturally the emphasis was on sources to be found in government publications. But originally the horizon of the committee included other and non-governmental sources. By "indexing" was meant more than a mere listing of such material by subject. Early conferences of committee members and advisers emphasized the need of evaluation of statistical series in regard to such matters as period covered, frequency, lag, whether primary or secondary series, et cetera. We also hoped to have included a statement, not only of current series presenting statistical information, but also of series which may have covered the same ground more or less adequately for periods preceding the current series. Undoubtedly this was ambitious in scope, but not unduly so in view of the varied and exacting needs of research workers in statistics.

Two main lines of approach in regard to uncovering possibilities for indexes to Government sources were the Central Statistical Board and the Superintendent of Documents. During the early history of the Committee, both lines of approach were attempted. The result has been a cordial helpful relationship with the Central Statistical Board and impressive and enlightening addresses at National Conferences of Special Libraries Association by members of the Board. The Superintendent of Documents cooperated to the extent of having sample monthly indexes of Monthly Catalogue of U. S. Documents drawn up for inspection and approval. Approval was enthusiastic, not only by the chairman but by Dr. Lawrence Schmeckebier of Brookings Institute, but we were told that such indexes were financially impossible.

Later efforts to solve the problem involved conferences with H. W. Wilson of the H. W. Wilson Co. and R. A. Sawyer, Editor of P.A.I.S. Mr. Wilson was interested in the publication of a manual which would index basic statistical sources, something on the order of the Source Book of Research Data published by the Bureau of Business Research of New York University, with Lewis Haney as Director, but Business Publications issued at that time an Index to Business Indices. At about the same time Mr. Sawyer was receptive to the idea of including in P.A.I.S. more entries of a statistical nature and did so in 1937. He also signified that, while P.A.I.S. has not a budget extensive enough to include a wider list of such material, publication of such indexing as Special Libraries Association would
sponsor was a distinct possibility. The inclusion of government series not previously on the list of P.A.I.S. was encouraging and the hope that in time pre-publication information, released by the Central Statistical Board, could be included led to a certain unfounded optimism.

From this point on various attacks on the problem have proved unsuccessful. However, there is an increasing awareness on the part of certain government agencies of the need for the indexing of statistical sources and, in lieu of indexing, for compilations of value. The Federal Chart Book was released during the summer of 1939. It is interesting to note the inclusion of a list of statistical information which can not be found in adequate form in the new edition of the Consumer Market Data Handbook. The committee has been unreasonable enough to beg for indexes to statistics not available as well as available! Another improvement is noted in the latest Supplement (1938) of the Survey of Current Business — an alphabetical list of sources used in their statistical compilations. The Committee has asked for a subject index to such sources.

There is hope that further achievements may be reported, when the Washington Activities Group of the Baltimore Chapter of S.L.A. gets to work. Under the direction of Adelaide Hesse, its Chairman, this group will undertake to act as a clearing house of information on government activities with the emphasis on statistical activities. This group is in a strategic position for valuable work since it consists of special librarians on the spot, where statistical activities originate and where familiarity with such sources is imperative. Collective knowledge when made available by them, will be a definite step forward.

On the debit side of our inventory there are conspicuous failures.

1. Failure to secure a centralized index to sources of statistical information.
2. Failure to secure a monthly index to the Monthly Catalogue of U. S. Documents.
3. Failure to secure the release of pre-publication information concerning proposed government statistical projects from the Central Statistical Board.
4. Failure to locate any important and consistent indexing by librarians in the field, although 300 questionnaires were sent out. From the returns we found that about 25 per cent of the libraries surveyed do some indexing of statistical sources. A fair percentage of the 25 per cent include some analytical information.
5. Failure to initiate an attack on the problem on a broad front by securing the cooperation of various other agencies with similar interests.

Elgie Rackstraw and Alverna Sutherland of the Finance Group have aided the Committee by initiating a contributory project the first section of which appeared in 1939 entitled, *Statistical Data Released to Public by Credit Agencies of the United States Government* published by the Board of Governors of the Federal Reserve System. Jean Norcross, Librarian at Dun & Bradstreet, Inc., has recently joined the Committee as a working member.

The Committee Chairman has felt that the need for a centralized index of the sort visualized by Linda Morley at the Boston Conference was very great. It would take time for the various attempts to crystallize into a definite and comprehensive tool to meet the needs of research workers.

It was with regret that I felt that I had to resign the chairmanship of this Committee. I shall recall with pleasure the many helpful contacts with members of Special Libraries Association in the pursuit of this work.

**Maria C. Brack**

**Membership**


**Methods**

Since there was a general question in the minds of the members of the Association as to what constituted "Methods," an article was prepared in October for *SPECIAL LIBRARIES*, which outlined the work and aims of the Methods Committee. Such questions, as "Exactly what is meant by Methods?" "Who will serve on the Methods Committee?" "What is expected of every member in connection with the work of the Methods Committee?" and "What will be the outcome of the work of the Committee?" were answered in that article.

A copy of this article was sent to each Group Chairman with the request that a Methods Representative be chosen for each Group. At the present time all Groups have chosen Methods Representatives and work with the members of the various Groups has gone through the hands of these representatives.

In order that every member of the Association be reached, Chapter Presidents were also contacted and asked to supply the name of the chapter's Methods representative, where such an office existed. Work with the members has been established in those Chapters which have Methods Representatives.

The ultimate goal of this Committee is the formulation (and continuation) of a series of handbooks, covering the methods and short cuts for the various types of libraries in the Association. This, of course, will be a long time project. This year the Committee has turned every effort toward the first step of the project, which is the stimulation of the members' interest in the subject of Methods. The response has been most gratifying.

This year it was decided that the exhibits at the Convention should be devoted to Methods. Groups and Chapters have been active collecting material suitable for these exhibits.

A suggestion has come from the Professional Standards Committee, that the inclusion of abstract reviews
in *Special Libraries* of articles on library methods and science be continued under the supervision of the Methods Committee rather than the Professional Standards Committee. The Professional Standards Committee has been advised that this project will be considered next year by the Committee and recommendations be made to the members.

MARIE LUGGHEZER

**MICROFILMING AND DOCUMENTATION**

The Microfilm Directory is still being prepared for publication by Ross C. Cibella. Early this year letters were sent to all institutions which had given positive answers to the original questionnaires and they were asked to bring the information up to date. One hundred forty-one letters were sent as follows: 56 letters to those having microfilm service, 73 letters to those anticipating service soon, and 12 letters to commercial firms.

The work of compilation is going forward, but no publication date has been set.

The Committee has cooperated with the Commercial Exhibit Chairman of the Annual Convention in securing exhibitors of microphotographic equipment.

MARY A. BENNETT

**NOMINATING**

See page 219.

**PROFESSIONAL STANDARDS**

See pages 215–217.

**RESOLUTIONS**


**S.L.A. STUDENT LOAN FUND**

In December 1939 there was deposited in the Account of the Student Loan Fund $171.45, which represented the profits from the 1939 Baltimore Convention. The Fund Raising Campaign collected the grand total of $1485.70 which included contributions from all sixteen Chapters, miscellaneous gifts, interest and the previously mentioned amount from the Baltimore Convention.

Within the eleven months since the money became available, we have had inquiries from members of four Chapters regarding the possibility of borrowing funds to attend various library schools. We have loaned $400. With less than $1,500 in the total Fund, we can not afford to lend more than one third of the total amount during any one year, or the Fund would be exhausted before the money could come back through repayment of the outstanding loans. It is hoped, however, that we shall find ways and means of adding to the Fund in the future, so that we shall not have to refuse financial assistance to deserving members who wish to carry on professional study in accredited library schools.

ROSE BOOTS

**TRADE ASSOCIATION**

This year the Chairman has no report to make for the work of the Trade Association Committee. The aims and hopes remained those for last year. The only opportunity for developing the program has been to write occasional letters to those who requested information about trade associations. This consisted of giving references to books on trade association work.

ROSE VORMELKER

**TRAINING AND RECRUITING**

It is with regret that the Chairman of this Committee has few actual accomplishments to report for the year. The members of the Committee were so widely separated geographically, that it was impossible to meet together and so all discussions were carried on by correspondence. Although several tentative plans were discussed, nothing came of them.

During the year the only accomplishment has been that the Chairman has advised with five prospective library school students by mail and held personal interviews with four.

The Chairman had in her library for a period of two weeks, a student from the Library School of the New Jersey State College for Women, as part of a plan for practice work in special libraries for students in library schools.

It is recommended by the Chairman that (1) future members of the Committee be appointed from Chapters near enough together so that the Committee may meet at least twice during the year; and (2) the advisability of the merging of this Committee with the Professional Standards Committee or as a sub-committee of Professional Standards be considered.

ELEANOR S. CAVANAUGH

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**Reports of Special Representatives**

**AMERICAN DOCUMENTATION INSTITUTE**

At the annual meeting, January 25, 1940, the annual report prepared by the President was circulated and provocative sections of it were discussed. The difficulty of keeping serial sets intact during the war was mentioned. It was decided to rely on the A.L.A. Committee for assistance in this matter.

It was announced that a leave of absence of six months had been granted to Cuthbert Lee and that Dr. Atherton Seidell had been appointed Director of Bibliofilm Service during his absence.
The Nominating Committee, on which the representative of Special Libraries Association served as a member, suggested the name of Dr. Vernon Tate to fill a vacancy on the Board of Trustees. Dr. Tate was unanimously elected.

MARY A. BENNETT

AMERICAN LIBRARY ASSOCIATION; COMMITTEE ON FOREIGN IMPORTATIONS

Since October 3, 1939, when the Joint Committee on Foreign Importations was established by A.L.A. in collaboration with Special Libraries Association and three other library organizations, a concerted effort has been made by the executive group of this Committee to secure a special dispensation from the British Government, permitting the unhampered movement of propaganda-free books and magazines from Germany to our country. These negotiations have been aided greatly by Mr. Archibald MacLeish, Librarian of Congress, and by the proper authorities in our Department of State. Thus far no official pronouncement has been made to clear up the delays and losses experienced by American libraries with respect to such literature purchases made abroad.

By this concerted action it is hoped that a policy may be adopted eventually, which will remove the impediments that now harass the movement of publications from certain foreign countries to our shores.

After a recent conversation with the Chairman and Vice-chairman of this Committee, it was found that much activity is going on behind the scenes through diplomatic and other channels, but that nothing more can be announced, until a recommended procedure can be evolved which will receive official sanction. It is hoped that the procedure will be a reasonably satisfactory solution of present vexing problems.

Attention is called to a statement made in Nature Magazine for December, 1939, on page 595, which read as follows:

"The non-receipt by a subscriber of any European chemical or other scientific journal seriously needed as research material should be promptly reported to the American Documentation Institute. The Cultural Relations Committee of A.D.I., which operates closely with the Cultural Relations Division of the Department of State, is working on this problem, and hopes to be able to surmount such war obstacles as interrupted transportation, embargoes and censorship, which so grievously affected the progress of research during the last war.

"The principle should be established, if possible, that the materials of research having no relation to war shall continue to pass freely, regardless of the countries of origin or destination. Reports, with full details of where subscription was placed and name and address of subscriber, volume, date and number of last issue received, should be addressed to: American Documentation Institute, Bibliofilm Service, c/o U.S. Department of Agriculture Library, Washington, D. C."

DR. DONALD E. CABLE

AMERICAN LIBRARY ASSOCIATION; COMMITTEES ON INDEXING AND ABSTRACTING

The death of Dr. Donald Gilchrist, Chairman of this Committee, has delayed its final organization. Mr. Robert Lengil of the New York Public Library was ap-pointed his successor on the Committee and later by vote of the Committee was made Chairman. After other vacancies on the Committee have been filled by Mr. Lengil, another meeting of the membership will be called.

MARIA C. BRACE

AMERICAN LIBRARY ASSOCIATION; COMMITTEE ON SUBJECT HEADINGS

This year the A.L.A. Committee on Subject Headings has been quiescent.

MARY ELIZABETH FORBEE

AMERICAN STANDARDS ASSOCIATION

A.S.A. Sectional Committee Z-39 was duly organized on March 15, 1940. However, before detailing the results of that meeting, a brief history of the project for standardization in the library field is in order.

In September, 1938, Miss Carolyn Ulrich, A.S.A. Representative on the International Standards Association Committee 46 on Documentation, called an informal conference for discussion of the possibilities of participation by American library groups in international standardization in the library field. Miss Eleanor Cavanaugh represented S.L.A. at this conference. At that time the consensus of opinion was that an A.S.A. committee on standards in library work should be organized. S.L.A. Executive Board in January, 1939, voted support of this recommendation, and Ruth McG. Lane, Vail Librarian, M.I.T., was appointed Special Representative on such a committee when formed. Other supporting organizations were American Library Association, Medical Library Association, and American Law Library Association.

During 1939 your Special Representative carried on correspondence with A.S.A. (through Miss Ulrich, and Dr. John Gaillard of the A.S.A. staff) in connection with the work of the proposed committee. A proposed I.S.A. Bulletin giving recommendations for international uniformity in "marginal identification legend" for periodicals (I.S.A. — GS2674 Documentation) was commented upon and approved. A proposal concerning the scope of the new A.S.A. Sectional Committee Z-39 was approved also. The latter proposal was worded as follows: "Standards for concepts, definitions, terminology, symbols, practices, methods, supplies and equipment used in the field of library practice."

In December, 1939, an informal conference was held in New York City to consider what organizations should be invited to representation on A.S.A. Sectional Committee Z-39. Your representative was unable to attend, but sent her comments and recommendations by letter as follows:

"In regard to the proposed list of Committee representatives, it seems to me that the Committee proper should be limited to members of the library profession, at least during the formative period of organization of its work. Inclusion of 'users' of libraries seems to me not only inappropriate but impractical for such users as are legion. Where would you draw..."
Dr. Gaillard of A.S.A. explained the method of work of A.S.A. Sectional Committees in establishing national standards and working for international cooperation in standardization matters. He said that Committee Z-39, for example, was expected to represent a united American front in work of Technical Committee I.S.A. - 46 on Documentation.

Committee officers were then elected: Chairman, R. B. Downs, Director of Libraries, New York University, representing Association of College and Reference Libraries, and Secretary, Rollin A. Sawyer, Chief, Economics Division, New York Public Library, representing Association of Research Libraries.

Opening the discussion of plans for library standardization, Dr. Gaillard reviewed the history of Project Z-39. It was voted that A.L.A. be appointed as sole sponsor for the project, "Standardization in field of library work and documentation — Z-39." Discussion of the wording of the scope of work of Committee Z-39 resulted in a slight change in terminology, the words letters and signs being substituted for the word symbols.

The meeting then proceeded to the organization of sub-committees, using the proposals under consideration by I.S.A. as a guide. Three sub-committees were voted:

1. Sub-committee on Reference Data for Periodicals. The work of this committee to include:
   (a) Revision of Reference Data for Periodicals Z39.1.
   (b) International Code of Abbreviations for titles of Periodicals (I.S.A. Proposal No. 1).
   (c) Marginal Identification of Periodicals (I.S.A. Proposal No. 2).

2. Sub-committee on Bibliographical References.

3. Sub-committee on Photographic Reproduction of Documents, this subject to include reproduction of documents on paper and on film.

Other possibilities for standardization, such as form and arrangement of scientific periodicals, and classification systems, were considered.

It was voted to refer consideration of the former to Sub-committee I, and to investigate further the classification work of the bodies cooperating in Z-39, in anticipation of future national coordination.

Further discussion of the personnel of Committee Z-39 resulted in agreement that the following organizations be invited to representation:

Associated Business Papers, Inc.
Association of American Book Publishers
Book Manufacturers Institute, Inc.
Library Binding Institute
Book Publishers Bureau
Library of Congress
U. S. Government Printing Office

Before adjournment it was agreed that the next meeting of A.S.A. Committee Z-39 should be held in the fall of 1940.

Your Special Representative on A.S.A. — Z-39 feels that this standardization project is important and worthy of S.L.A.'s active support. S.L.A.'s viewpoint on many technical questions will be particularly valuable; S.L.A. members will be asked to serve on A.S.A. — Z-39 Sub-committees; and such activity
should be undertaken with a serious guaranty of willingness to work earnestly on professional technical problems. The opportunities for both national and international cooperation should be a stimulus to such endeavor.

Ruth McG. Lans

PUBLIC ADMINISTRATION CLASSIFICATION (GLIDDEN)

The latest and most authentic information concerning the Glidden Classification on Public Administration is that the classification per se has been completed, but the index—a very necessary tool—is still in process. Neither price nor date of publication has been made available. It is to be distributed by Public Administration Service, Chicago.

Mary Elizabeth Furbeck

The H. W. Wilson Company

Your representative attended one Executive Board meeting and one meeting of stockholders of the H. W. Wilson Company on behalf of S.L.A. However, nothing directly affecting S.L.A. interests was discussed.

During the year the most interesting development was the installation of a page beginning with the January 1940 issue in the Wilson Library Bulletin, entitled "The Special Librarian." This is edited by one of our own members, Mary Esther Newsome, Librarian of Suffolk University, Boston.

After an introduction on S.L.A. by President Mitchell, articles have appeared on different types of special library work which were signed by Beatrice M. Howell, Mary W. Dietrichson, Marian C. Manley and Harry C. Bauer. Since the Bulletin has a large circulation among many kinds of librarians, it is believed that an entirely new field for the special library idea is being cultivated.

Marguerite Burns

Reports of Chapters

Abstracted by Josephine Hollingsworth, Chapter Liaison Officer, and Alma C. Mitchell, President

ALBANY CAPITAL DISTRICT CHAPTER

At the first meeting in October the Albany Capital District Chapter offered its members three reports on libraries in the New York State Department of Health, of Labor and of Social Welfare. Laura A. Woodward, First Vice-President, spoke at the membership meeting in December and Alma C. Mitchell, President, visited the Chapter and spoke at the open meeting in January.

A directory of members has been issued. Next year it is planned to issue a bulletin in printed form before each meeting.

Maud E. Needt

BALTIMORE CHAPTER

At the annual meeting in December, the constitution was amended to change the fiscal year to coincide with that of the national association. At the same time local membership was abolished. A Washington Activities Group was organized to keep the chapter members better informed of the Federal Government services and publications.

The program theme for the year was "Governmental Activities of Interest to Librarians." Distinguished speakers from federal, state or local governmental agencies addressed the Chapter at the monthly meetings. Alma C. Mitchell, President, met with the Chapter at its Washington session and the March program took the form of a library section meeting of the Centenary of Dentistry. It is hoped that later this may lead to the formation of a Dental Library Section of the American Dental Association.

Esther S. Horine

BOSTON CHAPTER

The Boston Chapter this year has endeavored to introduce to its members the diversified library services of this locality.

The first meeting was held at the Museum of the Boston Society of Natural History, while the second provided a visit to the Boston Herald Book Fair. The methods meeting discussed ephemeral material and two other meetings gave the members presentations of the work of the College of Business Administration at Boston University and of the new Littauer Center for Public Administration at Harvard University. Art information was stressed at the March meeting held at the Vesper George School of Art.

Dr. Dennis A. Dooley

CINCINNATI CHAPTER

At the first meeting in September, members who had attended the national convention in Baltimore gave a report, while the October program was arranged as a joint meeting with the Cleveland Chapter at the time of the Ohio Library Association convention in Columbus. The largest attendance of the year was at the November meeting held at Procter & Gamble's new Technical Library at Ivorydale, at which two speakers gave their views on special libraries and special librarians from the angle of the research man.

The subject of the methods meeting was cataloguing problems of the special librarian, while one program was devoted to a get-together meeting for other librarians in other fields. About fifty attended the tea and lecture at the Cincinnati Art Museum. In April Alma
C. Mitchell visited the Chapter and gave an inspiring talk on "The S.L.A. Utopia," and later the local chapter president displayed the treasures of the Spinoza collection of rare books.

**Dr. Walter Rothman**

**Cleveland Chapter**

Of the seven meetings held during the year, one was a joint meeting with the Cincinnati Chapter at the convention of the Ohio Library Association, one was the fifteenth anniversary of the founding of the Chapter, two were professional and two were social.

During the year the Cleveland S.L.A. Times was issued five times. A history of the Chapter was prepared by Rose Vormelker to be printed this year.

Early in the year several chapter projects were suggested, but because the Chapter took over part of the publicity for the National Convention, only two survived, namely the drafting of a chapter manual and of a set of rules for discarding obsolete material.

**Eleanor M. Howard**

**Connecticut Chapter**

The program for the year has been first, to make organizations in the state more than ever conscious of special libraries and the Special Libraries Association and secondly, to enlarge our acquaintance with libraries of our fellow members. Of the eight meetings held this year, three have been in special libraries in the fields of manufacturing, banking and newspaper work and three in connection with the New Britain Institute, Trinity College and Aetna Life Insurance Co. libraries.

The Publications Chairman reports that the List of Special Collections in Connecticut should be enlarged, based on a revised definition of a special collection.

It has been tentatively decided that the material on hand for the Bibliography of the Industrial and Financial History of Connecticut will be issued under a title confining it to certain libraries and cities in the state; the remainder of the very large amount of material in the state will be issued as supplements.

**Anne L. Nicholson**

**Illinois Chapter**

The Illinois Chapter has endeavored to draw together our local interests and to work towards expanding the work of the national Special Libraries Association. The eight dinner meetings during the year included library visiting, a trip to a bindery, a membership drive meeting, a methods meeting on subject headings, and other meetings with speakers on subjects of library interest.

The Methods Committee issued a mimeographed bibliography "Selected Subject Heading Lists for Special Librarians." This list is available to any one who wants it. The College and University Librarians Group have had six discussion meetings during the year, on library procedures. The Duplicate Exchange Committee has cooperated with the National Committee and does a thriving business locally. The librarians of the area have formed a Metropolitan Library Council in order to promote greater cooperation. Mrs. Keck was appointed the representative of the Illinois Chapter.

**Ruth Parks**

**Michigan Chapter**

The meetings of the Chapter have been informal dinners with guest speakers from representative business and professional organizations in Detroit. A spirit of friendliness has prevailed and usually it was with reluctance that the group finally broke up. The membership list shows an increase of fifteen.

A new project undertaken was the publishing of the Chapter Bulletin in printed form, paid for by the Chapter, instead of the mimeographed sheet formerly donated by a friendly member. It is the wish of the Editor to publish two summer numbers in order to keep chapter interest alive during the quiet months.

**Mary Gilbin**

**Milwaukee Chapter**

The Milwaukee Chapter enjoyed a wide variety of programs at its nine monthly meetings during 1939-40. For the first meeting of the year the Chapter participated in the Tri-State Library Conference held in Milwaukee in October. Sponsors were the Library Associations of Wisconsin, Michigan, and Minnesota. Mrs. Clyde B. Nielsen, Minneapolis Public Library, presided over the Special Libraries session. Speakers were Elizabeth Gerhardt, Milwaukee Sentinel Librarian and Milwaukee Chapter President, Adra M. Fay, Minneapolis Business-Municipal Branch, and Hazel Witchie, Minneapolis Social Service Branch.

No publications or projects were undertaken during the year, other than the issuance of a revised directory of members. Plans are under way for a survey of the periodical resources of the Milwaukee area, the findings to be published late in 1940 as a supplement to the Union List of 1939. Non-member libraries will be included in this survey.

**Elizabeth A. Gerhardt**

**Montreal Chapter**

Operations of the Montreal section for 1939-40 have been affected in three ways by the fact that Canada is at war. Special libraries have had a steadily increasing pressure of work, librarians have had less leisure due to war-time activities, and it has been extremely difficult to concentrate on personal or professional problems when our attention was fixed on larger issues.

The Membership Chairman has made a survey of prospective members throughout Canada. Over 150 of these prospects have received two personal letters, directing their attention to the value of membership in the Association. Local representatives in Winnipeg and Toronto have been appointed to handle prospects within their district.
The history of printing was the subject of the March meeting and a joint meeting with the Quebec Library Association was held in April, with Mr. Bayes of the Macmillan Company of Canada as chief speaker.

The Publications Committee has compiled a revision and enlargement of Directory of Special Libraries in Montreal. As a war service, a special committee organized the registrations of the Y.W.C.A. Red Cross Unit into a card catalogue.

BRATRICE M. HOWELL

NEW JERSEY CHAPTER

There have been two outstanding meetings during the year; one a joint meeting with the North Jersey Section of the American Chemical Society, and the other a meeting to which the members of the junior and senior classes of the New Jersey College Library School were invited. At the former we were responsible for half the program. In addition to this, the Science-Technology Group prepared an excellent exhibit of library material. The exhibit created great interest and brought many favorable comments from the American Chemical Society members. At the latter meeting librarians spoke of the work done in their organizations, the training needed, and the opportunities in their particular fields. The ensuing discussion showed a great deal of interest on the part of the students.

BRATRICE M. HOWELL

NEW YORK CHAPTER

Plans of the Publicity Committee to promote radio broadcasts featuring special librarians and their activities bore fruit when six special libraries were matched with six authors in a "true and false" contest over a national network. Scripts on the different libraries represented in the Chapter are being prepared and will be available for future use.

A job show under the direction of the Methods Committee proved highly successful as a means of calling attention to useful or unusual features of special library practice. Prizes stimulated active participation.

The special publication fund was augmented from the proceeds of a theatre party, a new venture in the history of this Chapter. It is hoped the fund will now permit the publication of a new directory of members and assist in the financing of the new edition of the Union List of Serials which will be ready in September. An inauguration of a policy to accept local advertising in the Chapter Bulletin made it possible to finance the entire Bulletin by this means.

The most distinguished speaker of the year was the Librarian of Congress, Archibald MacLeish, who talked informally on matters of interest to the members and transformed the gathering into an unforgettable professional experience.

BRATRICE M. HOWELL

NEW YORK CHAPTER

Eight monthly Chapter meetings have been held in the Philadelphia Council this year. These include the annual dinner, and the business meeting and election of officers in May.

Several new committees were formed, including a new committee known as "Committee on Philadelphia Documents" headed by Arthur B. Berthold, to carry on the work of compiling a bibliography of Philadelphia Documents, a project launched last year.

Four excellent meetings were planned and carried through by the Conference Committee under the direction of Mrs. Donald Thompson of the Swarthmore College Library. The topics covered were "Cooperation" and "Publicity."

The Editorial Board under Paul Gay reports a successful year with four issues of the Council Bulletin published and a fifth to appear later. Due to a lowering in printing costs, it is expected that the Bulletin will have financed itself this year, including costs of postage and envelopes for mailing.

The Committee on Manuals reports that a Secretary Manual is about completed and that material is on hand for a President's Manual. Others will follow in time.

CAROLINE I. FERRIS

PITTSBURGH CHAPTER

The Chapter held a joint meeting with the Pittsburgh Library Club at which Miss Mitchell, the national president of the Special Libraries Association, was honored together with Ralph Munn, president of the American Library Association. This was the outstanding event of the year.

The educational program consisted of a course of three lectures on book selection, with an enrollment of 31 members. A third edition of a union list was started and a revised constitution is being submitted at the annual meeting.

A joint meeting was held with other chapters in the Regional Conference at Hershey, Pennsylvania, and an invitation has been received to participate in the Pennsylvania Library Association meeting in October, 1940.

MADELEINE M. RUNNER

SAN FRANCISCO BAY REGION CHAPTER

Emphasis placed on membership during the year resulted in a substantial addition to the total membership.

The Public Relations program was promoted by a meeting held at a local manufacturing plant. It served to introduce the executives and prospective members to the purposes and methods of the Special Libraries Association.

Employment work was conducted in cooperation with the California State Employment Service and the Chapter reports five positions filled.
Procedure manuals are in process of compilation and a supplement to the 1939 union list of serials was begun, while a committee reorganized the chapter files for greater convenience and use.

MARGARET HATCH

SOUTHERN CALIFORNIA CHAPTER

Alma C. Mitchell's visit last June was the outstanding event in the Chapter's year. Another factor in bringing this Chapter in closer touch with national plans and activities was the election of Josephine B. Hollingsworth as Second Vice-President of the National Association.

The second in-service training course to be initiated by the Chapter was completed this year with an enrollment of 52. Following last year's survey of the resources of the Los Angeles Public Library, the classes this year offered an opportunity to visit and learn about the resources and methods of local special libraries.

The programs for the general meetings focused attention on governmental services in the area, while the Biological Sciences Group and the Social Sciences Group held two meetings each. The latter was a new group this year. Plans are under way to organize a Motion Picture Group in the near future, while a joint Newspaper Group from the two California Chapters is mentioned as a possibility next year. This Chapter met with the San Francisco Bay Region Chapter in a joint meeting in Long Beach at the close of the annual convention of the California Library Association in April.

From the research point of view, the most important activity of the Chapter has been the completion of the Union List of Periodicals which will be published during the year.

EMMA G. QUITOLAY

Discussion Groups

REPORT OF DISCUSSION GROUPS

As an experiment in the possibilities of the conference leadership technique at national conventions, three discussion groups were formed to meet for two hours each day and consider specific problems of interest to special librarians. Membership in each section was limited to 25 and assignments were made according to preferences stated in advanced registrations. Although a selection from three general topics was offered for conference discussion, two sections decided to consider problems of special library methods and the third to discuss standards and personnel.

Under the general technical direction of Prof. Russell J. Greenly of Purdue University, with Miss Josephine B. Hollingsworth serving as general chairman, each section was provided with a conference leader trained in this special technique, a subject expert in the particular field selected for the group, and a secretary to record the discussion.

The first meeting, held Monday morning from ten to twelve, was a joint session of all three groups. Those attending were given instructions in the conference leadership technique followed by a short demonstration led by Professor Greenly.

A summary of the problems considered and the conclusions reached at the separate sections is presented here in brief form. A more complete report will be furnished to each of the participants. Others may obtain copies for a nominal price to be announced later.

Methods I

Conference Leader: Josephine B. Hollingsworth, Municipal Reference Library, Los Angeles.

Subject Advisor: Lee Ash, Jr., Joint Reference Library, University of Chicago. 
Secretary: Margaret Lloyd, Retail Credit Association, Atlanta.

The first problem to be discussed in this section was how a special library may function as a service department to management. After enumerating thirty-two ways a library can serve the officials and employees of its organization, the conclusion was reached that a special library was definitely a service unit to management. Procedure manuals, their purpose and value, were next considered and the group agreed that manuals have utility training for new employees, for maintaining uniform procedures during vacations and temporary absences and for aids in forming policies. More general use of them in special libraries was recommended. As an outgrowth of this discussion the desirability of rotation of jobs was considered. While agreeing that rotation of work had its place in providing in-service training and developing new aptitudes, it was agreed by most of those taking part that a limited interchangeability of jobs was preferable to a formal rotation.

The chief problem presented on the second day was the best methods a headquarters library may use to serve employees in outside offices of the same firm. Those present included librarians who were rendering such service entirely from headquarters, and others who had established branches at one or more points. The consensus of opinion was that wherever possible the same consideration should be given to the needs of employees at a distance as at headquarters, using photostat copies and other methods when books and periodicals cannot be spared. The publicizing of the

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library resources should be directed to all employees alike.

Two subjects brought up on the third day were the value and form of a good library bulletin with the most acceptable means of distribution and what supplementary resources may be used by the special librarian when material is not to be found within the library served. It was agreed that library bulletins served a specific need for publicity and for disseminating information of factual nature, while many ways of gaining facts from various elements of the community were drawn from the experience of those present. The place of union lists and other published guides in locating specialists and unusual sources was stressed.

Methods II

Conference Leader: Helen Seymour, Branch Librarian, John Muir Branch, Los Angeles Public Library.

Subject Advisor: Gladys R. Haskin, Librarian, Cleveland School of Art.

Secretary: Olga Shevchik, Lilly Research Laboratories, Indianapolis.

After defining methods as "the technique involved in the operation of a library, other than those of organization and personnel," the conference proceeded to develop the characteristics demanded of the special librarian for the adaptation of library procedures to the particular needs of the firm served. Helps and hindrances were presented and frank opinions expressed.

The second day was devoted to a consideration of the specific services a special librarian may render to her organization. Fifteen distinct points were listed with many subheads.

On the third day the members of the Conference decided to explore the matter of specific files and their place in facilitating the work of a special librarian. Defining files as "special arrangement of materials and information for reference," the participants agreed that any decision on the value of a file depended upon the type of library in which it was to be used. The pros and cons of numerical, alphabetical and various kinds of classified files were enumerated from the experience of those present, while subject headings and simplified cataloguing came in for consideration during the final minutes of the session.

Standards and Personnel III

Conference Leader: Russell J. Greenly, Professor of Trade and Industrial Relations, Purdue University.


Secretary: Betty Joy Cole, Calco Chemical Division, American Cyanamid Co., Bound Brook, N. J.

The first subject to be discussed by this section was the place of "in-service training" in the special library field. After eliminating other educational possibilities, it was agreed to define in-service training as service having a bearing on the job. Considered as apprentice-

ship, this training could be either organized or carried on individually.

The second problem was whether a company merit rating system should be made to apply to the special librarians in the firm. The conclusion reached was that the basic principles were the same in the library field as in other fields, but that a different set of factors governing the study should be adopted.

The essential functions of the special librarian were approached from the point of view of how far the actual search should be undertaken by the librarian instead of requiring the client to do it. The importance of the question, the time available to the client and the amount of research actually involved were factors considered determining the appropriate action.

Library advisory committees and when they are advisable was another subject of discussion by the members of this conference. Where the members of the committee occupy positions ranking high enough in the organization to have a voice in the budget assignments, the value of such a committee was recognized in providing a sympathetic understanding of the library functions and needs.

A discussion of the place special librarians could occupy in the National Defense Emergency plan brought out the suggestion that a General Committee of Special Libraries Association should be appointed to line up key sources of information when needed.

Knowledge of subject versus knowledge of library technique was the subject of a later discussion and short conferences were held on the distinction between reference and research work, on a suitability test for library work, on unionization as an aid to special librarians and on methods of arriving at a proper salary rating for special librarians.

Summary and Conclusions: Discussion at a Joint Meeting of All Three Sections.

Thursday night after many had left for home, the members of the three sections met together and considered the value of the conference method viewed after the four days of demonstration. The consensus of opinion seemed to be that they would like to see it tried again at the next Convention, with certain changes based on the experience of this year.

It was generally agreed that the Groups should be kept small, less than 25 if possible, that the meetings be held at a later hour in the morning and last not more than one hour and a half. It was suggested that smaller Groups with more segregation along the lines of more closely allied experiences could be procured, if as many as possible of the chapters undertook to train members in the conference leadership method. Professor Greenly said that each state was prepared to provide the instruction free, if the individual Chapters would contact their respective State Boards of Education and plan the course, usually about 30 hours.

It was felt that an ideal situation would be obtained, if about ten conference leaders were made available at the 1941 Convention. In that way small

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groups could be organized according to the preferences of those registering. It was believed that the discussion groups had been worthwhile as a means of obtaining more general participation in convention activities, and as a way to effect greater exchange of ideas from the more experienced to the lesser experienced, from one type of experience to another, from one part of the country to another and from one size of library to another.

JOSPEHINE B. HOLLINGSWORTH

**Library Binding Institute**

Although the Thirty-Second Annual Convention of Special Libraries Association at Indianapolis did not open officially until Tuesday morning, June 4, 1940, a meeting of the Library Binding Institute was held Monday evening, June 3rd. This meeting, the first of its kind to be held in conjunction with S.L.A. was devoted entirely to binding problems. Jean Ashmun, Law Librarian of Indiana University School of Law, Bloomington, Indiana, presided and introduced the speakers, both librarians and representatives of bindery concerns, who discussed the problems of binding. Pelham Barr, Executive Director of the Library Binding Institute, gave an interesting talk on:

**Planning Conservation of Special Library Resources**

There can be no utilization of library resources without conservation. It took this nation a long time to discover that we must conserve our natural resources, if we are to continue to use them. In some libraries there are still areas of knowledge which are being subjected to erosion.

Let us review briefly the history of binding. For many years a Bookbinding Committee of A.L.A. has been in existence. During N.R.A. days, a Joint Committee of representatives of A.L.A. Bookbinding Committee and representative binders was formed. Shortly afterwards L.B.I. was organized. The Joint Committee consisted of three representatives appointed by A.L.A. and three elected by L.B.I. This Joint Committee decided on all questions concerning the relations of libraries and binderies. The A.L.A. representatives had the power of veto.

Within a few years this cooperative program has had far-reaching effects on binding service with minimum specifications for Class “A” Library Binding being developed. Through the research associate of L.B.I., materials were tested and technical problems investigated. The Joint Committee also has developed a Certification Plan.

Under this plan, a bindery is asked to sign a Pledge of Fair Dealing, and to submit samples of work and information relating to its responsibility. If investigation proves that everything is satisfactory, the bindery is certified. Thus a certified bindery must pledge itself: (1) to maintain certain wage and hour conditions, (2) not to employ child labor, (3) to maintain quality standards, (4) not to engage in misrepresentation or unfair practices, (5) to cover adequately customers’ property by insurance. The final power to revoke certification lies in the hands of A.L.A. representatives on the Joint Committee.

As a result of the Certification Plan, standards of binding quality and business methods have increased substantially. Now it is possible for a library anywhere in the country to secure good binding and good service at a reasonable price, from a responsible bindery working under decent labor conditions.

Let us now consider what are the real problems of binding. We may say that utilization depends on these fundamentals of conservation: (1) protection from wear and tear, (2) preservation from deterioration, (3) protection from loss and maintenance of usable form. These fundamentals of conservation, when they require treatment of library material, are problems of library binding.

Library binding includes the rebinding of worn books; the pre-binding or reinforcing of new books to minimize wear; the binding of magazines, newspapers and pamphlets; the mounting and preservation of maps, photographs, autographs and art materials of all kinds; the preparation of music sheets; the construction of all sorts of folders, binders and containers for printed material; the making of bound volumes from loose pages of all sorts; the restoration and repair of old, rare and valuable material. The competent library binder is an expert craftsman, as well as a consultant in the conservation of library resources.

If the librarian considers the repair and preservation of material as true conservation, the bindery work takes on an important aspect. It becomes an essential of library administration. The library’s resources are conserved, with a maximum of efficiency and a minimum of cost.

Among the handicaps to quality and good conservation service are improper treatment of material before it goes to the bindery. Frequently excessive mending in the library causes trouble, loss and expense. In the same category is “temporary binding.” Any method which changes the condition of the paper makes it very difficult to do a good binding job. The question of inexpensive binding often arises. The various methods which can be used should not be adopted without consultation with an experienced binder. There is a

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*Abridged.*
fundamental difference between a cheap binding by an incompetent binder and a special inexpensive binding designed and executed by an expert binder.

For these reasons, special librarians, as well as public and university librarians, have found the greatest aid in conserving the resources of their libraries to be the selection of a competent bindery. That is essential to a complete conservation program. When the right binder is found, it is good policy, good management and ultimate economy to stick to him and to maintain cooperative relations with him year after year.

**Binding in a Chemical Library**

Frequently we have noticed that certain bindings lose their color quicker than others. Some buckram samples were submitted to Fadeometer tests to find out how sunlight affects colors. The light source of this is the carbon arc lamp equivalent to 250 times the strength and brightness of sunlight. These samples represented 110 hours exposure in August sun, equivalent to 13 or 14 days of 8 hours direct exposure.

Fading of material on shelves is not all due directly to sunlight. It depends partly upon gases in the air which are detrimental to color, and partly upon how the color was prepared. If it is an organic pigment, the solvents used may have an effect on fading and the way the color fades. Some colors simply fade out lighter, others change color entirely.

Bright blue is an excellent color as far as fading in sunlight goes, for there is practically no change. The old standard dark blue is very good. Lighter blue is rather poor. Dark green is not particularly good. Tans and browns are poor. Black is excellent, but yellow turns dirty in appearance. Metallic colors are apt to be faster to light than those prepared synthetically.

Elizabeth J. Cole,
Librarian, Calco Chemical Division, American Cyanamid Company, Bound Brook, New Jersey.

**Binding in a University Library**

To keep material, especially periodicals and series, available for use and in good condition for future binding, we have developed certain records, routines and equipment. Records are kept on visible card forms, 5 by 8 inches; the format on the cards varying somewhat with the frequency of different types of material. For maximum service, we keep on one card, the usual volume, number and date of receipt information for each issue of a title, as well as indices and supplements. The publisher’s name, address and telephone number, if there is a local office, and a record of gift or subscription of the title, appear on the face of the card. In addition, we have simple binding directions for the particular title, a sample form of the binder’s title, and the number of the buckram in which the title is bound.

When preparing material for the bindery all necessary information is at hand. Volumes and issues can be checked readily for missing parts, variations from original binding directions may be determined, the binder’s title may be checked and copied, and variations noted. Space is also provided on the checking card for a record of what is at the bindery and the date on which it was sent.

The back of the card is divided into columns for financial records and for the notation of claims and other correspondence. When a new title is received in the library a temporary entry is determined by our Catalog Department until Library of Congress cards or the permanent entry under which the title is to be cataloged can be determined. A blue slip signifies that the material is new, that it is being held for correct entry and that continuations and series are temporarily shelved in our department in Princeton files, which have been labeled so that the material can be found readily. Periodicals are put on the open shelves in the reading room under a temporary entry. When the permanent entry is sent to us by the Catalog Department this entry is typed on the checking card and the blue strip is destroyed.

The first number of a new title is tied in a brown cover before it is sent to the Catalog Department when we are going to bind several numbers of a continuation or series together. The correct author, title, and other information is lettered on the back of the cover in ink. These paper covers have the effect of a binding. When our budget permitted, we used laced-in binders, stiff cardboard covers equipped with holes, cord and a cloth flap which wraps around the back of the volume. A label with author and title information can be pasted on the flap, and used as the back of the volume. Use of these covers involves punching holes in the material to be laced into them. This cannot always be done because of folded maps and narrow margins.

If, after reasonable effort, it seems that we will never be able to replace the missing or mutilated indices, supplements, issues or other parts we need, we have been binding the title and stubbing for the missing part. This seems particularly worthwhile in the case of foreign material and old material. We take a chance in doing this, as the missing part when it does come, may have many more pages than we have allowed in stubbing. If we bind single titles which are thin, we have just enough blank paper inserted as padding to enlarge the volume for lettering, as we prefer to have the title read across the back of the volume rather than up and down.

Extra size plates, maps and charts are folded wherever convenient; bled-on pages are extended on hinges folded. If the volume contains many plates, maps, charts or bled-on pages, we prefer not to fold them, but to have the volume left untrimmed. We receive many titles which the publishers have equipped with guides and tabs of various sorts. We always bind these guides in as they facilitate use. Mending is left to the discretion of the binder. Since we do not collate periodicals when we are sending them to the bindery, we do not always discover mutilations at the library.

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We do collate single titles, replacements, and continuations as well as United States material.

Since our library serves one main field, as all special libraries must, we bind most advertising matter completely. For the past year we have reversed our policy on the binding of some of our periodicals which carry consecutive paging for an entire volume. With some of the titles we are binding all front covers with their issues. We always bind one back cover, if not all, to show a sample of the typical covers of the title.

We bind indices and supplements with their issue, if they are a non-removable part, or in the case of indices, at the front of their volume when possible. Supplements are bound at the back of the volume, unless they are numbered in with their issue. Supplements, handbooks, proceedings, and cumulative indices are always noted in the binder’s title on the back of the volume.

For small-sized material which we wish to catalog and keep permanently, we have developed an inexpensive type of binding called “pamphlet binder.” This differs from a regular binding in that board covers are used without end-papers. We have used this type of binding successfully for material of more than one part and up to two inches in thickness.

Marie C. Friedline,
Chief, Periodical and Binding Department, Joseph Schaffner Library of Commerce, Northwestern University, Chicago, Illinois

Binding in a Newspaper Library *

In this discussion my part is brief because newspaper libraries do surprisingly little binding. The Newspaper Group of Special Libraries Association, in preparing a handbook on newspaper library organization and practices, sent out a questionnaire to 250 newspapers of certain circulation and asked what they did about bindery problems. We received reports from 112. The first question was “Do you bind files of your own paper?” Of the 112, six did no binding at all. One replied that it did bind before 1937 but that it now used microfilm. It was interesting that a newspaper from the center of the country (Bloomington, Illinois) used this modern record form. The second question was “Do you bind files of other papers?” Seventy-one of 112 replied “No.” Two used temporary files, and nine did not answer the question.

There are two other problems, pictures and cuts. Most of these are filed in envelopes, but sometimes they are stacked by number or alphabetical system. Both cuts and pictures must have some identification. This was another question which we asked about in the questionnaire. Most cuts and pictures have proofs pasted on the back, or on cards, if the cuts are in one place and records in another place. Often captions are pasted on the picture itself or attached.

Alma Jacobus,
Librarian, Time, Inc.

Binding in a Music Library *

The chief essential of music binding is to have the book lie flat wherever opened, so it must not be oversewn. All of our music is hand-sewed on tapes. The single score presents no problem for it is just the same as any other book. While it is not exactly symmetrical, the book can be turned more easily when put on a rack.

When we have music with several parts, that presents another problem. Some years ago our librarian and binder decided on certain forms. Music with the piano part and several other parts are bound with the piano part in book form with pocket in the back. Each separate part is bound in a flexible binding, cut flush, so that it opens nicely. The name of the instrument is tooled on the outside.

For chamber music where there are a number of different parts of equal size and no piano part, we use a box made to look like a book. The author and call number are placed on it to stand on the shelf. Each part has its title on it. For orchestral scores we have portfolios made according to the size of the score.

We have quite a little music which is not bound. For sheet music not worth binding we make our own covers. We secure heavy kraft paper, have it cut, separate music, put together with Cambridge strips, sew into cover, and file in filing cabinet. We do not bind choral music. This is kept in boxes.

We use pocket, plate, list of different parts of scores, so that when they are returned an assistant can check them to be sure they are all there.

Edna M. Kenedy,
Head of the Binding Department, Public Library, Indianapolis, Indiana

Binding in an Art Library *

Some people think that art museums just preserve and never use their materials. This is not the case in our library and many other art libraries with which we have compared notes. Just as librarians are trained to know their field and solve their problems, so the sincere binder studies his problem and becomes expert in its solution. When you find a binder who meets your requirements for good binding, give him your loyalty and he will give you his.

Many of our books come as portfolios of plates with a few text pages. These plates cannot be sewed like ordinary books, for they are too stiff and heavy. A linen strip hinge is added to each plate, so that when the strips are sewed together the book will open wide and lie flat. The text pages are also hinged and bound with the plates which they explain. If the text pages are enough to warrant a separate volume, they are bound in the regular manner. When the text is smaller than the plates, it is sometimes necessary in binding the two together to add padding of blank pages so that the thickness of the book is uniform at the top and bottom.

* Abridged.
Spiral bindings are the bane of every librarian and binding concern. The illustrations are often "bled" right out to the binding edge and are marred by the spiral binding. Binders take care of this problem by putting a thin piece of paper on the edge and thus extending the edge. They can then be sewed in the regular way.

Double plates and folded plates need special attention. It is necessary to put reinforcements on the edges, when hard use will weaken and eventually tear them. With these reinforcements, they can be creased easily and the possibility of damage lessened. Some concerted action should be taken to prevent publishers from "bleeding" text and illustrations off the page.

Another of our problems is caring for old magazines when the paper has deteriorated. Eventually they may be microfilmed, but there is the problem of adequate care at the present time. The pages are so brittle, that it is not feasible to bind them and it is too expensive to have each sheet mounted on gauze. These magazines are placed in especially made box-like containers, which look like books on the outside and can be shelved with other books.

Valuable records, such as early minutes of our Committee meetings, speeches and reports of the dedication of the library and holographs which need to be preserved, are put in book form, then catalogued and locked in cases. These technical reports, and some valuable pamphlets are also bound.

Missing pages and indexes are another problem which has been satisfactorily met. Our bindery leaves adequate stubs for inserting the material when it is received. This is a great saving in the time the material is out of the library, especially when the indexes come from abroad. In the case of missing pages we search for another identical copy and have phostatic copies made of the page. These are pasted on the stub. Small books or pamphlets of only ten or fifteen pages are made large enough to be properly bound by the bindery adding additional padding.

Because research students are interested in the hand tooling, the leather and the end papers, original leather bindings of books published in the sixteenth, seventeenth, and eighteenth centuries are preserved as long as possible. When the back is broken the binder takes off the back, stripping the old leather from the cover board. A few inches very carefully. New aged leather is then put on the back and on the cover boards to meet the old leather. Then the part stripped back is joined to the new leather so skillfully, that it is often difficult to see where the old leather and the new begin. The original leather back which contains the hand tooling and letters is then replaced on the new back. At the same time new corners are also put on the book. When the book is finished it is a real work of art and a credit to the craftsmen.

Marion Rawls, Assistant-in-Charge, The Burnham Library of Architecture, The Art Institute of Chicago

Round Table Discussion

In preparing periodicals for binding it is important to see that volumes contain the correct months or issues of the correct volume number and year, title page and index. It is not necessary for the librarian to collate the periodicals before shipping to the bindery. If the title page and indexes are printed separately they should be placed between the first and second issues so as to be protected from possible damage in packing and unpacking.

Periodicals without covers or those with covers that are to be bound in, also old volumes to be rebound, should be wrapped in paper for old leather often causes damage.

Binding slips are convenient and necessary, but not as important as a checklist of titles and volume numbers. An itemized list is a safeguard for both library and binder.

It is important in making rubs for periodicals to match previously bound titles that the paper be light weight bond or heavy tissue quality, that it be placed even with the bottom of the backbone to insure perfect alignment of lettering, that it be folded, marked or notched at top to give the exact length of cover. The color and binding material also should be indicated on rub if not otherwise specified as this, too, is essential.

Oscar Schimler, National Library Bindery Company, Indianapolis, Indiana

The question of the prevailing practice (and reasons therefor) in including or omitting advertising from bound periodical volumes can not be answered definitely. Many libraries desire at least the ads of one number included in certain magazine volumes, others want all omitted. In many magazine volumes, such as Iron Age, and Engineering, two-thirds of the material is ads and, if bound in, make thick, bulky volumes. There are some kinds of magazines which must be sewed to tape or cord because of their narrow margin. It is then difficult to omit ads.

The Engineering News Record is handled in different ways in different localities and by different libraries, especially special libraries. In this instance the binder must know the preference of the library. The American Machinist has a binder's guide and machine tool show. Any binder would leave this section in the magazine volume because it seems to have considerable value. Chemical and Metallurgical Engineering publishes a special number, which most libraries consider valuable and bind intact.

Fortune Magazine brings about many problems in binding. The ads in it are considered important and librarians want the ads bound in. In House Beautiful, Country Life, and Life, the ads are also considered important. The magazines which I referred to previously and also Colliers, Saturday Evening Post, Time, and many others, have to be sewed to tape and it is necessary to
leave in the ads. They must be handled according to the preference of each individual library.

L. D. Sibert,  
New Method Book Bindery, Inc., Jacksonville, Illinois

It is difficult to answer the question of the amount of lettering necessary on scientific and technical volumes. Librarians like the title lengthy and explicit as printed on the title page. This is not always practical. However, the lettering on the outside should be plain, the title brief, and a type face easily readable from a distance. This practice is simple in English books.

The difficulty with foreign books, is that every binder does not have people who speak foreign languages and are able to cut down titles. A binder will print the whole title unless the library has listed the title on the outside of the ticket.

In every respect binders try to follow the directions of the librarians not only in lettering but in everything which leads to mutual benefit.

Oscar Jungs,  
Ernst Herzberg & Sons, Monastery Hill Bindery, Chicago, Illinois

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Administrative Meetings

EXECUTIVE BOARD AND ADVISORY COUNCIL

A meeting of the Executive Board and Advisory Council of the Association convened on Monday evening, June 3, 1940, in the Florentine Room of the Claypool Hotel, with President Mitchell presiding.

Upon motion, the minutes of the last meeting of the Executive Board and Advisory Council, held March 2nd, were approved as distributed by mail.

In the absence of Elizabeth B. Wray, Chairman of the Publications Committee, Eleanor S. Cavanaugh presented three publication projects: (1) A List of Banking and Financial Subject Headings for bank libraries and financial information files, compiled by a Committee of the Financial Group, Margaret Burnet, Chairman; (2) A Trade Name Index, a collection of over 3,500 unusual trade names, giving definitions and sources, with a classified bibliography of over 300 sources of additional trade names, compiled by a Committee of the Science-Technology Group, using as a basis the Index on file in the Technology Department of the Carnegie Institute of Pittsburgh, supplemented by material from the cooperating libraries of the Group; (3) Basic Reference Lists of Books in twelve fields, compiled by University and College Group.

After discussion and on motion duly made and seconded, it was voted to print the List of Banking and Financial Subject Headings and the Trade Name Index.

Upon recommendation of the University and College Group, it was decided to postpone the compilation of the Basic Reference Lists.

The first item coming under the head of New Business was that of a petition from the University and College Departmental Librarians Group that its name be changed to "The University and College Group." This change was approved by the Board.

Miss Mitchell presented a petition duly signed by ten active and institutional members in Toronto asking for affiliation as the Toronto Chapter of Special Libraries Association. This affiliation was approved by the Board, thus increasing the number of S.L.A. Chapters to seventeen, fifteen in the United States and two in Canada.

Representatives of those cities extending invitations for the 1941 Convention were then asked by Laura A. Woodward, Advisory Conference Chairman, to present the advantages of their respective localities. This was done by Richard G. Hensley, speaking for the Boston Chapter; Anne L. Nicholson and Emily Coates for the Connecticut Chapter; and Jean Norcross for the New York Chapter. No vote was taken at this time. The designation for the next place of meeting was referred to the incoming Executive Board.

Miss Mitchell asked if as a result of meetings of Committees, Groups and Chapters held during the day, anyone wished to present problems or projects at this time, reminding the members that the agenda for the Business Meeting, Thursday morning, June 6th, might be too crowded for any opportunity to discuss them.

Acting on this suggestion, Mary Elizabeth Furbeck mentioned that she had received as a gift for the S.L.A. classification file Miss Petty's classification of theological libraries. This ordinarily sold for $15 per copy, an outstanding contribution and representing many years of effort. Miss Furbeck urged members to send in to her copies of their classifications.

Marion L. Hatch, Chairman of the Business Library Promotion Committee, recommended that the Committee personnel be increased to cover a larger territory. The ideal set-up would be to appoint a public relations person, who could devote a good deal of time to promotion work.

Ross C. Cibella, Chairman of the Science-Technology Group, requested a loan of $60 from the Association to be used in mimeographing a Group Directory. The request for the loan was approved by the Board.

There being no further business the meeting adjourned.

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Committee Members
1939–1940*

Business Library Promotion — Marion L. Hatch, Chairman; Mary Watkins Dietrichson, Alberta E. Fish, Margaret Hatch, Wilbur D. Kirkman, Margaret C. Lloyd, Rose L. Vormelker.

Classification — Mary Elizabeth Furbeck, Chairman; Mary Giblin, Abbie G. Glover, Ralph J. Shoemaker, Isabel L. Towner.

Constitution and By-Laws — Richard G. Hensley, Chairman; Dr. Donald E. Cable, William F. Jacob.

Convention — Irene M. Strieby, Chairman; Verna B. Grimm, Olga Shevchik, Nancy H. Todd, Helen Rogers, Caroline Dunn, Ethel Cleland, Thomas Hutchinson, Mary Jo Woods, Mabel Walker.


Finance — Howard L. Stebbins, Chairman; Marguerite Burnett, Mary Pierson McLean, W. L. Powlsion, Laura A. Woodward, Alma C. Mitchell, ex officio; and Josephine I. Greenwood, ex officio.

Government Documents — Ruth Savord, Chairman; Dorothy Bemis, William F. Jacob, Linda H. Morley, Rose L. Vormelker.

*Committee not noted consist only of Chairman whose name is attached to report printed elsewhere.

Indexes to Sources of Statistical Information — Maria C. Brace, Chairman; Jean Norcross, Phillips Temple.


Methods — Marie Lugscheider, Chairman; Chapter Representatives: Grace Weiner, Helene Madsen, Dorothy M. Avery, Julia L. Staniland, Alberta E. Fish; Group Representatives: Laura E. Biddle, Marguerite P. Schoener, Kathryn Peoples Stutsman, Mariana Thurber, Lee Ash, Jr., William Alcott, Elma T. Evans, Marjorie C. Keenleyside.

Microfilming and Documentation — Dr. Mary A. Bennett, Chairman; Ross C. Gibella.

Nominating — Lucile L. Keck, Chairman; Edwin T. Coman, Jr., Mildred B. Potter, Charlotte Noyes Taylor, Ruth von Roeschlaub.


Publications — Elizabeth B. Wray, Chairman.

Resolutions — William J. Soika, Chairman; Ross C. Gibella, Caroline Dunn, Marie E. Friedline, Elizabeth A. Gerhardt.

S.L.A. Student Loan Fund — Rose Boots, Chairman (1938–1941); Anita Crellin (1939–1942), Marion Rawls (1938–1940).

Technical Book Review Index — Marian C. Manley, Chairman; Dr. Julian M. Fettig, E. H. McClelland, Alma C. Mitchell, ex officio.

Trade Association — Rose L. Vormelker, Chairman.

Training and Recruiting — Eleanor S. Cavanaugh, Chairman; Mary Duncan Carter, Ethel Fair, Herman H. Henkle, Linda H. Morley.
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