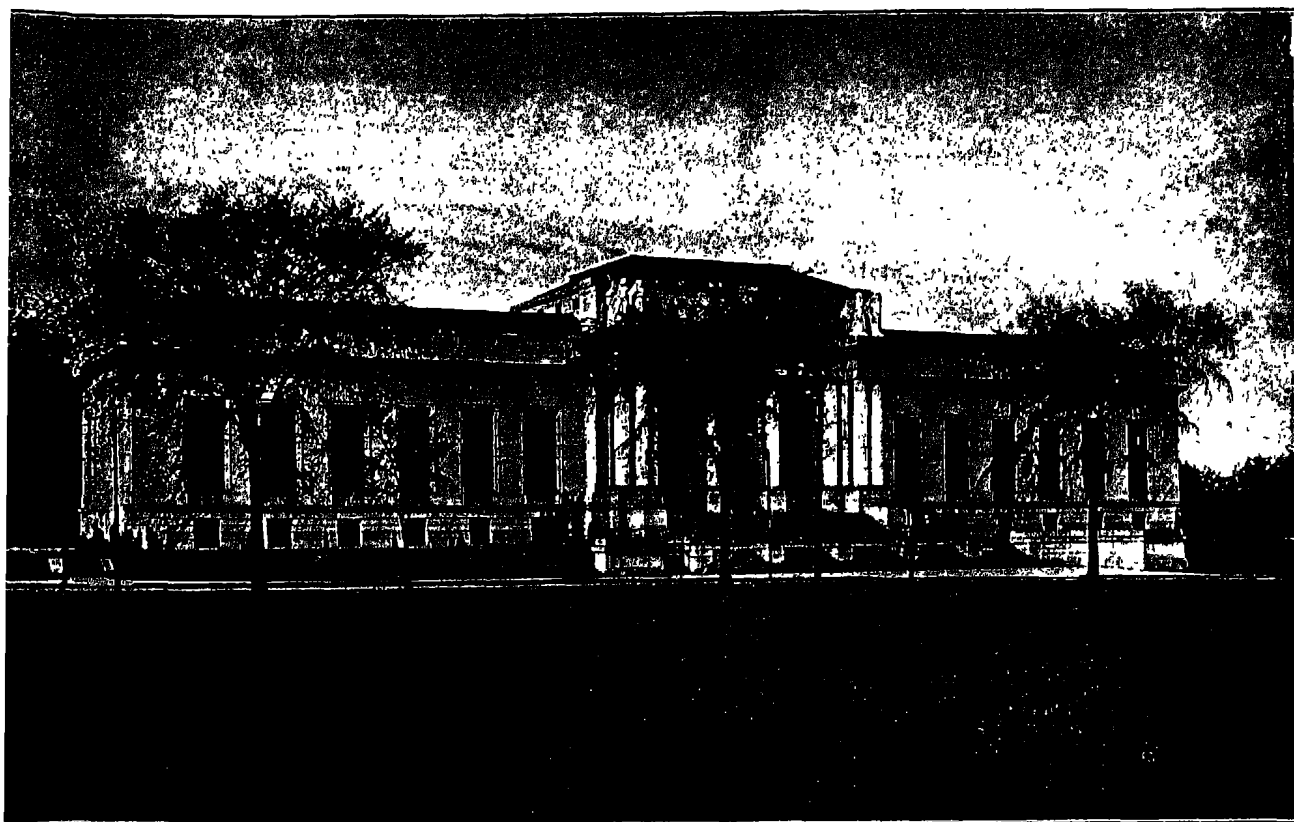

SPECIAL LIBRARIES

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Contents

ARTICLES

Affiliation	253
Chambers of Commerce	247
Cities and Books About Them	241
Civic Libraries of Prominence	242
Co-operative Municipal Research	235
Editors' Problems	252
Legislative Reference Bureaus	245
Legislative Reference in Action	243
Legislative Reference Movement	240
Libraries of Government	252
Library for Ambitious Workers	250
Making Facts Work for a State	253
Municipal Reference from Coast to Coast	238
Municipal Reference Libraries	249
Public Affairs Information Service	246
Recent Books on Government and Politics	248

BRIEF NOTES

A Correction	258
Aftermath of the Financial Exhibit	251
Civil Service Examination	251
Our Advertisers	258
Valuable Publication	251

DEPARTMENTS

Associations	256
Editor's Desk	254
Events and Publications	255
Personal Notes	255

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Special Libraries

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Co-operative Municipal Research

By Edward D. Greenman, *Assistant Director*
New York State Bureau of Municipal Government

TO keep informed regarding what others are doing in similar occupations is necessary for success in one's chosen profession. It results in mutual benefit and efficiency. It greatly aids the solution of like problems. It, therefore, seems almost a calamity for two or more persons, associations or even cities to be striving to solve the same problem without being aware of what the other is doing. Such a condition still exists in many lines of endeavor but through the ever increasing media of special libraries, information bureaus, conventions, class periodicals, etc. it is gradually being ameliorated. Ten years ago for example the cities of New York state were in this category. Officials with similar problems were either attempting to solve them individually or were unable to tackle them owing to the magnitude of the research work involved. The need for a central agency to do this work was urgent and the New York State Bureau of Municipal Information became a factor in city government. This is an organization of the cities of New York state, acting as a clearing house for the collection and distribution of municipal information. It is co-operative in spirit and in fact. It is voluntarily supported by funds appropriated by the cities pro-rated on a basis of population. There have been many concrete instances to show that this appropriation has been a paying investment for the cities. During the past year a study and report issued by this bureau on the cost of elections, made possible an annual saving of over \$300,000 to the cities of this state. This is almost twenty times the total appropriation made by all the cities for the support of this bureau. At the Conference of City Officials in Rochester recently, the Mayor of Middletown,

one of our small cities, made the statement that the bureau had saved his city \$100,000 during the past year.

One of the reasons why this bureau has proved indispensable to the cities is because every two years a new group of municipal officials come into office. At the last general election 50 per cent of the elected city officials were changed. Many of these men have had no experience in municipal government and are especially keen for expert assistance in their new work. Just as soon as new officials are elected the bureau sends to each a list of some of the important activities and problems receiving the attention of progressive cities, together with suggestions as to how these problems may be solved. This list is in the form of questions, in each case citing available reports or other data which will be sent upon request: Are your local ordinances in need of revision and codification? Does your charter need revising in whole or in part? Does your board, bureau or department of assessment and taxation need to be reorganized? Does your method of assessing real and personal property need to be reorganized? Do your methods of levying special assessments for local improvement need to be changed? Is your city zoned? Are you paying your city officials and employees too little or too much? Is your police department efficient and operating at a minimum cost? Is your city effectively regulating the installation of gasoline curb pumps and gasoline tanks? Is your city regulating and licensing all businesses and private activities that it should? Has your city adopted central purchasing for the various departments, bureaus and officials? Is your municipal watershed completely reforested? Does your city health work need

to be reorganized? Is your method of street cleaning effective and economical? Is your method of collection and disposal of garbage satisfactory and economical? Is your method of sewage disposal effective or do you need to adopt a system?

In order therefore to answer a large percentage of the questions asked our bureau, it has been found impossible to secure much aid from existing literature. This may sound like heresy from a librarian's standpoint and it took three years to fully convince me that to a great extent at least in our work, it is true. Salaries of city officials, revenues and expenditures for municipal purposes; tax rates, ordinances regulating specific subjects; water, gas, electric light rates; license fees and many other requests necessitate original research and compilation. This requires constant contact with city officials through meetings, inspections and visits, weekly examination of the Common Council Proceedings of each city and *questionnaires*.

We have found the much abused questionnaire to be a most valuable means of securing up-to-the-minute information. A spirit of co-operation between all city officials and the New York State Bureau of Municipal Information, has been developed to such an extent that when a questionnaire is sent out to any class of city officials a 100 per cent return is usually secured. The questionnaire not only has been found to serve as a means of securing definite information, but has proved especially valuable as a method of calling the attention of some official to *new* solutions of local problems or to stimulate cities to consider that problem. It frequently happens that asking cities how they have tackled a problem, brings us requests from a dozen or more cities for this same information. And so the questionnaire is now extensively used by us in procuring answers to problems on which we have no data. It has also been responsible for bringing to light many imperfections in the systems used by some cities.

In our study of the cost of elections it was brought out by the replies received that some cities were not only delinquent in their methods of conducting such elections but were guilty also of violating the state law applying to election districts. A study of water rates and water consumption brought to light the fact that the cities of the state were wasting water equivalent to seventy-five thousand tons of coal a year. A large conservation of coal was thus affected.

Frequently the solution of problems submitted to this bureau comes from the city officials themselves. Difficult questions which cannot be answered from data already in our files or in our reports, are referred back, to other city officials of the state. The replies received from these rarely fails to give a satisfactory answer to the original request.

To be sure it takes a little time to do this but usually not over one week. The educational effect of this upon the city officials results in a continued interest in the work of the bureau, calls attention to what other city officials are thinking about and to neglected opportunities for civic improvements. It makes them an active and important factor in the solution of municipal problems in other cities.

A *co-operative spirit* among the city officials is encouraged and stimulated in every way. During the last year seventy-eight different city officials have been actively engaged in a study of special municipal problems under the direction of the bureau. These officials are members of committees which have been selected to investigate and report on special problems. One committee made an investigation of the parking of automobiles in its relation to fire hazards, street cleaning and traffic regulation. Another made a thorough study of street lighting. Committees on Home Rule, Hydro-electric development, Education, etc. have made studies and issued reports. In all of these cases the bureau collects the basic data, prepares a summary of all the information obtainable and submits this in the form of a preliminary report. The committees then make a careful study of this material and submit their report.

The bureau has several unusual features. It contains no library, have neither catalogue nor general indexes of any kind. This apparent serious lack of the usual sources of information and library tools, is most satisfactorily overcome by close co-operation with the State Library, especially with the Legislative Reference Library. All pamphlets, periodicals and clippings are sent to the Legislative Reference Library where they are made just as available and accessible as if we attempted to preserve them ourselves. In part compensation for this extremely valuable service we have placed on file in this library a complete set of our reports. There are only three complete sets of these in existence. Up to date we have prepared and issued ten hundred and fifty reports covering almost

every phase of municipal activity. It has always been a source of extreme regret that we cannot supply requests for copies of these reports. They are issued at the rate of one hundred a year and a large majority of them are in typewritten form, only nine copies made. In exceptional cases mimeographed copies are run off. The demand for these reports from city officials alone makes it absolutely necessary for us to limit the sending of these to any but city officials, particularly those in New York state.

Although the bureau does not maintain a library it is necessary to keep a rather extensive collection of city documents. The charters of all cities are indispensable and are kept up to date by adding the amendments passed each year by the legislature. A complete file of all the ordinances of every city in the state is one of our most used collections. All ordinances have been clipped, mounted, classified and filed by subject. This collection now includes twelve thousand ordinances on every conceivable subject. Building, plumbing and sanitary codes are on file. Sample blank forms used in all city departments are available. Reports of city departments are preserved. We also maintain a large collection of specifications for materials customarily purchased by cities. City budgets and Common Council proceedings are also included in our collection.

No subject seems to have aroused so widespread an interest among city officials as the drafting of ordinances. So many requests have been received for sample ordinances that the bureau recently undertook the drafting of model ordinances such as could be adopted by any city, with only slight modifications to meet local conditions and needs. This feature now constitutes a most constructive service. Five subjects are selected each year on which model ordinances are to be drafted. Choice of subjects is based on the number of requests received for such regulations. These model ordinances are prepared by committees, usually consisting of corporation counsels, representing the cities in the state which are especially interested in the subjects selected. Similar ordinances adopted by all the large cities in the United States are procured. These are carefully digested and summarized. Salient features not inconsistent with the laws of this state are incorporated in the model. A rough draft of all model ordinances are sent to the leading experts in the country in the subjects covered. All suggestions and criti-

cisms are carefully considered and when advisable are included in the final draft. Up to the present time nineteen model ordinances have been prepared and adopted by many cities. A continued policy of drafting model ordinances will eventually result in the formation of a model municipal code. This is our goal. For an investigation of the local laws of New York state cities reveals, that in general they are not up to the standard desired and it is hoped greatly to encourage the adoption of better local laws. Each model ordinance solves a problem for all cities. To illustrate; the billboard nuisance is most troublesome to our cities. The adoption and enforcement of our model ordinance on this subject, effectually solves this problem for any city.

The legislative work of this organization is indispensable to the cities. The bureau acts as a connecting link between the cities and the legislature. All bills affecting cities are carefully studied by a committee of city officials. The recommendations of this committee either approving or disapproving bills are sent to both houses of the legislature, and to the committee on cities. In approving or opposing legislation the attitude of the cities toward any bill is procured either by letter or by conferences of the corporation counsels of the cities. The legislative committee of this bureau during the last session of the legislature studied two hundred and thirty-five bills affecting city government. Of these forty-one were approved and fifty-one disapproved, sixty-nine were referred directly to the cities affected, and no action was taken on the remaining sixty-four. Nine of the bills opposed provided for various kinds of tax exemption and if enacted into law would have greatly reduced the revenues of the cities of this state. An analysis of the bills not passed by the legislature owing to the disapproval of this bureau, will prove the value of the co-operative efforts of the city in this work. Had these bills become laws the cost of city government would have been greatly increased during the following year and all succeeding years. Of the bills opposed only one became a law and that did not vitally affect the administration of city affairs. The legislature on its part has come to depend to a large extent upon the bureau for suggestions and criticisms of legislation affecting cities. Through the bureau it attempts to correctly interpret the will of the cities and to place on the statute books only laws of vital importance to the cities.

Municipal Reference from Coast to Coast

By Rebecca B. Rankin, *Librarian*, Municipal Reference Library, New York

Governmental agencies are usually conceded to be conservative, and they are often thought of as the last ones to accept new methods and ideas. Such was not the case in regard to special libraries. The state governmental officials and city officials came to the realization, even before the heads of industry or the leaders of finance caught the idea, that the special library can furnish the proper facilities for procuring information which a business, either private or public, needs in order to function efficiently.

The officials of an American city have the responsibility for deciding policies in such a wide range of activities, for all the activities which the modern city is called upon to perform in these days, that their positions are most important. Efficient service to the public demands power to perform, and a knowledge of municipal affairs. The official must be kept informed about what other cities are doing, the success or failure of other administrations, the experiences of other municipalities in solving problems similar to those confronting them, legislation, new laws, court decisions, state and Federal rulings affecting municipal government, new ideas and plans of other city officials and all efficient practices. The Municipal Reference Library was created to be such a source of information.

The municipal reference library has always been closely related to and counterpart of the legislative reference library; it so happens that the first municipal reference library to be established was in Baltimore when on January 1, 1907 an amendment to the city charter went into effect creating a Department of Legislative Reference for the city. This library has always combined the work of legislative and municipal reference library as it serves the state legislature in addition to the city officials. It is an exception, however, because no other municipal reference library serves the double purpose. A few of the legislative reference libraries, however, do have sections devoted to municipal reference work.

Milwaukee established the first municipal reference library by ordinance which was passed February 3, 1908 and amended June 1, 1908. It provided for a separate city bureau. In January, 1911 another ordinance was passed

which made the municipal reference library a branch of the public library.

Kansas City, Mo. also established by ordinance a municipal reference library on August 19, 1910 as a separate branch of the city government. However, in 1913 its status was somewhat changed by the City Council and placed under the jurisdiction of its Public Service Committee.

On March 31, 1913 the Municipal Reference Library of New York city was formerly opened by the comptroller. At that time it was maintained in the Department of Finance under the supervision of the comptroller. In April, 1914, a contract was made with the New York Public Library whereby the Municipal Reference Library was made a branch of the New York Public Library, administered by the Trustees of the Library, maintained in the Municipal Building for the convenience of the city officials and departments and supported by the city.

In St. Louis the Municipal Assembly by a concurrent resolution passed on January 27, 1911 requested the public library to establish a municipal reference library in the City Hall. The library was opened as a branch of the public library on October 23, 1913 and has been maintained ever since. A similar situation exists either as a result of a specific ordinance, or by direct action of the library trustees in Cleveland; Chicago; Oakland, Cal.; Portland, Oregon; and Toronto, Canada.

It can readily be seen that the municipal reference library has not developed in one set mold. The organization and administration may follow one of many patterns. In fact, we have in actual existence examples of all the different varieties. The problem of administration may be a difficult one which accounts for the many solutions advanced. In the early history of the municipal reference library, when it was first established, the feeling was current that the library could function best if it were a separate bureau or department of the city government and directly under its supervision. Baltimore is an example of this type, as was Kansas City and Milwaukee.

Gradually, the theory was advanced that a municipal reference library could be more independent and absolutely non-partisan, and not

affected by changing city administrations if the library were administered by the public library as a branch but maintained in the City Hall for the convenience of the city officials. St. Louis followed this idea from its establishment. New York adopted it after a year's experience, and Chicago has done so more recently.

A number of municipal reference libraries that began as separate city bureaus have changed to branches of the public library—for example, Milwaukee and Galesburg, Ill. Some cities maintain special divisions or separate rooms in the public library building for the use of city officers and departments, calling them municipal reference divisions—for example, Detroit, Philadelphia and Seattle. Other cities have combined the work for city officials with that for business men of the city, which is known as the Business and Municipal Branch—such a branch library exists in Fort Wayne and Rochester.

Municipal reference libraries are not the only ones in the civic field which are supplying facts and information about municipal activities to the city officials. In the beginning of the movement, there was such a dearth of material and no facilities supplied where sufficient time could be given to collect and to collate the information when needed for specific problems, that naturally the movement spread in many directions. Bureaus of municipal research are operated by educational institutions, often in connection with a department for civic training in the university, or as a bureau of information for cities in the state. At the present time, Bowdoin College, Brown University, University of California, University of Cincinnati, University of Colorado, Harvard University, University of Illinois, University of Iowa, University of Kansas, University of Michigan, University of Minnesota, University of Missouri, University of Nebraska, University of North Dakota, University of Oklahoma, University of Texas, and University of Wisconsin have such bureaus or divisions.

Bureaus of municipal research are also operated independently by individual groups—but they co-operate with city departments and officials and their main purpose is to make public work more effective to the citizens. We find such bureaus in Akron, Boston, Chicago, Cincinnati, Cleveland, Columbus, O., Dayton, Detroit, Kansas City, Mo., Milwaukee, Minneapolis, New York City, Philadelphia,

Rochester, St. Paul, San Francisco, Toronto and Washington, D. C.

Another development in what we term the municipal reference library movement, is the foundation of municipal leagues. Cities of a state have banded together into an association which acts as a bureau of information for all the cities; such leagues of municipalities exist in sixteen states.

Toledo is the city which has most recently established a municipal reference library. The Commission of Publicity and Efficiency started such a library in December, 1919, in their office for the use of the City Council and all the departments, and for the citizens. Part of the work of the commission is to make citizenship efficient, as well as the city administration, and the library is the source of information for both. The Public Library co-operates with the Municipal Reference Library by loaning indefinitely a collection of books on municipal subjects.

At the present time, there are eighteen municipal reference libraries in the United States and one in Canada. New York is the only one which publishes a printed bulletin, *The Municipal Reference Library Notes*, a weekly publication devoted exclusively to municipal news and civic publications. It has been published regularly since 1914 and is now in its tenth volume. The Chicago Municipal Reference Library issues a mimeographed sheet from time to time entitled *What Our City Councils Are Doing*, which is a brief list of references to ordinances in or passed by the city councils of the large cities. The St. Louis Municipal Reference Library issues a monthly *Bulletin*, now in its seventh year, printed on the final pages of the *Monthly Bulletin* of the St. Louis Public Library. The Municipal Reference Division of the Seattle Public Library issues a monthly mimeographed *List of Recent Articles on Municipal Affairs*.

Certain it is that all are giving efficient and non-partisan service to the city councils and departments for which they were established; equally certain is it that municipal government has become more important in the past two or three decades. It is also generally acknowledged that the standard of municipal service has been raised, and we may assume that the municipal reference library, created by the municipal officials themselves, in most cases, in acting as a clearing house of municipal information for them and the citizens, has aided in raising the standard of municipal service.

The Legislative Reference Movement

By Herbert O. Brigham, *State Librarian of Rhode Island*

The story of legislative reference cannot be told in brief compass. Historically, there are two distinct backgrounds to the movement, one emanating from New York in 1890 where, under the guidance of Mr. A. B. Shaw, and later Dr. Robert H. Whitten, a division of the larger library functioned as a legislative library. The fine resources of the larger library furnished unusual facilities for research, but as one commentator, Clinton Rogers Woodruff, puts it: "The mere establishment of facilities does not of itself create a demand for them." As Dr. Whitten once publicly stated: "The library habit needs to be developed. Given an efficient working library and it will take a long time before the demands upon it are as great as they should be." Yet under the skillful guidance of Dr. Whitten the Sociology Division increased in prestige and soon became a strong part of legislative reference. It might also be noted that hand in hand with this undertaking, there was conducted the comparative summary and index of state legislation. The publication of this series of documents for a period of twenty years represents a bibliographical undertaking of unusual merit. It was most unfortunate that the serious fire at the New York State Library should have caused the cessation of this valuable bibliographic tool.

Turning away from the Empire State, we find a new development in the state of Wisconsin. A sturdy young Scotchman, educated at Brown University and possessing a keen insight into every phase of legislative problems, established a bureau which was destined to be the forerunner of many similar bureaus scattered throughout the country. Dr. McCarthy's work stands in a class by itself. His volume, "The Wisconsin Idea," shows the personality behind the movement and the reasons for its marvelous growth. McCarthy cut himself loose from library technique and drew closer to the legislature through his forceful personality and his dominating sense of power. Other legislative reference bureaus came into existence, many of them manned by pupils of Dr. McCarthy.

John A. Lapp formed the Indiana bureau in 1908 and for a decade maintained this

bureau at a high degree of efficiency, using many of Dr. McCarthy's methods and infusing the work with his own individuality. Space will not permit an historical discussion of the formation of the various legislative reference undertakings. Each state attacked the problem in the way best suited to its particular needs. A few followed the example of Wisconsin and developed energetic reference bureaus with elaborate drafting departments. Other states, notably Nebraska, placed the activities in connection with the state university. Still others associated reference work with the functions of the history commission, as in Arkansas. In a few others the law library assumed the duties of the legislative reference bureau. In Illinois a separate bureau was organized which was closely related to the legislature. In Pennsylvania a bureau established in the state library was transferred to an independent bureau which performs in large part the drafting service for the legislature. There is also a separate department in Virginia and in North Carolina. In the state of Maryland the duties are performed by a bureau maintained by the city of Baltimore, the state making an expense allowance for service.

In sixteen states the legislative reference function is performed by the state library. In recent years there appears to be a tendency to transfer legislative reference activities to the state library, or in some form to place the supervision of the duties in that department of the state government. In a few states the state library has not created a separate division, but has attempted to do legislative reference work without proper characterization. As Mr. Clarence B. Lester of Wisconsin has expressed it: "It is general reference work on subjects of legislation and not legislative reference work in a strict and more exact sense of the term." In another column we reprint by permission Mr. Lester's summary on legislative reference work in the United States.

The legislative reference library is in the truest sense a special library. It undertakes research with the maximum of detail and the minimum of waste effort. It not only as-

sembles the material, but in many cases analyzes and appraises the contents of the books and magazines thus assembled. It makes elaborate use of ephemeral and pamphlet material and to some extent minimizes library technique. In most cases the bureau utilizes the resources of the larger state library, but maintains for its own use a small working collection. The legislative reference library of today is in most cases performing a fact-finding function and is avoiding to a large extent political problems and social welfare activities.

Bill-drafting as a function of the legislative reference bureau is a subject in itself, but the excellent summary prepared by Mr. Lester clearly shows the extent to which bill-drafting is conducted by the several states. With the exception of special researches made for members during the progress of legislation, most of the material found in a legislative reference bureau is readily accessible to the public. For this reason the legislative reference bureau, a "special library" of government is especially useful to the other members of the Special Libraries Association.

Cities and Books About Them

There is a renewed interest in cities and city government if we may base a judgment on the books which have recently come from the publishing houses. Books about ten of the larger cities are:

"Our City—New York, a Textbook on City Government," Boston, Allyn & Bacon, 1924, written by the high school students of the schools of this city under the supervision of Frank A. Rexford. Each chapter, prepared by one school, bristles with facts of governmental activities, and the whole is cemented together by enough narrative to make it interesting.

"Boston, the Place and the People," by M. A. De Wolfe Howe, illustrated by Louis A. Holman, published by the Macmillan Company, reviews the salient facts of Boston history, giving a picture of the prominent persons

"Your Washington and Mine" by Louise Payson Latimer, published by Scribner's Sons, 1924, is of a different type. The contents are mainly descriptive. It is attractively illustrated and printed.

"The Story of Detroit" by George B. Catlin, librarian of the *Detroit News*, and published by them, is a history of the growth of that metropolis.

"Buffalo's Textbook" has been adopted by the Department of Education for use in the public schools of Buffalo. One-half the text

is devoted to industry and commerce and the other to a description of its city government. It is published by Robert W. Elmes.

"London Municipal Pamphlets" published by the London Labour Party are a series of five on municipal problems, as housing, education and taxation.

"The Administration and Politics of Tokyo" by Charles E. Beard, published by Macmillan Company, 1923, while a special study of the government of Tokyo presents the essence of what we know about municipal government.

"The Government of Cincinnati and Hamilton County" is the report to the Republican Executive and Advisory Committee of Hamilton County by the City Survey Committee. It is a clearly stated, non-partisan exposition of conditions of city and county government in all its departments, including the business activities of the Board of Education.

In "Municipal Government and Activities of the City of Milwaukee for 1923," ably compiled and edited by Frederick N. MacMillin, the municipal reference librarian, are assembled all the salient facts and statistics of the city's yearly activities.

"Philadelphia's Government" an organization chart and description prepared by the Bureau of Municipal Research of Philadelphia, 1924, shows the government organization of the city and county of Philadelphia.

Civic Libraries of Prominence

NEW YORK Municipal Reference Library which began in 1913 as a part of the Finance Department of the city became a branch of the New York Public Library in 1914. The library occupies three large rooms on the fifth floor of the Municipal Building so that it may be convenient to the city officials and employees who are constantly using it. Beginning with a small but important collection of New York city documents it has now increased to fifty thousand books and pamphlets. The relationship with the New York Public Library is so close that the Municipal Reference Library depends to a great extent upon the splendid resources of the larger institution. The Municipal Branch has the most extensive and best collection of municipal documents of New York city, in fact no phase of municipal government has been neglected—covering all subjects from accountancy to weights and measures.

Thirty-five thousand persons use the library in the course of a year, and the circulation in the various municipal offices totals seven thousand volumes.

A branch, the Public Health Division Library is maintained in the Department of Health, 595 Pearl Street, for the particular use of the doctors and nurses. The collection is devoted to public health, sanitation, medicine, domestic economy, nursing, and other kindred subjects.

The library serves as a bureau of municipal information for business men, civic organizations, colleges, universities, and all citizens interested in civic affairs.

ST. LOUIS Municipal Reference Library was opened on October 23, 1913 as a branch of the Public Library. It occupies two rooms and a corridor in the City Hall, and was established at the request of the city council. Mr. A. L. Bostwick was its first librarian, and one of the prime movers in the founding of the Special Libraries Association. The creditable work of its organizer has been carried on by his successor, Lucius H. Cannon. The library functions as the special technical library of the city's business and industrial machinery. The daily average of visitors to the library is reported as twenty with an average monthly loan of one hundred and twenty-five volumes. Each month a few

pages of the *Monthly Bulletin* of the St. Louis Public Library are devoted to the Bulletin of the Municipal Reference Library. A special number, August, 1919, devoted to "Curfew" was a useful one; "Municipal Bridge of St. Louis," August, 1922 and "Smoke Abatement," September, 1924 were excellent municipal studies made by the library.

MILWAUKEE Municipal Reference Library is now a branch of the public library and is located in the City Hall. It gives valuable assistance to the municipal authorities and, in addition, assists schools, civic organizations and individuals interested in civic problems. The present expansive form of the Milwaukee Code of Ordinances is the result of the work of the Municipal Reference Library which has charge of the compilation of the code and its supplements. Another important piece of work is the editing of the annual consolidated report for the Common Council, entitled "Municipal Government and Activities for the City of Milwaukee for 1923," compiled by the librarian, Frederick N. MacMillin. It is the only municipal reference library in the country which is publishing a municipal yearbook for all the city departments.

BALTIMORE Department of Legislative Reference was established January 1, 1907, the first of its kind in the country, under the direction of a board consisting of the Mayor, city solicitor, president of Johns Hopkins University and president of the Merchants and Manufacturer's Association. This board employs the executive, Horace E. Flack. The purpose of the department, as stated in the law creating it, is to collect, compile and index information on any subject when requested by the Mayor, a member of the city council or head of any municipal department. At the end of 1922, the Annual Report shows a collection of 20,360 pamphlets and 5,300 books, carefully indexed and filed. They drafted 75 per cent of the ordinances introduced in the city council in 1922, and 460 bills for the legislature that year.

CLEVELAND Municipal Reference Library was opened in the old City Hall in December, 1912 and in 1916 was assigned more commodious quarters in the new build-

ing. In its early career most of its work was done for the Charter Commission but its scope was broadened and it serves all departments and the city council. It is a branch of the Cleveland Public Library maintained in the City Hall, but with direct service and a system of loans from the main library. The annual report of the library for 1922-23 shows a yearly circulation of 22,365 volumes. City manager methods, smoke abatement, licensing of operators of automobiles and voting by proportional representation system were important subjects upon which the library helped to furnish material.

TOLEDO Municipal Reference Library is maintained by the Commission of Publicity and Efficiency. Established in December, 1919, it was intended to serve the city officials and employees, and also the citizens. It is located in the city hall. The public library supplies a collection of books and cooperates closely with the commission. There is no librarian in charge but the library is supervised by the secretary of the commission. As the secretary is also the editor of the *Toledo City Journal*, an official weekly bulletin of the city government, he is able to collect valuable material for their library and also able to give the library publicity. As yet the library has not a pretentious collection, but

they are serving the people to some extent as a research bureau.

CHICAGO Bureau of Statistics and Municipal Reference Library as it now exists is a branch in the City Hall under the jurisdiction of the public library, but it is also considered as a bureau of the city because the Mayor's annual report for 1923 contains the Municipal Reference Library's report. The library reports a collection of 101,045 books and pamphlets. During the year 1923 it had 12,240 visitors and 4,197 telephone requests. The library is the authorized source for the sale and distribution of all Chicago's city documents. It is maintained for the citizens as well as the city departments, bureaus and the council.

PHILADELPHIA Municipal Reference Division of the Free Library was established in 1912 for the purpose of furnishing to the city officials and interested citizens information concerning municipal government. For a few years, space was allotted to the library in the City Hall but in more recent years they have occupied larger quarters at Thirteenth and Locust Streets. The division contains something over twelve thousand bound and unbound municipal documents and miscellaneous publications.

Legislative Reference in Action

WE have selected eleven legislative reference bureaus for special analysis. We regret that space does not permit the inclusion of the entire number.

WISCONSIN, under the guidance of Dr. McCarthy, established a bureau in 1901 and for two decades the Wisconsin Idea has exercised a strong influence on the legislative reference movement throughout the country. After Dr. McCarthy's death, supervision came into the hands of Matthew J. Dudgeon and the bureau is at present in charge of Clarence B. Lester, secretary of the Wisconsin Free Library Commission. A long series of bulletins is evidence of its bibliographical output. Some of the principles laid down by Dr. McCarthy in the administration of the Bureau have been discarded, but the organization continues to function as one of the strongest legislative reference bureaus in this country.

INDIANA, under the leadership of Dr.

John A. Lapp, soon became one of the foremost bureaus in the country. It was originally created in 1907 and was re-established in its present form in 1919. It maintains a special library on legislative and other public questions; assists members of the general assembly in the preparation and drafting of legislative bills; publishes statistical information relating to agriculture, the financial condition of municipalities; and other social and economic questions; and compiles the Indiana Year Book. After the resignation of Dr. Lapp, Mr. Charles Kettleborough became director.

MASSACHUSETTS. The Massachusetts State Library harks back to the early history of the commonwealth, but the beginning of its activity is centered in the person of C. B. Tillinghast for many years State Librarian. Mr. Tillinghast was a man of monumental knowledge, but the modern legislative movement was a mystery to him. After his sudden

death, Mr. Charles F. D. Belden became State Librarian. When Mr. Belden became director of the Boston Public Library, there were a group of successors, finally followed by Mr. Edward H. Redstone, former President of the Special Libraries Association. Massachusetts places its legislative reference work under the direct guidance of the State Librarian. Special rooms are assigned for the use of the legislature and the marvelous facilities of the State Library are always at the command of the legislative reference division.

NEW YORK, for a period of many years has maintained under various titles a division of legislative reference. In close contact with the vast resources of the State Library, it has one of the strongest legislative reference collections in the country. It was signally honored by the General Assembly of the state of New York in 1918 when an unusual and extraordinary tribute was given in open Assembly to the admirable work of the bureau. The present Legislative Reference Librarian is Mr. William E. Hannan.

"CONNECTICUT State Library World Famed for Wonderful Collections" is the heading of an article in a Hartford newspaper. The library reflects the personality of George S. Godard who, in spite of many outside interests and activities, has his chief vocation and avocation in his library. In the handsome building opposite the State Capitol, there may be found historical documents, archives of cities and towns, war records, and, above all, a legislative collection of great merit. In its history the library has only had three custodians, Dr. J. Hammond Trumbull, who served for one year, Dr. Charles J. Hoadley, who served for a period of forty-five years, and Dr. George S. Godard, who will soon celebrate his quarter-century anniversary in the State Library. Legislative reference is an integral part of the State Library.

RHODE ISLAND is another example of a legislative reference bureau within a state library. Officially established in 1907, it has performed a valuable service to the state legislature for nearly two decades. Material for the legislative reference collection is drawn from the State Library and there is close cooperation between the bureau and the parent institution. The legislative halls are on the same floor level as the library and a large percentage of the members make frequent use

of the facilities of the bureau. Inasmuch as there are no official draftsmen, a large amount of bill drafting is performed within the bureau. Miss Grace M. Sherwood has been in charge of the Legislative Reference Bureau of the State Library since its inception.

PENNSYLVANIA created its legislative reference bureau in 1909 and reorganized in 1921. The latter act provides that the bureau is for the use and information of the governor, the members of the general assembly, the heads of the departments of the state government, and such citizens of the commonwealth as may desire to consult the same. The bureau devotes a large part of its activities to bill drafting and performs a noteworthy service for the legislature. It is under the direction of Mr. James N. Moore.

IOWA, closely allied with the state law library, opened its bureau for the use of legislators, debaters, clubs and special students of affairs. It is steadily adding to its store of reference material and to its consequent usefulness. The bureau is under the direction of Mr. Arthur J. Small, who is the Law Librarian.

OREGON has a bureau which consists of five members of the faculty of the University of Oregon appointed by the governor for a term of two years and representing the departments of law, economics, commerce, history and political science. The members serve without compensation, and no funds for the bureau are appropriated by the legislature. It is the duty of the bureau, upon the request of a member of the legislative assembly or a state department, to make investigations and reports for their use, and to draft bills. The bureau may have the assistance of other members of the faculty and of students.

CALIFORNIA places its legislative reference in a section of the State Library. Bill drafting is performed by an independent department called the Legislative Counsel Bureau.

ILLINOIS has established a separate bureau which performs legislative reference work. The State Library is under the direction of the Secretary of State.

Legislative Reference Bureaus¹

Alabama. Function performed by department of archives and history. Drafts many bills.

Arizona. In state law and legislative reference library. Drafts about 40 per cent of bills.

Arkansas. The Arkansas History Commission maintains a legislative reference library.

California. Legislative reference and law department in state library. Bill drafting done by legislative counsel bureau, an independent department.

Connecticut. Legislative reference department in state library. All bills go through hands of clerk of bills.

Georgia. Work performed in state library.

Illinois. Legislative reference work conducted by separate bureau. Drafts about four-thirds-quarters of bills.

Indiana. Legislative reference work conducted by separate bureau. Drafts about four-fifths of bills introduced and practically all the bills are handled by the department at some time during their progress.

Iowa. Work done in state library. Few bills are drafted, no provision being made.

Kansas. Legislative reference library in state library. No information regarding drafting.

Maine. Work performed by state library. Does not draft bills. Provision in law that assistant attorney general shall aid in drafting bills.

Maryland. Separate bureau maintained by city of Baltimore. Bureau also performs services for state. Drafts over 45 per cent of bills.

Massachusetts. State library is primarily a legislative reference bureau. About 25 per cent of bills drafted by legislative reference department, but all bills pass through the hands of the counsel to the standing committees of the senate and house on "Bills in the Third Reading."

Minnesota. No legislative reference department. Attorney general's office assists in drafting bills.

Missouri. Legislative reference library maintained by the secretary of the Missouri Library Commission.

Montana. Legislative reference bureau made a part of the law library at 1921 session. No provision for legislative drafting.

Nebraska. Legislative reference bureau under the direction of the University of Nebraska. Sixty per cent of bills introduced are drafted by bureau.

New Hampshire. Work done by state library.

New Jersey. Legislative reference department is a part of state library. No provision ducted by separate bureau. Drafts about four-for drafting. Work is performed in attorney general's office.

New York. Legislative reference section a part of state library. A bill drafting commission drafts about 90 per cent of bills.

North Carolina. Legislative reference library a separate department. Drafts about 50 per cent of bills.

Ohio. In 1921 the legislative reference department was made a division of the state library. Extra draftsmen in legislative years. Drafts over 50 per cent of bills.

Oregon. Work done by supreme court library and state library. A small proportion of bills drafted, but most of drafting is done in attorney general's office.

Pennsylvania. Independent bureau. Director appointed biennially by the senate and house in joint session. Drafts 80 per cent of bills.

Rhode Island. A bureau in state library. Drafts a large number of bills and practically nine-tenths of bills are handled by the bureau at some time during their progress.

South Dakota. Legislative reference department a part of the department of history. Drafts about one-third of bills introduced. Attorney general drafts technical bills.

Texas. Legislative reference division a part of the state library. Bill drafting is authorized by law, but owing to lack of funds library does no bill drafting. Attorney general voluntarily does a great deal of bill drafting.

Vermont. Legislative reference bureau a part of state library. Drafts all bills.

Virginia. A separate department. Drafts about three-fourths of bills introduced. The chief function of the bureau is bill drafting.

Washington. No such department officially. Work done by the state library and the law library. The legislature employs a staff of attorneys for bill drafting.

Wisconsin. A separate department. Drafts about 98 per cent of bills.

Wyoming. Work done in state library. Drafts about 10 per cent of bills.

¹ Compiled by Wisconsin Legislative Reference Library.

Public Affairs Information Service

It is particularly fitting that reference to the Public Affairs Information Service should be made in this issue. One of the reasons which impelled the legislative reference librarians to join the Special Libraries Association and take part in its deliberations was the keen necessity for up-to-the-minute information of all sorts. A legislature in action is apt to be impatient if facts are not forthcoming and every legislative reference bureau places speed and accuracy as one of the first requisites of work with the legislature.

Public Affairs Information Service is a co-operative organization for collecting and disseminating information on all topics relating to government, finance, social welfare, business and current legislation. It received its first impetus at the Kaaterskill Meeting in 1913. A group of librarians, of which the writer was a member, discussed the feasibility of establishing a co-operative clearing house for public affairs problems and Dr. John A. Lapp, then director of the Indiana Bureau of Legislative Information, volunteered to establish the plan in his bureau during the fall of 1913. Each co-operator agreed to pay \$100 toward the support of the service for the first year. The project was a success from the beginning and it was soon found necessary to secure better facilities. The work was later placed under the general charge of The H. W. Wilson Co. and was transferred to their offices in the following year. The value of the affiliation of the service with The H. W. Wilson Co. has been incalculable. The work of the P.A.I.S., as it is usually called, dovetailed into the other publications issued by the Wilson Co. Typographical lay-out was similar and from many other points of view the contact was a success. Space will not permit an elaborate description of the service and readers are referred to an article printed in *SPECIAL LIBRARIES* for April, 1917, which sketches in considerable detail the various features of the service.

It is a fortunate coincidence that at this time the 10th Annual Cumulation of the P.A.I.S. should be appearing on the desks of the subscribers. This publication, a compact volume of nearly five hundred pages, represents the entire cumulative researches of this co-operative clearing house for a period of

one year. Considerable credit should be given to the Publication Committee for the excellence of the volume. The Chairman of the Committee, Mr. Rollin A. Sawyer, Jr., Chairman of the Economics Division of the New York Public Library, states in the preface that the bulletin has not only paid its way and eliminated the deficit which attended its organization, but has also accumulated a small surplus which is held as a reserve against unexpected expenses. Mr. Sawyer explains that the editorial policy has been to provide a selected list of references. The Key to Periodical References shows that six hundred and fifty periodicals were indexed once or more during the year and the proceedings of over two hundred associations of various sorts. Legislation is an important feature of the Index, including the session laws of every English-speaking legislature. Special attention should be called to the typewritten compilations prepared by the Library of Congress, the Legislative Reference Bureaus of, New York, Wisconsin and many others. It has also been the intention of the Publication Committee of the Service to attempt to index all material relating to public affairs which may be in progress. This feature alone may save hours of time and the expenditure of energy in preparing work which at its completion has been found to be in progress in some other organization. The Publication Committee, who have carried the burden of this publication for a decade, deserve great credit for its painstaking efforts. Of the present body, which includes Mr. Sawyer as chairman, Mr. George S. Godard, Dr. John A. Lapp, Mr. Frederick C. Hicks and Mr. Dorsey W. Hyde, Jr., Messrs. Lapp and Godard have been members from the beginning. The editors have been Miss Orrena Louis Evans, Miss Lillian Henley, Miss Alice L. Jewett and Miss Harriet N. Bircholdt. P.A.I.S. is one of the most creditable undertakings sponsored by the Special Libraries Association.

Get the habit of sending news to Special Libraries. Here is a good form to use

TO Mr. Brigham
FROM Miss Reynolds
SUBJECT News items for SPECIAL LIBRARIES

Chambers of Commerce

By L. Else Loeber, *Librarian, Chamber of Commerce of the State of New York*

The Chamber of Commerce in the field of special libraries has as yet played a very unimportant part, and offers large possibilities for the future.

As a general rule most Chambers of Commerce have a small collection of reference books, trade and city directories, some government reports, and a few business books donated by interested members from time to time. In most cases these, with the trade papers and bulletins of other Chambers of Commerce, form the "library." There is no librarian and the collection is the care of no one special person, all members of the staff using what they want when it can be found.

Some of the larger organizations have trained librarians. In the case of Detroit and of Providence, branches of the public library have been established in the Chamber of Commerce rooms, with special reference to the needs of the business man. In these or similar instances, of course, the librarian has the resources of her public library to draw upon, and large opportunities to be of service. The Los Angeles Chamber has recently established its own library with a trained person in charge. There are, undoubtedly, a number of other Chambers of Commerce which should be mentioned as having some trained librarian in charge of the collection, but they have escaped notice.

The library of the Chamber of Commerce of the State of New York is not, for a number of reasons, typical of the Chamber of Commerce library. The Chamber itself is unique in its organization, in its history, and in its location. Having received its charter from George III of England in 1768, it has functioned continuously since that date, and draws for its limited membership from the largest business men of this country. Chambers of Commerce, large or small, as they have developed today in our cities and towns, are almost entirely built up on what is known as the bureau or department systems was an aid in promoting the business of its individual members and in carrying on its various activities. The library of such an organization must be very different from that one of which, like the New York Chamber, devotes itself more exclusively to promoting and encouraging commerce in its larger aspects.

The library of the New York Chamber, established many years ago, has grown until there are approximately eight thousand volumes, including reports of our government departments, which form a large and important part. There is also a large collection of current trade papers and Chamber of Commerce reports from all over the world. The work of the librarian is largely reference work for the committees of the Chamber which deal with such subjects as taxation, insurance, arbitration, the harbor and shipping, public service in the Metropolitan District, internal trade and improvements, and commercial education. It is her task to keep informed on all subjects which these committees may take up for discussion, and to have on hand files of the most up-to-date material available on these subjects, together with whatever legislation may be pending in either Washington or Albany. In work of this kind the current periodical, government, and pamphlet material is of large importance, and it is that section of the library which receives the most attention and is most complete. No attempt is made to keep detailed trade information for the Chamber has pursued the policy of turning over to the trade associations in the city of which there are several hundred, all the trade inquiries. The members of the Chamber, on occasion, use the library for their personal concerns, but so many of them have their own special libraries to command, that the Chamber is called upon only for some unusual piece of information or when statistics covering a long period of years may be required. The public in large numbers do not find their way to the library, but the Chamber is always glad and willing to serve as many as may come.

The filing and indexing of the Chamber's publications form another side of the librarian's work. Since 1858 a bound annual report has been issued, a monthly bulletin since 1909, and for many years all reports have been printed in pamphlet form for distribution and are still available in that form. The records of the Chamber from 1768 to 1858 are available in the original manuscript and in themselves form a fairly complete commercial history of the city.

Recent Books on Government and Politics

By C. C. Hubbard, *Instructor in Political Science, Brown University*

For those interested in government and politics there is a continuously increasing number of new books being published. Of those put out during the past year, the indication of only a few can be attempted here. The greater number are descriptions of government or political conditions in various individual countries.

Quite a little attention has been paid to Russia. Professor E. A. Ross has perhaps one of the most impartial of the Russian books in his "The Russian Soviet Republic" (Century). Emma Goldman surprises us with a book called "Disillusionment in Russia" (Doubleday, Page) condemning Bolshevism. Fridtjof Nansen, the Arctic explorer, has also a description of existing conditions called "Russia and Peace" (Macmillan). Professor A. L. P. Dennis of Clark University has also issued a book on "The Foreign Policies of Soviet Russia" (Dutton).

Quite a few books have come out on South America. H. G. James of the University of Texas and P. A. Martin of Stanford University have a book called "The Republics of Latin America" (Harper), comprehensive in its description. Professor James also has another book on "The Constitutional System of Brazil" (Carnegie Institution). Graham H. Stuart has published "Latin-America and the United States" (Century) and a book in the same field has been written by W. S. Robertson on "Hispanic-American Relations with the United States" (Oxford Press).

On European countries, Professor T. H. Reed has a new book called "Government and Politics of Belgium" (World Book Co.). F. B. Deakin writes on "Spain Today" (Knopf), a book of particular interest in view of the apparently arising discontent against the monarchy. On conditions in India, some interesting recent books are "The Political System of British India with Special Reference to the Recent Constitutional Changes" by E. A. Horne (Clarendon Press) and "India in Ferment" by Professor C. H. Van Tyne (Appleton), the latter growing out of Professor Van Tyne's observations in India in 1922.

Interest in the recent political campaign has had its reflection in the publication of sev-

eral books on political parties. Some of these have been "Political Parties and Electoral Problems" (Harper) by R. C. Brooks of Swarthmore; "Social Politics in the United States" (Houghton Mifflin) by F. E. Haynes; "The Political Parties of Today" (Harper) by Professor A. N. Holcombe of Harvard; and a new edition of P. O. Ray's "Political Parties and Party Problems."

In the field of political theory, Professor Holcombe has published a philosophical treatise, "The Foundations of the Modern Commonwealth" (Harper). Of a different nature is R. G. Gettell's "History of Political Thought" (Century) which is, as its name implies, a comprehensive treatment of the history of political theory. Of a similar nature is Professor H. E. Barnes "Sociology and Political Theory" (Knopf). Professor H. J. Ford of Princeton has a new book in the long series written by him. The title of this one is "Representative Government" (Holt). A most interesting study on "Federal Centralization" (Harcourt, Brace) has been written by Dr. Walter Thompson.

In the field of municipal government, Professor W. B. Munro has revised his two books, issuing them as two volumes of one book called "Municipal Government and Administration" (Macmillan). The results of Charles A. Beard's work in Tokyo after the earthquake have taken the form of "The Administration and Politics of Tokyo" (Macmillan). On police problems two interesting books are "The Policeman" (Dutton) by C. F. Cahalane, Deputy Chief Inspector of Police of New York City, and "The Policewoman, Her Service and Ideals" (Stokes) by Miss Mary E. Hamilton, the first woman on the New York police force.

In the field of state government, W. F. and S. H. Dodd have issued a text on "Government in Illinois" (University of Chicago Press) somewhat elementary in treatment. Not quite as readable is "The Government of Oklahoma" (Harlow Publishing Co.) by T. F. Blachley and M. E. Oatman, written in contemplation of the calling of a constitutional convention in that state. In addition to the studies of the budget made by the National

Municipal League, the University of Pennsylvania has issued a doctor's thesis by H. A. Barth on "Financial Control in the States."

Two studies of the American constitution have been "Recent Changes in American Constitutional Theory" (Columbia University Press) by John W. Burgess and "The American Constitution as It Protects Private Rights" (Scribner) by F. J. Stimson. A small book on "The Power of Congress to Nullify Supreme Court Decisions" (Wilson) has been compiled by Dormin J. Ettrude, containing affirmative and negative briefs, a bibliography and some reprints. Andrew A. Bruce has published a book on "The American Judge" (Macmillan) which is thought provoking. Of

great use to those interested in law is a volume on "Where and How to Find the Law" (La Salle Extension University) by Frank H. Childs, giving, as it does, information on where to find all sorts of material in both international and ordinary law.

In an article as brief as this, of course, nothing like a comprehensive list of publications can be attempted, but it is hoped this summary may prove helpful to those seeking some of the most important works in the respective fields. All of the professional journals carry bibliographies and book reviews, but perhaps the most complete is that edited by Professor W. B. Munro of Harvard for the *American Political Science Review*.

Municipal Reference Libraries

The following complete list of Municipal Reference Libraries may be found useful for reference.

Baltimore, Md. Department of Legislative and Municipal Information. Horace E. Flack, *librarian*.

Chicago, Ill. Municipal Reference Library. 1005 City Hall, (Branch of Chicago Public Library), Frederick Rex, *librarian*.

Cincinnati, O. Municipal Reference Department. Public Library. Miss Mary J. Hirst, *in charge*.

Cleveland, O. Municipal Reference Library, 409-410 City Hall. (Branch of the Cleveland Public Library). Mary H. Clark, *librarian*.

Detroit, Mich. Civics Room. Detroit Public Library. Grace England, *civic librarian*.

Fort Wayne, Ind. Business and Municipal Department. Public Library. M. M. Colerick, *librarian*.

Galesburg, Ill. Municipal Reference Bureau. Galesburg Public Library. Helen Johnson, *librarian*.

Milwaukee, Wis. Municipal Reference Library. City Hall. Frederick N. MacMillin, *librarian*.

Minneapolis, Minn. Business and Municipal Branch. Minneapolis Public Library. 508 Second Avenue, South. Mrs. Mary Watkins Dietrichson, *branch librarian*.

New York City. Municipal Reference Library. (Branch of New York Public Library). Rebecca B. Rankin, *librarian*.

Oakland, Cal. Municipal Reference Department. Oakland Free Library. Carnegie Building. 14th and Grove Streets. Charles S. Greene, *librarian*.

Philadelphia, Pa. Municipal Reference Division. Free Library of Philadelphia. 1233 Locust Street. Miss Helen M. Rankin, *assistant-in-charge*.

Portland, Ore. Municipal Reference Library. Room 312 City Hall. (Branch of Library Association of Portland). Caroline L. B. Sigrist, *librarian*.

St. Louis, Mo. Municipal Reference Library. Branch. Rochester Public Library. Municipal Building. 13 S. Fitzhugh St. Gladys E. Love, *librarian*.

St. Louis, Mo. Municipal Reference Library. 211 City Hall. (Branch of St. Louis Public Library). Lucius H. Cannon, *branch librarian*.

San Francisco, Cal. Civic Center. San Francisco Public Library. Robert Rea, *librarian*.

Seattle, Wash. Municipal Reference Division. Seattle Public Library. Ella M. McDowell, *librarian*.

Toledo, O. Commission of Publicity and Efficiency. Municipal Reference Library. C. A. Crosser, *secretary*.

Toronto, Canada. Municipal Library. Room 201. City Hall. Zetta Harper, *librarian*.

A Library for Ambitious Workers

On the auditorium floor of the Consolidated Gas Company's building at No. 130 East Fifteenth street there is a unit of that vast organization which is unknown to the public that cooks and lights and heats with gas.

It is the library maintained for the officers and employees of the company and of its affiliated gas and electric companies. The big library rooms are cool and light and airy. They are as orderly and spick-and-span as perfect equipment and the constant care of the librarian, Miss Josephine I. Greenwood, and her three assistants can make them. They show shelf after shelf of technical works on such subjects as Gas, Electricity, Chemistry and the Social Sciences, and rack after rack of leading technical and business magazines.

The library is relatively young, for it has been in its present splendidly equipped and conveniently situated quarters only since May 1923, but it is a busy and important youngster. In June, 156 readers consulted its books during office hours; 316 volumes were loaned, and there were 168 telephoned requests for books and magazines. Since January, the library has had 840 readers and has loaned 1,192 books. The 3,000 volume collection is constantly growing.

Many and varied are the publications which form, necessarily,

part of a technical library of this sort. There are files of the *City Record* since 1910, innumerable catalogued files of miscellaneous pamphlets, important for reference, files of the *Patent Office Gazette* since 1854. In the handsome Bradley Alcove, there are bound volumes of the proceedings of the American Society of Mechanical Engineers, Gas Association proceedings and old trade journals. This alcove is a memorial to the well-loved "Chief," William H. Bradley, former chief engineer of the Consolidated Gas Company, who, for fifty years, gave the best of himself to the company's interests, and died, on January 12, 1922, as he had often expressed a wish to die, "in harness."

The library is proving itself a real boon to employees who have a wish for advancement. Hard and extensive work is being done by many of the young men and women who cherish an ambition for going onward and



A GENERAL VIEW OF THE LIBRARY OF THE CONSOLIDATED GAS COMPANY AND AFFILIATED GAS AND ELECTRIC COMPANIES

¹ From Gas Logic, October, 1924.



THE BRADLEY ROOM - Containing the Private Library of the late Chief Wm. H. Bradley.

upward.

Thus, at one of the tables, an eager office boy may be seen bending over a volume of chemistry. Daily, he sees passing into the offices beyond the door which he guards, big men—men who are authorities on subjects he wants to know about, men who have invented some device which has simplified life for countless human

beings. He realizes that men who start as he is starting have as big a chance to succeed as those who started higher up—if only they will work. And, happy in the possession of that truth, he spends his lunch hours here in the library, his head bent over some abstruse problem in physics or chemistry. His books go home with him at night. But the work is not too hard, for it is lightened by a vision, not only of his own success, but of service to mankind. And it is such visions that the big peaceful library, with its friendly librarian, and its cool breezes and its far flung view of busy New York many stories below, make possible.

A Valuable Publication

The Chamber of Commerce of the State of New York reprints under date of October 15, 1924 a "Classified List of Trade and Allied Associations and Publications of the City of New York." Inasmuch as New York is the trade center of the east, the publication is of immense value to all special libraries along the Atlantic seaboard. The material is arranged under topics, listing first the associations and then the publications. The subject-matter covers a wide range: Accountants, Authors and Aviation; Bags, Boxes and Buttons; Conservation, Credit and Economic Matters. The volume also contains a list of the libraries in New York city, also library publications and library associations. Inasmuch as *SPECIAL LIBRARIES* is published at 958 University Avenue, New York, our magazine might well be included in this list. An appendix contains a list of governmental offices in New York city, including Federal, state and city departments, boards and commissions. In addition, the consuls and agencies of foreign governments resident in New York city are included in the list. The document is of unusual value and should be in the possession of every special library.

Civil Service Examination

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

JUNIOR LIBRARIAN
LIBRARY ASSISTANT
JUNIOR LIBRARY ASSISTANT
UNDER LIBRARY ASSISTANT
MINOR LIBRARY ASSISTANT

Examinations for these positions will be held throughout the country on January 7, 1925. They are to fill vacancies in the Department of Agriculture, at entrance salaries ranging from \$1,140 to \$1,860 a year. Advancement in pay may be made without change in assignment up to \$2,400 a year for junior librarian, \$2,040 a year for library assistant, \$1,860 a year for junior library assistant, \$1,680 a year for under library assistant, and \$1,500 a year for minor library assistant.

The duties of junior librarian are to perform, under supervision, minor duties in the field of library science.

The duties of library assistant and junior library assistant are to perform, under immediate supervision, subordinate library work requiring considerable knowledge of library methods and technique and the exercise of some independent judgment.

The duties of under library assistant and minor library assistant are to perform, under supervision, subordinate library work requiring some training in library methods.

Full information and application blanks may be obtained from the United States Civil Service Commission, Washington, D.C., or the secretary of the Board of United States Civil-Service Examiners at the post office or customhouse in any city.

Aftermath of the Financial Exhibit

The photograph of the financial library exhibit at Chicago which was used on the cover for the November issue of *SPECIAL LIBRARIES* was reproduced through the courtesy of Keith F. Warren, Treasurer of the Bankers Publishing Company, New York City. Mr. Warren was one of the most interested visitors present at the exhibit.

The extra edition of the *Bankers Magazine* relating to the fiftieth annual convention of the American Bankers Association mentions the financial library exhibit in an article dealing with the exhibits at the convention.

Also another article entitled "Library Exhibit Attracts Attention" deals chiefly with the booklet, "Your Bank and the Organization of Its Library," which was distributed at that time. The article is also illustrated with a photograph of the exhibit.

Special Libraries

Editor
HERBERT O. BRIGHAM
State Library
Providence

Associate Editor
PROF. HENRY H. NORRIS
McGraw-Hill Co.
New York

Libraries of Government

IT is most fitting that SPECIAL LIBRARIES should devote a distinctive number to the libraries maintained by our state governments and their municipal subdivisions.

The men and women who sponsored legislative and municipal reference libraries felt the keen need for co-operative work through an association and a committee representing those libraries, headed by John A. Lapp, was among the first activities of our Association.

It is also appropriate at this time that SPECIAL LIBRARIES should consider problems of legislation. Within thirty days after the appearance of the magazine, thirty-five states will inaugurate a new group of general officers and thirty-eight legislatures in as many states will convene to enact laws which will pass the scrutiny of their chief executive. In a hundred cities, a new mayor and city governments will be duly invested with the right to enact ordinances and to give added authority to city officials of all sorts.

Later issues of SPECIAL LIBRARIES will feature other subjects of importance, but this issue will be dominated by the state and the municipality.

The editors would appreciate any comment on this particular issue, but please make your criticism constructive.

The Editors' Problems

A magazine to be successful must follow to a large extent the wishes of its readers. A correspondent recently wrote the editor as follows: "I have had occasion more than once to deplore the lack of any real scientific research in SPECIAL LIBRARIES. Only on rare occasions have the issues of this magazine been of such a nature that one would be proud to show them to public officials outside of the profession."

The writer presents a real problem. In the first place, the magazine must have news value; must recount the activities of the local associations, and must keep the membership informed about the important changes in special library positions. The magazine must also try to envisage the more important bits of fact information and, in addition, it must give its readers

worth-while articles by persons whose opinions are considered of importance. Above all, the magazine must adhere closely to its own particular field, not trespassing upon that of the public library.

Articles on scientific research of the type noted by our correspondent are difficult to place in *SPECIAL LIBRARIES*. We are planning a series of articles written by men of prominence, both as statisticians and business economists. We are not in a position to pay honorariums for contributions and many of the men and women who are doing scientific research work can command a goodly sum for their writings.

Nevertheless, we shall strive to meet the problem presented by our critic and if we fail it will not be through any fault of omission on the part of the editors.

Affiliation

LOCAL Special Library Associations have been prompt to recognize the benefits to be derived by affiliation with the National Association. The Special Libraries Association of San Francisco was the first to affiliate and made its application for affiliation by telegram to the Executive Board during its meeting in New York in October. Special Libraries Association of New York followed and after it the Special Libraries Association of Boston which voted to apply for affiliation at its second fall meeting. The question of affiliation is under consideration in other local Special Library Associations.

Nor have the groups been less active. The Newspaper Group was the first to express an intention to organize as provided for in the by-laws. The Financial Group has already made application for group affiliation with the National Association. Other groups have the matter under consideration.

Making Facts Work for a State

MR. Greenman's address came in most opportunely for this number. It was originally delivered at the Saratoga Springs Conference of the Association and at that time elicited much favorable comment. In connection with the work of the New York State Bureau of Municipal Information the Joint Committee on Taxation and Retrenchment in its report to the state legislature says that "there is no single force for good government in this state that is to be compared with the influence of the New York State Bureau of Municipal Information." The co-operation of city officials has made this force what it is. As an agency for better city government it leaves no excuse for any city official in this state to waste public funds on theory, fantasies or in experiments that have failed in other cities. It has eliminated the duplication of work in collecting and distributing municipal data. It has substituted facts for guesses in municipal work. It makes available to all city officials the best thought, experience and resources of all the other cities so that their successes may be repeated and failures prevented.

The Editor's Desk

This is *your* magazine. You have got to do your part to make it a publication worthy of the association. Send in news. We go to press on the twentieth of the preceding month.

* * *

SPECIAL LIBRARIES for November covered a wide range of subjects. This number hews close to one definite line. Which do our members prefer? Opinions are requested.

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Miss Loeber suggests a campaign to interest Chambers of Commerce in the establishment of their own libraries. In our opinion, an enterprise well worth while.

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Our group organizations are not functioning as actively as they should. A half year has passed and the annual meeting with its necessary report of progress is only a matter of a few months.

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Mr. Armistead, Mr. Hyde, Professor Norris and the Editor attended the meetings of the National Municipal League at Cambridge, Mass. on Armistice Day. There was an opportunity for conferences at the luncheon hour.

* * *

We hope soon to announce the definite date of publication for the new edition of the S.L.A. Directory. The delays in publication have been unavoidable. A committee of the Association recently determined printing details.

* * *

Municipal Reference Library Notes for November 5th devotes twenty lines in its valuable publication to a most instructive comment upon our new Handbook of Commercial Information Services. It is hoped that other publications may follow this fine example.

* * *

The article appearing on another page, entitled "Cities and Books About Them," is composed of excerpts of reviews of publications as they have appeared during 1924 in the *Municipal Reference Library Notes*, the weekly bulletin of the New York Municipal Reference Library which may be depended upon to list all the best current civic literature.

We have turned to some of our members for assistance and have been politely refused. Excuse, pressure of other duties. The editors are afflicted with the same trouble.

* * *

The Departments have been forced back this month by the flood of material relating to governmental and civic libraries. Condensation is a difficult task with such good material ready for print.

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The January issue will probably see the introduction of a new column entitled "The World of Business Print." Its supervision will be in capable hands and we believe it will be a popular column.

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We are indebted to Miss Rankin for all the material on municipal subjects. Miss Loeber also prepared the Chamber of Commerce story. Such prompt compliance is most gratifying.

* * *

All the Departments do not appear in every number. The "Mail Bag" is closed during the holidays, but will reopen in January. "The Book Shelf" also appears in the next number. "Things in Print" is now called "Events and Publications."

* * *

There is a close relationship between the "Cumulated Index to Special Libraries, 1910-1922" and the demand for back numbers. A complete file of the magazine with the Index is a valuable tool and should be in every special library.

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Our treasurer reports that payment has not been received for many copies of the Handbook on Commercial Information Services sent to subscribers during the month of July. We hope that our members will correct this oversight and mail checks to Miss Gertrude D. Peterkin.

* * *

SPECIAL LIBRARIES has a wider circulation than most of us imagine. Places in Australia, Africa, the Philippine Islands and China are on the mailing list. We also have copies going to the principal European cities and it is to be hoped that with our closer British relations we may be able to increase our subscription list in the British Isle.

Personal Notes

Isabella M. Cooper, formerly in charge of the Central Circulation Branch of the New York Public Library, is now editor of the new A.L.A. Catalog to be published in 1925 for the Fiftieth Anniversary.

* * *

Mrs. Gladys Wittet was for six weeks this fall engaged in revising the reference collection of the Southern Pacific Library in San Francisco. Mrs. Wittet was formerly assistant librarian of the Southern Edison Company Library in Los Angeles.

Miss Helen L. Hockett, who has been associated with J. F. Wild and Company, Indianapolis, has been appointed librarian of the Harris Trust and Savings Bank, Chicago.

* * *

Miss Margaret Reynolds, librarian of the First Wisconsin National Bank, Milwaukee, gave a talk before the Home Economics Club on November 5, called "Oh, for a Booke." On Armistice Day, Miss Reynolds spoke before the Business Women's Club. Her subject, "Among the Moderns," discussed the procession of modern poets.

Events and Publications

Dr. Frank G. Bates of Indiana University has prepared an organization chart of the executive branch of the government of Indiana.

* * *

An exhibit depicting Milwaukee's industries and businesses was held at the South Side Branch of the Milwaukee Public Library from November 3-8. The First Wisconsin National Bank was represented in this exhibit.

* * *

The Domestic Commerce Division of the Department of Commerce has just completed a series of studies on "Problems in Retailing" and will soon issue a series of printed bulletins on the subject of retailing. The following topics will be included in the bulletins: Retail Store Location, Cancellations and Returns; Automobile Parking; Education of Sales Force; Measuring a Retail Market; Community Advertising; Installment Buying; Store Planning and Layout; Leasing Departments.

* * *

The November issue of *The Annals of the American Academy of Political and Social Science* contains an article, "Linking Out Railroad and Water Transportation" by Dorsey W. Hyde, Jr.

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The leading article in *The Chase* for October, 1924, the monthly magazine of the Chase National Bank of the City of New York describes the Chase Bank Library and its valu-

able contribution to the work of that institution.

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The *National Municipal Review*, October, 1924, contains an excellent supplement on the administration of gasoline taxes in the United States by James W. Martin of Emory University.

* * *

"Business Managing Our Cities" by Dorsey W. Hyde, Jr., Chief of the National Civic Bureau of the Chamber of Commerce, has been reprinted in pamphlet form from the *Nation's Business* for March, 1924.

* * *

There has recently been prepared under the direction of Major A. G. Rudd, Chief of the Recruiting Publicity Bureau, an instructive pamphlet, entitled "Histories of Army Posts." The story of the thirty-nine posts noted in the pamphlet constitutes a vivid picture of the country's growth. The volume describes forts along the seaboard, forts located at strategic points in the interior and forts established in our colonial possessions.

* * *

The *Journal of Land and Public Utility Economics* is the title of a new quarterly magazine published for the Institute for Research in Land and Public Utilities, University of Wisconsin, by the A. W. Shaw Co., Professor Richard T. Ely will edit the publication.

Associations

Boston

The October meeting was held on Monday the 27th, in the new Chamber of Commerce building. Beginning with a supper in the luxurious cafeteria the meeting adjourned to the still more luxurious reading room, where half a dozen speakers made up a varied and inspiring program.

Mr. Chase, of the Boston Public Library, in the absence of Mr. Belden, expressed their great regret that heavy expenses make it impossible for the Chamber to provide quarters for a business branch at a nominal rental and that the establishment of this library is therefore again deferred. He next discussed the adult education movement which has recently been so forcefully presented in Mr. Learned's "Diffusion of Knowledge." Several selections were read from this volume which showed the ideal public library of the future, one made up of numerous special libraries each with its special librarian and serving the entire community in the same way that an individual special librarian and special library now serve a single firm.

Mrs. Meyers, of the Treadwell library, Massachusetts General Hospital, spoke of the importance of drawing out the entire membership of the Association. She took as her text the word formed by the initials of the Association—"SLAB," which she found defined as a flat stone, either thick or thin and usually bearing an inscription. Her emphasis was on the lesser words in the inscription.

Letters were read from three former presidents.

Mr. J. H. Friedel, of the National Industrial Conference Board, the 1st president of the S.L.A.B., writing of the preliminary discussion of the question of forming an association said, "the dominant note in the minds of all was that what we needed most was an organization in which disinterested service would be the keynote. . . . To increase the value of the S.L.A.B., it is necessary to increase service and maintain activity.

"For myself, special librarianship is both a profession for those who wish to pursue it as such and a training ground for those who wish to fit themselves for higher service in business. As a profession, it combines pleasant work with usefulness and the ideals of social service. As a training for executive

service in industry, I know of nothing so well aimed to the purpose. . . .

The task for the Special Libraries Association in the immediate future, as I see it, is to help attract the right personnel for the work and then to see that it is trained and stimulated so as to give its best to the service of industry and so to society."

Mr. Edward D. Greenman, assistant director of the New York State Bureau of Municipal Information, wrote, "At the time your Association was founded most of the librarians of the special libraries of the city of Boston were unacquainted with the splendid informative resources of these collections. . . . The ultimate aim of the Association was to function as a mutual benefit organization to guide and direct the librarian to available sources of needed information. Co-operation for mutual benefit should always remain the corner stone and objective of your Association."

Mr. Ernest W. Chapin, chief of the Technology Department, Detroit Public Library wrote, "Professional advancement and public-spirited service are of course the basis of such an organization, but to one who has moved several times from one section of the country to another there becomes evident the benefits of a relaxation from duties, a social mingling, and the resultant contact with outside points of view. We take a livelier interest and receive more stimulus from the inexpert comment of a doctor, a bookseller, engineer, or banker occasionally injected into otherwise peaceful meetings than from any amount of unrelieved shop-talk."

Mr. W. P. Cutter, director of information, Arthur D. Little, Inc., Cambridge, told of the meeting this summer of the British Special Libraries and Information Bureaus which is the first national organization outside the United States and Germany. He also noted the appearance in *Pulp and Paper Magazine* for October 9th of an article on "Libraries in Science and Industry" in which he found mentioned a catalogue of scientific periodicals in Canadian libraries. As a weekly, sifting the facts, he recommends time to the busy librarian and as an example of the ideal method of compiling a bibliography, he cited that followed in "Smoke Abatement" compiled by Lucius Cannon and issued by the St. Louis Public Library.

Mr. H. O. Brigham, State Librarian of Rhode Island, and the new editor of *SPECIAL LIBRARIES*, was present and appealed for help in the way of suggestions, articles and news for the magazine.

Mr. Frederick H. Mooney, librarian of Dennison Manufacturing Co., Framingham, urged the value of general participation in the meetings and the case method of handling some of the problems met by members.

Mr. G. W. Lee, of Stone and Webster, showed how much splendid work could be co-operatively accomplished by the special libraries in the United States, if all local associations affiliated with the National Association.

Mr. Daniel N. Handy, speaking as President of the Special Libraries Association, gave a brief history of the founding of the Association fifteen years ago and of its growth to a present membership of over eight hundred. Among the accomplishments of the Association were mentioned the starting of "Public Affairs Information Service"; the publication of *SPECIAL LIBRARIES*, a set of which with index constitutes one of the most complete collections of material on information sources in America anywhere available; and the issuing of the "Directory of Special Libraries" and the "Handbook of Commercial Information Services." He distinguished between the special library and the public library, but emphasized their interdependence.

He explained the action of the executive council on the question of affiliation of local associations as provided for by the new constitution, saying that while this carried with it no obligation on the part of the individual members it was hoped that many would join the national. The membership dues are \$4.00, including the periodical. At the end of the year the National Association will remit to the local 10 per cent of all dues paid by it, if however, the local attains a membership of 100 per cent in the National, 25 per cent of all dues will be remitted.

It was voted that the local association affiliate with the National Association.

The *Shock Absorber* is the title of the Official organ of the Special Libraries Association, Boston. Its one-page broadside condenses a vast amount of news, personal notes, and a few queries.

Pittsburgh

The regular monthly meeting of the Pittsburgh Special Libraries Association was held in the library of the Traffic Department of the Bessemer & Lake Erie Railroad, November 20th.

Mr. Richard H. Johnston, Librarian of the Bureau of Railway Economics, Washington, D.C., came to address the Association on "Special Libraries and the Bureau of Railway Economics." He was introduced to the Association by Miss Jessie Callan, Librarian of the Bessemer & Lake Erie Railroad. His remarks on the special library movement, its inception and growth were most timely and enthusiastically received. About twenty members of the Association were present, a number having had dinner together at the Friendly Lunch Room before the meeting, as is becoming a custom. At the business meeting presided over by Mrs. Blanche K. S. Wappat, President of P.S.L.A., which followed Mr. Johnston's address, the chairman of the various committees made their reports. It was announced that the vote on affiliation was in the affirmative and the formal petition would be made to the National Special Libraries Association to become affiliated with that body.

Southern California

The November meeting of the Special Libraries Association was held at the Barlow Medical Library, 742 North Broadway, Los Angeles. Dr. Dock, a member of the Library Board of the Barlow Medical Library, gave a very interesting talk on "Medical Libraries and Librarians." Colonel Lyster, President of the Barlow Medical Library Board, was a guest of the Association.

Miss K. Dorothy Ferguson, President of the Special Libraries Association of San Francisco, extends to any members of the Association who might be contemplating a trip west an invitation to visit the San Francisco chapter.

San Francisco

The San Francisco Special Libraries Association held its monthly luncheon meeting, Tuesday, November 18th, with twenty-five business librarians in attendance. The meeting was addressed by Mr. Washington Connolly of the California Development Association who presented a detailed account of the surveys of agricultural and industrial re-

sources of the state made by the Association. The vital need of the collection of statistical data on state resources and the wide range of such information was graphically depicted by Mr. Connolly.

Mr. R. F. Davis of the Standard Oil Richmond Refinery then told of the progress made in compiling a Union List of Technical Peri-

odicals for use in his company. This list will form the nucleus for the complete list of periodicals on file in all local libraries which the Association is now compiling.

The President, Miss K. Dorothy Ferguson, appointed a committee with Mrs. Gladys Witet as Chairman, to revise the Constitution and By-Laws.

A Correction

We desire to correct a few errors that crept into the November issue. Miss Estelle Brooks is librarian of the *Los Angeles branch* of the Bank of Italy. By an odd coincidence, the name of the librarian of the bank at San Francisco was also wrong. The name should be Miss K. Dorothy Ferguson and not Miss K. Dorothy Perkins as printed.

In mentioning the Mailing List Directory edited by Miss Morley and Miss Kight, we stated that volume would be reviewed in a later issue, entirely overlooking the review by Miss Ayers which appeared in a spring issue.

Our Advertisers

The readers of SPECIAL LIBRARIES may have noticed a slight increase in advertising space. Many of these firms are making the experiment for the first time and the continuance of their advertising depends entirely upon you.

Get the habit of purchasing direct from our advertisers and when ordering tell them where you saw the advertisement.

We have a fixed rate card which is published in the "Standard Rate and Data Service," a national authority on the subject.

We should be glad to send a copy of the rate card to any member of the Special Libraries Association or of any local Association.

Suggestions regarding prospective advertisers would be most welcome.

INDEX TO VOLUME 15 IN VOLUME 17.